



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU values and Joint operations  
**B.1 – Culture**

### GRANT AGREEMENT

**Project 101056019 — TOMATO**

#### PREAMBLE

This **Agreement** ('the Agreement') is **between** the following parties:

**on the one part,**

the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and**

**on the other part,**

1. 'the coordinator':

**SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.)**, PIC 947897484, established in PLATEIA OTHONOS 1 DIOS ITHOMATA, KALAMATA 24100, Greece,

and the following other beneficiaries, if they sign their 'accession form' (see Annex 3 and Article 40):

2. **ISHOWROOM S.R.O. (iShowroom)**, PIC 889646074, established in KAPROVA 42/14, STARE MESTO, PRAHA 110 00, Czechia,

3. **SURRENDER MEDIA SOLUTIONS (SMS)**, PIC 894320310, established in PLACE ADOLPHE SAX 3/17, IXELLES 1050, Belgium,

4. **ASOCIATIA CREATIVEPLUS ONG (CreativePlus)**, PIC 945117852, established in ROMA STREET 4, CONSTANTA 900002, Romania,

5. **UDRUGA ISTARSKO-EKOMUZEJ IZ VODNJANA (ISTRIANdeDignan)**, PIC 937301980, established in NARODNI TRG 8, VODNJAN 52215, Croatia,

6. **ZDRUZENJE SKUPNOST ITALIJANOV GIUSEPPE TARTINI PIRAN (ACIGTP)**, PIC 887559119, established in KAJUHOVA ULICA 12, PIRAN PIRANO 6310, Slovenia,

7. **SKRATELJC, ZAVOD ZA KULTURO, IZOBRAZEVANJE IN SPORT (SKRATELJC)**, PIC 889688560, established in BEVKE 193, BREZOVICI 1358, Slovenia,

8. **SLADOVNA PISEK OPS (SLADOVNA)**, PIC 937221567, established in VELKE NAMESTI 113/1, PISEK 39701, Czechia,

9. **HANDS ON! INTERNATIONALE VEREINIGUNG FUR KINDER IN MUSEEN (HO! Intl.)**, PIC 916952350, established in FRIEDRICHGASSE 34, GRAZ 8010, Austria,

10. **VENETIAN CLUSTER SRL (VHC)**, PIC 942750955, established in SESTIERE SAN MARCO 1163, VENEZIA 30124, Italy,

11. **ABAKKUM ZAVOD ZA KRAJINO, KULTURO IN UMETNOST, PIRAN (ABAKKUM Piran)**, PIC 924261009, established in LENINOVA ULICA 1, PIRAN 6330, Slovenia,

12. **GRUPPO PLEIADI SOC. COOP. SOC. (Gruppo Pleiadi)**, PIC 944372504, established in VIA CESARE BATTISTI 51, LIMENA 35010, Italy,

13. **KOINONIKI KAI SYNETAIRISTIKI EPICHEIRISI KALLITECHNEIO KENTRO TECHNIS, POLITISMOU KAI KOINONIKIS ENDYNAMOSIS (Kallitechnio)**, PIC 895994433, established in ATHANASIOU CHEILIOU 16, ACHARNES 136 74, Greece,

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

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

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

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

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

Annex 1 Description of the action<sup>1</sup>

Annex 2 Estimated budget for the action

Annex 3 Accession forms (if applicable)<sup>2</sup>

Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)<sup>3</sup>

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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<sup>1</sup> Template published on [Portal Reference Documents](#).

<sup>2</sup> Template published on [Portal Reference Documents](#).

<sup>3</sup> Template published on [Portal Reference Documents](#).

## **TERMS AND CONDITIONS**

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## DATA SHEET

### 1. General data

Project summary:

Project summary
<p>TOMATO “The Original Museum Available To Overall project”, aims to facilitate the transnational distribution of creative, cultural and artistic content on an international scale and raise the competitiveness and economic potential of this sector. In particular it seeks to increase the audience engagement and social inclusion of the public in situations of social, economic and cultural marginalization, and to enhance the learning skills of minors, through an innovative educational tool for audience engagement. The project will be structured by the following activities: research, planning and realization of the Tomato kit as an innovative tool, training to developers and stakeholders, testing and feedback collection. This “Tomato Kit - Food for thought” will consist of an experiential kit that transmits the cultural contents relating to the identified European museum heritage, both physically and digitally (web app and social media). These kits will be designed and co-produced thanks to the co-operation of the 16 project partners. This product will convey cultural and museum content outside the traditional spaces of fruition. Special attention will be given to societal resilience and social inclusion, to reach an audience of about 350.000 children, their families, educators and museum operators. The expected results of the project will be: growth of participation and access in culture through physical and digital tools (Tomato kit), wider diffusion throughout Europe with a considerable impact on the involvement of the community, strengthening the feeling of belonging to European culture. Outputs will take form of handbooks (based on research design and materials testing, algorithms and software studies, pedagogical and educational theory), the educational tool and the validation of its impact, that will be developed to reach the widest audience and vulnerable people for culture enjoyment.</p>

Keywords:

- Cultural heritage - Culture
- Integration of disadvantaged groups
- Training

Project number: 101056019

Project name: The Original Museum Available To Overall

Project acronym: TOMATO

Call: CREA-CULT-2021-COOP

Topic: CREA-CULT-2021-COOP-2

Type of action: CREA Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

Grant managed through EU Funding & Tenders Portal: Yes (eGrants)

Project starting date: first day of the month following the entry into force date

Project end date: starting date + months of duration

Project duration: 36 months

Consortium agreement: Yes

### 2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	K.A.NE.	SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY	EL	947897484	189 131.00
2	BEN	iShowroom	ISHOWROOM S.R.O.	CZ	889646074	183 654.00
3	BEN	SMS	SURRENDER MEDIA SOLUTIONS	BE	894320310	130 146.00



N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
4	BEN	CreativePlus	ASOCIATIA CREATIVEPLUS ONG	RO	945117852	28 110.00
5	BEN	ISTRIANdeDigital	DRUGA ISTARSKO-EKOMUZEJ IZ VODNJANA	HR	937301980	9 134.00
6	BEN	ACIGTP	ZDRUZENJE SKUPNOST ITALIJANOV GIUSEPPE TARTINI PIRAN	SI	887559119	9 160.00
7	BEN	SKRATELJC	SKRATELJC, ZAVOD ZA KULTURO,IZOBRAZEVANJE IN SPORT	SI	889688560	9 114.00
8	BEN	SLADOVNA	SLADOVNA PISEK OPS	CZ	937221567	9 362.00
9	BEN	HO! Intl.	HANDS ON! INTERNATIONALE VEREINIGUNG FUR KINDER IN MUSEEN	AT	916952350	98 643.00
10	BEN	VHC	VENETIAN CLUSTER SRL	IT	942750955	82 090.00
11	BEN	ABAKKUM Piran	ABAKKUM ZAVOD ZA KRAJINO, KULTURO IN UMETNOST, PIRAN	SI	924261009	9 115.00
12	BEN	Gruppo Pleiadi	GRUPPO PLEIADI SOC. COOP. SOC.	IT	944372504	152 282.00
13	BEN	Kallitechnio	KOINONIKI KAI SYNETAIRISTIKI EPICHEIRISI KALLITECHNEIO KENTRO TECHNIS, POLITISMOU KAI KOINONIKIS ENDYNAMOSIS	EL	895994433	20 769.00
15	AP	RV	REGIONE DEL VENETO	IT	999465691	0.00
16	AP	BUTTERFLY ARC	BUTTERFLY ARC SRL	IT	916992023	0.00
17	AP	KIMUS	KIMUS Kindermuseum Graz GmbH	AT	931416602	0.00
18	AP	D.R.MuseiVeneto	Direzione regionale Musei Veneto	IT	889445575	0.00
<b>Total</b>						930 710.00

**Coordinator:**

- SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
930 710.00	930 710.00

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

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
1	1	36	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

### Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	744 568.00	n/a	1 - K.A.NE.	n/a
			2 - iShowroom	n/a
			3 - SMS	n/a
			4 - CreativePlus	n/a
			5 - ISTRIANDeDignan	n/a
			6 - ACIGTP	n/a
			7 - SKRATELJC	n/a
			8 - SLADOVNA	n/a
			9 - HO! Intl.	n/a
			10 - VHC	n/a
			11 - ABAKKUM Piran	n/a
			12 - Gruppo Pleiadi	n/a
			13 - Kallitechnio	n/a

### Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

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

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

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

GR9101405000500002002014980

Conversion into euros: n/a

Reporting language: Language of the Agreement

**4.3 Certificates** (art 24): n/a

**4.4 Recoveries** (art 22)

**First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

**Applicable law** (art 43):

Standard applicable law regime: EU law + law of Belgium

**Dispute settlement forum** (art 43):

Standard dispute settlement forum:

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

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

**6. Other**

**Specific rules (Annex 5):** Yes

**Standard time-limits after project end:**

Confidentiality (for X years after final payment): 5

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

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

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

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

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

## **CHAPTER 1 GENERAL**

### **ARTICLE 1 — SUBJECT OF THE AGREEMENT**

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

### **ARTICLE 2 — DEFINITIONS**

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

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

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

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

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

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

**Affiliated entities (AE)** — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046<sup>4</sup> which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

**Associated partners (AP)** — Entities which participate in the action, but without the right to charge costs or claim contributions.

**Purchases** — Contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks (see Annex 1).

**Subcontracting** — Contracts for goods, works or services that are part of the action tasks (see Annex 1).

**In-kind contributions** — In-kind contributions within the meaning of Article 2(36) of EU Financial

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<sup>4</sup> For the definition, see Article 187 Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1): "**affiliated entities** [are]:

- (a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
- (b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 136(1) and 141(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation".

Regulation 2018/1046, i.e. non-financial resources made available free of charge by third parties.

**Fraud** — Fraud within the meaning of Article 3 of EU Directive 2017/1371<sup>5</sup> and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>6</sup>, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

**Irregularities** — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95<sup>7</sup>.

**Grave professional misconduct** — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 136(1)(c) of EU Financial Regulation 2018/1046.

**Applicable EU, international and national law** — Any legal acts or other (binding or non-binding) rules and guidance in the area concerned.

**Portal** — EU Funding & Tenders Portal; electronic portal and exchange system managed by the European Commission and used by itself and other EU institutions, bodies, offices or agencies for the management of their funding programmes (grants, procurements, prizes, etc.).

## **CHAPTER 2 ACTION**

### **ARTICLE 3 — ACTION**

The grant is awarded for the action **101056019 — TOMATO** ('action'), as described in Annex 1.

### **ARTICLE 4 — DURATION AND STARTING DATE**

The duration and the starting date of the action are set out in the Data Sheet (see Point 1).

## **CHAPTER 3 GRANT**

### **ARTICLE 5 — GRANT**

#### **5.1 Form of grant**

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<sup>5</sup> Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

<sup>6</sup> OJ C 316, 27.11.1995, p. 48.

<sup>7</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

The grant is an action grant<sup>8</sup> which takes the form of a lump sum grant for the completion of work packages.

## 5.2 Maximum grant amount

The maximum grant amount is set out in the Data Sheet (see Point 3) and in the estimated budget (Annex 2).

## 5.3 Funding rate

Not applicable

## 5.4 Estimated budget, budget categories and forms of funding

The estimated budget for the action (lump sum breakdown) is set out in Annex 2.

It contains the estimated eligible contributions for the action (lump sum contributions), broken down by participant and work package.

Annex 2 also shows the types of contributions (forms of funding)<sup>9</sup> to be used for each work package.

## 5.5 Budget flexibility

Budget flexibility does not apply; changes to the estimated budget (lump sum breakdown) always require an amendment (see Article 39).

Amendments for transfers between *work packages* are moreover possible only if:

- the work packages concerned are not already completed (and declared in a financial statement) and
- the transfers are justified by the technical implementation of the action.

## ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

### 6.1 and 6.2 General and specific eligibility conditions

Lump sum contributions are eligible (‘eligible contributions’), if:

- (a) they are set out in Annex 2 and
- (b) the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex 1 and during in the period set out in Article 4 (with the exception of work/results relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)

They will be calculated on the basis of the amounts set out in Annex 2.

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<sup>8</sup> For the definition, see Article 180(2)(a) EU Financial Regulation 2018/1046: ‘**action grant**’ means an EU grant to finance “an action intended to help achieve a Union policy objective”.

<sup>9</sup> See Article 125 EU Financial Regulation 2018/1046.

### 6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

### 6.4 Consequences of non-compliance

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

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

## CHAPTER 4 GRANT IMPLEMENTATION

### SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

#### **ARTICLE 7 — BENEFICIARIES**

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

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

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

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

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

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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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



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

Moreover, coordinators which are ‘sole beneficiaries’<sup>10</sup> (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

The beneficiaries must have **internal arrangements** regarding their operation and co-ordination, to ensure that the action is implemented properly.

If required by the granting authority (see Data Sheet, Point 1), these arrangements must be set out in a written **consortium agreement** between the beneficiaries, covering for instance:

- the internal organisation of the consortium
- the management of access to the Portal
- different distribution keys for the payments and financial responsibilities in case of recoveries (if any)
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The internal arrangements must not contain any provision contrary to this Agreement.

## ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

## ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

### 9.1 Associated partners

The following entities which cooperate with a beneficiary will participate in the action as ‘associated partners’:

- **REGIONE DEL VENETO (RV)**, PIC 999465691
- **BUTTERFLY ARC SRL (BUTTERFLY ARC)**, PIC 916992023
- **KIMUS Kindermuseum Graz GmbH (KIMUS)**, PIC 931416602
- **Direzione regionale Musei Veneto (D.R.MuseiVeneto)**, PIC 889445575

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<sup>10</sup> For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

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

The tasks must be set out in Annex 1.

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

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

## **9.2 Third parties giving in-kind contributions to the action**

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

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

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

## **9.3 Subcontractors**

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

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

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

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

## **9.4 Recipients of financial support to third parties**

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

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

## ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

### 10.1 Non-EU participants

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC<sup>11</sup>
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

Special rules on dispute settlement apply (see Data Sheet, Point 5).

### 10.2 Participants which are international organisations

Participants which are international organisations (IOs; if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

For such participants, nothing in the Agreement will be interpreted as a waiver of their privileges or immunities, as accorded by their constituent documents or international law.

Special rules on applicable law and dispute settlement apply (see Article 43 and Data Sheet, Point 5).

### 10.3 Pillar-assessed participants

Pillar-assessed participants (if any) may rely on their own systems, rules and procedures, in so far as they have been positively assessed and do not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries.

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<sup>11</sup> Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

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

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

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

and use the following specific rules, for:

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 2 RULES FOR CARRYING OUT THE ACTION**

### **ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION**

#### **11.1 Obligation to properly implement the action**

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

#### **11.2 Consequences of non-compliance**

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

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

### **ARTICLE 12 — CONFLICT OF INTERESTS**

#### **12.1 Conflict of interests**

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

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

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

#### **12.2 Consequences of non-compliance**

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

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

### **ARTICLE 13 — CONFIDENTIALITY AND SECURITY**

#### **13.1 Sensitive information**

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

### **13.2 Classified information**

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444<sup>12</sup> and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

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<sup>12</sup> Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

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

### **13.3 Consequences of non-compliance**

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

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

## **ARTICLE 14 — ETHICS AND VALUES**

### **14.1 Ethics**

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

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

### **14.2 Values**

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

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

### **14.3 Consequences of non-compliance**

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

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

## **ARTICLE 15 — DATA PROTECTION**

### **15.1 Data processing by the granting authority**

Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725<sup>13</sup>.

### **15.2 Data processing by the beneficiaries**

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<sup>13</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).



The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679<sup>14</sup>).

They must ensure that personal data is:

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

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.

The beneficiaries must inform the persons whose data are transferred to the granting authority and provide them with the Portal Privacy Statement.

### **15.3 Consequences of non-compliance**

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

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

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

### **16.1 Background and access rights to background**

The beneficiaries must give each other and the other participants access to the background identified as needed for implementing the action, subject to any specific rules in Annex 5.

‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that is:

- (a) held by the beneficiaries before they acceded to the Agreement and
- (b) needed to implement the action or exploit the results.

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<sup>14</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (‘GDPR’) (OJ L 119, 4.5.2016, p. 1).

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

## 16.2 Ownership of results

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

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

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

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

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

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

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

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

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

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

#### **16.4 Specific rules on IPR, results and background**

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

#### **16.5 Consequences of non-compliance**

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

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

### **ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY**

#### **17.1 Communication — Dissemination — Promoting the action**

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

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

#### **17.2 Visibility — European flag and funding statement**

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



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union



Co-funded by the  
European Union

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

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

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

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

### 17.3 Quality of information — Disclaimer

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

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

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

### 17.4 Specific communication, dissemination and visibility rules

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

### 17.5 Consequences of non-compliance

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

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

## ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

## **18.1 Specific rules for carrying out the action**

Specific rules for implementing the action (if any) are set out in Annex 5.

## **18.2 Consequences of non-compliance**

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

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

## **SECTION 3 GRANT ADMINISTRATION**

### **ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS**

#### **19.1 Information requests**

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

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

#### **19.2 Participant Register data updates**

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

#### **19.3 Information about events and circumstances which impact the action**

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

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

#### **19.4 Consequences of non-compliance**

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

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

## ARTICLE 20 — RECORD-KEEPING

### 20.1 Keeping records and supporting documents

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

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

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

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

### 20.2 Consequences of non-compliance

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

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

## ARTICLE 21 — REPORTING

### 21.1 Continuous reporting

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

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

### 21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

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

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

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

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

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

### **21.3 Currency for financial statements and conversion into euros**

The financial statements must be drafted in euro.

### **21.4 Reporting language**

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

### **21.5 Consequences of non-compliance**

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

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

## **ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE**

### **22.1 Payments and payment arrangements**

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

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

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

The cost of payment transfers will be borne as follows:

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

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

### **22.2 Recoveries**

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

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

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

In case of enforced recoveries (see Article 22.4):

- the beneficiaries will be jointly and severally liable for repaying debts of another beneficiary



under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4)

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

## 22.3 Amounts due

### 22.3.1 Prefinancing payments

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

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

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

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

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

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

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

### 22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

#### Step 1 — Calculation of the total accepted EU contribution

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

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

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

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

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

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

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

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

### 22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

#### Step 1 — Calculation of the total accepted EU contribution

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

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

## Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

#### Step 1 — Calculation of the total accepted EU contribution

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

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

#### Step 2 — Limit to the maximum grant amount

Not applicable

#### Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

#### Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

$$\left\{ \begin{array}{l} \text{total accepted EU contribution for the beneficiary} \\ \text{divided by} \\ \text{total accepted EU contribution for the action} \end{array} \right\} \times \left\{ \begin{array}{l} \text{multiplied by} \\ \text{final grant amount for the action} \end{array} \right\}.$$

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

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

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

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

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

## 22.4 Enforced recovery

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

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

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

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

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

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

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366<sup>15</sup> applies.

For grants where the granting authority is an EU executive agency, enforced recovery by offsetting or enforceable decision will be done by the services of the European Commission (see also Article 43).

## 22.5 Consequences of non-compliance

**22.5.1** If the granting authority does not pay within the payment deadlines (see above), the beneficiaries are entitled to **late-payment interest** at the reference rate applied by the European Central Bank (ECB) for its main refinancing operations in euros, plus the percentage specified in the Data Sheet (Point 4.2). The ECB reference rate to be used is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only on request submitted within two months of receiving the late payment.

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).

If payments or the payment deadline are suspended (see Articles 29 and 30), payment will not be considered as late.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

Late-payment interest is not considered for the purposes of calculating the final grant amount.

**22.5.2** If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 29) and the grant or the coordinator may be terminated (see Article 32).

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

## ARTICLE 23 — GUARANTEES

### 23.1 Prefinancing guarantee

If required by the granting authority (see Data Sheet, Point 4.2), the beneficiaries must provide (one

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<sup>15</sup> Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

or more) prefinancing guarantee(s) in accordance with the timing and the amounts set out in the Data Sheet.

The coordinator must submit them to the granting authority in due time before the prefinancing they are linked to.

The guarantees must be drawn up using the template published on the Portal and fulfil the following conditions:

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

They will be released within the following month.

## **23.2 Consequences of non-compliance**

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

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

## **ARTICLE 24 — CERTIFICATES**

Not applicable

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

### **25.1 Granting authority checks, reviews and audits**

#### **25.1.1 Internal checks**

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

#### **25.1.2 Project reviews**

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

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

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

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

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

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

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

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

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

Project reviews (including project review reports) will be in the language of the Agreement.

### 25.1.3 Audits

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

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

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

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

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

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

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

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



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

Audits (including audit reports) will be in the language of the Agreement.

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

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

## **25.3 Access to records for assessing simplified forms of funding**

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

## **25.4 OLAF, EPPO and ECA audits and investigations**

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>16</sup> and No 2185/96<sup>17</sup>
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

If requested by these bodies, the beneficiary concerned must provide full, accurate and complete information in the format requested (including complete accounts, individual salary statements or other personal data, including in electronic format) and allow access to sites and premises for on-the-spot visits or inspections — as provided for under these Regulations.

To this end, the beneficiary concerned must keep all relevant information relating to the action, at least until the time-limit set out in the Data Sheet (Point 6) and, in any case, until any ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims have been concluded.

## **25.5 Consequences of checks, reviews, audits and investigations — Extension of findings**

### **25.5.1 Consequences of checks, reviews, audits and investigations in this grant**

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to rejections (see Article 27), grant reduction (see Article 28) or other measures described in Chapter 5.

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<sup>16</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

<sup>17</sup> Council Regulation (Euratom, EC) No 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

Rejections or grant reductions after the final payment will lead to a revised final grant amount (see Article 22).

Findings in checks, reviews, audits or investigations during the action implementation may lead to a request for amendment (see Article 39), to change the description of the action set out in Annex 1.

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

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

### 25.5.2 Extension from other grants

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

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

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

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

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

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

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

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

On the basis of this, the granting authority will analyse the impact and decide on the implementation

(i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

## **25.6 Consequences of non-compliance**

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

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

## **ARTICLE 26 — IMPACT EVALUATIONS**

### **26.1 Impact evaluation**

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

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

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

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

### **26.2 Consequences of non-compliance**

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

## **CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE**

### **SECTION 1 REJECTIONS AND GRANT REDUCTION**

## **ARTICLE 27 — REJECTION OF CONTRIBUTIONS**

### **27.1 Conditions**

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

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

Ineligible lump sum contributions will be rejected.

## 27.2 Procedure

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

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

## 27.3 Effects

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

## ARTICLE 28 — GRANT REDUCTION

### 28.1 Conditions

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

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

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

### 28.2 Procedure

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

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

### 28.3 Effects

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

## SECTION 2 SUSPENSION AND TERMINATION

### ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

#### 29.1 Conditions

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

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

#### 29.2 Procedure

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

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

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

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

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

### ARTICLE 30 — PAYMENT SUSPENSION

#### 30.1 Conditions

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

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or

person essential for the award/implementation of the grant) has committed or is suspected of having committed:

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

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

## 30.2 Procedure

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

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

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

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

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

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

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

## ARTICLE 31 — GRANT AGREEMENT SUSPENSION

### 31.1 Consortium-requested GA suspension

#### 31.1.1 Conditions and procedure

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

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

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

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

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

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

## 31.2 EU-initiated GA suspension

### 31.2.1 Conditions

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

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

### 31.2.2 Procedure

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

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

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

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

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

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

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

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

## ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

### 32.1 Consortium-requested GA termination

#### 32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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



### 32.1.2 Effects

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

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

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

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

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

## 32.2 Consortium-requested beneficiary termination

### 32.2.1 Conditions and procedure

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

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

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

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

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

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

### 32.2.2 Effects

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

- (i) a **report on the distribution of payments** to the beneficiary concerned

- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

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

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

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

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

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

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

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

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

### **32.3 EU-initiated GA or beneficiary termination**

#### **32.3.1 Conditions**

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

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

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

### 32.3.2 Procedure

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

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

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

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

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

### 32.3.3 Effects

#### (a) for **GA termination**:

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

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

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

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

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

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

After termination, the beneficiaries’ obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

#### (b) for **beneficiary termination**:

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

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

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

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

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

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

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

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

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

### **SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS**

#### **ARTICLE 33 — DAMAGES**

##### **33.1 Liability of the granting authority**

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

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

### **33.2 Liability of the beneficiaries**

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

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

## **ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES**

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95<sup>18</sup>).

