



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU values and Joint operations
B.3 – Citizens and EU Values

GRANT AGREEMENT

Project 101249775 — DEMOCRACY

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':

KOZOSSEGFEJLESZTOK EGYESULETE (HACD), PIC 949445119, established in SZOVETSEG UTCA 9 A, BUDAPEST 1074, Hungary,

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

2. **SLAGALICA - ZAKLADA ZA RAZVOJ LOKALNE ZAJEDNICE (SLAG)**, PIC 932071352, established in TRG AUGUSTA SENOE 1, OSIJEK 31000, Croatia,

3. **Asociatia GAL Homorod-Kukullo Leader (HKLA)**, PIC 900163784, established in 397, Lueta 537140, Romania,

4. **STOWARZYSZENIE CENTRUM WSPIERANIA AKTYWNOŚCI LOKALNEJ CAL (CAL)**, PIC 946100365, established in MICHALA PACA 40, WARSZAWA 04 386, Poland,

5. **BUDAPEST FOVAROS XIV KERULET ZUGLO ONKORMANYZATA (ZM)**, PIC 932572939, established in PETERVARD UTCA 2, BUDAPEST 1145, Hungary,

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 action¹

Annex 2 Estimated budget for the action

Annex 3 Accession forms (if applicable)²

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

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

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

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

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

TERMS AND CONDITIONS

TABLE OF CONTENTS

GRANT AGREEMENT.....	1
PREAMBLE.....	1
TERMS AND CONDITIONS.....	3
DATASHEET.....	8
CHAPTER 1 GENERAL.....	12
ARTICLE 1 — SUBJECT OF THE AGREEMENT	12
ARTICLE 2 — DEFINITIONS.....	12
CHAPTER 2 ACTION.....	13
ARTICLE 3 — ACTION.....	13
ARTICLE 4 — DURATION AND STARTING DATE.....	13
CHAPTER 3 GRANT.....	13
ARTICLE 5 — GRANT.....	13
5.1 Form of grant.....	14
5.2 Maximum grant amount.....	14
5.3 Funding rate.....	14
5.4 Estimated budget, budget categories and forms of funding.....	14
5.5 Budget flexibility.....	14
ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS.....	14
6.1 and 6.2 General and specific eligibility conditions.....	14
6.3 Ineligible contributions.....	15
6.4 Consequences of non-compliance.....	15
CHAPTER 4 GRANT IMPLEMENTATION.....	15
SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS.....	15
ARTICLE 7 — BENEFICIARIES.....	15
ARTICLE 8 — AFFILIATED ENTITIES.....	17
ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION.....	17
9.1 Associated partners.....	17
9.2 Third parties giving in-kind contributions to the action.....	18
9.3 Subcontractors.....	18
9.4 Recipients of financial support to third parties.....	18

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS.....	19
10.1 Non-EU participants.....	19
10.2 Participants which are international organisations.....	19
10.3 Pillar-assessed participants.....	20
SECTION 2 RULES FOR CARRYING OUT THE ACTION.....	21
ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION.....	21
11.1 Obligation to properly implement the action.....	21
11.2 Consequences of non-compliance.....	22
ARTICLE 12 — CONFLICT OF INTERESTS.....	22
12.1 Conflict of interests.....	22
12.2 Consequences of non-compliance.....	22
ARTICLE 13 — CONFIDENTIALITY AND SECURITY.....	22
13.1 Sensitive information.....	22
13.2 Classified information.....	23
13.3 Consequences of non-compliance.....	23
ARTICLE 14 — ETHICS AND VALUES.....	23
14.1 Ethics.....	23
14.2 Values.....	24
14.3 Consequences of non-compliance.....	24
ARTICLE 15 — DATA PROTECTION.....	24
15.1 Data processing by the granting authority.....	24
15.2 Data processing by the beneficiaries.....	24
15.3 Consequences of non-compliance.....	25
ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE.....	25
16.1 Background and access rights to background.....	25
16.2 Ownership of results.....	25
16.3 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes.....	25
16.4 Specific rules on IPR, results and background.....	26
16.5 Consequences of non-compliance.....	26
ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY.....	27
17.1 Communication — Dissemination — Promoting the action.....	27
17.2 Visibility — European flag and funding statement.....	27
17.3 Quality of information — Disclaimer.....	28
17.4 Specific communication, dissemination and visibility rules.....	28

17.5	Consequences of non-compliance.....	28
ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION.....		28
SECTION 3 GRANT ADMINISTRATION.....		28
ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS.....		28
19.1	Information requests.....	28
19.2	Participant Register data updates.....	28
19.3	Information about events and circumstances which impact the action.....	29
19.4	Consequences of non-compliance.....	29
ARTICLE 20 — RECORD-KEEPING.....		29
20.1	Keeping records and supporting documents.....	29
20.2	Consequences of non-compliance.....	29
ARTICLE 21 — REPORTING.....		30
21.1	Continuous reporting.....	30
21.2	Periodic reporting: Technical reports and financial statements.....	30
21.3	Currency for financial statements and conversion into euros.....	31
21.4	Reporting language.....	31
21.5	Consequences of non-compliance.....	31
ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE.....		31
22.1	Payments and payment arrangements.....	31
22.2	Recoveries.....	32
22.3	Amounts due.....	32
22.4	Enforced recovery.....	36
22.5	Consequences of non-compliance.....	37
ARTICLE 23 — GUARANTEES.....		38
23.1	Prefinancing guarantee.....	38
23.2	Consequences of non-compliance.....	38
ARTICLE 24 — CERTIFICATES.....		38
ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS.....		39
25.1	Granting authority checks, reviews and audits.....	39
25.2	European Commission checks, reviews and audits in grants of other granting authorities.....	40
25.3	Access to records for assessing simplified forms of funding.....	40
25.4	OLAF, EPPO and ECA audits and investigations.....	40
25.5	Consequences of checks, reviews, audits and investigations — Extension of findings.....	41
25.6	Consequences of non-compliance.....	42

ARTICLE 26 — IMPACT EVALUATIONS.....	42
26.1 Impact evaluation.....	42
26.2 Consequences of non-compliance.....	42
CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE.....	43
SECTION 1 REJECTIONS AND GRANT REDUCTION.....	43
ARTICLE 27 — REJECTION OF CONTRIBUTIONS.....	43
27.1 Conditions.....	43
27.2 Procedure.....	43
27.3 Effects.....	43
ARTICLE 28 — GRANT REDUCTION.....	43
28.1 Conditions.....	43
28.2 Procedure.....	44
28.3 Effects.....	44
SECTION 2 SUSPENSION AND TERMINATION.....	44
ARTICLE 29 — PAYMENT DEADLINE SUSPENSION.....	44
29.1 Conditions.....	44
29.2 Procedure.....	44
ARTICLE 30 — PAYMENT SUSPENSION.....	45
30.1 Conditions.....	45
30.2 Procedure.....	45
ARTICLE 31 — GRANT AGREEMENT SUSPENSION.....	46
31.1 Consortium-requested GA suspension.....	46
31.2 EU-initiated GA suspension.....	46
ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION.....	48
32.1 Consortium-requested GA termination.....	48
32.2 Consortium-requested beneficiary termination.....	48
32.3 EU-initiated GA or beneficiary termination.....	50
SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS.....	53
ARTICLE 33 — DAMAGES.....	53
33.1 Liability of the granting authority.....	53
33.2 Liability of the beneficiaries.....	53
ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES.....	53
SECTION 4 FORCE MAJEURE.....	53
ARTICLE 35 — FORCE MAJEURE.....	54
CHAPTER 6 FINAL PROVISIONS.....	54

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES.....54

 36.1 Forms and means of communication — Electronic management..... 54

 36.2 Date of communication..... 54

 36.3 Addresses for communication..... 55

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT.....55

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES.....55

ARTICLE 39 — AMENDMENTS..... 55

 39.1 Conditions..... 55

 39.2 Procedure..... 56

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES..... 56

 40.1 Accession of the beneficiaries mentioned in the Preamble..... 56

 40.2 Addition of new beneficiaries..... 56

ARTICLE 41 — TRANSFER OF THE AGREEMENT..... 57

ARTICLE 42 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE GRANTING
AUTHORITY.....57

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES..... 57

 43.1 Applicable law..... 57

 43.2 Dispute settlement..... 57

ARTICLE 44 — ENTRY INTO FORCE.....58

DATA SHEET

1. General data

Project summary:

Project summary
<p>DEMOCRACY – Strengthening Trust and Participation through Municipal and Cross-Sector Collaboration DEMOCRACY brings together municipalities and civil society organisations from five partner countries and a total of ten participating countries to strengthen democratic participation, trust, and cohesion based on shared EU values. The project responds to rising civic apathy, institutional distrust, and shrinking democratic spaces by building lasting, cross-border and cross-sectoral partnerships that support participatory culture at the local level. The project unfolds in three interconnected phases. In the first, target groups—such as local officials, community developers, youth workers, and activists—engage in structured transnational peer learning. In the second, participants adapt and test participatory approaches in their local contexts, promoting democratic innovation and civic involvement. Finally, in the third phase, project results are widely disseminated and translated into easy-to-use, modular tools that can be mixed and matched: a growing collection of "participation recipes" forming our Participatory Cookbook, an innovative methodological toolkit. The project culminates in a large-scale, celebratory and experiential event—the Bootcamp Kitchen—where participants share, refine and “taste” each other’s methods. By combining hands-on learning, creative tools, and personal connections, DEMOCRACY creates the conditions for future collaboration between European towns and sectors. The project aligns with CERV Networks of Towns priorities by fostering trust between citizens and institutions, encouraging democratic engagement, and strengthening social cohesion through inclusive, local-level practices. It also supports EU goals on equality, non-discrimination, and active citizenship by ensuring broad participation—across generations, genders, and social backgrounds—in both project design and implementation.</p>

Keywords:

- Democratic engagement and civic participation
- participatory democracy, network of towns, local acting, peer learning, pilot, local governance, capacity building

Project number: 101249775

Project name: DEMOCRACY Network for strengthening local democracy through participatory methods

Project acronym: DEMOCRACY

Call: CERV-2025-CITIZENS-TOWN-NT

Topic: CERV-2025-CITIZENS-TOWN-NT

Type of action: CERV Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

Project starting date: fixed date: 1 January 2026

Project end date: 31 December 2027

Project duration: 24 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	HACD	KOZOSSEGFELJESZTOK EGYESULETE	HU	949445119	92 350.00
2	BEN	SLAG	SLAGALICA - ZAKLADA ZA RAZVOJ LOKALNE ZAJEDNICE	HR	932071352	29 070.00
3	BEN	HKLA	Asociatia GAL Homorod-Kukullo Leader	RO	900163784	29 070.00
4	BEN	CAL	STOWARZYSZENIE CENTRUM WSPIERANIA AKTYWNOŚCI LOKALNEJ CAL	PL	946100365	29 070.00

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
5	BEN	ZM	BUDAPEST FOVAROS XIV KERULET ZUGLO ONKORMANYZATA	HU	932572939	29 070.00
6	AP	Bp 2. District	Budapest Fovaros II. Kerületi Önkormányzat	HU	892224334	0.00
7	AP	Bp 11. District	BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA	HU	941487142	0.00
8	AP	Bp 12. Distirct	BUDAPEST FOVAROS XII. KERULET HEGYVIDEKI ONKORMANYZAT	HU	901312846	0.00
9	AP	BBU	Bürgerstiftung Barnim Uckermark	DE	872376194	0.00
Total						208 630.00

Coordinator:

- KOZOSSEGFEJLESZTOK EGYESULETE (HACD)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
208 630.00	208 630.00

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

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
1	1	24	Periodic report	60 days after end of reporting period	Final payment	90 days from

Reporting				Payments		
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
						receiving periodic report

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	125 178.00	n/a	1 - HACD	n/a
			2 - SLAG	n/a
			3 - HKLA	n/a
			4 - CAL	n/a
			5 - ZM	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:

HU82117630171672888400000000 OTPVHUBXXX

Conversion into euros: n/a

Reporting language: Language of the Agreement or other EU official language, if specified in the call conditions

4.3 Certificates (art 24): n/a**4.4 Recoveries (art 22)****First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 190 of EU Financial Regulation 2024/2509⁴ which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

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

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

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

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

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

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

Fraud — Fraud within the meaning of Article 3 of EU Directive 2017/1371⁵ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁶, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

Irregularities — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95⁷.

Grave professional misconduct — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 138(1)(c) of EU Financial Regulation 2024/2509⁸.

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

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

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101249775 — DEMOCRACITY** ('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 Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

⁶ OJ C 316, 27.11.1995, p. 48.

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

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

5.1 Form of grant

The grant is an action grant⁹ which takes the form of a lump sum grant for the completion of work packages.

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

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

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

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

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

¹⁰ See Article 125 EU Financial Regulation 2024/2509.

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

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

The beneficiaries (and their action) must remain eligible under the EU programme funding the grant for the entire duration of the action. Lump sum contributions will be eligible only as long as the beneficiary and the action are eligible.

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

However, coordinators which are public bodies may delegate the tasks set out in Point (b)(ii) last indent and (iii) above to entities with ‘authorisation to administer’ which they have created or which are controlled by or affiliated to them. In this case, the coordinator retains sole responsibility for the payments and for compliance with the obligations under the Agreement.

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

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

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

- **Budapest Fovaros II. Kerületi Önkormányzat (Bp 2. District)**, PIC 892224334
- **BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA (Bp 11. District)**, PIC 941487142

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

- **BUDAPEST FOVAROS XII. KERULET HEGYVIDEKI ONKORMANYZAT (Bp 12. Distinct)**, PIC 901312846
- **Bürgerstiftung Barnim Uckermark (BBU)**, PIC 872376194

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

The tasks must be set out in Annex 1.

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

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

9.2 Third parties giving in-kind contributions to the action

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

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

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

out action), 19 (information) and 20 (record-keeping) also apply to the third parties receiving the support (recipients).

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹²
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

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

10.2 Participants which are international organisations

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC¹³
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

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

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

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

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 or external auditors and in accordance with their internal financial regulations and procedures
 - certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant’s internal rules and procedures and the framework agreement (if any)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds

- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

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

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

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

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

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

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

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance

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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

- (a) need to know it in order to implement the Agreement and

(b) are bound by an obligation of confidentiality.

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444¹⁴ and its implementing rules).

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.

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

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

14.2 Values

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

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

14.3 Consequences of non-compliance

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

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

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

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

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725¹⁵.

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679¹⁶).

They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date

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

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

- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

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

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

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

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

Not applicable

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:

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

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:

$$\left\{ \begin{array}{l} \text{final grant amount} \\ \text{minus} \\ \text{prefinancing and interim payments made (if any)} \end{array} \right\}.$$

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

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

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

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

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

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366¹⁷ applies.

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

22.5 Consequences of non-compliance

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

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

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and

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

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.

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

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

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

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

25.1.2 Project reviews

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

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

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

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

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

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

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

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

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

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

25.1.3 Audits

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

Such audits may be started during the implementation of the action and until the time-limit set out in

the Data Sheet (see Point 6). They will be formally notified to the beneficiary concerned and will be considered to start on the date of the notification.

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

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

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

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

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

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

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

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

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁸ and No 2185/96¹⁹

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

¹⁹ Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections

- 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.

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:

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).

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

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

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

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

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

25.6 Consequences of non-compliance

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

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

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

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

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

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

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

26.2 Consequences of non-compliance

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

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

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

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

Ineligible lump sum contributions will be rejected.

27.2 Procedure

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

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

27.3 Effects

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

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

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

- (a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including

improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.), or

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

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

28.2 Procedure

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

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

28.3 Effects

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

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

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

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

29.2 Procedure

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

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

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

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

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

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

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

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

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

30.2 Procedure

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

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

If the granting authority does not receive observations or decides to pursue the procedure despite the

observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

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

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

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

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

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

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

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

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

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

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

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

31.2 EU-initiated GA suspension

31.2.1 Conditions

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

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

31.2.2 Procedure

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

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

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

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

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

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

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

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

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

32.1.2 Effects

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

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

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

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

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

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

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

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

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

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

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

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

32.2.2 Effects

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

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

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

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

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

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

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

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

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

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

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

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

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

- (i) substantial errors, irregularities or fraud or
- (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), failure to cooperate with checks, reviews, audits and investigations, etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA termination grounds: not applicable.

32.3.2 Procedure

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

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

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

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

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

32.3.3 Effects

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

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

The granting authority will calculate the final grant amount and final payment on the basis

of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

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

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

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

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

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

(b) for beneficiary termination:

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

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

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

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

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

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

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

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

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

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 137 to 148 EU Financial Regulation 2024/2509 and Articles 4 and 7 of Regulation 2988/95²⁰).

SECTION 4 FORCE MAJEURE

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

ARTICLE 35 — FORCE MAJEURE

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

‘Force majeure’ means any situation or event that:

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

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

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

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

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

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

36.2 Date of communication

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

The receiving date for communications made through the Portal will be the date and time the communication is accessed, as indicated by the time logs. Formal notifications that have not been

accessed within 10 days after sending, will be considered to have been accessed (see Portal Terms and Conditions).

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

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

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

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

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

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71²¹, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

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

39.2 Procedure

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

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

The request for amendment must include:

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

The granting authority may request additional information.

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

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

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).

