



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

### GRANT AGREEMENT

**Project 101238736 — LE**

#### **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 stavebni Jihlava (SSSJ)**, PIC 946115691, established in Zizkova 20, Jihlava 586 01, Czechia,

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

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

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

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

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

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

Annex 2 Estimated budget for the action

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

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

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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

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

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

## **TERMS AND CONDITIONS**

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## **DATA SHEET**

### **1. General data**

Project summary:

Project summary	
<p>Bearing the name Living Europe, our project represents a comprehensive educational programme aimed at a gradual and innovative enlargement of our students' knowledge and understanding of the European Union as a critical phenomenon of the concurrent era. Implementing a diverse variety of extracurricular and cross curricular educative methods, the project is designed in order to ensure a greater awareness of the EU among our students with a specific regard to the EU as an omnipresent embodiment of the European culture, freedom and democracy. Furthermore, the project is focused as well on introducing the matter of the EU as a natural result of our common quest for a shared European identity and one European homeland. Keeping in mind the title of the project mentioned above, the project is designed with a special regard to providing the participants with an original kind of a personal experience of the European Union community. That way, it is intended to combine traditional studies of the EU with experiential activities such as interactive workshops, social media and website mini projects and, most importantly, a combination of study visits of the most significant institutions of the EU. Concerning the technical dimension of the proposed project, the plan is to employ the three-year timetable for the purposes of a regular work leading to the final achievement of the overall goal of the project: to establish an inclusive, open-minded and vibrant European studies environment for our students and thus lead them to gradually develop a healthy, optimistic and objectively informed attitude towards the EU, an essential sense of their very own belonging to Europe based on their comprehensive recognition of the EU as a positive part of their everyday lives. Besides that, the project is also largely meant as a great contribution to our efforts of promoting a general acceptance of core humanist values such as inclusion and diversity within the future - the youth of Europe.</p>	

Keywords:

- Democratic engagement and civic participation
- European history, Remembrance and European Citizenship
- Secondary Upper Education / VET
- European Union Identity Democracy Values Integration History Institutions Parliament EU Culture

Project number: 101238736

Project name: Living Europe

Project acronym: LE

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:**

Nº	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	SSSJ	Stredni skola stavebni Jihlava	CZ	946115691	31 000.00
<b>Total</b>						31 000.00

**Coordinator:**

- Stredni skola stavebni Jihlava (SSSJ)

**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			
1	1	36	Periodic report	60 days after end of reporting period	Initial prefinancing 30 days from entry into force/ financial guarantee (if required) – whenever is the latest
					Final payment 90 days from receiving periodic report

**Prefinancing payments and guarantees:**

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

CZ2203000000000316317274 CEKOCZPPXXX

Conversion into euros: n/a

Reporting language: Language of the Agreement

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

**4.4 Recoveries** (art 22)

**First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

**Applicable law** (art 43):

Standard applicable law regime: EU law + law of Belgium

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

Standard dispute settlement forum:

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

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

## **6. Other**

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

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

Confidentiality (for X years after final payment): 5

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

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

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

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

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

## **CHAPTER 1 GENERAL**

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

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

### **ARTICLE 2 — DEFINITIONS**

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

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

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

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

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

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

**Affiliated entities (AE)** — Entities affiliated to a beneficiary within the meaning of Article 190 of EU Financial Regulation 2024/2509<sup>4</sup> which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

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

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

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

**In-kind contributions** — In-kind contributions within the meaning of Article 2(38) of EU Financial Regulation 2024/2509, i.e. non-financial resources made available free of charge by third parties.

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<sup>4</sup> For the definition, see Article 190 Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024): “**affiliated entities** [are]:

- (a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
- (b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 138(1) and 143(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation”.

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

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

**Grave professional misconduct** — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 138(1)(c) of EU Financial Regulation 2024/2509<sup>8</sup>.

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

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

## **CHAPTER 2 ACTION**

### **ARTICLE 3 — ACTION**

The grant is awarded for the action **101238736 — LE** ('action'), as described in Annex 1.

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

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

## **CHAPTER 3 GRANT**

### **ARTICLE 5 — GRANT**

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

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

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

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

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

The grant is an action grant<sup>9</sup> which takes the form of a lump sum grant for the completion of work packages.

## 5.2 Maximum grant amount

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

## 5.3 Funding rate

Not applicable

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

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

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

Annex 2 also shows the types of contributions (forms of funding)<sup>10</sup> to be used for each work package.

## 5.5 Budget flexibility

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

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

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

# ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

## 6.1 and 6.2 General and specific eligibility conditions

Lump sum contributions are eligible ('eligible contributions'), if:

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

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

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

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

### 6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

### 6.4 Consequences of non-compliance

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

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

## **CHAPTER 4 GRANT IMPLEMENTATION**

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

#### **ARTICLE 7 — BENEFICIARIES**

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

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

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

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

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

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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

Moreover, coordinators which are ‘sole beneficiaries’<sup>11</sup> (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

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

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

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

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

## ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

## ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

### 9.1 Associated partners

Not applicable

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

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

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

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<sup>11</sup> For the definition, see Article 190(2) EU Financial Regulation 2024/2509: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

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

### 9.3 Subcontractors

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

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

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

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

### 9.4 Recipients of financial support to third parties

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

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

## ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

### 10.1 Non-EU participants

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC<sup>12</sup>
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

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<sup>12</sup> Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts (OJ L 157, 9.6.2006, p. 87).

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

## 10.2 Participants which are international organisations

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC<sup>13</sup>
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

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

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

## 10.3 Pillar-assessed participants

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

‘Pillar-assessment’ means a review by the European Commission on the systems, rules and procedures which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 157 EU Financial Regulation 2024/2509).

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

- record-keeping (Article 20): may be done in accordance with internal standards, rules and procedures
- currency conversion for financial statements (Article 21): may be done in accordance with usual accounting practices
- guarantees (Article 23): for public law bodies, prefinancing guarantees are not needed
- certificates (Article 24):
  - certificates on the financial statements (CFS): may be provided by their regular internal

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<sup>13</sup> Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts (OJ L 157, 9.6.2006, p. 87).

or external auditors and in accordance with their internal financial regulations and procedures

- certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

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

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

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

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

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)
- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)

- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

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

Participants must inform the coordinator without delay of any changes to the systems, rules and procedures that were part of the pillar assessment. The coordinator must immediately inform the granting authority.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ARTICLE 13 — CONFIDENTIALITY AND SECURITY

### 13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

### 13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444<sup>14</sup> and its implementing rules).

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<sup>14</sup> Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

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

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

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

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

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

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

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

## **ARTICLE 14 — ETHICS AND VALUES**

### **14.1 Ethics**

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

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

### **14.2 Values**

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

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

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

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

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

## **ARTICLE 15 — DATA PROTECTION**

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

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

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725<sup>15</sup>.

## 15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679<sup>16</sup>).

They must ensure that personal data is:

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

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

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

## 15.3 Consequences of non-compliance

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

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

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

## 16.1 Background and access rights to background

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<sup>15</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

<sup>16</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('GDPR') (OJ L 119, 4.5.2016, p. 1).

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

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

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

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

## 16.2 Ownership of results

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

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

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

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

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

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

(g) the right to authorise **third parties** to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d) and (f), if needed for the information, communication and publicity activity of the granting authority and

(h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

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

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

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

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

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

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

#### 16.5 Consequences of non-compliance

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

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

### ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

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

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

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

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

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



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union



Co-funded by the  
European Union

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

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

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

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

### 17.3 Quality of information — Disclaimer

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

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

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

### 17.4 Specific communication, dissemination and visibility rules

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

### 17.5 Consequences of non-compliance

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

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

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

### 18.1 Specific rules for carrying out the action

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

### 18.2 Consequences of non-compliance

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

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

## SECTION 3 GRANT ADMINISTRATION

## ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

### 19.1 Information requests

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

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

### 19.2 Participant Register data updates

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

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

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

(a) **events** which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:

- (i) changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)
- (ii) linked action information: not applicable

**(b) circumstances affecting:**

- (i) the decision to award the grant or
- (ii) compliance with requirements under the Agreement.

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

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

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

### **ARTICLE 20 — RECORD-KEEPING**

#### **20.1 Keeping records and supporting documents**

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

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

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

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

#### **20.2 Consequences of non-compliance**

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

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

### **ARTICLE 21 — REPORTING**

#### **21.1 Continuous reporting**

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

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

## 21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

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

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

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

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

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

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

The financial statements must be drafted in euro.

### 21.4 Reporting language

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

### 21.5 Consequences of non-compliance

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

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

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

### 22.1 Payments and payment arrangements

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

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

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

The cost of payment transfers will be borne as follows:

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

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

### 22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

## 22.3 Amounts due

### 22.3.1 Prefinancing payments

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

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

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

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

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

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

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

### 22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

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

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

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

{total accepted EU contribution for the beneficiary  
minus  
{prefinancing and interim payments received (if any)}{}}.

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:

{final grant amount  
minus  
{prefinancing and interim payments made (if any)}{}}.

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:

{ {total accepted EU contribution for the beneficiary  
divided by  
total accepted EU contribution for the action}  
multiplied by  
final grant amount for the action}.

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

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

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

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

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

## 22.4 Enforced recovery

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

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

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

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

- (b) by drawing on the financial guarantee(s) (if any)
- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)

- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2024/2509.

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

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366<sup>17</sup> applies.

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

## 22.5 Consequences of non-compliance

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

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

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

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

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

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

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

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

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<sup>17</sup> Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

## ARTICLE 23 — GUARANTEES

### 23.1 Prefinancing guarantee

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

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

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

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

They will be released within the following month.

### 23.2 Consequences of non-compliance

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

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

## ARTICLE 24 — CERTIFICATES

Not applicable

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

### 25.1 Granting authority checks, reviews and audits

#### 25.1.1 Internal checks

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

#### 25.1.2 Project reviews

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

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

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

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

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

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

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

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

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

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

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

### 25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>18</sup> and No 2185/96<sup>19</sup>
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 263 of EU Financial Regulation 2024/2509.