## **SECTION 4 FORCE MAJEURE**

### **ARTICLE 35 — FORCE MAJEURE**

A party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties’ control,
- was not due to error or negligence on their part (or on the part of other participants involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

## **CHAPTER 6 FINAL PROVISIONS**

### **ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES**

#### **36.1 Forms and means of communication — Electronic management**

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<sup>18</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

EU grants are managed fully electronically through the EU Funding & Tenders Portal ('Portal').

All communications must be made electronically through the Portal in accordance with the Portal Terms and Conditions and using the forms and templates provided there (except if explicitly instructed otherwise by the granting authority).

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

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

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

### **36.2 Date of communication**

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

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

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

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

### **36.3 Addresses for communication**

The Portal can be accessed via the Europa website.

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

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

## **ARTICLE 37 — INTERPRETATION OF THE AGREEMENT**

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

## ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71<sup>19</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

The day during which that event occurs is not considered as falling within the period.

‘Days’ means calendar days, not working days.

## ARTICLE 39 — AMENDMENTS

### 39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

### 39.2 Procedure

The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request additional information.

If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

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<sup>19</sup> Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).



An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

## **ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES**

### **40.1 Accession of the beneficiaries mentioned in the Preamble**

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

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

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

### **40.2 Addition of new beneficiaries**

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

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

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

Additions are also possible in mono-beneficiary grants.

## **ARTICLE 41 — TRANSFER OF THE AGREEMENT**

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

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

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

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

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

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

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

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

## **ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

### **43.1 Applicable law**

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

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

### **43.2 Dispute settlement**

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

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

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

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

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

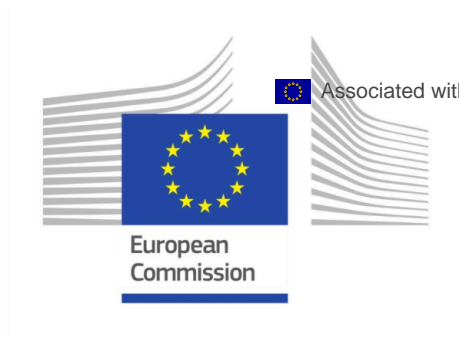
## **ARTICLE 44 — ENTRY INTO FORCE**

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

## SIGNATURES

For the coordinator

For the granting authority



## **ANNEX 1**



# **Creative Europe Programme (CREA)**

## **Description of the action (DoA)**

**Part A**

**Part B**

## DESCRIPTION OF THE ACTION (PART A)

### COVER PAGE

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

<b>PROJECT</b>	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
<b>Project number:</b>	101056019
<b>Project name:</b>	The Original Museum Available To Overall
<b>Project acronym:</b>	TOMATO
<b>Call:</b>	CREA-CULT-2021-COOP
<b>Topic:</b>	CREA-CULT-2021-COOP-2
<b>Type of action:</b>	CREA-LS
<b>Service:</b>	EACEA/B/01
<b>Project starting date:</b>	first day of the month following the entry into force date
<b>Project duration:</b>	36 months

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## PROJECT SUMMARY

### Project summary

*Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.*

*Use the project summary from your proposal.*

TOMATO “The Original Museum Available To Overall project”, aims to facilitate the transnational distribution of creative, cultural and artistic content on an international scale and raise the competitiveness and economic potential of this sector. In particular it seeks to increase the audience engagement and social inclusion of the public in situations of social, economic and cultural marginalization, and to enhance the learning skills of minors, through an innovative educational tool for audience engagement. The project will be structured by the following activities: research, planning and realization of the Tomato kit as an innovative tool, training to developers and stakeholders, testing and feedback collection. This “Tomato Kit - Food for thought” will consist of an experiential kit that transmits the cultural contents relating to the identified European museum heritage, both physically and digitally (web app and social media). These kits will be designed and co-produced thanks to the co-operation of the 16 project partners. This product will convey cultural and museum content outside the traditional spaces of fruition. Special attention will be given to societal resilience and social inclusion, to reach an audience of about 350.000 children, their families, educators and museum operators. The expected results of the project will be: growth of participation and access in culture through physical and digital tools (Tomato kit), wider diffusion throughout Europe with a considerable impact on the involvement of the community, strengthening the feeling of belonging to European culture. Outputs will take form of handbooks (based on research design and materials testing, algorithms and software studies, pedagogical and educational theory), the educational tool and the validation of its impact, that will be developed to reach the widest audience and vulnerable people for culture enjoyment.

## LIST OF PARTICIPANTS

### PARTICIPANTS

*Grant Preparation (Beneficiaries screen) — Enter the info.*

Number	Role	Short name	Legal name	Country	PIC
1	COO	K.A.NE.	SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY	EL	947897484
2	BEN	iShowroom	ISHOWROOM S.R.O.	CZ	889646074
3	BEN	SMS	SURRENDER MEDIA SOLUTIONS	BE	894320310
4	BEN	CreativePlus	ASOCIATIA CREATIVEPLUS ONG	RO	945117852
5	BEN	ISTRIANdeDignan	UDRUGA ISTARSKO-EKOMUZEJ IZ VODNJANA	HR	937301980
6	BEN	ACIGTP	ZDRUZENJE SKUPNOST ITALIJANOV GIUSEPPE TARTINI PIRAN	SI	887559119
7	BEN	SKRATELJC	SKRATELJC, ZAVOD ZA KULTURO,IZOBRAZEVANJE IN SPORT	SI	889688560
8	BEN	SLADOVNA	SLADOVNA PISEK OPS	CZ	937221567
9	BEN	HO! Intl.	HANDS ON! INTERNATIONALE VEREINIGUNG FUR KINDER IN MUSEEN	AT	916952350
10	BEN	VHC	VENETIAN CLUSTER SRL	IT	942750955

**PARTICIPANTS***Grant Preparation (Beneficiaries screen) — Enter the info.*

<b>Number</b>	<b>Role</b>	<b>Short name</b>	<b>Legal name</b>	<b>Country</b>	<b>PIC</b>
11	BEN	ABAKKUM Piran	ABAKKUM ZAVOD ZA KRAJINO, KULTURO IN UMETNOST, PIRAN	SI	924261009
12	BEN	Gruppo Pleiadi	GRUPPO PLEIADI SOC. COOP. SOC.	IT	944372504
13	BEN	Kallitechnio	KOINONIKI KAI SYNETAIRISTIKI EPICHEIRISI KALLITECHNEIO KENTRO TECHNIS, POLITISMOU KAI KOINONIKIS ENDYNAMOSIS	EL	895994433
15	AP	RV	REGIONE DEL VENETO	IT	999465691
16	AP	BUTTERFLY ARC	BUTTERFLY ARC SRL	IT	916992023
17	AP	KIMUS	KIMUS Kindermuseum Graz GmbH	AT	931416602
18	AP	D.R.MuseiVeneto	Direzione regionale Musei Veneto	IT	889445575

## LIST OF WORK PACKAGES

<b>Work packages</b>						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverable No(s)</b>
WP1	Project management and coordination	1 - K.A.NE.	63.42	1	36	D1.1, D1.2
WP2	Communication and dissemination	3 - SMS	26.44	1	36	D2.3, D2.1, D2.2
WP3	Artistic and creative expression	12 - Gruppo Pleiadi	169.00	1	36	D3.3, D3.1, D3.2
WP4	Capacity buildings	1 - K.A.NE.	53.79	4	35	D4.3, D4.2, D4.1
WP5	Networking and knowledge sharing	9 - HO! Intl.	78.46	24	36	D5.1, D5.2, D5.3



## Work package WP1 – Project management and coordination

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Work Package Name</b>	Project management and coordination		
<b>Start Month</b>	1	<b>End Month</b>	36

Objectives
<ul style="list-style-type: none"> <li>• Provide technical, administrative and financial management of the project, including structuring responsibilities and procedures for the day-to-day management and coordination;</li> <li>• Manage and direct internal communication within the consortium to build synergy and ensure an efficient collaboration;</li> <li>• Coordinate the evaluation and reporting of project's activities both during project lifetime and at the end of the project. Provide templates according to EU reporting guidelines to verify project activities completion other than their impact and quality;</li> <li>• Propose strategies to ensure partners alignment to the project and its timeline, and take corrective measures to avoid delay and undue risk;</li> <li>• Report to the EU according to the Grant Agreement Requirements.</li> </ul>

Description
<p>T1.1 Project Management coordination and General Assembly: This task will provide technical and administrative management of the project, including structuring responsibilities and procedures for the day-to-day management and coordination. The task leader will be responsible for proposing strategies to ensure partners alignment to the project and its timeline, and take corrective measures to avoid delay and undue risk; This task will cover meetings preparation and coordination, as the management of internal communication within the consortium to build synergy and ensure an efficient collaboration. The task leader will assure the participation of each partner's Project Managers in these meetings. During GA, the task leader will take notice of the decisions taken and of approved reports. Moreover, the task will include all communication with the EU according to the Grant Agreement Requirements.</p> <p>T1.2 Reporting and financial management: This task will include the collection of all partners' expenses reports to compare with budget previsions. Task leader will be responsible for setting up two financial reports illustrating all aspects relating to the EU funds granted and partner co-contributions.</p> <p>T1.3 Monitoring and evaluation: This task will include the coordination of the evaluation and reporting of project's activities, both during project lifetime and at the end of the project. The task leader will provide templates according to EU reporting guidelines to verify project activities completion other than their impact and quality.</p>

## Work package WP2 – Communication and dissemination

<b>Work Package Number</b>	WP2	<b>Lead Beneficiary</b>	3. SMS
<b>Work Package Name</b>	Communication and dissemination		
<b>Start Month</b>	1	<b>End Month</b>	36

Objectives
<ul style="list-style-type: none"> <li>▪ Guarantee an effective communication of the project messages and activities at Local, National and EU level;</li> <li>▪ Identify appropriate target groups to address the dissemination messages;</li> <li>▪ Implement a wide and differentiated set of dissemination tools and events;</li> <li>▪ Illustration of the European Union and the CREATIVE EUROPE fund;</li> <li>▪ Define how the dissemination activities will be administered;</li> <li>▪ Assist TOMATO partners to implement correctly the communication strategy.</li> </ul>

Description
<p>T2.1 Communication at local and international level: The WP leader will administer the official communication of the project, by managing the official website (Tomato Social) and updating the English contents. The communication campaign will act on a local level as well as on an international level. All partners will contribute in sharing the project's</p>

news through their communication channels. In relation to their typology the partners have to engage and communicate to other organization the project.

T2.2 Journalistic investigation: The WP leader will engage in a journalistic investigation in order to analyse museums communication and how they apply strategies to different target groups and enhance access to their collections.

T2.3 Direct ambassadors' communication: Each influencer will talk about their experience and will launch a call to action inviting their followers to go to cultural institutions and use the Tomato kit and App to living the best experience. The involvement of influencers aims to expand the public and to disseminate outputs to the younger population. The influencers will be chosen among those who have a specific youth audience linked to the target audience of the project.

### Work package WP3 – Artistic and creative expression

<b>Work Package Number</b>	WP3	<b>Lead Beneficiary</b>	12. Gruppo Pleiadi
<b>Work Package Name</b>	Artistic and creative expression		
<b>Start Month</b>	1	<b>End Month</b>	36

#### Objectives

- Execution of a multidisciplinary research project and development action to create a pedagogical product with particular emphasis on enhancing the access and inclusion of the public in situations of social, economic and cultural marginalization. This research will focus both on the physical aspects of the kit (to study the better practical and manual experience for the minor and his family), as well as on the digital part (design of augmented reality contents and a social platform / application).
- Realization of an original creative product: the "Tomato kit - food for thought" prototype, an educational kit dedicated to the 3-10 age group and their families. The educational kit will consist of a compact container and contain components, to carry out activities, scientific experiments and games at home in the areas covered by partner museums. Along with the kit, will be developed technology-based product "Tomato Social" web platform and "Tomato App" software for continuing the kit experience on a digital level.

#### Description

T3.1 Research and analysis and contents elaboration: Selection of partner museum's contents to include in the kit, with museums active collaboration. Studies on design, as well as on content presentation and learning activities ideation. The research will carry on an evaluation and testing of biodegradable and environmentally friendly materials for the kit composition. Written research of the studies made. Research on algorithms and best digital experience for digital educational tools on culture.

T3.2 Planning and design of the physical part of the "Tomato kit - food for thought": Planning and development of physical and digital aspects of the kit, from detailed plans and design to contents specifics.

T3.3 Design and structure of digital aspects of the kit (web and app platforms): Realization of Tomato Social and Tomato App. Acquirement of necessary content skills useful in the serial design of kits and their educational contents. Research of innovative algorithms able to improve the experience the kit will offer. Written research of the studies made.

### Work package WP4 – Capacity buildings

<b>Work Package Number</b>	WP4	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Work Package Name</b>	Capacity buildings		
<b>Start Month</b>	4	<b>End Month</b>	35

#### Objectives

- discussion on inclusion and accessibility through the involvement of pedagogists, psychologists and educators;
- testing process and implementation of the product through events and pilot action to test the kit in different social and cultural environments;
- distribution and validation of the product, events to test the kit and collect feedback.

Description
<p>T4.1 Training Programs and verification of handbooks and kit: Three internal training programmes are taught and organized in order to identify the tools and methodologies to elaborate the final version of the handbook and the kit (children in social and physical disease situations). They are designed to support facilitators during the elaboration of the kits, in order to clarify doubts and to improve the development of their work.</p> <p>T4.2 Pilot action - first test of the KIT on a selected audience: Associations will select and coordinate target groups among their networks to test the kit. They will distribute a series of Tomato kits to test their performances with their network and selected targets.</p> <p>T4.3 Collection of feedbacks and validation: Associations will collect the feedback through questionnaires from the various events and actions organised in order to reach the final version of the handbook and the kit.</p>

### Work package WP5 – Networking and knowledge sharing

<b>Work Package Number</b>	WP5	<b>Lead Beneficiary</b>	9. HO! Intl.
<b>Work Package Name</b>	Networking and knowledge sharing		
<b>Start Month</b>	24	<b>End Month</b>	36

Objectives
<ul style="list-style-type: none"> <li>● Knowledge sharing through the distribution of Handbooks and validation the Tomato kit.</li> <li>● Networking through the organization of events to present the project outcomes and be able to test the different versions of the kit;</li> <li>● Collection of feedback on the product’s performance in order to be able to evaluate WP3 works and the kit effectiveness.</li> </ul>

Description
<p>T5.1 Workshops and events for the Tomato kit presentation and validation/evaluation process through events organization: Workshops will be directed to external stakeholders and policy makers about how to use the Tomato kit. Presenting the kit, what is the aim, what are the components of it, how it will be applied to children, how the results are registered and reported. Museums will organize 16 events with different target groups, in order to present the Tomato kit and test its performances with the audience. In particular some events will involve schools in order to involve educational institutions and enhance the audience of the action. A questionnaire will be used to collect feedback from the testers, to have a better understanding of the kit educational and pedagogical impact and its appreciation factor.</p> <p>T5.2 Dissemination through museums network: All museums will contribute in communicating and disseminating results and updates regarding the project's outcomes, in order to amplify the project’s audience capacity. As cluster for cultural heritage, also Venetian Cluster can participate in networking activities.</p>

## STAFF EFFORT

<b>Staff effort per participant</b>						
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>						
<b>Participant</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>Total Person-Months</b>
1 - K.A.NE.	42.22	2.78		35.83	10.22	91.05
2 - iShowroom	0.24	0.11	97.44	0.10	0.10	97.99
3 - SMS	0.56	21.67				22.23
4 - CreativePlus	0.34	0.11		9.17	0.10	9.72
5 - ISTRIANdeDignan	0.34	0.11	0.56	0.10	4.17	5.28
6 - ACIGTP	0.34	0.11	0.28	0.10	1.39	2.22
7 - SKRATELJC	0.34	0.11	0.28	0.10	0.83	1.66
8 - SLADOVNA	0.34	0.11	0.44	0.10	1.89	2.88
9 - HO! Intl.	0.34	0.11	3.33	0.10	43.89	47.77
10 - VHC	16.90	0.78		0.10	13.33	31.11
11 - ABAKKUM Piran	0.34	0.11	0.28	0.10	0.61	1.44
12 - Gruppo Pleiadi	0.78	0.22	66.39	0.10	1.83	69.32
13 - Kallitechnio	0.34	0.11		7.89	0.10	8.44
<b>Total Person-Months</b>	63.42	26.44	169.00	53.79	78.46	391.11

## LIST OF DELIVERABLES

<b>Deliverables</b>						
<i>Grant Preparation (Deliverables screen) — Enter the info.</i>						
<i>The labels used mean:</i>						
<i>Public — fully open (🚩 automatically posted online)</i>						
<i>Sensitive — limited under the conditions of the Grant Agreement</i>						
<i>EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision <a href="#">2015/444</a></i>						
<b>Deliverable No</b>	<b>Deliverable Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Due Date (month)</b>
D1.1	Kick off meeting Report	WP1	1 - K.A.NE.	R — Document, report	SEN - Sensitive	3
D1.2	1 Risk Register and Monitoring Scoreboard	WP1	1 - K.A.NE.	R — Document, report	SEN - Sensitive	18
D2.1	Website, social media and journalistic contents	WP2	3 - SMS	DEC —Websites, patent filings, videos, etc	SEN - Sensitive	36
D2.2	Communication materials	WP2	3 - SMS	R — Document, report	PU - Public	24
D2.3	Report on Communication Materials	WP2	3 - SMS	R — Document, report	SEN - Sensitive	36
D3.1	Handbooks on research results	WP3	12 - Gruppo Pleiadi	R — Document, report	SEN - Sensitive	24
D3.2	Report on of the physical part of the Tomato kit's realization	WP3	12 - Gruppo Pleiadi	R — Document, report	SEN - Sensitive	24
D3.3	Report of the of digital part of the Tomato kit's realization	WP3	12 - Gruppo Pleiadi	R — Document, report	SEN - Sensitive	24
D4.1	3 Reports on Trainings activities	WP4	1 - K.A.NE.	R — Document, report	SEN - Sensitive	19
D4.2	Report on the Product's testing process (pilot action)	WP4	1 - K.A.NE.	R — Document, report	SEN - Sensitive	21
D4.3	Handbook and report on questionnaires feedbacks	WP4	1 - K.A.NE.	R — Document, report	SEN - Sensitive	24

## Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open ( automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — *RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET* under Decision [2015/444](#)

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D5.1	Report on Project's workshops and local events	WP5	9 - HO! Intl.	R — Document, report	SEN - Sensitive	34
D5.2	Report on Dissemination campaign	WP5	9 - HO! Intl.	R — Document, report	SEN - Sensitive	36
D5.3	Report on Final Event	WP5	1 - K.A.NE.	R — Document, report	SEN - Sensitive	36

### Deliverable – Kick off meeting Report

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Deliverable Name</b>	Kick off meeting Report		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	3	<b>Work Package No</b>	WP1

<b>Description</b>
<p>The report will describe the Kick off meeting held in Verona. It will mark the beginning of the project activities. The event will have a first sensible part opened only to project partners to discuss project administration, and a second part that will be public and streamed online for a wider visibility. During the kick-off meeting, attended by all the Partners, the detailed work plan for the first 6 months of project implementation will be discussed, and the specific tasks will be precisely divided among the Partners.</p> <p>The report will also include monitoring tools, such as 1 Work and Monitoring Plan, that will include also 1 Monitoring Scoreboard, to have a general evaluation overview of the ongoing activities.</p>

### Deliverable – 1 Risk Register and Monitoring Scoreboard

<b>Deliverable Number</b>	D1.2	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Deliverable Name</b>	1 Risk Register and Monitoring Scoreboard		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	18	<b>Work Package No</b>	WP1

<b>Description</b>
<p>1 Risk Register of potential risks and impacts and consequent remediation measures and a Monitoring Scoreboard to better control quality and implementation of the project.</p>

### Deliverable – Website, social media and journalistic contents

<b>Deliverable Number</b>	D2.1	<b>Lead Beneficiary</b>	3. SMS
<b>Deliverable Name</b>	Website, social media and journalistic contents		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP2

<b>Description</b>
<p>The journalists of Surrender Media Solutions describe in the report the project website's (1) results, and the contents of the English section to be used to provide information on the results and developments of the project's actions. The report provides information and proof of 1 press release realised by SMS's team for the KOM.</p>

### Deliverable – Communication materials

<b>Deliverable Number</b>	D2.2	<b>Lead Beneficiary</b>	3. SMS
<b>Deliverable Name</b>	Communication materials		

<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP2

<b>Description</b>
It will be carried out with the support of local partners and will consist of: 1 report in text format with the results of the investigation, 17 real and video stories intended for the broad public, 3 video infographics, 1 photogallery. The research extract will be published on the project's website in English.

### Deliverable – Report on Communication Materials

<b>Deliverable Number</b>	D2.3	<b>Lead Beneficiary</b>	3. SMS
<b>Deliverable Name</b>	Report on Communication Materials		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP2

<b>Description</b>
The report describes 1 raising awareness campaign on the impacts and results of the project will be carried out in this stage. The campaign focuses on 8 countries and consist of 18 posts and 42 stories for Instagram and TikTok, produced by 9 local influencers. Each influencer will produce 3 posts and 7 stories in national language and with English subtitles. For the needs of the report, links will be provided for all videos created during this deliverable.

### Deliverable – Handbooks on research results

<b>Deliverable Number</b>	D3.1	<b>Lead Beneficiary</b>	12. Gruppo Pleiadi
<b>Deliverable Name</b>	Handbooks on research results		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP3

<b>Description</b>
Working groups (online) coordinated by Gruppo Pleiadi with museums to collect all educational information relating to their collections; Selection of museum contents that can be included in the kit. Two handbooks on research achievements will be produced. The handbooks will originate on the research and testing realized, and will address how to enhance assess to culture heritage contents and social inclusion. One will cover physical aspects of the research and the other will focus on the digital aspects of the research.

### Deliverable – Report on of the physical part of the Tomato kit's realization

<b>Deliverable Number</b>	D3.2	<b>Lead Beneficiary</b>	12. Gruppo Pleiadi
<b>Deliverable Name</b>	Report on of the physical part of the Tomato kit's realization		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP3

<b>Description</b>
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The report includes texts and lay-out of graphic contents, materials planning and packaging design descriptions. Translation of contents in different European languages as explained in the project summary.

### Deliverable – Report of the of digital part of the Tomato kit's realization

<b>Deliverable Number</b>	D3.3	<b>Lead Beneficiary</b>	12. Gruppo Pleiadi
<b>Deliverable Name</b>	Report of the of digital part of the Tomato kit's realization		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP3

#### Description

The report serves as document of the planning and development phase of the 1 Tomato App and 1 Tomato Social channels, from their basic structure to programming contents.

### Deliverable – 3 Reports on Trainings activities

<b>Deliverable Number</b>	D4.1	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Deliverable Name</b>	3 Reports on Trainings activities		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	19	<b>Work Package No</b>	WP4

#### Description

Each report documents one of the project's internal training programs held by youth's development association to verify the handbook and the kit and to gain feedbacks on accessibility and inclusion.

