



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.A – Erasmus+, EU Solidarity Corps  
A.1 – European Higher Education

### GRANT AGREEMENT

#### **Project 101238767 — EUCKS**

#### **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':

**ZAKLADNI SKOLA PRAHA 8 HOVORCOVICKA 11 (ZS Hovorcovicka)**, PIC 908668550, established in HOVORCOVICKA 1281 11, PRAGUE 182 00, Czechia,

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](#).

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## DATA SHEET

### 1. General data

Project summary:

Project summary
The project will raise pupils' awareness of the European Union, its values, functioning and cultural heritage. The aim is to show pupils the diversity and unity of the European Union, the process of EU unification and its relevance to the daily lives of pupils in school. The project combines innovative teaching methods, interactive project days and experiential learning through excursions to important cultural sites and EU institutions. The project also aims to promote the development of key competences such as critical thinking, media and digital literacy, communication skills and to encourage pupils' civic participation. The project is based on experiential learning, group work, peer learning, the heuristic method and critical thinking. The project will use simulations, games, discussions, presentations, excursions, e-learning and more. The whole project is aimed at linking innovative methods of teaching about the EU with different educational areas such as foreign languages, geography, history, civics, art and music.

Keywords:

- New skills and competences for teachers
- Democratic engagement and civic participation
- European history, Remembrance and European Citizenship
- School education
- digital skills
- Active citizenship
- Innovative teaching methods, peer and experiential learning, blended learning; new skills and competences for teachers; democratic principles and civic participation

Project number: 101238767

Project name: EU cesta k sobe

Project acronym: EUCKS

Call: ERASMUS-JMO-2025-OFET-LEARNING-EU

Topic: ERASMUS-JMO-2025-OFET-LEARNING-EU

Type of action: ERASMUS 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: No

### 2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	ZS Hovorcovicka	ZAKLADNI SKOLA PRAHA 8 HOVORCOVICKA 11	CZ	908668550	31 000.00
<b>Total</b>						31 000.00

**Coordinator:**

- ZAKLADNI SKOLA PRAHA 8 HOVORCOVICKA 11 (ZS Hovorcovicka)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
31 000.00	31 000.00

**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)	21 700.00	n/a	1 - ZS Hovorcovicka	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:

CZ450300000000002592185 CEKOCZPPXXX

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 190 of EU Financial Regulation 2024/2509<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(38) of EU Financial Regulation 2024/2509, i.e. non-financial resources made available free of charge by third parties.

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<sup>4</sup> For the definition, see Article 190 Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024): "**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 138(1) and 143(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".

**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 138(1)(c) of EU Financial Regulation 2024/2509<sup>8</sup>.

**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 **101238767 — EUCKS** ('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).

<sup>8</sup> 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

The grant is an action grant<sup>9</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>10</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>9</sup> For the definition, see Article 183(2)(a) EU Financial Regulation 2024/2509: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

<sup>10</sup> See Article 125 EU Financial Regulation 2024/2509.

### 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>11</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

Not applicable

### 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).

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<sup>11</sup> For the definition, see Article 190(2) EU Financial Regulation 2024/2509: “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.”

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>12</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.).

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<sup>12</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 (OJ L 157, 9.6.2006, p. 87).

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<sup>13</sup>
- 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.

‘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 157 EU Financial Regulation 2024/2509).

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

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<sup>13</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 (OJ L 157, 9.6.2006, p. 87).

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 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 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>14</sup> and its implementing rules).

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<sup>14</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).

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.

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>15</sup>.

## 15.2 Data processing by the beneficiaries

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>16</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

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<sup>15</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).

<sup>16</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).

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.

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 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:

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

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 2024/2509.

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>17</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 28) and the grant or the coordinator may be terminated (see Article 32).

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

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<sup>17</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).

## **ARTICLE 23 — GUARANTEES**

### **23.1 Prefinancing guarantee**

If required by the granting authority (see Data Sheet, Point 4.2), the beneficiaries must provide (one or more) prefinancing guarantee(s) in accordance with the timing and the amounts set out in the Data Sheet.

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

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

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

They will be released within the following month.

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

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

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

## **ARTICLE 24 — CERTIFICATES**

Not applicable

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

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

#### **25.1.1 Internal checks**

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

#### **25.1.2 Project reviews**

The granting authority may carry out reviews on the proper implementation of the action and

compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

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

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

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

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

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

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

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

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

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

### 25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>18</sup> and No 2185/96<sup>19</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 263 of EU Financial Regulation 2024/2509.

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.

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<sup>18</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>19</sup> Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

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

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

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

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

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

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

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), failure to cooperate with checks, reviews, audits and investigations, 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), failure to cooperate with checks, reviews, audits and investigations, 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), failure to cooperate with checks, reviews, audits and investigations, etc.), or

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

(c) other:

- (i) linked action issues: not applicable
- (ii) additional GA suspension grounds: not applicable.

### 31.2.2 Procedure

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

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

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

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

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

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

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

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

## ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

### 32.1 Consortium-requested GA termination

#### 32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

### 32.1.2 Effects

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

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

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

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

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

## 32.2 Consortium-requested beneficiary termination

### 32.2.1 Conditions and procedure

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

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

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

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

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

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

### 32.2.2 Effects

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

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

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

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

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

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

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

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

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

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

## 32.3 EU-initiated GA or beneficiary termination

### 32.3.1 Conditions



serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)

- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
  - (i) linked action issues: not applicable
  - (ii) additional GA termination grounds: not applicable.

### 32.3.2 Procedure

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

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

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

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

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

### 32.3.3 Effects

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

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

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

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

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

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

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

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

(b) for **beneficiary termination**:

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

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

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

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

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

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

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

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

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

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

### **ARTICLE 33 — DAMAGES**

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

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

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

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

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

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

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

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 137 to 148 EU Financial Regulation 2024/2509 and Articles 4 and 7 of Regulation 2988/95<sup>20</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.

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<sup>20</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).

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

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

## **CHAPTER 6 FINAL PROVISIONS**

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

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

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

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

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>21</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

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<sup>21</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).

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

The granting authority may request additional information.

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

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

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

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

### **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).

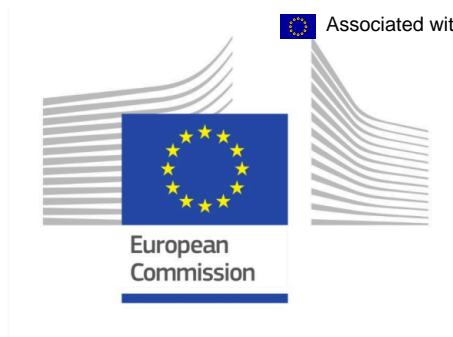
**ARTICLE 44 — ENTRY INTO FORCE**

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**



**Erasmus+ (ERASMUS+)**

**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>	101238767
<b>Project name:</b>	EU cesta k sobe
<b>Project acronym:</b>	EUCKS
<b>Call:</b>	ERASMUS-JMO-2025-OFET-LEARNING-EU
<b>Topic:</b>	ERASMUS-JMO-2025-OFET-LEARNING-EU
<b>Type of action:</b>	ERASMUS-LS
<b>Service:</b>	EACEA/A/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.*

The project will raise pupils' awareness of the European Union, its values, functioning and cultural heritage. The aim is to show pupils the diversity and unity of the European Union, the process of EU unification and its relevance to the daily lives of pupils in school.

The project combines innovative teaching methods, interactive project days and experiential learning through excursions to important cultural sites and EU institutions. The project also aims to promote the development of key competences such as critical thinking, media and digital literacy, communication skills and to encourage pupils' civic participation.

The project is based on experiential learning, group work, peer learning, the heuristic method and critical thinking. The project will use simulations, games, discussions, presentations, excursions, e-learning and more. The whole project is aimed at linking innovative methods of teaching about the EU with different educational areas such as foreign languages, geography, history, civics, art and music.

## LIST OF PARTICIPANTS

### PARTICIPANTS

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

Number	Role	Short name	Legal name	Country	PIC
1	COO	ZS Hovorcovicka	ZAKLADNI SKOLA PRAHA 8 HOVORCOVICKA 11	CZ	908668550

## 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>Deliverables</b>
WP1	EUCKS	1 - ZS Hovorcovicka	100.00	1	36	D1.1 – Teaching Hours

## Work package WP1 – EUCKS

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1 - ZS Hovorcovicka
<b>Work Package Name</b>	EUCKS		
<b>Start Month</b>	1	<b>End Month</b>	36

### Objectives

Cílem projektu je zapojení učitelů společensko-vědních předmětů do inovativních metod výuky a učení o EU. Mezi předměty, které jsme zvolili, patří zeměpis, dějepis, občanská výchova, hudební výchova a výtvarná výchova, cizí jazyky. Očekávaným výstupem jsou vzdělanější žáci a žákyně, kteří chápou význam EU, její hodnoty, historii, strukturu, cíle a směřování. Žáci si uvědomují svoje místo v rámci EU, možnosti, které EU nabízí vzhledem k jazykovému vzdělávání, profesnímu rozvoji, uplatnění na trhu práce a v neposlední řadě navázání neformálních přátelských vztahů, které ve svém důsledku mohou posílit každodenní život a aktivní občanství. Projekt také usiluje o rozvoj klíčových kompetencí, a to zejména o rozvoj mediální gramotnosti, kritického myšlení, občanské participace, rozvoj digitálních technologií.

### Description

#### T1.1 Týden evropských kultur:

Výuka v rámci kurikula cizích jazyků.

Podpoření povědomí o kulturní a jazykové rozmanitosti evropských zemí.

Nastavení spolupráce mezi třídami při přípravě pokrmů a tvorbě prezentací.

Zvýšení zájmu o cizí jazyky prostřednictvím praktických aktivit.

#### T1.2 Projektový den o udržitelném rozvoji:

Beseda s odborníky z automobilového průmyslu.

Green deal pro Evropu – možnosti každého občana přispět ke klimatické neutralitě.

Zpracování myšlenkových map, čeho všeho se Zelená dohoda pro Evropu týká, doplnění vlastních konkrétních aktivit.

#### T1.3 Mýty o EU:

Rozpoznání dezinformací, nácvik a prohloubení kritického myšlení.

Přiblížení významu EU prostřednictvím interaktivních aktivit.

Spolupráce mezi třídami při hledání faktů.

#### T1.4 Externí přednáška o EU:

Externí expert – přednáška o praktickém fungování EU.

Podněcení zájmu o aktuální témata spojená s EU.

#### T1.5 Rozšiřování EU:

Výuka v rámci kurikula zeměpisu.

Historie, rozšiřování EU a význam eura.