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

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

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

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

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

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

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

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

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

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

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

### 25.5.2 Extension from other grants

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

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

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

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

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

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

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

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

On the basis of this, the granting authority will analyse the impact and decide on the implementation (i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

## 25.6 Consequences of non-compliance

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

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

# ARTICLE 26 — IMPACT EVALUATIONS

## 26.1 Impact evaluation

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

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

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

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

## 26.2 Consequences of non-compliance

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

# CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

## SECTION 1 REJECTIONS AND GRANT REDUCTION

# ARTICLE 27 — REJECTION OF CONTRIBUTIONS

## 27.1 Conditions

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

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

Ineligible lump sum contributions will be rejected.

## 27.2 Procedure

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

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

## 27.3 Effects

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

# ARTICLE 28 — GRANT REDUCTION

## 28.1 Conditions

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

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

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the

seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

## 28.2 Procedure

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

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

## 28.3 Effects

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

# **SECTION 2 SUSPENSION AND TERMINATION**

## **ARTICLE 29 — PAYMENT DEADLINE SUSPENSION**

### 29.1 Conditions

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

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

### 29.2 Procedure

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

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

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

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

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

## ARTICLE 30 — PAYMENT SUSPENSION

### 30.1 Conditions

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

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

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

### 30.2 Procedure

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

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

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

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

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

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

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must

not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

## ARTICLE 31 — GRANT AGREEMENT SUSPENSION

### 31.1 Consortium-requested GA suspension

#### 31.1.1 Conditions and procedure

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

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

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

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

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

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

### 31.2 EU-initiated GA suspension

#### 31.2.1 Conditions

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

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or

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

(c) other:

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

### 31.2.2 Procedure

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

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

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

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

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

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

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

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

## ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

### 32.1 Consortium-requested GA termination

#### 32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

### 32.1.2 Effects

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

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

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

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

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

## 32.2 Consortium-requested beneficiary termination

### 32.2.1 Conditions and procedure

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

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

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

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

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

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

### 32.2.2 Effects

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

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

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

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

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

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

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

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

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

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

### 32.3 EU-initiated GA or beneficiary termination

#### 32.3.1 Conditions

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 2988/95<sup>20</sup>).

## **SECTION 4 FORCE MAJEURE**

### **ARTICLE 35 — FORCE MAJEURE**

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

‘Force majeure’ means any situation or event that:

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

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<sup>20</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

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

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

## **CHAPTER 6 FINAL PROVISIONS**

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

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

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

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

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

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

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

#### **36.2 Date of communication**

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

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

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

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

#### **36.3 Addresses for communication**

The Portal can be accessed via the Europa website.

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

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

## ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

## ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71<sup>21</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

## ARTICLE 39 — AMENDMENTS

### 39.1 Conditions

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

Amendments may be requested by any of the parties.

### 39.2 Procedure

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

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

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and

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<sup>21</sup> Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).

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

The granting authority may request additional information.

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

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

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

## ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

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

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

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

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

### 40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

## ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

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

### **43.1 Applicable law**

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

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

### **43.2 Dispute settlement**

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

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

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

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

For grants where the granting authority is an EU executive agency (see Preamble), actions against

offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

## ARTICLE 44 — ENTRY INTO FORCE

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

### SIGNATURES

For the coordinator

For the granting authority

**ANNEX 1****Erasmus+ (ERASMUS+)****Description of the action (DoA)****Part A****Part B**

## DESCRIPTION OF THE ACTION (PART A)

### COVER PAGE

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

<b>PROJECT</b>	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
<b>Project number:</b>	101238736
<b>Project name:</b>	Living Europe
<b>Project acronym:</b>	LE
<b>Call:</b>	ERASMUS-JMO-2025-OFET-LEARNING-EU
<b>Topic:</b>	ERASMUS-JMO-2025-OFET-LEARNING-EU
<b>Type of action:</b>	ERASMUS-LS
<b>Service:</b>	EACEA/A/01
<b>Project starting date:</b>	first day of the month following the entry into force date
<b>Project duration:</b>	36 months

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## PROJECT SUMMARY

### Project summary

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

*Use the project summary from your proposal.*

Bearing the name Living Europe, our project represents a comprehensive educational programme aimed at a gradual and innovative enlargement of our students' knowledge and understanding of the European Union as a critical phenomenon of the concurrent era. Implementing a diverse variety of extracurricular and cross curricular educative methods, the project is designed in order to ensure a greater awareness of the EU among our students with a specific regard to the EU as an omnipresent embodiment of the European culture, freedom and democracy. Furthermore, the project is focused as well on introducing the matter of the EU as a natural result of our common quest for a shared European identity and one European homeland. Keeping in mind the title of the project mentioned above, the project is designed with a special regard to providing the participants with an original kind of a personal experience of the European Union community. That way, it is intended to combine traditional studies of the EU with experiential activities such as interactive workshops, social media and website mini projects and, most importantly, a combination of study visits of the most significant institutions of the EU. Concerning the technical dimension of the proposed project, the plan is to employ the three-year timetable for the purposes of a regular work leading to the final achievement of the overall goal of the project: to establish an inclusive, open-minded and vibrant European studies environment for our students and thus lead them to gradually develop a healthy, optimistic and objectively informed attitude towards the EU, an essential sense of their very own belonging to Europe based on their comprehensive recognition of the EU as a positive part of their everyday lives. Besides that, the project is also largely meant as a great contribution to our efforts of promoting a general acceptance of core humanist values such as inclusion and diversity within the future - the youth of Europe.

## LIST OF PARTICIPANTS

### PARTICIPANTS

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

Number	Role	Short name	Legal name	Country	PIC
1	COO	SSSJ	Stredni skola stavebni Jihlava	CZ	946115691

## LIST OF WORK PACKAGES

<b>Work packages</b>						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverables</b>
WP1	Work package 1	1 - SSSJ	100.00	1	36	D1.1 – The school atlas project D1.2 – Website, Facebook and Instagram D1.3 – Audiovisual learning material - video D1.4 – Teaching hours

## Work package WP1 – Work package 1

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1 - SSSJ
<b>Work Package Name</b>	Work package 1		
<b>Start Month</b>	1	<b>End Month</b>	36

Objectives
Project management
EU – Our home – planning, preparation and implementation
My European Identity - planning, preparation and implementation
Living the European dream - planning, preparation and implementation
Evaluation of activities
Dissemination of outcomes, study materials and project ideas

Description
630 learners will be tested on their knowledge of the EU and participation in democratic life, common values and civic engagement
25 classes will participate in the block. The educational block will be prepared and implemented by expert teachers.
4 hours-long workshop for learners interested in the basics of the EU
10 groups of learners will create the European Atlas project. The Atlas will describe the contemporary state of the European nations.
The most involved learners will get a chance to visit European institution in Brussels. Our plan is to meet the EU Parliament members from the Czech Republic. We also intend to visit European schools in Brussels.
The exhibition will carry the name “EU – Our Home”. That way we will present the first year of our engagement in Europe.
We will evaluate the impact of the activities on the learners’. Used methodology – standardized testing of knowledge
25 classes will participate in the block. The educational block will be prepared and implemented by expert teachers.
The learners will be exposed to key movies from the EU countries. We will use films from the following website <a href="https://www.eurobrussels.com/article/866/10-must-watch-movies-and-documentaries-on-eu-affairs">https://www.eurobrussels.com/article/866/10-must-watch-movies-and-documentaries-on-eu-affairs</a>
Learners will design video materials, e-learning sources, webpages etc. with the common goal to present Europe as being a great part of their identity
Learners will be provided with information regarding the electoral processes within the EU. Secondly, they will design an EU map of European political parties. Subsequently, they will use the map in order to conduct a simulation of an election to the EU Parliament.
The most involved learners will get a chance to visit other/secondary European institutions in Luxembourg.
Learners will conduct an exposition of their work during the second year and looking for their European identity.
20 groups of learners will be involved in their school projects. All of the projects will be presented to all educators and all learners at the school. The project will be offered to educators and learners and other institutions. Topics of the projects will include: inclusion and diversity, digital transformation, environment and fight against climate change, participation in democratic life, common values and civic engagement
Workshops will be led by experts from external bodies, e.g. the EU centres, national expertise centres (e.g. the European Values think-tank, available at <a href="https://europeanvalues.cz/en/">https://europeanvalues.cz/en/</a> )
The most involved learners will get a chance to visit crucial urban centres of the European culture, including Berlin, Vienna, Warsaw, Munchen
We plan to organise dissemination of outcomes, study materials and project ideas, as well as evaluation of activities. That will include activities on social networks, movie nights, etc. We will invite all of the teachers involved to share their unique experience with the innovative way of teaching. Finally, we will conduct a closing report. The report will be delivered to critical decision makers in our region. We are ready and willing to closely cooperate with EU institutions and Czech project leading body (DZS – see <a href="https://www.dzs.cz/en/">https://www.dzs.cz/en/</a> )

## STAFF EFFORT

### Staff effort per participant

*Grant Preparation (Work packages - Effort screen) — Enter the info.*

Participant	WP1	Total Person-Months
1 - SSSJ	100.00	100.00
<b>Total Person-Months</b>	<b>100.00</b>	<b>100.00</b>

## LIST OF DELIVERABLES

### Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (⚠ automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

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

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	The school atlas project	WP1	1 - SSSJ	DEM — Demonstrator, pilot, prototype	PU - Public	12
D1.2	Website, Facebook and Instagram	WP1	1 - SSSJ	DEC — Websites, patent filings, videos, etc	PU - Public	36
D1.3	Audiovisual learning material - video	WP1	1 - SSSJ	DEM — Demonstrator, pilot, prototype	PU - Public	24
D1.4	Teaching hours	WP1	1 - SSSJ	OTHER	SEN - Sensitive	36