### Deliverable – Report on the Product's testing process (pilot action)

<b>Deliverable Number</b>	D4.2	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Deliverable Name</b>	Report on the Product's testing process (pilot action)		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	21	<b>Work Package No</b>	WP4

#### Description

The report documents performances and user testing of the product, with relative technical documentation.

### Deliverable – Handbook and report on questionnaires feedbacks

<b>Deliverable Number</b>	D4.3	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Deliverable Name</b>	Handbook and report on questionnaires feedbacks		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP4

Description	
Development and filling in of a modular questionnaire to collect feedback from users. Validation and final version of the handbook and the kit.	

### Deliverable – Report on Project's workshops and local events

<b>Deliverable Number</b>	D5.1	<b>Lead Beneficiary</b>	9. HO! Intl.
<b>Deliverable Name</b>	Report on Project's workshops and local events		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	34	<b>Work Package No</b>	WP5

Description	
In the report is described the final results of Workshops (2) and Museums Events (20) for kit proof. Events are for the product presentation and distribution directed to different target groups (children, families, museum operators and educators). Schools are one of the target groups selected, that can have great impact on children and their family's community and help the action reach a wider public.	

### Deliverable – Report on Dissemination campaign

<b>Deliverable Number</b>	D5.2	<b>Lead Beneficiary</b>	9. HO! Intl.
<b>Deliverable Name</b>	Report on Dissemination campaign		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP5

Description	
The report describes how Museum's re-post official communication from the WP2 leader and use their communication channels to disseminate the results of their events. The report will include photos as well.	

### Deliverable – Report on Final Event

<b>Deliverable Number</b>	D5.3	<b>Lead Beneficiary</b>	1. K.A.NE.
<b>Deliverable Name</b>	Report on Final Event		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP5

Description	
The report describes the Final event, to be organized in presence to complete officially the project activities. The first part is open only to partners, and a second part is open to all and streamed online to reach a wider visibility. The report will include the agenda of the final event as well as photos.	

## LIST OF MILESTONES

(None)

## LIST OF CRITICAL RISKS

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
1	Staff changes: any changes in the administration or the structure of a project partner, where either the management structure or a staff of a particular partner would be significantly changed, could cause delays in the project implementation	WP4, WP3, WP1, WP2, WP5	Following the approval of the project, the LP will request all partners to submit a decision by each partner expressing willingness to timely implement scheduled activities per partner according to the approved Application Form. Thus, any administrative changes will not affect partners' will and obligations. All partners will sign the Partnership Agreement analysing their roles, their obligations and the activities that must be fulfilled.
2	Management of the partnership: within a wide partnership, there is the likelihood that not all partners respect project deadlines and timely deliver planned activities. If this happens, there is a risk of delay in the implementation of the whole project.	WP4, WP3, WP1, WP2, WP5	Partners have good experience in the management of EU-funded projects and projects with large partnerships. Furthermore, the project has foreseen a solid management structure, composed by a Joint Management Team and a General Assembly, to support LP in project strategic monitoring and decision making. At the beginning of the project, a detailed work plan and implementation developed by LP, in view of facilitating communication flow and timely correct delivery of activities. In case of major issues regarding the partnership composition, problems will be discussed and solved within the partnership through internal communication and technical meetings, as foreseen by the project internal communication guidelines. Furthermore, the project will put in place a solid monitoring system, with the involvement of Project and Financial Manager, with the aim of detecting any delays timely and taking due corrective measures.
3	Lack of participation of firms to get involved in the project activities (Information meetings and events, etc.), due to internal problems of the SMEs (difficulty to find time and human resources	WP4, WP3, WP1, WP2, WP5	The project has planned ongoing interactions between firms from the targeted sectors (tourism, ICT, etc.) and the PP institutions and stakeholders. Also, the relevance of the partnership helps in overcoming the risk: public and private bodies have been involved in the project planning already in the design phase. Moreover, an information and communication campaign focused on project opportunities will be promoted in the WP2 and will support the

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
	to participate) and to a disinformation about the activities proposals		international knowledge about the activities as it will be spread both in the local networks of the partners and in the international level through the European online tools as the Enterprise Europe Network and the European Cluster Collaboration Platform.
4	Possibility of a new pandemic situation or of new restriction of rules about physical meetings.	WP4, WP3, WP1, WP2, WP5	To be able to follow the project timeline even in case of new restrictions or of a new pandemic closure, partnership will provide in every meeting the possibility to participate online. Following the measures proposed to guarantee an active participation also on streaming, partners would also be able to immediately activate the online method for events in case it would be asked by the international or national contexts.
5	Possibility of partners difficulties in filling the necessary documentation and finding the information needed.	WP4, WP3, WP1, WP2, WP5	To avoid delay in the delivery of necessary documentation, due to difficulties in understanding and finding the information needed, the Management Team will act as intermediary. They will provide assistance to partners who encounter this issue, and give ulterior explanations when possible.



# Creative Europe Programme (CREA)

## Application Form

Administrative Forms (Part A)  
Technical Description (Part B)

(CREA CULT and Cross Sectoral Standard)

Version 1.0  
15 April 2021

## 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 **70** 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.**

Call: [insert call identifier] — [insert call name]

 Associated with document Ref. Ares(2022)4216982 - 07/06/2022

EU Grants: Application form (CREA CULT and CROSS): V1.0 – 15.04.2021

## **ADMINISTRATIVE FORMS (PART A)**

*Part A of the Application Form must be filled out directly in the Portal Submission System screens.*

## 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.*

**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:	[The Original Museum Available To Overall]
Project acronym:	[TOMATO]
Coordinator contact:	[Spiros Koutsogiannis], [K.A.NE.]

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## PROJECT SUMMARY

### Project summary

See Abstract (Application Form Part A).

TOMATO “The Original Museum Available To Overall project”, aims to facilitate the transnational distribution of creative, cultural and artistic content on an international scale and raise the competitiveness and economic potential of this sector. In particular it seeks to increase the **audience engagement** and **social inclusion** of the public in situations of social, economic and cultural marginalization, and to enhance the learning skills of minors, through an innovative educational tool for audience engagement.

The project will be structured by the following **activities**: research, planning and realization of the Tomato kit as an innovative tool, training to developers and stakeholders, testing and feedback collection.

This “*Tomato Kit - Food for thought*” will consist of an experiential kit that transmits the cultural contents relating to the identified European museum heritage, both physically and digitally (web app and social media). These kits will be designed and **co-produced** thanks to the **co-operation** of the 13 project partners. This product will convey cultural and museum content outside the traditional spaces of fruition. Special attention will be given to **societal resilience** and **social inclusion**, to reach an audience of about 350.000 children, their families, educators and museum operators.

The expected results of the project will be: growth of **participation and access in culture** through **physical and digital tools** (Tomato kit), wider diffusion throughout Europe with a considerable impact on the **involvement of the community**, strengthening the feeling of belonging to European culture.

**Outputs** will take form of handbooks (based on research design and materials testing, algorithms and software studies, pedagogical and educational theory), the educational tool and the validation of its impact, that will be developed to reach the widest audience and vulnerable people for culture enjoyment.

## 1. RELEVANCE

### 1.1 Background and objectives

#### Background and 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 objectives of the call? What is the project's contribution to the priorities of the call?*

*For Circulation of European literary works: Explain:*

- *to what extent the project will contribute to increasing the diversity of European literature in the targeted countries*
- *how the project will contribute to circulating works in lesser used languages into English-, German-, French-, Spanish- or Italian-speaking territories.*

The project brings together actions aimed to support the sector of culture and education to promote European heritage and diversity. The project responds to Covid 19's crisis by offering innovative tools for education and transmission of cultural heritage with the advantage of being able to reach audiences directly to their homes in respect of sanitary safety measures and forced social distancing.

TOMATO project aims to support the evolution of the cultural and creative sector by developing an innovative educational tool, results of artistic and technological experimentation along with study of teaching and learning practices. As the attention to the educational and cultural needs of the new generations has grown, museums' contents have become a cultural driving force for the entire European community inclusiveness.

Objective:

The outcomes arising from the project will be the efforts of **transnational creation** and **co-production** of different European organizations that constitute a partnership well distributed from geographical and typological points of view. The project will facilitate **dissemination and circulation** of cultural heritage and artworks with the purpose of instructing the young generation to European culture, supporting the idea of European citizenship. This dynamic circulation will be carried out by little boxes (Tomato kits) easily transportable around Europe, and by digital contents sharable instantaneously directed to young generations and their families, to artists and creatives. The widespread dissemination of the kits will act on an **international dimension** involving a network of museums partners and affiliated entities. European Museums will become inspirations in your pocket (through kit and smartphone) for the talented of tomorrow.

Themes and priorities:

- **Audience:** The project aims to increase access to and participation in culture, as well as audience engagement and development of the public both physically and digitally. Through the manual creativity that children's museums have been able to develop over the years and the application of digital content of augmented reality, we aim to create a community of users who will receive and transmit European knowledge.
- **Social Inclusion:** To promote societal resilience and enhance social inclusion in / through culture (in particular of/for people with disabilities, belonging to minorities, socially marginalized groups) will be considered a matter of priority. The design of the Tomato Kit will be studied in respect of diversity and with the purpose of facilitating inclusions and gender equality. The involvement of associations dedicated to youth social development and education will contribute in the project to driving younger generations to be curious and become more active citizens.

## 1.2 Needs analysis

### Needs analysis

*Describe how the objectives of the project are based on a sound needs analysis in line with the objectives of the call. What issue/challenge/gap does the project aim to address?*

*The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).*

The project is based on a **sound need analysis** that revealed two main issues in line with the call requirements:

- The first issue is **THE ACCESS TO information and knowledge**. The **global pandemic situation** prevented thousands of families from accessing education places and cultural venues, which were closed for lockdown throughout Europe and limited in their opening times later.

Analysis carried out by the University of Genoa on families with dependent children under 18 (3251 questionnaires) showed that 65% and 71% of children under and over the age of 6 respectively had **behavioural problems and symptoms of regression**. In the case of children under six years old the most frequent complaints were increased irritability, sleep disturbances and anxiety disorders (restlessness, separation anxiety).

During physical school closures, lots of children have presented **lower school performances**. Benefits like home resources and parental involvement in school work, that are of great importance for learning success are not available equally to all children. (Physical school closure means more learning at home and the success of this is likely to depend on family resources, which differ by socio-economic background).

- The second issue is related to **SOCIAL INCLUSION**, more specifically audience marginalized normally excluded from the cultural sector needs to have access to European culture and history. There are children and families that are not covered by cultural venues due to financial issues, or elders that can't reach those same places due to mobility problems or public transport

difficulties. This part of the public can be included to enhance fair educational opportunities and **grow audience** in culture.

How stated by the Millennium Declaration adopted at the European Council in Helsinki in 1999, other than common values such as freedom, tolerance, equality and solidarity, Europeans are bound together by their cultural diversity. This means is necessary to respect the national identities and provide everyone keys of interpretation to comprehend cultural differences.

The TOMATO project aims to **address challenge of accessibility** by delivering cultural information and knowledge directly to homes and schools. The target audience unable to reach cultural information and education will receive them easily obviating accessibility issues.

In response to these issues, the TOMATO project will develop theoretical handbooks and their concrete application formalized in the Tomato kit. The kit will be an **innovative educational tool for audience engagement** that brings museum contents to his audience, mostly to kids and their families, leaving the museum's space to enter private homes. Considering that in a few years internet access will have considerably improved but will still not be available to all, the Tomato kit will be primarily physical to be expanded with online contents. The development of the Tomato kit will considerably help youngster and families, who have been indoors during lockdown and for too long have been immersed in a digital world, to continue learning having **real experiences**. In fact, to enhance the learning skills of minors in a period of online school, TOMATO project aims to support families in entertaining their children and let them learn through physical learning activities. Play, crafts, outdoor activities - these are all incredibly important activities that shape and mould the thoughts and bodies of young children and can bring benefit for the psychophysical health of a youngster or an adult.

Digital cultural heritage and digital engagement have demonstrated its value in this pandemic period by bringing people together, encouraging creativity, sharing experiences, and offering a virtual space to build ideas collectively. As far as **innovation** is concerned, the project will act not only on the **digitisation** of museum contents, in order to make the experience of visiting and interacting with European museums easily accessible also from remote locations, but also and above all through the **promotion of new learning practices**.

The project aims to **address the needs of social inclusion** in cultural information and education. It is necessary to expand its audience by including the disadvantages, the older, the foreigners and different cultural audiences, starting from children education. By including the marginalized part of the population, starting from children with no access to culture information is possible to obtain the multiplication of the audience. By delivering the Tomato kit, and hence cultural education, it will be possible to reach also children in **financial difficulties** thanks to the "suspended kit" initiative (like the suspended coffee), that symbolises the congenial attitude toward those in difficulty by gifting them a kit.

In addition, as cultural barriers can make people feel uncomfortable in going to places of culture, the project aims to enhance growth of cultural intelligence, and make museums more inclusive by giving the tools to understand their contents. The aim is to encourage the very young European generations to perceive the peculiarities of their own cultural and artistic common ground also in everyday life, through the dynamics of family play. Furthermore, the project aims to **strengthen the European sense of community** of the young generations through the dissemination of contents related to European culture and civilisation. The dissemination will be facilitated by the translation of the kit into several languages (Italian, English, German, French and Spanish, Greek, Polish and Czech) and by the use of the Easyreading font, suitable also for an audience with reading difficulties (see 1.4. for more details).

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

[OPTION by default (all except Creative Europe Desks):

#### Complementarity with other actions and innovation

*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)? Where will the activities take place?*

*For Pan-European cultural entities: Describe how the project will develop a strategy to fulfil its role as ambassador of European values and ideals through artistic excellence. Specify the concrete measures to be put in place to guarantee visibility.*

*For European networks of cultural and creative organisation: Describe the European/trans-national dimension and representativeness of the network and its members. Explain its relevance from the point of view of both the sector(s) in which the network operates and the geographical coverage of the Creative Europe Participating Countries?*

The TOMATO project intends to represent an **innovative, intercultural and trans-national** action in delivering cultural heritage and learning activities on an international level, by giving continuation to past activities from the partners involved and by representing the starting point for new projects and collaborations.

The project will be able to involve not only the 8 **nations** directly implied in the project (Italy, Romania, Greece, Austria, Belgium, Slovenia, Croatia, Czech Republic), but potentially all European and international nations. The concept of the project is strongly trans-national and cross-border. This also implies a high level of **interculturality** in the project.

All partners, especially the museums, will benefit fully from the project and from the use of new technologies to improve their reputation and thus their competitiveness. The **new learning practice** and the prototyped **innovative educational tool** could in fact be adopted by museum institutions, creative or educational centres, schools in other European and international countries and collaborations and further projects could be created. The Tomato kit is a tool not yet present on the market, that will be useful to retain the public of the museums partner and to expand their content proposal to let the public discover institutions that normally are far to reach.

Once the basic model has been built, the kit can be adapted with new contents for different learning areas. The TOMATO box can be sent to anyone who requests it via the **project website**, so that the museum experience reaches everywhere. Moreover, the 7 museums involved in the project will work together and manage to involve other museums (at least one more for each museum's partner). This will create a **network** of actors able to share and amplify the results of the Tomato project. At the end of the project, the kit will be tested and distributed in about **30 European museums**.

In addition, the project will enhance the capacity of European cultural and creative sectors to **nurture talents, to innovate, to prosper and to generate jobs and growth**. Museums are no longer seen as a place of exhibits but became a model of inspiration for artists and creatives. Especially now that in this unusual time it is not easy for everyone to reach exhibition venues and museums. Furthermore, the project aims to create a **community of professionals** who, starting from the best practices expressed up to now, are able to highlight the impulses and trends of the European student and youth audience.

The main innovation of the research lies in the design of a **new multi-channel cultural, didactic and scientific product**, which combines the tangible learning principles that exploit the "HandsOn!" methodology (*learning by doing*) with purely digital elements (e.g. augmented reality) developed on the themes of the museums to carry on the museum activities at home. This kind of product is not on the market at present.

The focus on **social inclusion** and the presence of partners involved in the care and education of young people in educational poverty or socio-economic and physical difficulties constitute the additional innovative aspect of the project. The interactive approach through both analogue and digital tools is able to address a heterogeneous audience, united by the **European civil and cultural dimension**.

With both physical and digital involvement and development, the project will be **inclusive** (use of EasyReading Font, use of digital technology to facilitate the visually impaired, multilingual content) and **environmentally friendly**, using recycled materials and a production chain with low environmental impact. In addition, the packaging phase will be managed by disadvantaged personnel, in order to finance labour inclusion through the project itself.

The project takes inspirations and builds on results of past activities in the same fields and from different organizations. For example, TOMATO takes its cue from project like:

- the project COME-IN! – Cooperating for Open access to Museums – towards a widEr Inclusion (Interreg CENTRAL EUROPE programme), for its mission of including people with disabilities in museums;
- the project ECHOES-European Cultural Heritage: Opportunities for citizens' Engagement and Social Inclusion (Europe for Citizens)

The project can benefit from the results of other partner's projects as for example:

- The company **Gruppo Pleiadi** has benefited from the POR FESR Veneto (ERDF) 2014-2020 contribution, action 3.1.1 sub. action C, to **create the first Children's Museum** in the North East of Italy. (<http://www.cmverona.it/por-fesr-2014-2020/> ). This Children's Museum, based in Verona, offers crucial points for reflection on the feelings and experiences of children, bringing them closer to the STEAM world (Science, Technology, Engineering, Art, Mathematics). The

museum accompanies children and adults through playful and experimental activities, promoting research, culture, knowledge and new technologies. It will be involved in the museum's network of the TOMATO project.

- The partner **Gruppo Pleiadi** during the pandemic also developed a publishing project called "Guida Galattica al Coronavirus". This project, which saw the partnership of all the children's museums in Italy and the association of children's museums in Europe "HandsOn!", allowed in a few illustrated pages to explain to children what was happening and the behavioral rules to adopt. The project was totally free, a free downloadable PDF, with the particularity of being bi-lingual. The first edition was Italian-English, but this was soon followed by Italian-French, Italian-Spanish, Italian-German, Italian-Russian, Italian-Arabic, Italian-Japanese... and so on until there were over 30 languages and over 2 million downloads. There were many thanks for this attention, as it not only enables everyone to understand what was written, but also, thanks to the comparison between the lines, to learn a few words of Italian.

This model will also be adopted in TOMATO, both the paper and the digital part will have the possibility to choose the language you prefer. The basic languages that will be adopted immediately are **Italian, English, German, French and Spanish**.

- **Venetian Cluster** has already taken part in European funding programs focused on the accessibility of cultural heritage, in particular of UNESCO sites (USEFALL - Interreg Italia - Croazia), or on the economic sustainability of tangible and intangible cultural heritage, working closely with museums and cultural institutions. In addition, Venetian Cluster is part of **Europe Direct Montagna Veneta**, which organizes periodical conferences on the future of Europe, in order to collect member's opinions and contributions. This opportunity could represent a perfect chance to bring attention to the necessity of inclusive educational tools and build a community of experts interested in the topics.
- Both **K.A.N.E., Creative Plus and Kallitechnio** already carried out a large number of projects and activities with people with disabilities and people belonging to socially marginalised groups (Erasmus, Europe for citizens, European Solidarity Corps).

### [OPTION for Creative Europe Desks:

#### Complementarity with other actions and crossborder activities

*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 participating countries, etc.*

*Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?*

The TOMATO project is strongly characterized by **cross-border, transnational** and **intercultural** aspects for the following reasons:

- it is able to directly involve 8 European countries (Italy, Austria, Slovenia, Croatia, Belgium, Greece, Czech Republic and Romania), embracing a substantial part of Eastern Europe. Indirectly, through the involvement of stakeholders in the museum field, other European and international countries will be involved.
- Through the **Handson!** museum network, a project partner, it will be possible to involve a large number of museums. In addition, the 8 partner museums of the TOMATO project will involve at least one other museum each for the transfer of knowledge (handbooks) and for the testing and validation phase of the product. In this way, the project will reach **at least 20 European museums**, taking advantage of the linguistic diversity of the partners and their possibility to interact with other countries (e.g. Austria and Germany). At the end of the project, the multiplier effect will increase due to the dissemination of the results achieved and the improvement of the kit itself in its various components. This will lead to a further increase in the number of museums and institutions involved.
- The project aims to unite two complementary spirits of **museology** and related **didactics** in Europe today, thanks to the use of new technologies and new methodologies of fruition. On the one hand, there is a **European method of management and valorisation**, particularly focused on the conservation and exhibition of cultural heritage in a linear and philological way, often relying on a large material heritage sedimented over the centuries; on the other hand, there is a **Northern European methodology** based on the narration of present, past and future human



and natural processes to describe our surroundings, without necessarily relying on the centrality of the exhibits. The partnership wants to **create a new methodology of cultural fruition and loyalty**, through the design of a cultural/artistic product in line with the cultural consumption perspectives of tomorrow's generations.

Moreover, in compliance with **European Digital Principles for 2030**, The Tomato App and Tomato social will be developed to represent a protected online space that empower minors on the web. In fact, today online space represents a place able to cross country borders and enforce wider communities such as the European community. The project aims to open those boundaries starting from the young generation in order to instil a sense of European citizenship in respect of cultural diversity and social inclusion.

### Synergies with other EU funding programmes

*Describe any synergies/complementarities with other EU Programmes. Explain how you intend to ensure an exchange of information between the offices/contact points of other programmes and any networking activities.*

The results achieved by the TOMATO project can be implemented by other European projects. In fact, the handbooks produced at the end of the methodological research phase can be used and included in **Horizon** or **Interreg projects** to become the basis for new innovative case studies. The involvement of schools and educational centres can be transferred to some **Erasmus programs**.

The TOMATO App and Social, the digital part of the kit, but also the physical tool, can be further implemented and enriched through the **Horizon programme** (see for example the calls concerning the use of new technologies for the fruition of cultural heritage or the digitalization).

The implementation and dissemination of the product on a commercial and economic level could also easily be covered by the COSME funding programme.

Moreover, the project can have a strong impact in the **dissemination of European culture** in countries outside the Union, acting as an element of attraction for the new minds of the future and as a cultural product of approach for third countries outside the perimeter of the Union itself. For this reason, its social action can be implemented by the European Social Funds.

## 1.4 Cross-cutting priorities

### Environment

*Explain what in the project design and its implementation will specifically contribute to tackling environmental challenges?*

*For Creative Europe Desks: How will the Desk support and promote this cross-cutting priority and stimulate potential applicants to address it in their proposals?*

The TOMATO project is also able to address important and topical **environmental challenges** through creativity and the dissemination of culture. Fully in line with the **European Green Deal** programme and the policies of the **New European Bauhaus**, the project aims to raise awareness of environmental challenges among the younger public through specific choices. Indeed, we are persuaded that European cultural and creative sector have to adopt more environmentally friendly practices and to contribute to the **awareness of environmental issues**.

In fact, the TOMATO kit will be produced using **recycled and recyclable materials** and through an environmentally friendly production chain. This means placing the production of the instrument in a **circular economy chain**, strongly encouraged by the European Commission. For this reason, the container and contents of the kits must be as eco-sustainable as possible without undermining the durability of the same in the shipping journey at the points of use (eg homes, schools, associations). The kit will be subject to evaluation and testing of biodegradable and sustainable materials: the realisation of the physical kit will pass through a research phase on **organic materials** with specific chemical-physical properties and a subsequent phase of evaluation and testing of the selected materials (see WP3). Another important feature sought in the materials within the kit will be that of being able to use them for the creation of several different types of kits with different experiments, in order to reduce production / purchase costs by operating on the economic and operational lever of the seriality of supplies and of the necessary components.

