**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

* Part A contains structured administrative information
* Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

**How to prepare and submit it?**

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

**Character** and **page limits**:

* page limit normally **45** pages (unless otherwise provided in the Call document)
* supporting documents can be provided as an annex and do not count towards the page limit
* minimum font size — Arial 9 points
* page size: A4
* margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

**** This document is tagged. Be careful not to delete the tags; they are needed for the processing.

# 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:** | [Better rights in better civic space. Understanding, developing and networking civic spaces for a better protection of rights ] |
| **Project acronym:**  | [B.RIGHT SPACES] |
| **Coordinator contact:** | [name NAME], [organisation name] |

**TABLE OF CONTENTS**

[**TECHNICAL DESCRIPTION (PART B)**](#_heading=h.gjdgxs)

[**COVER PAGE**](#_heading=h.30j0zll)

[**PROJECT SUMMARY**](#_heading=h.3znysh7)

[**1. RELEVANCE**](#_heading=h.2et92p0)

[1.1 Background and general objectives](#_heading=h.tyjcwt)

[1.2 Needs analysis and specific objectives](#_heading=h.3dy6vkm)

[1.3 Complementarity with other actions and innovation — European added value](#_heading=h.1t3h5sf)

[**2. QUALITY**](#_heading=h.4d34og8)

[2.1 Concept and methodology](#_heading=h.2s8eyo1)

[2.2 Consortium set-up](#_heading=h.17dp8vu)

[2.3 Project teams, staff and experts](#_heading=h.3rdcrjn)

[2.4 Consortium management and decision-making](#_heading=h.26in1rg)

[2.5 Project management, quality assurance and monitoring and evaluation strategy](#_heading=h.lnxbz9)

[2.6 Cost effectiveness and financial management](#_heading=h.35nkun2)

[2.7 Risk management](#_heading=h.1ksv4uv)

[**3. IMPACT**](#_heading=h.44sinio)

[3.1 Impact and ambition](#_heading=h.2jxsxqh)

[3.2 Communication, dissemination and visibility](#_heading=h.3j2qqm3)

[3.3 Sustainability and continuation](#_heading=h.1y810tw)

[**4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING**](#_heading=h.2xcytpi)

[4.1 Work plan](#_heading=h.1ci93xb)

[4.2 Work packages, activities, resources and timing](#_heading=h.3whwml4)

[Work Package 1](#_heading=h.2bn6wsx)

[Work Package 2](#_heading=h.r6z7cmy1m2fh)

[Work Package 3](#_heading=h.ayzpnir3050)

[Work Package 4](#_heading=h.tov73h8e8cns)

[Work Package 5](#_heading=h.xi9er6tqzep4)

[*Staff effort (n/a for Lump Sum Grants)*](#_heading=h.3as4poj)

[*Subcontracting (n/a for prefixed Lump Sum Grants)*](#_heading=h.1pxezwc)

[*Timetable*](#_heading=h.49x2ik5)

[**5. OTHER**](#_heading=h.147n2zr)

[5.1 Ethics and EU values](#_heading=h.3o7alnk)

[5.2 Security](#_heading=h.23ckvvd)

[**6. DECLARATIONS**](#_heading=h.ihv636)

[**ANNEXES**](#_heading=h.32hioqz)

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#@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?* |
| --- |
| Civic spaces are serving as strongholds for citizens’ activism in Europe supporting democratic participation, the protection and promotion of civil and political rights, economic and social rights, in a perspective of recognition and expansion, rather than one of subtraction. This approach allows for growth and progress, while minimising potential setbacks. However, as emphasised in the official documents of the European Parliament, of the Agency for Fundamental Rights (add references), certain rights are at risk, specifically those pertaining to equality and non-discrimination in the diverse manifestations envisaged by the legislation.In this respect, the B.RIGHT PLACES proposal aims at improving the collective capacity of local public authorities and CSOs (comprising Social economy organisations) to support, promote/empower and protect local civic spaces, considered among the key monitors that can safeguard citizens’ values and rights, with a particular attention to the following articles of the European Charter of Fundamental Rights: * *11: Freedom of expression and information*
* *12: Freedom of assembly and of association*
* *15: Freedom to choose an occupation and right to engage in work*
* *16: Freedom to conduct a business*
* *21: Non-discrimination*
* *23: Equality between women and men*
* *31: Fair and just working conditions*
* *36: Access to services of general economic interest*

