



Pilot Projects and Preparatory Actions

Call for proposals

Pilot Project - Establishing a European Heritage Hub to support a holistic and cost-effective follow-up of the European Year of Cultural Heritage
(PPPA-CULT-2022-EUHERITAGEHUB)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU pilot projects (**action grants**) in the field of Culture under the **Creative Europe Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- Commission Decision C(2022)1848 on the adoption of the 2022 Annual Work Programme for the implementation of pilot projects and preparatory actions in the area of education, sport and culture.

The call is launched in accordance with the 2022 Work Programme¹ and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topic**:

PPPA-CULT-2022-EUHERITAGEHUB – Pilot Project: Establishing a European Heritage Hub to support a holistic and cost-effective follow-up to the European Year of Cultural Heritage

Applicants cannot submit more than one proposal under this call.

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

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

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application

¹ Commission Implementing Decision C(2022)1848 final of 30 March 2022 concerning the adoption of the work programme for 2022 and the financing decision for the implementation of pilot projects and preparatory actions in the area of education, sport and culture .

- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [Creative Europe Project Results](#) website to consult the list of projects funded previously.

1. Background

Europe's cultural heritage in all its diversity bears enormous multiple values to Europe's citizens and their communities and living environment, both in urban and rural settings.

The role of cultural heritage as a key asset for the future of Europe was highlighted during the [European Year of Cultural Heritage in 2018](#). The Year was an outstanding celebration of Europe's heritage with a reach of over 18 million people. With its unprecedented mobilisation of heritage actors - both public and private - at all levels and throughout the entire continent, including candidate Member States, the Year clearly demonstrated the potential of cultural heritage to raise citizens' awareness of and engagement with the European project. The European Year promoted Europe's shared history and values through a series of activities and events that targeted all groups and especially younger generations.

Building on the outcomes of the Year, the European Commission proposed the first-ever European Framework for Action on Cultural Heritage². The Framework's aim is to capture and scale-up the success of the European Year of Cultural Heritage and to ensure a lasting impact. As such, it includes an ambitious set of 60 actions.

As part of these actions, the Commission established an expert group on cultural heritage (the Cultural Heritage Expert Group (CHEG))³. This expert group is a platform to:

- exchange information between the Commission, Member States and stakeholders operating in the area of culture and cultural heritage on questions relating to the development of international, European and national legislations, programmes and policies in the field of Europe's cultural heritage
- provide the Commission with experts reports, opinions and analysis regarding to EU legislation, EU funding programmes and policies in the field of Europe's cultural heritage or having an impact on Europe's cultural heritage
- monitor and if needed provide recommendations regarding the implementation of the European Framework for Action on Cultural Heritage, including its five strategic objectives and related clusters of actions
- bring about an exchange of experience and good practice related to the management of cultural heritage at different levels of governance, with a view to developing a more integrated approach to its safeguarding and valorisation, as well as to ensuring the long-term transmission of its value, and its sustainability.

Building on the momentum initiated by the European Year and sustaining the European Framework for Action⁴, it is proposed to set up a '**European Heritage Hub**', an

² <https://op.europa.eu/en/publication-detail/-/publication/5a9c3144-80f1-11e9-9f05-01aa75ed71a1>

³ <https://ec.europa.eu/transparency/expert-groups-register/screen/expert-groups/consult?do=groupDetail.groupDetail&groupID=3650>

⁴ <https://ec.europa.eu/transparency/expert-groups-register/screen/expert-groups/consult?do=groupDetail.groupDetail&groupID=3650>

autonomous advocacy and knowledge platform bringing together a large array of cultural heritage stakeholders, at European, national and above all regional levels. This Heritage Hub will also strengthen the engagement of citizens (especially younger generations) with Europe’s cultural heritage during, and following, the [European Year of Youth 2022](#).

Within this context, the Heritage Hub should participate to all meetings of the Commission’s Expert Group on Cultural Heritage, make regular report of its activities to the CHEG, and be ready to undertake some missions identified by the CHEG.

The clarity and consistency of project’s concept, background and rationale will be assessed under the award criterion “Relevance” (see Section 9 of this document).