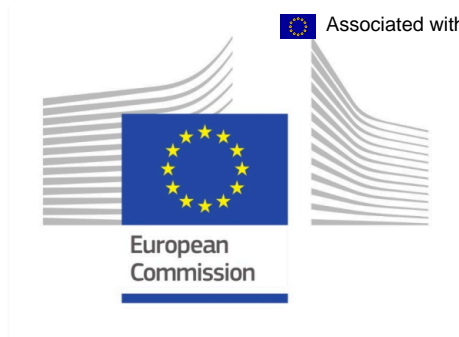
ARTICLE 44 — ENTRY INTO FORCE

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



**Citizens, Equality, Rights and
Values Programme (CERV)**

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101249775
Project name:	DEMOCRACY Network for strengthening local democracy through participatory methods
Project acronym:	DEMOCRACY
Call:	CERV-2025-CITIZENS-TOWN-NT
Topic:	CERV-2025-CITIZENS-TOWN-NT
Type of action:	CERV-LS
Service:	EACEA/B/03
Project starting date:	fixed date: 1 January 2026
Project duration:	24 months

TABLE OF CONTENTS

Project summary	3
List of participants	3
List of work packages	5
Staff effort	20
List of deliverables	21
List of milestones (outputs/outcomes)	33
List of critical risks	33

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.

DEMOCRACY – Strengthening Trust and Participation through Municipal and Cross-Sector Collaboration

DEMOCRACY brings together municipalities and civil society organisations from five partner countries and a total of ten participating countries to strengthen democratic participation, trust, and cohesion based on shared EU values. The project responds to rising civic apathy, institutional distrust, and shrinking democratic spaces by building lasting, cross-border and cross-sectoral partnerships that support participatory culture at the local level.

The project unfolds in three interconnected phases. In the first, target groups—such as local officials, community developers, youth workers, and activists—engage in structured transnational peer learning. In the second, participants adapt and test participatory approaches in their local contexts, promoting democratic innovation and civic involvement. Finally, in the third phase, project results are widely disseminated and translated into easy-to-use, modular tools that can be mixed and matched: a growing collection of "participation recipes" forming our Participatory Cookbook, an innovative methodological toolkit.

The project culminates in a large-scale, celebratory and experiential event—the Bootcamp Kitchen—where participants share, refine and “taste” each other’s methods. By combining hands-on learning, creative tools, and personal connections, DEMOCRACY creates the conditions for future collaboration between European towns and sectors.

The project aligns with CERV Networks of Towns priorities by fostering trust between citizens and institutions, encouraging democratic engagement, and strengthening social cohesion through inclusive, local-level practices. It also supports EU goals on equality, non-discrimination, and active citizenship by ensuring broad participation—across generations, genders, and social backgrounds—in both project design and implementation.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	HACD	KOZOSSEGFEJLESZTOK EGYESULETE	HU	949445119
2	BEN	SLAG	SLAGALICA - ZAKLADA ZA RAZVOJ LOKALNE ZAJEDNICE	HR	932071352
3	BEN	HKLA	Asociatia GAL Homorod-Kukullo Leader	RO	900163784
4	BEN	CAL	STOWARZYSZENIE CENTRUM WSPIERANIA AKTYWNOŚCI LOKALNEJ CAL	PL	946100365
5	BEN	ZM	BUDAPEST FOVAROS XIV KERULET ZUGLO ONKORMANYZATA	HU	932572939
6	AP	Bp 2. District	Budapest Fovaros II. Keruleti Önkormányzat	HU	892224334
7	AP	Bp 11. District	BUDAPEST FOVAROS XI KERULET UJBUDA ONKORMANYZATA	HU	941487142

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

Number	Role	Short name	Legal name	Country	PIC
8	AP	Bp 12. Distirct	BUDAPEST FOVAROS XII. KERULET HEGYVIDEKI ONKORMANYZAT	HU	901312846
9	AP	BBU	Bürgerstiftung Barnim Uckermark	DE	872376194

LIST OF WORK PACKAGES

Work packages						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	ROUNDTABLES	1 - HACD	1.00	1	24	D1.1 – ROUNDTABLES
WP2	Town meeting on participatory budgeting (Budapest, Hungary)	5 - ZM	1.00	3	4	D2.1 – Town meeting 1. on participatory budgeting (Budapest, Hungary)
WP3	Town Meeting on shared funds, shared power: Local engagement through participatory grant allocation (Osijek, Croatia)	2 - SLAG	1.00	6	7	D3.1 – Town Meeting 2. on shared funds, shared power: Local engagement through participatory grant allocation
WP4	Town Meeting on safe participatory spaces for Youth and inclusion (Eberswalde, Germany)	1 - HACD	1.00	9	10	D4.1 – Town Meeting 3. on on safe participatory spaces for Youth and inclusion
WP5	Town Meeting on cooperative approaches to green transition (CAL, Poland)	4 - CAL	1.00	11	12	D5.1 – Town Meeting 4. on cooperative approaches to green transition
WP6	Town Meeting on community ideation with the participation of all sectors (Vlăhîța, Romania)	3 - HKLA	1.00	15	17	D6.1 – Town Meeting 5. on community ideation with the participation of all sectors D6.2 – Learning & Method Summary Package
WP7	Bootcamp & Summer University	1 - HACD	1.00	18	19	D7.1 – Bootcamp & Summer University
WP8	Pilot projects in opposition-led municipalities of Hungary	1 - HACD	1.00	16	24	D8.1 – Implementation of Pilot project 1. in opposition-led municipalities of Hungary
WP9	Pilot project in Zugló, the 14th district of Budapest	5 - ZM	1.00	16	24	D9.1 – Implementation of Pilot project 2. on Participatory budgeting in Zugló – Empowering inclusion through local action
WP10	Pilot project for empowering local communities in Warsaw, Poland	4 - CAL	1.00	16	24	D10.1 – Implementation of Pilot project 3. - for empowering local communities

Work packages						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP11	Pilot project for strengthening grassroots democracy in Osijek, Croatia	2 - SLAG	1.00	16	24	D11.1 – Implementation of Pilot project 4. - for strengthening grassroots democracy
WP12	Youth-Led neighbourhood engagement pilot (Eberswalde, Germany)	1 - HACD	1.00	16	24	D12.1 – Implementation of Pilot project 5. - on Youth-Led Neighbourhood Engagement Pilot
WP13	Democratisation of institutions in rural towns Pilot (Vlăhița, Romania)	3 - HKLA	1.00	16	24	D13.1 – Implementation of Pilot project 6. - Democratisation of institutions in rural towns Pilot

Work package WP1 – ROUNDTABLES

Work Package Number	WP1	Lead Beneficiary	1 - HACD
Work Package Name	ROUNDTABLES		
Start Month	1	End Month	24

Objectives
<p>Learning and gain understanding about the current opportunities and conditions of participation in large cities from the perspective of the partners (5 countries, civil society organizations, and local governments). According to these experiences testing experimental participatory and activating methods, and forming new alliances locally to increase civic awareness, commitment, and activity.</p> <p>To achieve these objectives, the following are needed:</p> <ul style="list-style-type: none"> - common language in use: a shared understanding of the concept of participation (RT_1) - developing a set of criteria for learning about the practices of individual countries (RT_2) - publication of a methodology verified by practice (RT_3) in - made public in way that is easy to understand, initiate conversations with experts (RT_4) <p>Internal knowledge sharing method provides the frame of learning from each others efforts and proven technics.</p> <p>Contribution to the Call Objectives:</p> <p>This work package contributes to the CERV programme priorities by ensuring that the project is not only well-managed, but also democratically governed. It reinforces the legitimacy and credibility of the project by:</p> <ul style="list-style-type: none"> - Promoting transparent and inclusive decision-making within the consortium. - Ensuring the equal participation of all partners, regardless of size or geography. - Building a strong foundation for long-term transnational cooperation, trust, and mutual accountability.

Description
<p>Tasks and activities</p> <p>T1.1 - ROUNDTABLE_1: First online professional meeting. Baseline. Introductions, clarification of definitions, task allocation. (January, 2026)</p> <p>Consortium crates Pilot Launch Pack about expectations, tools, and metrics to support partners in launching successful pilots. Format: PDF or PPT. Language: English.</p> <p>T1.2 - Preparation for Town Meeting 1. - Online meeting to prepare the first transnational training on Participatory Budgeting - exchange on national contexts, coordination of event logistics and travel (February, 2026)</p> <p>T1.3 - Preparation for Town Meeting 2. - Online meeting to plan the second Town Meeting (May 2026)</p> <p>T1.4 - Preparation for Town Meeting 3. - Online meeting to plan the third Town Meeting (Aug 2026)</p> <p>T1.5 - Preparation for Town Meeting 4. - Online meeting to plan the fourth Town Meeting (Oct 2026)</p> <p>T1.6 - Preparation for Town Meeting 5. - Online meeting to plan the fourth Town Meeting (Febr 2027)</p> <p>T1.7 - ROUNDTABLE_2 - Summary of town meetings and compilation of the pilot launch pack (May 2027)</p> <p>T1.8 - ROUNDTABLE_3 - Sharing experiences from pilot projects (Nov 2027)</p> <p>T1.9 - ROUNDTABLE_3 - Final learning summary of the Town Meeting series. Forms a key input into the final methodological toolkit. Shared with all participants and consortium. Event documentation: tools, participant outputs, photos, evaluation, measures. (Dec 2027)</p> <p>The following steps and commitments will also receive attention, for the sake of complete and effective evaluation of the project:</p> <p>* preparation of Internal knowledge sharing method summary & documentation (M17)</p>

- * coordination of the Pilot projects (M16-24)
- * planning Bootcamp (M18)
- * Internal Pilot project summary & documentation (M23)
- * Closing and evaluating the projects (M24)
- * preparation of Final Project Report (M24)

Work package WP2 – Town meeting on participatory budgeting (Budapest, Hungary)

Work Package Number	WP2	Lead Beneficiary	5 - ZM
Work Package Name	Town meeting on participatory budgeting (Budapest, Hungary)		
Start Month	3	End Month	4

Objectives
<p>The objective of WP2 is to strengthen the capacity of municipalities and civil society organisations (CSOs) in participatory democracy by providing a hands-on learning experience focused on participatory budgeting. Through peer exchange, site visits, and workshops in Budapest, this Town Meeting introduces a method that allows citizens to influence how local public funds are allocated, fostering collaboration, transparency, and civic trust. This participatory tool helps prevent disproportionate spending on less community-supported issues and reinforces citizen inclusion in financial decisions often reserved for public administrators. Online participation opportunities make the process more accessible, while tying participation to place of residence ensures authentic local engagement.</p> <p>MunicipalBrunch – informal exchange for sustainable inter-municipal cooperation</p> <p>During the Town Meetings we propose to organise a “MunicipalBrunch”—a creative and informal meeting format that brings together local government officials from the hosting and visiting municipalities. This brunch offers a relaxed, dialogue-friendly environment for fostering personal connections, discussing practical implementation issues, and sharing institutional experiences related to participatory governance. It also provides space for engaging with actors who may not be directly involved in the main learning sessions but are key to ensuring broader institutional buy-in. The MunicipalBrunch aims to initiate relationships that extend beyond the project timeframe, laying the groundwork for future inter-municipal cooperation, knowledge exchange, and potentially joint initiatives. While the brunch takes place, civil society participants will have time for informal networking or take part in optional field visits to local community spaces or initiatives, ensuring everyone remains meaningfully engaged and inspired.</p> <p>This work package contributes to the following overall project objectives:</p> <ul style="list-style-type: none"> To introduce participatory budgeting as a transparent and inclusive tool for local governance. To demonstrate how municipal authorities can share financial decision making power with citizens. To showcase practical methods and digital tools that increase trust and accountability in budgeting. To build capacity for implementing participatory budgeting in other municipalities through peer learning. To build the practical skills of local actors in designing and implementing citizen participation methods. To promote democratic innovation through exposure to real-life practices and tools used across Europe To build connection between towns and town halls. <p>It also aligns with the CERV Networks of Towns priorities by:</p> <ul style="list-style-type: none"> Strengthening democratic legitimacy through inclusive, tested participation models. Promoting democratic participation in environmental decision-making processes; Strengthening cohesion between citizens and institutions in the face of ecological and social transformation; Encouraging inclusive dialogue and mutual understanding across generational, socio-economic, and cultural divides. Promoting gender equality and non-discrimination as integral parts of participatory planning.

Description
<p>Tasks and activities</p> <p>T 2.1 - Implementation of Town Meeting 1 (Hungary)</p>

In-person event (March 2026) focused on participatory budgeting, featuring expert sessions, site visits, and interactive workshops. Tasks include event coordination, catering, accommodation arrangements, and reimbursement procedures. Duration: 3 days.
 Event documentation: agenda, signed attendance list, training materials, evaluation summary, photos. Format: PDF. EN

T2.2 - TM1 – Internal knowledge sharing & method summary
 A summary document is prepared capturing key learnings and methods discussed during TM1. It is shared with all participants and stored in the internal knowledge base.

Work package WP3 – Town Meeting on shared funds, shared power: Local engagement through participatory grant allocation (Osijek, Croatia)

Work Package Number	WP3	Lead Beneficiary	2 - SLAG
Work Package Name	Town Meeting on shared funds, shared power: Local engagement through participatory grant allocation (Osijek, Croatia)		
Start Month	6	End Month	7

Objectives

The objective of WP3 is to explore how community foundation models can be used to foster sustainable citizen participation and democratic renewal through local philanthropy and resource-sharing. During the Town Meeting in Osijek, participants will learn from the experience of Slagalica Community Foundation, one of Croatia’s most active civil society actors in community organizing and participatory grantmaking. The method introduced — Community Foundations for Civic Engagement — connects local needs with local resources, not through direct service provision but through the creation of shared community funds. These funds empower residents by giving them both responsibility and agency: they are co-financed by citizens, supported by voluntary contributions and in-kind donations, and distributed collectively to support grassroots initiatives. This participatory model helps build social capital, strengthens trust, and reinforces a sense of ownership in local development processes. Slagalica will showcase how this model has been implemented across the underdeveloped Slavonia region, especially in contexts of youth disengagement, depopulation, and economic marginalisation. The event will include workshops on community-led fundraising, participatory decision-making for grant allocation, and mentoring local initiatives to develop and manage their own micro-projects.

This work package contributes to the following overall project objectives:
 To strengthen the capacities of municipalities and civil society actors in cogovernance and local resource mobilisation.
 To develop and test participatory methodologies tailored to regions facing structural socio-economic disadvantages.
 To contribute to the co-creation of the project’s final methodological toolkit with case-based insights and replicable models.

It supports the priorities of the CERV programme by:
 Demonstrating how citizen-led philanthropy can enhance democratic participation and institutional trust.
 Promoting social inclusion and equality through community-controlled funding mechanisms.
 Providing accessible tools for civic actors to initiate locally embedded, sustainable change.

Description

Tasks and activities

T3.1 - TM2 – Implementation of Town Meeting (Croatia)
 In-person event (June 2026) introducing the local engagement through participatory grant allocation. Duration: 3 days.
 Event documentation: agenda, signed attendance list, training materials, evaluation summary, photos. Format: PDF. EN

T3.2 - TM2 – Internal knowledge sharing method summary & documentation
 Final learning summary of the Town Meeting series. Forms a key input into the final methodological toolkit. Shared with all participants and consortium.
 Event documentation: hackathon concept, facilitation tools, participant outputs, photos.

Work package WP4 – Town Meeting on safe participatory spaces for Youth and inclusion (Eberswalde, Germany)

Work Package Number	WP4	Lead Beneficiary	1 - HACD
Work Package Name	Town Meeting on safe participatory spaces for Youth and inclusion (Eberswalde, Germany)		
Start Month	9	End Month	10

Objectives
<p>The objective of this Town Meeting is to explore how small-scale, community-driven initiatives can serve as powerful catalysts for inclusive civic engagement—especially among young people and vulnerable groups. Hosted by Bürgerstiftung Barnim Uckermark Bürgerstiftung Barnim Uckermark, a long-standing community center in Germany, this meeting introduces the "Safe Participatory Spaces" methodology, focused on encouraging self-organised, low-threshold local projects.</p> <p>The method highlights how even modest funding and institutional support can enable individuals—particularly those who are socially excluded, such as LGBTQI+ youth or persons with neuropsychiatric diagnoses—to move from passive recipients to active agents of change within their communities.</p> <p>Participants will learn how BBU has developed simplified micro-grant systems and mentorship structures that support youth-led initiatives, promote democratic values, and build community resilience through:</p> <ul style="list-style-type: none"> Low-barrier access to funding for grassroots ideas; Peer-to-peer support mechanisms; Cooperative project design with municipal partners; Inclusive spaces that foster confidence, trust, and creativity. <p>This Town Meeting will combine site visits, practical workshops, and discussions on how municipalities and CSOs can replicate such enabling frameworks in their own local settings.</p> <p>This WP contributes to the overall project objectives by:</p> <ul style="list-style-type: none"> Enhancing the capacities of civil society and municipalities to foster inclusive, citizen-led micro-initiatives. Supporting democratic participation by lowering entry barriers to community involvement. Promoting social inclusion, trust, and empowerment for vulnerable and underrepresented groups. <p>It supports CERV programme priorities by:</p> <ul style="list-style-type: none"> Encouraging active citizenship and self-expression in marginalised communities; Ensuring gender equality and non-discrimination through safe, accessible, and participatory environments; Strengthening the European dimension of local democracy through replicable grassroots models.