Furthermore, the project will propose contributions to respond to FRA opinions 1 (Social rights and equality in light of the recovery from the Covid-19 pandemic), 3 (Equality and non-discrimination) and 6 (Asylum, visas, migration, borders and integration) as presented in its 2022 Fundamental Rights Report. This responds to the need to raise the standard of guaranteed equality and protection against discrimination and inequalities throughout the EU.In order to achieve these objectives, the project will:* **Observe and analyse** the conditions that enhance civic spaces, then develop an original guidance toolkit that can accompany civic spaces to fully deploy their action in terms of promotion and guarantee of rights and shared values. This will be based on an in-depth analysis of the current legal frameworks and the key practices referring to two different levels: a) the metropolitan and rural areas comprised in the Catalonia Region and the Rome Metropolitan City (corresponding to the “old” level of “province” in the Italian administrative system); b) the larger focus on experiences of civic participation in 3 macro areas: southern Europe, Central Europe, Northern Europe.
* Develop a process of **mutual exchange and mutual learning** through the REVES network, based on the exchanges of experiences and practices carried out by the two national project groups in Catalonia and the Rome metropolitan area. This will consist in a system of rapid exchange among public authorities (as “protectors” of civic spaces) and among CSOs active in the animation and support to civic spaces, acting as watchdogs for their operability.
* **Enhance capacity of Civic Spaces** to involve larger parts of local citizens and inhabitants by focussing on those vulnerable groups which locally encounter multiple obstacles in terms of access to determined rights (e.g. rights of expression and information; rights to assembly and association; rights to work, conduct business; non-discrimination, gender equality; fairness; access to services).
* Develop **policy recommendations** to generate conductive and protective local/regional ecosystems for civic spaces, including their participation in monitoring committees related to the implementation of the EU Cohesion policy.

Add quick reference to the situation of civic spaces in the two territories: assets and needs, meaningful practices and promising experiences, challenges and risks for the democratic life of communities > establish clear link with the Call’s priorities and explain contribution to their achievementConsidering the characteristics of the partner territories, the primary target groups will be:1. Representatives of local public authorities together with representatives of CSOs (including promoters and activists)

Secondary target groups: Citizens attending local civil spaces  |

### 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.* |
| --- |
| “The general recognition [of rights] should not be regarded as a consolidated, non-revocable achievement. Throughout the world and even in our highly civilised Europe, obscurantist, totalitarian and racist impulses have not disappeared and have even grown stronger in recent years, mainly due to a defect of analysis of popular sentiment and an inability to exert hegemony on the part of the governing elites”[[1]](#footnote-0). The current 'health condition' of civic spaces varies greatly from country to country: in addition to different demographic, cultural, political and urbanisation situations, new challenges are posed to the democratic vitality of civic spaces:Challenge 1: access to rights for different groups, defined on the basis of their social condition, employment, gender, age, ability/disability nationality, culture, etc. Reference to spaces of community economy action will also be made.Challenge 2: access to decision-making processes and effective participation, whereby civic spaces become arenas for citizens’ voice.Challenge 3: digital migration of civic spaces to web-based platforms, as a substitute or augmentation of physical on-site procedures.Challenge 4: multi-agency governance, implying that a variety of stakeholders are engaged in the conceptualization, management, and promotion of civic spaces.Challenge 5: dynamism and intersectionality of citizens’ rights.Challenge 6: citizens’ and CSOs’ trust in public institutions. In the project territories… add specific references further developing the info provided in the previous point: in the two territories, the assets and needs, challenges and risks for the democratic life of communities Describe the territories: urban / rural; past experiences that have led to the development of different types of civic space (more fragmented in Rome Metropolitan area, more dense in Catalunya)Since we have taken as beacons the articles of the EU Charter, then we should provide data about those “families” of rights in Catalunya and Città Metropolitana.Add reference to the connection between civic spaces and territories’ social capital What is the impact of civic spaces on local assets?  |

