



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

GRANT AGREEMENT

Project 101239773 — EUTES

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':

STREDNI SKOLA INFORMATIKY A FINANCNICH SLUZEB, PLZEN, KLATOVSKA 200 G (INFIS), PIC 870882782, established in KLATOVSKÁ TRÍDA 2778, PLZEŇ 301 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 ¹
Annex 2	Estimated budget for the action
Annex 3	Accession forms (if applicable) ²
Annex 3a	Declaration on joint and several liability of affiliated entities (if applicable) ³
Annex 4	Model for the financial statements
Annex 5	Specific rules (if applicable)

¹ Template published on [Portal Reference Documents](#).

² Template published on [Portal Reference Documents](#).

³ Template published on [Portal Reference Documents](#).

TERMS AND CONDITIONS

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DATA SHEET**1. General data**

Project summary:

Project summary
The project aims to enhance awareness and knowledge about the European Union's impact on everyday life in the Czech Republic. It seeks to increase students' interest in European Parliament elections and European politics while addressing topics relevant to them. Additionally, the project strives to improve the quality of EU-related education, support innovative teaching methods, and expand EU knowledge among both students and teachers. The project will be implemented over three school years in three consecutive steps. Project plan (recurring 3 years): 1. EU lessons in each subject + project day Teaching in subjects such as social sciences, geography, economics, languages, IT, ecology etc. 2. Project day aimed at complementing topics outside the curriculum. Practical teaching and didactic games. 3. School competition on the EU – Digital test, awards for the best pupils. Top pupils will receive a sponsored trip to Brussels. Excursion to Brussels and visit to the European Parliament. Sharing experiences on return (presentations, articles, social media, schoolbook). Special emphasis will be placed on second-year students, as they are at an optimal stage for engagement—already adapted to high school life and, in some cases, approaching voting age. By sharing experiences and educational materials within the school and with partner institutions, the project aims to create a sustainable and impactful learning environment.

Keywords:

- Erasmus+
- Democratic engagement and civic participation
- School education
- EU values
- Cultural Studies, Cultural Diversity
- European Union institutions, Brussel, School Trip

Project number: 101239773

Project name: Europe Union through the eyes of students – Evropská Unie očima žáků

Project acronym: EUTES

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	INFIS	STREDNI SKOLA INFORMATIKY A FINANCNICH SLUZEB, PLZEN, KLATOVSKA 200 G	CZ	870882782	31 000.00
Total						31 000.00

Coordinator:

- STREDNI SKOLA INFORMATIKY A FINANCNICH SLUZEB, PLZEN, KLATOVSKA 200 G (INFIS)

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
					Final payment	90 days from receiving periodic report
1	1	36	Periodic report	60 days after end of reporting period		

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	21 700.00	n/a	1 - INFIS	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:

CZ830100000000039030311 KOMBCZPPXXX

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 2024/2509⁴ 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.

⁴ 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 2017/1371⁵ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁶, 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 2988/95⁷.

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 2024/2509⁸.

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 **101239773 — EUTES** ('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

⁵ 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).

⁶ OJ C 316, 27.11.1995, p. 48.

⁷ 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).

⁸ '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 grant⁹ 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)¹⁰ 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.

⁹ 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".

¹⁰ 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’¹¹ (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).

¹¹ 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/EC¹²
- 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.).

¹² 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/EC¹³
- 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

¹³ 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 2015/444¹⁴ and its implementing rules).

¹⁴ 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 2018/1725¹⁵.

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 2016/679¹⁶).

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

¹⁵ 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).

¹⁶ 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:

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

- (b) by drawing on the financial guarantee(s) (if any)

- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)

- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 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 2015/2366¹⁷ 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.

¹⁷ 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 883/2013¹⁸ and No 2185/96¹⁹
- 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.

¹⁸ 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).

¹⁹ 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

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

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations
- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or

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

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

32.3.2 Procedure

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

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

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

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

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

32.3.3 Effects

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

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

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

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

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

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

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

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 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 2988/95²⁰).

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.

²⁰ 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 1182/71²¹, 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

²¹ 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.

PROJECT	
Grant Preparation (General Information screen) — Enter the info.	
Project number:	101239773
Project name:	Europe Union through the eyes of students – Evropská Unie očima žáků
Project acronym:	EUTES
Call:	ERASMUS-JMO-2025-OFET-LEARNING-EU
Topic:	ERASMUS-JMO-2025-OFET-LEARNING-EU
Type of action:	ERASMUS-LS
Service:	EACEA/A/01
Project starting date:	first day of the month following the entry into force date
Project duration:	36 months

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List of work packages 4

Staff effort 6

List of deliverables 7

List of milestones (outputs/outcomes) 10

List of critical risks 10

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 aims to enhance awareness and knowledge about the European Union's impact on everyday life in the Czech Republic. It seeks to increase students' interest in European Parliament elections and European politics while addressing topics relevant to them. Additionally, the project strives to improve the quality of EU-related education, support innovative teaching methods, and expand EU knowledge among both students and teachers.

The project will be implemented over three school years in three consecutive steps. Project plan (recurring 3 years):

1. EU lessons in each subject + project day

Teaching in subjects such as social sciences, geography, economics, languages, IT, ecology etc.

2. Project day aimed at complementing topics outside the curriculum. Practical teaching and didactic games.

3. School competition on the EU – Digital test, awards for the best pupils. Top pupils will receive a sponsored trip to Brussels. Excursion to Brussels and visit to the European Parliament. Sharing experiences on return (presentations, articles, social media, schoolbook).

Special emphasis will be placed on second-year students, as they are at an optimal stage for engagement—already adapted to high school life and, in some cases, approaching voting age.

By sharing experiences and educational materials within the school and with partner institutions, the project aims to create a sustainable and impactful learning environment.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	INFIS	STREDNI SKOLA INFORMATIKY A FINANCNICH SLUZEB, PLZEN, KLATOVSKA 200 G	CZ	870882782

LIST OF WORK PACKAGES

Work packages <i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Průběh školního roku v projektu Europe Union through the eyes of students – Evropská Unie očima žáků	1 - INFIS	100.00	1	36	D1.1 – Dostupné online studijní materiály pro žáky D1.2 – Školní soutěž – výsledková listina, hodnocení D1.3 – Školní exkurze D1.4 – Počet odučených hodin (teaching hours)

Work package WP1 – Průběh školního roku v projektu Europe Union through the eyes of students – Evropská Unie očima žáků

Work Package Number	WP1	Lead Beneficiary	1 - INFIS
Work Package Name	Průběh školního roku v projektu Europe Union through the eyes of students – Evropská Unie očima žáků		
Start Month	1	End Month	36

Objectives

1. Completed project preparation for the school year.
2. Entry tests in selected subjects (topics).
3. School test on the EU.
4. School excursion. Dissemination of information about the project.
5. Evaluation of the project in ŠR by the School management

Description

- Creating a project schedule, funding plan, incorporating the project into the school year plan.
- Selecting teachers and providing basic information.
- Division of work on teaching materials, preparation of the online environment for the project on MS Teams and the school portal ▪ Implementation of EU education into the thematic plan
- Pre-teaching questionnaires (tests of input knowledge, questionnaires for pupils on topics of interest) ▪ Teaching about the EU by selected teachers.
- Project day on the EU.
- School competition on the EU.
- Announcement of the competition.
- Feedback and evaluation.
- School excursion on the EU.
- Presentations, discussions, round tables on the EU school trip - motivating other pupils for the next school year.
- Dissemination of information and visibility of the project (articles, website, social networks, bulletin boards, etc.) ▪ Closing of the administration, feedback and preparation for the next school year.
- WP is repeated for the next years in the project.

STAFF EFFORT

Staff effort per participant <i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>		
Participant	WP1	Total Person-Months
1 - INFIS	100.00	100.00
Total Person-Months	100.00	100.00

LIST OF DELIVERABLES

Deliverables <i>Grant Preparation (Deliverables screen) — Enter the info.</i> <i>The labels used mean:</i> <i>Public — fully open ( automatically posted online)</i> <i>Sensitive — limited under the conditions of the Grant Agreement</i> <i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444</i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Dostupné online studijní materiály pro žáky	WP1	1 - INFIS	DEC — Websites, patent filings, videos, etc	PU - Public	2
D1.2	Školní soutěž – výsledková listina, hodnocení	WP1	1 - INFIS	R — Document, report	PU - Public	6
D1.3	Školní exkurze	WP1	1 - INFIS	R — Document, report	PU - Public	9
D1.4	Počet odučených hodin (teaching hours)	WP1	1 - INFIS	R — Document, report	SEN - Sensitive	36

Deliverable D1.1 – Dostupné online studijní materiály pro žáky

Deliverable Number	D1.1	Lead Beneficiary	1 - INFIS
Deliverable Name	Dostupné online studijní materiály pro žáky		
Type	DEC — Websites, patent filings, videos, etc	Dissemination Level	PU - Public
Due Date (month)	2	Work Package No	WP1

Description
Studijní materiály v MS Teams – přístupné pro všechny žáky i pedagogy.

Deliverable D1.2 – Školní soutěž – výsledková listina, hodnocení

Deliverable Number	D1.2	Lead Beneficiary	1 - INFIS
Deliverable Name	Školní soutěž – výsledková listina, hodnocení		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	6	Work Package No	WP1

Description
Zveřejněné výsledky závěrečného testu o EU, dostupné na školním portálu, školní kronika. Výsledky rozříděné podle: 1. Ročníku 2. Pohlaví 3. Celkově

Deliverable D1.3 – Školní exkurze

Deliverable Number	D1.3	Lead Beneficiary	1 - INFIS
Deliverable Name	Školní exkurze		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	9	Work Package No	WP1

Description
Splnění určených cílů na exkurzi do Bruselu. Článek školní kronika, příspěvky sociální sítě, přednáška žáků o exkurzi. Zpětná vazba žáků a pedagogů.