We strongly believe that raising children's **awareness of environmental issues** through play and its tactile components creates an initial consciousness about materials, recycling and waste. Play becomes a central element for communicating current content and making young and old visitors live active

experiences that arouse a positive, warm emotion, a Warm Cognition: after centuries of observation, in fact, the existence of a neural connection between emotional and cognitive systems has been demonstrated. In addition, the kit could also increase the environmental awareness of parents and families that are involved in the educational activities and could change their behaviour accordingly. Visitors from a distance will thus be able to enjoy a fun, playful, but at the same time educational experience that raises provocations and questions to ponder and provides educational elements on how to behave.

### Gender balance, inclusion, diversity and representativeness

*Explain what in the project design and its implementation will ensure gender balance, inclusion, diversity and representativeness?*

*For Creative Europe Desks: How will the Desk support and promote this cross-cutting priority and stimulate potential applicants to address it in their proposals?*

The TOMATO project will have a particular focus and impact on aspects of **inclusiveness, cultural diversity** and **gender balance**.

Concerning the inclusiveness, both the paper and the digital part of the kit will use the **EasyReading font**, a font registered and developed to overcome reading barriers, even for dyslexic people, and at the same time a font that facilitates **all categories of readers**. This font is able to avoid interferences and reading difficulties caused by the presence of decorative elements thanks to the fact that it is a hybrid font, characterised by an essential design. It prevents the perceptual crowding effect (i.e. the effect in which the vision of the single letter and the single word is disturbed by the crowding of letters and words that surround it), caused by the little space present between letters, words or lines in the text. It avoids the perceptual exchange between letters that are similar in shape (mainly the 'd', 'p', 'q' and 'b'), thanks to the strong characterization of the design, where a different graphic model is used for each individual letter.

Another barrier that the project wants to break down is that of **language**. The kit will be realized in **English** and in the **mother language of the partners involved**. In this way, we will have **8** different languages implied. The goal is to have a TOMATO Box translated into all European languages, including minor languages. Language inclusion, for TOMATO, means valuing the diversity of language skills, but also to facilitate greater **integration of parents and grandparents of immigrant children** through the use and study of language, which is often the main factor of social exclusion. The possibility to read a text in more than one language (especially those in digital) or to listen to a person speak in a different way will be formative for the children who will be able to use the **multilingualism** of the TOMATO project to learn new languages, thus not only an aspect of integration and inclusion, but also of training. A pluralistic approach, a didactic approach that goes beyond the paradigm of teaching/learning one language at a time, envisages a plurality of languages as the object of a single content. As far as videos are concerned, subtitles will always be included, in order to facilitate understanding not only of the language, but also for children (and audiences in general) with hearing disabilities.

It is also important to underline the **variety of the public** to which the kit is addressed: not only people who are already regular visitors to the museum and who enjoy the museum contents, but the project aims at involving a new and wider public made up of **children, families and elderly people** in order to provide cultural access to museums thousands of kilometres away with simple tools. Moreover, through the pilot actions that will be carried out by the associations K.A.N.E and Creative Plus, the project will be able to involve also young people in situations of **educational and social poverty and migrants**.

The TOMATO kit will be an educational tool to discover and get in touch with other cultures through play and language. The traditions, customs and habits of a certain nation or culture are not easily transmitted through a simple "translation" of the content. Sometimes it is necessary to **interpret** and present the same content in a different way. The kit will therefore act as a **cultural mediation tool**.

Since the project can be easily replicated in different countries and situations, due to its wide audience, the impact will aim at a **strong involvement of the community**, strengthening the feeling of belonging to European culture.

In line with this ethics, it will be possible for families with multiple environments to purchase a double box, one for their child, while the second will be a **"suspended box"**, that is a box already paid for that will be given to a list of beneficiaries who cannot afford it. This list will be created thanks to the support of the museums themselves and in collaboration with the local social services of the territory of the various museums. A fundraiser within the same project to ensure that everyone can take advantage of the museum contents.

Finally, the toolkit **does not target a specific genre**, but is able to involve different genres in a balanced way.

## 2. QUALITY OF CONTENT AND ACTIVITIES

### 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.*

*For Pan-European cultural entities: Explain how the proposed work programme ensures the overall artistic excellence of the proposal.*

The project consists of an initial research phase that will benefit from the involvement of different partners with interdisciplinary expertise. The **multisectoral research** will see the participation of partners and external experts with different skills aimed at the realization of the project objectives of audience development and social inclusion and at the response to the needs identified and listed above (see 1.3 - Need Analysis). The macro technical research activities must be supported in parallel by a multidisciplinary research and development action to create a **pedagogical product** balanced between **physical reality** (practical experience of minors with the kit materials) and **virtual reality** (augmented reality, social platform /application). To obtain this balance, a study on the contents and methods of communication will be developed which will involve elements of education, information technology and STEM disciplines. The research will conceive the various experiments and technical contributions deriving from museological disciplines and territorial marketing.

Thanks to this **multi-disciplinary collaboration** that will see museum operators, pedagogues, creatives, psychologists, designers, educators, communicators, graphic designers, management engineers, historians, humanists, scientists and computer scientists working together to transform a museum into a pocket experience, a traveling emotion that can generate at home the same amazement and positive emotions that a visitor would have inside the exhibition halls. Through tangible interaction and digital interaction cultivate curiosity in order to raise conscious future generations of cultural content users.

Through the collection of positive actions, which are at the basis of the beginning of this project, the research will determine the guidelines (handbooks) for the realization of the new educational tool, the TOMATO kit. The tool will be discussed with the project partners in trainings organized by the NGOs involved (KANE, Creative Plus and Kallitechnio). Afterwards it will be tested on different targets by the associations themselves and by the participating museums. Through the collection of feedbacks from the tests and the pilot action, the kit and its contents will be further implemented in order to export the educational method to different countries. Museums, associations, schools, educational centres will be the main stakeholders that will produce a **multiplier effect** of dissemination of the project results and export of the kit. The kit can then be proposed for different situations and contexts depending on the stakeholder involved and address further cases.

The approach of the TOMATO project is **interactive**, using both **analogue and digital tools** to bring the experience and emotion of the museum at home. The project is aimed at a **heterogeneous audience** in which to intercept above all a public not accustomed to museum experiences. The project aims to create and stimulate curiosity and enthusiasm in future generations who, thanks to experience and innovation, will benefit from discovery, knowledge and know-how in an endless spiral process.

The method applied will be the so-called "**Hands-On**" method, which combines **logic, experimentation and interaction** to lead to a deep understanding, overcoming possible initial difficulties. The watchword is therefore **touch!**

The project's ambition goes further with the intention of getting parents to collaborate with their children, encouraging adult-child interaction, which due to the hectic pace has been lost in many families. It is also a useful tool for lonely elderly people, who can become children again and experience emotions they have never felt before.

Below is an outline of the **pedagogical aspects** involved:

	KIDS 4-7	KIDS 8-12
<b>Cognitive</b>		
Attention and memory	Awareness of concentration and the possibility of forgetting things	Selective attention, sustained over time. Short-term and long-term memory



Reading-writing	Visual components (written sign/grapheme/word) and auditory components (corresponding sound, pronunciation in Italian, meaning)	Ability to read and write independently, understanding and processing of written texts, ability to identify with characters
Thinking	Intuitive thinking, concrete and sensory-motor experience	Logical thinking, cause-effect reasoning
Logical-mathematical	Expressing in quantitative terms, visual-spatial aspects, shapes dimensions and space, counting backwards and forwards, value of number	Calculation (from 6), mathematical operations, mental calculation and written calculation
<b>Social</b>		
Relationship with parents and grandparents	Attachment relationship with parents and grandparents influencing perception of the world and experiences. Ability to metacognition (reflecting on the thinking process) stimulated by the parent.	Role of self-esteem, ability of the parent to encourage and motivate the child. Perspective of others understood.
Relationship with peers	Self-awareness, behaviour with respect to own perspective, does not see others' perspective.	Confrontation with others, relation to the situation context (empathy), ability to consider others' point of view.
<b>Emotive-motivational</b>		
Empathy and sensitivity	Knowledge of appropriate behaviour and role (symbolic game) (e.g.: game of the recycling character)	Self-identification with respect to behaviour and role, value system (e.g. importance of recycling as a value)
Recognition of emotions	Experiencing and being aware of emotions	Communication of emotions with peers and adults
<b>Motor skills</b>		
Fine motor skills	Macro-micro manipulation of materials and objects, development of manual dexterity and eye-hand coordination, upper limb coordination, grasping	Prediction and precision of movements in relation to cause-effect thinking.
Gross motor skills	Coordination, basic motor patterns (running, jumping, crawling, rolling, pulling, throwing)	Prediction and precision, strengthening of motor patterns, involvement in the group and awareness of one's own body and that of others in space.

## 2.2 Partnership and consortium

Partnership and consortium (if applicable)

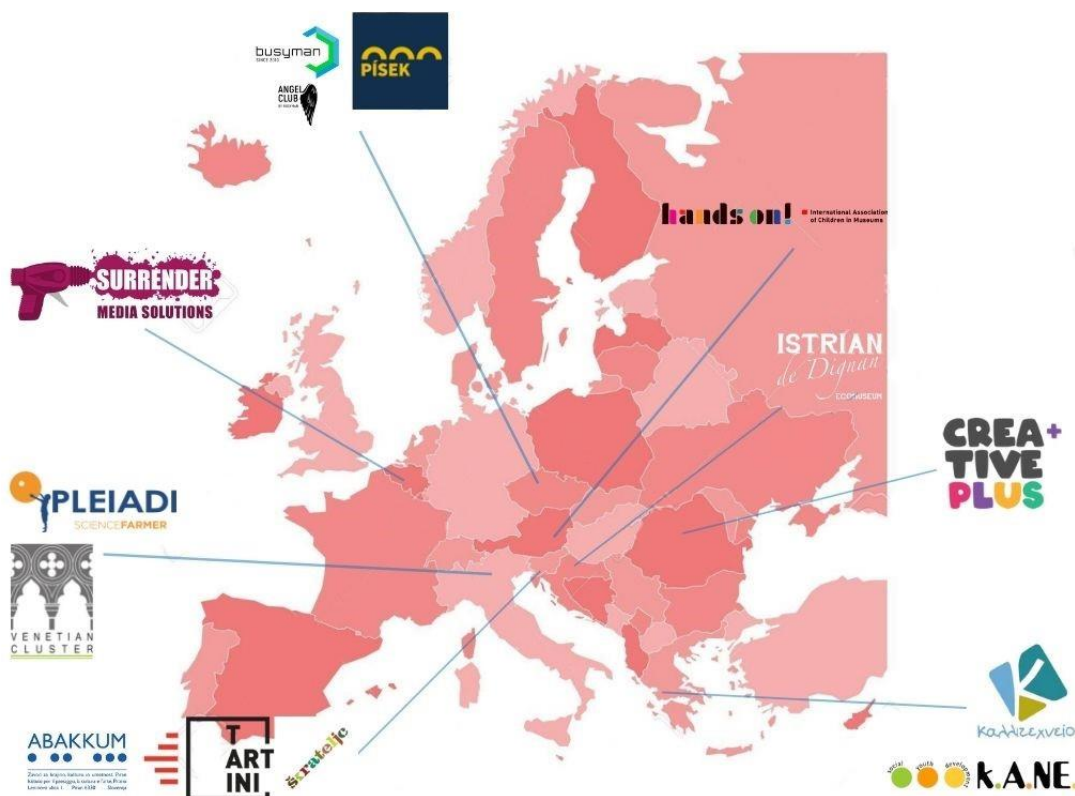
Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

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.

*For European networks of cultural and creative organisations:* Describe how the application takes into account the needs of the network members and facilitates members' participation throughout the lifetime of the project.

**Note:** When building your consortium you should think of organisations that can help you reach objectives and solve problems.

The consortium was created with particular attention to the role and positioning of the individual partners in the European museum and educational and creative framework. The partnership is made up of private entities located in **8 different European countries**: Greece, Italy, Belgium, Austria, Romania, Czech Republic, Slovenia and Croatia. In addition to the project partners, three entities also participate as associated partners.



Activities will be implemented and conducted through a **multi-disciplinary approach**, which lies at the heart of the project concept. The partners will work according to the WP-division below (see section 5). Activities will be coordinated through internal partner meetings once every six months and regular updated communication. As not all partners will be working on all activities, each subgroup of partners working on a specific activity will report on the results at project meetings so that the others can be involved. There will always be a strong consortium internal communication or the management team.

The main activities carried out by the consortium are fully in line with the project's themes: **audience engagement** and **social inclusion**. In fact, three partners (**K.A.N.E.**, **Creative Plus** and **Kallitechnio**) are NGOs working in the humanitarian and social field, directly in contact with children in difficult physical, cultural, social and economic situations. Their common aim is fighting discrimination, fostering **intercultural and social development**, and promoting social inclusion and equality, particularly for young people. K.A.N.E. is member and in close cooperation with the Anna Lindh Foundation and intends to use its focal points in Greece in order to ensure the exchange of information throughout the members of the network.

**Surrender Media Solutions** is one of the largest communication networks at European level, operating in Brussels, often in direct contact with the European Commission and therefore able to operate in a significant way at the level of communication and involvement of new audiences.

**Venetian Cluster** is the only Italian cluster for the cultural heritage sector and has a very wide network of museums, companies and public and private institutions operating in the cultural field at European and international level. It has also a strong experience in European project management and territorial animation.

**Hands-On! International Association of Children in Museums** is internationally recognized (by ICOM, American Association of Children's Museums, Network of European Museum Organizations) as the **only European organization dedicated to children and youth in museums**. Currently, it has about 120 member institutions around Europe. As organizers of the only European children and youth-focused museum conference (biennial), award (annually), online training, reports and newsletters, HO! reaches museum professionals in over 50 countries.

**Gruppo Pleiadi** focuses on science education and communication: his peculiarity is to offer lots of educational activities, workshops, events, hands-on exhibitions, editorial and educational projects aimed to disseminate scientific knowledge. Gruppo Pleiadi aims to communicate culture and science as an entertainment, with tested methodologies of cultural promotion and respecting the learning process of children and teenagers. They operate both physically and digitally to promote audience development and engagement. **iShowroom** is able to support the activities of the other partners as it works on virtual, augmented and 3D reality.

Furthermore, the project involves directly a group of museums, which are needed for testing and validating the product and the educational method through users testing and evaluation of kit's performances. The museums involved cover different fields: some of them are children's museums (**Frida&Fred, Sladovna Gallery, SKRATELJC Institute and Abbakum institute**), thus directly involved in the construction of the kit, others are active in the field of music (**Associazione Comunità degli Italiani, "Giuseppe Tartini"**) that will become a museum in the near future **Pirano**, others in the field of nature and environment (Ecomuseo **ISTRIAN de Dignan**; Butterfly Arc). We believe that they constitute an exemplary sample of the scope of the project proposal: capable of attracting very different targets, they are able to involve families in the first place along different subject lines. In this way they will favour the diversification of the kit and the proposal of different contents. Moreover, **Veneto Region** and **Citynews** give their support to the project.

All the organisations involved have experience in previous European projects in the cultural and creative sector. Most of the partners work in complementary fields that combine social, cultural, managerial and creative aspects and skills. In the project they will work together according to a planned division of activities and will be coordinated by the project leader as well as by the WP and task leader. Through a precise combination of complementary competences, the project partners will be able to achieve the desired results and extend them to other European and international countries. In particular, two project partners (**Handson! and Venetian Cluster**) already constitute an extensive network of professionals and enterprises in the cultural sector (museums and SMEs). By exploiting the already existing networks and through the creation of a new network of museums and educational operators, the impact of the project will reach a very wide audience.

### 2.3 Target groups and audiences

#### Target groups and audiences

*Define the target groups and audiences. Describe how will they be reached and how they will benefit concretely from the project — what would change for them?*

The project has the ability to involve **different target groups**. We could say that it easily addresses, in terms of age, an audience of 6-99 years old.

- The main target of the project in general are the **children including the one in situation of disease and lower opportunity**. First the children that will be reached are the one in the public of the Partners: Kane, Kallitechnio, Creative Plus, Gruppo Pleiadi, HandsOn! and all the Museums involved. They will be involved through questionnaire in which they can explain their desiderata and needs. Children will be reached also through the kit physically and digitally, directly in the culture institution involved or, in the case of the NGOs, from other location. The children will benefit by increasing their ability to learn, approaching the world of culture and heritage, activating their creativity and experimenting with new activities. the goal is to break down the psychological barriers related to inadequacy.
- At the same time the project intends to reach all **the people involved in the education of the children** as: parents, grandparents, relatives and educators. The survey will be distributed also to them to validate the instruction and the guidelines that will be distributed together with the kit.

In particular we want to involve and implement the activity for the children through the participation of their educators, that is way some part of the workshops and training will be dedicated to relatives and educators by invitation. The activity can have a double positive effect in the case of children in economic, social and cultural exclusion: bring children in difficult situations closer to the cultural heritage of the museum, it also brings the adults involved in their education closer together. By these actions we intend to augment the numbers of families that go to the museum and experiment edutainment activity with the aim of enhance their leisure time. At the same time, we intend to break the physical, social, economic and cultural barriers.

- Another target will be the **museum operators** and the museum in general: they will be reach thought communication activity such as media, social media, website and newsletter and specialized press, questionnaires. Some of them – no less than 20 – will be reach thought a request of testing the methodology of involvement of the children, in particular the one in disease situation. That's why all the museums will be reach by the handbooks made in the project and also invites in workshops and training. The museums will benefit from this action implementing new ordinary children activity and methodology, augmented their audience and elevating their standards of inclusiveness.
- The **school target** will be reach in all the territory of the partner to get involved with the questionnaires, the dissemination of the results (infographics and journal articles) and the handbooks. They can increase the level of cultural activity offer in their scholastic program.
- **Young adult in situation of physical and social, cultural, economic disease** will be reach thought the expertise of the NGOs involved in the project so testing and further validation of methodology, product and results can be done. This age in the growth of a person is an extremely delicate phase in which the social inclusion can be determinant for the adult living. The young adult will be benefit from this action augmenting their social inclusion and level cultural understanding (most of all for the immigrant's young adult).
- Artists and designers: the creation of the kit will directly involve not only museum institutions but also **contemporary artists and designers** (see for example the educational activities developed by Bruno Munari in the last century, still widely used in today's educational methods). They will benefit from this project raising their network, capacity, competences and positioning them in a niche in the market.

## 2.4 Project design

### Project design

#### Description of the project and its main activities

*Identify and describe the main activities to be undertaken to produce results, justifying the choice of activities and specifying the role of each organisation involved in the activities (co-applicants, affiliated entities, associated partners, subcontractors and/or recipients of financial support, where applicable). Do not repeat the information provided in section 5, but provide the details that are required for a complete understanding of the activities to be implemented, and demonstrate coherence and consistency of the project design.*

*For Circulation of European literary works: Describe the distribution strategy and its relevance to the project, in particular how it will ensure an easy access to the translated works. Explain to what extent the project will help the organisation exploring and developing innovative business practices.*

The Project will be structured in five thematic Work Packages that will assure the smooth course of activities. All actions are necessary for project development and implementation and they have been designed on the basis of the expertise of the partners involved and modelled on past achievements.

The project will be structured according to the following phases of consequential activities:

1. **research and analysis phase:** starting from the analysis of the needs and requirements identified (see 3.1 - need analysis), a **multidisciplinary research** work will be carried out using the complementary skills of the partners. At the end, handbooks will be produced, which will constitute the theoretical, educational and didactic basis for the realisation of the TOMATO kit (physical and digital). These handbooks could be used in other projects as a methodological basis for social, educational or cultural actions with specific targets;

2. **training and development phase** for stakeholders: trainings for developers and external stakeholders will take place in order to define and analyse the materials, the educational methodology, the contents of the kit and to discuss the intercultural and accessibility aspect of the product.

**3. testing and validation phase of the product with collection of feedbacks:** the product will be distributed and tested through the activities organised by the 7 partner museums and the three associations working in the social field. Each of them will get in touch with another museum of its network or similar in content and mission in order to duplicate the first dissemination of the kit and the results achieved. Comments will be collected through a questionnaire to define the educational and social impact of the kit and the aspects to be improved.

The phases are logically sequential and oriented towards achieving the two main objectives of the project: increasing the audience and social inclusion.

#### Financial support to third parties (if applicable)

*If financial support to third parties is allowed in the Call document, set out the conditions for managing this. Define the objectives and results to be obtained with financial support. Include also the complete list of activities that are eligible for financial support, the types of entity or categories of persons which may receive financial support, the criteria for selecting these entities and the criteria for determining the amount of financial support for each third party as well as the maximum amount which may be given. This total must be the same as the amount included in the budget annex. If it exceeds EUR 60 000, complete also the declaration in section 6.*

*For European platforms for the promotion of emerging artists: Ensure that the explanations under Financial support to third parties include a clear definition of an emerging artist, along with the anticipated number of emerging artists to be reached.*

The project does not foresee a financial contribution to third parties, but it will provide to third museums, schools and associations, a series of Tomato kits to be used in their activities.

## 3. PROJECT MANAGEMENT

### 3.1 Consortium management and decision-making

#### Consortium management and decision-making (if applicable)

*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.*

The main objective of Project Management task is to ensure the successful completion of project goals on time within the limits defined by the budgetary framework.

The organisational structure proposed is designed for the management exigencies of a **13 partners consortium**. This management structure is able to guarantee a great administration performance in all project phases thanks to its responsibilities division and role interconnection. It can withstand eventual problems during the realisation of activities and applied course correction strategies.

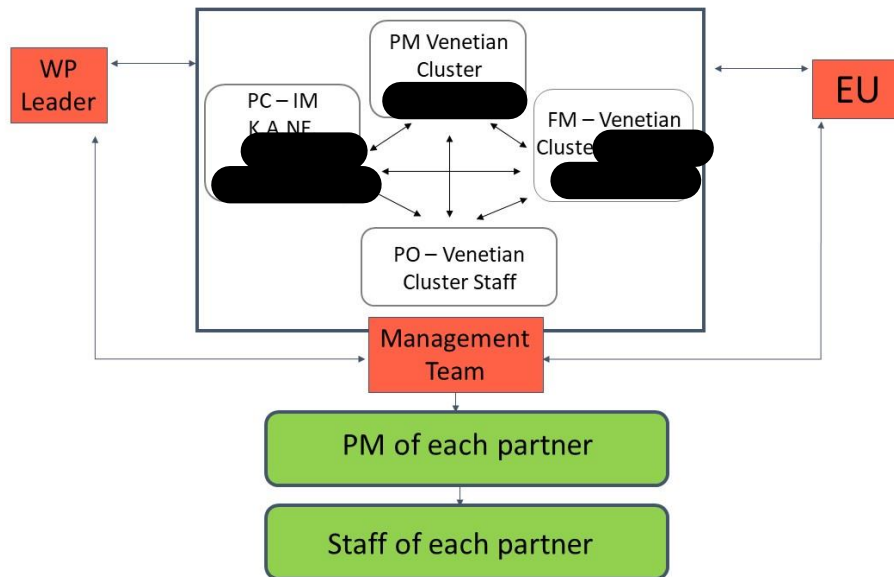
The project executive coordination will be led by a Management Team constituted by a Project Coordinator (PC), a Project Manager (PM), an innovation Manager (IM) and a Financial Manager (FM) from the Project Leader (PL) and from Venetian Cluster. The Project Coordinator (PC) will be in charge of the project management, quality management, risk management, general coordination and execution of the project. The Project Manager (PM) will be responsible for all operational and management aspects of the project. PC and PM are supported by a Project Office (PO) formed by administrative personnel. PO will support the management action executing daily coordination and monitoring tasks related to time management, quality checks and finance administration.

