



# CHAR-LITI Call for proposal

Promote capacity building and awareness on the EU Charter of Fundamental Rights and activities on strategic litigation relating to democracy, the rule of law and fundamental rights breaches

*CERV Programme*

**Info session**

*European Education and Culture  
Executive Agency*

*24 November 2021*

# Agenda

1. Timetable & deadlines
2. Legal and financial aspects
3. Eligible activities
4. Evaluation process
5. Tips in brief
6. Submission process
7. Reference documents
8. Q & A

# Timetable and deadlines

<b>Deadline for submission</b>	<b>24 February 2022 – 17:00:00 CET (Brussels)</b>
<b>Evaluation</b>	<b>February – June 2022</b>
<b>Information on evaluation results</b>	<b>June – July 2022</b>
<b>Grant Agreement signature</b>	<b>August – September 2022</b>

# Legal and financial aspects

- **Project duration:** between 12 and 24 months
- **Project budget:** min EUR 75 000 - max no limit
- **Co-financing:** the maximum funding rate is **90%**
- **Budget categories and cost eligibility rules** > [Annotated Model Grant Agreement](#)

# Eligible activities

- Capacity building and awareness raising activities
- Facilitating cooperation between key actors in enforcing the Charter
- Training and train-the-trainer activities for professionals
- Mutual learning, exchange of good practices
- Analytical activities
- Communication activities, including dissemination of information and awareness raising about rights and redress mechanisms

# Evaluation process

- Award criteria
- What makes a good proposal?
- Tips in brief

# Award criteria – Scoring (100 points)

<b>Award criteria</b>	<b>Minimum pass score</b>	<b>Maximum score</b>
Relevance	25	40
Quality – Project design and implementation	n/a	40
Impact	n/a	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

# Award criteria – Relevance (40 points)

- **Relevance** to the priorities and objectives of the call
- Clearly defined **needs** assessment
- Clearly defined **target group** (gender perspective)
- Contribution to the **EU strategic and legislative context**
- **European/transnational dimension**
- Transfer of **good practices**
- Potential to develop mutual **cross-border** cooperation (impact)



# Award criteria – Quality (40 points)

- **Clarity and consistency** of the project
- **Logical links** between identified problems-needs-solutions
- **Methodology** for implementation (**gender perspective**)  
« timetable; allocation of resources; distribution of tasks between partners; risks & risk management; monitoring and evaluation »
- **Feasibility** of the project within the proposed time frame
- **Financial feasibility** and **cost-effectiveness**

# Award Criteria – Impact (20 points)

- Ambition and expected **long-term impact** of results **on target groups/public**
- **Dissemination** strategy
- Positive **multiplier effect**
- Long-term impact and **sustainability**

# What makes a good proposal

- ✓ In line with policy priorities with a clear focus
- ✓ Objectives realistic and relevant to participating organisations & target groups
- ✓ Addresses a real need in the field
- ✓ Well established methodology
- ✓ Consistent with realistic project objectives, methodology, activity and budget
- ✓ Budget reflects foreseen activities
- ✓ Strong partnership
- ✓ Realistic and sustainable results – visibility and media coverage

# Tips in brief

- Have the **project idea** firmly in mind before starting to complete the application
- **Take time** to understand how the application is structured
- Be sure your **project fits** into the CHAR-LITI objectives and priorities
- Ensure that **partner involvement** (work packages and budget) has been fully discussed and agreed
- Allow time for **drafting** and **reviewing** and **redrafting**

# Suggestions to prepare with your partners

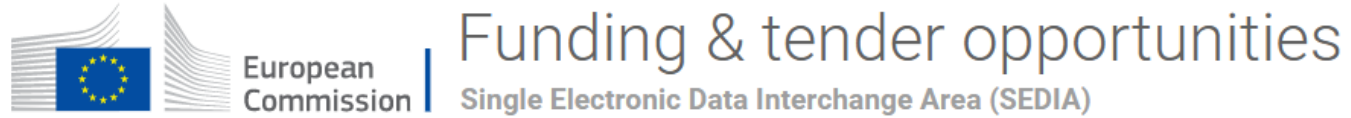
- ✓ Be familiar with partners' profile for a proper project implementation
- ✓ Partners who provide low quality input to the drafting of application will not provide high quality input into the project!
- ✓ Make sure that your partners are ready to implement the project if selected
- ✓ Clarify the number & dates & venues of meetings in advance
- ✓ Make sure you have an adequate project team for implementation
- ✓ Consortium agreement