## Deliverable D1.1 – The school atlas project

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1 - SSSJ
<b>Deliverable Name</b>	The school atlas project		
<b>Type</b>	DEM — Demonstrator, pilot, prototype	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	12	<b>Work Package No</b>	WP1

<b>Description</b>
An interactive online material in English

## Deliverable D1.2 – Website, Facebook and Instagram

<b>Deliverable Number</b>	D1.2	<b>Lead Beneficiary</b>	1 - SSSJ
<b>Deliverable Name</b>	Website, Facebook and Instagram		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP1

<b>Description</b>
A project website, Facebook and Instagram

## Deliverable D1.3 – Audiovisual learning material - video

<b>Deliverable Number</b>	D1.3	<b>Lead Beneficiary</b>	1 - SSSJ
<b>Deliverable Name</b>	Audiovisual learning material - video		
<b>Type</b>	DEM — Demonstrator, pilot, prototype	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	24	<b>Work Package No</b>	WP1

<b>Description</b>
An interactive online material in English

## Deliverable D1.4 – Teaching hours

<b>Deliverable Number</b>	D1.4	<b>Lead Beneficiary</b>	1 - SSSJ
<b>Deliverable Name</b>	Teaching hours		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	SEN - Sensitive
<b>Due Date (month)</b>	36	<b>Work Package No</b>	WP1

<b>Description</b>
Number of hours per year: Year 1: 89

Year 2: 89

Year 3: 81

Number of hours per teacher:

Learning leader/academic coordinator: 17 each of the 3 years (51 in total)

Other teachers: 9 hours each in Year 1, 9 hours each in Year 2, 8 hours each in Year 3 (208 in total)

Total hours: 259, divided accordingly to the layout above

## LIST OF MILESTONES

<b>Milestones</b>					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
<b>Milestone No</b>	<b>Milestone Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Means of Verification</b>	<b>Due Date (month)</b>
1	EU – Our home	WP1	1 - SSSJ	Standardised tests	9
2	My European Identity	WP1	1 - SSSJ	Learners will get a deeper awareness of their own European identity and will understand their belonging to their European homeland.	9
3	Living the European Dream	WP1	1 - SSSJ	Learners will associate themselves with their European citizenship and will be prepared to actively participate in the European way of life.	9

## LIST OF CRITICAL RISKS

<b>Critical risks &amp; risk management strategy</b>			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
1	Low Participant Engagement: Students and teachers may not initially show strong interest in EU topics. Tailoring activities to their needs and promoting their relevance will be critical to overcoming this barrier. Impact: high. Likelihood: medium.	WP1	<ul style="list-style-type: none"> <li>- Design engaging and interactive activities tailored to the target audience.</li> <li>- Conduct pre-project surveys to understand participant needs.</li> <li>- Leverage social media and local networks to promote events and activities.</li> <li>- Design workshops to be highly engaging, using real-life examples and interactive methods.</li> <li>- Involve young ambassadors or relatable role models to spark interest.</li> <li>- Showcase the relevance of EU topics to students' daily lives and future careers.</li> </ul>
2	Delays in Partner Coordination: With multiple subjects involved, misalignment in schedules and	WP1	<ul style="list-style-type: none"> <li>- Schedule regular coordination meetings to ensure alignment.</li> <li>- Use project management tools (e.g., Trello, Asana) to track progress and deadlines.</li> </ul>

**Critical risks & risk management strategy***Grant Preparation (Critical Risks screen) — Enter the info.*

Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
	priorities is a possibility. Regular communication and project management tools will help mitigate this risk.		- Appoint a dedicated project coordinator to oversee communication with all partners.



## Erasmus+ Programme (ERASMUS)

### Description of the action (DoA)

Part A

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:	Living Europe
Project acronym:	LE
Coordinator contact:	Jan DOŠKÁŘ, Střední škola stavební Jihlava

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

EU Grants: Application form (ERASMUS LS JMO):

 Ref. Ares(2025)1163251 - 13/02/2025

V2.0 – 01.06.2022

## 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.

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

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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.

<b>PROJECT</b>	
<b>Project name:</b>	Living Europe
<b>Project acronym:</b>	LE
<b>Coordinator contact:</b>	Jan DOŠKÁŘ, Střední škola stavební Jihlava

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## PROJECT SUMMARY

### Project summary (in English)

Bearing the name Living Europe, our project represents a comprehensive educational programme aimed at a gradual and innovative enlargement of our vocational learners' knowledge and understanding of the European Union as a critical phenomenon of the concurrent era. Implementing a diverse variety of extracurricular and crosscurricular educative methods, the project is designed in order to ensure a greater awareness of the EU among our vocational learners with a specific regard to the EU as an omnipresent embodiment of the European culture, freedom and democracy. Furthermore, the project is focused as well on introducing the matter of the EU as a natural result of our common quest for a shared European identity and one European homeland. Keeping in mind the title of the project mentioned above, the project is designed with a special regard to providing the participants with an original kind of a personal experience of the European Union community. That way, it is intended to combine traditional studies of the EU with experiential activities such as interactive workshops, social media and website miniprojects and, most importantly, a combination of study visits of the most significant institutions of the EU. Concerning the technical dimension of the proposed project, the plan is to employ the three-year timetable for the purposes of a regular work leading to the final achievement of the overall goal of the project: to establish an inclusive, open-minded and vibrant European studies environment for our vocational learners and thus lead them to gradually develop a healthy, optimistic and objectively informed attitude towards the EU, an essential sense of their very own belonging to Europe based on their comprehensive recognition of the EU as a positive part of their everyday lives. Besides that, the project is also largely meant as a great contribution to our efforts of promoting a general acceptance of core humanist values such as inclusion and diversity within the future - the youth of Europe.

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## 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?*

The European Union (EU) has played a critical role in shaping the political, economic, and social landscapes of its member states. However, many young people today lack a deep understanding of the EU's history, institutions, values, and policies, which undermines their ability to fully engage as informed and active European citizens. This knowledge gap has been further exacerbated by the rise of misinformation, Euroscepticism, and the growing complexity of global challenges such as climate change, migration, and digital transformation. High school vocational learners represent a key demographic for fostering European awareness, as they are at a formative stage of developing their civic identity. However, traditional teaching methods often fail to capture the dynamic and interdisciplinary nature of European integration, leaving vocational learners disengaged or with fragmented knowledge. Moreover, teachers frequently lack the tools and training needed to effectively integrate EU-related topics into their curricula. This project seeks to address these challenges by leveraging innovative, interdisciplinary, and experiential learning methods. By fostering a deeper

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understanding of the EU and its values, the project aims to empower vocational learners and educators to actively contribute to a united, democratic, and sustainable Europe. Relevance to the Scope of the Call  
 The project aligns closely with the scope of the Jean Monnet Action by promoting excellence in teaching and learning about the EU. Specifically, it addresses the need to increase the understanding of European integration among young people, particularly high school vocational learners, while enhancing the capacities of educators to teach EU-related topics effectively. By adopting a crosscurricular approach, the project goes beyond traditional subject boundaries, integrating European studies into disciplines such as history, civics, economics, and languages. This approach aligns with the call's emphasis on innovation and interdisciplinarity in education. Additionally, the project actively fosters dialogue between vocational learners, teachers, and local stakeholders, ensuring that the learning experience is both inclusive and impactful.

The project aligns closely with the scope of the Jean Monnet Action by promoting excellence in teaching and learning about the EU. Specifically, it addresses the need to increase the understanding of European integration among young people, particularly vocational learners, while enhancing the capacities of educators to teach EU-related topics effectively. By adopting a crosscurricular approach, the project goes beyond traditional subject boundaries, integrating European studies into disciplines such as history, civics, economics, and languages. This approach aligns with the call's emphasis on innovation and interdisciplinarity in education. Additionally, the project actively fosters dialogue between vocational learners, teachers, and local stakeholders, ensuring that the learning experience is both inclusive and impactful.

The project contributes to the following general objectives of the call:

1. Fostering Knowledge and Understanding of the EU: The project aims to provide vocational learners with a comprehensive understanding of the EU's history, institutions, policies, and current challenges, addressing the knowledge gap that exists among young people today.
2. Encouraging Active European Citizenship: Through debates, simulations, and civic engagement activities, the project empowers vocational learners to think critically, engage in democratic processes, and understand their role in shaping the future of Europe.
3. Promoting Innovation in Teaching: The project introduces innovative pedagogical methods, such as gamification, project-based learning, and experiential activities, which enhance the effectiveness of EU-related education and make it more engaging for vocational learners.
4. Building Teacher Capacity: By providing training and resources for teachers, the project ensures that EU topics are integrated into the school curriculum in a sustainable and impactful way.

The project directly supports the priorities outlined in the call by:

1. Encouraging a Bottom-Up Approach: The project engages vocational learners, teachers, and local stakeholders in a collaborative process, ensuring that the activities and outcomes reflect the needs and interests of the target group.  
 - Focusing on Real-World Challenges: The project emphasizes current EU priorities such as climate change, digital transformation, and social cohesion, making the learning experience relevant and meaningful.  
 - Promoting Inclusivity and Diversity: By reaching out to a diverse group of vocational learners and incorporating interdisciplinary perspectives, the project ensures that all participants can benefit from the activities, regardless of their background or prior knowledge.
2. Enhancing Public Awareness of the EU: The project includes dissemination activities, such as public events and digital resources, that extend its impact beyond the classroom and into the wider community.

## 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

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*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).*

In today's interconnected world, young people are increasingly exposed to global and European issues, yet many lack the foundational knowledge and critical understanding needed to navigate these complexities. In our high school, surveys and informal teacher feedback reveal three key challenges:

- Limited Awareness of the EU:

vocational learners have a fragmented understanding of the European Union, with many unable to identify its core institutions, historical milestones, or role in addressing global challenges. A lack of knowledge about EU policies, such as the Green Deal or the Digital Decade, prevents vocational learners from recognizing how these policies impact their daily lives and future careers.