#@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.* |
| --- |
| Insert textThe present proposal builds on… Partner countries:BelgiumItalyPortugalSpainPoland (?)The coordinator, REVES, is a EU network with members in 14 countries, covering then half of the EU member states. Its capacity to promote the project activities and disseminate its results is magnified by such a presence   |

#§COM-PLE-CP§# #§PRJ-OBJ-PO§# #§REL-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.* |
| --- |
| *The project will proceeds through 3 phases: analysis, exchange and processing**Analysis* In terms of concept, civic spaces will be observed and analysed in their distinctive features, with the aim of enhancing and generalising them.The methodology is based on a list of analytical enquiries – applied to each one of the objectives - into the main features of civic spaces in the concerned areas.The enquiries will focus on:* What is the form of civic spaces? (In legal, sociological, physical and temporal terms)
* Where is the civic spaces? Is it physical or virtual?
* What is the source of legitimacy for civic spaces? (social, legal, political terms) is it formal or informal?
* How do civic spaces operate? (in terms of techniques)
* What are the objectives of civic spaces, if they are identified and/or expressed?
* What are the results achieved by civic spaces, if they are identified and/or expressed?
* What are the impacts and outcomes of these spaces? What impacts and changes do they have on the lives of those who are part of / participate in them?

The project will seek to respond to these enquiries using a mix of methodologies:* Desk research on the partners’ territories and in REVES territories
* Delta compared to benchmark (charter)
* Thematic focus groups on specific topics (such as f.i. participation techniques)
* Consciousness forums at local level, to improve self-understanding and communication of role (measuring impact of civic spaces activities)
* Mutualisation forums, to allow discussing among experiences from different territories
* Participatory elaboration processes, to identify guideline for local authorities, and a EU manifesto to collect commitment from other territories
* Design of cross-cutting social impact assessment methodologies that allow the impact of the various types of civic spaces existing in different territorial contexts to be evaluated
* Compendium of inspirational situations/experiences
* Collection of possible processes for creating collective impact based on the experiences of different partners / territorial contexts
* Methods for in-depth analysis: - working groups among local partners
	+ Working groups among public authorities
	+ Participatory focus groups/design groups
	+ Content analysis of the data from the methodologies defined in the previous point