Deliverable D1.4 – Počet odučených hodin (teaching hours)

Deliverable Number	D1.4	Lead Beneficiary	1 - INFIS
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Deliverable Name	Počet odučených hodin (teaching hours)		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	36	Work Package No	WP1

Description
Počet odučených hodin (teaching hours). Naplnění plánovaného počtu odučených hodin o Evropské unii ve vybraných předmětech. Celkem odučených hodin ve všech vybraných předmětech - 86,25 h. Leona Jiráňková 10,5 10,5 10,5 31,5 Jaroslav Karnold 9 9 9 27 Pavla Lopatová 11,25 11,25 11,25 33,75 Jitka Spěváčková 7,5 7,5 7,5 22,5 Magdaléna Frühaufová 3,75 3,75 3,75 11,25 Iveta Králová 9 9 9 27 Lucie Martínková 11,25 11,25 11,25 33,75 Miroslava Hessová 6 6 6 18 Kateřina Horáková 7,5 7,5 7,5 22,5 Total 86,25 86,25 86,25 258,75

LIST OF MILESTONES

Milestones					
Grant Preparation (Milestones screen) — Enter the info.					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Ukončená příprava projektu na školní rok	WP1	1 - INFIS	Dokončení všech zadaných a zvolených úkolů – posoudí koordinátor projektu a vedení školy.	1
2	Vstupní testy v jednotlivých předmětech (tématech).	WP1	1 - INFIS	Test základních znalostí o fungování EU vytvořený příslušným pedagogem.	3
3	Školní test o EU	WP1	1 - INFIS	Test vytvořený v digitálním prostředí.	6
4	Návrat ze školní exkurze. Šíření informací o projektu	WP1	1 - INFIS	Splnění určených cílů na exkurzi do Bruselu.	9
5	Vyhodnocení projektu ve ŠR vedením Školy	WP1	1 - INFIS	Vyhodnocení cílů ze začátku roku na závěrečné pedagogické radě.	10

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
Grant Preparation (Critical Risks screen) — Enter the info.			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Riziko ukončení pracovního poměru učitelů zapojených do projektu	WP1	Do projektu budou zapojeni převážně pedagogičtí pracovníci se smlouvou na dobu neurčitou, u kterých nepředpokládáme, že by pracovní poměr ukončili. Všichni

Critical risks & risk management strategy <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
			pedagogové jsou adekvátně zastupitelní a nahraditelnými jinými kolegy – náš pedagogický sbor je plně kompetentní a počet učitelů 50 je dostatečnou zárukou nahraditelnosti.
2	Dlouhodobá nemoc zapojeného vedoucího člena týmu	WP1	Jak už bylo uvedeno v předchozím řádku, tak zapojení členové týmu jsou dlouhodobí zaměstnanci školy a nepředpokládáme jejich ukončení pracovního poměru, ale dlouhodobá nemoc se nedá předvídat. U funkcí, které vedou a administrují projekt (ředitel, zástupkyně ředitele pro projekty, koordinátor projektu) je riziko nahraditelnosti o něco obtížnější, proto označujeme toto riziko jako středně vysoké. Přesto jsme schopni i tyto funkce flexibilně a rychle nahradit např. tím, že proškolíme jiného pracovníka.
3	Nemotivovaní žáci, kteří se nebudou aktivně zapojovat do projektu a nebudou mít o téma zájem. Tito žáci mají také častější absence, takže hrozí mezery v návaznosti	WP1	Motivaci i pro tyto žáky by měla být samotná gamifikace projektu – to znamená, že znalosti, které získají, pak můžou uplatnit v závěrečném soutěžním testu, jehož výherci vycestují na zahraniční exkurzi. V této skupině budeme také počítat s vysokou mírou flexibility při výuce o EU a přizpůsobíme své plány aktuálním

Critical risks & risk management strategy <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
			potřebám málo motivovaných tříd (např. zapojením více her, praktických úkolů, skupinové práce a pohybu, výuce venku). V této skupině mnohem více zapojíme i rodiče, které budeme podrobně informovat o projektu, jeho průběhu a možné výhře. Rodiče by tak mohli také své děti, které znají nejlépe právě oni, povzbudit k aktivnímu přístupu



Erasmus+ Programme (ERASMUS)

Description of the action (DoA)

[for FPAs: Action plan]

Part A

Part B

Version 1.0

25 February 2021

IMPORTANT NOTICE

What is the Application Form?

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

The Form consists of 2 parts:

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

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

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

How to prepare and submit it?

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

Character and page limits:

- page limit normally 40 pages for Jean Monnet Chairs, Jean Monnet Modules and Jean Monnet Learning EU initiatives; 70 pages for all other calls (unless otherwise provided in the Call document/Programme Guide) • supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

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

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

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

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

ADMINISTRATIVE FORMS (PART A)

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

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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	
Project name:	Europe Union through the eyes of students – Evropská Unie očima žáků
Project acronym:	EUTES
Coordinator contact:	Mgr. Jan Zelinka, Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G

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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

Project summary (in English)

See Abstract (Application Form Part A).

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

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

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?

Motivace k projektu:

1. Snaha o zlepšení povědomí a znalostí o působení Evropské Unie na život lidí v České republice.
2. Zvýšení zájmu žáků o volby do Evropského parlamentu a o evropskou politiku obecně.
3. Řešení evropských problémů, které zajímají samotné žáky.
4. Zkvalitnění výuky o EU a větší začlenění do školního plánu.
5. Podpora inovativních metod výuky, která se pak může pozitivně promítnout i do jiných předmětů.
6. Rozšíření informací a znalostí o EU i v pedagogickém sboru.
7. Sdílení zkušeností a materiálů (networking) mezi žáky i učiteli naší školy, ale i s partnerskými školami.

Projekt na naší škole bude probíhat ve 3 po sobě jdoucích krocích, které se budou opakovat po 3 následující školní roky. Projekt se bude týkat velké části pedagogického sboru, vedení školy a všech žáků, kteří navštěvují naši školu, ale jeho primární zaměření v druhém kroku (popsáno níže) bude na 2. ročník.

Důvody pro zaměření na 2. ročník:

1. První ročníky všech oborů věnují velké množství hodin adaptaci (seznamovací pobyt), lyžařskému kurzu a projektovým dnům (tvorba a psaní portfolia).
2. Druhý ročník je z pravidla již adaptován na studium na střední škole a část žáků v tomto ročníku již dosahuje plnoletosti a začínají se více zajímat o svět kolem sebe a např. i o politiku a volby. A tady je můžeme projektem oslovit, inspirovat a zasáhnout nejvíce.
3. Třetí ročníky maturitních oborů mají čtyřdenní sportovní kurz a dvoutýdenní učební praxi ve firmách a žáci se také mnohem více začínají věnovat vlastním projektům např. při tvorbě SOČ (středoškolská odborná činnost). Žáci třetích ročníků mají také možnost absolvovat dvoutýdenní praxi v zahraničí.
4. Čtvrtý ročník má taktéž dva týdny praxe ve firmách, a navíc i možnost absolvovat dvoutýdenní praxi v zahraničí a velkou část roku se připravují na maturitní zkoušky a věnují se např. svým maturitním projektům nebo skládání jazykových zkoušek.
5. Učební obor Operátor skladování je zakončen ve třetím ročníku závěrečnou zkouškou, která má tři části a žáci se na ni v průběhu závěrečného ročníku intenzivně připravují, proto by bylo

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vhodné nabídnout výuku, účast na soutěži a poté i školní výlet hlavně v průběhu II. pololetí prvního ročníku a ve druhém ročníku.

Tři hlavní kroky projektu (které se budou opakovat 3x):

1. Výuka témat spojených s Evropskou unií v jednotlivých předmětech a projektový den o EU.
2. Školní soutěž na téma EU pro všechny ročníky.
Vyhlášení nejlépe umístěných žáků (předání diplomů a cen)
Nejlépe umístění žáci dostanou možnost se účastnit plně hrazené školní exkurze do Bruselu s návštěvou Evropského Parlamentu.
3. Zájezd do Bruselu s návštěvou Evropského Parlamentu pro nejlépe umístěné žáky.

PRVNÍ KROK

Rozšířená výuka zaměřená na Evropskou unií v jednotlivých předmětech, které se na naší škole v jednotlivých oborech vyučují. Jednotlivé názvy předmětů se liší podle zaměření oboru. Všechny obory dostanou stejnou hodinovou dotaci a proběhne výuka stejných témat. Lišit se bude pouze umístění těchto hodin do příslušných předmětů podle oboru.

Výuka zaměřená na témata spojené s Evropskou unií bude probíhat v těchto předmětech:

1. Společenské vědy
 - Hodnoty EU a jejich uplatňování v praxi ○ Principy demokracie, rovnosti a právního státu ○ Boj proti diskriminaci (genderová, etnická, náboženská) ○ Lidská práva v EU a jejich ochrana
 - Instituce a politika EU
 - Jak funguje Evropská unie? (Parlament, Komise, Rada EU...) ○ Role EU v mezinárodní politice
 - Občanství a participace ○ Jaké máme možnosti zapojení do EU politiky? ○ Volby
 - Erasmus+ a další programy mobility
2. Zeměpis a logistika
 - Geografie EU a její regiony ○ Státy EU
 - Evropské regiony a politika soudržnosti ○ Rozšiřování EU
 - Udržitelný rozvoj a životní prostředí ○ Zelená dohoda pro Evropu
 - Ekologická opatření EU (recyklace, ochrana biodiverzity, klimatická politika)
 - Doprava a infrastruktura v EU
 - Trans-Evropská dopravní síť
 - Udržitelnost v dopravě (elektrifikace, železniční doprava)
 - Dodavatelské řetězce a obchodní politika
 - Jak EU reguluje obchod s třetími zeměmi? ○ Regulace
 - Opatření vůči zemím mimo EU ○ Opatření třetích zemí vůči zemím EU
3. Ekonomika
 - Společný trh a hospodářská spolupráce ○ Eurozóna a společná měna
 - Volný pohyb osob, zboží, služeb a kapitálu
 - Sociální politika EU ○ Minimální mzda a pracovní práva v EU ○ Podpora rovnosti v zaměstnání
4. Biologie a životní prostředí
 - Ochrana životního prostředí v EU
 - Klimatické změny a politika EU ○ Biodiverzita a Natura 2000
 - Zdraví a bezpečnost potravin ○ GMO a regulace potravin v EU ○ Zdravotní politika EU
5. Cizí jazyky (Aj, Nj)

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- Vznik a historie EU, orgány EU, instituce a sídla, země EU, kulturní a přírodní památky, cestování v zemích EU (materiály v Aj a Nj)

- EU jako jazykový a kulturní prostor ○
Úřední jazyky EU a jejich význam ○
Překladatelská a tlumočnická práce v EU
- Angličtina a němčina v institucích EU ○ Jak probíhá komunikace na úrovni EU?
- Témata pro diskuze a eseje ○ Co znamená být evropským občanem? ○ Role EU v ochraně lidských práv
- 6. Literatura a umění
 - Evropská literatura a kultura ○ Společné evropské kulturní dědictví ○ Autoři a umělci ovlivnění evropskou integrací
 - Cenzura a svoboda projevu v literatuře ○ Jak EU chrání svobodu slova? ○ Dezinformace v médiích
- 7. Informační technologie, počítačové sítě a aplikační software
 - Digitální práva v EU
 - GDPR a ochrana osobních údajů
 - Boj proti kybernetické kriminalitě ○ Fake news a dezinformace
 - EU a technologické inovace ○ Jak EU podporuje vývoj umělé inteligence? ○ Role EU v regulaci digitálního trhu
- 8. Tělesná výchova
 - Sport a hodnoty EU ○ Fair play a boj proti diskriminaci ve sportu
 - Evropské programy na podporu sportu a zdravého životního stylu
 - Sport a inkluze ○ Paralympijské hnutí a podpora hendikepovaných sportovců

Pro témata, která nelze do určitého oboru umístit z důvodu odlišných předmětů se uskuteční **projektový den v délce 7** výukových hodin. V tento den budou probíhat v jednotlivých třídách aktivity, které doplní chybějící témata. Cílem bude seznámit co nejvíce žáků s co nejvíce tématy. S organizací projektových dnů máme ve škole bohaté zkušenosti, které využijeme i při organizaci „Dne EU“. Sami žáci si s pomocí pedagogů připraví stanoviště pro ostatní žáky školy, kteří budou v průběhu dne po skupinách plnit úkoly na jednotlivých stanovištích.