Description
<p>Tasks and activities</p> <p>T4.1 - – Implementation of Town Meeting 3. (Germany) In-person event (September 2026) on grassroots empowerment through safe civic spaces and microgranting models. Includes peer learning workshops, experience exchange, and participatory sessions on small-scale project incubation and community-led initiative support. Duration: 3 days.</p> <p>Event documentation: agenda, signed attendance list, training materials, evaluation summary, photos. Format: PDF. EN</p> <p>T4.2 - TM3 – Internal knowledge sharing method summary & documentation Documentation of learnings and key tools discussed. Includes a partner reflection component. Shared internally and archived for toolkit input. Event documentation: workshop materials, case studies, data exercises, photos.</p>

Work package WP5 – Town Meeting on cooperative approaches to green transition (CAL, Poland)

Work Package Number	WP5	Lead Beneficiary	4 - CAL
Work Package Name	Town Meeting on cooperative approaches to green transition (CAL, Poland)		
Start Month	11	End Month	12

Objectives
<p>The objective of this Town Meeting is to strengthen local actors' ability to foster cooperation-driven, environmentally conscious participation processes through the innovative methodology of the Cooperation Green model. Hosted by CAL – Association of Local Activity Support Centre – in Warsaw, this training will introduce a unique participatory framework developed in Poland and enriched through a broader European partnership.</p> <p>The Cooperation Green approach recognises that green transition efforts often falter not due to lack of awareness or good intentions, but because of invisible social barriers: cultural misunderstandings, economic insecurities, lack of solidarity, and feelings of exclusion. Cooperation Green offers concrete tools and practices for identifying and dismantling these obstacles—emphasising deep relationship-building, trust cultivation, and what the model refers to as “active patience.”</p> <p>During the Town Meeting, participants will:</p> <ul style="list-style-type: none"> Explore the theoretical and practical dimensions of the Cooperation Green methodology; Analyse real-life examples from Polish and European communities that have implemented cooperative green initiatives; Engage in interactive workshops that simulate trust-building and multi-stakeholder dialogue; Discuss the role of facilitators in managing tensions and navigating diverse interests in environmental planning. <p>This WP contributes to the following overall project objectives:</p> <ul style="list-style-type: none"> To pilot and adapt participatory methodologies that address complex local challenges — such as environmental sustainability — through inclusive community engagement; To build the facilitation capacities of civil society actors and municipal staff involved in green transition planning; To contribute to the co-creation of a methodological toolkit that reflects the realities of cooperative climate action at the local level. <p>It supports the CERV Networks of Towns priorities by:</p> <ul style="list-style-type: none"> Promoting democratic participation in environmental decision-making processes; Strengthening cohesion between citizens and institutions in the face of ecological and social transformation; Encouraging inclusive dialogue and mutual understanding across generational, socio-economic, and cultural divides.

Description
<p>Tasks and activities</p> <p>T5.1 - Implementation of Town Meeting 2 (Poland)</p> <p>In-person event (November 2026) focusing on cooperative methods for green transition. Includes interactive workshops, partner case studies, and facilitated dialogue sessions based on the “Cooperation Green” methodology. The training will explore how to build trust, strengthen collaboration, and address hidden social barriers in environmentally focused participation processes. Duration: 3 days</p> <p>Event documentation: agenda, signed attendance list, training materials, evaluation summary, photos. Format: PDF. EN</p> <p>T5.2 - Internal knowledge sharing method summary & documentation</p>

Work package WP6 – Town Meeting on community ideation with the participation of all sectors (Vlăhîța, Romania)

Work Package Number	WP6	Lead Beneficiary	3 - HKLA
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Work Package Name	Town Meeting on community ideation with the participation of all sectors (Vlăhița, Romania)		
Start Month	15	End Month	17

Objectives
<p>The objective of WP6 is to introduce Social Hackathon methodologies as a way to empower citizens to collaboratively design solutions for local challenges. The Town Meeting in Romania (Szentgyháza, Vlăhița) will serve as a creative and inclusive learning space for municipalities and civil society organisations (CSOs), focusing on co-creation and ideation for local development. Participants will engage in expert-led workshops and hands-on ideation labs, using proven facilitation techniques to generate actionable ideas. The model fosters cooperation across different community groups and sectors, and builds the capacity for inclusive, citizen-driven innovation.</p> <p>As part of this Town Meeting, the Romanian partners will present their experience from May 2021, when nearly 100 participants took part in a 48-hour event to reflect on ideas and challenges important to their communities. This initiative, adapted from the Estonian social hackathon model, was named a “Community Planning Marathon.” A total of 13 ideas were developed into concrete action plans, ready for implementation. They repeated this cycle two times in different communities.</p> <p>WP6 participants will also take part in a simulation of this hackathon method, experiencing the full co-creation process firsthand.</p> <p>As the final Town Meeting of the series, WP6 includes an additional day dedicated to reflection, evaluation, and preparation for the final Bootcamp. This extra time allows participants to synthesise learnings, assess progress, and co-design the next phase of the project.</p> <p>This work package contributes to the following overall project objectives: To develop and test community-based participatory methods, especially in idea generation and co-design processes. To promote civic engagement by introducing creative and inclusive formats for public participation. To contribute to the project’s methodological toolkit by documenting hackathon models that can be replicated locally. To finalise shared learning through internal reflection and knowledge exchange at the end of the learning phase.</p> <p>It also aligns with CERV Networks of Towns priorities by: Reinforcing democratic legitimacy through citizen ownership of local development initiatives. Fostering diversity, equality, and inclusion through open and accessible participatory formats.</p>

Description
<p>Tasks and activities</p> <p>T6.1 - Implementation of Town Meeting 4 (Romania) In-person event (March 2027) introducing the Social Hackathon model for local idea generation. Includes ideation labs and simulations in development. Duration: 3 days.</p> <p>Event documentation: hackathon concept, facilitation tools, participant outputs, photos. Format: PDF. EN</p> <p>T6.2 - TM5 – Internal knowledge sharing method summary & documentation Consortium meeting will be taken place to conclude the learning phase through structured reflection and partner feedback, and to coordinate the upcoming dissemination phase. Topics: final learning summary of the Town Meeting series. Forms a key input into the final methodological toolkit. Shared with all participants and consortium.</p>

Work package WP7 – Bootcamp & Summer University

Work Package Number	WP7	Lead Beneficiary	1 - HACD
Work Package Name	Bootcamp & Summer University		
Start Month	18	End Month	19

Objectives

The objective of W7 is to consolidate, systematise, and disseminate the knowledge generated throughout the project in accessible and inspiring ways. This work package transforms the learning from Town Meetings and pilot projects into tangible outputs and ensures that the project's outcomes continue to have an impact beyond its official duration.

As the final stage of the project, WP7 includes a high-impact, in-person Bootcamp & Summer University held in Hungary. This event builds on the 20-year tradition of Summer Universities organised by HACD, which have brought together students, young professionals, and community developers for collaborative learning and dialogue. In DEMOCRACY, the concept has been reimagined to focus on intensive shared experiences and practical learning, using innovative community and artistic methodologies to foster democratic imagination, intercultural dialogue, and civic engagement. The target group has also been expanded. We envision this Bootcamp as a participatory kitchen. Throughout the project, we will collect "participation recipes"—practical methods and tools shared by partners—which will form the basis of our methodological cookbook. At the Bootcamp, everyone will bring their own recipe and “cook” their most desirable participatory delicacy during co-creative workshops. “We’ll enjoy the meal we’ve cooked together,” and guests from other EU countries will be able to take home their own recipe to adapt and use in their local context. This large scale event is bringing together all consortium and associated partners, as well as invited guests from 7–9 European countries. Participants will include representatives of municipalities and civil society organisations, creating a diverse and rich environment for knowledge exchange and network-building. During the Bootcamp, we will place a strong emphasis on non-verbal learning methodologies—such as music, theatre, and visual arts—as tools for intercultural connection and deeper mutual understanding. These creative practices allow participants to express themselves beyond language, offering alternative ways to communicate emotions, ideas, and social experiences. Through shared artistic creation, we build bridges between different EU cultures, fostering empathy and inclusion. This experiential approach enables a more profound connection between participants, where acceptance and trust can emerge not only from dialogue, but from shared moments of rhythm, movement, and creation. By learning through experience rather than explanation, we create space for diverse forms of expression and open up new pathways for cooperation and community-building across national and cultural boundaries.

The Bootcamp & Summer University will serve both as a closing reflection and as a launchpad for the project’s long-term visibility and sustainability. We will capture a short documentary film (8–12 minutes) which records and express the Bootcamp’s atmosphere and the role of the arts in fostering inclusion and connection beyond language.

This Work Package includes the planning of further dissemination activities and the wide dissemination of project results, as described in section 3.2. This final work package not only closes the project, but also positions it as a lasting contribution to participatory democracy in Europe.

- This work package contributes to the following overall project objectives:
- To develop and pilot innovative participatory methodologies tailored to local needs by creating replicable models of citizen engagement that can be scaled and transferred across Europe.
 - To create a comprehensive, co-developed methodological toolkit tailored to municipalities and civil society practitioners.
 - To disseminate practical tools and insights to new stakeholders beyond the project consortium.
 - To promote the project’s visibility and ensure the sustainability and transferability of its results across Europe.
 - To strengthen democratic legitimacy and citizen trust by supporting inclusive governance practices.

- It supports CERV Networks of Towns priorities by:
- Promoting democratic participation and inclusion through the wide availability of tested participatory methods.
 - Raising awareness of EU values and citizenship through shared learning and intercultural dialogue.
 - Building a sustainable transnational network committed to civic engagement and democratic innovation.
 - Encouraging inclusive dialogue and mutual understanding across generational, socio-economic, and cultural divides.
 - Promoting diversity, gender equality, and non-discrimination by ensuring inclusive pilot designs.

Description
<p>Tasks and activities</p> <p>T13.1 - Bootcamp & Summer University (Final learning event) In-person event in Hungary (M19, July 2027) bringing together all consortium partners and other Associated Partners - CSOs and municipality representatives, and external guests from 7–10 countries. The event includes training, workshops, artistic methods, and a public-facing component.</p> <p>T13.2 - Development of the Methodological Toolkit Based on the Town Meetings, pilot projects, and partner feedback, the consortium co-creates a toolkit tailored to the</p>

practical needs of municipal and civil society actors. Includes tested methods, case examples, templates, and adaptation guidelines.

T13.3 - Toolkit design and production
Finalisation of the toolkit format, layout, and visual identity. Produced in English (digital), with optional translations. Uploaded to partner’s website and an open-access platform.

T13.4 - Toolkit dissemination campaign
Wide dissemination through partner networks. Dedicated outreach to municipalities, CSOs, and trainers.

T13.5 - Partner-led dissemination campaigns
Updates on project results and events are shared throughout the project via newsletters, websites, and social media. Communication strategy coordinated with all partners.

T13.6 - Monitoring dissemination reach
Overview of dissemination activities: communication channels used, reach and engagement metrics, partner actions, screenshots. Format: PDF. Due: December 2027.

Products and Results by the closure of the project:

>>> Bootcamp docu film on inclusion and EU values in use
Short documentary film (approx. 8–12 minutes) capturing the Bootcamp & Summer University event, with a focus on how artistic methods (e.g. sociodrama) are used to promote inclusion, intercultural dialogue, and EU values. The film highlights how participants from different cultures can connect and express themselves beyond language barriers.
Format: digital (HD video), Language: English with subtitles, Distribution: project website, social media, partner channels. Due date: M20

>>> Bootcamp toolkit on inclusion and EU values in use
Comprehensive, user-friendly toolkit for municipalities and CSOs, based on project learnings.
Format: digital (PDF and web based), Language: English, approx. 50–60 pages. Optional print version. Due date: M22
* Final Toolkit planning, preparation of PARTICIPATORY TOOLKIT (M20)
* Toolkit Dissemination (M23)

>>> Toolkit Dissemination Report
Overview of dissemination activities: communication channels used, reach and engagement metrics, partner actions, screenshots. Format: PDF. Due: M24

Work package WP8 – Pilot projects in opposition-led municipalities of Hungary

Work Package Number	WP8	Lead Beneficiary	1 - HACD
Work Package Name	Pilot projects in opposition-led municipalities of Hungary		
Start Month	16	End Month	24

Objectives

The objective of WP8-WP13 is to apply and test the participatory methods introduced during the learning phase (WP2–WP5) in real local contexts, through pilot projects implemented by municipalities and civil society partners. These pilots will demonstrate how inclusive, participatory decision-making processes can be adapted to different environments and will generate valuable insights for the final methodological toolkit. By combining peer learning, applied knowledge, and intercultural dialogue, WP8 empowers local actors to take ownership of democratic renewal from the bottom up—particularly in Budapest’s opposition-led municipalities, which serve as important bastions of democracy in Hungary.

Since WP8 is led by the coordinating organisation HACD, it also includes the planning of all five (or more) pilot projects, as well as the creation, collection, and systematisation

of documentation generated throughout these pilots. This ensures consistency, visibility, and knowledge transfer across the consortium, and provides key input for the development of the final methodological toolkit.

This work package contributes directly to the following overall project goals:

- To develop and pilot innovative participatory methodologies tailored to local needs.
- To strengthen democratic legitimacy and citizen trust by supporting inclusive governance practices.
- To create replicable models of citizen engagement that can be scaled and transferred across Europe.

The following list sets out how the Pilot projects (WP8-13) are linked to the CERV Networks of Towns priorities. Therefore, this information is not repeated under each individual Work Package.

- Enabling direct citizen involvement in local decision-making processes.
- Providing practical evidence on how participatory democracy can address local challenges and empower underrepresented voices.
- Strengthening cohesion between citizens and institutions in the face of ecological and social transformation;
- Encouraging inclusive dialogue and mutual understanding across generational, socio-economic, and cultural divides.
- Promoting diversity, gender equality, and non-discrimination by ensuring inclusive pilot designs.

Description
<p>Tasks and activities</p> <p>T8.1 - Planning of all Pilot projects Establish criteria such as local relevance, innovation potential, and inclusion. Develop local implementation plans with support from the coordinating team.</p> <p>T8.2 - Implementation of local Pilot project From April to December 2027, pilot projects are carried out in partner towns, applying one or more participatory methods learned during the Town Meetings.</p> <p>T8.3 - Evaluation of local Pilot projects At the end of each pilot, a short evaluation is conducted by the implementing partner, including citizen feedback and data. Results are shared with the consortium.</p> <p>T8.4 - Monitoring and data collection for the Pilot Implementation Reports Collect quantitative and qualitative data on participation, inclusiveness, challenges, and outcomes.</p> <p>T8.5 - Create and share Report on implemented local pilot project(s) - Pilot Project 1. Summary of pilot activities, outcomes, challenges, lessons learned, photos. Format: PDF or PPT. Language: English.</p> <p>T8.6 - Taking part in Implementation Reports on Pilot projects (Consolidated) with Budapest and overall experiences Comprehensive summary of all pilots, structured partner reflections, practical recommendations. Format: PDF. Language: English. Approx. 25–30 pages.</p>

Work package WP9 – Pilot project in Zugló, the 14th district of Budapest

Work Package Number	WP9	Lead Beneficiary	5 - ZM
Work Package Name	Pilot project in Zugló, the 14th district of Budapest		
Start Month	16	End Month	24

Objectives
<p>Zugló Municipality in Budapest, as one of Hungary’s most progressive, opposition-led districts, will launch a pilot participatory budgeting (PB) project aimed at building inclusive governance through civic engagement. This initiative will mark the district’s first structured PB cycle, designed not only to improve transparency and responsiveness but also to actively involve underrepresented citizens in decision-making.</p> <p>The pilot will test methodologies and lessons learned from earlier project phases (WP2–WP6), adapting them to Zugló’s</p>

local context with guidance from Budapest City Hall’s PB experts and peer municipalities. In this way, the pilot supports democratic renewal by translating shared knowledge into concrete, community-led action. Special attention will be given to engaging disadvantaged groups, such as low-income residents, Roma communities, and persons with disabilities. The PB process will also include strong gender mainstreaming elements, ensuring equal representation and participation of women and men in proposal development, deliberation, and voting phases. In addition to implementation, Zugló will contribute to the overall knowledge base of the project by documenting its process, outcomes, and challenges—feeding directly into the final methodological toolkit. This WP contributes to the project-level objectives by:

- Piloting an inclusive and replicable PB model in a diverse urban setting.
- Strengthening citizen trust and municipal accountability in a politically constrained context.
- Mainstreaming gender equality and addressing social inequalities through participatory innovation.

Description
<p>Tasks and activities</p> <p>T9.1 - Implementation of local Pilot project From April to December 2027, pilot projects are carried out in partner towns, applying one or more participatory methods learned during the Town Meetings.</p> <p>T9.2 - Evaluation of local Pilot project At the end of each pilot, a short evaluation is conducted by the implementing partner, including citizen feedback and data. Results are shared with the consortium. Summary of pilot activities, outcomes, challenges, lessons learned.</p> <p>T9.3 - Create and share Report on implemented local pilot project(s) - Pilot Project 2. Summary of pilot activities, outcomes, challenges, lessons learned, photos. Format: PDF or PPT. Language: English.</p> <p>T9.4 - Taking part in Implementation Reports on Pilot projects (Consolidated) with Experiences in Zugló Comprehensive summary of all pilots, structured partner reflections, practical recommendations. Format: PDF. Language: English. Approx. 25–30 pages.</p>

Work package WP10 – Pilot project for empowering local communities in Warsaw, Poland

Work Package Number	WP10	Lead Beneficiary	4 - CAL
Work Package Name	Pilot project for empowering local communities in Warsaw, Poland		
Start Month	16	End Month	24

Objectives
<p>The objective of WP10 is to apply and test the participatory methods introduced during the learning phase (WP2–WP6) in real local contexts, through pilot projects implemented by municipalities and civil society partners. These pilots will demonstrate how inclusive, participatory decision-making processes can be adapted to different environments and will generate valuable insights for the final methodological toolkit. In this case, CAL will coordinate a community-based pilot in Warsaw, engaging local community centres, residents, and municipal actors.</p> <p>Building on its extensive experience as a national methodological hub, CAL will focus on activating its local community network to foster civic participation and neighbourhood level cooperation. The pilot will promote collaboration among residents, municipalities, and local businesses, encouraging democratic dialogue and social resilience. The Warsaw pilot may also integrate elements from CAL’s previous green transition project, exploring how participatory methods can support sustainability and local innovation. Warsaw Municipality will take part in the pilot project.</p> <p>This WP contributes to the project-level objectives by:</p> <ul style="list-style-type: none"> • Strengthening civic capacities through neighbourhood-based participatory hubs. • Encouraging cooperation between municipalities, CSOs, and local businesses. • Promoting sustainable local development through participatory practices. • Enhancing democratic participation and social cohesion in Polish urban settings.