The result of the analysis will be processed according to a multi-criteria scheme that allows the different elements to be connected according to trend lines, and the strongest (causal) interrelationships to be identifiedExchangeThe exchange phase has a multiple role.1. firstly, the results of the analysis phase will be shared and discussed in order to validate or falsify the identified trend lines. In order to do this, the project partners will organise meetings at two levels: a) 2 local workshops for each involved territory, in which the key elements of the analysis will be discussed from a local perspective; b) 4 international workshops, in which the results and territorial readings will be discussed in a shared manner.2. the exchange phase will also make it possible to visit, during the workshops, a number of local experiences that can be taken as examples of the combinations resulting from the analysis phase, so as to foster better appropriation by the project participants3. the exchange will also be the space for mutualisation and networking in which the partners, in stages, will proceed to build networking experiences, according to the following networking scheme: 1. mutual acquaintance; 2. sharing of interests; 3 definition of the method of relations and sharing of objectivesProcessingThe elaboration phase focuses on the construction of pathway actions for the improvement of the context in which physical spaces are developed, and to improve their capacity for protection by different actors. The actions will then be compiled into different tools, elaborated at the local level and at the European level.At local level, partners will proceed to read the context according to the results of the analysis and exchange phases, in order to identify: a) weaknesses; b) possible margins for improvement; c) actions to be taken to ensure such improvement. To carry out this process, the partners will have at their disposal a comparison table between the local context and the ideal types identified through the analysis and exchange.This local elaboration phase will take place in a participatory manner, i.e. through the organisation of territorial consultation processes, adapted to the context (workshops, informal exchanges, interveners, etc.).The result of this phase will be the elaboration of a roadmap to be presented to citizens, and to political and social bodies in the area.At European level, we will proceed in two directions: a) a shared elaboration among all partners of a charter for the promotion, development and protection of civic spaces. This charter will include the main elements resulting from the previous phases, but will have to make clear reference to the link between physical space, rights and democracy. B) a more specific elaboration, conducted through an exchange between the local authorities involved in the project and REVES, of the public policies that regional and local authorities should develop to ensure the promotion, development and protection of civic spaces.These two activities will take place according to a remote drafting process, based on the drafting-criticising-redrafting pathway.The drafting phase, which concludes the project, will in turn culminate in a European symposium on civic spaces and the creation of a civic spaces commission within REVES, with the function of: a) supporting networking between civic spaces; b) conducting monitoring of policies in favour of civic spaces; c) proposing improvements to national and European regulatory frameworks to foster civic spaces. This committee will benefit from the network's experience and expertise, as well as from its administrative structures. for this reason, it is included within the network |

#§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.* |
| --- |
| *The municipality of Torres Vedras is a local authority, located in Portugal, in the West zone, district of Lisbon. Social development and the promotion of social development are priorities in the pursuit of quality of life for the population.* *Capital of the Social Economy 2021, member and currently entity president of REVES, the municipality has been developing a set of programmes, projects and initiatives to promote the social economy.**The Social Network Programme brings together public sector bodies, solidarity institutions and other entities, which combine their efforts to prevent, alleviate or eradicate situations of poverty and social exclusion and promote local social development through working in partnership. They develop diagnoses and action plans and have decentralised representative structures.* *The municipality has also been providing technical support and social economy organisations in attracting funding, preparing applications, project design and evaluation. Capacity building took place, among other initiatives, through "Torres Vedras, Territory of Social Impact - entities" and "Reboot TV - bootcamp for young people".**As far as the local social economy is concerned, the City Council has also been investing in knowledge production. Together with the Municipal Studies Centre for the Social Economy, it has been creating periodical reports, named as Atlas da Economia Social, on the municipal social economy system.* *The partners will collaborate with each other with their different experiences and contexts, but also with the different multi-disciplinary technical resources which will complement each other. the application of the methods mentioned and the direct contact will allow sharing and dialogue which will enhance the exchange of experiences* |

### 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  |
| Sílvia Silva | senior expert/advisor/researcher | D. in Sociology from ISCTE-IUL, Degree and Master in Sociology and Planning, Postgraduate Degree in Data Analysis in Social Sciences. She has developed a professional career in the field of intervention sociology and action-research, with emphasis on the elaboration of diagnoses, plans and assessments in the health and social fields. Has conducted various processes of participatory diagnosis and planning and accompanied the construction and implementation of various projects and programmes in the municipality of Torres Vedras since 2008. In recent years, she has developed activity in the area of partnership promotion, social economy and social development.Currently Head of the Social Development Division of the Torres Vedras Municipality, where she coordinates the work carried out in different areas such as social intervention, promotion of the social economy, health promotion, positive ageing, civic participation of young people, among others. |
| Inês Vaz | senior expert/advisor/researcher | Psychologist. Technical coordinator of the Local Social Network. Worked in the implementation of Social Housing Policies, defined by the municipality. Responsible for the implementation of strategic documents, programmes and services, regarding gender equality, social and health development, social economy, Roma communities, people with disabilities, migrant population and with refugee status and social intervention. |
|  |  |  |
|  |  |  |

| **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.* |
| --- |
| Insert text |