Jelikož je naše škola primárně zaměřena na výuku ICT a předmětů s tím spojených, disponujeme velkým množstvím ICT učeben, které můžeme využít na výuku jednotlivých témat v digitální podobě. Každá učebna školy disponuje projektorem a většina učeben již modernějším digitálním panelem. Škola disponuje i sadou virtuální reality Meta quest od Virtual Lab včetně výukových modulů VR Edu Pack a dále možností využít i tzv. rozšířenou realitu (AR) na mobilech a tabletech. Během výuky naši pedagogové využívají mnohé platformy a aplikace a ty také zapojíme do výuky o EU. Jde např. o platformy Kahoot, Quizizz, Nearpod, Answer Garden, MS Teams, MS Forms, Interaktivní digitální mapy atd.

DRUHÝ KROK

Škola uskuteční jednotný soutěžní test znalostí o Evropské unii, který bude zaměřen na témata vyučována v předchozím kroku. Na tvorbě testových otázek a úkolů se budou podílet všichni zapojení členové týmu. Test bude probíhat v digitálním prostředí a bude možno použít více rozmanitých typů otázek (výběr z možností, více možností správných, ano/ne, otevřené otázky, seřazení dle zadání apod.) Vyhlášení budou nejlépe umístění žáci, kteří obdrží diplom vystavený vedením školy a věcné ceny. Nejlepším žákům bude jednou za trvání projektu umožněno vycestovat na sponzorovaný školní výlet do Bruselu. Tato odměna se bude týkat 40 žáků, kteří se umístí nejlépe.

TŘETÍ KROK

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Samotná školní exkurze do Bruselu a návštěva Evropského Parlamentu pro 40 žáků. Exkurze bude financována z projektu a bude tedy zaručena inkluze všech žáků bez ohledu na finanční zázemí jejich rodiny. Následně budou účastníci exkurze sdílet své poznatky a zážitky ve třídách zapojených do projektu se zaměřením na motivaci žáků nižších ročníků. Účastníci také napíší články na web školy a sociální sítě.

Popis rozdělení výuky o EU:

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Hodinová dotace pro jednu třídu bude 16 hodin čistého času. Přímá výuka bude probíhat 16 výukových hodin na jednu třídu. Přípravu žáků mimo školní výuku, jako např.: tvorba prezentací na zadané téma, vypracování skupinových prací, příprava pracovních listů a kvízů pro spolužáky na zvolené téma, tvorba fotografií, plakátů a videí, která bude probíhat např. v rámci našich školních kroužků nebo se zapojením členů školního parlamentu do odučených hodin nepočítáme.

Projektový den bude probíhat v den, který určí vedení školy, a to po dobu 7 výukových hodin. Celkově tedy odučíme 23 výukových hodin (přes 16 hodin čistého času) na jednu třídu. V jednom ročníku máme 5 tříd, takže celkový počet odučených hodin přesáhne 115 hodin a čistého času odučíme 86,25 hodiny za jeden školní rok.

Obor Informační technologie (2 zaměření – celkově 3 třídy):

Literatura a umění – 2 výukové hodiny

Anglický jazyk / Německý jazyk – 4 výukové hodiny

Společenské vědy – 3 výukové hodiny

Aplikační software – 3 výuková hodiny

Ekonomika – 2 výukové hodiny Tělesná

výchova – 2 výukové hodiny

Celkově 16 výukových hodin + 7 výukových hodin projektový den.

Obor Operátor skladování:

Literatura a umění – 2 výukové hodiny

Anglický jazyk – 2 výukové hodiny

Společenské vědy – 3 výukové hodiny

Informační technologie – 2 výukové hodiny

Logistika a dopravní zeměpis – 3 výukové hodiny

Ekonomika a finančníctví – 2 výukové hodiny

Tělesná výchova – 2 výukové hodiny

Celkově 16 výukových hodin + 7 výukových hodin projektový den.

Obor Technické lyceum:

Literatura a umění – 2 výukové hodiny

Anglický jazyk / Německý jazyk – 2 výukové hodiny

Společenské vědy – 3 výukové hodiny

Informační technologie – 3 výukové hodiny Ekonomika

– 2 výukové hodiny

Biologie a ekologie – 2 výukové hodiny Tělesná

výchova – 2 výukové hodiny

Celkově 16 výukových hodin + 7 výukových hodin projektový den.

Všechny obory a třídy budou mít 1x za každý rok trvání projektu projektový den o 7 výukových hodinách, kam budou zařazena témata, která nezapadala do osnov předmětů a témata k opakování a utužení znalostí.

Přínos projektu: Žáci:

- Zvýšení informovanosti o EU – žáci se dozví o fungování EU, jejích institucích a právech občanů EU.
- Větší povědomí o možnostech studia a práce v EU – programy jako Erasmus+ nebo pracovní příležitosti v EU institucích.
- Motivace k práci, studiu, ale i cestování v zemích EU
- Rozvoj kritického myšlení a debatních schopností – diskuse o evropských tématech, simulace jednání v EU institucích.
- Podpora jazykových dovedností – možnost komunikace v cizích jazycích během projektových aktivit.
- Rozvoj týmové spolupráce – práce na projektech souvisejících s EU podporuje schopnost spolupracovat.

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- Zlepšení čtenářské gramotnosti při práci s různými zdroji informací
- Zvýšení digitální gramotnosti během práce na projektu
- Vyšší zapojení kreativity
- Zlepšení prezentačních schopností žáků při představování žákovských projektů či výsledků skupinových aktivit

Učitelé:

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

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- Rozvoj odborných znalostí – učitelé si rozšíří své znalosti o fungování EU, jejích politikách a možnostech pro žáky.
- Zlepšení pedagogických metod – výuka v rámci projektu umožní učitelům využít interaktivní a inovativní formy výuky.
- Vyšší zapojení a zlepšení digitálních dovedností – např. při využití nových aplikací a platforem - Zlepšení kreativity při tvorbě výukových materiálů
- Možnost spolupráce s odborníky – pozvání odborníků z EU institucí nebo zástupců organizací zapojených do evropských projektů např. Eurocentrum Plzeň.
- Zlepšení jazykových dovedností – práce s evropskými tématy může vést k intenzivnějšímu využívání cizích jazyků.
- Zintenzivnění networkingových aktivit mezi zapojenými učiteli

Škola a vedení školy (jako instituce)

- Podpora mezinárodní spolupráce – zkušenost s podobnými projekty může vést k většímu zapojení školy do projektů Evropské unie (např.: Erasmus+).
- Celoživotní vzdělávání – škola může díky požadavkům učitelů zapojených do projektu umožnit nejen zapojeným učitelům využít nabídku různorodých vhodných školení, např. i školení „pro sborovnu“ na požadovaná témata (např. pro tvorbu kreativních materiálů školení na Canva, pro tvorbu digitálního obsahu školení o AI, hry ve výuce z nabídky školení KCV nebo NPI apod.)
- Rozšíření vzdělávací nabídky – škola se může stát centrem pro šíření povědomí o EU a evropských hodnotách.
- Zvýšení prestiže školy pro zájemce o studium (účast na evropských projektech zvyšuje atraktivitu školy v regionu)

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).

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Specifické cíle projektu:

1. Zvýšení povědomí žáků o Evropské unii – zlepšení znalostí o institucích EU, jejím vlivu na život v ČR a možnostech zapojení občanů do evropské politiky.
2. Podpora aktivního občanství a účasti ve volbách – zvýšení zájmu žáků o volby do Evropského parlamentu a o politické dění v EU.
3. Rozvoj kritického myšlení – podpora analytického přístupu k informacím o EU a schopnosti hodnotit evropské politiky.
4. Schopnost rozlišovat dezinformace, informace změněné umělou inteligencí a grafické podvrhy.
5. Interdisciplinární přístup k výuce – integrace témat souvisejících s EU do různých předmětů (společenské vědy, zeměpis, ekonomika, IT, biologie, jazyky aj.).
6. Podpora inovativních výukových metod – využití digitálních nástrojů, interaktivních platforem a projektové výuky.
7. Rozvoj jazykových dovedností – podpora komunikace v angličtině a němčině při práci s evropskými materiály.
8. Odborná příprava pedagogů – rozšíření znalostí učitelů o EU a poskytnutí metodických materiálů pro výuku.
9. Praktická aplikace znalostí – školní soutěž a zapojení žáků do tvorby projektů souvisejících s EU.
10. Odměna a motivace žáků – nabídka možnosti školní exkurze do Bruselu pro žáky, kteří se zúčastní soutěže, bez ohledu na obor. Možnost vyhrát věcné ceny.
11. Zajištění udržitelnosti projektu – dlouhodobé zkvalitnění výuky o EU s podporou od vedení školy.

Proč máme tyto cíle:

- Nízký zájem mladé generace o volby do Evropského parlamentu.
- Ve stávající výuce o EU zjištěno malé povědomí o fungování EU.