Description
<p>Tasks and activities</p> <p>T10.1 - Implementation of local Pilot project From April to December 2027, pilot projects are carried out in partner towns, applying one or more participatory methods learned during the Town Meetings.</p> <p>T10.2 - Evaluation of local Pilot project At the end of each pilot, a short evaluation is conducted by the implementing partner, including citizen feedback and data. Results are shared with the consortium. Summary of pilot activities, outcomes, challenges, lessons learned.</p> <p>T10.3 - Create and share Report on implemented local pilot project(s) - Pilot Project 3. Summary of pilot activities, outcomes, challenges, lessons learned, photos. Format: PDF or PPT. Language: English.</p> <p>T10.4 - Taking part in Implementation Reports on Pilot projects (Consolidated) with Experiences in Poland Comprehensive summary of all pilots, structured partner reflections, practical recommendations. Format: PDF. Language: English. Approx. 25–30 pages.</p>

Work package WP11 – Pilot project for strengthening grassroots democracy in Osijek, Croatia

Work Package Number	WP11	Lead Beneficiary	2 - SLAG
Work Package Name	Pilot project for strengthening grassroots democracy in Osijek, Croatia		
Start Month	16	End Month	24

Objectives
<p>The objective of WP11 is to apply and test the participatory methods introduced during the learning phase (WP2–WP6) in real local contexts, through pilot projects implemented by municipalities and civil society partners. These pilots will demonstrate how inclusive, participatory decision-making processes can be adapted to different environments and will generate valuable insights for the final methodological toolkit.</p> <p>The Slagalica Community Foundation will lead this pilot in Osijek, Croatia, drawing on its strong background in community philanthropy, social cohesion, and inclusive local development. Known for its dedication to empowering citizens and supporting grassroots initiatives, Slagalica may explore how participatory democracy methods can be embedded in local grantmaking, civic engagement, and community-led project planning.</p> <p>This pilot may focus on activating local networks and citizens—particularly youth, women, and marginalised groups—around issues of community development, inclusion, and solidarity. The Foundation will also use its strong communication and trust-building capacities to engage diverse residents and foster cross-sector cooperation.</p> <p>This WP contributes to the project-level objectives by:</p> <ul style="list-style-type: none"> • Adapting participatory methodologies to a philanthropic and civic engagement context. • Empowering local residents to co-design community initiatives and allocate micro-grants. • Promoting gender equality and non-discrimination through inclusive community planning. • Strengthening civic participation and local identity in a post-industrial regional context.

Description
<p>Tasks and activities</p> <p>T11.1 - Implementation of local Pilot project From April to December 2027, pilot projects are carried out in partner towns, applying one or more participatory methods learned during the Town Meetings.</p> <p>T11.2 - Evaluation of local Pilot project At the end of each pilot, a short evaluation is conducted by the implementing partner, including citizen feedback and data. Results are shared with the consortium. Summary of pilot activities, outcomes, challenges, lessons learned.</p> <p>T11.3 - Create and share Report on implemented local pilot project(s) - Pilot Project 4.</p>

Summary of pilot activities, outcomes, challenges, lessons learned, photos. Format: PDF or PPT. Language: English.

T11.4 - Taking part in Implementation Reports on Pilot projects (Consolidated) with Experiences in Croatia
 Comprehensive summary of all pilots, structured partner reflections, practical recommendations. Format: PDF.
 Language: English. Approx. 25–30 pages.

Work package WP12 – Youth-Led neighbourhood engagement pilot (Eberswalde, Germany)

Work Package Number	WP12	Lead Beneficiary	1 - HACD
Work Package Name	Youth-Led neighbourhood engagement pilot (Eberswalde, Germany)		
Start Month	16	End Month	24

Objectives

The objective of WP7–WP13 is to apply and test the participatory methods introduced during the learning phase (WP2–WP6) in real local contexts, through pilot projects implemented by municipalities and civil society partners. These pilots will demonstrate how inclusive, participatory decision-making processes can be adapted to different environments and will generate valuable insights for the final methodological toolkit.

In WP12, the Bürgerstiftung Barnim Uckermark Bürgerstiftung Barnim Uckermark (BBU may lead a youth-centred pilot project in Germany. BBU has long-standing expertise in strengthening the voices of young people and local residents in shaping their neighbourhoods. Their approach focuses on activating community spaces—such as leisure centres, youth clubs, and home farms—as platforms for democratic dialogue, social trust, and collective action.

Building on these foundations, the WP12 pilot may engage young people from diverse backgrounds in co-designing local development initiatives. Through structured participatory processes—potentially including digital platforms and in-person deliberation sessions—participants will explore how they can shape their immediate environment and foster a stronger sense of agency and belonging.

Special attention will be given to ensuring gender balance and inclusivity, reflecting the organisation’s commitment to equitable participation. The project will also explore how online networking meetings, already used within BBU's broader network, can be leveraged for wider engagement, peer learning, and sustainability.

This WP contributes to the overall project objectives by:

- Strengthening participatory democracy by involving young residents in community-led decision-making.
- Testing and adapting inclusive engagement methodologies in neighbourhood-level contexts.
- Supporting mutual learning and cross-European cooperation on inclusive urban development.
- Promoting social cohesion and equal opportunities by addressing the needs of youth and underrepresented groups.

Description

Tasks and activities

T12.1 - Implementation of local Pilot project
 From April to December 2027, pilot projects are carried out in partner towns, applying one or more participatory methods learned during the Town Meetings.

T12.2 - Evaluation of local Pilot project
 At the end of each pilot, a short evaluation is conducted by the implementing partner, including citizen feedback and data. Results are shared with the consortium. Summary of pilot activities, outcomes, challenges, lessons learned.

T12.3 - Create and share Report on implemented local pilot project(s) - Pilot Project 5.
 Summary of pilot activities, outcomes, challenges, lessons learned, photos. Format: PDF or PPT. Language: English.

T12.4 - Taking part in Implementation Reports on Pilot projects (Consolidated) with Experiences in Germany
 Comprehensive summary of all pilots, structured partner reflections, practical recommendations. Format: PDF.
 Language: English. Approx. 25–30 pages.

Work package WP13 – Democratisation of institutions in rural towns Pilot (Vlăhita, Romania)

Work Package Number	WP13	Lead Beneficiary	3 - HKLA
Work Package Name	Democratisation of institutions in rural towns Pilot (Vlăhita, Romania)		
Start Month	16	End Month	24

Objectives

The objective of WP8–WP13 is to apply and test the participatory methods introduced during the learning phase (WP2–WP6) in real local contexts, through pilot projects implemented by municipalities and civil society partners. These pilots will demonstrate how inclusive, participatory decision-making processes can be adapted to different environments and will generate valuable insights for the final methodological toolkit.

In WP13, the Homoród-Küküllő LEADER Association (HKLA) may lead a pilot project in the Harghita region of Romania, building on their experience with combining multiple participatory methods in rural development contexts. WP13 pilot may explore how young people and local stakeholders from smaller municipalities can co-create solutions to local development challenges. Through chosen method HKLA will facilitate inclusive processes that engage residents in planning initiatives related to social inclusion, environmental resilience, and community cohesion. The pilot will also reflect HKLA's commitment to gender equality and non-discrimination by ensuring broad and balanced participation, particularly among youth and marginalised groups.

This WP contributes to the overall project objectives by:

- Strengthening participatory democracy by involving young residents in community-led decision-making.
- Testing and adapting inclusive engagement methodologies in neighbourhood-level contexts.
- Supporting mutual learning and cross-European cooperation on inclusive urban development.
- Promoting social cohesion and equal opportunities by addressing the needs of youth and underrepresented groups.

Description

Tasks and activities

T13.1 - Implementation of local Pilot project

From April to December 2027, pilot projects are carried out in partner towns, applying one or more participatory methods learned during the Town Meetings.

T13.2 - Evaluation of local Pilot project

At the end of each pilot, a short evaluation is conducted by the implementing partner, including citizen feedback and data. Results are shared with the consortium. Summary of pilot activities, outcomes, challenges, lessons learned.

T13.3 - Create and share Report on implemented local pilot project(s) - Pilot Project 6.

Summary of pilot activities, outcomes, challenges, lessons learned, photos. Format: PDF or PPT. Language: English.

T13.4 - Taking part in Implementation Reports on Pilot projects (Consolidated) with Experiences in Roania


Comprehensive summary of all pilots, structured partner reflections, practical recommendations. Format: PDF. Language: English. Approx. 25–30 pages.

STAFF EFFORT

Staff effort per participant											
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>											
Participant	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	Total Person-Months
1 - HACD	1.00			1.00			1.00	1.00			5.00
2 - SLAG			1.00								2.00
3 - HKLA						1.00					2.00
4 - CAL					1.00					1.00	2.00
5 - ZM		1.00							1.00		2.00
Total Person-Months	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	13.00

Staff effort per participant				
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>				
Participant	WP11	WP12	WP13	Total Person-Months
1 - HACD		1.00		5.00
2 - SLAG	1.00			2.00
3 - HKLA			1.00	2.00
4 - CAL				2.00
5 - ZM				2.00
Total Person-Months	1.00	1.00	1.00	13.00

LIST OF DELIVERABLES

Deliverables						
<i>Grant Preparation (Deliverables screen) — Enter the info.</i>						
<i>The labels used mean:</i>						
<i>Public — fully open ( automatically posted online)</i>						
<i>Sensitive — limited under the conditions of the Grant Agreement</i>						
<i>EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444</i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	ROUNDTABLES	WP1	1 - HACD	DEM — Demonstrator, pilot, prototype	SEN - Sensitive	1
D2.1	Town meeting 1. on participatory budgeting (Budapest, Hungary)	WP2	5 - ZM	DEM — Demonstrator, pilot, prototype	PU - Public	4
D3.1	Town Meeting 2. on shared funds, shared power: Local engagement through participatory grant allocation	WP3	2 - SLAG	DEM — Demonstrator, pilot, prototype	PU - Public	6
D4.1	Town Meeting 3. on on safe participatory spaces for Youth and inclusion	WP4	1 - HACD	DEM — Demonstrator, pilot, prototype	PU - Public	9
D5.1	Town Meeting 4. on cooperative approaches to green transition	WP5	4 - CAL	DEM — Demonstrator, pilot, prototype	PU - Public	11
D6.1	Town Meeting 5. on community ideation with the participation of all sectors	WP6	3 - HKLA	DEM — Demonstrator, pilot, prototype	PU - Public	15
D6.2	Learning & Method Summary Package	WP6	1 - HACD	R — Document, report	PU - Public	17
D7.1	Bootcamp & Summer University	WP7	1 - HACD	DEM — Demonstrator, pilot, prototype	PU - Public	19
D8.1	Implementation of Pilot project 1. in opposition-led municipalities of Hungary	WP8	1 - HACD	DEM — Demonstrator, pilot, prototype	PU - Public	24

Deliverables						
<i>Grant Preparation (Deliverables screen) — Enter the info.</i>						
<i>The labels used mean:</i>						
<i>Public — fully open (⚠ automatically posted online)</i>						
<i>Sensitive — limited under the conditions of the Grant Agreement</i>						
<i>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444</i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D9.1	Implementation of Pilot project 2. on Participatory budgeting in Zugló – Empowering inclusion through local action	WP9	5 - ZM	DEM — Demonstrator, pilot, prototype	PU - Public	24
D10.1	Implementation of Pilot project 3. - for empowering local communities	WP10	4 - CAL	DEM — Demonstrator, pilot, prototype	PU - Public	24
D11.1	Implementation of Pilot project 4. - for strengthening grassroots democracy	WP11	2 - SLAG	DEM — Demonstrator, pilot, prototype	PU - Public	24
D12.1	Implementation of Pilot project 5. - on Youth-Led Neighbourhood Engagement Pilot	WP12	1 - HACD	DEM — Demonstrator, pilot, prototype	PU - Public	24
D13.1	Implementation of Pilot project 6. - Democratisation of institutions in rural towns Pilot	WP13	3 - HKLA	DEM — Demonstrator, pilot, prototype	PU - Public	24

Deliverable D1.1 – ROUNDTABLES

Deliverable Number	D1.1	Lead Beneficiary	1 - HACD
Deliverable Name	ROUNDTABLES		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	SEN - Sensitive
Due Date (month)	1	Work Package No	WP1

Description
<p>Title of the event: ROUNDTABLES</p> <p>Type of event (in situ / online): online</p> <p>Duration: 24 month</p> <p>Dates (month and year at least): January 2026 - 2027 Dec</p> <p>Place: Budapest (Hungary), Osijek (Croatia), Ebelswade (Germany), Warsaw (Poland,) Vlăhița (Romania)</p> <p>Estimated number of countries (countries of residence of direct participants): 5</p> <p>Estimated number of individual direct participants: 105</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>Professional online roundtables in the course of the project in order to provide a smooth implementation of the events, the internal knowledge sharing such as the carrying out pilot projects.</p>

Deliverable D2.1 – Town meeting 1. on participatory budgeting (Budapest, Hungary)

Deliverable Number	D2.1	Lead Beneficiary	5 - ZM
Deliverable Name	Town meeting 1. on participatory budgeting (Budapest, Hungary)		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	4	Work Package No	WP2

Description
<p>Title of the event: Town meeting 1. on participatory budgeting</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: 3 days</p> <p>Dates (month and year at least): March 2026</p> <p>Place: Budapest</p> <p>Estimated number of countries (countries of residence of direct participants): 5</p>

<p>Estimated number of individual direct participants: 35</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>In-person event (March 2026) focused on participatory budgeting, featuring expert sessions, site visits, and interactive workshops.</p>
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Deliverable D3.1 – Town Meeting 2. on shared funds, shared power: Local engagement through participatory grant allocation

Deliverable Number	D3.1	Lead Beneficiary	2 - SLAG
Deliverable Name	Town Meeting 2. on shared funds, shared power: Local engagement through participatory grant allocation		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	6	Work Package No	WP3

Description
<p>Title of the event: Town Meeting 2. on shared funds, shared power: Local engagement through participatory grant allocation</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: 3 days</p> <p>Dates (month and year at least): 2026 June (M6)</p> <p>Place: Osijek, Croatia</p> <p>Estimated number of countries (countries of residence of direct participants): 5</p> <p>Estimated number of individual direct participants: 45</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>In-person event (June 2026) introducing the local engagement through participatory grant allocation.</p>

Deliverable D4.1 – Town Meeting 3. on on safe participatory spaces for Youth and inclusion

Deliverable Number	D4.1	Lead Beneficiary	1 - HACD
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Deliverable Name	Town Meeting 3. on on safe participatory spaces for Youth and inclusion		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	9	Work Package No	WP4

Description
<p>Title of the event: Town Meeting 3. on on safe participatory spaces for Youth and inclusion</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: 3 days</p> <p>Dates (month and year at least): September 2026</p> <p>Place: Eberswalde, Germany</p> <p>Estimated number of countries (countries of residence of direct participants): 5</p> <p>Estimated number of individual direct participants: 40</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives, especially young people and groups of vulnerable persons <p>Brief description of the event: In-person event (September 2026) on grassroots empowerment through safe civic spaces and micro-granting models. Includes peer learning workshops, experience exchange, and participatory sessions on small-scale project incubation and community-led initiative support.</p> <p>Organization of the event is coordinated by HACD.</p>

Deliverable D5.1 – Town Meeting 4. on cooperative approaches to green transition

Deliverable Number	D5.1	Lead Beneficiary	4 - CAL
Deliverable Name	Town Meeting 4. on cooperative approaches to green transition		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	11	Work Package No	WP5

Description
<p>Title of the event: Town Meeting 4. on cooperative approaches to green transition</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: 3 days</p> <p>Dates (month and year at least): November 2026</p> <p>Place: Warsaw, Poland</p>

<p>Estimated number of countries (countries of residence of direct participants): 5</p> <p>Estimated number of individual direct participants: 47</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event in:</p> <p>In-person event (November 2026) focusing on cooperative methods for green transition. Includes interactive workshops, partner case studies, and facilitated dialogue sessions based on the “Cooperation Green” methodology. The training will explore how to build trust, strengthen collaboration, and address hidden social barriers in environmentally focused participation processes.</p>
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Deliverable D6.1 – Town Meeting 5. on community ideation with the participation of all sectors

Deliverable Number	D6.1	Lead Beneficiary	3 - HKLA
Deliverable Name	Town Meeting 5. on community ideation with the participation of all sectors		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	15	Work Package No	WP6

Description
<p>Title of the event: Town Meeting 5. on community ideation with the participation of all sectors</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: 3 days</p> <p>Dates (month and year at least): March 2027</p> <p>Place: Vlăhița, Romania</p> <p>Estimated number of countries (countries of residence of direct participants): 5</p> <p>Estimated number of individual direct participants: 32</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>In-person event (March 2027) introducing the social hackathon model for local idea generation. Includes ideation labs and simulations in development.</p>