The management team will cooperate constantly with the Project office and the partners delegate to ensure an efficient collaboration and implementation of the project. Managers will oversee the elaboration and timely delivery of periodic reports to PO, which summarises the Partners' reports in joint project reports.

The Consortium will have a decision-making body that shall determine strategies and discuss project's development. This body will be the General Assembly that will act based on the Consortium Agreement. The General Assembly (GA) will include each partner's delegate that will be coordinated by the project coordinator (PC). The delegates from each partner are to be defined internally. They shall elect a Responsible Project Manager (participating in GA), and a Financial Manager, that could be the same person if necessary.

Decisions taken by the General Assembly will be held by voting, with the aim to reach unanimity. Each partner will have one vote and the majority of voting partners will decide the response. In case of equal votes, the Lead Partner will have a double vote and the final decision. The LP is also responsible for the feasibility of decisions and their correspondence to the Grant Agreement and Programme rules; therefore, it might stop or change Consortium's decisions that are not in line with those requirements.

The preferred format to summon the GA and take important decisions will be meetings in presence and online. But with the actual global health situation during these uncertain times of covid-19 Pandemic, the majority of the meetings will be held online in order to increase the frequency of meetings without too many travels. This arrangement is thought to facilitate each partner that, coming from different countries, must undergo diverse travel restrictions. Meetings will be held periodically in preparation and subsequently each reporting period to keep a good continuous monitoring of project activities and spirit of collaboration among all partners.



### 3.2 Project teams, staff and outside resources

Project teams and staff		
<p>Describe the project teams and how they will work together to implement the project.</p> <p>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. — use the same profiles as in the detailed budget table, if any) and describe briefly their tasks.</p> <p><i>For Circulation of European literary works:</i> Attach CVs of translators.</p> <p><i>For Pan-European cultural entities:</i> Attach CVs of artistic staff (as defined in the Call document).</p>		
Name and function	Organisation	Role/tasks/professional profile and expertise
<p>[Redacted Name]</p> <p>[Redacted Name]</p> <p>[Redacted Name]</p> <p>[Redacted Name]</p> <p>[Redacted Name]</p> <p>[Redacted Name]</p> <p>[Redacted Name]</p>	<p>HandsOn!</p>	<p>[Redacted Role]</p> <p>[Redacted Name] studied Applied Cultural Sciences and Project Management. She works as project assistant at Frida &amp; freD children's museum Graz, Austria and is the executive assistant of Hands On! International Association of Children in Museums. Her mission is to enable children to learn about the world's diversity and to better understand its complexities. Her work focuses on making sure that the young people who visit us develop into confident and responsible citizens who interact carefully with their fellow human beings and their environment.</p>

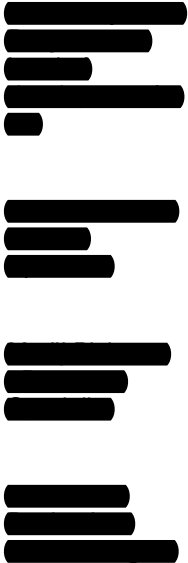






		<p><u>For TOMATO: Project Manager and Financial Manager</u> of HandsOn!, responsible for the coordination of WP5 activities with a particular focus on networking with the museums involved. She will coordinate HandsOn! activities and assure on time delivery of quality outputs.</p> <p>██████████</p> <p>She holds a MA International Development at The University of Manchester, where she specializes in market research and industry analysis. She is in charge of events management, project management and customer relationship. She works as a Project and Communications Officer at the Hands On!-International Association of Children in Museums.</p> <p><u>For TOMATO:</u> She will contribute to developing HandsOn! research and activities and will assist the Project Manager in the administrative necessities and reporting of activities and expenses.</p>
<p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p> <p>██████████ ██████████</p> <p>██████████ ██████████</p> <p>██████████ ██████████</p>	<p>Gruppo Pleiadi</p>	<p>██████████</p> <p>Master's Degree in Astrophysics and Space Physics. President of Gruppo Pleiadi Scs, since 2010 works on planning and making didactic and interactive expositions for museums, local authorities and families. Alessio also elaborates and creates comics, crafts and science-related educational workshops.</p> <p><u>For TOMATO: Project Manager</u> of Gruppo Pleiadi, responsible for communication with the management team and partners. In charge of coordination of WP3 activities with a particular focus on STEAM content and analogical- interactive parts.</p> <p>██████████</p> <p>Bachelor's Degree in Physics, vice-president of Gruppo Pleiadi scs.,since 2010 works on planning and making didactic and interactive expositions for museums, local authorities and families and projects on-line parental counselling paths. He also designs promotional activities for companies with innovative methodologies.</p> <p><u>For TOMATO:</u> Project Manager of publishing project, with a special focus on graphics and product styling.</p> <p>██████████</p> <p>Bachelor's Degree in History and Criticism of Art. Since 2010 she works as educational guide for Explora, one of the first italian children's museums and in 2018 became educator at H-farm as Educational Robotics expert and the contact person for summer campus. In 2019 she started working for Pleiadi at Children's Museum Verona as Education Officer where takes care of laboratorial, experimental activities and educational robotics projects. <u>FOR TOMATO:</u> Assistant Project Manager for educational projects, with a special focus on artistic content and pedagogical and educational aspects.</p> <p>██████████</p> <p>Master's Degree in Modern Literature. Since 2008 he has worked as an office worker in the management of recreational and educational activities for some institutions in Padua, with roles in administration</p>

		<p>and management support. In 2013 became part of the Pleiadi team as Administration Manager. From 2017 she is part of the Management Board as councilor.</p> <p><u>FOR TOMATO:</u> Internal management of the project, she'll take care of the internal planning and communication between the members of the team. Administrative management for Gruppo Pleiadi.</p> <p>██████████</p> <p>Master's Degree in Natural Science. She has accomplished research activities in oceanographic areas and sampled artifacts for natural elements studies dating back to Pleistocene. From 2015 she worked in Pleiadi as an explainer for educational activities for primary and high school students. From 2020 she will take care of didactic planning and educational projects development.</p> <p><u>For TOMATO:</u> Assistant Project Manager of the educational project, with a special focus on natural contents and STEM disciplines.</p> <p>██████████</p> <p>Graduation in perishes electronic, he carried out entertainment activities at Bali Science Centre of Regione Marche, since 2017 works in Gruppo Pleiadi as explainer for educational activities for primary and high school students, developing scientific animations activities that combine the playfulness and the scientific rigour to include a more heterogeneous audience.</p> <p><u>For TOMATO:</u> Support on planning of experimental activities and games inside the Box.</p> <p>██████████</p> <p>Graduated in product design and communication, she takes care of graphic design and product design activities in some companies of Regione Veneto. Since 2019 she's part of Gruppo Pleiadi working as graphic designer for educational projects and editorial projects.</p> <p><u>For TOMATO:</u> Support in graphic designing and product layout of Box's content.</p>
<p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p>	<p>Venetian Cluster</p>	<p>██████████</p> <p>Director of Venetian Cluster, restorer and innovation manager with over 26 years of experience, has managed many projects at the national and international level, also concerning clusters in the cultural and creative sector, tourism and internationalisation of enterprises. He has a solid experience in clustering and in the development of clusters, and since 2020 he is also in charge of constituting a new cluster for the CCS sector for the Italian Region Friuli Venezia Giulia.</p> <p><u>For TOMATO:</u> Senior Project Manager and <b>Project Manager</b> of Venetian Cluster: overall project management and coordination of the Management Team, technical guidance as Project Manager.</p> <p>████████████████████</p> <p>Communication expert with a degree in Economics and management of the art, takes professional courses and have 5 years' experience in social media management, development of contents and graphics, especially for cultural organizations,</p> <p><u>For TOMATO:</u> Administration of project internal communication, planning and coordination of management activities.</p>



		<p>[REDACTED]</p> <p>Carlotta holds a bachelor's degree in Artistic and Performing Arts at University of Parma and subsequently a master's degree in Visual Arts at IUAV University in Venice. She had the opportunity to work at various cultural institutions in Venice, having experience in planning and managing cultural events. Now, she is Junior Project manager at Venetian Cluster where she deals with the writing and management of European projects in the cultural fields and manages administrative matters of the company.</p> <p><u>For TOMATO: <b>Financial Manager</b></u> and assistant Project Manager: support in the administrative aspects of the project, in reporting, in the management of relations with partners and in the organisation of project activities and events.</p> <p>[REDACTED]</p> <p>[REDACTED] first graduates in Philosophy and then attends the second level Master in Management of Cultural Heritage and Activities. After the realisation of a Project Work, Virginia starts to collaborate with Venetian Cluster as Junior Project Manager dealing with support to the identification of calls and the writing of regional, national and European projects. She has also worked on feasibility studies for the renovation and economic sustainability of historic buildings.</p> <p><u>For TOMATO project:</u> Assistant Project Manager: support to project management and coordination of activities, monitoring and reporting.</p>
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>KANE</p>	<p>[REDACTED]</p> <p>He holds a Master in Civil Engineering at the Technological Educational Institution of Patras He works as a Project Manager for Social Youth Development, at K.A.NE., in Kalamata, Greece.</p> <p><u>For TOMATO project: <b>Project Manager</b></u> of K.A.NE., in charge of assuring smooth developments of activities and their coordination. He will represent K.A.NE. in GA meetings and will manage partners relations. In particular, he will be in charge of coordinating WP1 and WP5 activities and be a reference point for other museum partners.</p> <p>[REDACTED]</p> <p>[REDACTED] Major in Interior Design Assumption College and a Masters in Design Major in Interior Design at the Raffles University Singapore. She works as an administration officer at K.A.NE. Social Youth Development, where she manages office administration, finances and operations and project development. She manages digital content for the company website and social media.</p> <p><u>For TOMATO project:</u> she will support K.A.NE. staff in the design, development and implementation of K.A.NE. project activities. She will support mainly WP1 activities and will contribute in assisting colleagues working on WP4.</p> <p>[REDACTED]</p> <p>She holds a Bachelor's degree in Management of Cultural Environment and New Technologies University of Ioannina, and a Master of Science (MSc) in Environment and Development of Mountain Regions National Technical University of Athens. She works as a Researcher at K.A.NE. Social Youth Development NGO, in Kalamata (Greece).</p>

		<p><u>For TOMATO project:</u> responsible for contributing in the research and the planning of K.A.NE. activities for WP4 and support administration of WP1. She will be in charge of reporting activities status.</p> <p>██████████</p> <p>She works as an administrative and financial manager and EVS/ESC Coordinator at K.A.NE. Social Youth Development.</p> <p><u>For TOMATO project:</u> She will support K.A.NE. activities in particular related to WP4, where she will lead the research activities. She will assure high quality work and on time delivery of outputs.</p>
<p>██████████ ██████████</p> <p>██████████ ██████████</p> <p>██████████ ██████████</p>	<p>Creative Plus</p>	<p>██████████</p> <p>She is a psychologist and youth animator; she designs personal development programs for children and youngsters and takes care of implementing them. She has 4 years of project management experience and 25 years of experience as clinical psychologist and cognitive-behavioral therapist.</p> <p><u>For TOMATO:</u> Project Manager responsible for Creative Plus's activities and coordination, and for maintaining relations with the management team and all partners.</p> <p>██████████</p> <p>He is clinical psychologist and sensorial therapist for children with autistic spectrum disorder and he collaborated with the NGO as mentor and coordinator for volunteers.</p> <p><u>For TOMATO:</u> Support the project manager in project activities development and reporting.</p> <p>██████████</p> <p>She is clinical psychologist and sensorial therapist for children with autistic spectrum disorder and he collaborated with the NGO as mentor and coordinator for volunteers.</p> <p><u>For TOMATO:</u> Support the project manager in project activities development and reporting.</p>
<p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p> <p>██████████ ██████████ ██████████</p>	<p>iShowroom</p>	<p>██████████</p> <p>Experienced designer, visionary, project manager, founder and co-founder of technology companies: Busyman.cz, Studio301.cz, iShowroom.cz. and several others. Graduated from the IAAD and SPD in Torino and Milan, and has worked with several automotive brands in Italy and Germany. Actively works with his team on development in the field of virtual and augmented reality, where they have experience with government procurement (forest virtualization of the Czech Republic), VR games development, creation of complex software for architects in VR with multiplayer, interactive multiplatform virtualization of exhibition and sales premises.</p> <p><u>For TOMATO:</u> <b>Financial Manager</b> of iShowroom activities. Support to the development team and the PM.</p> <p>██████████</p> <p>Alberto founded his own design studio in 2013 after working as Art director for a global helmets company in Bergamo (Italy). He studied automotive Design in Turin and then he specialized in 3D modelling for industrial design. Thanks to his knowledge he created AMP Viewer, a VR software that allows showing interactively every kind of</p>

		<p>object for commercial purposes. Now he works as Design consultant for different Brands and companies offering his skills to produce 3D models for gaming, rendering service, video and animation content, VR/AR business solution and graphic design.</p> <p><u>For TOMATO:</u> <b>Project Manager</b> for iShowroom. Supporting in reporting and in the management of relations with management team and partners, as well as in the organisation of project activities and 3D content creation.</p> <p></p> <p>Experienced designer and 3D modeler, head of the content team.</p> <p><u>For TOMATO:</u> Support and development of WP3 activities, in charge of contents for the digital part of the Kit.</p> <p></p> <p>Programmer, head of development team. Strong specifically in augmented and virtual reality applications.</p> <p><u>For TOMATO:</u> Support and development of WP3 activities, In particular on matters related to Augmented and virtual reality for the digital part of the Kit.</p> <p></p> <p>Programmer, head of development for 3D web solutions and server solutions.</p> <p><u>For TOMATO:</u> Support and development of WP3 activities, in particular related to the development of 3D web solutions and server solutions for the digital part of the Kit.</p> <p></p> <p>Specialist in creating 3D content, with optimization for resolved and virtual reality.</p> <p><u>For TOMATO:</u> Support and development of WP3 activities for the digital part of the Kit.</p> <p></p> <p>Specialist in creating 3D content, with optimization for resolved and virtual reality.</p> <p><u>For TOMATO:</u> Support and development of WP3 activities for the digital part of the Kit.</p> <p></p> <p>She holds a Degree in Information media and services at the Vysoká škola ekonomická v Praze. She works as a UI/UX Designer at iShowroom and is specialist in application logic, user experience and user interface.</p> <p><u>For TOMATO:</u> Support and development of WP3 activities for the digital part of the Kit, in particular regarding user experience and user interface.</p>
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<div data-bbox="255 219 438 459" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="255 515 391 593" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="255 660 438 795" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="255 851 446 963" data-label="Text"> <p>[REDACTED]</p> </div>	<p>Surrender Media Solutions</p>	<div data-bbox="635 219 885 246" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="635 257 1362 510" data-label="Text"> <p>Dario Prestigiaco is the Ceo of Surrender Media Solutions. After a brief experience with the Ansa press agency and the local newspaper “Giornale di Sicilia”, in 2006 he started working as a journalist for the national newspaper “La Repubblica” in Palermo, covering politics, crime news, culture, and sports. In 2013, he moved to Brussels where he covered EU Affairs for various media outlets. Starting from 2017, he coordinates the Brussels editorial staff of Citynews, the Italian leading network of web news. He is fluent in Italian, English and French</p> </div> <div data-bbox="635 521 1382 663" data-label="Text"> <p><u>For the TOMATO Project:</u> <b>Project Manager and Financial Manager</b> of Surrender Media Solutions staff, responsible for the WP2 administration and for activities management. Is project Leader of Surrender Media Solution, responsible for communication with the management team and all partners.</p> </div> <div data-bbox="635 719 821 745" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="635 761 1335 902" data-label="Text"> <p>Digital Designer with over 18 years of experience in image communication, creativity, web design, traditional design, advertising, audiovisual communication. As a team, he has often worked on projects aimed at facilitating the technological relationship between public administrations and communities.</p> </div> <div data-bbox="635 913 1348 1030" data-label="Text"> <p><u>For the TOMATO Project:</u> Support to Project Manager in planning and developing project’s activities related to communication and dissemination, in particular relating to the management of social media and graphic design.</p> </div> <div data-bbox="635 1086 885 1113" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="635 1128 1372 1296" data-label="Text"> <p>[REDACTED] is a professional videomaker with 15 years of experience in writing, shooting and editing. He conducted a number of interviews, corporate videos, documentaries, reportages, and covered many important events for the news. He worked for Sky, AP, France24, RAI, Mediaset, Repubblica, GBC, CGTN, ERT and a lot of private events or artistic projects.</p> </div> <div data-bbox="635 1308 1342 1395" data-label="Text"> <p><u>For the TOMATO Project:</u> Support to project activities, with particular focus on video making in relation to the communication and dissemination of the project outcomes.</p> </div> <div data-bbox="635 1451 821 1478" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="635 1494 1382 1664" data-label="Text"> <p>[REDACTED] started working as a journalist at the Corriere del Mezzogiorno, a regional edition of Corriere della sera, where he mainly covered local news. In 2011, he moved to Brussels where he covered EU Affairs for various media outlets. In these years, Alfonso has also worked in London, covering mainly UK political and local news stories. He is fluent in Italian, English and French.</p> </div> <div data-bbox="635 1675 1331 1792" data-label="Text"> <p><u>For the TOMATO Project:</u> Support to the Project Manager in the planning and development of the project activities relating to communication and dissemination, in particular relating to the management of social media and web editing.</p> </div> <div data-bbox="635 1848 758 1874" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="635 1890 1372 2029" data-label="Text"> <p>[REDACTED] has been an event manager since 2009, providing a full range of event management services with a particular focus on events for up to 1500 participants on behalf of the European Institutions in the Member States and outside the EU. She has solid experience in the design and onsite management of exhibition</p> </div>
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<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>SKRATELJC Institute</p>	<p>[REDACTED]</p> <p>[REDACTED] is a dr. of philosophy, author of numerous articles in the field of philosophy and cultural policy, editor and writer of books for children and youth. He headed the Department of Books and Librarianship at the Ministry of Culture of the Republic of Slovenia, coordinated the preparation of the National Program for Culture 2004–2007, in 2007–2013 he was the head of the Department of Culture of the City of Ljubljana, and in 2013–2014 he was the Minister of Culture Slovenia. In the years 2014–2017, he headed the Youth Office in the City of Ljubljana, and since 2017 he has been employed as the director of the private non-profit institution Škrateljč, the Institute for Culture, Education and Sports.</p> <p><u>For TOMATO:</u> Director of the institute and Project Manager dr. Uroš Grilc leads and coordinates the project, coordinates activities, controls implementation according to the schedule, prepares reports on the implementation of the project, communicates with financiers and is responsible for the implementation of the project within the agreed scope, deadlines and financial plan.</p> <p>[REDACTED]</p> <p>[REDACTED] is a university graduate in cultural studies who works as an independent entrepreneur and creator of innovative family tourism products. In the years 2005–2007, she was the director of the international film festival Kino Otok - Isola Cinema in Izola and the director of the Otok Institute for the Development of Film Culture. In the years 2008–2019, she was the director of public institution Kinodvor - City Cinema, and since 2014 she has been a member of the board of directors of the international network of cinemas Europa Cinemas. In 2019/2020, she led the working group for the preparation of the candidacy Ljubljana - European Capital of Culture 2025, which placed Ljubljana in the second round for the title of ECOC 2025. Currently she is the Creative Manager and codesigner of pedagogical and touristic products at Škrateljč Institute.</p> <p><u>For TOMATO:</u> takes care of the creative contents and activities of the project, organizes and coordinates the processes in cooperation with partners and collaborators in the project, leads the work in the field of promotion, marketing and marketing, is the speaker and panelist at the seminars and coordinates the communication within the educational sector.</p>
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>He is a graduated tourism organiser with more than 25 years of experience in the field of gaming activities and management. He taught computer science at the Pietro Coppo high school in Izola and had lectures on geomagnetism and its effects on tourism development in Slovenia. As a professional collaborator at the Self-</p>



<p>[REDACTED]</p>		<p>managed community of Italian nationality he contributed in activity renovation and the organisation of the Videobar Casa Tartini, a series of successful on-line events during the Covid quarantine.</p> <p><u>For TOMATO project:</u> Project Manager and Financial Manager representative for the Associazione Comunità degli Italiani “Giuseppe Tartini” Pirano in the Tomato Project. He will be in charge of partners relations and coordination of his company activities.</p> <p>[REDACTED]</p> <p>She graduated in Educational Sciences at the University of Trieste and has been teaching at the De Castro primary school in Piran since 2010. She promotes innovative teaching and actively collaborates with the educational and pedagogical sector, particularly with the institutions of the Italian national community living in Slovenia. She organized and coordinated science, art, movement and music campuses and published two books for children and teenagers “Alfabetolandia” and “La Compagnia del Faro”.</p> <p><u>For TOMATO project:</u> She will be in charge of planning and developing events for the Associazione Comunità degli Italiani “Giuseppe Tartini” Pirano, in particular related to WP5 activities.</p>
<p>[REDACTED]</p>	Abakkum	<p>[REDACTED]</p> <p>[REDACTED] is a landscape architect internationally active specialised in integrating art, architecture and landscape. Romana graduated in landscape architecture at the University of Ljubljana and she opened her office for landscape architecture before in Venice and then to Trieste. Romana was an assistant professor at the University of Padua and Bologna. She is the author of many publications dealing with landscape composition and landscape as a tourist destination. Since 2014, she is Director of ABAKKUM Institute for Landscape, Culture and Art, in Piran, Slovenia. Since 1995, she is also Managing Director of KačičLidén Landscape Architects, between Venice and Trieste, in Italy.</p> <p><u>For TOMATO project:</u> She is Project Manager for Abakkum, in charge of relations with the management team and partners. She will coordinate Abakkum activities and assure work’s quality.</p> <p>[REDACTED]</p> <p>Holding an Architect degree in 2011 at Università degli Studi di Trieste, he obtained the professional architect qualification in 2013. Since 2006, he has collaborated with KačičLidén Landscape Architects , a studio that specializes in landscaping, garden and open space design, with which he took part in many contests and projects.</p> <p>From 2019 he is freelancing and collaborating with multiple studios.</p> <p><u>For TOMATO project:</u> He will support the Project Manager of Abakkum in delivering high quality works and activities organization, mainly for WP5. He will be responsible for activities reporting.</p>
<p>[REDACTED]</p>	Sladovna Pisek Gallery to play	<p>[REDACTED]</p> <p>Project manager of Sladovna Pisek, experience with project management both within and outside the organization. Project management as a lead partner of Animation Now project supported by INTERREG V - A (2019 -2021), project management as a project partner of Unprepared Hearts project supported by Creative Europe (2019 - 2020), and other grant programmes such as Central Europe, EEA and Norway grants.</p>