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

Objectives

The main objective of the action to support the establishment of a European Heritage Hub is to:

- promote a joint action, by pooling cross-sectorial expertise and resources – both public and private – in the cultural heritage sector;
- promote a holistic and integrated approach to cultural heritage policies at all levels (at EU level and/or transnationally, national and regional levels) and contribute to its implementation, in line with the European Framework for Action published by the European Commission in 2018⁵;
- monitor the inclusion of cultural heritage dimension into relevant policies at EU, national - and where relevant - regional and local levels;
- provide the Commission with relevant data, analysis, studies and recommendations on how to better integrate the heritage dimension in public policies at all public sectors levels, with regard to the five sectors identified in the European Framework of actions on cultural heritage;
- promote innovative models of participatory governance and management of cultural heritage, involving all stakeholders, including public authorities, the cultural heritage sector, private actors and civil society organisations.

The extent to which these objectives are addressed in the project will be assessed under the award criterion “Relevance” (see Section 9 of this document).

Themes and priorities (scope)

Applications should also ensure that proposals targets **all** the following specific objectives:

- promote **inclusiveness, diversity and equality** in the field of cultural heritage, notably by addressing all people, and in particular young and elderly people through communication campaigns (online and offline), engaging and empowering projects as well as offering training opportunities
- advocate solutions which make cultural heritage **accessible** to all by removing social, cultural and physical barriers, taking into account people with special needs
- contribute to the green transformation and the fight against climate change and

⁵ <https://op.europa.eu/en/publication-detail/-/publication/5a9c3144-80f1-11e9-9f05-01aa75ed71a1>

environmental degradation, notably by mobilising cultural heritage stakeholders to address the most pressing topics of environmental threats, climate change and cultural heritage, both as a threat to cultural heritage and as an opportunity to develop adaptation and mitigation measures, building on the recommendations of the OMC report: **“Strengthening Cultural Heritage Resilience for Climate Change”** (to be launched in late 2022)

- facilitate **interactive online advocacy and develop a knowledge platform** gathering relevant policy and project documents and news from cultural heritage stakeholders at all governance levels. If possible, this platform should be in more than one language
- to conduct **research and analysis** of important topical issues, emerging trends and phenomena with regards to cultural heritage to support evidenced-based policy-making
- to arrange **capacity-building activities** of cultural heritage organisations with regards, among others, to EU policies, programmes, funding opportunities as well as the green and digital transition
- to foster **synergies** and when possible arrange joint projects or actions – for example between projects funded by the Creative Europe programme (including European Heritage Label), by the Erasmus+ programme, by the European Solidarity Corps or by the Horizon Europe programme
- to deepen the **educational value and awareness** of Europe’s cultural heritage ecosystem especially to younger generations during and following the European Year of Youth
- to contribute to the safeguarding of **cultural heritage at risk**, from sudden and catastrophic events as well as from gradual and cumulative processes

The extent to which these themes and priorities are addressed in the project will be assessed under the award criterion “Relevance” (see Section 9 of this document).

Activities that can be funded (scope)

This Hub should become the entry-point of the community of professionals and stakeholders in Europe working in the field of cultural heritage, delivering services as explained below (points 1-6).

Applicants should outline in the application concrete ideas for the future sustainability of the European Heritage Hub once the pilot project ceases. Activities should cover at least the following six strands of action. Additional activities can be included in the project proposal.

1. Knowledge sharing

Applicants should include in their proposal the creation of a well-designed **web-based dynamic interactive hub**:

- to gather and disseminate information and socio-economic data about the sector and relevant for the cultural heritage communities;
- to promote information about cooperation and funding opportunities in EU programmes as well as national and regional initiatives;
- to produce regular newsletters, policy papers, annual reports and similar dissemination activities;
- to produce an online **repository** of relevant Cultural Heritage **policies** and projects funded by the EU (and if possible beyond, by other governance levels (particularly at regional level), to be regularly updated.