# Submission procedure

- Where to find the Call
- How to create your application
- Proposal structure

# Where to find the Call

- Go to the [Funding & tenders opportunities portal](#)



Home | SEARCH FUNDING & TENDERS ▼ | HOW TO PARTICIPATE ▼ | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT ▼

## Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	<b>Citizens, Equality, Rights and Values Programme (CERV)</b>	Creative Europe (CREA)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Defence Fund (EDF)	European Parliament (EP)	EU Anti-fraud Programme (EUAF)

# Where to find the Call

Find calls for proposals in Citizens, Equality, Rights and Values programme

Search calls for proposals by keywords, programme parts, ...



Type your Keywords...

Match whole words only

GRANTS  TENDERS

Submission status

Forthcoming (9) Open for submission (2) Closed (10)

Programming period

2021 - 2027 (21)

Citizens, Equality, Rights and Values Programme (CERV)

Programme part

## Funding and tenders (21)

Need help? Sort by: Submission status

**Grant** Call for proposals limited/restricted to national Data Protection Authorities on reaching out to stakeholders in data protection legislation

Open for submission

Programme	Citizens, Equality, Rights and Values Programme (CERV)	Deadline model	single-stage
ID	CERV-2021-DATA	Opening date	06 May 2021
Types of action	CERV Project Grants	Deadline date	08 December 2021 17:00:00 Brussels time

**Grant** Promote capacity building and awareness on the EU Charter of Fundamental Rights and activities on strategic litigation relating to democracy, the rule of law and fundamental rights breaches

Open for submission

Programme	Citizens, Equality, Rights and Values Programme (CERV)	Deadline model	single-stage
ID	CERV-2022-CHAR-LITI	Opening date	28 October 2021
Types of action	CERV Project Grants	Deadline date	24 February 2022 17:00:00 Brussels time



# How to create your application

Read the **Call document** carefully before starting your application

## General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back to search results

## Topic conditions and documents

### 1. Eligible countries:

The eligible countries are described in the [Call document](#) in the part "6. Eligibility - Eligible participants (eligible c

### 2. Eligibility and admissibility conditions.

The eligibility and admissibility conditions are described in the [Call document](#) in the parts "5. Admissibility and c

### 3. Proposal page limits and layout:

show more...

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to th asked to confirm your choice, as it cannot be changed in the submission system. Upon confir

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal

Please select the type of your submission:

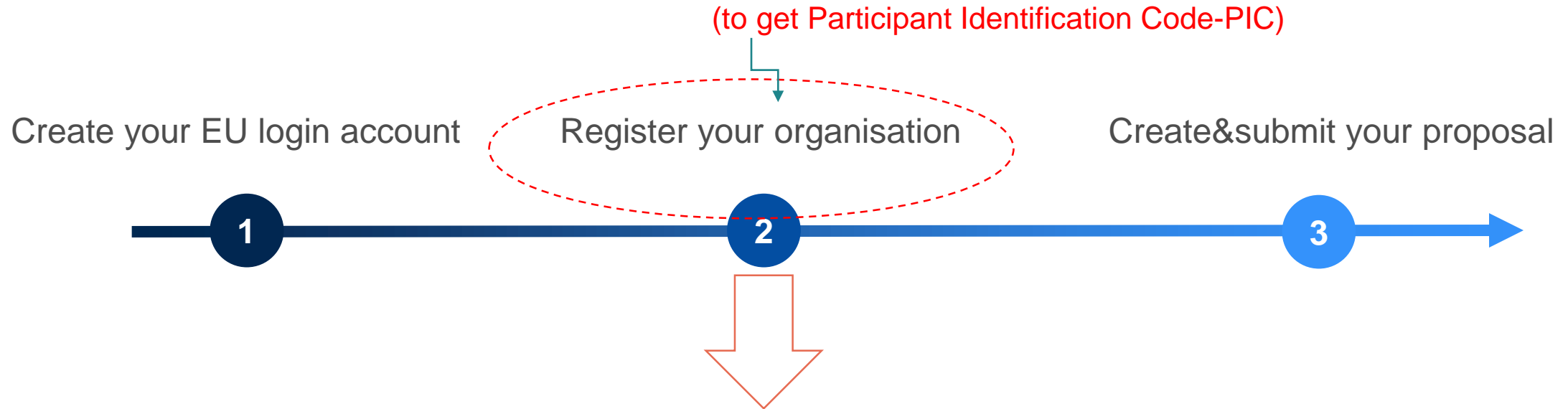
CERV Project Grants [CERV-PJG], CERV Action Grant Budget-Based [CERV-AG]