### 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 The consortium will meet at least once a month, which will be shorter, in some phases, namely in the preparation of the project stages that require it. a mailing list, a drive and a whatsapp group will be created and used. The consortium will distribute tasks among its members and will select the group leader who will be responsible for promoting contact between the parties. |

#§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.* |
| --- |
| Insert text  |

#§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 constrains should be taken into acount. The target groups may face more than one barrier to access project activities (accessibility barriers; language barriers, availibility of childcare provision, etc ). Therefore, it is essential to identify these risks and undertake preventive measures in order to ensure full partcipation 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?* |
| --- |
| Rome: improved capacity of CSOs to participate in co-programming operations, coherent with the national legislation about designing of SSGI (art. 36). Indicator: number of CSOs and civic spaces involved in new co-programming procedures.Improve legality and fight violenceCatalonia: improved participation in local participatory processes (DECIDIM).TO BE DEVELOPED- Increased the number of participants (pre and post)- Implementation of the Charter rights... > benchmarking of what they already do, against the dictate of the Charter - Observing, understanding how people act in these spaces to transform themselves and to be agents of change > social and political action is always a tendency towards...- Territorial governance: ppp to make better use of the resources in the territory > social capital, economic capital, cultural capital, environmental capital, capital of legality = the various forms of capital are combined to strengthen the territories. Civic spaces to process collective traumas (e.g. legality/crime; inclusion/exclusion of marginalised groups such as migrants)- Creation of the Commission on Civic Spaces at REVES |

#§IMP-ACT-IA§# #@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.* |
| --- |
| Insert textonline newspaper, social networks, website, newsletter, ... |

#§COM-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?* |
| --- |
| *T*he consortium will maintain contact and share best practices. An active search will be made for funding opportunities that allow continuity of the work carried out and carry out complementary projects |

#§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)).* |
| --- |
| The project articulates in four key phases, accompanied by a thorough and continuous project management activity. The planned steps can be represented as follows: The first step allows to collect a common knowledge baseline which serves as the basis for the exchange and mutual learning processes engaging representatives of the partner local public authorities and CSOs, as in Step 2. TO BE CONTINUED, IF ACCEPTED… |

### 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*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803). *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: [Project management and coordination]** |
| --- |
| **Duration:** | M1 - M24  | **Lead Beneficiary:** | 1-REVES |
| **Objectives** |
|  |
| **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 |  |  |  |  |  |
| T1.2 |  |  |  |  |  |
|  |  |  |  |  |  |
| **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 | Kick-off meeting | 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 | Project management guidelines and detailed workplan | 1 | REVES | *[*OTHER*]* | *[*PU *—* Public]  | 3 |  |
|  |  |  |  |  |  |  |  |

| **Estimated budget — Resources** |
| --- |
| Participant | Costs *(n/a for Lump Sum Grants)* |
|  | A. Personnel | B. Subcontracting | C.1a Travel | C.1b Accomodation | 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 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 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 grantsX 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*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents)) |