Porozumění geografie a historie Evropy.

Rozvoj dovedností při práci s mapou a tvorbě prezentací a kvízů.

#### T1.6 Hymny zemí EU

Kulturních tradice evropských zemí.

Propojení hudebního vzdělání s poznáváním historie.

Podpora spolupráce žáků při tvorbě kreativních prezentací.

#### T1.7 Prohlídka Mozartova muzea v Praze:

Prohloubení znalostí o evropském kulturním dědictví.

Zážitková pedagogika, práce v týmu, nevhodné získávání nových informací.

Podněcení zájmu o klasickou hudbu.

#### T1.8 Slavné osobnosti zemí EU:

Seznámení žáků s významnými osobnostmi evropských zemí.

Rozvíjení výtvarných dovedností a schopností prezentovat, posílení organizačních schopností – uspořádání výstavy v prostorech školy.

Podpoření mezipředmětové spolupráce.

## T1.9 Česko a EU:

Posílení vzájemné spolupráce mezi mladšími a staršími žáky.

Seznámení žáků z mladších ročníků s významem EU zábavnou formou – tvorba plakátů, které budou k dispozici žákům ve třídách, na chodbách a dalších prostorech školy.

Posílení digitálních kompetencí, propojení více předmětů.

## T1.10 Výlet do Vídně po stopách vídeňské hudební kultury:

Prohloubení znalostí o evropském kulturním dědictví.

Rozvíjení zájmu o hudební historii Evropy.

Zážitkové učení prostřednictvím exkurze.

## T1.11 Lidové písně a tance zemí EU:

Seznámení s kulturní tradicí vybraných zemí EU.

Rozvoj kompetencí k učení – nastudování lidových písní.

Rozvoj prezentačních dovedností.

## T1.12 Kreativní dílna – Kouzelná flétna:

Zážitkové učení o rozvoji opery.

Aktivní účast na workshop – hraní v opeře.

Rozvoj digitálních kompetencí – příprava prezentací o Kouzelné flétně.

## T1.13 Zažijte Evropu I:

Zážitkové učení o fungování EU v rámci programu Zažijte Evropu.

Tvorba exkurzního deníku.

Skupinová spolupráce, vrstevnické učení a posílení schopnosti reflexe.

## T1.14 Zažijte Evropu II:

Zážitkové učení a simulační hra na poslance.

Tvorba exkurzního deníku.

Skupinová spolupráce, vrstevnické učení, posílení komunikativních kompetencí a kompetencí k řešení problému

## T1.15 Minulost a současnost EU:

Výuka v rámci kurikula občanské výchovy.

Fungování a dělba práce v expertních skupinách.

Zpracování témat dle zadání.

Předávání informací mezi žáky, společná diskuse, obhajoba vlastních myšlenek na téma výhody a nevýhody členství v EU.

## T1.16 Jiří z Poděbrad:

Výuka v rámci kurikula dějepisu.

Od současnosti k myšlence jednotné Evropy Jiřího z Poděbrad.

Rozvoj kritického myšlení.

Myšlenkové mapování.

## T1.17 Od pražského groše k euru:

Zážitkové učení o Václavu II.

Posílení kompetencí k učení a kompetencí personálních.

Časová osa: vývoj měn od středověku po současnost

## T1.18 Cesta do Kutné Hory:

Skupinová práce a zážitkové učení.

Tvorba deníku z cesty – rozvíjení čtenářské gramotnosti.

Rozvoj digitálních kompetencí – tvorby mapy historických památek Kutné Hory.

## T1.19 Dny Evropského dědictví:

Návštěva evropsky významné památky v Praze.

Zážitkové učení formou exkurze.

Organizace výstavy o kulturních památkách zemí EU.

## T1.20 Den Evropy – Já a EU:

Připomenutí oslav 9. května.

Rozvoj týmové spolupráce, mezipředmětové propojení.

Společné sdílení.

T1.21 Modelové zasedání Evropského parlamentu:

Osvojení dovedností k řešení problému.

Nastínění modelových situací – pravidla diskuse, respekt k názoru druhého.

Získání vědomostí o fungování EP.

T1.22 Vlajky zemí EU

Rozvíjení různých výtvarných technik.

Osvojení vědomostí o symbolech zemí EU.

Posílení týmové spolupráce.

T1.23 Návštěva Evropského parlamentu v Bruselu

Sdílení autentických zkušeností v prostředí evropské instituce.

Zážitkové učení a rozvoj jazykových dovedností.

Posílení komunikativních a sociálních kompetencí.

T1.24 Hudební a taneční tradice zemí EU

Výuka dle kurikula hudební výchovy.

Orientace v evropské hudební tvorbě napříč historií.

Týmová spolupráce při mapování hudební a taneční tradice zemí EU.

T1.25 Reflexe a zhodnocení projektu

Zhodnocení a reflexe projektu projektovým týdnem.

Sumarizace materiálů, sdílení v rámci dobré praxe.

## 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>Total Person-Months</b>
1 - ZS Hovorcovicka	100.00	100.00
<b>Total Person-Months</b>	100.00	100.00

## LIST OF DELIVERABLES

### Deliverables

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

*The labels used mean:*

*Public — fully open ( automatically posted online)*

*Sensitive — limited under the conditions of the Grant Agreement*

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

<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	Teaching Hours	WP1	1 - ZS Hovorcovicka	OTHER	SEN - Sensitive	36

**Deliverable D1.1 – Teaching Hours**

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1 - ZS Hovorcovicka
<b>Deliverable Name</b>	Teaching Hours		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP1

Description
<p>Table of the number of teaching hours to be carried out per academic year for each Professor:</p> <p>Mgr. Barbora Bejvlová 9 18 22 = 49  MgA. Barbora Brüklerová 12 19 24 = 55  Mgr. Denisa Kroc 6 6 6 = 18  Mgr. Pavel Laurich 12 0 0 = 12  Mgr. Jan Miessler 6 6 6 = 18  Mgr. Lucie North 6 6 6 = 18  Mgr. Jarmila Stejskalová 6 0 0 = 6  Bc. Judita Šavrdová 18 0 18 = 36  Mgr. Jana Šetková 0 18 0 = 18  Mgr. Dita Tomková 0 15 6 = 21  bývalá europoslankyně Ing. Radka Maxová 0 4 0 = 4  Ing. Thomas Árkai, Lukáš Kudláček - specialisti v oboru elektromobility 6 0 0 = 6</p> <p>Teaching Hours per academic Year: 81 92 88 = 261Hours</p>

## 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	neplnění dle harmonogramu	WP1	prioritně upřednostňovat tento projekt před dalšími školními akcemi
2	zrušená účast externisty	WP1	přednášku zorganizuje škola ve stávajícím termínu (lze změnit téma, přednášejícím bude pedagog ZŠ), přednáška externisty bude v náhradním termínu
3	problémy na straně institucí, které mají žáci navštívit	WP1	výběr adekvátní náhrady
4	organizační změny ve škole / personální změny	WP1	působení pedagoga bude nahrazeno dalším odborníkem z řad pedagogů
5	technické problémy při přepravě do evropských institucí	WP1	vyhledání náhradní dopravy, příp. zajištění náhradního programu v rámci Prahy

ANNEX 1



## Erasmus+ Programme (ERASMUS)

Description of the action (DoA)  
*[for FPAs: Action plan]*

Part A  
Part B

Version 1.0  
25 February 2021

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

## TECHNICAL DESCRIPTION (PART B)

### COVER PAGE

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

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

PROJECT	
<b>Project name:</b>	EU – cesta k sobe
<b>Project acronym:</b>	EUCKS
<b>Coordinator contact:</b>	Jana Pacalova, jana.pacalova@zshovorcovicka.cz, Zakladni skola, Praha 8, Hovorcovicka 11

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#@APP-FORM-ERASMUSLSJMO@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

**PROJECT SUMMARY**

<b>Project summary (in English)</b>
Jean Monnet Programme actions
Project number: 101238767
Project name: EU - a journey to the self
Project acronym: EUCKS
Call for proposals: Jean Monnet Actions in other fields of Education and Training: Learning EU (ERASMUS-JMO-2025-OFET-LEARNING-EU)
EU Teaching Initiatives
Project Summary
 The project will raise pupils' awareness of the European Union, its values, functioning and cultural heritage. The aim is to show pupils the diversity and unity of the European Union, the process of EU unification and its relevance to the daily lives of pupils in school.
 The project combines innovative teaching methods, interactive project days and experiential learning through excursions to important cultural sites and EU institutions. The project also aims to promote the development of key competences such as critical thinking, media and digital literacy, communication skills and to encourage pupils' civic participation.
 The project is based on experiential learning, group work, peer learning, the heuristic method and critical thinking. The project will use simulations, games, discussions, presentations, excursions, e-learning and more. The whole project is aimed at linking innovative methods of teaching about the EU with different educational areas such as foreign languages, geography, history, civics, art and music.
 <b>Keywords:</b>
- Innovative teaching methods, peer and experiential learning, blended learning
- new skills and competences for teachers
- democratic principles and civic participation

#§PRJ-SUM-PS\$# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

## 1. RELEVANCE

### 1.1 Background and general objectives

#### Background and general objectives

*Please address all guiding points presented in the Programme Guide under the award criterion 'Relevance'.*

*Describe the background and rationale of the project.*

*How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?*

Cílem projektu je zapojení učitelů společensko-vědních předmětů do inovativních metod výuky a učení o EU. Mezi předměty, které jsme zvolili, patří zeměpis, dějepis, občanská výchova, hudební výchova a výtvarná výchova, cizí jazyky. Očekávaným výstupem jsou vzdělanější žáci a žákyně, kteří chápou význam EU, její hodnoty, historii, strukturu, cíle a směřování. Žáci si uvědomují svoje místo v rámci EU, možnosti, které EU nabízí vzhledem k jazykovému vzdělávání, profesnímu rozvoji, uplatnění na trhu práce a v neposlední řadě navázání neformálních přátelských vztahů, které ve svém důsledku mohou posílit každodenní život a aktivní občanství. Projekt také usiluje o rozvoj klíčových kompetencí, a to zejména o rozvoj mediální gramotnosti, kritického myšlení, občanské participace, rozvoj digitálních technologií.

### 1.2 Needs analysis and specific objectives

#### Needs analysis and specific objectives

*Describe how the objectives of the project are based on a sound needs analysis in line with the specific 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).*

Projekt podporuje prioritní cíle výzvy zaměřené na rozvoj znalostí o EU a na posilování povědomí o evropských hodnotách. Na základě výsledků vzdělávání i testování SCIO v rámci společensko-vědního základu bylo zjištěno, že žáci a žákyně disponují pouze základními znalostmi o EU, mají jen neúplnou představu, jakým způsobem země kooperují, jakou pomoc EU členským zemím poskytuje, jaké možnosti pro občany EU tato organizace nabízí.