Deliverable D6.2 – Learning & Method Summary Package

Deliverable Number	D6.2	Lead Beneficiary	1 - HACD
Deliverable Name	Learning & Method Summary Package		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	17	Work Package No	WP6

Description
<p>Learning & Method Summary Package</p> <p>Consolidated internal learning reports from all four Town Meetings. Includes summaries of methods presented, key insights, and peer reflections, final learning summary of the Town Meeting series. Shared with all participants and consortium. Format: electronic (PDF); Language: English; Approx. 20–25 pages. Distributed to all partners and used as input for the final methodological toolkit.</p>

Deliverable D7.1 – Bootcamp & Summer University

Deliverable Number	D7.1	Lead Beneficiary	1 - HACD
Deliverable Name	Bootcamp & Summer University		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	19	Work Package No	WP7

Description
<p>[NOT FINAL]</p> <p>Title of the event: Bootcamp & Summer University (Final learning event)</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: 4 days</p> <p>Dates (month and year at least): July 2027</p> <p>Place: Hungary</p> <p>Estimated number of countries (countries of residence of direct participants): 7-9</p> <p>Estimated number of individual direct participants, (= number of participants in the entire event. If a participant is involved in different activities of the same event, s/he must only be counted once): 129</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>The high-impact, in-person Bootcamp & Summer University held in Hungary, This event builds on the 20-year tradition of Summer Universities organised by HACD, which have brought together students, young professionals, and community developers for collaborative learning and dialogue.</p>

Deliverable D8.1 – Implementation of Pilot project 1. in opposition-led municipalities of Hungary

Deliverable Number	D8.1	Lead Beneficiary	1 - HACD
Deliverable Name	Implementation of Pilot project 1. in opposition-led municipalities of Hungary		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP8

Description
<p>Title of the event: Implementation of Pilot project 1. in opposition-led municipalities of Hungary</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: M16 - M24</p> <p>Dates (month and year at least): April 2027 - December 2027</p> <p>Place: Budapest, Hungary</p> <p>Estimated number of countries (countries of residence of direct participants): 1-3</p> <p>Estimated number of individual direct participants, (= number of participants in the entire event. If a participant is involved in different activities of the same event, s/he must only be counted once): 90</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>The participatory pilot events in Budapest will take place at 1-3 local governments. These events will include the following:</p> <ul style="list-style-type: none"> - participatory office workshops (3 occasions) - deliberative public forums with facilitators, public participatory forums (6 occasions). <p>By the end of WP7 the PARTICIPATORY TOOLKIT- Final Methodological Pack is compiled according to the experiences of all pilot projects.</p> <p>Comprehensive, user-friendly toolkit for municipalities and CSOs, based on project learnings. Format: digital (PDF and web-based), Language: English, approx. 50–60 pages. Optional print version.</p>

Deliverable D9.1 – Implementation of Pilot project 2. on Participatory budgeting in Zugló – Empowering inclusion through local action

Deliverable Number	D9.1	Lead Beneficiary	5 - ZM
Deliverable Name	Implementation of Pilot project 2. on Participatory budgeting in Zugló – Empowering inclusion through local action		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP9

Description
<p>Title of the event: Implementation of Pilot project 2. on Participatory budgeting in Zugló – Empowering inclusion through local action</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: M16 - M24</p> <p>Dates (month and year at least): April 2027 - December 2027</p> <p>Place: Zugló, District 14 in Budapest, Hungary</p> <p>Estimated number of countries (countries of residence of direct participants): 1-3</p> <p>Estimated number of individual direct participants: 45</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>The events of the Zugló pilot project are organized around the participatory budgeting methodology. These will be as follows:</p> <ul style="list-style-type: none"> * meetings of the citizens' committee related to participatory budgeting (4 occasions) * public forums (4 occasions) * online consultations to discuss residents' ideas (3 occasions) * celebration related to the announcement of results (public community event) * public forums (4 times) <p>By the end of WP8 the PARTICIPATORY TOOLKIT- Final Methodological Pack is compiled according to the experiences of all pilot projects.</p> <p>Comprehensive, user-friendly toolkit for municipalities and CSOs, based on project learnings. Format: digital (PDF and web-based), Language: English, approx. 50–60 pages. Optional print version.</p>

Deliverable D10.1 – Implementation of Pilot project 3. - for empowering local communities

Deliverable Number	D10.1	Lead Beneficiary	4 - CAL
Deliverable Name	Implementation of Pilot project 3. - for empowering local communities		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP10

Description
<p>Title of the event: Implementation of Pilot project 3. - for empowering local communities</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: M16 - M24</p> <p>Dates (month and year at least): April 2027 - December 2027</p> <p>Place: the municipality of Warsaw, or a district thereof, is participating in the pilot project.</p>

Estimated number of countries (countries of residence of direct participants): 1-3

Estimated number of individual direct participants: 40

Target groups:

1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments.
2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods.
3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement.
4. Active citizens involved in local participation processes and civic initiatives.

Brief description of the event:

The pilot project will be implemented in the city of Warsaw or one of its districts. During the pilot project, CAL will seek to involve the local government and dominant civil society actors of the city of Warsaw or one of its districts. In connection with this, it is planning the following events:

- * workshops with participating experts for the purpose of sharing experiences and planning (3 occasions)
- * public forums for residents (3 occasions)
- * public neighborhood events (3 occasions)

By the end of WP9 the PARTICIPATORY TOOLKIT- Final Methodological Pack is compiled according to the experiences of all pilot projects.

Comprehensive, user-friendly toolkit for municipalities and CSOs, based on project learnings. Format: digital (PDF and web-based), Language: English, approx. 50–60 pages. Optional print version.

Deliverable D11.1 – Implementation of Pilot project 4. - for strengthening grassroots democracy

Deliverable Number	D11.1	Lead Beneficiary	2 - SLAG
Deliverable Name	Implementation of Pilot project 4. - for strengthening grassroots democracy		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP11

Description
Title of the event: Implementation of Pilot project 4. - for strengthening grassroots democracy
Type of event (in situ, online): in situ
Duration: M16 - M24
Dates (month and year at least): April 2027 - December 2027
Place: Osijek, Croatia
Estimated number of countries (countries of residence of direct participants): 1-3
Estimated number of individual direct participants: 50
Target groups:
1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments.
2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods.
3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement.
4. Active citizens involved in local participation processes and civic initiatives.

Brief description of the event in EN:
 In this regard, SLAG is planning the following events:
 * workshops with participating experts to share experiences and plan (3 occasions)
 * public forums for residents (3 occasions)
 * public neighborhood events with a focus on women/youth (3 occasions)

By the end of WP10 the PARTICIPATORY TOOLKIT- Final Methodological Pack is compiled according to the experiences of all pilot projects.
 Comprehensive, user-friendly toolkit for municipalities and CSOs, based on project learnings. Format: digital (PDF and web-based), Language: English, approx. 50–60 pages. Optional print version.

Deliverable D12.1 – Implementation of Pilot project 5. - on Youth-Led Neighbourhood Engagement Pilot

Deliverable Number	D12.1	Lead Beneficiary	1 - HACD
Deliverable Name	Implementation of Pilot project 5. - on Youth-Led Neighbourhood Engagement Pilot		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP12

Description
<p>Title of the event: Implementation of Pilot project 5. - on Youth-Led Neighbourhood Engagement Pilot</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: M16 - M24</p> <p>Dates (month and year at least): April 2027 - December 2027</p> <p>Place: Eberswalde, Germany</p> <p>Estimated number of countries (countries of residence of direct participants): 1-3</p> <p>Estimated number of individual direct participants, (= number of participants in the entire event. If a participant is involved in different activities of the same event, s/he must only be counted once): 32</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event: To this end, the SFF plans to implement the following events during the project: * workshops with participating experts to share experiences and plan (3 occasions) * public forums for residents (3 occasions) * open neighborhood events to promote involvement (3 occasions)</p> <p>By the end of WP11 the PARTICIPATORY TOOLKIT- Final Methodological Pack is compiled according to the experiences of all pilot projects. Comprehensive, user-friendly toolkit for municipalities and CSOs, based on project learnings. Format: digital (PDF and web-based), Language: English, approx. 50–60 pages. Optional print version.</p>

The process is organized by HACD.

Deliverable D13.1 – Implementation of Pilot project 6. - Democratisation of institutions in rural towns Pilot

Deliverable Number	D13.1	Lead Beneficiary	3 - HKLA
Deliverable Name	Implementation of Pilot project 6. - Democratisation of institutions in rural towns Pilot		
Type	DEM — Demonstrator, pilot, prototype	Dissemination Level	PU - Public
Due Date (month)	24	Work Package No	WP13

Description
<p>Title of the event: Implementation of Pilot project 6. - Democratisation of institutions in rural towns Pilot</p> <p>Type of event (in situ, online): in situ</p> <p>Duration: M16 - M24</p> <p>Dates (month and year at least): April 2027 - December 2027</p> <p>Place: Vlăhița, Romania</p> <p>Estimated number of countries (countries of residence of direct participants): 1-3</p> <p>Estimated number of individual direct participants: 35</p> <p>Target groups:</p> <ol style="list-style-type: none"> 1. Municipal employees and elected representatives working in participatory offices, local governance, and public service departments. 2. Trainers, facilitators, and consultants working with local authorities and CSOs to design and implement participatory methods. 3. Community development professionals and civil society organisations with experience in grassroots initiatives and citizen engagement. 4. Active citizens involved in local participation processes and civic initiatives. <p>Brief description of the event:</p> <p>During the project, HKLA primarily works with young professionals from rural areas who prefer participatory and community-based solutions. To this end, the project organizes events that involve as many local actors as possible from as many rural locations as possible:</p> <ul style="list-style-type: none"> * workshops with participating young experts to share experiences and plan (3 occasions) * public rural development forums for residents and local community businesses (3 occasions) * organization of regional events to promote networking (3 occasions) <p>By the end of WP12 the PARTICIPATORY TOOLKIT- Final Methodological Pack is compiled according to the experiences of all pilot projects.</p> <p>Comprehensive, user-friendly toolkit for municipalities and CSOs, based on project learnings. Format: digital (PDF and web-based), Language: English, approx. 50–60 pages. Optional print version.</p>

LIST OF MILESTONES

Milestones					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Completion of the Transnational Learning Phase	WP6	1 - HACD	All five Town Meetings have been successfully implemented, with active partner participation, delivery of training content, and collection of evaluation feedback. This milestone marks the end of the learning phase and transition toward the local pilot implementation and toolkit development. Signed attendance lists, agendas, training materials, event reports, evaluation summaries for each Town Meeting; consolidated Learning & Method Summary Package (D6.3).	15
2	Completion of Local Pilot Implementations	WP13	1 - HACD	Completion of Local Pilot Implementations Pilot reports, photos or documentation from local events, citizen feedback summaries, consolidated evaluation report.	24

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Delays in consortium coordination and communication due to differing administrative	WP1	Establish clear internal deadlines and meeting schedules early. Use shared tools (e.g., Trello, Google Drive) and regular check-ins. Assign backup contacts for each partner.

Critical risks & risk management strategy			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
	procedures or time constraints of partners. (Impact: Medium / Likelihood: Medium)		
2	Unexpected withdrawal of a consortium partner due to internal or political crisis. (Impact: High / Likelihood: Low)	WP1	Maintain strong communication and trust among partners through regular check-ins. Identify backup organisations or associated partners who could step in if necessary. Ensure documentation of all tasks and shared responsibilities to enable continuity. If a partner withdraws, reallocate tasks based on capacity and negotiate modifications with the granting authority (e.g., amendment or budget reallocation).
3	Lack of accessibility or inclusion in participatory methods (e.g., due to language, disability, gender norms). (Impact: High / Likelihood: Medium)	WP3, WP4, WP5, WP2	Design activities with universal accessibility in mind. Provide translation, accessible venues, online participation options, and address intersectional barriers (e.g., childcare support, safe spaces).
4	Low engagement or limited participation from local stakeholders during pilot projects. (Impact: High / Likelihood: Medium)	WP6	Early outreach, inclusive design of activities, offer flexible formats (online/in-person). Involve local actors in planning to ensure relevance.
5	Insufficient number of municipalities or civil society organisations volunteer to implement pilot projects, which could reduce the geographic and methodological diversity of the outcomes. (Impact: High / Likelihood: Medium)	WP6	Promote pilot opportunity early through engaging presentations at Town Meetings. Provide clear support materials and mentoring. Allow flexibility in method selection and scale of implementation. Consider small incentives or recognition for pilot partners.
6	Delays in producing or finalising the methodological toolkit and dissemination materials. (Impact: Medium / Likelihood: Low)	WP8	Start toolkit design early; divide drafting responsibilities among partners. Create a shared content template and timeline. Assign a lead editor.
7	Intersectional barriers limiting participation of women, youth, and persons with disabilities in project activities. (Impact: High / Likelihood: Medium)	WP3, WP11, WP4, WP12, WP9, WP6, WP5, WP10, WP2	Conduct a participatory needs assessment prior to implementation to identify specific access barriers (e.g. caregiving responsibilities, physical accessibility, language needs, safety concerns). Design activities with gender and diversity inclusion in mind: provide childcare support, gender-balanced facilitation, accessible venues, and translation. Use inclusive communication materials and ensure representation of diverse voices in planning, decision-making, and evaluation.

Critical risks & risk management strategy			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
8	Cultural or political resistance to gender equality or inclusion-focused project elements. (Impact: Medium / Likelihood: Medium)	WP3, WP4, WP6, WP5	Embed inclusive design principles from the start, ensuring target groups are involved in co-creation, not just consultation. Use participatory methods that give equal space to all voices (e.g. small group dialogue, anonymous voting tools). Track participation disaggregated by gender, age, and disability, and adjust strategies based on feedback.

TECHNICAL DESCRIPTION (PART B)

PROJECT	
Project name:	DEMOCRACITY Network for strengthening local democracy through participatory methods
Project acronym:	DEMOCRACITY
Coordinator contact:	[Edit KOVÁCS], [The Hungarian Association of Community Development]

TABLE OF CONTENTS

TECHNICAL DESCRIPTION (PART B)

1. RELEVANCE

- [1.1 Background and general objectives](#)
- [1.2 Needs analysis and specific objectives](#)
- [1.3 Complementarity with other actions and innovation — European added value](#)

2. QUALITY

- [2.1 Concept and methodology](#)
- [2.2 Consortium set-up](#)
- [2.3 Project teams, staff and experts](#)
- [2.4 Consortium management and decision-making](#)
- [2.5 Project management, quality assurance and monitoring and evaluation strategy](#)
- [2.6 Cost effectiveness and financial management](#)

3. IMPACT

- [3.1 Impact and ambition](#)
- [3.2 Communication, dissemination and visibility](#)
- [3.3 Sustainability and continuation](#)

4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

- [4.1 Work plan](#)
- [4.2 Work packages, activities, resources and timing](#)
- Timetable*

5. OTHER

- [5.1 Ethics and EU values](#)
- [5.2 Security](#)

6. DECLARATIONS

7. HISTORY OF CHANGES

ANNEXES

#@APP-FORM-CERV@#

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

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

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

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

Which target groups will be supported/assisted by/in the project. Why have you chosen to focus on them?

1.1 Background and general objectives

The DEMOCRACY project responds to a growing need to strengthen local democratic institutions by fostering citizen participation through tested, accessible, and empowering methods. In a context of **rising apathy, polarisation, and mistrust in representative institutions, we aim to reconnect people with public affairs by offering low-threshold, easy-to-adopt participatory practices.**

Our main objective is to bring people closer to each other and to local governance through hands-on methods that provide meaningful experiences of agency, cooperation, and belonging. These tools are intended not only to be understood, but also practiced and supported locally by municipalities and civil society actors. By supporting both technical learning and mutual consultation, we empower key actors to implement democratic innovations with confidence and commitment.

We want institutions and individuals participating in these practices to genuinely experience their capacity to shape their lives and communities. This is crucial: when people see that their voices can influence the development of their neighbourhood, they gain a sense of empowerment and trust in public institutions. This perceived proximity to local governance lays the emotional and experiential foundation for feeling connected to broader democratic systems, including national parliaments or EU institutions.

Without local belonging and participation, national or European identity struggles to take root. That is why we believe in starting with small steps—embedding participatory methods in everyday municipal practice—and from there, strengthening democratic culture from the ground up.

In line with the objectives of the CERV programme, our initiative will develop a dynamic network of towns and organisations committed to advancing democratic participation, civic dialogue and inclusion at the local level. By **facilitating exchanges and peer learning between municipalities, CSOs, and community development professionals, we will empower local authorities and civic actors to address pressing democratic challenges, including low participation, disinformation, and social polarisation. By promoting active citizenship, enhancing mutual understanding and solidarity among European communities, and advancing inclusive democratic innovation, our initiative seeks to reinvigorate local democracy and build resilient, future-oriented communities.**

Relevance to the priorities of the CERV Networks of Towns call:

- **Increasing citizen engagement** through direct participation in democratic processes, including participatory budgeting and digital engagement.
- **Enhancing understanding of EU citizenship**, rights and freedoms by demonstrating their local impact.
- **Strengthening democratic legitimacy and governance** by equipping local actors with practical, inclusive methods of engagement.
- **Promoting diversity, equality, and inclusion** through participatory processes that integrate gender and non-discrimination considerations.