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#### Work Package 2

| **Work Package 2: [Analysis of experiences in EU countries]** |
| --- |
| **Duration:** | M1 - M8  | **Lead Beneficiary:** | XX-UNIVERSITY? |
| **Objectives** |
| **Key question:** What are the context-specific characteristics and the distinctive features of different forms of civic spaces (onsite, digital, hybrid) with particular attention to their capacity to increase citizens’ participation with an intersectional perspective. ? With WP2 we pursue the following objectives:* **To provide a repertory of forms of civic spaces implemented in different types of communities (comprising vulnerable ones), covering onsite modes, digital ones and hybrid forms, highlighting the key features, strengths and weaknesses.**
* **To identify and analyse the conditions for success and pitfalls in civic spaces experiences in the two test territories and Europe wide**
* **To support civic spaces with a toolkit for protection and promotion**
 |
| **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) |  |
| T2.1 | Analysis of national frameworks regulating and defining civic spaces  | Analysis phase based the following steps:* Definition of a research path, to be applied both at local level and at European level
* Carrying out of a desk analysis, both in the test territories and at EU level
* On-the-ground participatory analysis of contexts. Local partners to define more in details the specs of civic spaces in their own territories
 |  |  |  |
| T2.2 | Development of the guidelines for protection and promotion of civic spaces | Re-elaboration of results of the analysis in order to shape guidelines for successful protection and promotion of civic spacesTaxonomy of civic spaces (using criteria taken from literature and adapted to the project’s scope) |  |  |  |
|  |  |  |  |  |  |
| **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  |
| MS |  | 2 |  |  |  |  |
| MS |  | 2 |  |  |  |  |
| 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) |
| D2.1 | Reports | 2 |  | *[*R *—* Document,report*]* | *[*PU *—* Public] |  |  |
| D2.2 | Guidelines | 2 |  | *[*OTHER*]* | *[*PU *—* Public] |  |  |

| **Estimated budget — Resources** |
| --- |
| Participant | Costs *(n/a for Lump Sum Grants)* |
|  | A. Personnel | B. Subcontracting | C.1a Travel | C.1b Accomodation | 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 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 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 grantsX 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*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents)) |

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#### Work Package 3

| **Work Package 3: [Methods and mechanisms for the promotion and protection of civic spaces]** |
| --- |
| **Duration:** | M8 - M14  | **Lead Beneficiary:** | XX-PARSEC? CSV? |
| **Objectives** |
| **Key question:** What practices of mutual learning and exchange can be enacted in civic spaces, for productive discussion and content creation among community members, encouraging social, cultural and political inclusion? With WP3 we pursue the following objectives:*
 |
| **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) |  |
| T3.1 | Building the conducive ecosystem for civic spaces | Acting on local contexts’ adjustments to a conducive ecosystem for civic spacesSetup of local focus groups to measure the shortcomings of local contexts against the results of previous WP: country-specific focus groups (one in each partner country) aimed at increasing the knowledge about approaches and tools to update and protect civic spaces.European fora/seminars (one in each partner country), to address the key topics related to the good practices for the promotion and protection of civic spaces |  |  |  |
| T3.2 |  | Participatory elaboration of a roadmap to improve local situations during a European symposium - development of the common charter for the “defenders” of civic spaces (bringing together local authorities and CSOs). |  |  |  |
|  |  |  |  |  |  |
| **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  |
| MS |  | 3 |  |  |  |  |
| MS |  | 3 |  |  |  |  |
| 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) |
| D3.1 |  | 3 |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] *[*SEN *—* Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]**[*S-UE/EU-S — EU Classified*]*  |  |  |
| D3.2 |  | 3 |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] *[*SEN *—* Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]**[*S-UE/EU-S — EU Classified*]*  |  |  |

| **Estimated budget — Resources** |
| --- |
| Participant | Costs *(n/a for Lump Sum Grants)* |
|  | A. Personnel | B. Subcontracting | C.1a Travel | C.1b Accomodation | 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 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 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 grantsX 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*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents)) |