Cílem je do konce projektu zvýšit povědomí o evropských institucích u 250 žáků a žákyň 2. stupně, uspořádat 13 projektových dnů, v rámci výuky se ve výše uvedených předmětech věnovat tématům souvisejícím s EU, uspořádat týden evropských kultur a evropské kuchyně, zorganizovat výstavu obrazů o památkách EU, zmapovat historickou osobnost Jiřího z Poděbrad, vydat se po stopách A. Mozarta v Praze, vytvořit překladové slovníky v rámci výuky cizích jazyků (tj. angličtiny, španělštiny, němčiny), vyjet do evropských metropolí navštívit kulturní instituce v Praze, besedovat s odborníky.

Hlavním cílem projektu je zvýšit znalosti o EU, jejím fungování a vizí do budoucnosti, a to prostřednictvím inovativních výukových metod, zážitkové pedagogiky, vrstevnického učení, interaktivních projektů s využitím AI.

**Specifických cílů je celkem 6, a těmi je výuka v jednotlivých předmětech, která je doplněna specifickými aktivitami - projektovými dny, přednáškami a výjezdy.**

Žáci jsou v rámci projektových dnů postaveni před úkoly, které budou muset při skupinové práci řešit, budou pracovat s různými zdroji, budou se muset potýkat s filtrováním relevantních zpráv a fake news, výsledkem bude příprava prezentací a představení nově nabytých vědomostí spolužákům. Předpokládáme, že 13 projektových dnů přinese našim žákům a žákyním zcela nový pohled na možnosti, které jim otvírá EU, jak v rámci studia, tak poté v rámci pracovního uplatnění, posíleny jsou znalosti o historii a vývoji EU. Nedílnou součástí je posílení angažovaného občanství.

**Specifické cíle projektu jsou následující:**

1. V předmětu **ZEMĚPIS** bude 250 žáků během 72 výukových hodin získávat znalosti o minulosti a současnosti EU, bude se zabývat procesem sjednocování a rozšiřování EU.

**(T1.5) Rozšiřování EU (výuka dle kurikula), 9 v. h.**

Žáci a žákyně pracují v expertních skupinách. Každá skupina se zabývá jiným tématem týkajícím se EU a hledá odpovědi na otázky o EU. Skupiny se během výukových hodin proměňují, v každé je expert na jiné téma, společně pak sdílejí, co každý z nich ve své původní expertní skupině zjistil. Výstupem je myšlenková mapa, závěrečná diskuze, zhodnocení práce, sebereflexe. Témata, která skupiny zpracovávají, jsou: historie a příčiny vzniku EU, členské státy, jejich postupné začleňování a proměny, obyvatelstvo Evropy, národy, jazyky, náboženství, rozdělení a spojování Evropy, globalizační, regionální, politické a hospodářské procesy.

Žáci v rámci projektových dnů budou postaveni před úkoly, které budou muset při skupinové práci řešit, budou pracovat s různými zdroji, budou se muset potýkat s filtrováním relevantních zpráv a fake news.

Výsledkem bude příprava prezentací a představení nově nabitých vědomostí spolužákům, zprostředkování vytvořených materiálů / myšlenkových map / spolužákům v prostorech školy. **5 projektových dnů** přinese našim žákům a žákyním zcela nový pohled na možnosti, které jim otvírá EU, jak v rámci studia, tak poté v rámci pracovního uplatnění, posíleny jsou znalosti o historii a vývoji EU. Nedílnou součástí je posílení angažovaného občanství.

**Projektové vyučování:**

- **Mýty o EU (T1.3)**

**Cílem** je práce v expertních skupinách, které mapují mýty o EU, rozvoj kritického učení, e-Learning.

3 v. h. pro jednotlivé třídy 9. ročníku, zapojení 75 žáků, celkem 9 hodin

**Výstupem** je vypracování posteru, který mýty vyvrací / propojení zeměpisu a výtvarné výchovy, zhodnocení expertním týmem.

- **Zažijte Evropu I. (T1.13)**

**Cílem** je zážitkové učení o fungování EU v rámci programu Zažijte Evropu.

6 v. h. pro jednotlivé třídy 8. ročníku, zapojení 75 žáků, celkem 18 hodin

**Výstupem** je zpracování expertního deníku, reflexe žáků, objevení principů fungování EU.

- **Zažijte Evropu II. (T1.14)**

**Cílem** je zážitkové učení a simulační hra na poslance, ve které žáci zkusí, jak probíhá jednání v Evropském parlamentu

6. v. h. pro jednotlivé třídy 9. ročníku, zapojení 75 žáků, celkem 18 hodin

**Výstupem** je zpracování expertního deníku, posílení komunikativních kompetencí a kompetencí k řešení problému

- **Česko a Evropská unie (T1.9)**

**Cílem** je vrstevnické učení, kdy žáci 9. ročníků jsou v roli průvodců pro žáky 6. ročníků s připravenými aktivitami o členství Česka v EU (využití digitálních technologií, propojení s výtvarnou výchovou a hudební výchovou, dějepísem, občanskou výchovou

4. v. h. pro jednotlivé třídy 9. a 6 ročníků, zapojeno 150 žáků, celkem 12 hodin

**Výstupem** je zhodnocení expertním týmem a zpracování zpětné vazby od žáků 6. ročníků, hodnocení spolupráce starších a mladších žáků.

- **Projektový den o udržitelném rozvoji (T1.2)**

**Cílem** je beseda s odborníky z automobilového průmyslu doplněná o představení elektromobilu. Cílem je žákům a žákyním představit Green deal pro Evropu a ukázat na možnosti každého občana přispět ke klimatické neutralitě.

3 v. h. pro 6. a 7. ročníky, zapojeno 150 žáků, celkem 6 hodin

**Výstupem** je zpracování myšlenkových map, čeho všeho se Zelená dohoda pro Evropu týká, doplnění vlastních konkrétních aktivit.

2. V předmětu **DĚJEPIS** bude 75 žáků během 21 výukových hodin získávat znalosti o minulosti Evropy v rámci českých zemí a hledat odkaz historie pro současnost. Žáci a žákyně pátrají po stopách Jiřího z Poděbrad a jeho myšlenky jednotné Evropy. Porovnávají jeho myšlenky s fungováním a vizemi moderním mezinárodních organizací. Diskutují o podobnostech s dnešní EU nebo OSN.

**(T1.16) Jiří z Poděbrad (výuka dle kurikula), 6. v. h.**

Výstupem bude zprostředkování nabitých informací žákům a žákyním ve společných prostorech školy, sdílení vytvořených materiálů žákům nižších ročníků. **2 projektové dny** přinesou žákům a žákyním zážitkovou formou pohled na odkaz významného panovníka Václava II a taktéž získají přehled o historických památkách významného evropského města Kutné Hory. Dojde k podpoření sociálních kompetencí a kompetencí k učení.

**Projektové vyučování:**

- **Od pražského groše k euru (T1.17)**

**Cílem** je nejen získání informací o významné historické osobnosti Václavu II, ale posílení dovedností v rámci organizace práce, nácvik rozhodování, posuzování hypotéz a hodnocení.

3 v. h. pro jednotlivé třídy 7. ročníku, zapojeno 75 žáků, celkem 9 hodin

**Výstupem** je seznámení žáků s historií pražského groše a jeho významem v evropském kontextu. Na časové ose žáci zobrazí vývoj měn od středověku po současnost. Porovnají ekonomické a společenské aspekty pražského groše a eura, zhodnotí projektovým týmem, zpracování dotazníků.

- **Cesta do Kutné Hory (T1.18)**

**Cílem** je návštěva města gotiky, stříbra, pražského groše - žáci mapují významná místa Kutné Hory a jejich odkaz současnosti, např. Vlašský dvůr - bývalá královská mincovna a královský palác, místo podpisu Dekretu kutnohorského, místo, kde byl Jiří z Poděbrad zvolen zemským správcem a polský princ Vladislav Jagellonský zvolen českým králem.

6. v. h. pro jednotlivé třídy 7. ročníku, zapojeno 75 žáků, celkem 6 h

**Výstupem** je zpracování deníku z cesty, vytvoření mapy historických památek města.

3. V předmětu **OBČANSKÁ VÝCHOVA** bude 250 žáků během 53 vyučovacích hodin aktivně hledat odpovědi na otázky týkající se fungování EU, rozhodovacího procesu, rozumu systému a pravomocem jednotlivých orgánů EU. Na základě řešení kvízů a didaktických her najdou hodnoty EU jako je lidská důstojnost, svoboda, demokracie, rovnost, právní stát a lidská práva. S pomocí AI sestaví prezentace o každodenním životě občanů v jednotlivých státech EU, na základě dostupných informací se heuristikou metodou žáci doberou k novým znalostem.

**(T1.15), EU: minulost a současnost (výuka dle kurikula), 9 v. h.**

Výstupem je zveřejnění sběru dat o znalostech žáků před výukou a po ní, vytvoření přehledných grafů, které mapují posun ve znalostech žáků během projektu. Veškeré výstupy budou sdíleny jak v prostorech školy, tak budou zpřístupněny veřejnosti prostřednictvím webových stránek školy. V čtyřech projektových dnech žáci a žákyně aktivně zažijí fungování Evropského parlamentu, s pomocí digit. technologií hledají významné kulturní památky v jednotlivých zemích EU, učí se pravidlům brainstormingu, který podpoří kreativitu, respekt k pravidlům diskuze a podpoří dovednost obhájit svůj názor při prezentaci jednotlivých kulturních památek a „obhajoby“ jejich výjimečnosti v rámci evropského kulturního dědictví. Aktivita podpoří komunikační schopnosti, pravidla fungování skupinové práce, kritické myšlení, kreativitu při zpracování výstupů z každého projektového dne.

**Projektové vyučování:**

- **Modelové zasedání Evropského parlamentu (T1.21)**

**Cílem** je plnění úkolů v rámci simulovaného zasedání Evropského parlamentu. Žáci znají předmět jednání parlamentu, každá skupina prezentuje určitou zemi a určité politické názory a snaží se najít shodu při řešení zadaného úkolu / předmětu jednání EP.