- Standardní cestou bez možnosti hlubšího a časově náročnějšího studia je pro žáky téma často špatně uchopitelné.
- Zvýšení povědomí o populistické politice, které často zneužívá neúplných informací nebo dokonce dezinformací.
- Žákům dělá problém rozlišit pojmy spojené s právními předpisy EU (například: směrnice, rozhodnutí, nařízení, doporučení a stanoviska).
- Rozšíření a obnovení hlubších znalostí o fungování EU a např. dotačních programech u pedagogického sboru.
- Chceme získat více zkušeností s EU projekty z pohledu školy a v budoucnu se případně pokusit zapojit i do dalších projektů.

Měřitelnost cílů:

1. Předběžný krátký test znalostí ještě před zahájením projektu na téma, které daný pedagog vyučuje (5 až 10 min) nám umožní získat přehled o aktuálních znalostech žáků a obdobný test po odučení tématu nám pomůže odhalit posun ve znalostech o EU díky projektu.
2. Anonymní dotazník pro žáky před zahájením projektu, kde budou moci uvést konkrétní témata o EU, která by je zajímala (a učitelé je pak mohou zapojit do svých výukových materiálů nebo projektového dne) a podobný dotazník na konci projektu, kde žáci zhodnotí, zda byla jimi navrhovaná témata zapojena a jak široce.
3. Závěrečný test bude obsahovat tematické sekce, které budou odpovídat znalostem předběžnému testu. Na základě této zpětné vazby bude upravovat styl a hloubku výuky pro další školní rok.
4. V průběhu projektu budou žáci dotazováni na zpětnou vazbu a postřehy z výuky formou anonymních anket a dotazníků.
5. Dotazník pro zpětnou vazbu studentů i učitelů. Možnost bodově hodnotit různé dotazy od 1 po 10 bodů. Z toho bude vyhodnocena nejméně úspěšná část, která bude přepracována do jiného formátu výuky.
6. Školní soutěž bude sloužit jako zpětná vazba pro studenty, pedagogy i vedení školy. Výsledky soutěže nám ukážou nejen posun žáků ve znalostech o EU, ale i zájem o téma.
7. Vedení školy bude na poradách, pedagogické radě a předmětových poradách informovat o průběhu projektu, seznamovat všechny o výsledcích anket a dotazníků a naslouchat zpětné vazbě pedagogů.
8. Hodnocení účastníků závěrečné školní exkurze do Bruselu.

Potřeby projektu:

Potřeby projektu budou zajištěny financemi z projektu a finančními zdroji školy. Některé pracovní náklady budou součástí normální pracovní náplně zaměstnance. Práce na projektu mimo standardní výuku bude hrazena z projektu např. příprava nových inovativních materiálů, příprava a organizace projektového dne apod. Materiální zajištění (např.: ICT učebny, notebooky, 3D tiskárny, tiskárny, virtuální realita, projektory, potřebné programy pro tvorbu aplikací a prezentací) je již součástí školy a bude poskytovat škola. Lidské zdroje:

- Vedení školy (ředitel školy, zástupkyně ředitele pro projekty)
- Administrátor/koordinátor projektu
- Ekonomické oddělení
- Odborní učitelé schopní vést výuku o EU v různých předmětech
- Organizátoři školní soutěže a projektového dne
- Koordinátor exkurze do Bruselu

Vzdělávací materiály a digitální nástroje:

- Interaktivní prezentace a pracovní listy pro výuku

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- Online platformy a aplikace – Kahoot, Quizizz, Nearpod, Actionbound, AnswerGarden, Clasroomscreen, Quizlet, Blooket, AI, nástroje Office 365, MS Teams, MS Forms apod.
- Virtuální realita včetně VR Edu Lab
- Digitální mapy a aplikace zaměřené na politiku a geografii EU

Logistické zajištění

- Organizace projektového dne a soutěže pro všechny ročníky.
- Příprava a realizace exkurze do Bruselu

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Finanční prostředky

- Odměny pro vítěze soutěže (diplomy, ceny, školní exkurze)
- Zakoupení licencí na rozšířené verze uvedených online aplikací a nástrojů

Spolupráce s externími subjekty

Možnost zapojení odborníků na evropská témata např. politici, zástupci EU institucí, univerzitní profesori – máme kontakty z předchozích let (Ing. Nový emeritní děkan ekonomické fakulty ZČU a poslanec, Eurocentrum Plzeň, místní politici)

#@COM-PL-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.

Naše škola se aktivně zapojuje do aktivit, které mohou žákům přiblížit, objasnit a doplnit informace o EU, které získávají během výuky. Ať už jde o různé přednášky a besedy, workshopy, spolupráce s partnerskou školou, mobility či výjezdy a poznávací zájezdy do evropských zemí. Všechny tyto aktivity směřují k poznávání hodnot zemí EU, objevování svobody a demokracie, ale i pracovního prostředí, kultury a historie jednotlivých zemí.

Aktivity, do kterých byli naši žáci v předešlých letech zapojeni viz např. <https://portal.infis.cz/kronika>

- naši žáci se účastnili akcí a workshopů spoluorganizovaných kancelář Eurocentrum Plzeň. Např. ve školním roce 2023/24 proběhla interaktivní akce s názvem “Evropská unie a simulace jednání” a “Workshop o EU v angličtině”. V předchozím školním roce to pak bylo téma “Instituce EU a jejich činnost a schvalování zákonů v EU”.
- již dvakrát nás navštívil poslanec a emeritní děkan fakulty ekonomické ZČU Ing. Novotný a debatoval se žáky např. na téma zadlužování zemí EU a také o výhodách a nevýhodách zavedení Eura.
- každý rok pořádáme také školní poznávací zájezd do jedné z evropských zemí – v posledních letech šlo například o Nizozemsko, Rakousko, Francii a dříve i Velkou Británii. Jelikož plánujeme každý rok projektu ukončit vědomostní soutěží pro žáky, kdy výherci pojedou na zájezd právě do některé další země EU, tak tím jistě navážeme na naše předchozí poznávání historie a kultury zemí EU. - další zemí, kde se žáci setkávají s realitou EU (ať už výhodami či nevýhodami) je sousední Německo. Již dlouhá léta máme úzkou spolupráci a partnerskou školu ve Weidenu (Europa Berufsschule, Weiden). Několikrát do roku organizujeme vzájemné návštěvy, hospitace v hodinách pro žáky i učitele atd. Naši žáci se zde například mohli poprvé reálně setkat s první vlnou syrských migrantů, kteří utekli do Německa před válkou a mohli s nimi debatovat o jejich rodinách, zájmech a budoucnosti. Při každém překračování hranic také např. aktuálně řešíme probíhající kontroly na německé straně hranice. Mohli bychom navázat na tuto spolupráci a nechat žáky obou škol vyhledat témata o EU, o kterých by chtěli při budoucích setkáních diskutovat.
- každoročně také žákům umožňujeme účast na exkurzi v zahraniční firmě. Jedná se většinou o firmu v sousedním Německu, což je pochopitelné vzhledem k dobré dostupnosti. Navštívili jsme již vícekrát např. KRONES (což je mateřská firma českého KOPNPLANu, kde mimochodem naši žáci vykonávají i školní odbornou praxi), Witron, Agentur für Arbeit.

Informace o všech výše uvedených aktivitách najdete např. ve školní kronice na webu školy a také na sociálních sítích školy (Instagram, Fcb, LinkedIn, Tik Tok). Projekt tedy zapadá do konceptu naší školy a je v souladu s naším ŠVP.

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Pozitivní zkušenosti školy s implementací projektových dnů do výuky zaměřených na globální problémy nebo všeobecnou výuku prospěšných témat pro společnost můžeme prokázat např. tématy z posledních let:

- Ekologický projektový den: zaměřen na třídění odpadu a jeho využití.

- První pomoc: projektový den s důrazem na řešení zdravotních komplikací a na nutnost základních znalostí ohledně první pomoci.
- Volnočasový sportovní projekt na začlenění žáků z migračního prostředí.

K účasti na aktuálním projektu byla škola inspirována při webináři DZS, kde jsme se dověděli potřebné praktické informace a kde vystoupili stávající účastníci projektu. Naše škola by se ráda posunula a aktivněji zapojila do evropských projektů a následně byla inspirací pro naše spřátelené školy, které s námi úzce spolupracují. A také pro příští zájemce z řad školních institucí.

Chceme poskytnout platformu a ukázat možnosti nových výukových metod a získat zkušenosti, které by nás posunuli do dalších EU projektů anebo projektů podobně obecně prospěšných pro všechny žáky.

Díky školní exkurzi do Bruselu ukážeme našim žákům možnosti cestování po území Schengenského prostoru. Také budou mít žáci možnost poznat jiné kultury a různé diverzní prostředí, které sdílí stejné politické vedení pod Evropskou unií.

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

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2. QUALITY

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.

Využívání moderních ICT nástrojů (mobilní telefon, internet, počítač, virtuální realita a umělá inteligence). Jako škola zaměřená na studium informačních technologií máme pozitivní zkušenost s aktivním používáním moderních technologií. Díky možnosti používání těchto technologií ve zvolených hodinách žáci získávají potřebné zkušenosti do dalšího studia a pracovního i osobního života. Také se zvyšuje jejich samostatnost a schopnost se správně zeptat na problém a kreativně ho řešit. Pedagog pomáhá žákům určit dobré informační kanály a odlišit dezinformace. Myslíme si, že toto jsou ideální nástroje na moderní výuku spojenou o EU, kde je plno veřejně dostupných online informací.

Skupinová práce a kooperativní výuka pomáhá studentům rozvíjet komunikační dovednosti a schopnost týmové spolupráce, což jsou kompetence důležité pro fungování v dalším studijním i profesním životě v rámci EU, kde je kladen důraz na spolupráci mezi členskými státy.

Výuka v životních situacích (např. simulace jednání Evropského parlamentu) umožňuje studentům prakticky zažít, jak fungují evropské instituce, a lépe si osvojit principy demokracie, rozhodovací procesy a význam občanské participace. Brainstorming a projektová výuka podporují kreativitu a vlastní iniciativu, což vede k hlubšímu porozumění problémům, které EU řeší (např. klimatická změna, migrace, ekonomická spolupráce).

Výuka samostatným a řízeným objevováním rozvíjí čtenářskou gramotnost a schopnost studentů hledat informace a kriticky je vyhodnocovat, což je zásadní pro pochopení komplexních politických a ekonomických souvislostí v EU.

Aktivizující metody (inscenační metody, didaktické hry) zvyšují motivaci a zapojení studentů do výuky, protože jim umožňují prožít různé role (např. europoslance, novináře, podnikatele) a pochopit realitu rozhodovacích procesů v EU na vlastní kůži.