- Teacher Preparedness:

Educators often report insufficient resources and training to effectively teach EU-related topics in an engaging and interdisciplinary manner. Traditional methods, such as textbook-based instruction, fail to capture the dynamic nature of European integration and do not align with the modern competencies students need, such as critical thinking and active citizenship.

- Low Engagement in European Issues:

Although students frequently encounter EU-related issues in the media, many feel disconnected or disempowered, perceiving these topics as abstract or irrelevant to their lives. This gap in engagement risks creating a generation of passive citizens rather than active participants in Europe's democratic processes.

This project addresses these challenges by providing vocational learners and teachers with the tools, knowledge, and opportunities to engage meaningfully with the European Union. It is guided by the belief that fostering EU awareness and citizenship at the high school level will empower vocational learners to contribute to a more cohesive and democratic Europe.

The project is structured around the following specific, measurable, realistic, and achievable objectives:

**1. Objective: Enhance students' knowledge and understanding of the European Union's history, institutions, policies, and values.** Indicators for Measuring Achievement:

- Unit of Measurement: Number of vocational learners demonstrating improved knowledge in pre- and post-project assessments.
- Baseline Value: Average of 45% correct answers in a baseline EU knowledge quiz (conducted at the start of the project).
- Target Value: At least 80% correct answers in the same quiz by the end of the project.

**2. Objective: Equip teachers with innovative tools and resources to integrate EU-related topics into their curricula.**

Indicators for Measuring Achievement:

- Unit of Measurement: Number of teachers trained and the satisfaction rate of training participants.
- Baseline Value: 0 teachers with formal training in teaching EU-related topics (as measured by pre-project surveys).
- Target Value: 15 teachers trained, with at least 90% reporting increased confidence and satisfaction in post-training evaluations.

**3. Objective: Increase student engagement and participation in European civic and democratic**

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**activities.**

## Indicators for Measuring Achievement:

- Unit of Measurement: Number of students participating in EU-related activities (e.g., debates, simulations, and civic engagement initiatives).
- Baseline Value: Fewer than 10% of students participate in extracurricular activities related to the EU.
- Target Value: At least 50% of students participate in at least one EU-related activity during the project's implementation.

**4. Objective: Foster collaboration between the school, local community, and EU institutions to create a sustainable network for promoting EU awareness.**

## Indicators for Measuring Achievement:

- Unit of Measurement: Number of partnerships established with local stakeholders and EU institutions.
- Baseline Value: 0 formal partnerships addressing EU education.
- Target Value: Establish 3-5 partnerships, including with local government, NGOs, or EU information offices.

@COM-PLE-CP@#

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

*Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects (if any). Explain how the activities are complementary to other activities carried out by other organisations (if applicable).*

*Illustrate the trans-national dimension of the project; its impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.*

Our school is a holder of the Erasmus+ accreditation and we are currently in an Erasmus+ partnership with 3 foreign schools.

We are engaging in the Interact programme of international school collaboration.

We are determined to strengthen our effort to promote the EU values in school education throughout our cooperation with the partner schools.

We will make our outputs and project available to our Erasmus+ partner schools Tampere, Pont St. Marie, Retz for sharing.

We will offer the project to our partner schools within the framework of Erasmus+ accreditation, especially in terms of methodology.

This project draws inspiration from previous initiatives aimed at promoting EU awareness and education among high school students. Notably, it builds upon successful methodologies and best practices developed through:

**Erasmus+ School Partnerships:** Prior Erasmus+ projects have demonstrated the importance of crossborder collaboration in fostering European values, improving language skills, and building intercultural understanding among students. This project integrates these insights by promoting collaboration between our school and partner institutions across the EU.

**Jean Monnet Networks and Modules:** Academic programs funded under the Jean Monnet Action have underscored the effectiveness of interdisciplinary teaching and the integration of EU topics into various subjects. Our project applies these findings by using a crosscurricular approach that incorporates European studies into subjects like history, geography, civics, and languages.

**National and Local Initiatives:** At the national level, education reforms have emphasized the need to prepare students for global citizenship. However, EU-specific topics often remain underrepresented in the curriculum. This project complements these efforts by addressing this gap and offering specialized content and pedagogical strategies tailored to EU-related topics.

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The project introduces several innovative elements that set it apart from existing EU education initiatives:

**Gamification and Digital Tools:** The project incorporates interactive methods such as EU-themed quizzes, digital simulations of European Parliament debates, and gamified learning experiences. These tools make learning engaging and accessible, especially for students who are accustomed to digital environments.

**Experiential Learning:** Activities such as role-playing EU policymakers, engaging in mock EU summits, and organizing local civic campaigns provide students with hands-on experience in understanding how EU policies are developed and implemented.

**Student-Led Initiatives:** A key innovation is the emphasis on student leadership. Students will design and execute EU-themed projects, such as organizing a "European Day" at school or creating social media campaigns about the EU's impact on daily life. This approach fosters a sense of ownership and active participation.

**Crosscurricular Integration:** Unlike traditional EU studies, which are often siloed in specific subjects, this project adopts a transcurricular approach, connecting EU topics to themes such as sustainability (science), human rights (civics), and cultural diversity (languages). This holistic perspective enhances students' understanding of the EU's relevance across various domains.

The project complements the work of other organizations and initiatives by fostering synergies and avoiding duplication:

**Collaboration with Local NGOs:** Partnering with local organizations that promote civic engagement and European values ensures that the project aligns with broader community efforts while offering students real-world perspectives.

**Cooperation with EU Information Centers:** The project works closely with Europe Direct and other EU information centers to provide accurate, up-to-date resources and to organize expert-led workshops and webinars.

**Transnational Collaboration:** Partner schools in other EU countries will participate in exchange activities, sharing perspectives on EU-related challenges and fostering mutual understanding. This aspect aligns with broader Erasmus+ objectives of strengthening cross-border cooperation.

The project has a clear transnational dimension that enhances its relevance and scalability:

**Impact Across Multiple EU Countries:** Partner schools in other EU countries will replicate the project's activities, adapting them to their own contexts. This ensures that the project's impact extends beyond national borders and contributes to a shared European identity.

**Cross-Border Cooperation:** Through virtual and physical exchanges, students and teachers from different EU countries will work together on collaborative projects, fostering mutual trust and intercultural understanding. For example, participants will co-develop a multilingual guide on "Youth Perspectives on the EU," which will be shared across partner schools.

**Scalability and Transferability:** The project's resources, such as lesson plans, digital tools, and student-led initiatives, will be designed for easy adaptation by other schools in the EU. These resources will be freely accessible online, encouraging other educators to adopt and implement the project's methodologies.

**Promotion of EU Values:** By emphasizing shared challenges and opportunities, the project strengthens the sense of solidarity and cooperation among young Europeans, contributing to the development of a more cohesive and democratic EU.

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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.*

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The project employs a carefully designed methodology that ensures a systematic and effective approach to achieving its objectives. The methodology combines proven pedagogical strategies with innovative practices tailored to the unique needs of the target group.

#### Interdisciplinary and Crosscurricular Approach

**Rationale:** European issues are inherently interdisciplinary, touching on history, politics, economics, science, and culture. By embedding EU-related topics across multiple subjects (e.g., history, geography, civics, and languages), the project ensures a holistic understanding of the EU's impact.

**Implementation:** Teachers will collaborate to design crosscurricular modules, such as "The EU and Climate Action" (integrating science and civics) or "EU History Through Art and Literature" (combining history and languages).

#### Student-Centered Learning

**Rationale:** Active participation enhances engagement and retention. Student-centered methods empower learners to take ownership of their education.

**Implementation:** Students will participate in role-playing exercises (e.g., simulating EU Parliament debates), group projects (e.g., creating a digital timeline of EU milestones), and peer-led workshops (e.g., explaining the impact of EU policies on their daily lives).

#### Experiential and Project-Based Learning

**Rationale:** Hands-on experiences and real-world applications make abstract concepts tangible and relatable. **Implementation:** Activities will include visits to EU institutions, organizing local events such as "Europe Day," and creating digital campaigns to raise awareness about EU values. These experiences will help students understand the practical implications of European integration.

#### Blended Learning and Digital Tools

**Rationale:** Blended learning combines the strengths of traditional teaching with the flexibility of digital platforms. This approach is particularly effective for reaching diverse learners.

**Implementation:** The project will utilize online resources, virtual exchanges, and digital tools (e.g., quizzes, videos, and collaborative platforms). A dedicated project website will host materials, enabling access for all stakeholders.

#### Teacher Training and Capacity Building

**Rationale:** Teachers play a pivotal role in delivering quality education. By equipping them with innovative tools and methodologies, the project ensures sustainable impact.

**Implementation:** Workshops, webinars, and study visits for teachers will focus on best practices in EU education, crosscurricular teaching strategies, and the use of digital tools.

#### Transnational Collaboration

**Rationale:** Cross-border cooperation enriches the learning experience and fosters mutual understanding.

**Implementation:** Partner schools from different EU countries will collaborate on joint projects, exchange best practices, and participate in virtual and physical mobility activities.

The proposed methodology is well-suited for achieving the project's objectives due to its:

**Alignment with Project Goals:** By combining interdisciplinary teaching, student-centered learning, and experiential activities, the methodology directly addresses the project's aim of enhancing EU awareness and fostering active citizenship.

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**Flexibility and Scalability:** The methodology allows for adaptation to different school settings and can be scaled to include additional participants or institutions.

**Sustainability:** Teacher training ensures long-term impact by embedding EU-related topics into the curriculum beyond the project's duration.

To ensure the effectiveness of the methodology, the project will include robust monitoring and evaluation mechanisms:

**Regular Feedback Loops:** Surveys and focus groups with students and teachers will provide insights into the effectiveness of the activities and identify areas for improvement.

**Performance Indicators:** Achievement of objectives will be measured using clear, predefined indicators (e.g., number of students completing project-based activities, improvement in knowledge of EU topics, and level of engagement in cross-border collaboration).