4. v. h. pro jednotlivé třídy 9. ročníku, zapojeno 75 žáků, celkem 12 hodin

**Výstupem** je upevňování tvrdých i měkkých dovedností žáků. Projekt přinese zpětnou vazbu od žáků, v níž zhodnotí plusy a mínusy celého procesu. Vypracují dotazníky, které budou zjišťovat, co bylo v rámci jednání pro spolužáky nejobtížnější, v čem se cítili dobře. Testovat se budou nabitě vědomosti o Evropském parlamentu, o fungování legislativního procesu, o vyjednávání o společných zájmech.

- **Dny Evropského dědictví (T1.19)**

**Cílem** je návštěva evropsky významné památky v Praze a uspořádání výstavy o kulturních památkách členských zemí. 1. část: interaktivní program pro žáky 7. ročníku, s pracovními listy, s externím průvodcem, práce ve skupinách, vyhodnocení a reflexe; 2. část projektu: žáci si rozdělí kulturní památky členských zemí a vyhodnotí, jaký je kulturní přísnost jednotlivých zemí EU

4. v. h. pro jednotlivé třídy 7. ročníku, zapojeno 75 žáků, celkem 12 v. h.

**Výstupem** je testování znalostí o pražské kulturní památce evropského významu a uspořádání výstavy o evropských kulturních památkách v prostorech školy a zpřístupnění veřejnosti.

- **Den Evropy – Já a EU (T1.20)**

**Cílem** je zábavnou formou připomenout 9. květen – oslavu míru a jednoty v Evropě, důležitost a dopad Schumanovy deklarace. Expertním týmem je zorganizován PUB QUIZ pro jednotlivé ročníky, dle úspěšnosti budou jednotlivé třídy odměněny 0 Euro bankovkami (ty připraví žáci 9. ročníku / propojení hodin výtvarné výchovy a informatiky). Za bankovky si třídy vyberou z nabízených odměn.

6. v. h. pro žáky 2. stupně, zapojeno 250 žáků, celkem 6 v. h.

**Výstupem** je ověření znalostí o EU, společné sdílení, týmová spolupráce.

- **Výjezd do Bruselu (T1.23)**

**Cílem** je prohlídka centra Bruselu, návštěva sídla Evropského parlamentu, prohlídka plenárního sálu, návštěva Parlamentaria, setkání s českými europoslanci, sdílení autentických zkušeností v prostředí evropské instituce, zážitkové učení, rozvíjení komunikačních kompetencí (beseda s europoslanci), sociálních kompetencí (prohlídka Bruselu).

10 v. h. pro vybrané žáky druhého stupně, zapojeno 40 žáků, celkem 10 v. h.

**Výstupem** je zpracování deníku z cesty do Bruselu /skupinová práce žáků a žákyň/ zhodnocení expertním týmem, zveřejnění výsledku v prostorech školy, v časopise městské části Osmička

- **Externí přednáška o EU (T1.4)**

**Cílem** je přednáška o praktickém fungování EU, rozhodovacích procesech a legislativě vedená externím lektorem.

2 v. h. pro žáky 8. a 9. ročníku, zapojeno 75 žáků, celkem 4 v. h.

**Výstupem** je podnícení zájmu o aktuální témata spojená s EU.

**4.** V předmětu **HUDEBNÍ VÝCHOVA** bude 250 žáků během 31 vyučovacích hodin aktivně získávat nové dovednosti – žáci a žákyně si osvojí rytmizaci a melodizaci písní, poznají malé písňové formy, stejně jako durové a mollové tóniny, a to vše se zaměřením na evropskou hudební tvorbu. V aktivním poslechu dokáží rozlišit jednotlivé části hudební formy a reagovat na ně, a to pohybem, zpěvem, hrou na jednoduché hudební Orffovy nástroje. Zachycování rytmu a melodie se propojí s tancem a s vlastním vokálním projevem s doprovodnou harmonizací. Tyto aktivity školního kurikula budou zaměřeny na hudební a taneční tradice zemí EU.

**(T1.24), Hudební a taneční tradice zemí EU (výuka dle kurikula), 6 v. h.**

Výsledkem bude hudebně taneční vystoupení žáků. Znalosti o hudební tradici zemí EU budou testovány během vyučovacích hodin, v rámci prezentací, práce s textem, mentálním mapováním.

**V 5 projektových dnech** žáci a žákyně aktivně zažijí hudební tradice Evropy, interaktivní formou získají znalosti o osobě skladatele W. A. Mozarta, jeho hudební dílo zažijí v kreativní dílně Národního divadla, žáci a žákyně aktivně hledají souvislosti vzniku hymen vybraných členských států EU, zážitková pedagogika je vede k seznámení a prožití kulturních tradic v jednotlivých zemích EU.

Projektové vyučování

- **Prohlídka Muzea W. A. Mozarta (T1.7)**

interaktivní expozice – pomocí QR kódu plní žáci úkoly v muzeu, a tak získávají informace o životě a díle W. A. Mozarta.

**Cílem** je seznámení s uznávanou evropskou osobností světového jména, propojení nejen hudebních souvislostí s dobou a životem skladatele.

2 v. h. pro žáky 9. ročníků, zapojeno 75 žáků, celkem 6 v. h

**Výstupem** je zpracování posteru jednotlivými třídami o Mozartovi a jeho vztahu k Česku a Praze, o jeho tvorbě, o Mozartově díle v současnosti. Plakáty budou vystaveny v prostorech školní družiny.

- **Kreativní dílna pro žáky 8. r. v Národním divadle Praha (T1.12)**

Žáci se seznámí se vznikem představení a s operou W. A. Mozarta Kouzelná flétna.

**Cílem je společné zážitkové učení, kdy si žáci zkusí** v opeře zahrát. Nahlédnou do tvorby opery jakožto evropské tradice. EU podporuje zachování a propagaci kulturního dědictví členských zemí, kterým opera jako dílo takové bezpochyby je.

3 v. h. pro žáky 8. ročníku, zapojeno 75 žáků, celkem 3 v. h.

**Výstupem** je prezentace žáků o opeře Kouzelná flétna. Umístění v učebně hudební výchovy a na chodbách školy.

- **Hymny zemí EU (T1.6)**

**Cílem** je seznámení s historickými souvislostmi vzniku hymny dané země, propojení s kulturou dané země, rozvíjení hudebních dovedností a kreativity, podpora týmové práce a schopnost prezentovat výsledky. Žáci a žákyně v rámci skupinové práce nastudují dle předložených informací okolnosti vzniku hymny, prozkoumají hudební téma skladby, nastudují text s překladem.

2 v. h. pro žáky 7. ročníku, zapojeno 75 žáků, celkem 6 v. h.

**Výstupem** je představení hymny za doprovodu jednoduchých Orffových nástrojů před třídou.

- **Lidové písně a tance zemí EU (T1.11)**

**Cílem** je seznámení s kulturní tradicí vybrané země EU, nastudování lidové písně, rozbor z hlediska hudební formy, dále nastudování choreografie tance. a finální prezentace tance za doprovodu zpěvu.

2 v. h. pro žáky 6. ročníku, zapojeno 75 žáků, celkem 6 v. h.

**Výstupem** bude finální prezentace tanců za doprovodu zpěvu a návštěva Domova seniorů, zveřejnění na webových stránkách školy a DS Prahy 8.

- **Výlet do Vídně po stopách vídeňské hudební kultury (T1.10)**

**Cílem** je zmapování míst v rakouské metropoli, prohloubení znalostí o evropském kulturním dědictví. Rozvíjení zájmu o hudební historii Evropy, zážitkové učení prostřednictvím exkurze.

4 v. h. pro vybrané žáky 7. a 8. ročníků, zapojeno 40 žáků, celkem 4 v. h.

**Výstupem** je vypracování dotazníků a jeho řešení na téma vídeňské kulturní památky, Mozart a Vídeň.

**5. V předmětu VÝTVARNÁ VÝCHOVA** bude 250 žáků během 30 vyučovacích hodin aktivně rozvíjet svoje výtvarné schopnosti, důraz je kladen na kreativitu žáků, posílení jejich individuality, aktivní komunikaci o vizuální produkci, uplatnění výtvarných prostředků pro vlastní tvůrčí záměry. Propojení výtvarné výchovy se znalostmi z dějepisu, občanské výchovy i všeobecného přehledu. Žáci tvoří portrét osobností z evropských zemí, libovolnými technikami tvoří vlajky zemí EU a technikou kašírování tvoří mapu Evropy.

Výsledkem je výstava výtvarných prací, která bude přístupná veřejnosti, výstupy z projektů budou zdokumentovány a publikovány na webových stránkách školy, zorganizováno bude hlasování o nejzajímavější portrét, vlajky budou zdobit školu i během konání voleb v ČR.

**Projektové vyučování:**

- **Slavné osobnosti zemí EU (T1.8)**

**Cílem** je vytvořit portréty osobností Evropy. Žáci pomocí heuristické metody získávají informace o osobnostech EU, připravují si fotografie, texty, zasazují osoby do historického kontextu. Za použití technik / malba, kresba, koláž, kombinované techniky / vytváří portrét osobnosti. Osvojí si základy kresby a malby, proporční kompozice, zachycení výrazů tváře a využití barev. Podněcováno je originální ztvárnění historických i současných osobností EU, propojení emočního vyjádření s prohloubením znalostí o daných osobnostech, získání představy o rozmanitosti evropské kultury. Při výběrů osobností je posilováno kritické myšlení, žáci se naučí analyzovat a propojovat historické, politické a kulturní souvislosti.

2 v. h. pro žáky 2. stupně, zapojeno 250 žáků, celkem 24 v. h.

**Výstupem** je výstava portrétů, zpřístupněná i veřejnosti. Žákovský parlament uspořádá hlasování o nejzajímavější portrét.

- **Vlajky zemí EU (T1.22)**

**Cílem** je tvorba vlajek různými technikami /malba, koláž, grafika/, vlajky jsou vystaveny na chodbách školy. V hodinách žáci představují i další symboly dané členské země EU, čímž

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dochází k prohloubení znalostí o hodnotách EU a její rozmanitosti. Je posílena týmová spolupráce – žáci pracují v malých skupinách, dělí si úkoly a sdílí nápady, je posíleno kooperativní, vrstevnické učení. Manuální práce rozvíjí jemnou motoriku a smysl pro detail.

2. v. h. pro žáky 6. ročníku, zapojeno 75 žáků, celkem 6 v. h.

**Výstupem** je výzdoba vnitřních prostor školy, vlajky lze využít pro další školní akce, oslavy. Projekt podporuje kulturní povědomí, občanskou angažovanost. V prostorech školy se konají volby, vlajky budou využity pro výzdobu tříd v době konání voleb.

**6. V předmětech ANGLICKÝ JAZYK, NĚMECKÝ JAZYK A ŠPANĚLSKÝ JAZYK** bude 75 žáků během 54 h v rámci běžných vyučovacích hodin rozvíjet svoje jazykové schopnosti.