Start submission

Need help?

When you are ready, click on **'Start submission'**

# How to create your application



Browser address bar: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

English EN

Register Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

# How to create your application

Progress bar: Login (✓), Topic selection (✓), Create proposal (📍), Participants (○), Proposal forms (○), Submit (○)

## Create proposal

**TEST MODE**

**Deadline**  
24 February 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: CERV-2022-CHAR-LITI  
Topic: CERV-2022-CHAR-LITI  
Type of action: CERV-PJG  
Type of MGA: CERV-AG

**Find your organisation**

PIC:  Short name:

**Search for your organisation**

Organisations you have been previously associated with. (Click to select)

- PIC: 913842918**  
Test Camelia-Valeria  
place Rogier  
Brussels, BE
- PIC: 892863661**  
SME Test  
Rue ABC, 3  
Brussels, BE
- PIC: 952853893**  
JANITOM Tomasz Janisz  
ul. Ogarna 111/112/6  
Gdansk, PL

**Enter the  
PIC of your  
organisation**

# How to create your application

## Participants

**TEST MODE**

**Deadline**  
24 February 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: CERV-2022-CHAR-LITI  
Topic: CERV-2022-CHAR-LITI  
Type of action: CERV-PJG  
Type of MGA: CERV-AG

**Proposal data:**  
Acronym: xxx  
Draft ID: SEP-210809076

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

### Coordinator

1 [Redacted] [Add Affiliated Entity +](#) **Contacts:** [Add contact +](#)

Test Camelia-Valeria  
E  
PIC: 913842918

[Change organisation](#) [Contact organisation](#)

[Add Partner +](#) [Add Associated partner +](#)

[SAVE](#) [SAVE AND GO TO NEXT STEP](#) [NEXT](#)

*Note: The "Add Partner +" button is circled in red in the original image.*

# How to create your application

## Roles in the consortium

1. Coordinator – takes care of the project management and coordination
2. Partners - help you reach objectives and solve problems
  - Consortium agreement

NB: All the entities involved need to be registered with a PIC.

For full consortium composition read the Call document

# Proposal structure

- **Part A** – online form
  - General Information, abstract (only in EN), participants and contacts, budget (90% co-financing & 7% indirect costs)
- **Part B** – to be downloaded and then re-uploaded (max. 70 pages)
  - Description of the project and applicant organisation, work packages and activities
- Annex 1 – CVs of core project team
- Annex 2 – Annual Activity Report of last year
- Annex 3 – List of key previous projects for the last 4 years
- Annex 4 – Child protection policy (if activities with children)
- **Part C** – online form = EU priorities, data and indicators

# Proposal structure

**Part B**

**Deadline**  
24 February 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: CERV-2022-CHAR-LITI  
Topic: CERV-2022-CHAR-LITI  
Type of action: CERV-PJG  
Type of MGA: CERV-AG

⚠ Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**  
Acronym: xxxx  
Draft ID: SEP-210810407

**Download Part B templates**  
Download part B templates

**Part A** **Part C**

Your proposal contains changes that have not yet been submitted.