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#### Work Package 4

| **Work Package 4: [Networking among civic spaces]** |
| --- |
| **Duration:** | M6 - M20  | **Lead Beneficiary:** | XX-GENCAT? XARXA? |
| **Objectives** |
| **Key question:** Who are the stakeholders that need to be mobilised in the construction or consolidation of civic spaces? Consistently, with WP4 we pursue the following objectives:*
 |
| **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) |  |
| T4.1 |  | Networking and mutualisation meetings between the two test territories ecosystems |  |  |  |
| T4.2 |  | Civic spaces covenant (during REVES General Assembly) |  |  |  |
| T4.3 |  | Creation of civic spaces commission within REVES, to monitor and support the development of civic spaces in REVES territories |  |  |  |
| T4.4 |  | Elaboration of manifesto of REVES Civic Spaces |  |  |  |
| **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  |
| MS |  | 4 |  |  |  |  |
| MS |  | 4 |  |  |  |  |
| 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) |
| D4.1 | Network for European civic spaces (platform managed by REVES supporting shared knowledge, mutual learning and exchange of practices for promoting and protecting civic spaces) | 4 |  | *[*DEM *—* Demonstrator, pilot, prototype*]* or *[*DEC —Websites, patent filings, videos, etc*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] |  |  |
| D4.2 | 1 capacity-building package co-constructed during the 4 seminars for early recognition of potential crisis situations of civic spaces  | 4 |  | *[*DEM *—* Demonstrator, pilot, prototype*]* or *[*OTHER*]* | *[*PU *—* Public]  |  |  |
| D4.3 | 1 European “charter of the rights of civic spaces” | 4 |  | *[*OTHER*]* | *[*PU *—* Public]  |  |  |
| D4.4 | 1 set of policy recommendations for local, regional, national and European decision-makers for the promotion, support and maintenance of civic spaces | 4 |  | *[*R *—* Document,report*]*  | *[*PU *—* Public]  |  |  |

| **Estimated budget — Resources** |
| --- |
| Participant | Costs *(n/a for Lump Sum Grants)* |
|  | A. Personnel | B. Subcontracting | C.1a Travel | C.1b Accomodation | 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 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 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 grantsX 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*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents)) |

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#### Work Package 5

| **Work Package 5: [Communication and dissemination]** |
| --- |
| **Duration:** | M1 - M24  | **Lead Beneficiary:** | 1-REVES |
| **Objectives** |
| **Key question:** ….? Consistently, with WP5 we pursue the following objectives:*
 |
| **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) |  |
| T5.1 |  |  |  |  |  |
| T5.2 |  |  |  |  |  |
|  |  |  |  |  |  |
| **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  |
| MS |  | 5 |  |  |  |  |
| MS |  | 5 |  |  |  |  |
| 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) |
| D5.1 |  | 5 |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] *[*SEN *—* Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]**[*S-UE/EU-S — EU Classified*]*  |  |  |
| D5.2 |  | 5 |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] *[*SEN *—* Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]**[*S-UE/EU-S — EU Classified*]*  |  |  |

| **Estimated budget — Resources** |
| --- |
| Participant | Costs *(n/a for Lump Sum Grants)* |
|  | A. Personnel | B. Subcontracting | C.1a Travel | C.1b Accomodation | 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 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 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 grantsX 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*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents)) |

####

#### 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 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  |  |  |  |  | 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 | WP3 | WP4 | WP5 | Total Person-Months |
| [name] |  |  |  |  |  |  |
| [name] |  |  |  |  |  |  |
| Total Person-Months |  |  |  |  |  |  |

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

| **Subcontracting** *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.* |
| --- |
| 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:*If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | Insert text |

#### Timetable

| **Timetable (projects up to 2 years)** *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.* |
| --- |
| **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 - …**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| **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§#

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## 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*](https://ec.europa.eu/info/sites/info/files/standards_child_protection_kcsc_en_1.pdf)*.**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.* |
| --- |
| Insert text |

#§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. |  |
| 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. |  |

| **Financial support to third parties (if applicable)***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.* |
| --- |
| 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*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/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** *Please provide a list of your previous projects for the last 4 years.* |
| --- |
| Participant  | Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount(EUR) | Website (if any) |
| [name] |  |  |  |  |  |
| [name] |  |  |  |  |  |
|  |  |  |  |  |  |

| **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. |
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1. Luciani, M. “I princìpi di eguaglianza e di non discriminazione, una prospettiva di diritto comparato”, 2020. EPRS - Servizio Ricerca del Parlamento europeo, p. 54 [↑](#footnote-ref-0)