**Continuous Improvement:** Insights from monitoring activities will be used to refine the methodology and ensure that it remains responsive to the needs of participants.

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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.*

To ensure the project's implementation is of high quality and completed on time, we have devised a structured framework based on meticulous planning, effective communication, and systematic monitoring. The following measures will be adopted:

#### Clear Roles and Responsibilities

Each member of the project team, including teachers, administrators, and external partners, will have clearly defined roles and responsibilities.

A dedicated project coordinator will oversee implementation, ensure adherence to timelines, and act as a point of contact for all stakeholders.

#### Detailed Work Plan

A comprehensive work plan with specific milestones, deadlines, and deliverables will guide project activities.

The plan will include buffer periods to mitigate unforeseen delays and ensure timely completion.

#### Collaborative Tools

A project management platform (e.g., Microsoft Teams, Trello) will facilitate communication, task tracking, and documentation among all stakeholders.

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Regular progress meetings (monthly online or in-person) will ensure alignment and resolve potential issues promptly.

### **High-Quality Resources and Expertise**

The project will utilize reliable, up-to-date resources, including official EU publications, digital tools, and best practices in EU education.

External experts on EU studies will be engaged for workshops, providing students and teachers with high-level expertise.

To ensure smooth implementation, the following methods will be applied:

#### **Monitoring Mechanisms**

Regular progress reviews will be conducted at key milestones to evaluate whether the project is on track.

Feedback loops will be established through periodic surveys and focus group discussions with students, teachers, and external partners.

### **Planning and Control Measures**

The project timeline will be divided into phases, with a detailed action plan for each phase.

A risk management strategy will be in place to identify and mitigate potential risks, such as delays, resource limitations, or unforeseen disruptions.

### **Documentation and Reporting**

Detailed documentation of activities, outputs, and challenges will be maintained to ensure transparency and accountability.

Interim and final reports will be shared with stakeholders and funding authorities to highlight progress and results.

To measure the outreach, coverage, and impact of the activities and results, both quantitative and qualitative indicators will be employed:

#### **Quantitative Indicators**

- Participation Metrics:

Number of students participating in workshops and activities.

Target: 600 students.

- Teacher Engagement:

Number of teachers trained in crosscurricular EU topics.

Target: 15 teachers.

- Project Outputs:

Number of crosscurricular modules developed.

Target: 5 modules.

Number of transnational collaborations (e.g., joint projects with partner schools).

Target: 3 collaborations.

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**Qualitative Indicators**

1. Knowledge and Skills:
  - Improvement in students' understanding of EU topics, measured through pre- and post-project surveys.
  - Unit of Measurement: Percentage increase in knowledge (e.g., Baseline: 40%, Target: 80%).
2. Engagement and Motivation:
  - Level of student and teacher engagement, assessed through focus group discussions and interviews.
3. Feedback from Participants:
  - Satisfaction with project activities and resources, collected via anonymous feedback forms.

**Evaluation Methods**

Pre- and Post-Testing: Assess changes in students' knowledge and attitudes toward EU topics before and after participation.

Observation and Reflection: Regular classroom observations to assess the effectiveness of teaching strategies and resources.

External Review: Feedback from external evaluators and project partners to ensure an unbiased assessment of outcomes.

Impact Assessment Long-term impact will be assessed by tracking the integration of EU-related topics into the regular school curriculum and observing changes in students' civic engagement.

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**2.1.3 Project teams, staff and experts****Project teams and staff**

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

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

Name and function	Organisation	Role/tasks/professional profile and expertise
Jan Doškář	Střední škola stavební Jihlava	<p>Main coordinator and civics teacher. The teacher has completed teacher training programme at Faculty of Education at Masaryk University in Brno (available at <a href="https://www.ped.muni.cz/en">https://www.ped.muni.cz/en</a>).</p> <p>The focus of the teacher is on European studies and European politics, history and integration in the long run. The teacher is the head of the civics department at Střední škola stavební Jihlava.</p>
David Vondrák	Střední škola stavební Jihlava	<p>Main Collaborator and English teacher. The teacher is personally focusing on European topics, inclusion and diversity in particular. He implements these topics into his English lessons employing the CLIL method. He brings the topics outside our school environment as he organizes English conversation courses in which he is focused on</p>

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		discussing topics that are closely related to Europe and EU as such.
Markéta Metelková	Střední škola stavební Jihlava	Supervisor (headmaster) and English teacher. The teacher has completed teacher training programme at Faculty of Education at Masaryk University and Technical University in Brno. The teacher was involved in numerous European projects regarding topics such as European integration and the issue of multicultural society and education. The teacher used to work as a project manager for regional and local municipalities and is experienced in financial and project management.
Hynek Bouchal	Gymnázium Havlíčkův Brod	External expert and senior educator. Headmaster of a prestigious Grammar school focusing EU topics from philosophical viewpoints. The teacher will supervise activities and their outcomes.
Petra Plachá	Střední škola stavební Jihlava	Collaborator, English teacher. The teacher has completed teacher training programme at Faculty of Education at Masaryk University in Brno (available at <a href="https://www.ped.muni.cz/en">https://www.ped.muni.cz/en</a> ). The student courses completed by the teacher include biology and German language. The teacher is personally focusing on European topics, climate change and green politics in particular. She implements these topics into her English lessons employing the CLIL method.
Lenka Habudová	Střední škola stavební Jihlava	Collaborator, civics and economics teacher. The teacher has completed Technical University with a focus on economic studies. The teacher will focus on the issue of economic barriers and digital transformation.
Darina Čermáková	Střední škola stavební Jihlava	Collaborator and civics teacher. The teacher has completed teacher training programme at Faculty of Education at Masaryk University in Brno (available at <a href="https://www.ped.muni.cz/en">https://www.ped.muni.cz/en</a> ). The teacher is educated in the field of mathematics and technical studies. As a result of that, the teacher will be specialized in topics related to the environment and fight against climate change.
Gabriela Grycová	Střední škola stavební Jihlava	Collaborator and history teacher. The teacher has completed teacher training programme at Faculty of Education at Masaryk University in Brno (available at <a href="https://www.ped.muni.cz/en">https://www.ped.muni.cz/en</a> ). The teacher is educated in the fields of history and geography. The teacher can and will be responsible for the atlas project, as well as the Political Map of Europe project.
Karel Kunčar	Střední škola stavební Jihlava	Collaborator and English teacher. The teacher has completed teacher training programme at Faculty of Education at Masaryk University in Brno (available at <a href="https://www.ped.muni.cz/en">https://www.ped.muni.cz/en</a> ). Currently, the teacher is a student of a doctoral programme at the same University. In his doctoral programme, the teacher focuses closely on various EU topics and possibilities of their implementation in English language teaching.
Alena Oaka	Střední škola stavební Jihlava	Collaborator and English teacher. The teacher has completed a study programme in the UK. She focuses on multicultural topics and immigration. She is an expert on realising crosscurricular topics.
Tereza Schwarzová	Střední škola stavební Jihlava	Collaborator and English teacher. The teacher is educated in the field of journalism and media. The teacher will supervise dissemination and will be responsible for leading a team for public relations, mainly Facebook, Instagram and our project website.

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**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.

While the core project activities will be managed by the internal team, certain specialized services will be outsourced to external providers:

Educational Content Development: Subcontracting experts in EU studies, civic education, and digital learning tools will ensure high-quality teaching materials and interactive resources.

IT and Digital Platform Management: A professional IT service provider will develop an interactive online platform to share learning materials, facilitate student engagement, and support virtual mobility.

Translation and Accessibility Services: To reach a wider audience, we will subcontract professional translation and accessibility services, ensuring that key resources are available in multiple EU languages.

Event Management and Outreach: Logistics for workshops, conferences, and competitions will be handled by specialized event organizers, ensuring professional execution and high attendance.

Competitive tendering will be used to select subcontractors, ensuring cost-efficiency and compliance with EU funding regulations.

**The project will strategically collaborate with existing EU initiatives to enhance its impact:****Youth Hub:**

Youth Hub, an EU initiative supporting youth participation and civic engagement, will be a key partner in promoting democratic values and active citizenship among high school students.

Through Youth Hub, students will have access to EU youth policies, leadership programs, and networking opportunities.

Youth ambassadors from the platform may serve as peer mentors or facilitators in project activities.

**European Education Area (EEA):**

The project aligns with the EEA's vision of creating a high-quality, inclusive, and future-oriented education system across Europe.

We will collaborate with EEA-supported digital learning platforms, ensuring that our educational resources are integrated into broader EU-wide initiatives.

The project will contribute to the EEA's objectives of teacher training, mobility, and multilingual education by providing professional development opportunities and transnational exchanges.

**Erasmus+ and eTwinning:**

The project will complement Erasmus+ mobility opportunities, encouraging students and teachers to participate in exchange programs and international collaborations.

Through eTwinning, participating schools will connect with peers from other EU countries to share best practices, conduct joint projects, and foster intercultural dialogue.

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## 2.1.4 Cost effectiveness and financial management

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

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

Insert text

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## 2.1.5 Risk management

### Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

**Note:** Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	<p><b>Low Participant Engagement:</b> Students and teachers may not initially show strong interest in EU topics. Tailoring activities to their needs and promoting their relevance will be critical to overcoming this barrier. Impact: high. Likelihood: medium.</p>	WP2 (Dissemination, Workshops)	<ul style="list-style-type: none"> <li>- Design engaging and interactive activities tailored to the target audience.</li> <li>- Conduct pre-project surveys to understand participant needs.</li> <li>- Leverage social media and local networks to promote events and activities.</li> <li>- Design workshops to be highly engaging, using real-life examples and interactive methods.</li> <li>- Involve young ambassadors or relatable role models to spark interest.</li> <li>- Showcase the relevance of EU topics to students' daily lives and future careers.</li> </ul>

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2	<p><b>Delays in Partner Coordination:</b> With multiple subjects involved, misalignment in schedules and priorities is a possibility. Regular communication and project management tools will help mitigate this risk.</p>	WP1 (Coordination)	<ul style="list-style-type: none"> <li>- <b>Schedule regular coordination meetings</b> to ensure alignment.</li> <li>- <b>Use project management tools</b> (e.g., Trello, Asana) to track progress and deadlines.</li> <li>- <b>Appoint a dedicated project coordinator</b> to oversee communication with all partners.</li> </ul>
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## 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.*

Insert text

### 2.2.2 Consortium management and decision-making

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

Not applicable

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## 3. IMPACT

### 3.1 Impact and ambition

#### Impact and ambition

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

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

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#### **Short-term Effects (0-6 months):**

Increased Awareness of the European Union: Students and teachers will gain a better understanding of the EU, its structure, values, and policies. Initial training, materials, and workshops will be provided to boost awareness about the EU.