Díky kombinaci těchto metod se výuka o EU stává praktickou, názornou a atraktivní i hravou, což vede k většímu zapojení studentů, lepšímu pochopení tématu a rozvoji klíčových dovedností pro 21. století.

Zde nastíníme příklady jejich použití v jednotlivých oblastech:

1. Literatura a umění

- Digitální storytelling (využití online nástrojů jako Canva, StoryMap, MyStorybook)

- Žáci vytvářejí interaktivní příběhy o historických osobnostech nebo kulturním dědictví EU, vytvářejí komiksy nebo krátké meme
 - Virtuální galerie a muzea (Google Arts) – Využití technologie virtuální reality a VR Edu Lab ○ Virtuální prohlídka evropských muzeí a diskuse o kulturním dědictví členských států.
 - Kreativní psaní v digitálním prostředí (blogy, podcasty) ○ Žáci píšou vlastní texty např. povídky, eseje, charakteristiky, vyprávění na různá témata o EU např. o navštívených zemích a hodnotách EU nebo osobnostech Evropy
2. Informační technologie
- Simulace kybernetické bezpečnosti v EU (interaktivní hry, hackathony) ○ Žáci řeší bezpečnostní incidenty podle pravidel GDPR.
 - Vývoj mobilních a webových aplikací s tematikou EU ○ Např. aplikace na testování znalostí o EU, simulátory voleb do Evropského parlamentu.
 - Online kvízy a gamifikace (Kahoot, Quizizz) ○ Tvorba znalostní soutěže pro spolužáky.
 - Datová analýza ○ Srovnání dat zemí EU ○ Tvorba tabulek a grafů a jejich vyhodnocení
3. Zeměpis a logistika
- GIS a mapové aplikace (Google Earth, OpenStreetMap) ○ Žáci analyzují dopravní infrastrukturu EU nebo ekologické projekty.
 - Virtuální exkurze do evropských měst a přístavů s využitím VR nebo AR technologie ○ Např. prohlídka Rotterdamu jako klíčového logistického centra.
 - Simulace logistických toků v EU (google maps, mapy.cz) ○ Žáci plánují optimální trasu přepravy zboží mezi státy.
 - Interaktivní slepé mapy na téma států a měst EU
 - Představení aplikace Geoguessr a podobných znalostních aplikací
 - Využití dat ČSÚ a Eurostatu
4. Společenské vědy
- Simulace zasedání Evropského parlamentu (EU Parliament Role Play) ○ Žáci se stávají poslanci a řeší aktuální problémy EU.
 - Digitální ankety a hlasování (Canva, Slido, MS Forms, AnswerGarden) ○ Hlasování o nejdůležitějších hodnotách EU podle žáků.
5. Cizí jazyky (Aj, Nj)
- Podcasty, rádio a audioknihy o EU (Spotify, BBC Learning English, DW Deutsch Lernen) ○ Žáci poslouchají a čtou aktuální zprávy o EU v cizích jazycích a vytvářejí shrnutí.
 - Online simulace diplomatických jednání v EU ○ Žáci hrají role diplomatů a vedou jednání v angličtině/němčině.
6. Biologie a ekologie • Digitální vyhledávání a sledování environmentálních dat, grafů ○ Žáci analyzují data o znečištění a klimatu v Evropě (ČSÚ, Eurostat)
- Online kvízy a ekologické výzvy (Kahoot, Quizizz) ○ Soutěže na téma udržitelnosti v EU.
7. Ekonomika
- Simulace podnikání v EU

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- Žáci zakládají fiktivní firmu a řeší výzvy společného trhu.
- Analýza ekonomických dat EU (Eurostat, Trading Economics) ○ Žáci pracují s reálnými statistikami HDP, inflace, nezaměstnanosti.
- Virtuální návštěva Evropské centrální banky Online prezentace o euru a měnové politice EU.

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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.

Řízení projektu:

- bude zajišťovat vedení školy, tj. ředitel + zástupkyně ředitele pro projekty společně s koordinátorem projektu - na nižších pozicích budou pak své týmy pedagogů řídit předsedové předmětových komisí. Zde budou pravidelně 1x měsíčně probíhat na poradách zásadní debaty a networkingu o vzniku a obsahu inovativních materiálů a zároveň sdílení
- čtvrtletně pak probíhají porady předsedů předmětových komisí s vedením školy. Jejich pravidelnou součástí se nově stane i bod o monitorování projektu výuky o EU
- na pravidelných pololetních poradách budou informováni i ostatní členové sboru (i ti, kteří nejsou zapojeni v projektu) - na závěr školního roku proběhne závěrečná porada, kde si shrneme klady i zápory celé aktivity, zhodnotíme kriticky, které aktivity byly povedené a které ne a navrheme řešení pro další rok
- z každé porady, kde bude projednáván projekt vznikne zápis a ten bude k dispozici v MS Teams
- pro řízení projektu bude sloužit společný tým v MS Teams, kde budou nejen všechny materiály, ale i celá tato koncepce projektu, aby se s ní mohl kdykoliv seznámit každý zapojený člen týmu a součástí budou i zápisy z porad
- pro řízení projektu můžeme využít i některý z digitálních nástrojů – s tímto typem plánování nemáme zatím zkušenosti (např. Trello)

Zajištění a kontrola kvality:

- pravidelné hodnocení výukových materiálů a metod učiteli i žáky
- učitelé budou svá hodnocení předávat na výše uvedených pravidelných poradách
- žáci se budou k projektu vyjadřovat v rámci třídnických hodin a také prostřednictvím žákovského parlamentu, který u nás probíhá pravidelně 1x měsíčně vždy první středu v měsíci - dle předchozích bodů projektu máme v plánu pravidelné dotazníky pro získávání zpětné vazby od žáků

Strategie monitorování – klíčové body pro monitorování:

- úvodní testy pro zjištění vstupních znalostí (začátek každého školního roku po dobu trvání projektu – nejlépe září/říjen)
- úvodní dotazník pro zjištění témat, která by žáky oslovila (taktéž začátek školního roku září/říjen)
- vytvoření nových výukových materiálů (srpen–listopad, +průběžně)
- průběžná výuka (sledovaná v rámci třídní knihy – označení hodin s příznakem, celý školní rok)
- organizace projektového dne (II. pololetí každého školního roku)
- organizace soutěže (zakončení každého roku projektu ve II. pololetí)
- vyhodnocení soutěže (po proběhnuté soutěži)
- realizace exkurze (konec školního roku květen/červen)
- šíření informací o projektu (průběžně)
- získání závěrečné zpětné vazby (konec školního roku červen)

Způsoby monitorování:

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- sledování docházky žáků na hodiny, kde probíhá výuka o EU (třídní kniha, hodiny s příznakem)
- analýza vstupních a výstupních (soutěžních) testů
- analýza dotazníků pro získávání zpětné vazby

Hodnocení:

- zda bylo dosaženo stanovených cílů
- hodnocení efektivity nových výukových metod

- rozhovory s vybraným vzorkem žáků
- srovnání znalostí před a po
- kvantitativně spočítat: počet zapojených žáků, počet odučených hodin v projektu, počet vytvořených materiálů, počet soutěživých a jejich bodové skóre.

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

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2.1.3 Project teams, staff and experts

Project teams and staff		
<i>Describe the project teams and how they will work together to implement the project.</i> <i>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).</i>		
Name and function	Organisation	Role/tasks/professional profile and expertise
Ing. Přemysl Šmídl, vedení školy	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Vedení školy – ředitel školy: - Titul Ing. obor ekonomika a veřejná správa - 24 let praxe jako učitel - 13 let v roli zástupce ředitele - 2 roky v roli ředitele Role v projektu: Organizace aktivit a zaměstnanců, kontrola a stanovování pravidel projektu, vedení porad, hospitace ve výuce, podpora zaměstnanců a motivace pedagogického sboru, řízení a dohled na financování projektu.
Mgr. Leona Jiráňková, vedení školy a poradce	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Vedení školy – zástupkyně ředitele pro projekty: - Titul Mgr. obor Nj a zeměpis pro SŠ - 25 let praxe jako učitel - 8 let kariérová poradkyně - 1 rok ve funkci zástupkyně pro projekty Role v projektu: Organizace přípravy pro výuku, networking, vedení porad, hospitace, odborná pomoc ve výuce, doporučování zdrojů, sběr a vyhodnocení zpětné vazby, výuka o EU, organizace a náplň projektového dne
Mgr. Jan Zelinka, hlavní koordinátor	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Koordinátor projektu: - Titul Mgr. obor tělesná výchova a geografie - 5 let praxe jako učitel - Účast na projektech Erasmus+ - Účast na projektech vyhlašovaných Plzeňským krajem Role v projektu: Komunikace s garantem projektu, administrace projektu, průběžné a závěrečné zprávy, sběr a vyhodnocení zpětné vazby, řízení projektu zodpovědný za materiály k výuce a exkurze, výuka o EU, organizace a náplň projektového dne.
Eliška Hinterholzingerová, vedoucí ekonomického úseku	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Dohled finanční stránky projektu, účetnictví: - Vedoucí ekonomického úseku školy

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Mgr. Jitka Spěváčková	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Učitelka: - Titul Mgr. obor AJ a dějepis, dějepis v Aj - 24 let praxe jako učitelka - Příprava materiálů k výuce - Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne
Mgr. Magdaléna Frühaufová	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Učitelka: - Titul Mgr. obor ČJ - Výchovná poradkyně - 18 let praxe jako učitelka - Příprava materiálů k výuce - Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne
Mgr. Iveta Králová	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Učitelka: - Titul Mgr. obor ČJ a dějepis - 26 let praxe jako učitelka - Příprava materiálů k výuce - Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne
Mgr. Lucie Martínková	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Učitelka: - Titul Mgr. obor informatika a biologie - Metodická prevence - Koordinátorka SOČ, koordinátorka ŠVP - 16 let praxe jako učitelka - Příprava materiálů k výuce - Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne
Mgr. Hesová Miroslava	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Učitelka: - Titul Mgr. obor tělesná výchova a společenské vědy - Statutární zástupce ředitele - Výchovná poradkyně - 28 let praxe jako učitelka - Příprava materiálů k výuce - Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne
Ing. Kateřina Horáková	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Učitelka: - Titul Ing. obor ekonomie - 6 let praxe jako učitelka - Příprava materiálů k výuce - Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne

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

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Mgr. Jaroslav Karnold	Střední škola informatiky a finančních služeb, Plzeň, Klatovská 200 G	Učitel:	- Titul Mgr v oboru Tv a společenské vědy - 16 let praxe ve výchovném ústavu - 5 let praxe jako učitel - Příprava materiálů k výuce - Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne
Mgr. Pavla Lopatová	Střední škola informatiky a finančních služeb,	Učitelka:	- Titul Mgr. v oboru informatika a biologie - 25 let praxe jako učitelka - Příprava materiálů k výuce
	Plzeň, Klatovská 200 G		- Výuka témat o EU inovativními metodami - Organizace a náplň projektového dne

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.