2. **Networking**

- To **bring together and mobilise the widest possible spectrum of European stakeholders active in the field of culture and cultural heritage**, and both public and private, to reflect the richness and variety of Europe’s civil society actors working on the cultural heritage ecosystem including:
 - The European networks working in the field of Cultural Heritage⁶ funded by the EU’s Creative Europe programme;
 - Beneficiaries of EU funded programmes, including among others Creative Europe, Erasmus+, Horizon Europe, the Citizens, Equality, Rights and Values programme, EU regional programmes, such as Interreg, involved in the implementation of cultural heritage related projects;
 - International networks working at European level on issues related to cultural heritage;
 - Other national, local and regional actors, including civil society organisations active at local level, social entrepreneurs, cultural and educational NGOs and local and regional authorities.

Particular attention will be given to the regional dimension, in order to reach out beyond the ‘Brussels bubble’. Involvement of universities and other higher education institutions involved in heritage related studies and research would be a plus.

- To set-up **spaces for discussion on cultural heritage** matters to the professional and stakeholder communities. These spaces could take the form of online/onsite/hybrid working groups. Further to this, the organisation of debates and some wide-reaching conferences should be envisaged;
- To develop efficient working relationships with the European Commission, particularly the services working on cultural policies;
- To participate in the **meetings of the Commission’s expert group on cultural heritage** to which the Hub will report;
- To **engage with relevant stakeholders in Commission-led initiatives** such as the European Heritage Days, the European Capitals of Culture, DiscoverEU, European Solidarity Corps etc. The Hub should link with the new Creative Europe-funded action to support the Implementation of the European Heritage Label (to be launched in 2022)⁷;
- To focus on the **educational dimension** of heritage by connecting to the Erasmus+ communities and other relevant stakeholders.

3. **Training and capacity building**

- To implement **capacity building activities** addressed to national and regional **stakeholders** in the EU MS as well as cultural **operators** on both general themes (e.g. how to define and implement a **holistic** and coherent **approach**

⁶ The list of beneficiaries is available here: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/crea-cult-2021-net>

⁷ For more information on this new action, please consult the Creative Europe Programme’s Annual Work Programme (2022), page 32: <https://ec.europa.eu/culture/de/node/1206>

on cultural heritage) and specific topic (e.g. **climate change** and cultural heritage, **participatory governance, funding** of cultural heritage etc.);

- To disseminate existing material and produce new **materials for capacity building**, to be made available if possible in more than one language;
- To share existing material and to produce new **educational material for young people**, in the most appropriate format, to be made available if possible in more than one language.

4. A policy lab

- Policy **analysis and development**, particularly at **European** level and, where appropriate, at **national/regional/local** level with a view to evaluate existing current **frameworks on cultural heritage** and recommend new developments;
- The production of **research and strategy papers** on important or emerging **trends** relevant for cultural heritage policies;
- The **mainstreaming and development of synergies** with similar platforms, actors and policy initiatives in other fields, such as architecture, urban planning, rural development, environment, climate action, cohesion, the Sustainable Development Goals, energy, education, cultural tourism, research, innovation, education, cultural and creative sectors and industries, and external relations.

5. A programme development lab

- Facilitating the **development** of established, well-functioning and efficient **partnerships or synergies with existing initiatives at EU level**, including Commission's and Council's expert groups, networks, platforms and fora, related to cultural heritage in Europe;
- The establishment and development of **synergies** between various EU funded projects and **various EU funding programmes** which have a direct or indirect impact on cultural heritage, various heritage related initiatives and best practices developed by stakeholders at all levels of governance (local, regional national, European and international).

6. Communication and dissemination

- To effectively **communicate** about the project **activities to wide audiences**;
- To implement **awareness raising campaigns** in relation to the safeguarding of cultural heritage first within the framework of the [European Year of Youth 2022](#) and then in the following years;
- To **disseminate information** on relevant **training opportunities** on cultural heritage led by other organisations at international, European, national and regional levels;
- To **disseminate the knowledge, best practices and materials gathered or generated by the project** to the wider cultural heritage community of stakeholders.

The quality of the proposed activities and Work Packages (see above and section 10 of this document) will be assessed under the award criterion 'Quality – Project design and implementation'. For more details, please check Section 9 of this document.