**Cílem** je podpoření povědomí o kulturní a jazykové rozmanitosti evropských zemí. Nastavení spolupráce mezi třídami, zvýšení zájmu o cizí jazyky.

**T1.1 Týden evropských kultur (výuka dle kurikula), 18 v. h.**

6 v. h. pro žáky 7 ročníku v hodinách cizích jazyků, zapojeno 75 žáků, celkem 18 v. h.

**Výsledkem** je tvorba slovníků + příprava tradičních pokrmů zemí vyučovaných cizích jazyků.

#@COM-PLE-CP@#

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

#### 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 (if any). Explain how the activities are complementary to other activities carried out by other organisations (if applicable).*

*Illustrate the trans-national dimension of the project; its 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.*

Projekt se inspiruje vzdělávacími programy či aktivitami jiných škol (Střední zdravotnická škola Beroun: Kaleidoskop dobrých příkladů integrace EU) dále obecnou iniciativou EU – European Year of Skills.

Narozdíl od tradičních metod výuky historie, vzniku EU projekt zahrnuje interaktivní workshopy, přímou spolupráci s odborníky z evropských institucí a návštěvy evropských institucí, což umožní žákům získat praktické zkušenosti a dovednosti. Projekt propojuje výuku s praktickými aktivitami, jako jsou projektové dny, simulace rozhodování v EU, což není v českých školách příliš časté.

Projekt přispívá k šíření hodnot EU a zlepšuje porozumění evropským tradicím, multikulturalitě mezi žáky základních škol. Zapojením odborníků z evropských institucí podporuje nadnárodní spolupráci a zprostředkovává praktické zkušenosti mladé generaci. Projekt přispívá k prioritě EU zaměřené na vzdělávání mladých lidí a budování jejich občanských kompetencí, které jsou klíčové pro zapojení do demokratických procesů. Zvýšení povědomí o pozitivních dopadech účasti na evropských projektech v rámci celospolečenského života může přispívat i k boji proti euroskepticismu, ve kterém mohou být někteří žáci či žákyně vychovávaní.

Projekt také nastartuje další zapojení školy do aktivit souvisejících s EU, například zapojení do programu Erasmus+.

Vytvořené materiály budou k dispozici dalším školám, umístění na web. stránkách školy, materiály a zkušenosti pedagogů mohou být využity i po skončení projektu a v rámci dobré praxe zajistit jejich dlouhodobý přínos. Výstupy budou prezentovány jako příklad dobré praxe v měsíčníku Praha 8 Osmička.

#§COM-PLE-CP§# #§PRJ-OBJ-PO§# #§REL-EVA-RE§# #@QUA-LIT-QL@# #@CON-MET-CM@#

## 2. QUALITY

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## 2.1 PROJECT DESIGN AND IMPLEMENTATION

### 2.1.1 Concept and methodology

#### Concept and methodology

*Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the project design and implementation'.*

*Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the projects objectives.*

Projekt využívá kombinaci tradičních výukových hodin, kde jsou používány inovativní metody, interaktivních workshopů, projektových dnů, výjezdů, návštěv institucí EU a kulturních a historických památek, aby oslovil širokou škálu žáků i učitelů. Je zaměřen na zážitkovou pedagogiku, kooperaci, propojení školy s běžným životem.

V rámci inovativních metod výuky se využívají interaktivní materiály, jako jsou multimediální prezentace, videa a online kvízy, které přiblíží historii, fungování a hodnoty EU. Žáci a žákyně budou diskutovat o aktuálních tématech – klimatická změna, migrační politika, politika rozšiřování EU. Simulace rozhodovacích procesů EU, kde si žáci vyzkouší role evropských institucí, např. sestavování a projednávání návrhů zákonů nebo hlasování.

Výuka o EU bude začleněna do předmětů jako dějepis (historie evropské integrace), zeměpis (členské státy, jejich charakteristiky, vytvoření mapy EU a označení klíčových institucí, budoucnost EU), občanská výchova (instituce EU a jejich role), hudební a výtvarná výchova (odkaz významných osobností EU, nastudování a prezentace podob lidových tanců zemí EU a jejich prezentace za doprovodu zpěvu, nastudování historických souvislostí vzniku hymny daných zemí, překlad textu, nácvik hymny za doprovodu Orffových nástrojů, cizí jazyky (odlišnosti a shody jazyků zemí EU, vypracování online překladových slovníků ve školní platformě TEAMS.)

Návštěvy muzeí a divadelních představení propojí historický a kulturní kontext se současnou EU, čímž žáci lépe pochopí kulturní bohatství Evropy a jeho význam pro evropskou integraci. Stejně jako při návštěvě památek EU žáci hlouběji pochopí historické a kulturní aspekty evropské identity. Přednášky odborníků z evropských institucí na témata, která jsou žákům ZŠ blízká – vzdělávání v zemích EU, odlišnosti v školských systémech, podpora vzdělávání pro mladé (Erasmus), práva a povinnosti občanů EU, možnosti letních brigád, jazykového vzdělávání.

Exkurze do regionálních zastoupení EU v Praze, či do sídel evropských institucí, jako je Evropský parlament či Evropská komise. Zde se bude jednat o prohlídky budov s výkladem, setkání s pracovníky institucí, přímá zkušenost s prostředím evropských institucí. Motivace žáků k zájmu o evropská témata a budoucí pracovní příležitosti.

Kombinací inovativních metod výuky, interaktivních metod, projektových aktivit a přímé zkušenosti s evropským dědictvím bude projekt rozvíjet hlubší pochopení evropské identity, podporovat participaci žáků a žákyně do občanského života, přispívat k naplňování vzdělávacích cílů týkajících se EU.

#§CON-MET-CM§# #@PRJ-MGT-PM@#

### 2.1.2 Project management, quality assurance, and monitoring and evaluation strategy

#### Project management, quality assurance and monitoring and evaluation strategy

*Please address the specific conditions set out in the Call document/ Programme Guide.*

*Describe the measures foreseen 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.*

V projektu jsou naplánovány všechny aktivity a vytvořen harmonogram.

Projekt vede projektový tým, v čele s projektovým koordinátorem a s dalšími 11 členy. Schůzky budou pravidelně 1x měsíčně /hodinová schůzka/, v případě nutnosti budou schůzky mimořádné, a to vždy před plánovanou aktivitou.

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Projektový tým zajišťuje kompletní řízení projektu od jeho plánování až po finální vyhodnocení. Mezi jeho hlavní úkoly patří administrativní a finanční správa, komunikace s partnery, organizace mobility žáků a příprava vzdělávacích aktivit. Důležitou součástí je také monitoring a hodnocení průběhu projektu, aby byly splněny stanovené cíle. Nedílnou rolí je rovněž diseminace výsledků. Celý proces musí probíhat v souladu s pravidly programu a přispívat k rozvoji mezinárodní spolupráce a vzdělávání.

Zajištěním výukových materiálů budou během projektu je zaručena aktuálnost. Pedagogové zodpovědní za svoji odbornost budou v předstihu kontaktovat odborníky a instituce, kam jsou naplánovány výjezdy, učitelé jsou v rámci DVPP zaškoleni v inovativních metodách, které aplikují ve výuce. Dalším bodem je příprava projektových dnů, výjezdů, návštěv evropských institucí, památek vždy s předem připraveným programem, pracovními listy. Škola bude kontaktovat europoslance.

9 učitelů bude zaškoleni v inovativních metodách, které budou aplikovat v projektu. Projektový tým se seje vždy před plánovanou aktivitou, připraví její program, formou brainstormingu budou aktivity aktualizovány s ohledem na momentální situaci. Projektový tým odsouhlasí aktivitu, program, počet účastníků, prezentaci, výukové materiály, připravené pracovní listy do běžných výukových hodin i pro aktivity mimo školu.

Kvalita je hodnocena pravidelně jak žáky, tak prostřednictvím dotazníkových šetření. Hodnoceny budou získané znalosti a dovednosti žáků v rámci průběžného hodnocení během školního roku, bude hodnocena efektivita výuky a přínos projektových dnů, workshopů a výjezdů, např. porovnáním výsledků znalostí žáků před a po akci. Budou sbírána data o úspěšnosti a dopadu jednotlivých aktivit prostřednictvím zpětné vazby, výsledky a výstupy se budou sdílet na webových stránkách školy. V rámci exkurzí žáci vypracovávají pracovní listy, řeší kvízy, zpracovávají prezentace, vytváření vlastní výukové materiály, které budou ze strany vyučujících hodnoceny.

#§PRJ-MGT-PM§# #@CON-SOR-CS@#

### 2.1.3 Project teams, staff and experts

#### Project teams and staff

*Describe the project teams and how they will work together to implement the project.*

*List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe shortly their tasks. Provide CVs of all key actors (if required by the Call document/Programme Guide).*

Name and function	Organisation	Role/tasks/professional profile and expertise
Mgr. Jana Pácalová	ZŠ Hovorčovická	Koordinátor projektu, zástupce ředitele školy
Mgr. Barbora Bejvlová	ZŠ Hovorčovická	Učitelka dějepisu a občanské výchovy
MgA. Barbora Brücklerová	ZŠ Hovorčovická	Učitelka hudební a výtvarné výchovy
Ing. Eva Ježková	ZŠ Hovorčovická	ekonomka
Mgr. Denisa Kroc	ZŠ Hovorčovická	Učitelka dějepisu a německého jazyka
Mgr. Pavel Laurich	ZŠ Hovorčovická	Učitel zeměpisu

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Mgr. Jan Miessler	ZŠ Hovorčovická	Učitel španělštiny
Mgr. Jarmila Stejskalová	ZŠ Hovorčovická	Učitelka hudební výchovy
Bc. Judita Šavrdová	ZŠ Hovorčovická	Učitelka zeměpisu a občanské výchovy
Mgr. Jana Šetková	ZŠ Hovorčovická	Učitelka zeměpisu
Mgr. Tomáš Tábořský	ZŠ Hovorčovická	Ředitel školy
Mgr. Dita Tomková	ZŠ Hovorčovická	Učitelka dějepisu a českého jazyka

**Outside resources (subcontracting, seconded staff, etc)**

*If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).*

*If there is subcontracting, please also complete the table in section 4.*

Externisté budou osloveni na základě harmonogramu projektu tak, aby byl zajištěn hladký průběh aktivit. Jedná se o bývalého člena Evropského parlamentu, zaměstnance Porsche Praha a Auto Elsa Praha, lektory/průvodce v institucích, do kterých jsou směřovány akce mimo školu.