- z lidských zdrojů bychom rádi využili služby místních politiků nabo evropských politiků, kteří by se mohli podílet na temtický zaměřených besedách s žáky. Beseda/přednáška/prezentace může probíhat přímo ve škole případě i mimo (nepředpokládáme žádné vedlejší náklady)
- z organizací bychom opakovaně rádi zapojili Eurocentrum Plzeň, které nabízí pro školy přednášky/besedy/workshopy na různá témata zdarma. Nově take nabízí oblíbený format "hospodský kvíz" (nepředpokládáme žádné vedlejší náklady)
- do organizace exkurze zapojíme cestovní kancelář CK Pro Travel Plzeň, která se specializuje na tematické poznávací zájezdy pro školy a se kterou máme dlouholetou a bezproblémovou spolupráci (nepředpokládáme žádné vedlejší náklady)
- do šíření informací o projektu a jeho zviditelnění zapojíme např. Český rozhlas, jehož redaktory pozveme v průběhu projektu do školy. S tímto máme take již zkušenosti z předchozích aktivit školy (nepředpokládáme žádné vedlejší náklady)

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2.1.4 Cost effectiveness and financial management

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

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most costeffective 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.

Finanční řízení projektu

Dohled na financování projektu připadá na vedení školy, koordinátora a ekonomický úsek.

1. Prioritou projektu bude z financí poskytnout kvalitní studijní materiály, které budou vypracovávat a probírat učitelé daných předmětů ve spolupráci s vedením projektu. Projekt je navržen, aby se co nejvíc finančních zdrojů dostalo na zkvalitnění výuky o EU a primárním cílem jsou žáci naší školy.
2. Škola jako instituce bude pro svoji část čerpat zdroje pouze na nutné řízení projektu a jeho přípravu a na přípravu studijních materiálů. Většinu pracovní náplně bude hrazeno ze zdrojů školy v rámci pracovní smlouvy s pedagogy.
3. Ekonomický úsek bude mít instrukce od vedení projektu a bude dohlížet na zodpovědné rozdělení financí na celé tři roky.
4. Před zahájením projektu vypracuje vedení projektu ve spolupráci s ekonomickým úsekem plán na přerozdělení financí.
5. Veškeré financování projektu bude administrativně zpracováno a bude možná jeho kontrola průběhu i zpětně.
6. Vedení školy a koordinátor budou průběžně informováni o stavu financování projektu.
7. Větší investice hrazené z projektu budou muset být schváleny vedením školy.
8. Naplňování a financování školní exkurze do Bruselu bude mít za prioritu splnit všechny důležité cíle spojené s praktickou výukou o EU s důrazem na minimální finanční zatížení projektu.

Náklady spojené s výukou o EU

Jelikož výuka o EU bude zařazena do standardní výuky předmětů, tak bude zredukováána potřeba financovat pedagogy mimo jejich úvazek. Zvolený pedagog s potřebnou aprobační na daný předmět povede hodinu jako součást svého úvazku. Tuto činnost samozřejmě hradí škola ze svých finančních prostředků.

Náklady z projektu budou hradit nutnou přípravu pedagogů na hodinu, tvorbu materiálů a práci spojenou se školní soutěží. A to z důvodu, že se jedná o práci nad rámec pracovní smlouvy a mimo současný školní vzdělávací plán.

Efektivita a kvalita přípravy bude kontrolována vedením školy a koordinátorem projektu. Vedení školy plně podporuje tento projekt, a proto zajistí ze svých zdrojů nutné materiály na přípravu, potřebné programy spojené s ICT a uvolní potřebné učebny.

Výukové prostředí a sdílení materiálů k výuce budou primárně poskytnuty v digitální podobě, aby se zredukovalo zatížení životního prostředí i náklady na tisk.

Náklady spojené s projektovým dnem:

Naše škola má bohaté zkušenosti s pořádáním celoškolních projektových dnů. Pořádání a systematizace projektových dnů je zaběhlá činnost pro pedagogický sbor i žáky, takže nutné přípravy mimo materiální zajištění a rozdělení práce je minimální.

Pro projektový den použijeme školní aulu, učebny, ICT učebny i virtuální realitu, školní hřiště. Z tohoto důvodu jsou náklady zanedbatelné. Náklady spojené s exkurzí do Bruselu:

Prioritou bude najít nejlevnější řešení, které splní všechny cíle exkurze do Bruselu. Mezi plánované zdroje praktické výuky patří: návštěva Evropského Parlamentu, výklad pracovníka EP o práci EU, Parlamentarium, prohlídka Bruselu a budov evropských institucí.

Vyhodnocení, evaluace a zpětná vazba:

Zpětná vazba, výsledky i vyhodnocení bude probíhat primárně v digitální verzi. Omezíme tedy náklady spojené s tiskem materiálů i práci nutnou k jejich kontrole.

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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. 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
Učitelé	Riziko ukončení pracovního poměru učitelů zapojených do projektu (nízké riziko)	1	Do projektu budou zapojeni převážně pedagogičtí pracovníci se smlouvou na dobu neurčitou, u kterých nepředpokládáme, že by pracovní poměr ukončili. Všichni pedagogové jsou adekvátně zastupitelní a nahraditelnými jinými kolegy – náš pedagogický sbor je plně kompetentní a počet učitelů 50 je dostatečnou zárukou nahraditelnosti
Vedoucí člen projektového týmu	Dlouhodobá nemoc zapojeného vedoucího člena týmu (střední riziko)	1	Jak už bylo uvedeno v předchozím řádku, tak zapojení členové týmu jsou dlouhodobí zaměstnanci školy a nepředpokládáme jejich ukončení pracovního poměru, ale dlouhodobá nemoc se nedá
			předvídat. U funkcí, které vedou a administrují projekt (ředitel, zástupkyně ředitele pro projekty, koordinátor projektu) je riziko nahraditelnosti o něco obtížnější, proto označujeme toto riziko jako středně vysoké. Přesto jsme schopni i tyto funkce flexibilně a rychle nahradit např. tím, že proškolíme jiného pracovníka.

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

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Žáci učňovského oboru	Nemotivovaní žáci, kteří se nebudou aktivně zapojovat do projektu a nebudou mít o téma zájem. Tito žáci mají také častější absence, takže hrozí mezery v návaznosti (nízké riziko)	1	Motivací i pro tyto žáky by měla být samotná gamifikace projektu – to znamená, že znalosti, které získají, pak můžou uplatnit v závěrečném soutěžním testu, jehož výherci vycestují na zahraniční exkurzi. V této skupině budeme také počítat s vysokou mírou flexibility při výuce o EU a přizpůsobíme své plány aktuálním potřebám málo motivovaných tříd (např. zapojením více her, praktických úkolů, skupinové práce a pohybu, výuce venku). V této skupině mnohem více zapojíme i rodiče, které budeme podrobně informovat o projektu, jeho průběhu a možné výhře. Rodiče by tak mohli také své děti, které znají nejlépe právě oni, povzbudit k aktivnímu přístupu.
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#§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.

Projektový tým uvnitř školy bude tvořit:

1. vedení školy (Ing. Šmídl – ředitel, Mgr. Jiráňková – zástupkyně ředitele pro projekty) – jejich úkolem bude organizovat celou aktivitu, vést pravidelné porady, kontrolovat dodržování stanovených pravidel a termínů, hospitovat v hodinách o EU a podporovat učitele v přípravě obsahu, doporučovat zdroje, podílet se na vzájemném networkingu
2. koordinátor projektu/administrátor (Mgr. Zelinka) – bude komunikovat s garantem projektu, podílet se na administrativních záležitostech, zpracovávat dokumentaci k projektu, podávat potřebné zprávy a závěrečnou zprávu (vše ve spolupráci s vedením a učiteli). Založí společný kanál v MS Teams a bude zodpovědný za vkládání materiálů, jejich třídění a aktualizaci. Bude hospitovat v hodinách a podílet se na vzájemném networkingu
3. pedagogové – budou připravovat materiály, vzájemně spolupracovat na obsahu, tak aby se materiály doplňovaly a ne duplikovaly, budou materiály používat při výuce, budou provádět vzájemné hospitace, na poradách budou informovat o průběhu projektu vedení i koordinátora, budou vyhledávat relevantní zdroje a budou se dále vzdělávat jak v oblasti tvorby nových inovativních a moderních didaktických materiálů tak v oblasti faktických informací o EU. Zorganizují projektový den na téma EU s podporou vedení a koordinátora projektu.
4. ekonomický úsek – bude dohlížet na finanční stránku projektu, čerpání, účetnictví apod.

Členové projektového týmu (skupiny 1. – 3.) se pak budou podílet na tvorbě školní soutěže pro žáky na závěr každého roku projektu. Členové se budou podílet, jak na obsahové stránce soutěže, tak na organizaci na místě a vyhodnocení soutěže.

2.2.2 Consortium management and decision-making

Consortium management and decision-making mechanisms(if applicable)

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Not applicable

#§CON-SOR-CS§# #§QUA-LIT-QL§# #@IMP-ACT-IA@#

3. IMPACT

3.1 Impact and ambition

Impact and ambition

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

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

Cílovou skupinou projektu jsou žáci naší SŠ, ale také učitelé, kteří budou materiály o EU v hodinách připravovat a prezentovat. Všichni si díky projektu zvýší povědomí o EU, základních hodnotách a fungování institucí v krátkodobém hledisku. V dlouhodobém hledisku počítáme s hlubším porozuměním tématu a schopností diskutovat, obhajovat a argumentovat a také doufáme ve vyšší míru angažovanosti žáků i vyučujících v otázkách EU. Žáci díky nově získaným znalostem a dovednostem budou moci častěji participovat na soutěžích a projektech zaměřených na téma EU. V dlouhodobém hledisku snad získáme zvědavé žáky, kteří budou sami objevovat možnosti, které jim Evropa nabízí při studiu, práci nebo cestování. Co se týče dopadu na školu, tak předpokládáme zavedení různorodých materiálů a inovativních metod do výuky, jejich vzájemné sdílení, a hlavně vytvoření sítě spolupracujících učitelů v rámci školy. V dlouhodobějším hledisku pak bude následovat i sdílení zkušeností a materiálů s dalšími školami v regionu – budeme cílit především na naše partnerské ZŠ, které s námi již aktuálně spolupracují např. v projektu Implementace dlouhodobého záměru Plzeňského kraje. V rámci tohoto projektu probíhají mimo jiné i projektové dny pro partnerské ZŠ u nás ve škole. V rámci těchto dnů můžeme zařadit nové stanoviště o EU, kde využijeme námi vytvořené materiály.