Expected impact

On a policy side, the pilot project is expected to support the implementation of the EU approach to cultural heritage, in line with the Commission's 2014 Communication

“Towards an integrated approach to cultural heritage for Europe”⁸, the 2018 European Framework of Action on Cultural Heritage and other relevant policy developments at European, national and regional levels.

It is expected that ultimately the project activities will maintain and reinforce a political momentum created by the European Year of Cultural Heritage. By mobilising broad stakeholders’ communities, the project is expected to open new paths towards comprehensive and forward-looking actions at European level for promoting and safeguarding cultural heritage, building on the latest policy developments, addressing the challenges of the sector.

In terms of delivery on the ground, the project should have a broad outreach and have a direct structuring effect on the cultural heritage communities in Europe, heritage professionals, and the wider community of culture stakeholders. It is expected that the European Heritage Hub will meet their needs and help build a European collaborative space of exchange that will drive the development of the sector and help the safeguarding of Europe’s cultural heritage.

In fine, the European Heritage Hub is expected to become the European entry-point to get information on cultural heritage and related policies. It will also provide insight and reflection on heritage policies and programmes to all stakeholders.

Applicants should put forward the experience and resources to deliver an ambitious programme to this end, in due proportionality with the available funding of the Call.

The extent to which the proposal meets this expected impact will be assessed under the award criterion ‘Impact’. For more details, please check Section 9 of this document.

3. Available budget

The available call budget is **EUR 2 883 300**. This budget might be increased, should there be additional resources provided for by the budgetary authority.

We reserve the right not to award all available funds, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	2 August 2022
<u>Deadline for submission:</u>	<u>18 October 2022 - 17:00:00</u> <u>CET (Brussels)</u>
Evaluation:	October – November 2022
Information on evaluation results:	December 2022
GA signature:	January 2023

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

⁸ <https://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX:52014DC0477>

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

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

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*to be uploaded*):
 - detailed budget table/calculator (*template available in the Submission System*)
 - CVs of core project team: not applicable
 - activity reports of last year: not applicable
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*)

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

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

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

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

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

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))

- non-EU countries: not applicable
- other eligibility conditions: not applicable

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (see *section 13*).

Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person.

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons⁹.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'¹⁰. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for certain entities (e.g. *entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*¹¹ and *entities covered by Commission Guidelines No [2013/C 205/05](#)*¹²). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

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

Consortium composition

Both applications by single applicants and proposals submitted by a consortium are allowed. The applicant, either a single entity or a consortium, should have a special expertise and knowledge on cultural heritage.

A consortium must be of at least 2 applicants (beneficiaries; not affiliated entities),

⁹ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

¹⁰ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

¹¹ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

¹² Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

which complies with the following conditions:

- no maximum number of project beneficiaries in the consortium
- all project beneficiaries (single or multiple beneficiaries) have to comply with the eligibility criteria (Eligible participants (eligible countries)).

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities.

Financial support to third parties is allowed for grants under the following conditions:

- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality
- the calls must remain open for at least two months
- the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension.

Financial support to third parties will be accepted in projects that require such a support to achieve the objectives of the call. The financial support to third parties should be clearly targeting the objectives of the call, as set out in section 2 above, and be duly justified.

Your project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

Duration

Projects should not normally exceed 24 months (extensions are possible, if duly justified and through an amendment).

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including

local, regional or national authorities) or international organisations

- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
 - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
 - prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.

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

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Project Management' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹³:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)

¹³ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁴ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that¹⁵:

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

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

¹⁴ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹⁵ See Article 141 EU Financial Regulation [2018/1046](#).

- 1) The ex aequo proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of content and activities'.

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

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

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

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

Relevance (30 points):

This criterion will take into account:

- The clarity and consistency of project's concept, background and rationale; how the project is relevant to the scope of the call; how the project addresses the general objectives of the call; the extent to which the project will effectively contribute to the priorities of the call;
- How the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call; the quality of the needs assessment and the adequacy of the project's plan to the issue/challenge/gap the project aims to address; the extent to which objectives are clear, measurable, realistic and achievable within the duration of the project; the quality of the provided indicators for measuring achievement in each of the project's objectives;
- The complementarity with other actions and innovation, including activities carried out by other organisations; how the project builds on the results of past activities carried out in the field; the innovative aspects of the proposal; the trans-national dimension of the project; its impact/interest in the EU area; the possibility to use the results in other countries, the potential to develop cross-border cooperation among EU countries; the number of countries that will benefit from the project (directly and indirectly).