<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		<p><u>For TOMATO project:</u> She is Project Manager for the museum, in charge of relations with the management team and partners. She will coordinate Sladovna Písek activities and assure work's quality.</p> <p>[REDACTED]</p> <p>Financial Manager of Sladovna Písek, experience with financial management of Sladovna's projects such as Animation Now project supported by INTERREG V - A (2019 -2021), of Unprepared Hearts project supported by Creative Europe (2018 - 2020), or 21st Century Children within creative Europe programme (2019 -2022).</p> <p><u>For TOMATO project:</u> financial manager for the Sladovna Písek, she will be in charge of filling in technical reports and managing the financial aspects of the project.</p> <p>[REDACTED]</p> <p>Gallery pedagogue of Sladovna Písek, responsible for elaboration and implementation of lecturer programmes of the organization. Participates in the conception and development of interactive exhibits. He is responsible for the quality of lecturer programmes and customer interaction. Designs and guarantees the implementation of creative workshops.</p> <p><u>For TOMATO project:</u> he will be in charge of managing the activities of WP5 and organizing the presentation event of the kit at the Sladovna Písek.</p> <p>[REDACTED]</p> <p>Lecturer of Sladovna Písek. He provides lectures to school and extracurricular groups. Creates lecturer programmes. Participates in the development of the Lab project - a permanent platform for the development of creativity.</p> <p><u>For TOMATO project:</u> he will support and develop the activities of the WP5.</p> <p>[REDACTED]</p> <p>The director of Sladovna Písek since 2018. Graduated at University of Jan Amos Komensky, Prague - European Economics Administrations, Regional studies. Living in the South of Czech Republic, has been involved with the animation program for children and adults since 2013, working on a program of interactive exhibitions for Gallery to play Sladovna Písek for more than 4 years. Passionate about theatre, social studies, politics, art, music, education.</p> <p><u>For TOMATO project:</u> he will supervise the whole team supporting the contacts with other museums of the network.</p>
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Kallitechnio, (Centre of Art, Culture and Social Empowerment)</p>	<p>[REDACTED]</p> <p>He has extensive experience in writing and implementing European projects such as Erasmus +, AMIF and Horizon. She is the European Projects Coordinator at the Department of Political Science and International Relations (PEDIS) of the University of Peloponnese and an Assistant Researcher. She has extensive experience in research projects related to socio-cultural and political areas, including field work in conflict zones. He holds a degree in Journalism from the University of Sunderland and an MA in Comparative European Social Studies from the Metropolitan University of London. In addition, it holds a MA. in Postgraduate</p>

<p>[REDACTED]</p>		<p>Studies in European Graduate Studies from the College of Europe with a European Commission fellowship in the framework of the European Neighborhood Policy. She has worked for the European Parliament, EMPL Committee, academia, NGOs and consulting firms. She has extensive experience as project manager of EU projects and full implementation. She is currently a PhD candidate at the University of the Peloponnese.</p> <p><u>For TOMATO project:</u> <b>Project Manager and Financial Manager</b> for Kallitechnio, he will be in charge of coordinating Kallitechnio activities, and be in contact with the MT and all partners.</p> <p>[REDACTED]</p> <p>She is a Social Worker graduated from the Technical University of Athens. Having gained her first experience in the non-profit sector and at the Doctors without Borders, she focused her activity on early childhood creative and experiential learning. She has worked with diverse social groups coming from disadvantaged backgrounds and has coordinated artistic activities for children for their cognitive and behavioural development. Panagiota has participated in numerous conferences and seminars.</p> <p><u>For TOMATO project:</u> She will support the PM and the Kallitechnio's staff in developing high quality activities and respect deadlines. She will be in charge of reporting.</p> <p>[REDACTED]</p> <p>He has been the Art Director of Kallitechnio since its creation. He has organised many music events, theatrical performances and photography exhibitions. He has been running the theatre group for teenage groups and has directed many performances for young age groups. He has worked as a photographer in Developing countries in Africa, and in different organisations in Greece like Stegi Onassis Foundation and TedMedAthens. In addition, he has been an amateur actor participating in many theatre performances and a radio presenter.</p> <p><u>For TOMATO project:</u> He will contribute in delivering activities planning and organization, and will collaborate with the Kallitechnio's team.</p>

<p><b>Outside resources (subcontracting, seconded staff, etc)</b></p> <p><i>If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).</i></p> <p><i>If there is subcontracting, please also complete the table in section 5.</i></p>
<p>Not applicable</p>


### 3.3 Cost effectiveness and financial management

<p>Cost effectiveness and financial management</p>
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*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 and where relevant, 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.*

To ensure the proposed results, the financial management of the project will be led by the Financial Manager of the Management Team with the support of the Management team's Project Office (PO).

Following the call requirements and the AGA guidelines, the management team will keep detailed records and other supporting documents to prove the eligibility of the costs declared in the project. Through internal control procedures and supporting documentation match up, the MT will prepare financial statements that will include personnel costs, other direct costs, indirect costs for each budget category. Those reports will specify how costs are directly linked to the performance of the action thanks to records and supporting evidence in detail that must match the amounts recorded in the accounts and in supporting documentation. At each payment, including the pre-financing payment, the LP will transfer funds to each partner based on individual financial reports and accepted costs.

Moreover, MT will collect from all staff involved in the project reliable time records (**time-sheets** based on EU templates) to record all the hours worked in the action. Those time records will be dated and signed at least monthly by the person working for the action and their supervisor. In addition, all partners will provide a **signed declaration** of monthly days of work spent for the action.

### 3.4 Project management, quality assurance, risk management 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.*

To ensure that the project implementation will be on schedule and will maintain high quality, WP1 will have a dedicated monitoring and evaluation administration. To this end, the Management Team will check and control the implementation of activities and the level of achievement of the project objectives along with the work plan and budget. In addition, the management team will make use of an external collaboration from a professional that will collaborate in evaluate the quality of the management and the activities carried on by the partners during the project period.

At the beginning of the project, the Management Team will prepare monitoring tools, such as a Monitoring Plan and a partner monitoring template/matrix (D1.1), which will provide a framework for monitoring and evaluation throughout the project. The templates and matrixes for monitoring will be simple charts where partners will be asked to regularly report on implementation (then all combined in the Project progress report, D1.3) before each GA Meeting (the PM will report to each GA meeting based on monitoring reports). The prepared materials will also include a monitoring scoreboard with verifiable indicators (D1.2), that will be a reference to measure the impact of the project, and its indicators will be discussed and agreed during the General Assembly (although it might be updated during project implementation upon endorsement by the General Assembly); By the end of the project, the Management Team will also prepare a final self-evaluation report (D1.4).

#### Critical risks and risk management strategy

*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.*

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	<p>Staff changes: any changes in the administration or the structure of a project partner, where either the management structure or a staff of a particular partner would be significantly changed, could cause delays in the project implementation</p> <p>Medium</p>	Potentially all WPs, mainly WP1	<p>Following the approval of the project, the LP will request all partners to submit a decision by each partner expressing willingness to timely implement scheduled activities per partner according to the approved Application Form. Thus, any administrative changes will not affect partners' will and obligations. All partners will sign the Partnership Agreement analysing their roles, their obligations and the activities that must be fulfilled.</p>
2	<p>Management of the partnership: within a wide partnership, there is the likelihood that not all partners respect project deadlines and timely deliver planned activities. If this happens, there is a risk of delay in the implementation of the whole project.</p> <p>High</p>	Potentially all WPs	<p>Partners have good experience in the management of EU-funded projects and projects with large partnerships. Furthermore, the project has foreseen a solid management structure, composed by a Joint Management Team and a General Assembly, to support LP in project strategic monitoring and decision making. At the beginning of the project, a detailed work plan and implementation developed by LP, in view of facilitating communication flow and timely correct delivery of activities. In case of major issues regarding the partnership composition, problems will be discussed and solved within the partnership through internal communication and technical meetings, as foreseen by the project internal communication guidelines. Furthermore, the project will put in place a solid monitoring system, with the involvement of Project and Financial Manager, with the aim of detecting any delays timely and taking due corrective measures.</p>
3	<p>Lack of participation of firms to get involved in the project activities (Information meetings and events, etc.), due to internal problems of the SMEs (difficulty to find time and human resources to participate) and to a disinformation about the activities proposals</p> <p>Medium</p>	Potentially all WPs	<p>The project has planned ongoing interactions between firms from the targeted sectors (tourism, ICT, etc.) and the PP institutions and stakeholders. Also, the relevance of the partnership helps in overcoming the risk: public and private bodies have been involved in the project planning already in the design phase. Moreover, an information and communication campaign focused on project opportunities will be promoted in the WP2 and will support the international knowledge about the</p>

			activities as it will be spread both in the local networks of the partners and in the international level through the European online tools as the Enterprise Europe Network and the European Cluster Collaboration Platform.
4	Possibility of a new pandemic situation or of new restriction of rules about physical meetings.  High	Potentially all WPs, mainly WP3 and WP4	To be able to follow the project timeline even in case of new restrictions or of a new pandemic closure, partnership will provide in every meeting the possibility to participate online. Following the measures proposed to guarantee an active participation also on streaming, partners would also be able to immediately activate the online method for events in case it would be asked by the international or national contexts.
5	Possibility of partners difficulties in filling the necessary documentation and finding the information needed.  Medium	Potentially all WPs	To avoid delay in the delivery of necessary documentation, due to difficulties in understanding and finding the information needed, the Management Team will act as intermediary. They will provide assistance to partners who encounter this issue, and give ulterior explanations when possible.

## 4. DISSEMINATION

### 4.1 Impact and ambition

#### Impact and ambition — Progress beyond the state-of-the-art *(n/a for Creative Europe Desks)*

*Define the short, medium and long-term effects of the project.*

*Does the project aim to trigger change/innovation? If so, describe the changes / innovations envisaged and the degree of ambition (progress beyond the status quo/state-of-the-art).*

*For European platforms for the promotion of emerging artists: Include the strategy to increase the membership of the platform over the duration of the project.*

During 36 months, the project will reach 100.000 people that will be in contact with the project outcomes, out of the **8** countries directly involved as the territory of the partners. Moreover, we will get in relation with 9 more European countries also due to HandOn! Network of museums. The partner involved in the project come from country that due to "Eurostat, Statistical Books, Cultural statistics 2019" are at the lower level of cultural participation: less than half of the adult populations of Greece, Italy (both 46.9 %), Croatia (36.6 %), and Romania (27.4 %) reported that they took part in any cultural activity in 12 months. We stimulate change in the cultural consumption habits of European citizens, starting from the children and by smoothing out social, economic, physical and cultural barriers and bringing culture outside of institutions.

Relating to the **short-term effect**, the project aims to catch the interests of the younger generation as an innovative creative product that delivers cultural heritage to stimulate growth of European sense of citizenship and learn through playful activities. Moreover, the project wants to suggest a new way of offering educational contents by creating a kit that cherishes social inclusion and aims to overcome learning difficulties thought art educational activities.

In the firsts 3 years we expect to:



- directly involved in the activity (making questionnaires, invite to workshops trainings and conferences and testing tools) 35.000 people (children, children and young adult in disease situations, educators, parents and relatives, museum operators and researchers);
- collect the interest in the implementation of the product of at least 9 public or private institutions,
- Expected total audience (EU citizens only) reached by the communication and networking actions: 100.000 people. People will be reached thought project website, social media and media campaigns.

On a **medium-term effect**, the action aims to arouse the interest of European Cultural institutions in the methodology of audience engagement and inclusiveness that combine culture, education, play and entertainment, experimenting the Tomato kit tool. As an educational product of heritage diffusion and audience fidelization it can bring the actions and cultural heritage of museums outside their wall, in private house and schools. The consortium would like to consider future collaboration with at least 30 schools and other 30 museums in order to expand the kit versions and contents, as well as widen the network of stakeholders involved. Moreover, this kind of product is not yet on the market. The cost of the product will be under 20 euros and even the less if is purchased by subscription. Due to his scalability, ease of logistical management, content adaptability, and demand for valuable yet educational content in the marketplace we estimate that we can make the project outputs economically sustainable in 2 years after project closure. The distribution of value added in the EU-28's cultural sector was, for publishing books, newspapers, journals and periodicals, computer games the 20.5 % of the total trade in cultural good (Eurostat 2019), the combination of boxed and video games multiplies the advantages of the two categories. The ambition is to directly involved 600,000 people in 6 years. To achieve this goal, languages and contents will be further implemented, giving the possibility to other institutions, museums and associations to join the project. The website itself will be the place of continuous exchange with the community.

On a **long-term effect**, the project aims to enhance access to cultural education in Europe by providing knowledge of European heritage starting from an early age. In addition, the kit aims to strengthen the knowledge of European languages thanks to its bilingual asset, in order to form open minded and empathic citizens. The idea of an educational kit could be applied in the future to other sectors of knowledge other than cultural heritage, and involve other values that will be selected as proprietary by the European community. On economical aspect, the project methodology and kit aim to become a baseline brand in the field of cultural and educational activities for children, the museum will acquire the methodology and built their own kit. The ambition is to disseminate to the wider audience possible inside and outside Europe this methodology. Moreover, it will sustain a solid increase in the inclusion activity and audience in the museum.

Dissemination activities are a core part of the project. Clear, specific, and measurable objectives are key to the success of any communications strategy. They will be aligned with major tasks to maximise the impacts of the project and in strong interaction with all the other work packages.

#### Impact on non-EU countries (if applicable) *(n/a for Creative Europe Desks)*

*Please specify which country(ies) will benefit from the project and explain why the project is important for this (those) country(ies)? Specify the ways the project aims to improve the situation the country(ies) concerned?*

Through the communication and dissemination campaign that the project will carry on, news on the action will spread starting from local channels to reach an international audience. The Tomato kit will be a direct, creative and innovative way to promote a new cultural product and the very image of the European Union internationally. The content will reflect the museums cultural heritage and at a broader level the European culture becoming a tool of cultural exchange. In fact, the country that will be involved in the project are: Italy, Belgium, Austria, Czech Republic, Greece, Romania, Croatia and Slovenia. Due to large use of the English and the 4 more-language proposed, every project partner should involve other 9 organizations in other 9 countries, especially thought the handbooks and the methodology. Also, other countries in the World can benefit from this methodology and tools to get in touch and better-known European cultures. The output of the project will be important for the countries involve due to maximize the opportunity of raise the audience engagement and the inclusiveness of their institutions and to elevate the rate of people that participate in cultural activities. Also, particular attention will be given in areas and audiences that have not been reached so far either by traditional museums or by the European institutions themselves. Through the Anna Lindh Foundation Network (of whose K.A.NE. is member), results will be also disseminated to all non-EU countries participating in the network (Arab countries, Balkan countries and Israel).

### Impact on the target audience: readership and visibility *(for Circulation of European literary works)*

Explain how the promotional activities will be tailored to the specifics of each book and describe how they will contribute to reaching new readership for European translated literature.

Explain, for each work, how the promotion and communication activities are likely to contribute to the visibility of:

- authors and translators
- literary works of fiction and
- if applicable, works that have been awarded the EU Prize for Literature (EUPL).

Insert text

## 4.2 Communication, dissemination and visibility

### Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the Creative Europe Programme to the relevant stakeholders, the project 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.

*For Creative Europe Desks:* Describe your plans to communicate and disseminate the selection results, results of finalised projects (in particular of successful projects addressing environmental issues as well as diversity and inclusiveness) and the impact of the Creative Europe Programme in your country.

*For European platforms for the promotion of emerging artists:* Describe how the project integrates a common editorial and branding strategy into its communication activities.

The communication plan aims to communicate and disseminate the project's activities and outcomes, promoting the methodology, the handbooks, and the use of the Tomato kit, Tomato App and Social platforms, and improving the access to European cultural heritage also to categories in situations of disease.

A number of specific products aimed at backing wider dissemination of the project's activities and outcomes will be carried out with the lead of Surrender Media Solutions (SMS), with particular attention to the activities of social inclusion. Surrender will communicate and disseminate activities and outputs producing a **1 journalistic investigation, 12 press releases, 3 fact sheets, 3 infographics and videos**, and disseminating them through their media and all partners channels. This communication activities will be direct to all the different target using different register and form of writing:

- Children: using narrative and stimulating tone, the communication for involving children in the project (surveys and testing) will be communicated and disseminated through schools, museums and NGOs. Due to covid-19 experience and the environmental sustainability the project avoids flyers and photocopies preferring the use of video, website and social material. Social media content and website will be updated at least 2 times a month.
- Children and young adult in disease situations: the communication for this target will be passed through specialized organization and the parents. The communication content will be entirely managed by the NGOs, on the other end the channels will include the one of Surrender media strategy, institutional channels, schools and museums channels. Those channels will reach the people in this category in or near to the organizations. At least 50 more organizations specialized in disease situations will be contacted to spread the activities of the project.
- Parents and relatives will be contacted through the school, museums and the partner contact with a narrative and professional tone of voice. The channels used are social media, website, media in general.
- Educators and museums operators: this category has an elevated rate of interest in enhancing their competences in educating children and includes a category with lower opportunity in their activities so the communication and dissemination for them will use a professional register. The channel will be institutional, professional newspapers and newsletter. The database of contact will be provided by all the project partners and associated partners at the beginning. Educators and museums operators will inform the Museums and Schools as institutions.
- Every partner will inform the local, regional and national cultural and educational policy maker (for example major, regional councillor or minister). An informative letter regarding the action will

be delivered in two period: at the beginning of the project (4 to 6 month) and one at the end of the project (between 30 to 36 month). In particular the project will be sustained by the Veneto Region (see annex with the letter signed by the regional minister for culture) and by Citynews SpA (see annex with letter signed by the CEO Fernando Diana).

The communication phase will be focused on the wider audience possible; it will be explicated in WP2 and it will be last during all the project and also after that.

In the WP5 will be explicated the dissemination activities: specific dissemination for educators, Schools, cultural workers, museum operators, Museums and cultural Institutions, policy makers and end-user will be set during workshops, events and the distributions of the Handbooks.

Communication and dissemination activities will be related in the final event where all the target audience will be engage.

In particular, SMS will establish a dedicated team for the activity management coordinated by the SMS CEO Dario Prestigiaco (Journalist) and including his staff. The team will manage the coordination of all partners regarding communication and dissemination activities, in order to provide a united and organized information campaign on the action. Surrender Media Solutions (SMS) will create multimedia products, disseminating them through local media – newspapers, news websites, tv and radio stations, social networks –, and with the support of the project partners. Partners will contribute in targeting a wider audience, displaying **personalized contents** and **newsletters** and sharing the communications set by WP2 Leader. Other dissemination channels which will be used through K.A.NE. memberships and connection, will be the Euroreso Network, Altius Network, MCN network, Anna Lindh Foundation's national networks.

The dissemination of communication products will be on three levels:

- **a centralized level:** contributions from the partners will be collected and the contents of the campaign implemented, to be disseminated through the official website of the campaign;
- **a decentralized level** through country-specific websites as well as through the web and social channels of partner organizations;
- **a local level** through the involvement of media, journalists, bloggers and influencers at the local level.

For the definition of the communication and dissemination strategy, a **project website** and related **social media** will be set-up and made functioning. The use of social media will help the communication strategy to target the project audience by messages at potential contributors or to develop communities.

The channels chosen are Facebook, Instagram, Twitter, LinkedIn, TikTok and YouTube, selected for their popularity and engagement mode. LinkedIn was added not only for its dissemination potential, but also to intercept stakeholders and beneficiaries of the project's actions. In addition, an **ambassadors' campaign** will be carried on thanks to selected **influencers**, chosen for their impact on younger generations.

The communication and dissemination channel were chosen on the basis of the expertise and network of Surrender media Group that during the year get specialised in the online communication due to the widespread and the facility of the fast communication all over Europe. At the same time SMS is really close to local newspaper group that have a lot of relevance in the community. To avoid the paper waste and the transport pollution the communication will be almost entirely digital. Only 3 face-to-face conferences will need some physical material.

All physical and digital material, communications and events that will be produced will be characterized by the presence of the logo of the program "Creative Europe". It will also be written in all communications, on the site and on social that the actions carried out are funded by the European Union. Each partner will have to display all the material provided and maintain communications in their channels with the same structure described above during all the period of the project.

### 4.3 Sustainability and continuation

#### Sustainability, long-term impact and continuation *(n/a for Creative Europe Desks)*

*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? What 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?*

The project is realized by a strong network of cultural enterprises and institutions that are already active in the use of artistic, scientific and educational content with innovative languages and mostly operating with public positions and/or payment for services provided to family audiences.

In the long term, the product TOMATO kit will have very low realization costs because most of the costs of design, digital structure and content are incurred in the part of prototyping and pilot action included in the project. Museums and Cultural institutions involved in the project will be able to invest in the product by evaluating the revenues and the multiplier effect of the audience obtained through the sales of the product itself. Moreover, Museums and institutions will be able to use the product according to their economic capacity thanks to the scalability of the product that can be ordered in small or large quantities.

Families, schools, associations or educators will be able to purchase the product at low prices, even by subscription, and use them several times, replacing consumables that are easily available and at low prices. The price will be defined on the country of distribution.

The project aims to address the needs of social inclusion in cultural information and education. It is necessary to expand its audience by including the disadvantages, the older, the foreigners and different cultural audiences. It will be possible to reach also children in financial difficulties thanks to the "suspended kit" initiative (like the suspended coffee), that symbolises the congenial attitude toward those in difficulty by gifting them a kit and the help of Associations and Institutions.

The methodologies for social inclusion and use of the kits will be made available to all users free of charge, this helps to maintain continuity in the dissemination of the issues, content and attention to this tool. Other companies in the sector, coming into contact with the creators, will be able to join the project and, in turn, propose products that reproduce the skills and ethics of the product itself.

The project and the cultural product that will be implemented aim to maintain itself financially and grow in the mid-term, since it is evident that there's a strong request in the potential audience B2C of a cultural/didactic product that can represent in the same time a group of cultural/museological institutions combined with the research of a direct entertaining and interactive use for the whole family.

In order to achieve these objectives, the network of museums, schools, associations will have to be constantly implemented over time. the methodologies will have to be further validated and the contents changed over time. the revenues generated by the sales of the first kits will have to go to support these actions.

On the basis of the outputs obtained synergies could be established with projects such as Horizon or Cosme with the aim of increasing the opportunities for creative businesses. On the strength of the project, it would be possible to develop management techniques, logistics and sales increasingly effective and at reduced prices in order to remain in the market in the long term with a product that is always renewable, according to Green Deal guidance.

## 5. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 5.1 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 is structured in **five work packages** that will not be consequent to each other but will take place simultaneously. Each work package will set related objectives, tasks and deliverables so that the action proposed will appear clear and manageable. Each task will have at least one expected deliverable. The first two work packages represent the WPs that are normally set for all European projects, and cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) as well as the communication of the action. The other three work packages will cover the characteristic features aspect of the TOMATO project, from research and partners involvement, including the kit planning, realization and validation.

WP1 will manage the **management and administration** of the action, to ensure the successful completion of project goals on time within the limits defined by the budgetary framework. It will include activities related to planning, management, administration, coordination and evaluation. It will cover activities such as meetings preparation, evaluation, quality control, coordination activities and reports drafting. The WP will be coordinated by the Management Team and its Project Office, responsible for monitoring tasks based on time management, quality checks and finance administration. The organ for the decision making will be the General Assembly, composed by all partners representatives, that will gather periodically to control activities and solve issues.

WP2 will manage the **communication and dissemination** plan, and will be led by the company Surrender Media Solution, which boasts expertise in producing and delivering news, reports, corporate videos, articles and documentaries. This work package will ensure the visibility of the project and a wide dissemination of its achievements. It will include activities such as communication campaigns, promotional events and dissemination planning. All partners will contribute in spreading the project achievements through their communication channels to assure a wider visibility of the action.