#§IMP-ACT-IA§# #@COM-DIS-VIS-CDV@#

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

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

Skupiny, které oslovíme naším projektem jsou žáci, jejich rodiče, učitelé a zaměstnanci školy případně širší veřejnost, která navštěvuje školu např. v průběhu dnů otevřených dveří. Informace o našem zapojení do projektu a o probíhajících aktivitách budou průběžně uveřejňovány ve školní kronice na webu školy, dále pak aktuálně vždy na školních sociálních sítích (Instagram, Facebook, Tik Tok a LinkedIn). Projektu budou věnovány nástěnky na chodbách školy a ve třídách. V průběhu projektu budou vznikat vizuální propagační materiálu ve spolupráci se školním kroužkem Fotografování a designu (fotografie, plakáty, videa, web). A dále vzniknou podcasty na probíraná témata o EU v rámci školního kroužku Podcasty. O projektu budeme informovat veřejnost během dnů otevřených dveří i při prezentačních akcích školy (např. Posviť si a budoucnost nebo Ručičky kraje v Plzni). Na závěrečnou soutěž o EU a její vyhodnocení pozvou žáci např. zástupce Českého rozhlasu. V průběhu projektového dne pro žáky naší školy vzniknou na některých stanovištích plakáty na aktuální témata týkající se EU – plakáty vzniklé na projektových

dnech se pak vždy stávají součástí výzdoby školy, tříd a společných prostor např. chodeb a jídelny. V rámci projektového dne vzniknou i krátká videa zaměřující se na konkrétní tematiku EU – nejlepší videa budou pak součástí kanálu v MS Teams. Se všemi uvedenými propagačními aktivitami máme velmi bohaté zkušenosti z různých zajímavých akcí školy a předchozích projektů

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

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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?

I po ukončení projektu budeme tento projekt dále prezentovat na akcích školy a dál pracovat s vytvořenými materiály a budeme je začleňovat do běžné výuky – do různých předmětů napříč ročníky. Materiály a způsoby výuky o EU budeme sdílet i s nově příchozími kolegy. Ověřené materiály zpřístupníme I žákům prostřednictvím kanálu MS Teams, aby měli informace k dispozici. Odzkoušené materiály budeme představíme partnerským školám v regionu (např. našim partnerským ZŠ) a budeme je s nimi sdílet. Do této aktivity na partnerských ZŠ zapojíme I naše aktivní žáky, kteří se na prezentacích materiálů na ZŠ budou podílet. Udržitelnost projektu je dlouhodobý proces, který vyžaduje práci, pozornost a úsilí, proto po skončení projektu bude skupina účastníků z řad učitelů a žáků, kteří jsou členy našeho školního parlamentu nadále pečovat a aktualizovat materiály v kanálu MS Teams. Učitelé se budou účastnit jednání předmětových komisí, kde budou sdílet novinky a informovat o možnosti využití v hodinách. Učitelé I žáci budou aktivně kontaktovat a sdílet materiály a zkušenosti s partnerskými ZŠ.

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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

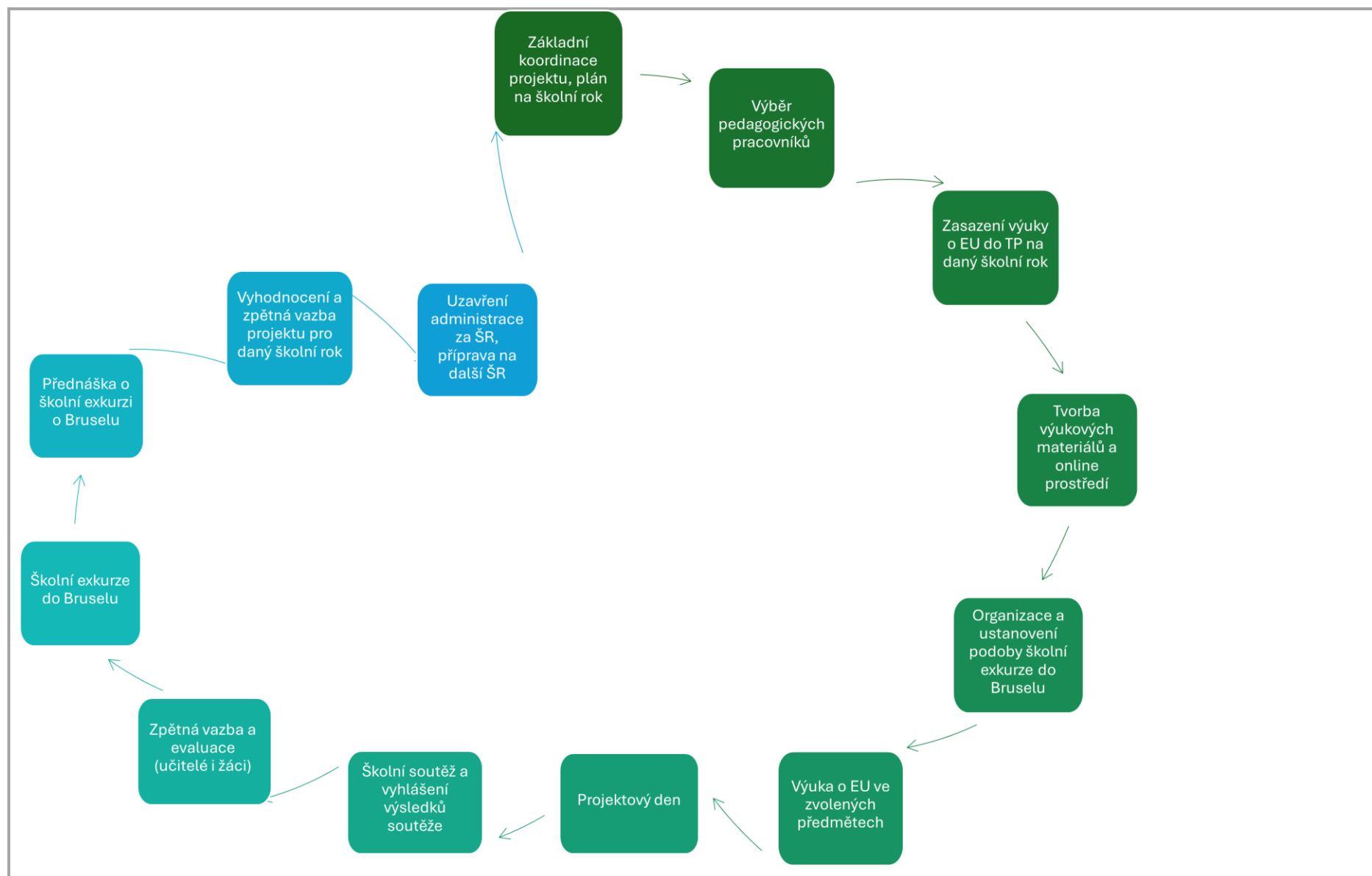
Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

Work package 1 – se bude opakovat po celé trvání projektu.

Na grafu níže je možné vidět, že postup projektu na sebe navazuje. Vedení projektu se bude snažit o zpracování zpětné vazby od žáků i učitelů pro další rok projektu. Postup je přizpůsoben povinnostem ve škole jako např.: tvorba rozvrhu, schválení školního vzdělávacího plánu, příprava tematických plánů (dále jen „TP“), příprava na výuku a tvorba harmonogramu školního roku. Viz schéma níže.

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

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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. **Note:***

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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.

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Work Package 1

Work Package 1: [Průběh školního roku v projektu Europe Union through the eyes of students – Evropská Unie očima žáků]

Duration:

M1 – M12

Lead Beneficiary:

Střední škola informatiky a finančních služeb, Plzeň,
Klatovska 200 G

Objectives

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

- Vytvoření harmonogramu projektu, plán financování, zapracování projektu do plánu školního roku.
- Výběr pedagogů a předání základních informací.
- Rozdělení práce na výukových materiálech, příprava online prostředí pro projekt na MS Teams a školním portále □ Implementace výuky o EU do tematického plánu
- Dotazníková šetření před samotnou výukou (testy vstupních znalostí, dotazníky pro žáky o tématech, která je zajímají) □ Výuka o EU zvolenými pedagogy.
- Projektový den o EU.
- Školní soutěž na téma EU.
- Vyhlášení soutěže.
- Zpětná vazba a evaluace.
- Školní exkurze o EU.
- Prezentace, diskuse, kulaté stoly na téma školní exkurze o EU – motivace ostatních žáků na příští školní rok.
- Šíření informací a zviditelnění projektu (články, web, soc.sítě, nástěnky atd) □ Uzavření administrace, zpětná vazba a příprava na další školní rok.
- WP se opakuje pro další roky v projektu

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Activities and division of work (WP description)					
Task No	Task Name	Description	Participants		
(continuous numbering linked to WP)			Name	Role (COO, BEN, AE, AP, OTHER)	In-kind Contributions and Subcontracting (Yes/No and which)
T1.1	Základní koordinace projektu	Harmonogram, plán financování, zapracování do ŠVP, výběr pedagogů	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	COO	Ne
T1.2	Tvorba výukových materiálů a online prostředí	Příprava na výuku, poskytnutí odborných materiálů pedagogům, příprava online prostředí na umístění studijních materiálů, začlenění výuky do jednotlivých předmětů s moderními výukovými metodami	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	COO	ne
T1.3	Projektový den o EU	Inscenační výuka, kooperativní výuka, výuka podporována ICT, didaktické hry, tvorba výukových aplikací a kvízů. Doplnění chybějícího učiva o EU.	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	COO	ne
T1.4	Školní soutěž a vyhlášení výsledků soutěže	Celoškolní test v digitálním prostředí. Vyhodnocení výsledků. Vyhlášení nejlépe umístěných studentů, předání cen a diplomů. Obsazení zájezdu do Bruselu.	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	COO	ne

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T1.5	Školní exkurze do Bruselu	Návštěva Evropské Parlamentu, výklad pracovníka EP, Parlamentarium, prohlídka Bruselu a návštěva budov evropských institucí.	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	COO	ne
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T1.6	Přednáška žáků o exkurzi do Bruselu	Žáky vedená přednáška o exkurzi do Bruselu, ukázka fotek a videí, sdílení dojmů, předání informací ostatním žákům. Motivace ostatních žáků pro další školní rok.	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	COO	ne
T1.7	Uzavření administrace, zpětná vazba pro vedení školy a příprava na nový školní rok.	Vedení školy společně s koordinátorem projektu získají a vyhodnotí zpětnou vazbu od pedagogického sboru a žáků. Nutné kroky k přípravě na další školní rok.	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	COO	ne

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	Ukončená příprava projektu na školní rok	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	Zanesení výuky o EU do tematických plánů, ukončená příprava pedagogů, naplánování exkurze a následná tvorba harmonogramu školního roku.	1	Dokončení všech zadaných a zvolených úkolů – posoudí koordinátor projektu a vedení školy.