Účast externistů je v rámci spolupráce se školou zajištěna, Jedná se o Ing. Radku Maxovou, Ing. Thomase Árkaie, Lukáše Kudláčka.

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**2.1.4 Cost effectiveness and financial management**

**Cost effectiveness and financial management** *(n/a for Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives)*

*Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.*

*Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.*

**⚠ Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.**

Insert text

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**2.1.5 Risk management**

**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.*

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**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
střední	neplnění dle harmonogramu	1	prioritně upřednostňovat tento projekt před dalšími školními akcemi
nízká	zrušená účast externisty	1	přednášku zorganizuje škola ve stávajícím termínu (lze změnit téma, přednášejícím bude pedagog ZŠ), přednáška externisty bude v náhradním termínu
nízká	problémy na straně institucí, které mají žáci navštívit	1	výběr adekvátní náhrady
střední	organizační změny ve škole / personální změny	1	působení pedagoga bude nahrazeno dalším odborníkem z řad pedagogů
střední	technické problémy při přepravě do evropských institucí	1	vyhledání náhradní dopravy, příp. zajištění náhradního programu v rámci Prahy

#§RSK-MGT-RM§# #@CON-SOR-CS@#

## 2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

### 2.2.1 Consortium set-up

**Consortium cooperation and division of roles (if applicable)**

*Please address the points presented in the Call document/Programme Guide under the criterion 'Partnership and Cooperation arrangements.*

**1) pedagogický tým** je tvořen pedagogy, kteří se specializují na různé vzdělávací oblasti. Tento tým bude koordinovat, plánovat, realizovat všechny aktivity, vyhodnocovat a sdílet výstupy, získané vědomosti a dovednosti žáků. Tento tým bude podporován vedením školy, koordinátor projektu je jeho součástí. Vedení školy dlouhodobě podporuje další vzdělávání ped. pracovníků, především v oblastech inovativního vzdělávání, moderních výukových metod, jazykového vzdělávání, motivace dětí, posilování jejich zodpovědnosti. Ve škole je nastaven proces kontroly, kdy jsou ped. aktivity systematicky zaznamenávány, kontrolovány a hodnoceny. Ve škole dobře funguje předávání zkušeností v rámci dobré praxe – učitelé si mezi sebou předávají informace, zkušenosti z absolvovaných seminářů v rámci DVPP. O tom, že budou do projektu zapojeni pedagogové s odpovídajícím vzděláním a dovednostmi, je vždy vedena dokumentace. Při výuce v běžných hodinách je zapsáno téma v třídní knize, při akcích mimo školu se pokaždé zpracovává závěrečná zpráva, projektové dny mají svůj harmonogram, kde jsou v krocích popsány jednotlivé činnosti. Učitelé jsou ve škole zvyklí spolupracovat, předávat si své postřehy a zkušenosti.

Koordinátor projektu je zodpovědný za celkové řízení projektu, dohled nad plněním harmonogramu, komunikaci s vedením školy i externími partnery. Koordinátor má zkušenosti s organizací školních projektů.

Učitel/ka dějepisu bude připravovat hodiny a tematické celky projektových dnů zaměřených na historický kontext EU (počátky evropské integrace, významné historické události a osobnosti). Učitel má odborné znalosti evropských dějin, dobře ovládá interaktivní metody výuky.

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Učitel/ka občanské výchovy se při výuce a projektových dnech zaměří na fungování institucí EU, na práva a povinnosti občanů EU, na význam evropských hodnot. Učitel/ka dokáže propojit teorii s praxí – viz simulace hlasování v Evropském parlamentu apod.

Učitel/ka zeměpisu je zodpovědný za tvorbu aktivit zaměřených na členské státy EU, jejich geografické, kulturní, ekonomické a náboženské charakteristiky. Učitel/ka je schopen propojit vizuální geografické materiály, plánovat skupinovou práci v běžných hodinách.

Učitel/ka výtvarné a hudební výchovy má na starosti kreativní aktivity – zorganizování výstavy, umístění výtvarných projektů, které budou zaměřeny na evropskou kulturu, symboly a dědictví, do prostor školy. Realizaci hudebních projektů / hymny EU a hudebně tanečních projektů – lidové tance a písně zemí EU.

Učitelé cizích jazyků jsou zodpovědní za tvorbu jazykových aktivit, např. debat a prezentací na téma EU, podpora jazykových dovedností žáků, tvorba slovníků pro jazyky vyučované ve škole (angličtina, němčina, španělština).

Role týmu je klíčová pro úspěch celého projektu. Členové týmu se aktivně podílejí na diskusích o inovativních metodách výuky, vzájemně sdílejí své zkušenosti a propojují různé přístupy ke vzdělávání. Důležitou součástí jejich práce je také zajištění toho, aby obsah aktivit odpovídal věkovým skupinám žáků a byl pro ně srozumitelný, motivační a přínosný.

V rámci projektových dnů se každý člen týmu podílí na konkrétní části programu. Někteří vedou tematické workshopy, jiní připravují interaktivní kvízy či soutěže, zatímco další se věnují nácviku hudebně-dramatických vystoupení, která mohou sloužit k rozvoji kreativity a prezentačních dovedností žáků. Klíčová je také organizace výjezdů mimo školu, kde tým spolupracuje na plánování aktivit. Koordinátor se stará o logistiku, zajišťuje dopravu, ubytování a administrativní náležitosti, zatímco učitelé vytvářejí vzdělávací program a připravují materiály, které žákům umožní získat nové poznatky a dovednosti v rámci mezinárodního kontextu.

Týmová spolupráce je nezbytná pro hladký průběh projektu a jeho úspěšné naplnění. Díky ní se daří vytvářet inspirativní a podnětné prostředí, ve kterém se žáci mohou učit novým věcem, rozvíjet své schopnosti a získávat cenné zkušenosti nejen z pohledu výuky, ale i mezikulturní spolupráce.

Tým se v pravidelných intervalech schází 1x měsíčně sdílí si materiály a mapuje pokrok prostřednictvím sdílené platformy Microsoft TEAMS. Každý člen týmu má jasně dané pravomoci. Schůzky se konají 1x měsíčně 1 hodinu, případně častěji.

**2) Žákovský tým** je tvořen 250 žáky 2. stupně, kteří se dle harmonogramu aktivně zúčastňují jednotlivých akcí. Tým pedagogů provádí průběžnou evaluaci a hodnotí výsledky vzdělávání. Žáci a žákyně se inovativními metodami vzdělávají o historii a současnosti EU, výuka dle běžného kurikula, projektové dny, exkurze a výjezdy podpoří rozvoj klíčových kompetencí žáků (digitální, sociální, komunikativní, pracovní).

## 2.2.2 Consortium management and decision-making

### Consortium management and decision-making mechanisms(if applicable)

Not applicable

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## 3. IMPACT

### 3.1 Impact and ambition

#### Impact and ambition

*Define the short, medium and long-term effects of the project.*

*Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?*

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#### **Krátkodobý dopad**

Žáci se prostřednictvím interaktivních vzdělávacích aktivit, projektových dnů a exkurzí seznámí s fungováním Evropské unie, její historií a hodnotami. Rozvinou klíčové dovednosti, jako jsou kritické myšlení, spolupráce a prezentační schopnosti, což posílí jejich připravenost na další vzdělávání i profesní dráhu. Pedagogové získají nové zkušenosti s inovativními metodami výuky a vytvoří moderní vzdělávací materiály, které budou nadále využívat ve své praxi.

#### **Střednědobý dopad**

Projekt podpoří aktivní zapojení žáků do evropského dění, například prostřednictvím simulací zasedání Evropského parlamentu či dalších interaktivních vzdělávacích aktivit. Pedagogové si osvojí nové edukační přístupy, které přispějí k vyšší kvalitě vzdělávání o EU a jejím principech. Projekt zároveň posílí povědomí o evropské spolupráci v místní komunitě prostřednictvím aktivit zapojujících rodiče a veřejnost.

#### **Dlouhodobý dopad**

Projekt podníčí občanskou angažovanost žáků a jejich aktivní přístup k aktuálním společenským tématům. Škola se bude profilovat jako inovativní vzdělávací instituce podporující evropskou identitu a mezinárodní spolupráci. Vytvořené materiály a osvědčené výukové metody budou i po skončení projektu využívány ve výuce a sdíleny s dalšími vzdělávacími institucemi, což zajistí jeho dlouhodobou udržitelnost a multiplikační efekt.

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### **3.2 Communication, dissemination and visibility**

#### **Communication, dissemination and visibility of funding**

*Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.*

*Describe how the visibility of EU funding will be ensured.*

O projektu bude veřejnost informována skrze webové stránky školy a tištěné médium - časopis Městské části Praha 8 Osmička, dále v prostorech uvnitř školy bude vyčleněno místo, kde se budou mapovat aktivity v rámci projektu. V případě účasti externisty, bude externista informovat o dané akci na soc. sítích.

- v aule je umístěn banner s logem EU a názvem programu, který o realizaci informuje, aktivity jsou doplněné vizuálními záznamy
- v rámci projektového týdne, výstav tiskneme letáčky s programem projektového týdne v počtu 150 kusů
- na stránkách školy jsou zveřejňovány články o projektových dnech a výjezdech školy, doplněné fotografiemi
- nástěnka v hale školy nástěnka, kde budou informace o projektu, fotky a výstupy z jednotlivých akcí
- všechny materiály budou opatřeny logem EU, logem programu, logem školy

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### **3.3 Sustainability and continuation**

#### **Sustainability, long-term impact and continuation**

*Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?*

*What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?*

*Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?*

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Projekt zajistí trvalý dopad prostřednictvím systematického začlenění jeho výstupů do vzdělávací praxe a širší školní komunity. I po ukončení financování z EU budou využívány vytvořené materiály, bude se pokračovat v navázaných aktivitách.

*Opatření k zajištění dlouhodobého dopadu*

- Všechny vytvořené vzdělávací materiály, včetně pracovních listů, prezentací a metodických materiálů, budou uloženy na školním intranetu a zpřístupněny pedagogům.
- Materiály budou začleněny do školního vzdělávacího programu, což zajistí jejich dlouhodobé využití a systematické vzdělávání o EU v různých předmětech/souvislostech.
- Pedagogové, kteří realizovali projekt, budou sdílet získané poznatky a metody s ostatními kolegy prostřednictvím interních setkání a workshopů.

*Pokračování klíčových aktivit*

- Škola bude pravidelně organizovat projektové dny inspirované aktivitami z projektu, například „Den Evropy – Já a EU “ nebo workshopy zaměřené na fungování EU, evropské občanství a demokratické hodnoty.
- Žáci budou motivováni k účasti na mezinárodních soutěžích, diskusních fórech a simulacích zasedání Evropského parlamentu, čímž se posílí jejich aktivní občanství a povědomí o evropské spolupráci.