**Administrative forms (Part A)**  
Edit forms Edit Part C View history Print preview

**Part B and Annexes**  
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B		Upload
CVs		Upload
Annual activity reports		Upload
List of previous projects		Upload
Child protection policy		Upload

**Annexes**

← BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

# Proposal structure – Part A

## *Administrative form*

### Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show



# Proposal structure – Part B

## *Technical description*

- 1. Relevance:** general objectives, needs analysis and specific objectives, EU added value
- 2. Quality:** concept and methodology, consortium, project team, consortium management, project management, monitoring and evaluation strategy, cost-effectiveness and financial management, risk management
- 3. Impact:** impact and ambition, communication, dissemination and sustainability
- 4. Work plan:** work packages and activities, timetable
- 5. Other:** Ethics and EU values
- 6. Declarations**

# Proposal structure – Part B

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# Proposal structure

## - Part C

PIC Number (if available)  
892863661

Organisation Type Description

- Civil Society Organisation
- Civil Society Organisation
- National Human Rights Institutions
- Equality bodies
- Ombuds Institutions
- Other

**Select your organisation type**

Promote capacity building and awareness on the EU Charter of Fundamental Rights

- Yes  
 No

Activities on strategic litigation

- Yes  
 No

Gender balance in direct participants

Women \*

**Please enter a valid value**

Men \*

**Please enter a valid value**

Non-binary \*

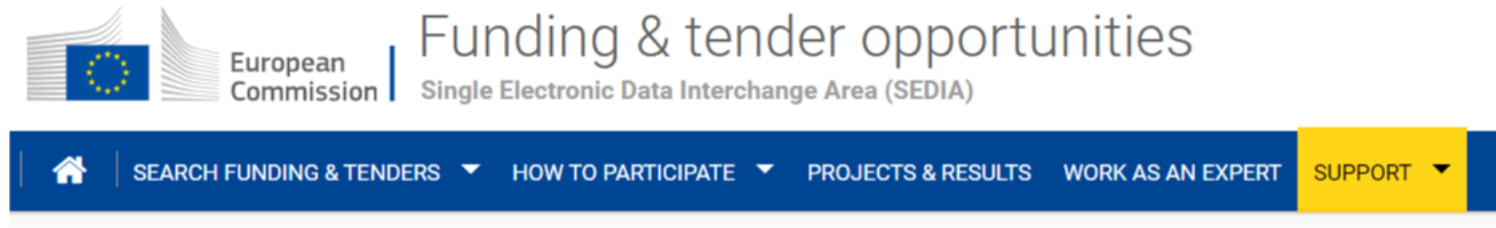
**Please enter a valid value**

TOTAL

Total number of indirect participants \*

**Please enter a valid value**

# Help



- [Online manual](#)
- [EACEA website – How to get a grant](#)
- [Portal FAQ](#)
- [EACEA-CERV@ec.europa.eu](mailto:EACEA-CERV@ec.europa.eu)

# Reference documents

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

- CERV Regulation
- Work Programme
- Standard application form (in pdf)
- Model grant agreement and contract
- Reporting templates

The screenshot shows the 'Citizens, Equality, Rights and Values Programme (CERV)' page on the EU Funding & Tenders portal. The navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE' (highlighted in yellow), 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'Reference Documents' and is divided into two sections: 'Grants' and 'Procurement'. The 'Grants' section includes a description and a prompt to select a programme. The 'Procurement' section mentions that reference documents are published on TED eTendering. A search bar with a 'Filter' button is visible. A list of categories is shown on the right, with the first five items highlighted in yellow: 'Legislation', 'Work programme & call documents', 'Grant agreements and contracts', 'Guidance', and 'Templates & forms'. The 'Funding & Tenders Portal' category is also visible at the bottom of the list.

# Thank you



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Slide xx: [element concerned](#), source: [e.g. Fotolia.com](#); Slide xx: [element concerned](#), source: [e.g. iStock.com](#)





Questions?