Enhanced Engagement in EU Discussions: Teachers and students will engage in discussions about Europe's role in global issues, European integration, and democratic principles. Classroom projects, debates, or visits from EU experts may be introduced.

Pilot Activities and Resources: High schools may start incorporating EU-focused content into their curriculum. Educational materials and resources will be distributed to teachers, preparing them for in-depth teaching of EU-related topics.

#### **Medium-term Effects (6 months - 2 years):**

Improved EU Knowledge and Critical Thinking: Students will develop a deeper knowledge of the EU, its institutions, and its impact on daily life. This will encourage critical thinking regarding European issues, such as migration, economic policy, and sustainability.

Professional Development for Teachers: Teachers will enhance their professional skills by receiving specialized training on EU topics and teaching methods. This can lead to improved pedagogical practices and a stronger commitment to integrating EU studies into the curriculum.

Student Exchanges and Collaboration: Schools will initiate student exchange programs or collaborative projects with schools in other EU countries. This will expose students to different European cultures and foster a sense of European citizenship.

Stronger School Community and Network: Schools participating in the Jean Monnet Project will form a

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network of institutions focused on EU education. This will lead to greater collaboration, resource sharing, and collective learning.

### **Long-term Effects (2+ years):**

**Sustained Knowledge of EU Institutions and Policies:** Over time, students will retain a comprehensive understanding of the EU and its role in global governance. This knowledge can contribute to shaping informed future citizens and professionals who are better equipped to engage with EU issues.

**Civic Engagement and European Identity:** The project will encourage students to take an active role in their communities and in European democratic processes. This could lead to higher voter turnout, involvement in European initiatives, and a strengthened sense of European identity among young people. **Integration of EU Studies in National Curricula:** As the project's impact grows, EU studies may be formally integrated into national school curricula across participating countries, ensuring that future generations are well-versed in European matters.

**Lasting Partnerships:** Schools involved in the Jean Monnet Project will likely maintain long-term partnerships with other EU institutions, schools, and universities, creating a lasting network of educational and cultural exchanges.

### **Target Groups:**

**Primary Target Group - Students:** High school students will be the primary beneficiaries, gaining knowledge about the EU and a deeper understanding of European issues. They will also develop critical thinking and intercultural skills.

**Secondary Target Group - Teachers:** Educators will be trained on how to teach EU topics and incorporate EU studies into their lessons. Teachers will become more confident in their ability to educate students about European issues.

**Tertiary Stakeholders - School Administrators and Policy Makers:** School leaders and national education authorities may benefit from the project by gaining insights into how EU education can be expanded, improved, and institutionalized in the long run.

### **Concrete Benefits for the Target Groups:**

#### **For Students:**

**Enhanced EU Knowledge:** Students will learn about EU history, institutions, policies, and their rights as European citizens.

**Better Prepared for Future Careers:** With knowledge of the EU and its policies, students may be better prepared for careers in international relations, diplomacy, law, or EU institutions.

**Cultural Exchange:** Participation in student exchange programs will expose them to other cultures, strengthening their European identity.

**Active Citizenship:** Students will become more informed and active citizens, better equipped to engage with EU issues and contribute to democratic life.

#### **For Teachers:**

**Professional Development:** Teachers will gain expertise in EU-related topics, improving their ability to teach these subjects effectively.

**Networking and Collaboration:** Teachers will have the opportunity to collaborate with their counterparts in other countries, sharing resources, ideas, and best practices.

**Updated Teaching Resources:** Teachers will receive updated EU-focused teaching materials, which will enrich their lesson plans and classroom activities.

#### **For Schools:**

**Stronger EU-focused Curriculum:** The school will enhance its educational offering with a more EU-centered curriculum, benefiting both students and teachers.

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EU Recognition and Prestige: Being part of a Jean Monnet Project can increase the school's visibility in the European educational network and grant access to more EU resources and programs.

#### What Will Change for Them:

For Students: They will experience a more diverse, globally aware education that equips them with the skills to understand and engage with EU topics. They will feel more connected to the European Union and have a sense of responsibility as young European citizens.

For Teachers: Teachers will have greater confidence in teaching EU subjects and will be able to offer richer learning experiences. They will also develop a more global perspective, influencing their teaching practices.

For Schools: Schools will become more integrated into the EU educational network, with long-term access to resources, projects, and collaborations that enhance their academic offerings.

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## 3.2 Communication, dissemination and visibility

### Communication, dissemination and visibility of funding

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

### Communication and Dissemination Activities:

- **Target Groups:**

Primary Target Group (Students): Students will engage with the project through interactive, studentfriendly formats like workshops, events, and social media campaigns. They will be encouraged to share their learning experiences, opinions, and projects through digital platforms.

Secondary Target Group (Teachers): Teachers will be informed about the project's progress and results through dedicated newsletters, webinars, and teacher training events. A dedicated teacher portal or resource hub will be created for easy access to materials and collaboration opportunities.

Tertiary Stakeholders (School Administrators, Policymakers, and the General Public): School administrators and policymakers will be reached through formal reports, policy briefs, conferences, and events. The general public will be engaged through public-facing campaigns, social media, and local press.

- **Communication and Dissemination Formats:**

Workshops and Webinars: Regular workshops and webinars will be held for teachers and students to discuss EU-related topics, share experiences, and learn from guest speakers, including EU experts.

School and Community Events: Public events, such as EU days, debates, or exhibitions, will be organized in schools and communities to raise awareness about the EU and promote active participation among students.

Social Media and Digital Platforms: A dedicated project website and social media channels (Facebook, Instagram, Twitter, YouTube) will be created to share updates, project milestones, videos, interviews with participants, and outcomes of EU-related activities. Students and teachers can contribute by sharing their own experiences, photos, and videos.

Newsletters and Educational Publications: Regular newsletters will be distributed to the target groups, featuring updates, upcoming activities, and key outcomes. Teachers will also receive publications that include best practices, EU-focused lesson plans, and case studies.

Press Releases and Media Coverage: Press releases will be sent to local media, schools' newsletters, and education-related outlets. Partnerships with local media will help maximize visibility and ensure the broader public is aware of the project's impact.

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Interactive EU Learning Platforms: An online learning platform for students and teachers will provide EU educational resources, quizzes, and interactive content that can be easily shared.

**Reaching Target Groups, Stakeholders, Policymakers, and the Public:**

Students: Through direct engagement via social media, online platforms, and interactive in-school activities (such as debates and group projects), students will be informed about the EU and encouraged to participate.

Teachers: Teachers will benefit from targeted professional development events, workshops, and specialized resources that help them integrate EU topics into the curriculum. They will also be included in online communities for sharing experiences and learning.

School Administrators and Policymakers: A formal dissemination strategy will include reports, policy briefs, and high-level discussions at conferences and seminars. Policymakers will be invited to observe the project's impact on the ground and learn how EU education can shape future generations.

General Public: The general public will be informed through social media, public events (like EU fairs or exhibitions), and press releases. Engaging content, such as EU-related stories or student reflections on their learning, will help spark wider public interest.

**Dissemination Channels:**

Social Media: Facebook, Instagram, Twitter, and YouTube will be used to reach a broad audience, especially students. Content will include updates, project highlights, student stories, and short videos.

School Websites and Newsletters: School websites, newsletters, and bulletin boards will be used to distribute information about the project's progress, milestones, and results.

Local and National Media: Local newspapers, educational journals, and online platforms will cover key events and outcomes to increase the project's visibility. Press conferences and media partnerships will further extend the reach.

EU and Educational Networks: The project will be presented at EU events, conferences, and educational forums to share its results and strengthen links with other EU educational initiatives.

**Maximizing Impact:**

Inclusive and Accessible Communication: Materials will be available in multiple languages and accessible formats (e.g., videos, infographics) to ensure that all stakeholders, including those with disabilities, can engage with the project.

Collaborative Content Creation: Teachers and students will be encouraged to contribute to the dissemination efforts, ensuring the content reflects their personal experiences and insights.

Evaluation and Feedback: Regular surveys and feedback mechanisms will be implemented to assess the effectiveness of the communication strategies and improve outreach efforts.

**Ensuring the Visibility of EU Funding:**

EU Logo on All Dissemination Materials: All printed and digital materials (posters, brochures, presentations, websites) related to the project will prominently display the EU logo and the Jean Monnet Programme label.

Acknowledgment of EU Support: Publicly available materials, such as videos, newsletters, and reports, will explicitly mention the financial support from the EU, making it clear that the project is funded under the Jean Monnet Programme.

EU-Focused Events: At all public events, such as conferences, seminars, and workshops, the EU's role in funding and supporting the project will be clearly stated. EU representatives or guest speakers from EU institutions will be invited to participate in key events to emphasize the EU's commitment.

Press Releases and Public Statements: All official communications, such as press releases and announcements, will include mentions of the EU's funding and highlight its importance in supporting EU educational initiatives.

Social Media Visibility: On social media platforms, regular posts will include the EU logo, hashtags like

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#JeanMonnet, and references to the EU funding, ensuring continuous visibility across digital platforms.