*Zdroje pro pokračování projektu*

- Pro dlouhodobé udržení aktivit bude škola využívat vlastní finanční zdroje, podporu z regionálních nebo národních programů nebo další výzvy v rámci programu Erasmus+.
- K udržitelnosti přispěje i aktivní spolupráce s odbornými institucemi, které mohou poskytovat odborné vstupy a podporu při realizaci aktivit.

Díky těmto opatřením bude dopad projektu zachován i po skončení jeho financování, a vytvořené materiály a aktivity budou nadále přispívat k rozvoji evropského vzdělávání ve škole i širší komunitě.

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

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#### 4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

##### 4.1 Work plan

###### Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

Projekt je rozvržen do tří let s jasně definovanými pracovními aktivitami, zdroji, inovativními metodami. Každý rok se zaměřuje na specifické cíle vedoucí k postupnému začlenění výuky o EU do školního prostředí, rozvoji interaktivních vzdělávacích metod a praktických zkušeností žáků.

###### Struktura pracovního plánu

Pracovní balíček	Hlavní aktivity	Načasování	Zdroje	Výstupy
<b>1. Zavedení výuky o EU do kurikula</b>	Inovativní výukové metody, přednášky odborníků, návštěvy muzeí a kulturních památek	1. rok	Učitelé, odborní lektoři, vzdělávací instituce	Metodika výuky o EU, první evaluace výukových metod
<b>2. Interaktivní vzdělávací aktivity</b>	Projektové dny, workshopy, simulace rozhodovacích procesů v EU, zapojení rodičů	2. rok	Pedagogové, odborníci, rodiče, žáci	První projektový den, realizace simulace Evropského parlamentu, průběžná monitorovací zpráva
<b>3. Mezinárodní výjezdy a exkurze</b>	Návštěvy institucí EU (např. Evropský parlament), vzdělávací výjezdy do evropských měst	3. rok	Škola, granty, dopravní a ubytovací služby	Organizace výjezdu do Bruselu, závěrečná zpráva o realizaci
<b>4. Projektový management a evaluace</b>	Koordinace týmu, pravidelné evaluační schůzky, monitoring a hodnocení dopadu	Průběžně po celé 3 roky	Koordinátor projektu, učitelé, partneři	Pravidelné evaluační zprávy, diseminace výsledků
<b>5. Diseminace a udržitelnost</b>	Sdílení výsledků, integrace materiálů do výuky	3. rok a dál	Web školy, sociální sítě, spolupráce s dalšími institucemi	Vzdělávací materiály dostupné pro dlouhodobé využití

###### Načasování a řízení projektu

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Projektový management bude zajištěn pravidelnými setkáními týmu, průběžnou evaluací aktivit a monitorováním naplňování cílů. Výstupy budou průběžně sdíleny a začleňovány do výuky, aby byl zajištěn dlouhodobý dopad projektu.

Díky jasně definovanému pracovnímu balíčku a promyšlené organizaci aktivit bude projekt efektivně řízen a jeho výsledky udržitelné i po skončení financování.

## 4.2 Work packages, activities, resources and timing

### WORK PACKAGES

#### Work packages

*This section concerns a detailed description of the project activities.*

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

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

*For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). (For Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives, it is recommended to use only 1 work package.)*

*Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document/Programme Guide) 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).*

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

#### Objectives

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

#### Activities and division of work (WP description)

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

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

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

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**Note:**

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

*The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*

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

**Milestones and deliverables (outputs/outcomes)**

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

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

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. For Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives, it is recommended to limit the number of Deliverables to max 3-5.) You may be asked to further reduce the number during grant preparation.

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

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

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

The labels used mean:

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

Sensitive — limited under the conditions of the Grant Agreement

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

Work Package 1

<b>Work Package 1: [Name, e.g. Project management and coordination]</b>			
<b>Duration:</b>	2025 - 2028	<b>Lead Beneficiary:</b> ZŠ Hovorčovická	<b>EU – cesta k sobě</b>

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

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Objectives					
<p>List the specific objectives to which this work package is linked.</p>					
<p>Cílem projektu je zapojení učitelů společensko-vědních předmětů do inovativních metod výuky a učení o EU. Mezi předměty, které jsme zvolili, patří zeměpis, dějepis, občanská výchova, hudební výchova a výtvarná výchova. Očekávaným výstupem jsou vzdělanější žáci a žákyně, kteří chápou význam EU, její hodnoty, historii, strukturu, cíle a směřování. Žáci si uvědomují svoje místo v rámci EU, možnosti, které EU nabízí vzhledem k jazykovému vzdělávání, profesnímu rozvoji, uplatnění na trhu práce a v neposlední řadě navázání neformálních přátelských vztahů, které ve svém důsledku mohou posílit každodenní život a aktivní občanství. Projekt také usiluje o rozvoj klíčových kompetencí, a to zejména o rozvoj mediální gramotnosti, kritického myšlení, občanské participace, rozvoj digitálních technologií.</p>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Týden evropských kultur	<p><b>Výuka v rámci kurikula cizích jazyků.</b></p> <p>Podpoření povědomí o kulturní a jazykové rozmanitosti evropských zemí.</p> <p>Nastavení spolupráce mezi třídami při přípravě pokrmů a tvorbě prezentací.</p> <p>Zvýšení zájmu o cizí jazyky prostřednictvím praktických aktivit.</p>			
T1.2	Projektový den o udržitelném rozvoji	<p>Beseda s odborníky z automobilového průmyslu.</p> <p>Green deal pro Evropu – možnosti každého občana přispět ke klimatické neutralitě.</p> <p>Zpracování myšlenkových map, čeho všeho se Zelená dohoda pro Evropu týká, doplnění vlastních konkrétních aktivit.</p>			

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

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T1.3	Mýty o EU	<p>Rozpoznání dezinformací, nácvik a prohloubení kritického myšlení.</p> <p>Přiblížení významu EU prostřednictvím interaktivních aktivit.</p> <p>Spolupráce mezi třídami při hledání faktů.</p>			
T1.4	Externí přednáška o EU	<p>Externí expert – přednáška o praktickém fungování EU.</p> <p>Podněcení zájmu o aktuální témata spojená s EU.</p>			
T1.5	Rozšiřování EU.	<p><b>Výuka v rámci kurikula zeměpisu.</b></p> <p>Historie, rozšiřování EU a význam eura.</p> <p>Porozumění geografie a historie Evropy.</p> <p>Rozvoj dovedností při práci s mapou a tvorbě prezentací a kvízů.</p>			
T1.6	Hymny zemí EU	<p>Kulturních tradice evropských zemí.</p> <p>Propojení hudebního vzdělání s poznáváním historie.</p> <p>Podpora spolupráce žáků při tvorbě kreativních prezentací.</p>			
T1.7	Prohlídka Mozartova muzea v Praze	<p>Prohloubení znalostí o evropském kulturním dědictví.</p> <p>Zážitková pedagogika, práce v týmu, nevěšední získávání nových informací.</p> <p>Podněcení zájmu o klasickou hudbu.</p>			
T1.8	Slavné osobnosti zemí EU	<p>Seznámení žáků s významnými osobnostmi evropských zemí.</p>			

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

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		<p>Rozvíjení výtvarných dovedností a schopností prezentovat, posílení organizačních schopností – uspořádání výstavy v prostorech školy.</p> <p>Podpoření mezipředmětové spolupráce.</p>			
T1.9	Česko a EU	<p>Posílení vzájemné spolupráce mezi mladšími a staršími žáky.</p> <p>Seznámení žáků z mladších ročníků s významem EU zábavnou formou – tvorba plakátů, které budou k dispozici žákům ve třídách, na chodbách a dalších prostorech školy.</p> <p>Posílení digitálních kompetencí, propojení více předmětů.</p>			
T1.10	Výlet do Vídně po stopách vídeňské hudební kultury	<p>Prohloubení znalostí o evropském kulturním dědictví.</p> <p>Rozvíjení zájmu o hudební historii Evropy.</p> <p>Zážitkového učení prostřednictvím exkurze.</p>			
T1.11	Lidové písně a tance zemí EU	<p>Seznámení s kulturní tradicí vybraných zemí EU.</p> <p>Rozvoj kompetencí k učení – nastudování lidových písní.</p> <p>Rozvoj prezentačních dovedností.</p>			
T1.12	Kreativní dílna – Kouzelná flétna	<p>Zážitkové učení o rozvoji opery.</p> <p>Aktivní účast na workshop – hraní v opeře.</p> <p>Rozvoj digitálních kompetencí – příprava prezentací o Kouzelné flétně.</p>			

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

T1.13	Zažijte Evropu I.	Zážitkové učení o fungování EU v rámci programu Zažijte Evropu. Tvorba exkurzního deníku. Skupinová spolupráce, vrstevnické učení a posílení schopnosti reflexe.			
T1.14	Zažijte Evropu II.	Zážitkové učení a simulační hra na poslance. Tvorba exkurzního deníku. Skupinová spolupráce, vrstevnické učení, posílení komunikativních kompetencí a kompetencí k řešení problému			
T1.15	Minulost a současnost EU	<b>Výuka v rámci kurikula občanské výchovy.</b> Fungování a dělba práce v expertních skupinách. Zpracování témat dle zadání. Předávání informací mezi žáky, společná diskuse, obhajoba vlastních myšlenek na téma výhody a nevýhody členství v EU.			
T1.16	Jiří z Poděbrad	<b>Výuka v rámci kurikula dějepisu.</b> Od současnosti k myšlence jednotné Evropy Jiřího z Poděbrad. Rozvoj kritického myšlení. Myšlenkové mapování.			
T1.17	Od pražského groše k euru	Zážitkové učení o Václavu II. Posílení kompetencí k učení a kompetencí personálních.			

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

		Časová osa: vývoj měn od středověku po současnost			
T1.18	Cesta do Kutné Hory	Skupinová práce a zážitkové učení. Tvorba deníku z cesty – rozvíjení čtenářské gramotnosti. Rozvoj digitálních kompetencí – tvorby mapy historických památek Kutné Hory.			
T1.19	Dny Evropského dědictví	Návštěva evropsky významné památky v Praze. Zážitkové učení formou exkurze. Organizace výstavy o kulturních památkách zemí EU.			
T1.20	Den Evropy – Já a EU	Připomenutí oslav 9. května. Rozvoj týmové spolupráce, mezipředmětové propojení. Společné sdílení.			
T1.21	Modelové zasedání Evropského parlamentu	Osvojení dovedností k řešení problému. Nastínění modelových situací – pravidla diskuse, respekt k názoru druhého. Získání vědomostí o fungování EP.			
T1.22	Vlajky zemí EU	Rozvíjení různých výtvarných technik. Osvojení vědomostí o symbolech zemí EU. Posílení týmové spolupráce.			
T1.23	Návštěva Evropského parlamentu v Bruselu	Sdílení autentických zkušeností v prostředí evropské instituce. Zážitkové učení a rozvoj jazykových dovedností.			