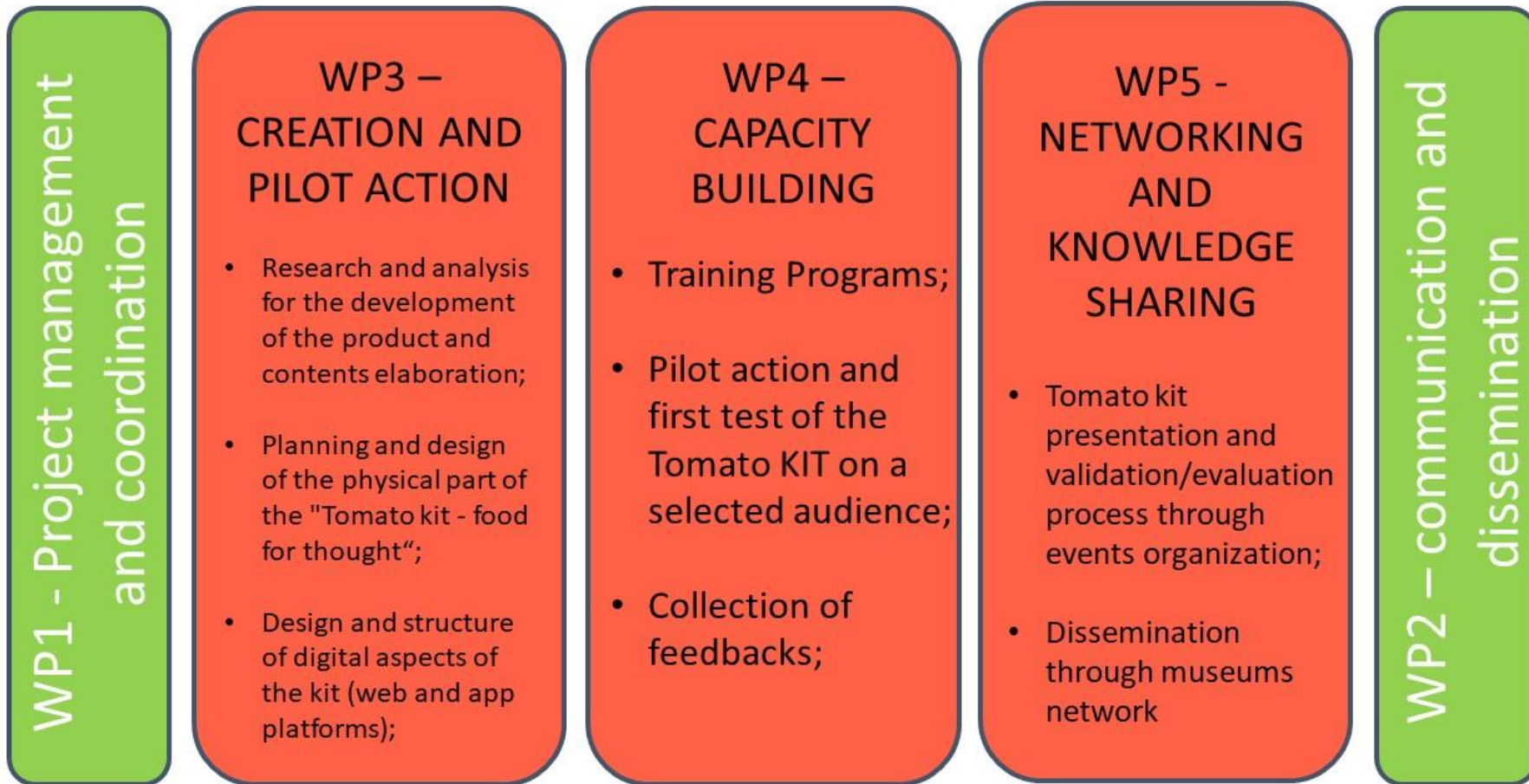
WP3 will represent the most creative and experimental phase. It will include research activities such as content analysis, materials testing, study of logical structure and algorithms, with the objective of creating theoretical handbooks with multiple applicability. From this basis of studies and sharing of competencies, will start the development of the physical and digital aspects of the kit. Gruppo Pleiadi will put in the field his long experience with children involvement, pedagogical theory and museology education, on the other hand iShowroom will count on its wide experience on iterative 3D graphics, virtual and augmented reality.

WP4 will concern consortium internal activities, from training to workshops. It will involve in particular the NGOs Creative Plus and K.A.N.E., that will share within the consortium their competences on social development and social inclusion, for a **circulation of capacity building activities**. Workshops and trainings will be held to train our creative designers and product developers to valorise cultural diversity and teach the right measures and precaution to use for a more accessible and gender-respectful product. Those exchanges of knowledge will represent a key factor to help build a non-discriminatory product accessible to children in difficult physical, cultural, social and economic situations. Moreover, Associations will contribute in the validation process of the Tomato kit, testing and collecting feedback from its audience and network. A modular questionnaire will be developed for feedback collection from users to gain technical documentation on the product's success and popularity.

WP5 will cover the **networking and knowledge sharing** aspects of TOMATO, with organization of events outside the consortium. The idea is to create a network of museum partners that will act as an "echo chamber" for the Tomato kit, and that will participate in its validation process. The museum partnership has been formed taking in account their geographical properties and position, other than their differences in heritage and thematic. A testing action will be held to evaluate the kit's performance and level of user experience. More specifically, museums will be provided with a set of kits to test. In order to do so, workshops / events or meetings directed to children and families will be held,



to present the product and collect feedback on its performances. This information collection will make use of the questionnaire designed by kit's producers. (For further specifics on WPs description, please see part 2.4 *project design* of this application)



## 5.2 Work packages and activities

### 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.*

*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).*

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

### Work Package 1

#### Work Package 1: [Project management and coordination]

**Duration:**

M1 – M36

**Lead Beneficiary:**

K.A.N.E.

#### Objectives

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

The aim of WP1 is to ensure that the project is effectively and efficiently coordinated, in order to achieve the project objectives and its expected results, in line with the project document and the requirements. The activities will be undertaken under the overall coordination of K.A.N.E. and the participation and collaboration of Venetian Cluster.

To this end, the WP1 objectives will be:

- Provide technical, administrative and financial management of the project, including structuring responsibilities and procedures for the day-to-day management and coordination;
- Manage and direct internal communication within the consortium to build synergy and ensure an efficient collaboration;

- Coordinate the evaluation and reporting of project’s activities both during project lifetime and at the end of the project. Provide templates according to EU reporting guidelines to verify project activities completion other than their impact and quality;
- Propose strategies to ensure partners alignment to the project and its timeline, and take corrective measures to avoid delay and undue risk;
- Report to the EU according to the Grant Agreement Requirements.

WP 1 will include activities related to planning, management, administration, coordination and evaluation. It will cover meetings preparation, evaluation, quality control, coordination activities and reports drafting. This WP will pursue an accurate management of the administrative and financial procedures in line with the EU guidelines.

The WP1 is organized along the following activities and deliverables:

Firstly, the Management Team will be officially appointed along with the Responsible Project Managers and the financial Project Manager for each partner. A Kick off meeting will be planned and hosted (reported in D 1.1), that will mark the beginning of the project activities. Every partner will choose his representatives in the General Assembly. Then the Management Team will draft a work and monitoring plan (described in D 1.1), that will schedule GA meetings and internal deadlines. Setting up of the Medium-term report (D1.2). Moreover, Coordination meetings of the General Assembly will be carried out periodically. Project Managers representing each Partner will participate in these meetings. The GA will take decisions on the project direction and will request Project Reports and technical reports from all partners. Coordination meetings of the General Assembly will be carried out every 6 months. Project Managers representing each Partner will participate in these meetings. The GA will take decisions on the project direction and will request Project Reports and Technical reports.

The Management Team will also draft a Risk Register (D 1.2) of potential risks and impacts and consequent remediation measures, which will be updated during project lifetime. To better control quality and implementation of the project, a Monitoring Scoreboard (D1.1) will be prepared, to have a general evaluation overview of the ongoing activities. At the end of the project, the Management Team will draft a Final-term report (D 1.3) retraces the work performance from the beginning of the WP1. Its draft will be presented at the final project events, organized by WP1 project leader in Greece.

**Activities (what, how, where) and division of work**

*Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. 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. .In monobeneficiary projects the ‘COO’ and ‘BEN’ are the same.*

*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 this work package.*

*The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*

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

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	Project Management coordination and General Assembly			<p>This task will provide technical and administrative management of the project, including structuring responsibilities and procedures for the day-to-day management and coordination. The task leader will be responsible for proposing strategies to ensure partners alignment to the project and its timeline, and take corrective measures to avoid delay and undue risk;</p> <p>This task will cover meetings preparation and coordination, as the management of internal communication within the consortium to build synergy and ensure an efficient collaboration. The task leader will assure the participation of each partner's Project Managers in these meetings. During GA, the task leader will take notice of the decisions taken and of approved reports. Moreover, the task will include all communication with the EU according to the Grant Agreement Requirements.</p>	VHC <b>K.A.N.E</b>	BEN COO	no
T1.2	Reporting and financial management			<p>This task will include the collection of all partners' expenses reports to compare with budget provisions. Task leader will be responsible for setting up two financial reports illustrating all aspects relating to the EU funds granted and partner co-contributions.</p>	VHC <b>K.A.N.E</b>	BEN COO	no
T1.3	Monitoring and evaluation			<p>This task will include the coordination of the evaluation and reporting of project's activities, both during project lifetime and at the end of the project. The task leader will provide templates according to EU reporting guidelines to verify project activities completion other than their impact and quality;</p>	VHC <b>K.A.N.E</b>	BEN COO	no
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
MS1		1					

MS2							
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	Kick off meeting report	1	VHC <b>K.A.NE</b>	[R]	SEN	2-3	<p>The report will describe the <b>Kick off meeting</b> held in Verona. It will mark the beginning of the project activities. The event will have a first sensible part opened only to project partners to discuss project administration, and a second part that will be public and streamed online for a wider visibility. During the kick-off meeting, attended by all the Partners, the detailed work plan for the first 6 months of project implementation will be discussed, and the specific tasks will be precisely divided among the Partners.</p> <p>The report will also include monitoring tools, such as 1 <b>Work and Monitoring Plan</b>, that will include also 1 <b>Monitoring Scoreboard</b>, to have a general evaluation overview of the ongoing activities.</p>
D1.2	1 Risk Register and Monitoring Scoreboard	1	VHC <b>K.A.NE</b>	R	SEN	18	<p>1 <b>Risk Register</b> of potential risks and impacts and consequent remediation measures and a Monitoring Scoreboard to better control quality and implementation of the project.</p>

*Work Package 2*

**Work Package 2: [Communication and dissemination]**

<b>Duration:</b>	M1 – M36	<b>Lead Beneficiary:</b>	Surrender Media Solutions
<b>Objectives</b>			
<i>List the specific objectives to which this work package is linked.</i>			
Project partner WP 2 - Communication and dissemination			
<ul style="list-style-type: none"> <li>▪ Guarantee an effective communication of the project messages and activities at Local, National and EU level.</li> <li>▪ Identify appropriate target groups to address the dissemination messages;</li> <li>▪ Implement a wide and differentiated set of dissemination tools and events;</li> <li>▪ Illustration of the European Union and the CREATIVE EUROPE fund;</li> <li>▪ Define how the dissemination activities will be administered;</li> <li>▪ Assist TOMATO partners to implement correctly the communication strategy;</li> </ul>			
<p><u>The WP2 is organized along the following activities and deliverables:</u></p> <p>Manage the communication task in all the media channels (new and traditional), get in <b>relation with the local Press agency and institutions, ensure visibility</b> of the activities of the project, <b>wide dissemination</b> of the results of the project. A coordination group led by SMS will establish a dedicated team to coordinate the dissemination activities.</p> <p>A <b>Project Logo</b> will be designed with the aim of giving the action a more recognizable and direct image, useful for an effective communication of its achievements. The communication team will be in charge of the definition of the <b>communication and dissemination strategy</b>, the set-up and internal contents of the <b>project website</b> (Tomato Social) and related <b>social media</b> (Facebook, Instagram, Twitter, TikTok, LinkedIn and YouTube). SMS team will also support the design of pages within the websites of local partners for the dissemination of content at the local level. The contents of website sections will be written by the SMS team and national partners of the project, and will be used to provide information and to tell the developments and results of the project's actions. SMS will manage and update the website and the social channels. The general and national contents will be spread also by websites and social media of the partners. The project website will have a general edition in English. The contents for partner's websites will be written by the national partners of the project, and will be used to provide information and to tell the developments and results of the project's actions. The journalists of Surrender Media Solutions will manage the website and the contents of the English section. During the whole period of the project, all partners and associated partners will be able to act as an "echo chamber" for the project, working on communication and dissemination of its steps and its results. SMS team will prepare <b>newsletter</b> for all partners, that will subsequently deliver them through their channels and network.</p> <p>The SMS team will take care of the creation of <b>communication and dissemination materials</b>, such as <b>press releases</b> regarding the different public phases of the project, from the launch to the final results, and the dissemination of press releases, <b>photos and videos produced</b> during the project. The dissemination, which will also support the 16 events (kick-off meeting, public workshops, museums events and final event) and the communications tools produced by the partners, will take place on two levels:</p> <ul style="list-style-type: none"> <li>- <b>a European level</b> through the dissemination of English content to the English-speaking European media.</li> <li>- <b>a local level</b> through the dissemination of national press releases to a selection of national media, in particular the media of the countries from which the partners come.</li> </ul> <p>Moreover, a second phase will begin 12 months after the start of the project. In line with the activities foreseen in WP3, WP4 and WP5, a <b>journalistic investigation</b> will be carried out by SMS team to highlight museums strategies to engage visitors and enhance their collection visibility. In particular it will focus on the specific issues of access to museums and artwork faced by categories like children and the elderly at high risk of social exclusion. The journalistic investigation will consist of one report in text format with the results of the investigation, 6 real and video stories intended for the broad public, 3 video infographics and 1 photogallery. A research extract will be</p>			

published on the project’s website in English. The text will be supported by photos, videos and infographics. With the support of the partners, the reportage will be translated into the project languages and disseminated through the European and national media.

Finally, 24 months after the start of the project, a **raising awareness campaign** on the impacts and results of the project will be carried out in this stage. The campaign will focus on 8 countries and will concentrate on **social media communication** on social platforms usually preferred by youngsters. It will consist of Instagram and TikTok **posts and stories** produced by local influencers. Each influencer will produce posts and stories in their national language with English subtitles. The influencers’ campaign will focus on their personal experience using the Tomato kit and Tomato App. Each influencer will talk about their experience and will launch a call to action inviting their followers to use the Tomato kit. The involvement of influencers aims to expand the public of dissemination activities to the younger sections of the population. The influencers will be chosen among those who have a specific youth audience linked to the target audience of the project

Every partner will inform the local, regional and national cultural and educational policy maker (for example major, regional councillor or minister). An informative letter regarding the action will be delivered in two period: at the beginning of the project (4 to 6 month) and one at the end of the project (between 30 to 36 month). In particular the project will be sustained by the Veneto Region (see annex with the letter signed by the regional minister for culture) and by Citynews SpA (see annex with letter signed by the CEO Fernando Diana).

**Activities (what, how, where) and division of work**

*Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. 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. .In monobeneficiary projects the ‘COO’ and ‘BEN’ are the same.*

*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 this work package.*

*The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*

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

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	Communication at local and international level	The WP leader will administer the official communication of the project, by managing the official website (Tomato Social) and updating the English contents. The communication campaign will act on a local level as well as on an international level.	<b>Surrender Media Solutions</b> Gruppo Pleiadi	BEN BEN BEN	

		All partners will contribute in sharing the project's news through their communication channels. In relation to their typology the partners have to engage and communicate to other organization the project	<p>HandsOn!</p> <p>Creative Plus</p> <p>K.A.NE.</p> <p>Venetian Cluster</p> <p>iShowroom</p> <p>Sladovna Písek Gallery to play</p> <p>Kallitechnio</p> <p>EcoMuseo ISTRIAN de Dignan</p> <p>Skrateljč</p> <p>Associazione e Comunità degli Italiani "Giuseppe Tartini" Pirano</p> <p>Abakkum</p> <p>Frida &amp; FreD - associated partner</p> <p>Butterfly Arc</p> <p>Regione Veneto</p>	<p>BEN</p> <p>COO</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>AP</p> <p>AP</p> <p>AP</p> <p>AP</p>	
T2.2	Journalistic investigation	The WP leader will engage in a journalistic investigation in order to analyse museums communication and how they	<b>Surrender Media Solutions</b>	BEN	



		apply strategies to different target groups and enhance access to their collections.			
T2.3	Direct ambassadors' communication	Each influencer will talk about their experience and will launch a call to action inviting their followers to go to cultural institutions and use the Tomato kit and App to living the best experience. The involvement of influencers aims to expand the public and to disseminate outputs to the younger population. The influencers will be chosen among those who have a specific youth audience linked to the target audience of the project.	<b>Surrender Media Solutions</b>	BEN	

**Milestones and deliverables (outputs/outcomes)**

***Milestones** are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*

*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, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*

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*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.*

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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		2				

MS2		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	Website, social media and journalistic contents	2	<b>Surrender Media Solutions</b>	[DEC — Websites, patent filings, videos, etc]	[SEN — Sensitive]	36	<p>The journalists of Surrender Media Solutions describe in the report the project <b>website's (1)</b> results, and the contents of the English section to be used to provide information on the results and developments of the project's actions.</p> <p>The report provides information and proof of <b>1 press releases</b> realised by SME's team for the KOM.</p>
D2.2	Communication materials	2	<b>Surrender Media Solutions</b>	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[SEN — Sensitive]	24	<p>It will be carried out with the support of local partners and will consist of: <b>1 report in text format</b> with the results of the investigation, <b>17 real and video stories</b> intended for the broad public, <b>3 video infographics</b>, <b>1 photogallery</b>. The <b>research extract</b> will be published on the project's website in English.</p>
D2.3	Report on Communication Material	2	<b>Surrender Media Solutions</b>	[R — Document, report]	[SEN — Sensitive]	36	<p>The report describes <b>1 raising awareness campaign</b> on the impacts and results of the project will be carried out in this stage. The campaign focuses on <b>8 countries</b> and consist of <b>18 posts</b> and <b>42 stories</b> for Instagram and TikTok, produced by <b>9 local influencers</b>. Each influencer will produce <b>3 posts and 7 stories</b> in national language and with English subtitles. For the needs of the report, links will be provided for all videos created during this deliverable.</p>

### Work Package 3

### Work Package 3: [Artistic and creative expression]

**Duration:**

M1 – M36

**Lead Beneficiary:**

Gruppo Pleiadi

#### Objectives

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

- Execution of a **multidisciplinary research** project and development action to create a pedagogical product with particular emphasis on enhancing the access and inclusion of the public in situations of social, economic and cultural marginalization. This research will focus both on the physical aspects of the kit (to study the better practical and manual experience for the minor and his family), as well as on the digital part (design of augmented reality contents and a social platform / application).
- Realization of an original creative product: **the "Tomato kit - food for thought" prototype**, an educational kit dedicated to the 3-10 age group and their families. The educational kit will consist of a compact container and contain components, to carry out activities, scientific experiments and games at home in the areas covered by partner museums. Along with the kit, will be developed **technology-based product "Tomato Social" web platform and "Tomato App"** software for continuing the kit experience on a digital level.

#### The WP3 is organized along the following activities and deliverables:

WP3 will conduct research on pedagogical theory, cultural contents appropriate for children, ecological materials for educational tools, user experience for the project target, algorithm analysis, with the aim of producing **handbooks** with guidance on social inclusion and audience engagements. Those handbooks will be put in action in the developing of the Tomato kit, that will constitute the concretization of applied research.

The objective of the kit production will be maintaining a strong component of manual skills and tangibility in the playful-didactic activity, however engaging the multiplier effect given by the use of technologies, which should not prevail in the learning process. To obtain this particular balance, it is therefore necessary to develop a study on the contents and methods of communication that will necessarily involve elements of pedagogy, computer science, STEM disciplines but not only. Since these kits are also suitable for potential use by cultural institutions, it will be necessary to design the different kits thanks to technical contributions deriving from museological disciplines and territorial marketing. Moreover, the study on the Kit will also cover the pedagogical and stylistic aspects in order to intercept a heterogeneous European public.

Therefore, the activities will be divided in 3 main phases (tasks):

1. WP leader will collect all educational information relating to museums partners collections to concentrate on how to select and present cultural heritage concepts in an innovative tool for education, both in a physical and digital way. Each educational department of the partner museums will provide material and suggestions to the creative project partner who will elaborate it to create the kit. This will happen through the coordination of the WP leader (T3.1). Gruppo Pleiadi will test different biodegradable and environmentally friendly materials suitable to youngster. To achieve this objective, it will first be necessary to investigate the possibilities offered by the market for materials, mainly advanced organic materials, which exploit particular chemical-physical properties to give concrete durability even in the shipping phase. As a last step, a series of tests will be passed to monitor the performance of the materials in real stress situations by sending the kits with different vectors and keeping reference samples in place. The second step will concern the degree of exploitation of the materials and the yield during their transformation for the creation of packaging and contents. iShowroom will research on the digital aspects of social inclusion and audience engagement in culture by studying

logical structures for a prototype software / application. The aim is to be able to create at the same time an interface that covers both an aggregator value of interests and relationships on digital channels and an element of generation of dynamic reality-increased experiences. The technical and scientific output connected to this macro-phase are represented by a set of new algorithms that are able to adapt and increase the environmental experience that the individual is experiencing thanks to the use of the kit. **Two handbooks** will be generated by the studied carried out, in order to provide guidelines on the results acquired. The handbooks will originate on the research and testing realized, and will address how to enhance assess to culture heritage contents and social inclusion. One will cover physical aspects of the research and the other will focus on the digital aspects of the research.

2. This phase output consists in the realization of the physical part of **Tomato kit realization** (T3.2). In order to achieve it, a phase of **detailed planning and design** of the Tomato kit will be carried out. Specifically, this action will include drafting of texts and lay-out of graphic contents, materials planning and packaging design, translation of contents in different European languages. **8 different kits** with different contents will be **prototyped** (T3.2) with the aim of reach **1000** kits produced in this phase. The kit will consist of a container or envelope of the most compact dimensions possible (indicatively the size of an A5 sheet, shape still to be determined) inside which it will be possible to insert components, even assemblage to carry out scientific experiments, artistic activities and games. The didactic boxes (kits) will contain: a book of max. 16 pages with comics that will talk to the child about the topics covered in the kit, 1 poster-game that explores the topics in a playful way, 1 booklet of pedagogical suggestions for parents and ideas for creative activities and adult-child techniques to be carried out also in the air open, stickers and the physical material necessary to develop one or more playful-educational experiences associated with the individual museums of the partnership or involved in the project activities
3. This phase will be about the digital aspects of the Tomato kit. Following the research conclusions, this phase will include **planning and development** of the Tomato App and Tomato Social channels (T3.3), from the basic algorithmic structure to programming contents and user interaction. Cultural heritage contents will be elaborate and degenitalized to design the kit's web contents, for a virtual implementation of the Tomato kit. This phase will develop informative articles and ideas for creating further indoor and outdoor activities, as well as planning multimedia content to experience through augmented reality. A **digital platform** (Tomato App and Tomato Social; (T3.3) will be implemented capable of increasing the experience lived by users, allowing children and parents to explore the issues covered by the individual kits. Within the kits it will be possible to view multimedia content using the devices available to families (smartphones, tablets, etc.).

**Activities (what, how, where) and division of work**

*Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. Be specific and give a short name and number for each task.*

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Task No (continuous numbering)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role	

linked to WP)				(COO, BEN, AE, AP, OTHER)	
T3.1	Research and analysis and contents elaboration	Selection of partner museum's contents to include in the kit, with museums active collaboration. Studies on design, as well as on content presentation and learning activities ideation. The research will carry on an evaluation and testing of biodegradable and environmentally friendly materials for the kit composition. Written research of the studies made. Research on algorithms and best digital experience for digital educational tools on culture.	<b>Gruppo Pleiadi</b> HandsOn! Sladovna Písek Gallery to play EcoMuseo ISTRIAN de Dignan Skrateljc Associazione e Comunità degli Italiani "Giuseppe Tartini" Pirano Abakkum Frida & FreD - associated partner Butterfly Arc Direzione Regionale Musei Veneto	BEN BEN BEN BEN BEN BEN AP AP AP	
T3.2	Planning and design of the physical part of the "Tomato kit - food for thought".	Planning and development of physical and digital aspects of the kit, from detailed plans and design to contents specifics.	<b>Gruppo Pleiadi</b>	BEN	

T3.3	Design and structure of digital aspects of the kit (web and app platforms)	Realization of Tomato Social and Tomato App. Acquisition of necessary content skills useful in the serial design of kits and their educational contents. Research of innovative algorithms able to improve the experience the kit will offer. Written research of the studies made.	iShowroom Gruppo Pleiadi	BEN BEN	
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**Milestones and deliverables (outputs/outcomes)**

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

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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.