Quality:

This criterion will take into account:

Project design and implementation (30 points):

- The approach and methodology behind the project and the extent to which they are the most suitable for achieving the project's objectives;
- The proposed project management, quality assurance and monitoring and evaluation strategy; the measures foreseen to ensure that the project implementation is of high quality and completed in time; the methods to ensure good quality, monitoring, planning and control; 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 extent to which the proposed indicators to measure progress are relevant, realistic and measurable;
- The proposed project teams and staff, including how they will work together to implement the project, the outside resources (subcontracting, seconded staff, etc);
- The measures adopted to ensure that the proposed results and objectives would be achieved in the most cost-effective way; 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;
- The critical risks, uncertainties or difficulties related to the implementation of the project, and the proposed measures/strategy for addressing them.

Partnership and cooperation arrangements (10 points):

- How the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) will work together to implement the project how will they bring together the necessary expertise; how will they complement each other; the way each of the participants contribute to the project; the extent to which each participant has a valid role and adequate resources to fulfil that role
- The management structures and decision-making mechanisms within the consortium; how decisions will be taken and how regular and effective communication will be ensured; the methods to ensure planning and control.

Impact (30 points):

This criterion will take into account:

- The project's impact and ambition including the short, medium and long-term effects of the project; how the target groups will benefit concretely from the project and what would change for them
- The communication and dissemination activities that are planned to promote the activities/results and maximise the impact; how the project will reach the target groups, relevant stakeholders, policymakers and the general public and the adequacy of the dissemination channels; how the visibility of EU funding will be ensured
- The planned follow-up of the project after the EU funding ends; how will the project impact be ensured and sustained; the parts of the project that would be continued or maintained and how this would be achieved; the resources that would be necessary to continue the project; how would the results be used; the possible synergies/complementarities with other (EU funded) activities that could build on the project results

Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality – Project design and implementation	15	30
Quality – Partnership and cooperation arrangements	05	10
Impact	15	30
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 15/30 and 5/10 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding – within the limits of the available call budget. Other proposals will be rejected.

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

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

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

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

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons – but never earlier than the proposal submission date.

Project duration: 24 months (extensions are possible, if duly justified and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The project activities must be organised in the following work packages:

- WP 1 – Project management (mandatory)
- WP 2 – Knowledge sharing (mandatory)
- WP 3 – Networking (mandatory)

- WP 4 – Training and capacity building (mandatory)
- WP 5 – Policy lab (mandatory)
- WP 6 – Programme development lab (mandatory)
- WP 7 – Communication and dissemination (mandatory)

Additional work packages may be added.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): EUR 2 883 300 per project. This amount may be increased, should there be additional resources provided for by the budgetary authority. The grant awarded may be lower than the amount requested.

The grant will be a budget-based (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

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

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost¹⁶: Yes
 - volunteers unit cost¹⁷: No
- travel and subsistence unit cost¹⁸: Yes
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: allowed for grants and prizes; maximum amount per third party EUR 60 000, unless a higher amount is required because the objective of the action would otherwise be impossible or overly difficult to achieve and this is duly justified in the Application Form
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- divers:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. cannot be declared as cost
 - kick off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - other ineligible costs: No

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **40%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be one or more **additional prefinancing** payments linked to a prefinancing report.

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

All payments will be made to the coordinator.

¹⁶ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

¹⁷ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

¹⁸ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal to or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
 - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):* n/a

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

 For more information, see [AGA – Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

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

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

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

Non-IT related questions should be sent to the following email address: EACEA-PPPA-EUHERITAGEHUB@ec.europa.eu.

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

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (*see [AGA – Annotated Model Grant Agreement, art 6.2.E](#)*).
- **Multiple proposals** — Applicants cannot submit more than one proposal under this call. Multiple proposals will be rejected.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).
- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** – The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).