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			Posílení komunikativních a sociálních kompetencí.				
T1.24	Hudební a taneční tradice zemí EU		Výuka dle kurikula hudební výchovy.  Orientace v evropské hudební tvorbě napříč historií.  Týmová spolupráce při mapování hudební a taneční tradice zemí EU.				
T1.25	Reflexe a zhodnocení projektu		Zhodnocení a reflexe projektu projektovým týdnem.  Sumarizace materiálů, sdílení v rámci dobré praxe.				
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)

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

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D1.1		1		/R — Document, report/ /DEM — Demonstrator, pilot, prototype/ /DEC — Websites, patent filings, videos, etc/ /DATA — data sets, microdata, etc/ /DMP — Data Management Plan/ /ETHICS/ /SECURITY/ /OTHER/	/PU — Public/ /SEN — Sensitive/ /R-UE/EU-R — EU Classified/ /C-UE/EU-C — EU Classified/ /S-UE/EU-S — EU Classified/		
D1.2		1		/R — Document, report/ /DEM — Demonstrator, pilot, prototype/ /DEC — Websites, patent filings, videos, etc/ /DATA — data sets, microdata, etc/ /DMP — Data Management Plan/ /ETHICS/ /SECURITY/ /OTHER/	/PU — Public/ /SEN — Sensitive/ /R-UE/EU-R — EU Classified/ /C-UE/EU-C — EU Classified/ /S-UE/EU-S — EU Classified/		

**Estimated budget — Resources**

31 000,00 €

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

Work Package ...

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

Subcontracting (n/a for prefixed Lump Sum Grants)

**Subcontracting** (n/a for Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives)

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

**Note:** Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

Events

**Events**

This table is to be completed for events that have been mentioned as part of the activities in the work packages above

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

<i>Give more details on the type, location, number of persons attending, etc.</i>							
Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
E1.2	6. a 7. ročníky	Projektový den o udržitelném rozvoji	Přednáška a workshop	Enviromentální výchova	Praha, ČR	1	150
E1.4	8. a 9. ročníky	Externí přednáška o EU	Přednáška a beseda	Občanská participace	Praha, ČR	1	75
E1.7	9. ročníky	Prohlídka Mozartova muzea v Praze	workshop	Zážitkové vzdělávání	Praha, ČR	1	75
E1.10	7. a 8. ročníky	Výlet do Vídně po stopách vídeňské hudební kultury	výjezd	Zážitkové vzdělávání, podpora jazykových dovedností	Vídeň, Rakousko	1	40
E1.12	8. ročník	Kreativní dílna – Kouzelná flétna	workshop	Zážitkové vzdělávání	Praha, ČR	1	75
E1.13	8. ročník	Zažijte Evropu I.	workshop	Zážitkové vzdělávání	Praha, ČR	1	75
E1.14	9. ročník	Zažijte Evropu II.	workshop	Zážitkové vzdělávání	Praha, ČR	1	75
E1.18	7. ročník	Cesta do Kutné Hory	výjezd	Zážitkové vzdělávání	Kutná Hora, ČR	1	75
E1.23	6. – 9. ročník	Návštěva Evropského parlamentu v Bruselu	výjezd	Zážitkové vzdělávání, podpora jazykových dovedností	Brusel, Belgie	3-4	40

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

Timetable

<b>Timetable (projects up to 2 years)</b>																								
<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 ...																								

<b>Timetable (projects of more than 2 years)</b>																								
<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 - Týden evropských kultur																								
Task 1.2 - Projektový den o udržitelném rozvoji																								





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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

#@ETH-ICS-EI@#

**5. OTHER**

**5.1 Ethics**

<p><b>Ethics (if applicable)</b></p> <p><i>If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.</i></p> <p><i>Describe how you will ensure gender mainstreaming and children’s rights in the project activities.</i></p>
<p>Not applicable.</p>

#§ETH-ICS-EI§# #@SEC-URI-SU@#

**5.2 Security**

<p><b>Security</b></p>
<p>Not applicable.</p>

#§SEC-URI-SU§# #@DEC-LAR-DL@#

**6. DECLARATIONS**

<b>Double funding</b>	
<b>Information concerning other EU grants for this project</b>	<b>YES/NO</b>
<p><b>⚠ Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</b></p>	
<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, etc). If NO, explain and provide details.</p>	<p>YES</p>
<p>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, etc). If NO, explain and provide details.</p>	<p>YES</p>

<p><b>Financial support to third parties (if applicable)</b></p> <p><i>If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/ Programme Guide, justify and explain why this is necessary in order to fulfil your actions objectives.</i></p>
<p>Insert text</p>

<p><b>Seal of Excellence (if applicable)</b></p> <p><i>If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence.</i></p> <p><i>In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.</i></p>
---

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

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?	YES
--	-----

#§DEC-LAR-DL§#

Please, select:

The topic you are applying for: **Learning EU Initiatives**  
 The country of the applicant of the proposal: **Czech Republic (CZ)**

Your form is valid; see your lump sum amount below the table.

### JMO Learning EU Initiatives Teaching Hours

The lump sum is calculated based on the total number of teaching hours.

A Jean Monnet Learning EU Initiatives must include a minimum of 40 teaching hours per academic year.

⚠ Name of the Learning leader / academic coordinator	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
Mgr. Jana Pácalová				0

⚠ Name of the Professor	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
Mgr. Barbora Bejvlová	9	18	22	49
MgA. Barbora Brücklerová	12	19	24	55
Mgr. Denisa Kroc	6	6	6	18
Mgr. Pavel Laurich	12			12
Mgr. Jan Miessler	6	6	6	18
Mgr. Lucie North	6	6	6	18
Mgr. Jarmila Stejskalová	6	0	0	6
Bc. Judita Šavrdová	18		18	36
Mgr. Jana Šetková		18		18
Mgr. Dita Tomková		15	6	21
bývalá europoslankyně Ing. Radka Maxová	x	4	x	4
Ing. Thomas Árkai, Lukáš Kudláček - specialisti v oboru elektromobility	6	x	x	6
				0
				0
Prof 15				0
<b>Total</b>	<b>81</b>	<b>92</b>	<b>88</b>	<b>261</b>

The lump sum amount for the topic Learning EU Initiatives for an applicant from Czech Republic (CZ), having defined 261 hours over the 3 years is: **31.000,00 €**  
 Please insert this amount in Part A ('edit e-forms') of your proposal, under Section 3 – Budget.

**ANNEX 2****ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION**

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount <sup>1</sup>
	WPI EUCKS	
	Lump sum contribution	
a	b = a	
1 - ZS Hovorcovicka	31 000.00	31 000.00

<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 4 XXX LUMP SUM MGA — MULTI & MONO

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)**

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

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

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

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

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

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

### **Access rights for the granting authority, EU institutions, bodies, offices or agencies and national authorities to results for policy purposes**

The beneficiaries must grant access to their results — on a royalty-free basis — to the granting authority, other EU institutions, bodies, offices or agencies, for developing, implementing and monitoring EU policies or programmes.

Such access rights are limited to non-commercial and non-competitive use.

The access rights also extend to national authorities of EU Member States or associated countries, for developing, implementing and monitoring their policies or programmes in this area. In this case, access is subject to a bilateral agreement to define specific conditions ensuring that:

- the access will be used only for the intended purpose and
- appropriate confidentiality obligations are in place.

Moreover, the requesting national authority or EU institution, body, office or agency (including the granting authority) must inform all other national authorities of such a request.

### **Access rights for third parties to ensure continuity and interoperability**

Where the call conditions impose continuity or interoperability obligations, the beneficiaries must make the materials, documents and information and results produced in the framework of the action available to the public (freely accessible on the Internet under open licences or open source licences).

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

### **Additional communication and dissemination activities**

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

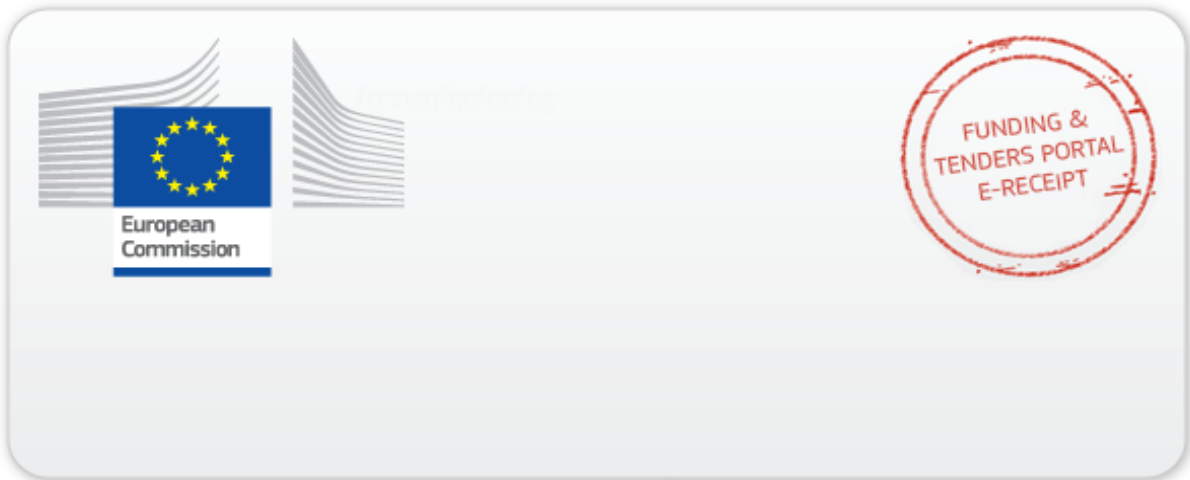
- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' **websites** or **social media accounts**
- for actions involving public **events**, display signs and posters mentioning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

## **SPECIFIC RULES FOR CARRYING OUT THE ACTION (— ARTICLE 18)**

### **EU restrictive measures**

The beneficiaries must ensure that the EU grant does not benefit any affiliated entities, associated partners, subcontractors or recipients of financial support to third parties that are

subject to restrictive measures adopted under Article 29 of the Treaty on the European Union or Article 215 of the Treaty on the Functioning of the EU (TFEU).



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