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MS2	Vstupní testy v jednotlivých předmětech (tématech).	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	Zaznamenání vstupních znalostí žáků druhého ročníku, posouzení úrovně žáků bez rozšířené výuky o EU.	3	Test základních znalostí o fungování EU vytvořený příslušným pedagogem.
MS3	Školní test o EU	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	Test tvořený z tematických sekcí, které umožní zpětně zhodnotit úroveň znalostí žáků v porovnání se vstupním testem. Vyhlášení a výběr nejlépe umístěných žáků na exkurzi do Bruselu.	6	Test vytvořený v digitálním prostředí.

MS4	Návrat ze školní exkurze. Šíření informací o projektu	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	Zpětná vazba žáků na exkurzi do Bruselu, předání části zážitku skrze přednášku pro ostatní žáky. Použití Aj a Nj v reálném prostředí. Návštěva kulturních a historických míst.	9	Splnění určených cílů na exkurzi do Bruselu.
MS5	Vyhodnocení projektu ve ŠR vedením Školy	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	Vedení školy ve spolupráci s koordinátorem, ekonomickým úsekem a pedagogy zhodnotí naplnění cílů projektu pro daný školní rok, udělají nezbytné kroky k tvorbě základního plánu na další ŠR	10	Vyhodnocení cílů ze začátku roku na závěrečné pedagogické radě.

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

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D1.1	Dostupné online studijní materiály pro žáky	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	[DEC — Websites, patent filings, videos, etc]	[PU — Public]	2	Studijní materiály v MS Teams – přístupné pro všechny žáky i pedagogy.
D1.2	Školní soutěž – výsledková listina, hodnocení	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	[R — Document, report]	[PU — Public]	6	Zveřejněné výsledky závěrečného testu o EU, dostupné na školním portálu, školní kronika. Výsledky rozříděné podle: 1. Ročníku 2. Pohlaví 3. Celkově
D1.3	Foto a videodokumentace	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	[DEC — Websites, patent filings, videos, etc]	[PU — Public]	7	Dostupné na sociálních sítích školy, školní kronika. Plně dostupné na školní síti k nahlédnutí pro žáky, pedagogy i vedení školy.

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

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D1.4	Školní exkurze	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	[R — Document, report]	[PU — Public]	9	Splnění určených cílů na exkurzi do Bruselu. Článek školní kronika, příspěvky sociální sítě, přednáška žáků o exkurzi. Zpětná vazba žáků a pedagogů.
D1.5	Administrace projektu	1	Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	[R — Document, report] [DMP — Data Management Plan]	[PU — Public] [SEN — Sensitive]	11	Ukončená administrace projektu, financování projektu a hodnocení – vedení školy. Možné k nahlédnutí garantem projektu. Bez zveřejňování.

Estimated budget — Resources

For certain Jean Monnet Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#)).

Work Package ...

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

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

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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
Give more details on the type, location, number of persons attending, etc.

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

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Event No (continuous numbering linked to WP)	Participant	Description					Attendees Number
		Name	Type	Area	Location	Duration (days)	
E1.1	Žáci a pedagogové	Projektový den o EU	Výuka zaměřená na skupinovou a kooperativní práci, inscenační výuku a praktická výuka, workshop.	Fungování institucí EU, demonstrace voleb do Evropské Parlamentu, tvorba kvízů a aplikací na téma EU, praktické ukázky hlasování v EP, didaktické hry – hra na diplomata.	Budova školy – Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	1	550
E1.2	Žáci a pedagogové	Školní exkurze do Bruselu	Návštěva institucí EU, výklad člena EP, návštěva Parlamentarium, praktická výuka, výuka objevování.	Fungování institucí EU, rozdílné kultury v EU, použití Aj a Nj v reálném prostředí, prohlídka historických a kulturních památek Bruselu. Návštěva zajímavých lokací po cestě do Bruselu a zpět.	Brusel	3	40
E 1.3	Žáci, pedagogové, vedení školy	Přednáška o exkurzi do EU	Tvorba přednášky a prezentace.	Evropské instituce.	Budova školy – Aula Střední škola informatiky a finančních služeb,	1	80

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

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			Předání informací a zážitků skrze zúčastněné žáky a pedagogy. Motivace k projektu pro ostatní žáky.	Možnost dorozumět se jiným jazykem. Návštěva jiné kultury a historických míst. „Co nás překvapilo?“	Plzeň, Klatovska 200 G		
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Timetable

Timetable (projects of more than 2 years) <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> Note: Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.																								
ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1																								
Task 1.2																								
Task 1.3																								
Task 1.4																								
Task 1.5																								

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Task 1.6																							
Task 1.7																							

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

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#@ETH-ICS-EI@#

5. OTHER

5.1 Ethics

Ethics (if applicable) <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> <i>Describe how you will ensure gender mainstreaming and children's rights in the project activities.</i>
Not applicable.

#§ETH-ICS-EI\$# #@SEC-URI-SU@#

5.2 Security

Security
Not applicable.

#§SEC-URI-SU\$# #@DEC-LAR-DL@#

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES

Financial support to third parties (if applicable) <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>
Insert text

Seal of Excellence (if applicable) <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> <i>In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.</i>	
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\$#

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

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

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for certain Jean Monnet Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document/Programme Guide*

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

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

LIST OF PREVIOUS PROJECTS

List of previous projects <i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	CZ.02.02.XX/00/22_003/0002657 JAK u nás Operační program Výzkum, vývoj a vzdělávání Jan Amos Komenský	Leden 2023 – prosinec 2025		92 213,- €	https://portal.infis.cz/
Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	CZ.02.3.68/0.0/0.0/19_078/0019021 Vzdělávání 4.0 v Plzeňském kraji. Operační program Výzkum, vývoj a vzdělávání Implementace krajských akčních plánů I	Leden 2021 – Listopad 2023		336 000,- €	
Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	Implementace dlouhodobého záměru vzdělávání v Plzeňském kraji	Září 2025 – červen 2028		105 680,- €	
Střední škola informatiky a finančních služeb, Plzeň, Klatovska 200 G	Dotační programy Plzeňského kraje	Každý školní rok			

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	25.02.2021	Initial version (new MFF).
2.0	15.12.2021 01.06.2022	Update for calls 2022. Consolidation, formatting and layout changes. Tags added.

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

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

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
Jan Zelinka	10,5	10,5	10,5	31,5

Name of the Professor	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
Leona Jiráňková	10,5	10,5	10,5	31,5
Jaroslav Karnold	9	9	9	27
Pavla Lopatová	11,25	11,25	11,25	33,75
Jitka Spěváčková	7,5	7,5	7,5	22,5
Magdaléna Frůhaufová	3,75	3,75	3,75	11,25
Iveta Králová	9	9	9	27
Lucie Martínková	11,25	11,25	11,25	33,75
Miroslava Hessová	6	6	6	18
Kateřina Horáková	7,5	7,5	7,5	22,5
Prof 10				0
Prof 11				0
Prof 12				0
Prof 13				0
Prof 14				0
Prof 15				0
Total	86,25	86,25	86,25	258,75

The lump sum amount for the topic Learning EU Initiatives for an applicant from Czech Republic (CZ), having defined 258,75 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 ¹
	WP1 Průběh školního roku v projektu Europe Union through the eyes of students – Evropská Unie očima žáků	
	Lump sum contribution	
	a	b = a
1 - INFIS	31 000.00	31 000.00

¹ 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]	
Forms of funding	[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]	
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:

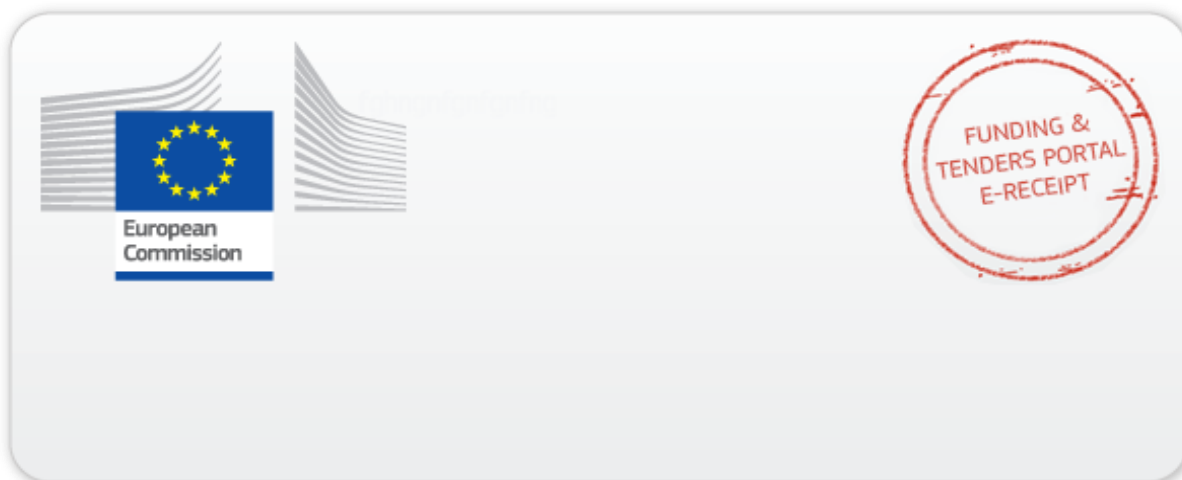
- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' **websites** or **social media accounts**
- for actions involving public **events**, display signs and posters mentioning 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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