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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?*

#### 1. Follow-up After EU Funding Ends:

**Institutionalizing EU Education:** The project should aim to integrate EU studies into the school curriculum permanently. This can be done by advocating for the inclusion of EU topics in national educational frameworks and working with educational authorities to ensure long-term support. Schools may also develop internal structures or roles dedicated to teaching EU-related content.

**Teacher Training and Capacity Building:** After the EU funding ends, ongoing professional development for teachers will be essential. Schools can establish a dedicated training program to continue developing teachers' expertise in EU matters, either in-house or in collaboration with universities and other EU-related organizations.

**Student Engagement:** To sustain student involvement, schools can create EU-themed clubs or activities (such as Model European Parliament sessions, student debates on EU issues, or EU-themed project weeks) that keep the momentum alive. Alumni networks can also be leveraged to foster continuous engagement with former students.

**Digital Resources:** The creation of a digital repository or platform (containing lesson plans, EU-related resources, and interactive tools) ensures that the knowledge generated by the project is accessible long after funding ends. This platform can be maintained by the schools or an educational association that adopts the project's resources.

#### 2. Ensuring Long-term Impact:

**Engaging Policy Makers and Educational Authorities:** It is important to maintain dialogue with national and local policymakers to ensure that the EU education components remain part of the educational agenda. Advocacy efforts to promote EU studies as a permanent feature of the curriculum should be part of the project's follow-up.

**Evaluation and Continuous Improvement:** Regular evaluations of the project's impact on students' understanding of the EU and their civic engagement should be conducted. Feedback from students, teachers, and other stakeholders will guide improvements and adjustments to the ongoing activities.

**Community Involvement:** The involvement of the local community and external partners (such as universities, civil society organizations, and local governments) can help maintain interest in the project's EU-focused initiatives. This can be done through community events or public engagement campaigns on EU matters.

#### 3. Which Parts of the Project Should Be Continued or Maintained:

**Curriculum Integration:** EU education should become a part of the formal curriculum in participating schools. This ensures the knowledge gained during the project is passed on to future students, keeping the spirit of the project alive in the school culture.

**Teacher Networks:** The teacher network established during the project should continue to function as a collaborative platform where educators can share ideas, resources, and best practices. This network can evolve into a professional association for EU studies in education.

**Student Activities and Engagement:** The student initiatives, such as EU clubs, debates, and exchanges, should continue. Schools can sustain this through school policy or by integrating these activities into extracurricular offerings. Active student participation ensures the longevity of the project's impact on

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their European identity.

Digital Platform: The online resources, such as lesson plans, videos, and materials created throughout the project, should be maintained and expanded. Schools can make this a long-term resource for future cohorts of students and teachers.

#### **4. Achieving Sustainability:**

Securing Ongoing Funding: While EU funding may end, schools should explore alternative sources of funding, such as national educational grants, private sector sponsorships, or partnerships with universities and NGOs. Additional grants can be sought for specific activities, such as student exchanges or teacher training workshops.

Institutional Ownership: Schools need to adopt ownership of the project's educational resources and activities. This means embedding the EU studies into school policies and teaching practices. School administrators should prioritize EU-related education as an ongoing goal for the institution.

Partnerships and Networking: Schools can seek partnerships with universities, other EU-funded projects, or EU institutions to continue collaborative activities. These partnerships could provide resources, expertise, and a platform for ongoing exchanges of ideas.

#### **5. Necessary Resources to Continue the Project:**

Human Resources: Dedicated staff (e.g., EU studies coordinators or project managers) will be needed to maintain the momentum of the project. Teachers and school administrators who are passionate about EU education can be key to ensuring continuity.

Financial Resources: While EU funding may no longer be available, other sources of funding, such as national grants, educational foundations, or donations from private companies, will be necessary to sustain activities.

Technological Resources: Maintenance of the digital platform or repository (for resources, teaching tools, and collaborative content) will require technical support, hosting services, and occasional updates to keep materials relevant.

Collaborative Networks: Continuing partnerships with universities, NGOs, and other European institutions will provide intellectual and financial resources to sustain the project's activities.

#### **6. Using the Results:**

Replication and Scaling: Schools can share the project results with other institutions and educational networks to replicate the project's success. This can be done through conferences, online platforms, and educational conferences, as well as by creating a "toolkit" for other schools to adopt EU-focused initiatives.

Policy Influence: The results and success stories from the project can be shared with policymakers at the local, national, and European levels to influence the broader educational policy on EU studies. This could lead to wider recognition of the importance of EU education within the national curriculum.

Research and Publication: The results can be compiled into a report or a research publication that showcases the educational impact of the project. This publication could be shared with educational institutions, researchers, and other EU initiatives.

#### **7. Synergies with Other (EU-funded) Activities:**

Collaborations with Other Jean Monnet Projects: The project's results can be integrated into broader Jean Monnet or EU-funded educational initiatives. Schools may collaborate with other institutions that received Jean Monnet funding to enhance their EU education offerings, such as through joint seminars, student exchanges, or research projects.

Erasmus+: There are potential synergies with EU-funded initiatives like Horizon 2020 and Erasmus+ which focus on education, mobility, and youth. The project could align with Erasmus+ mobility programs for student exchanges or educational partnerships with schools across Europe.

European Youth Initiatives: By engaging in youth-led EU initiatives, schools can build on the project's results, creating opportunities for students to further their engagement with European identity and citizenship through volunteering, youth forums, and EU youth programs.

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In conclusion, the sustainability and long-term impact of a Jean Monnet Project for high schools will rely on institutional integration, ongoing teacher development, student engagement, and strong partnerships with EU institutions and educational bodies. By leveraging resources, ensuring policy support, and fostering continued collaboration, the project can thrive long after the initial funding period.

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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)).*

Each school year, 81 hours will be dedicated to the implementation of the project.

During the first year, we will focus on the theoretical background behind the European Union. First, we will begin with educational blocks that will present the basics of the EU to our vocational learners. Then, we will proceed with an interactive workshop presenting the EU in an interactive form. Furthermore, learners will conduct a project of a "School European Atlas". Then, a comprehensive exposition of the EU symbols will be designed by the learners. In the meantime, English language teachers will implement a gamification of our European studies using the online EU learning centres. Finally, the school year will be concluded with a study visit to the main seat of the European Union – Brussels.

During the second year, we will focus on increasingly more practical aspects of our European studies. First, we will conduct a project of a European movie evening. Secondly, our learners will work on e-learning materials, enhancing their IT skills while studying the European problematics at the same time. Then, we will move on to the political aspect of the EU. Learners will imitate the EU political environment, design European political parties and subsequently simulate the whole process election of the European Parliament. Like in the previous year, a study visit of European institutions in Luxembourg and Strasbourg will follow. Finally, learners will conduct a comprehensive presentation of their experience from the visit. Results of the visit will also be disseminated through their own website and our social media accounts.

Finally, the third year will be focused on the future of Europe and on building on the learners' European experience. We will conduct a project "The challenges to the EU". That will be followed by a workshop and lectures from experts in the field of European studies. Consequently, a presentation of the results of the project will follow. Building on their own experience and knowledge, our senior learners will design learning materials about the EU for their younger counterparts. As in the previous years, a study visit abroad will be conducted – this time, it is going to be a tour across critical European urban centres: Berlin, Vienna and Warsaw. Finally, the study visit will be reflected through a closing presentation.

## 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:**

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.

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

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

### Milestones and deliverables (outputs/outcomes)

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

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

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

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

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

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

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

Sensitive — limited under the conditions of the Grant Agreement

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

### Work Package 1

#### Work Package 1: [Name, e.g. Project management and coordination]

##### Duration:

9/2025 –  
8/2028

##### Lead Beneficiary:

Střední škola stavební Jihlava

##### Objectives

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

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

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

- Project management
- EU – Our home – planning, preparation and implementation
- My European Identity - planning, preparation and implementation
- Living the European dream - planning, preparation and implementation
- Evaluation of activities
- Dissemination of outcomes, study materials and project ideas

Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Entrance test of the EU knowledge	630 learners will be tested on their knowledge of the EU and participation in democratic life, common values and civic engagement	Educators and learners	Members of the BEN org.	No subcontracting
T1.2	Introductory educational block – EU: Our Home	25 classes will participate in the block. The educational block will be prepared and implemented by expert teachers.	Educators and learners	Members of the BEN org.	No subcontracting
T1.3	Interactive workshop	4 hours-long workshop for learners interested in the basics of the EU	Educators and learners	Members of the BEN org.	No subcontracting

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

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

T1.4	The European Atlas project	10 groups of learners will create the European Atlas project. The Atlas will describe the contemporary state of the European nations.	Educators and learners	Members of the BEN org.	No subcontracting
T1.5	Study visit in the EU institutions	The most involved learners will get a chance to visit European institution in Brussels. Our plan is to meet the EU Parliament members from the Czech Republic. We also intend to visit European schools in Brussels.	Educators and learners	Members of the BEN org.	No subcontracting
T1.6	Exposition of the EU symbols: exhibition of the learners' experience of Europe	The exhibition will carry the name "EU – Our Home". That way we will present the first year of our engagement in Europe.	Educators and learners	Members of the BEN org.	No subcontracting
T1.7	Formal evaluation	We will evaluate the impact of the activities on the learners'. Used methodology – standardized testing of knowledge	Educators and learners	Members of the BEN org.	No subcontracting

T2.1	The second educational block – My European Identity	25 classes will participate in the block. The educational block will be prepared and implemented by expert teachers.	Educators and learners	Members of the BEN org.	No subcontracting
T2.2	The European movie night	The learners will be exposed to key movies from the EU countries. We will use films from the following website <a href="https://www.eurobrussels.com/article/866/10must-watch-movies-and-documentaries-on-euaffairs">https://www.eurobrussels.com/article/866/10must-watch-movies-and-documentaries-on-euaffairs</a>	Educators and learners	Members of the BEN org.	No subcontracting