We focus on four interconnected **target groups** whose collaboration is essential to revitalising democratic life at the local level:

1. **Municipal employees and elected representatives** working in participatory offices, local governance, and public service departments.
2. **Trainers, facilitators, and consultants** working with local authorities and CSOs to design and implement participatory methods.
3. **Community development professionals and civil society organisations** with experience in grassroots initiatives and citizen engagement.
4. **Active citizens** involved in local participation processes and civic initiatives.

Their inclusion ensures both the **quality and sustainability** of local participatory practices. Trainers and facilitators, in particular, are crucial multipliers: they support the planning, facilitation, and dissemination of participation processes across different territories and organisations. Their expertise directly shapes the project’s capacity-building elements, and they will contribute to the final toolkit with practical insights and resources. Through structured transnational collaboration between Hungarian municipalities and civil society organisations from **Romania, Poland, Germany, Croatia**, and other EU countries, we offer practical, real-world experiences of European diversity, inclusion, and shared democratic values.

Long-term vision: Ultimately, DEMOCRACY not only aims to counter the effects of political centralisation and democratic disengagement, but to empower communities to actively participate in public life. Through inclusive, bottom-up democratic innovation, we help restore faith in institutions and foster a democratic culture where citizens feel confident in their ability to shape both their local environment and their broader social future.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives *(n/a for Programme Contact Points)*

Provide a needs assessment. A need is a gap between what is and what should/ would be helpful or useful.

The needs assessment should be your starting point. Specify what needs will be addressed and how they have been identified. It should be specific and focus on the actual needs of the target group. It should include relevant, reliable data and, a robust analysis clearly demonstrating the need for the action (therefore, avoid references to generic statements and information about the problems and needs of the target group). The needs assessment should incorporate gender equality issues and non-discrimination considerations that identify the differences between and among women and men, girls and boys, in terms of their relative position in society and the distribution of resources, opportunities, constraints and power in a given context. The data supporting the needs assessment should be disaggregated by sex, as well as age or disability, whenever possible. You can refer to existing research, studies and previous projects that already demonstrate the need for action.

If your project is supported by a public authority, annex the Letter of support.

Across Europe **civic disengagement** and the **decline of participatory democracy** pose serious threats to democratic legitimacy. Citizens' trust in public institutions is deteriorating, participation rates are falling, and many feel increasingly disconnected from decision-making processes. This erosion of democratic culture undermines inclusive governance, weakens social cohesion, and challenges fundamental EU values.

Democratic challenges and civic participation gaps across partner countries

In many post-socialist EU Member States, participatory democracy has not been fully embedded in civic culture. While electoral participation exists, other fundamental democratic rights—such as local-level involvement in public affairs, holding elected officials accountable, and access to deliberative processes—remain underdeveloped in both practice and expectation. The culture of active citizenship was historically suppressed, and today, democratic engagement is often limited to periodic voting. Over the past decade, **Hungary** has witnessed a **systematic weakening of democratic safeguards** as a result of the Orbán government's systematic dismantling of democratic institutions and mechanisms for public accountability. Civic freedoms have been curtailed, opposition-led municipalities face administrative and financial retaliation, and the public's opportunity to influence policy has narrowed. According to HACD's latest national civic trust report, **only 12% of citizens feel they can meaningfully influence decisions** affecting their communities, while 57% believe their influence has diminished over the past year. This widespread **sense**

of disempowerment is compounded by what researchers call “learned helplessness”—a condition in which people stop believing their actions matter. **In Romania**, particularly in rural and marginalised areas, citizens face longstanding challenges in accessing participatory mechanisms, despite formal decentralisation. Structural problems—such as low administrative capacity, clientelism, and a lack of institutional trust—persist. Civil society organisations (CSOs) and community developers often act as essential intermediaries between residents and municipalities, but their impact is limited by inadequate funding and institutional recognition (Freedom House Romania Report, 2023). According to Eurobarometer 2023, political apathy is rising, especially among youth, while extremist views are gaining traction.

While **Croatia’s** civil society has expanded since EU accession, actual participatory practices remain weak. Voter turnout is among the lowest in the EU, and civic consultations are often symbolic or inaccessible. Citizens perceive EU institutions positively in economic terms, but distant when it comes to democratic governance (Eurobarometer 2023; GONG 2022).

By contrast, many Western European regions, despite experiencing similar trends of disengagement, benefit from longstanding community infrastructures and professional civic intermediaries (such as community centres, local animators, and participation officers). These provide an enabling environment for civic participation—even if the level of citizen interest is declining.

Despite **Germany’s** strong democratic institutions, citizen engagement is often limited to periodic elections. Civil society is being disconnected from decision-making processes. What is unique to Germany is that the development of democracy is linked to the youth welfare office. Youth welfare is the responsibility of the districts, so it is a municipal matter.

Pan-European trends: common challenges, shared needs

According to the European Democracy Action Plan and the 2023 Eurobarometer on Democracy and Participation, a growing number of EU citizens—especially **women, youth, minorities, persons with disabilities, and migrants**—feel that their voices are not heard. While digital platforms offer potential for expanded participation, the **lack of inclusive design** risks reproducing offline inequalities (EESC, 2021). Local democratic participation across Europe remains skewed toward **more privileged and educated groups**, while those most affected by local policies are least likely to be engaged.

Women across Europe—especially in Central and Eastern European countries—face structural barriers to participation, including:

- **Underrepresentation in decision-making roles** at both local and national levels
- **Disproportionate caregiving responsibilities**, limiting time and availability
- **Limited access to information, resources, and public forums**
- **Greater exposure to poverty and social exclusion**, especially in single-parent households

These constraints are particularly evident in Hungary, where women are also more likely to be affected by policies related to health care, education, and community services—**sectors where local governance plays a decisive role**. When women’s perspectives are not included in local decision-making, public policies risk reinforcing existing inequalities. In line with the European Gender Equality Strategy 2020–2025 and the Gender Equality Index (EIGE), **DEMOCRACY will ensure that all participatory processes are gender-sensitive**, inclusive, and responsive to the different lived experiences of women and men. Gender-disaggregated data will inform project implementation, and all partners will promote **positive visual representation, inclusive language, and barrier-free access** to tools and platforms.

The project addresses a clearly defined and data-supported set of needs:

- **To counteract the growing disconnection between citizens and public institutions**, by enabling citizens to experience real, tangible influence over decisions affecting their lives.
- **To rebuild civic trust and self-efficacy**, especially where top-down governance dominates and participation has been devalued.
- **To systematise participatory governance at the municipal level**, turning ad hoc activities into sustainable, institutional practices.

- **To support civil society organisations, trainers, and community developers**, who often act as local democratic intermediaries but lack access to transnational learning and funding.
- **To advance gender equality and non-discrimination**, by ensuring women and other marginalised groups are not only included but **empowered** to shape local policies.
- **To restore community cohesion**, particularly in socially fragmented or polarised environments, by promoting inclusive, deliberative, and creative methods of engagement.

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1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation *(n/a for Programme Contact Points)*

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

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

Which countries will benefit from the project (directly and indirectly and why have you chosen them)? Where will the activities take place?

Clarify to what extent the project builds on synergies with other EU projects. If applicable, explain to what extent your project builds on previous project results in this field (state of play, relation to existing/recent developments, approaches, achievements, other EU programmes).

Note: *The project should also complement or add benefits to the EU Member States' interventions in the area of gender equality and non-discrimination mainstreaming.*

The DEMOCRACY project builds on the rich tapestry of prior EU-funded initiatives and field-tested methodologies led by consortium members with strong local roots and a shared commitment to participatory democracy. It unites civic actors and municipalities across Europe to co-create replicable, grassroots models of citizen engagement.

Complementarity with other actions and EU programmes

In summary, the project builds on participatory democracy efforts under ERASMUS+, CERV, EEA Grants, and ESF+, integrating them into a coherent, transnational framework. Concreate examples: HACD (Hungary) has led several Erasmus+ and CERV-funded projects focused on community building and participatory methodology development. HKLA (Romania) has implemented local philanthropy programmes through the LEADER initiative and Erasmus+ projects, demonstrating how rural participation tools can be adapted to broader democratic engagement. CAL (Poland) has coordinated key Erasmus+ projects such as Open Communities and CO-GREEN, contributing expertise in community-driven environmental and social innovation. SLAG (Croatia) has supported youth initiatives funded by EEA Grants, focusing on empowerment, education, and civic participation.

We can build on the result of these EU-funded projects in the implementation of our DEMOCRACY project, where we will test approaches such as digital participatory budgeting and community philanthropy, aligned with the EU's goals on civic participation, inclusion and green transition. It will also support Member States' gender equality and non-discrimination objectives through inclusive pilot activities targeting young people, women, Roma communities and people with disabilities

Geographic scope, synergies and rationale:

- **Hungary:** Coordination, participatory budgeting, and dissemination via Bootcamp.
- **Romania:** Social hackathon pilot and leadership in rural-urban participation models.
- **Poland:** Community-based environmental engagement and sustainability learning.
- **Germany:** Youth-led neighbourhood engagement and innovative inclusion models.
- **Croatia:** Participatory philanthropy in disadvantaged regions.

These countries were selected for their complementary experiences, institutional diversity, and capacity to test and share participatory innovations that address Europe's democratic challenges from the bottom up.

In summary, DEMOCRACITY synthesizes previous EU project results, adapts them to new contexts, and strengthens local capacities to revitalize participatory democracy across Europe. The project fosters mutual trust and cooperation among EU countries through shared democratic experimentation.

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2. QUALITY

2.1 Concept and methodology

Concept and methodology

*Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives. Include ethical and safety considerations to ensure that target groups are not subjected to harm in any way. **Note:** Methodology is not a list of activities but are instruments, approaches that will be used, applied and created.*

2.1 Concept and Methodology

The DEMOCRACITY project is grounded in the shared belief that every individual has a fundamental right to social trust and safety—cornerstones of democratic societies—which must be cultivated first and foremost at the local level. This principle shapes our conceptual framework, structured around the triangle of **locality, action, and trust-building**. The overall aim of the project is to strengthen participatory democracy in municipalities, with a specific focus on the collaborative roles of local governments and civil society organisations. Through the application of participatory methodologies, DEMOCRACITY introduces democratic instruments that promote inclusive decision-making and empower civic engagement. Special attention is given to rural and under-resourced areas in Hungary, Croatia, Romania, Poland, and Germany, where participation levels are typically lower, and democratic infrastructure faces unique constraints.

Methodological Approach

The project employs and tests a diverse set of action-based, community-rooted participatory methodologies shared by consortium partners, each carefully selected for its adaptability to both urban and rural contexts. These include methods such as:

- **Participatory Budgeting (ZM):** Piloted in Hungary and Croatia to increase transparency and citizen influence over municipal budgeting, particularly in engaging underrepresented groups and increasing understanding of local governance mechanisms.
- **Social Hackathons (HKLA):** Applied in contexts where political apathy is high—particularly rural and youth-targeted environments—as a tool to co-create local solutions and foster bottom-up innovation.
- **Green Transition Participation Models (CAL):** Cooperation Green is a novel participatory approach that acknowledges the hidden cultural, social, and existential preconditions of cooperation around green policy. The method aims to build active patience, trust, and long-term collaboration among diverse stakeholders.
- **Community Foundations and Local Funds (SLAG):** Introduced as a scalable, self-sustaining model that mobilises local resources, empowers citizens, and reinforces long-term democratic engagement.
- **Safe Public Spaces for Civic Action (BBU):** Particularly critical in the Hungarian context, these small-scale, creative, and inclusive initiatives encourage socially excluded and vulnerable groups (e.g., LGBTI+, immigrant, neurodiverse youth) to move from passive observation to active participation.

These participatory instruments not only democratise public decision-making but also strengthen **community bonds**, enhance **social capital**, and contribute to **collective resilience**. Their flexibility allows adaptation across diverse environments—from underfunded rural settlements to overstimulated and atomised urban districts. **Each method will be explored in a peer-learning format during thematic Town Meetings (WP2–WP5)**, where consortium members contribute both local knowledge

and European-level insights. This is not a one-way transfer of best practices, but a **co-creative learning environment**: each partner prepares case studies, national context analysis based on the local Pilot Projects, and contributes to joint reflections and fieldwork.

Knowledge Co-Creation - The heart of our methodology lies in **co-creation**. Participants will not only learn from each other but collaboratively shape a comprehensive **methodological toolkit**—our “democratic cookbook”—complete with step-by-step guidance, key ingredients, potential risks, and suggested variations. Each participant will emerge with a personal “menu” of applicable tools, tailored to their community’s challenges and opportunities. In the **pilot phase**, selected methodologies will be tested in real local contexts, supported by mentoring and peer reflection. Learnings from these experiences will inform both local democratic development and the collective creation of practical, field-tested resources.

Why These Methods? Our approach is purposefully diverse yet interconnected. Each method addresses a different entry point into local democratic life—from budgetary inclusion to community fundraising, from environmental engagement to spontaneous citizen initiatives. This pluralism enables a broad spectrum of actors to engage, each in their own capacity, comfort level, and role. These methodologies are also suitable for replication and scale, and their adaptability ensures that they can be effectively applied in varied socio-political environments—from Hungary’s increasingly centralised governance structures to Germany’s mature but evolving participatory culture.

In **Hungary**, there is growing demand from municipalities to involve citizens more directly in governance, despite the broader trend of centralisation. In **Germany**, the aim is to reinforce and share well-functioning democratic structures with other European partners. In **Croatia**, increasing participation rates is a top priority, particularly in rural and underdeveloped regions where civic engagement remains low. This project offers a timely and practical methodological toolkit to address these diverse challenges.

In the long term, these methods will enable municipalities in non-metropolitan or less central areas, along with civil society organisations, to respond more effectively to local needs—laying the foundation for more sustainable and democratic local governance.

The same applies to larger urban and metropolitan contexts, where disconnection, institutional complexity, and democratic fatigue can similarly be addressed through adaptive, community-centred innovation.

Long-Term Vision – The cumulative impact of DEMOCRACITY’s approach will be reflected in strengthened local ecosystems of trust, collaboration, and participation. The project’s methods promote realistic, incremental change and help build democratic culture from the ground up—starting with those who are too often excluded from civic processes. By anchoring participation in lived experience and accessible practice, the project empowers local actors to reclaim agency, rebuild trust, and foster meaningful, community-driven transformation.

Ethical and Safety Considerations - Ethical integrity is a core pillar of DEMOCRACITY. Our methodologies are built on the principles of **inclusion, voluntariness, and dignity**. We pay special attention to the needs of **marginalised groups**, including women, youth, persons with disabilities, LGBTI+ individuals, and ethnic minorities. All participatory processes ensure **free and informed consent**, protect anonymity where needed, and avoid any form of tokenism or manipulation. We emphasise the creation of **emotionally and physically safe spaces**—particularly for groups facing systemic discrimination—ensuring that all voices can be expressed without fear or exclusion.

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2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable) *(n/a for Town Twinning and Programme Contact Points)*

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

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

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

The DEMOCRACITY consortium brings together municipalities and civil society organisations committed to strengthening local democracy and participatory practices in diverse European contexts. Each partner contributes unique expertise and field-tested methodologies, forming a well-balanced team capable of achieving the project’s

ambitious objectives. The consortium's strength lies in its rich geographic and thematic diversity, covering both rural and urban regions in Hungary, Romania, Poland, Croatia, and Germany.

Division of Roles and Specific Contributions

- **HACD (Hungarian Association for Community Development, Hungary)** The coordinator ensures the overall methodological integrity of the project, drawing on two decades of experimentation with participatory approaches and extensive experience in leading international EU-funded projects. HACD is responsible for overall coordination, partner communication, and quality assurance. With a network of over 70 professionals and 10 member organisations, HACD guides the shared learning journey and the co-creation of the final toolkit (“Participatory Cookbook”).
- **ZM (Zugló Municipality, Hungary)** leads the national coordination of participatory offices and contributes extensive experience in participatory budgeting. It acts as a practical lab for piloting democratic innovation in politically constrained urban settings, and coordinates outreach to other Budapest municipalities.
- **HKLA (Homoród-Küküllő LEADER Association, Romania)** contributes a unique rural development perspective. Having successfully adapted Social Hackathons to rural planning processes, HKLA demonstrates how participatory methods can be sequenced and localised. Their structured, process-oriented approach supports the sustainability of democratic innovations.
- **CAL (Association of Local Activity Support Centres, Poland)** is a methodological hub for community work. It contributes deep experience in network-building and green transition processes, using participatory approaches to strengthen local capacity and social resilience. CAL introduces the Co-Green method for inclusive environmental cooperation, based on their work with municipal actors and local entrepreneurs.
- **BBU (Bürgerstiftung Barnim Uckermark Bürgerstiftung Barnim Uckermark)** represents a youth-oriented model of neighbourhood democracy. Through their member centres and network, they share methods for activating vulnerable youth groups and enabling bottom-up civic initiatives. BBU also brings expertise in inclusion, focusing on children and young people from immigrant families. On the subject of neurodiversity, they raise awareness, that many young people, and adults are affected by social norms, with many challenges becoming clear once they reach adulthood.
- **SLAG (Slagalica Community Foundation, Croatia)** contributes the “Community Funds” model—a participatory mechanism that links local issues with local resources. This model fosters co-responsibility, encourages philanthropic engagement, and strengthens community ownership over funding decisions. Slagalica also brings experience in rural civic empowerment and inclusive grantmaking.

Collaborative learning and knowledge sharing

Each consortium partner plays a dual role: **hosting one Town Meeting and one Pilot Project**, and **actively participating in all others**. This reciprocal model ensures equal contribution and learning. Following each Town Meeting, the host partner shares a methodological summary, incorporating insights from participant feedback. These summaries feed into the final methodological toolkit. The Bootcamp & Summer University is a capstone event where all partners deepen collaboration through intensive experiential learning and artistic facilitation, allowing connections beyond professional roles or cultural backgrounds. This fosters durable partnerships and strengthens cross-border trust, which is essential for long-term democratic resilience.