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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		3					
MS2		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	Handbooks on research results	3	Gruppo Pleiadi iShowroom	R	[SEN — Sensitive]	24	Working groups (online) coordinated by Gruppo Pleiadi with museums to collect all educational information relating to their collections; Selection of museum contents that can be included in the kit.  <b>Two handbooks</b> on research achievements will be produced. The handbooks will originate on the research and testing realized, and will address how to enhance <b>assess to culture heritage contents and social inclusion</b> . One will cover physical aspects of the research and the other will focus on the digital aspects of the research.
D3.2	Report on of the physical part of the Tomato kit's realization	3	Gruppo Pleiadi	[R — Document, report]	[SEN — Sensitive]	24	The report includes texts and lay-out of graphic contents, materials planning and packaging design descriptions. <b>Translation</b> of contents in different European languages as explained in the project summary.
D3.3	Report of the of digital part of the Tomato kit's realization	3	iShowroom Gruppo Peiadi	[R — Document, report]	[SEN — Sensitive]	24	The report serves as document of the planning and development phase of the 1 <b>Tomato App</b> and 1 <b>Tomato Social</b> channels, from their basic structure to programming contents.

#### Work Package 4

<b>Work Package 4: [Capacity buildings]</b>			
<b>Duration:</b>	M4 – M35	<b>Lead Beneficiary:</b>	K.A.N.E.
<b>Objectives</b>			
<i>List the specific objectives to which this work package is linked.</i>			
The objectives of the WP4 are strongly linked with the social environments of the partners directly involved in the organisations of the activities. These are K.A.N.E. and Creative Plus, both NGOs operating with children and young people in social and educational poverty in Greece and Romania.			

Through WP4 the following objectives will be pursued:

- discussion on inclusion and accessibility through the involvement of pedagogists, psychologists and educators;
- testing process and implementation of the product through events and pilot action to test the kit in different social and cultural environments;
- distribution and validation of the product, events to test the kit and collect feedback.

The WP4 is organized along the following activities and deliverables:

After studying and implementing the kit in WP3, it is necessary to test the kit in different contexts. In fact, one of the still points of the project will be the relevance given on enhancing the access and inclusion of the public in situations of social, economic and cultural marginalization. Thanks to the participation of NGOs dedicated to youth development and social integration, the WP action will be divided into **three different consequential moments**:

1. Firstly, **training programs** (trainings between the partners and open workshops) (T4.1) will be organised to discuss the use of the Kit and the techniques for the inclusion of marginalized groups and about increasing learning capacity in youth through pedagogical instruments. They will involve in a first moment (trainings at month 7,12,18) all project partners and will be organised in the countries of the participating NGOs (Greece and Romania). The last two workshops will have partners and stakeholders able to discuss and validate the aim of the kit, its components and its application.
2. Subsequently, **a pilot action** (T4.2) will be carried out with children in educational poverty and physical diseases (autistic spectrum disorder or few economic and cultural opportunities) in order to **test and validate** the physical and digital kit. More specifically, associations will be provided with a set of kits (about thirty) to test through the organization of workshops / events or meetings directed to children and their families. The facilitators will pay attention to children's behaviour according to the instruments and techniques learned in the previous phase and settle as indicators.
3. Finally, **feedback** from the various events and actions organised will be collected in order to share it with the kit's creators and possibly make the necessary changes or additions on the basis of the results obtained. Questionnaires developed by partners will be used to collect feedback based on target groups (T4.3).

Thanks to the meetings and training events, the partners will have the opportunity to train in different contexts and to confront each other in order to develop good practices that will be transferred to the museums of the network (see WP5).

#### Activities (what, how, where) and division of work

*Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. Be specific and give a short name and number for each task.*

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

Task No	Task Name	Description	Participants
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(continuous numbering linked to WP)			Name	Role (COO, BEN, AE, AP, OTHER)	In-kind Contributions and Subcontracting (Yes/No and which)
T4.1	Training Programs and verification of handbooks and kit	Three internal training programmes are taught and organized in order to identify the tools and methodologies to elaborate the final version of the handbook and the kit (children in social and physical disease situations). They are designed to support facilitators during the elaboration of the kits, in order to clarify doubts and to improve the development of their work.	<b>K.A.NE.</b> CreativePlus Kallitechnio	COO BEN	
T4.2	Pilot action - first test of the KIT on a selected audience	Associations will select and coordinate target groups among their networks to test the kit.  They will distribute a series of Tomato kits to test their performances with their network and selected targets.	<b>K.A.NE.</b> CreativePlus Kallitechnio	COO BEN	
T4.3	Collection of feedbacks and validation	Associations will collect the feedback through questionnaires from the various events and actions organised in order to reach the final version of the handbook and the kit.	K.A.NE. <b>CreativePlus</b> Kallitechnio	COO BEN	

**Milestones and deliverables (outputs/outcomes)**

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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		4					
MS2		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	3 Reports on Trainings activities	4	K.A.N.E. CreativePlus Kallitechnio	[R]	[SEN — Sensitive]	7,12,19	Each report documents one of the project's internal training programs held by youth's development association to verify the handbook and the kit and to gain feedbacks on accessibility and inclusion.
D4.2	Report on the Product's testing process (pilot action)	4	K.A.N.E. CreativePlus Kallitechnio	R	SEN	12-21	The report documents performances and user testing of the product, with relative technical documentation.
D4.3	Handbook and report on questionnaires feedbacks	4	K.A.N.E. CreativePlus Kallitechnio	R	SEN	24	Development and filling in of a modular questionnaire to collect feedback from users.  Validation and final version of the handbook and the kit.

## Work Package 5

### Work Package 5: [Networking and knowledge sharing]

**Duration:**

M24 – M36

**Lead Beneficiary:**

HandsOn!

#### Objectives

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

- Knowledge sharing through the distribution of Handbooks and validation the Tomato kit.
- Networking through the organization of events to present the project outcomes and be able to test the different versions of the kit;
- Collection of feedback on the product's performance in order to be able to evaluate WP3 works and the kit effectiveness.

#### The WP5 is organized along the following activities and deliverables:

This action will be **open to the public** outside the project consortium, with the objective of networking and sharing knowledge through events by museums partner.

The aim of this work package is to create a strong network of museums and institutions that could benefit from the TOMATO project and the Tomato kit development, and would join the other partners in presenting the product around Europe and collect feedback on its performance.

The main activity will be to validate the Tomato Kit: to test its performance and collect information on the quality of the experience it offers. More specifically, museums will be provided with a set of **kits to test**. In order to do so, workshops / **events or meetings** directed to children and families will be held to present the initiative and the product. We are interested in introducing the Tomato kit as an innovative educational tool which, in this period of health crisis, is able to reconnect the younger generations to culture. By leaving the institutional space to reach children and their families directly in their homes, the Tomato kit combines manual skills, games and technology. Is a tool not yet present on the market, useful to retain the public of the various museums and to expand their content proposal to let the public discover institutions that normally are far to reach. The **collection of feedback** will be important to identify best practices and to collect this information a unique mode will be decided and developed.

#### Activities (what, how, where) and division of work

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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	Workshops and events for the Tomato kit presentation and validation/evaluation process through events organization	<p>Workshops will be directed to external stakeholders and policy makers about how to use the Tomato kit. Presenting the kit, what is the aim, what are the components of it, how it will be applied to children, how the results are registered and reported.</p> <p>Museums will organize 12 events with different target groups, in order to present the Tomato kit and test its performances with the audience. In particular some events will involve schools in order to involve educational institutions and enhance the audience of the action.</p> <p>A questionnaire will be used to collect feedback from the testers, to have a better understanding of the kit educational and pedagogical impact and its appreciation factor.</p>	<p><b>HandsOn!</b></p> <p>Venetian Cluster</p> <p>Sladovna Písek Gallery to play</p> <p>EcoMuseo ISTRIAN de Dignan</p> <p>Skrateljč</p> <p>Associazione Comunità degli Italiani “Giuseppe Tartini” Pirano</p> <p>Abakkum</p> <p>Frida &amp; FreD - associated partner</p> <p>Butterfly Arc</p> <p>Direzione Regionale Musei del Veneto</p>	<p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>AP</p> <p>AP</p> <p>AP</p>	

T5.2	Dissemination through museums network	<p>All museums will contribute in communicating and disseminating results and updates regarding the project's outcomes, in order to amplify the project's audience capacity.</p> <p>As cluster for cultural heritage, also Venetian Cluster can participate in networking activities.</p>	<p><b>HandsOn!</b></p> <p>Venetian Cluster</p> <p>Sladovna Písek Gallery to play</p> <p>EcoMuseo ISTRIAN de Dignan</p> <p>Skrateljč</p> <p>Associazione Comunità degli Italiani "Giuseppe Tartini" Pirano</p> <p>Abakkum</p> <p>Frida &amp; FreD - associated partner</p> <p>Butterfly Arc</p> <p>Direzione Regionale Musei del Veneto</p>	<p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>BEN</p> <p>AP</p> <p>AP</p> <p>AP</p>	
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**Milestones and deliverables (outputs/outcomes)**

***Milestones** are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*

*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, internal working papers, meeting minutes, etc. Limit the number of deliverables 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](#).

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		5					
MS2		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	Report on Project's workshops and local events	5	HandsOn! Venetian Cluster All museum partners	[R]	SEN	27-34	In the report is described the final results of Workshops (2) and Museums Events (12) for kit proof. Events are for the product presentation and distribution directed to different target groups (children, families, museum operators and educators). Schools are one of the target groups selected, that can have great impact on children and their family's community and help the action reach a wider public.
D5.2	Report on Dissemination campaign	5	HandsOn! Venetian Cluster All museum partners	[R]	SEN	24-36	The report describes how Museums re-post official communication from the WP2 leader and use their communication channels to disseminate the results of

							their events. The report will include photos as well.
D5.3	Report on Final Event	5	K.A.NE. All partners	[R]	SEN	36	The report describes the Final event, to be organized in presence to complete officially the project activities. The first part is open only to partners, and a second part is open to all and streamed online to reach a wider visibility. The report will include the agenda of the final event as well as photos.

**Estimated budget — Resources**

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

**Events and trainings**

**Events and trainings (including performances, residencies, exhibitions, workshops, conferences, etc. both face to face and virtual events are to be included).**

*This table is to be completed for events that have been mentioned as part of the activities in the work packages above.*

*Complete the table below with **realistic** estimates in terms of the number of attendees / participants / audience size. This data will be used in part to assess the success of the implementation of the project. Use your risk assessment to explain your mitigating measures.*

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number

E1.1	All partners	Kick-off event	Initial event (half internal and half open to the public)	Launching of activities and presentation of the project	Verona, Italy	1	150
E1.2	All partners	General Assembly	Virtual event	Project and financial management activities	Online	1	18
E1.3	All partners	General Assembly	Virtual event	Project and financial management activities	Online	1	18
E1.4	All partners	General Assembly	Virtual event	Project and financial management activities	Online	1	18
E1.5	All partners	General Assembly	Virtual event	Project and financial management activities	Online	1	18
E1.6	All partners	General Assembly	Virtual event	Project and financial management activities	Online	1	18
E4.1	All partners	TOMATO Training	Training	Discussion and validation of the handbook and kit	Romania	2	32
E4.2	All partners	TOMATO Training	Training	Discussion and validation of the handbook and kit	Greece	5	32
E4.3	All partners	TOMATO Training	Training	Discussion and validation of the handbook and kit	Athens, Greece	2	32
E4.4	Creative Plus	TOMATO Workshop	Workshop	Testing and validation of the kit	Romania	2	100
E4.5	KANE	TOMATO Workshop	Workshop	Testing and validation of the kit	Greece	5	100
E5.1	Skrateljč	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and policy makers	Slovenia	1	900



E5.2	C.I. Tartini	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and schools	Pirano, Slovenia	1	900
E5.3	Frieda&Fred	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and policy makers	Graz, Austria	1	1000
E5.4	Istrian de Dignan	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and schools	Croatia	1	800
E5.5	Sladovna Pisec	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and policy makers	Prague, Czech Republic	1	500
E5.6	Butterfly Arc	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and policy makers	Montegrotto, Italy	1	500
E5.7	Abakkum	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and schools	Slovenia	1	500
E5.8	Frieda&Fred	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and schools	Graz, Austria	1	1000
E5.9	Sladovna Pisec	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and schools	Prague, Czech Republic	1	500
E5.10	Direzione Regionale Musei del Veneto	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and policy makers	Venice, Italy	1	1000
E5.11	Istrian de Dignan	Presentation of the kit	Event face to face and streaming dissemination	Presentation of the kit to the stakeholders and policy makers	Croatia	1	800

E5.12	All partners	Final event	Event face to face and streaming dissemination (half internal and half open to the public)	Presentation of the results and fvclosure of activities	Greece	1	1500
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### 5.3 Timetable

Timetable (projects up to 2 years)																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
<b>Note:</b> 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)																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
<b>Note:</b> 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 Project management coordination and general assembly	█	█	█	█	█	█	█	█	█	█	█										
Task 1.2 Reporting and financial management			█	█	█	█															
Task 1.3 Monitoring and Evaluation	█	█	█	█	█	█	█	█	█	█	█										
Task 2.1 Communication at local and international level	█	█	█	█	█	█	█	█	█	█	█										
Task 2.2 Research on museums communication strategies			█	█	█	█	█														
Task 2.3 Direct ambassadors' communication							█	█	█	█	█										
Task 3.1 Research and analysis for the development of the product and contents elaboration	█	█	█	█	█	█	█														
Task 3.2 Planning and design of the physical part of the "Tomato kit - food for thought"				█	█	█	█														
Task 3.3 Design and structure of digital aspects of the kit (web and app platforms)				█	█	█	█														
Task 4.1 Training Programs and verification of handbooks and kit		█	█	█	█	█															
Task 4.2 Pilot action - first test of the KIT on a selected audience			█	█	█	█															
Task 4.3 Collection of feedbacks and validation				█	█	█	█														



## 6. OTHER

### 6.1 Ethics

<b>Ethics</b>
Not applicable.

### 6.2 Security

<b>Security</b>
Not applicable.

## 7. DECLARATIONS

<b>Double funding</b>	
<b>Information concerning other EU grants for this project</b>	<b>YES/NO</b>
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p>	
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. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	YES

<b>Financial support to third parties (if applicable)</b>
<i>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</i>
Not applicable



## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table (annex 1 to Part B) — *mandatory*

CVs (annex 2 to Part B) — *mandatory if required in the Call document*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

#### Special

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

## LIST OF PREVIOUS PROJECTS

List of previous projects					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).

**ANNEX 2****ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION**

Forms of funding	Estimated EU contribution					Maximum grant amount <sup>1</sup>
	Estimated eligible lump sum contributions (per work package)					
	WP1 Project management and coordination	WP2 Communication and dissemination	WP3 Artistic and creative expression	WP4 Capacity buildings	WP5 Networking and knowledge sharing	
	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e	f = a + b + c + d + e
1 - K.A.NE.	70 031.00	4 045.00	0.00	89 625.00	25 430.00	189 131.00
2 - iShowroom	3 880.00	839.00	172 119.00	1 573.00	5 243.00	183 654.00
3 - SMS	3 146.00	127 000.00	0.00	0.00	0.00	130 146.00
4 - CreativePlus	1 334.00	239.00	0.00	20 796.00	5 741.00	28 110.00
5 - ISTRIANdeDignan	890.00	92.00	457.00	1 573.00	6 122.00	9 134.00
6 - ACIGTP	1 685.00	300.00	674.00	974.00	5 527.00	9 160.00
7 - SKRATELJC	1 829.00	335.00	838.00	974.00	5 138.00	9 114.00
8 - SLADOVNA	599.00	150.00	599.00	1 573.00	6 441.00	9 362.00
9 - HO! Intl.	1 528.00	195.00	5 917.00	1 573.00	89 430.00	98 643.00
10 - VHC	36 551.00	1 259.00	0.00	1 573.00	42 707.00	82 090.00
11 - ABAKKUM Piran	2 224.00	435.00	1 086.00	974.00	4 396.00	9 115.00
12 - Gruppo Pleiadi	5 153.00	431.00	135 765.00	2 397.00	8 536.00	152 282.00
13 - Kallitechnio	1 363.00	210.00	0.00	17 623.00	1 573.00	20 769.00
15 - RV						
16 - BUTTERFLY ARC						
17 - KIMUS						
18 - D.R.MuseiVeneto						
<b>Σ consortium</b>	130 213.00	135 530.00	317 455.00	141 228.00	206 284.00	930 710.00

<sup>1</sup> The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).



**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**ISHOWROOM S.R.O. (iShowroom)**, PIC 889646074, established in KAPROVA 42/14, STARE MESTO, PRAHA 110 00, Czechia,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**SURRENDER MEDIA SOLUTIONS (SMS)**, PIC 894320310, established in PLACE ADOLPHE SAX 3/17, IXELLES 1050, Belgium,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

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SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**ASOCIATIA CREATIVEPLUS ONG (CreativePlus)**, PIC 945117852, established in ROMA STREET 4, CONSTANTA 900002, Romania,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

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SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**UDRUGA ISTARSKO-EKOMUZEJ IZ VODNJANA (ISTRIANdeDignan)**, PIC 937301980,  
established in NARODNI TRG 8, VODNJAN 52215, Croatia,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

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SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**ZDRUZENJE SKUPNOST ITALIJANOV GIUSEPPE TARTINI PIRAN (ACIGTP), PIC 887559119, established in KAJUHOVA ULICA 12, PIRAN PIRANO 6310, Slovenia,**

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO ('the Agreement')**

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA) ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),**

**and mandates**

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SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**SKRATELJC, ZAVOD ZA KULTURO, IZOBRAZEVANJE IN SPORT (SKRATELJC), PIC 889688560, established in BEVKE 193, BREZOVICI 1358, Slovenia,**

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO ('the Agreement')**

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA) ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),**

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

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SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**SLADOVNA PISEK OPS (SLADOVNA)**, PIC 937221567, established in VELKE NAMESTI 113/1, PISEK 39701, Czechia,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

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SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**HANDS ON! INTERNATIONALE VEREINIGUNG FUR KINDER IN MUSEEN (HO! Intl.)**,  
PIC 916952350, established in FRIEDRICHGASSE 34, GRAZ 8010, Austria,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary



**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**VENETIAN CLUSTER SRL (VHC)**, PIC 942750955, established in SESTIERE SAN MARCO 1163, VENEZIA 30124, Italy,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**ABAKKUM ZAVOD ZA KRAJINO, KULTURO IN UMETNOST, PIRAN (ABAKKUM Piran)**, PIC 924261009, established in LENINOVA ULICA 1, PIRAN 6330, Slovenia,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

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SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**GRUPPO PLEIADI SOC. COOP. SOC. (Gruppo Pleiadi)**, PIC 944372504, established in VIA CESARE BATTISTI 51, LIMENA 35010, Italy,

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO** ('the Agreement')

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and the European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

**ANNEX 3**

**ACCESSION FORM FOR BENEFICIARIES**

**KOINONIKI KAI SYNETAIRISTIKI EPICHEIRISI KALLITECHNEIO KENTRO  
TECHNIS, POLITISMOU KAI KOINONIKIS ENDYNAMOSIS (Kallitechnio), PIC  
895994433, established in ATHANASIOU CHEILIOU 16, ACHARNES 136 74, Greece,**

**hereby agrees**

**to become beneficiary**

**in Agreement No 101056019 — TOMATO ('the Agreement')**

**between SOCIAL YOUTH DEVELOPMENT CIVIL NONPROFIT SOCIETY (K.A.NE.) and  
the European Education and Culture Executive Agency (EACEA) ('EU executive agency'  
or 'granting authority'), under the powers delegated by the European Commission ('European  
Commission'),**

**and mandates**

**the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement,  
in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in  
accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

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

The consortium hereby confirms that:

The information provided is complete, reliable and true.

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

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

## ANNEX 5

### SPECIFIC RULES

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

##### **Different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes**

When the action includes a work intended for commercial exploitation, Article 16.3 can only be applied to the promotion materials and documents related to the work, but not to the artistic material related to the work or to the work itself.

#### COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

##### **Additional communication and dissemination activities**

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

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

##### **Special logos**

Communication activities and infrastructure, equipment or major results funded by the grant must moreover display the following logo:

- for Creative Europe Media grants and Creative Europe Desk communication activities about the MEDIA strand:

- the Creative Europe Media logo



and

- for actions involving the distribution of audiovisual works: the Creative Europe Media animated logo:

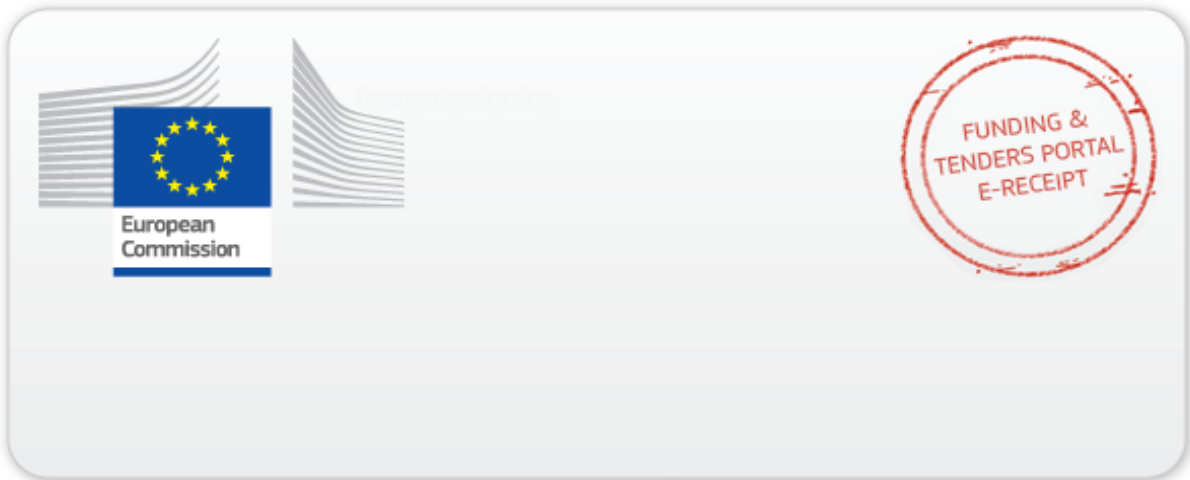


- for Creative Europe Desk communication activities covering all strands of the Creative Europe programme: a combined logo



### **SPECIFIC RULES FOR CARRYING OUT THE ACTION (— ARTICLE 18)**

n/a



This electronic receipt is a digitally signed version of the document submitted by your organisation. Both the content of the document and a set of metadata have been digitally sealed.

This digital signature mechanism, using a public-private key pair mechanism, uniquely binds this eReceipt to the modules of the Funding & Tenders Portal of the European Commission, to the transaction for which it was generated and ensures its full integrity. Therefore a complete digitally signed trail of the transaction is available both for your organisation and for the issuer of the eReceipt.

Any attempt to modify the content will lead to a break of the integrity of the electronic signature, which can be verified at any time by clicking on the eReceipt validation symbol.

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