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

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

T2.3	Interactive learning material	Learners will design video materials, e-learning sources, webpages etc. with the common goal to present Europe as being a great part of their identity	Educators and learners	Members of the BEN org.	No subcontracting
T2.4	Simulation of election of the European Parliament	Learners will be provided with information regarding the electoral processes within the EU. Secondly, they will design an EU map of European political parties. Subsequently, they will use the map in order to conduct a simulation of an election to the EU Parliament.	Educators and learners	Members of the BEN org.	No subcontracting
T2.5	Study visit in the EU institutions	The most involved learners will get a chance to visit other/secondary European institutions in Luxembourg.	Educators and learners	Members of the BEN org.	No subcontracting
T2.6	Dissemination	Learners will conduct an exposition of their work during the second year and looking for their European identity.	Educators and learners	Members of the BEN org.	No subcontracting
T3.1	School project – Living the European Dream – Challenges to the EU	20 groups of learners will be involved in their school projects. All of the projects will be presented to all educators and all learners at the school. The project will be offered to educators and learners and other institutions. Topics of the projects will include: inclusion and	Educators and learners	Members of the BEN org.	No subcontracting
		diversity, digital transformation, environment and fight against climate change, participation in democratic life, common values and civic engagement			

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

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

T3.2	Workshops with experts	Workshops will be led by experts from external bodies, e.g. the EU centres, national expertise centres (e.g. the European Values think-tank, available at <a href="https://europeanvalues.cz/en/">https://europeanvalues.cz/en/</a> )	Educators and learners + members of cooperating bodies	External experts	Subcontracting
T3.3	Study visit in the EU institutions	The most involved learners will get a chance to visit crucial urban centres of the European culture, including Berlin, Vienna, Warsaw, Munchen	Educators and learners	Members of the BEN org.	No subcontracting
T3.4	Dissemination	We plan to organise dissemination of outcomes, study materials and project ideas, as well as evaluation of activities. That will include activities on social networks, movie nights, etc. We will invite all of the teachers involved to share their unique experience with the innovative way of teaching. Finally, we will conduct a closing report. The report will be delivered to critical decision makers in our region. We are ready and willing to closely cooperate with EU institutions and Czech project leading body (DZS – see <a href="https://www.dzs.cz/en">https://www.dzs.cz/en</a> )	Educators and learners	Members of the BEN org.	No subcontracting

#### 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
1	EU – Our home	1	Střední škola stavební Jihlava	Learners will have at least a basic understanding of the European Union as a political system and will increase	6/2026	Standardised tests
				their knowledge of the European history and culture.		

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

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

2	My European Identity	2	Střední škola stavební Jihlava	Learners will get a deeper awareness of their own European identity and will understand their belonging to their European homeland.	6/2027	Project of a school exhibition	
3	Living the European Dream	3	Střední škola stavební Jihlava	Learners will associate themselves with their European citizenship and will be prepared to actively participate in the European way of life.	6/2028	Disseminated closing report	
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	
D1.1	The school atlas project	1	Střední škola stavební Jihlava	DEM — Demonstrator	PU — Public	6/2026	An interactive online material in English
D2.1	Audiovisual learning material - video	1	Střední škola stavební Jihlava	DEC — Websites, patent filings, videos, etc	PU — Public	6/2027	An interactive online material in English
D2.2	Website, Facebook and Instagram	1	Střední škola stavební Jihlava	DEC — Websites, patent filings, videos, etc	PU — Public	6/2027	A project website, Facebook and Instagram
D3.1	Challenges to the EU school project	1	Střední škola stavební Jihlava	DEC — Websites, patent filings, videos, etc	PU — Public	6/2028	A learner-created online presentation
D3.2	Closing report	1	Střední škola stavební Jihlava	DATA — data sets, microdata, etc	PU — Public	6/2028	A closing report covering the project lifetime, disseminated to the crucial decision makers in the region

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

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

**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

**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					

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

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

Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>	Insert text
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## Events

<b>Events</b> <i>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.</i>							
<b>Event No</b> <small>(continuous numbering linked to WP)</small>	<b>Participant</b>	<b>Description</b>					<b>Attendees</b>
		<b>Name</b>	<b>Type</b>	<b>Area</b>	<b>Location</b>	<b>Duration</b> <small>(days)</small>	
E1.1	Teachers and learners	Study visit to Brussels	Study visit abroad	Topics covered: the system of the EU bodies, language skills, intercultural skills	Brussels, Belgium	4	20
E2.1	Teachers and learners	European movie night	Cultural event	Topics: European identity and integration. Intercultural skills, critical thinking	Jihlava, Czech Republic	1	30
E2.2	Teachers and learners	Simulation of election of the European Parliament	Simulating - training	Topics: EU politics. Skills: critical thinking, decision making, communication and organizational skills	Jihlava, Czech Republic	5	600

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

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E2.3	Teachers and learners	Study visit to Luxembourg	Study visit abroad	Topics covered: the system of the EU bodies, language skills, intercultural skills	Luxembourg	4	20
E3.1	Teachers and learners	Workshops	Workshop	Various topics with external lecturers	Jihlava, Czech Republic	4	100
E3.2	Teachers and learners	Study visit to EU urban centres	Study visit abroad	Topics covered: the system of the EU bodies, language skills, intercultural skills	Berlin, Vienna, Warsaw	4	20

### Timetable

#### Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

**Note:** Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
Task 1.1 - ...																									
Task 1.2 - ...																									
Task ...																									

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

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

**Timetable (projects of more than 2 years)**

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

**Note:** Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4		YEAR 5		YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q	Q	Q	Q	Q	Q	Q	
Task 1.1 - ...	Standardized testing, Interactive workshops	European Atlas project	Preparation for study visit	Study visit, standardized testing	European movie night, elearning materials design	elearning materials design, videos	EU political parties simulator, election to the EU Parliament	Study visit, dissemination and presentation					1	2	3	4	1	2	3	4
					,	videos		simulation												
Task 1.2 - ...									Challenges to the EU	Workshops with external bodies	Preparation for study visit and work on the final presentation	Study visit, closing report submission, dissemination								
Task ...																				

#\$WRK-PLA-WP\$#

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

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

#@ETH-ICS-EI@#

## 5. OTHER

### 5.1 Ethics

#### Ethics (if applicable)

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.

Describe how you will ensure gender mainstreaming and children's rights in the project activities.

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)

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.

Insert text

### Seal of Excellence (if applicable)

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.

In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.

YES

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?

#@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](#))*

## Calculator Teaching Hours

Please, select:

The topic you are applying for: The country of the applicant of the proposal:

Learning EU Initiatives

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
Ian Doskar	17	17	17	51

Name of the Professor	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
David Vondrák	9	9	8	26
Petra Plachá	9	9	8	26
Jenka Habudová	9	9	8	26
Darina Čermáková	9	9	8	26
Gabriela Grycová	9	9	8	26
Karel Kunčar	9	9	8	26
Alena Oaka	9	9	8	26

Tereza Schwarzová	9	9	8	26
	=			0
Prof 10				0
Prof 11				0
Prof 12				0
Prof 13				0
Prof 14				0
Prof 15				0
Total	89	89	81	259

The lump sum amount for the topic Learning EU Initiatives for an applicant from Czech Republic (CZ),

years is:

*Please insert this amount in Part A ('edit e-forms') of your proposal, under Section 3 – Budget.*

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

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount <sup>1</sup>
	WP1 Work package 1	
	Lump sum contribution	
	a	b = a
1 - SSSJ	31 000.00	31 000.00

<sup>1</sup> The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

## ANNEX 4 XXX LUMP SUM MGA — MULTI &amp; MONO

## FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

	EU contribution											Requested EU contribution	
	Eligible lump sum contributions (per work package)												
	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	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>	<a href="#">/ Lump sum contribution</a> <a href="#">/ Financing not linked to costs</a>		
Status of completion	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:

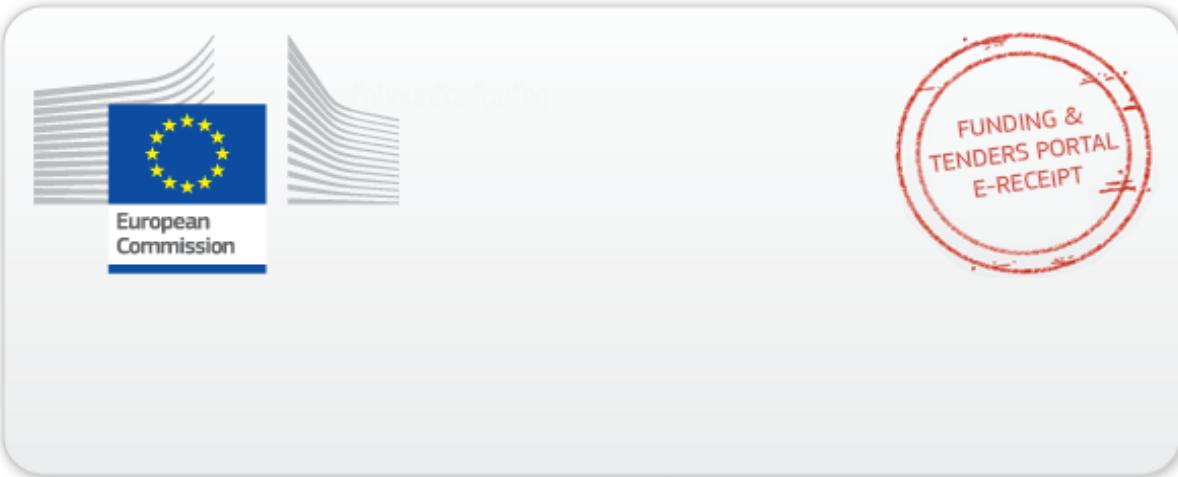
- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' **websites or social media accounts**
- for actions involving public **events**, display signs and posters mentioning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



This electronic receipt is a digitally signed version of the document submitted by your organisation. Both the content of the document and a set of metadata have been digitally sealed.

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(<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq>)