As such, many local governments and civil society actors are seeking **bottom-up democratic innovations** to restore citizen engagement. **The consortium partners have committed to involving municipal representatives from their own cities in the project.** These representatives will participate in the Town Meetings, engage in joint learning of the methodologies, and later apply them locally through the pilot projects. Through the DEMOCRACITY project, Zugló is cooperating with Budapest City Hall and inviting three additional districts (districts II, XI, and XII) to join its capacity-building programme as Associated partners.

Each partner has sufficient human and organisational resources to fulfill their role. Their combined capacities create a consortium capable of addressing complex democratic challenges with adaptive, locally rooted solutions.

All partners share a strong commitment to these shared values:

- Promoting trust and social cohesion at the local level,
- Empowering citizens to take ownership of community life,
- Adapting democratic innovations to different socio-political realities,
- Addressing gender inequality and exclusion through inclusive practices.

Together, the consortium embodies a **pan-European learning community** capable of mutual adaptation, reflection, and innovation. Through reciprocal collaboration and equitable contribution, partners will produce a robust, user-centred methodological toolkit that supports democratic transformation across Europe—both in politically constrained contexts and in well-established participatory systems.

2.3 Project teams, staff and experts

Project teams and staff		
<p><i>Describe the project teams and how they will work together to implement the project.</i></p> <p><i>List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).</i></p> <p>Note: Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.</p>		
Name and function	Organisation	Role/tasks/professional profile and expertise
Edit Kovács	HACD	She takes part as a senior participatory expert/advisor/researcher, also a professional leader. She is the official representative of HACD. More than 20 years of experience in developing training materials and training-mentoring small communities and civil society organizations, as well as in collaborating with civil society and supporting national and regional networks of community development.
Andrea Varga	HACD	She attends the project as a senior participatory expert and also a project manager. More than 20 years of experience training-mentoring small communities and civil society organizations, as well as taking in participatory processes.
Orsolya Kiss-Bakucz	HACD	She takes part as a junior participatory expert, also a coordinator of Pilot Projects. She is an active and practiced community developer, leading a local association outside Budapest.
Mátyás Sain	HACD	He takes part in the project as a senior participatory expert, specialised in the topic and methodology of participatory budget.
Dávid Dudok	HACD	He is a well qualified community developer, who is also keen on doing researches and would be involved in tool development.
Beatrix Varga	HACD	Office manager, she takes part in the financial and administrative part of the project.
Edit Balla	ZM	As a senior participatory expert, sociodrama instructor in social issues, and Boot Camp coordinator - she can coordinate project events and work on summarizing experiences. The contact person of ZM.
Bulcsú Mihály	ZM	He is a senior participatory expert, international contact of partners in public dissemination on behalf of ZM. He can manage contact with disadvantaged groups.
Emoke Peter, project manager	HKLA	During the project will have the responsibility in the administrative tasks. She has 12 years experience in rural development and implementation of LEADER projects, elaboration of applicants guidelines, project verification, verification of payment applications, preparation of technical and financial reports, project monitoring.

Laszlo Lazar, Senior expert	HKLA	As a senior participatory expert, Social Hackathon and local development trainer he will have the responsibility to participate actively in each project activity and to share his expertise and to support by this way the good implementation of the project. He will also be responsible to involve other experts in the process of project implementation. He has 25 years experience in community development and rural development. He has 15 years leadership experience of rural development organizations. He has 25 years trainer experience in adult education and 10 years in university education.
Rozalia Csaki, senior expert	HKLA	During the project, she will be responsible for actively participating in all project activities, sharing her expertise, and supporting the successful implementation of the initiative. She has 22 years of experience in civil society development, community engagement, and rural development. She has launched and implemented numerous local, regional, and international projects. Among other achievements, she founded the first community foundation in Romania, which she led for over 13 years.
Mădălina Gheorghiu	BBU	She is skilled in financial management, project coordination, and cross-cultural engagement.
Kai Jahns	BBU	He is a proven expertise in project management, youth education, and theatrical production.
Mirna Šmit	SLAG	She can take part in the project as a communicational and cultural expert, helping visibility and understanding also between partners and in the process of dissemination.
Dijana Živaković	SLAG	She will be the local Project Manager. As an economist by training, she is responsible for ensuring the proper implementation of the project within her organisation.
Joanna Abramowicz	CAL	She will be the local Project Manager, communication expert, trainer, researcher and leader with 20+ experience.
PhD Bohdan Skrzypczak	CAL	He participates as a Senior Expert. Social pedagogue, Director of the Institute of Social Prevention and Resocialization at the University of Warsaw, president of the Local Activity Support Center CAL.

<p>Outside resources (subcontracting, seconded staff, etc)</p> <p><i>If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).</i></p> <p><i>If there is subcontracting, please also complete the table in section 4. Moreover, ensure that subcontractors are aware of gender mainstreaming and non-discrimination mainstreaming.</i></p>
N/A

2.4 Consortium management and decision-making

<p>Consortium management and decision-making (if applicable) <i>(n/a for Town Twinning and Programme Contact Points)</i></p> <p><i>Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.</i></p> <p>Note: <i>The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.</i></p>

The DEMOCRACY project is coordinated by the Hungarian Association for Community Development (HACD) and operates under a participatory, transparent, and partner-driven governance model. The **entire consortium functions as a Steering Committee**, with all full partners actively involved in strategic decisions, content development, and project delivery.

Management Structure and Responsibilities:

- The **Project Coordinator (HACD)** is responsible for overall implementation, compliance, financial and administrative coordination, and communication with the EU funder.
- Each **Work Package (WP)** is led by a designated organisation with relevant expertise. Task distribution is based on each partner’s strengths, previous experience, and capacity to contribute meaningfully to the consortium.

Decision-Making Mechanisms:

- A detailed **Consortium Agreement** will be established at the start of the project, defining roles, responsibilities, and internal governance rules.
- The consortium **makes decisions collectively**, based on consensus. In case of disagreement, a simple majority vote (one vote per partner) will be used.
- The coordinator may take interim decisions in urgent matters, which are later confirmed by the consortium.
- Decisions about the **pilot projects (WP8-11)** and the structure of the **methodological toolkit (WP12)** will be made jointly, reflecting the **co-creation spirit of the project**.
- Partners are expected to contribute their knowledge, methods, insights, and practical examples to the toolkit, which will serve as a collective output.

This management approach ensures shared ownership, flexibility, and efficiency—mirroring the participatory values at the core of the DEMOCRACY project.

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2.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

Note: *The monitoring and evaluation strategy should also incorporate gender and non-discrimination considerations in order to measure changes and assess impact on gender equality issues. The indicators should be gender responsive so that they can measure gender equality changes over time. For instance, a gender responsive indicator can measure the increase in women’s rate of employment or changes in social attitudes towards gender roles in work-life balance. The evaluation should be participatory and inclusive to all stakeholders, ensuring that women’s and men’s voices are prevalent throughout the entire evaluation process.*

The project will be implemented according to a clear and inclusive management structure, supported by strong internal coordination, continuous quality monitoring, and participatory evaluation mechanisms.

1. Project Management and Coordination

The project will be coordinated by the lead organisation with support from a project coordination team. A Consortium Agreement will outline roles, responsibilities, timelines, and decision-making procedures. Key mechanisms include:

- Regular online coordination consortium meetings (at least every 2–3 months). (Before each Town Meeting, an online consortium session is held to plan the agenda based on partners’ needs, ensuring that the learning events are practical, locally applicable, and relevant to all participants.)
- A shared project calendar and task management tool. (Documentation and project progress will be recorded and monitored via online project tools (e.g. Google Drive, Trello, shared calendars).
- A mid-term progress review and a final evaluation workshop.
- Designated contact persons per WP and communication protocols for efficient follow-up.

2. Quality Assurance - Quality will be maintained through:

- Clear work package timelines (linked to the Gantt chart) supports timely delivery.
- Progress is monitored through clearly defined milestones and deliverables, coordinated by WP leaders and reviewed by the coordinator.
- Peer review of key outputs (e.g. methodological content).
- Ongoing partner feedback and adaptation loops throughout implementation.

Each event and activity will be evaluated using structured feedback forms and internal debriefings. Special attention will be paid to **participant experience, inclusion, and perceived relevance**.

3. Monitoring & Evaluation (M&E) Methods

Monitoring and evaluation will combine **quantitative indicators** (tracking outputs, participation, uptake) with **qualitative indicators** (reflecting change in values, attitudes, and collaboration practices). It will assess: 1. Progress toward outputs and deliverables, 2. Depth and quality of learning and engagement, 3. Institutional and cultural change within participating organisations, 4. Promotion of EU values, inclusion, and democratic attitudes.

Quantitative indicators

The following table outlines the key quantitative indicators proposed to measure the outputs, outcomes, and impact of the project. Each indicator includes a unit of measurement, baseline value, target value, and the work package(s) it relates to.

Indicator	Unit of Measurement	Baseline	Target Value
Number of partner organisations involved	Organisations	0	10–15
Number of people trained in participatory methods	Individuals	0	Min. 100
Gender balance in training/event participation	% Female / % Male	N/A	Min. 40% per gender
Number of pilot projects implemented	Pilots	0	5
Toolkit dissemination	Reach	0	3000+

Participant satisfaction rate	% (from evaluations)	N/A	80%+ positive
Perceived increase in participatory competencies	% increase (self-assessed)	Pre-assessment	+40%
Number of local governments actively involved	Municipalities	0	Min. 8
Number of CSO–municipality cooperation actions	Joint activities	0	10–12
Number of cross-country collaborations initiated	Joint actions	0	4+
Use of project methods after project end	Self-reported use	N/A	50% of partners

Qualitative and value-based indicators

These will be measured through **pre- and post-event surveys, reflective questionnaires, and focus groups**. They are key to assessing the cultural, institutional, and individual impact of the project:

Indicator	Measurement method	Target/expected outcome
Increased awareness of democratic values and civic rights	Self-assessment (scale)	+30% improvement post-training
Change in openness of municipalities toward citizen participation	Self-assessment (scale)	Shift in perception/attitudes
Sensitivity to cultural diversity and minority needs	Participant reflections, observation	Notable increase in inclusion-oriented language and action
Increase in community-level trust in local institutions	Post-pilot project surveys for the report	+20% increase in trust indicators
Strengthened cooperation between sectors (CSO–municipality)	Interview/focus group input	Recognition of mutual benefits and intent to continue
Growth in “community thinking” among participants	Open-ended responses	Emergence of collaborative narratives and shared responsibility
Gender-sensitive implementation practices	Gender analysis of events and materials	Representation balance + inclusion feedback

Additional indicators (to be refined with partners) may track:

- Inclusion of underrepresented groups
- Qualitative changes in organisational practice (e.g. adoption of methods)
- Cross-border collaboration intensity

4. Gender and Non-Discrimination Monitoring

The project will include **gender-responsive indicators** and disaggregated data collection where applicable. Specific measures:

- Monitor gender participation rates across all events.
- Ensure gender balance in speaking roles and project visibility.
- Include reflection on inclusion and accessibility in each event evaluation.

- Use participatory evaluation methods that integrate diverse voices (including women, youth, and marginalised groups).

Corrective actions will be applied where imbalances are identified, including adapted outreach and tailored event formats.

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2.6 Cost effectiveness and financial management

Cost effectiveness and financial management *(n/a for prefixed Lump Sum Grants)*

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

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

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

N/A

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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? In what way will the gap identified be reduced? How will the activities contribute to improve the situation (difference between starting point/state of play and the situation after the end of the project?) How will the activities contribute to the promotion and advancement of gender equality and non-discrimination mainstreaming?

Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo).

Note: *Results/outcomes are immediate changes that materialise for the target groups after the end of the project (e.g. improved knowledge, increased awareness). Results/outcomes are different to deliverables. Deliverables are activities undertaken and outputs produced with the resources allocated to the project, e.g. training courses, conferences, manuals, video etc.*

When defining expected results/outcomes and deliverables please consider if and how they will reduce, maintain, or increase inequalities between women and men, boys and girls, in all their diversity. What gender, age and disability differentiated results can be expected? How expected results will affect women and men, boys and girls from a range of diverse social groups, differently?

The DEMOCRACITY project seeks to generate lasting change in how participatory democracy is practiced and perceived at the local level across Europe. Its impact unfolds across three levels:

Short-term outcomes (during and immediately after project):

- Participants (municipal professionals, CSO staff, facilitators, and community trainers) will gain practical skills in diverse participatory methods (e.g., participatory budgeting, digital democracy, social hackathons, artistic facilitation).
- All participating cities and organisations will implement pilot projects adapted to their local context and target groups, strengthening local ownership and confidence in participatory governance.
- New cross-sectoral and cross-country partnerships will form, connecting local governments and CSOs across 7–10 EU countries.

- Participants will begin assembling their own “participation toolkit”—a customised repertoire of methods based on local needs and capacities.

Medium-term effects (1–3 years after the project):

- Local governments and CSOs will integrate tested participatory tools into their standard operations, creating institutional routines that support inclusive governance.
- Vulnerable and underrepresented groups (e.g., women, youth, Roma, persons with disabilities) will experience greater opportunities for engagement in public affairs through newly introduced practices.
- Trainers and facilitators across the network will become multipliers—supporting additional towns and organisations in adopting participatory methods.
- The methodological toolkit will serve as an adaptable reference for European towns aiming to strengthen grassroots democracy.

Long-term effects (beyond 3 years):

- The Network of Towns formed during the project may evolve into a wider European collaboration for participatory democracy, influencing policy and practice.
- Participatory culture will strengthen across regions involved in the project, helping to counter democratic fatigue, depopulation, and civic apathy—especially in rural, marginalised or politically constrained environments.
- The shift from representative-only models to hybrid participatory systems will help restore public trust, increase legitimacy of local governance, and promote democratic resilience.

The project addresses four primary target groups:

1. **Municipal staff (especially in participation offices or local development departments)** → Gain tools, confidence, and peer support for embedding participatory approaches in governance.
2. **Civil society organisations and community facilitators** → Strengthen their role as bridges between citizens and institutions; expand reach to new groups.
3. **Trainers, youth workers and grassroots educators** → Build capacity to introduce participatory methods in education, community organising, and civic learning.
4. **Citizens (especially from underrepresented groups)** → Experience direct involvement in local decision-making; increased civic efficacy and inclusion.

Concrete benefits:

- Acquisition of adaptable, tested participation models.
- Access to a European network and co-created toolkit.
- Increased ability to influence local decision-making and resource allocation.

Closing gaps & reducing inequalities:

The project specifically addresses the gap between citizens and institutions, and between the need for inclusion and the reality of exclusion. By implementing pilot projects tailored to local contexts and backed by intensive training, participants will learn how to:

- Make participatory processes real—not just symbolic.
- Recognise and dismantle barriers to inclusion, especially for marginalised communities.
- Move from one-size-fits-all models to context-sensitive approaches that respond to local demographics and social needs.

Through targeted pilot implementation (e.g., involving Roma communities in Romania, youth and neurodiverse groups in Germany, women in urban budgeting in Hungary), the project applies differentiated approaches and evaluations to better understand and respond to these gaps.

Expected Results and Immediate Outcomes

As a direct result of the project, participants—municipal staff, civil society actors, facilitators, and citizens—will experience a tangible shift in how they relate to public life and each other. Confidence in participatory methods will grow as actors witness their practical effectiveness in real contexts. The immediate outcomes include:

- **Improved knowledge** of participatory democracy tools and methods among professionals in municipalities and CSOs.
- **Increased trust** between local governments and citizens, as well as among citizens themselves—particularly across different social groups.
- **Expanded awareness** of the role individuals can play in shaping their communities, reducing feelings of powerlessness or alienation.
- **Higher motivation** among citizens—especially women, youth, and marginalized groups—to engage in civic life through inclusive and accessible processes.
- **New cross-sectoral collaborations** that outlast the project, built on mutual respect, shared experience, and collective ownership of public initiatives.
- **Creation of a personal “toolkit mindset”** among participants, empowering them to adapt and apply the learned methodologies in their local realities.
- **Emergence of “local champions”** of participation—trained individuals ready to initiate, lead, and support further democratic innovation.

These outcomes lay the foundation for deeper long-term impact and ensure that the project's effects continue to grow organically within and beyond the partner communities.

The project contributes actively to gender mainstreaming and inclusion by:

- Embedding gender-sensitive design in all participatory methods (e.g., meeting times, caregiving-friendly formats, visual representations).
- Training facilitators in inclusive practices to engage marginalised voices, including those of women, girls, LGBTQ+ individuals, and ethnic minorities.
- Collecting disaggregated data (where possible) to assess who participates, who benefits, and where barriers persist.
- Ensuring that all communication materials reflect diverse, empowered representations of women and men across all social and age groups.

Ambition and Innovation - DEMOCRACITY seeks to move beyond the status quo in several key ways:

- **From ad-hoc experiments to systemic learning:** Combining local pilots with transnational learning creates a unique opportunity for institutional change.
- **From passive citizen consultation to co-creation:** All methods shared in the project promote deep, meaningful engagement.
- **From isolated good practices to shared European methodology:** The co-created toolkit is both practical and replicable, representing a collective European knowledge base.

As one partner put it: “Democracy is not a passive noun – it’s an active verb.” This project takes that seriously, by putting action, inclusion, and local relevance at the heart of democratic practice.

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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 should also contribute to the promotion of gender equality and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: when developing videos or leaflets ensure that women and men, in all their diversity, are equally represented in a non-stereotypical fashion and

portrayed in active empowered roles. In addition, consider using communication channels that they are accessible to general audience, in particular to persons with disabilities, or people from marginalised groups.

The DEMOCRACY project applies a multi-level communication and dissemination strategy designed to maximise the reach and impact of its results among municipalities, civil society actors, trainers, policymakers, and the general public. Communication activities will accompany the project throughout its full duration, with increased visibility at key milestones—Town Meetings, pilot projects, and the final Bootcamp & Summer University.

Communication Objectives:

- To raise awareness about participatory democracy methods among target groups and beyond.
- To facilitate peer-to-peer learning and exchange between European municipalities and civil society.
- To ensure the wide dissemination and long-term usability of the methodological toolkit and other project results.
- To promote the visibility of EU funding and values.
- To support gender equality, diversity, and inclusion in all communication outputs.

Channels and Formats: The project's dissemination will utilise the partners' channels to share the project's results. Examples:

- **Social media:** Each partner will leverage their active Facebook, Instagram, and LinkedIn profiles and utilize their networks.
- **Networks:**
 - SLAG (Croatia): Slagalica leverages the Community for Action platform to connect with an international community across 15 EU member states.
 - HKLA (Romania): The organization is a member of the national LEADER network (FNGAL), which has nearly 250 members nationwide, and is also a member of the National Rural Network, whose members include local governments, civil society organizations, and government agencies.
 - BBU (Germany): The Bürgerstiftung Barnim Uckermark works within a broad local network, collaborating closely with municipalities, schools, youth centers, cultural institutions, and civic associations to support participatory initiatives and community projects. As the coordinating office for the Partnerschaft für Demokratie in the region, it also connects local actors with federal and state programs, strengthening cooperation between civil society, public administration, and engaged citizens.
 - CAL has a professional nationwide network of social service centres, which are locally managed and reach out to a wide range of residents. They actively participate in the National Forum of the CUS network.
 - HACD itself operates as a network, consisting of 74 individual professional members and 10 organisational members from various regions across Hungary. Beyond its internal structure, KÖFE maintains strong partnerships with key national networks, including the National Association of Local Municipalities; Civilizáció, the alliance of democratic civil society organisations in Hungary; the Aspektus Group, a coalition of rural support and development organisations; the Foundation for Civil Radio, which connects community radio stations across the country; and the Hungarian Network of Community Foundations.
- **Mailing lists:** Partner mailing lists will target local government officials, CSO professionals, youth organisations, and civic trainers.
- **Local and regional media:** Partners will engage local TV, radio, and print outlets to share project news, particularly during Town Meetings and pilot projects.
- **Project page:** The central platform for sharing updates, publications, training materials, pilot outcomes, and the final toolkit. This page will be installed on the website of the coordinator, HACD: <https://kofe.hu/referenciak/>

Target Groups:

- **Municipalities** and local governments looking for tested methods to enhance citizen participation.
- **Civil society organisations** (especially in local development, democracy, or inclusion).
- **Trainers and facilitators** working with participation, community building, or arts-based methods.
- **Policy stakeholders** in democracy, inclusion, and governance at national and EU level.

- **The general public**, with particular attention to underrepresented and marginalised groups.

Key Dissemination Events:

- **In-person dissemination events** during Town Meetings and local Pilot Projects.
- **Final Bootcamp & Summer University (Hungary, June 2027):** A flagship dissemination event bringing together representatives from municipalities and CSOs from 7–9 European countries. The event builds on HACD’s 20-year tradition of Summer Universities and introduces a redesigned format focused on immersive learning and artistic methodologies. It will serve as both the closing reflection and a launchpad for long-term visibility.

Outputs:

- **Methodological toolkit** (electronic format, in English): Synthesises lessons from all Town Meetings and pilots, includes case studies and practical tools.
- **Short documentary** (digital video, English subtitles): Captures the Bootcamp, with emphasis on intercultural learning and participatory art.
- **Digital leaflets**, Each output will be published as a **Participatory Recipe Card**—a short, accessible method brief including a visual teaser, basic steps, and partner contact details. The full set will form the **Participatory Cookbook**, freely available online for reuse and adaptation. (gender-sensitive, accessible formats).
- **Pilot Launch Kit:** How to organize a participatory event and how to measure its success and inclusiveness.

Gender and Inclusion Considerations - All communication materials will apply gender-inclusive language, positive visual representation, and non-stereotypical portrayals of people across gender, age, ethnic, and ability backgrounds. Special care will be taken to ensure visual and language accessibility for persons with disabilities. To represent marginalised groups in an empowering and active light. To engage youth and women through tailored messaging and outreach channels.

Visibility of EU Funding - All materials (printed and digital), videos, presentations, and events will clearly display the **EU emblem**, include the statement “**Funded by the European Union**”, and follow the official visibility guidelines. The EU funding support will be acknowledged verbally and visually at every public event, including the Bootcamp.

Coordination and Monitoring - Dissemination efforts are coordinated within WP1 (led by HACD) but implemented collectively. A shared **dissemination plan and monitoring sheet** will be maintained, identifying channels, publication timing, and reach (views, downloads, interactions). Dissemination activities and results will be discussed in consortium meetings, and adjustments made if needed.

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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?*

The DEMOCRACITY project is designed with sustainability and long-term impact in mind. Beyond the project’s 24-month lifespan, several concrete elements and strategies will ensure that its outcomes continue to support participatory democracy and active citizenship across Europe.

What will be sustained and how?

Methodological Toolkit

The final toolkit will remain available as an open-access online resource for municipalities, civil society organisations, and trainers. It will be promoted and updated by key partners after the project ends, as part of their regular training and support activities.

Participatory methods applied in pilot projects

Municipalities and CSOs who implemented pilots will be encouraged to embed these practices (e.g., participatory budgeting, social hackathons, e-democracy tools) into their ongoing activities and policies. Mentoring materials and templates will be available to support continuation.

Partnership and network

The project will build a European network of towns and civic actors committed to democratic innovation. Regular communication and knowledge sharing are expected to continue through informal cooperation, joint applications, or future initiatives.

Training capacity

By involving trainers and facilitators in the learning phase and Bootcamp, the project builds a multiplier effect. Trained individuals can continue to transfer knowledge and replicate methodologies in other regions or contexts.

Key actions after the project ends:

- Partners will integrate the toolkit and participatory methods into their local strategies, education or training programmes.
- A joint declaration or roadmap for continuation will be developed at the final Bootcamp.
- Existing platforms and networks (e.g., civil society associations, municipal forums) will be used for further dissemination and peer exchange.

Resources and enablers:

- Human resources: partners' staff, trainers, facilitators, local active citizens engaged during the project. We consider citizens as resources not only passive actors.
- Institutional support from local authorities and civil society organisations.
- Use of existing digital infrastructure (web platforms, partner websites, networks, mailing lists).
- Potential future EU or national funding to scale or deepen specific results.

Synergies and complementarities:

- The project creates synergies with other EU-funded initiatives (e.g., URBACT, Erasmus+, Europe for Citizens legacy) focusing on civic engagement, local governance, or democratic innovation.
- Lessons learned and tools developed may be adapted for **youth participation projects, climate-related deliberation, or anti-disinformation campaigns.**

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4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work plan

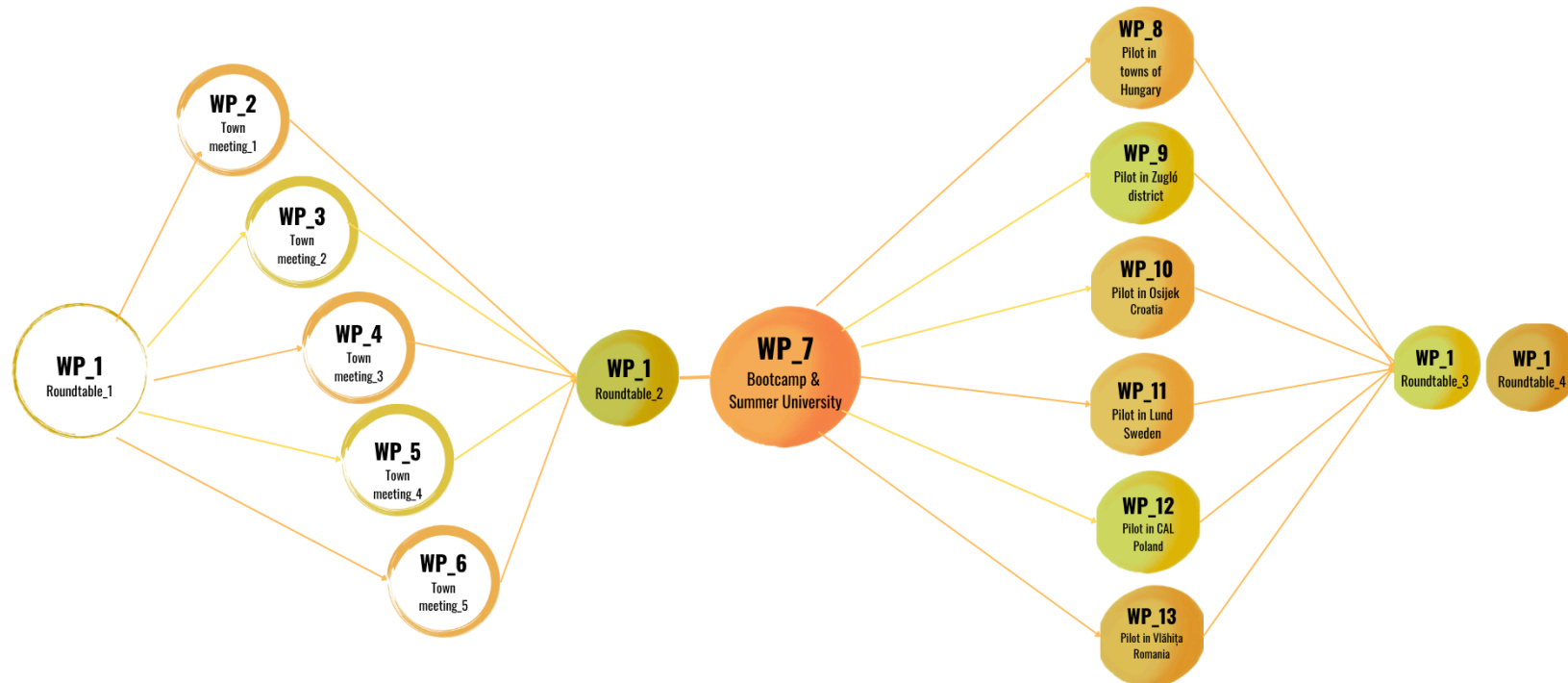
<p>Work plan</p> <p><i>Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).</i></p>
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Project Flow OverviewThe DEMOCRACITY project is structured into four logically connected phases, progressing from preparation to dissemination:

1. “**ROUNDTABLES (WP1)**” – Establishes the foundation for smooth implementation and collaborative governance.
2. “**Town Meetings (WP2–WP6)**” – Provides peer learning and capacity-building events focused on participatory democracy methods.
3. “**Bootcamp & Summer University (WP7)**” – Consolidates learnings and ensures sustainability and transfer of knowledge across Europe.
4. “**Pilot Projects (WP8–WP13)**” – Tests participatory methodologies in real-life contexts across five countries.

PERT Chart – DEMOCRACITY Project Logical & Temporal Flow

The following PERT chart visualizes the logical and temporal progression of the DEMOCRACITY project, illustrating how each work package (WP) builds upon the previous ones.



4.2 Timing

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 - ROUNDTABLE_1																									
Task 1.2 - Preparation for Town Meeting 1.																									
Task 1.3 - Preparation for Town Meeting 2.																									
Task 1.4 - Preparation for Town Meeting 3.																									
Task 1.5 - Preparation for Town Meeting 4.																									
Task 1.6 - Preparation for Town Meeting 5.																									

- The project recognises the gender imbalance across sectors (e.g. predominantly women in CSOs and men in municipal positions) and aims to **rebalance representation** through inclusive design and targeted outreach.
- Special attention will be paid to ensuring access and inclusion for people facing **multiple or intersecting forms of discrimination**, including ethnic minorities, LGBTQ+ individuals, persons with disabilities, and those facing social or geographic exclusion.

3. Children and Child Rights

The project does not directly involve children as target group. However, in the context of **pilot projects**, there may be cases where participants bring their children to local community events or workshops. In such instances: the **local organising entity is responsible** for ensuring compliance with child safeguarding standards. Basic safeguarding principles will be respected: ensuring a safe environment, no collection of personal data from minors, and avoiding any portrayal of children without proper consent. If any activity develops that directly involves minors, child protection measures aligned with the **Keeping Children Safe Child Safeguarding Standards** will be applied.

4. Data Protection and Privacy (GDPR) - The project follows the **General Data Protection Regulation (GDPR)**. Given the decentralised nature of implementation:

- **Each partner organisation is responsible** for data protection compliance according to its own institutional policies and legal obligations.
- Participants will be informed of their rights, and consent will be obtained for any data collected (e.g. photos, names, quotes).
- No sensitive data will be stored centrally by the consortium.

A short GDPR compliance declaration will be required from each partner.

5. Upholding EU Values - All activities, communication, and materials will reflect and promote:

- Human rights and democratic principles
- Gender equality and non-discrimination
- Active citizenship and inclusion

Consortium partners are committed to acting in accordance with these values, both in project design and everyday practice.

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5.2 Security

Security
Not applicable.

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6. DECLARATIONS

Double funding

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

Financial support to third parties (if applicable) If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.
n/a

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7. HISTORY OF CHANGES

History of changes	
1.	Changing description and tasks of WP1 according to EU-contact requirements
2.	Changing name of WP13 according to EU-contact requirements, updating it to be WP7
3.	Changing Work Plan and Timetable in correspondence the above
4.	Updating Table of Content
5.	Changing Swedish Partner to German Partner (BBU)

ANNEXES

1. Estimated Budget for the action

2. Annexes of Application form Part B

CERV REM-CIV-NT Calculator V.3.2 of 26/09/2024

CERV Programme - Citizens engagement and participation strand:				
Estimated EU contribution				
ATTENTION: The list of events has to correspond with the list of work-packages described in part B. Please use the same order! 1 EVENT = 1 WORK-PACKAGE				
The "Total Amount" in this calculator must be equal to the "Total" of the "Requested grant amount" in the Part A, section 3-Budget.				
Project title: (insert the project title here ®)		DEMOCRACY: Network for strengthening local democracy through participatory methods		
Event (Work Package) Number	Event type: in situ OR online (manual input)	Number of countries (manual input)	Number of direct participants (manual input)	Lump sums (EUR) (automatic calculation)
1	Online	4-6	101-200	EUR 15 710
2	In_situ	4-6	25-50	EUR 15 855
3	In_situ	4-6	25-50	EUR 15 855
4	In_situ	4-6	25-50	EUR 15 855
5	In_situ	4-6	25-50	EUR 15 855
6	In_situ	4-6	25-50	EUR 15 855
7	In_situ	7-9	126-150	EUR 29 070
8	In_situ	1-3	76-100	EUR 18 500
9	In_situ	1-3	25-50	EUR 13 215
10	In_situ	1-3	25-50	EUR 13 215
11	In_situ	1-3	25-50	EUR 13 215
12	In_situ	1-3	25-50	EUR 13 215
13	In_situ	1-3	25-50	EUR 13 215
14				EUR 0
15				EUR 0
16				EUR 0
17				EUR 0
18				EUR 0
19				EUR 0
20				EUR 0
21				EUR 0
22				EUR 0
23				EUR 0
24				EUR 0
25				EUR 0
Total Amount:				EUR 208 630

The "Total Amount" in this calculator must be equal to the "Total" of the "Requested grant amount" in the

End of document

LUMP SUMS FOR IN SITU EVENTS

Number of Countries	Participants	25-50	51-75	76-100	101-125	126-150	151-175	176-200	201-225	226-250	251-275	≥276
	1-3	13 215	15 855	18 500	21 145	23 785	26 430	29 070	31 715	34 360	37 000	39 645
	4-6	15 855	18 500	21 145	23 785	26 430	29 070	31 715	34 360	37 000	39 645	42 285
	7-9	18 500	21 145	23 785	26 430	29 070	31 715	34 360	37 000	39 645	42 285	44 930
	10-12	21 145	23 785	26 430	29 070	31 715	34 360	37 000	39 645	42 285	44 930	47 570
	13-15	23 785	26 430	29 070	31 715	34 360	37 000	39 645	42 285	44 930	47 570	50 215
	>15	26 430	29 070	31 715	34 360	37 000	39 645	42 285	44 930	47 570	50 215	52 860

LUMP SUMS FOR ONLINE EVENTS

Number of Countries	Participants	101-200	201-300	>300
	2-3	13 070	15 640	16 605
	4-6	15 710	18 285	19 245
	7-9	18 355	20 925	21 890
	10-12	21 000	23 570	24 530
	13-15	23 640	26 210	27 175
	>15	26 285	28 855	29 820

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Estimated EU contribution											
Estimated eligible lump sum contributions (per work package)											Maximum grant amount ¹
WP1 ROUNDTABLES	WP2 Town meeting on participatory budgeting (Budapest, Hungary)	WP3 Town Meeting on shared funds, shared power: Local engagement through participatory grant allocation (Osijek, Croatia)	WP4 Town Meeting on safe participatory spaces for Youth and inclusion (Eberswalde, Germany)	WP5 Town Meeting on cooperative approaches to green transition (CAL, Poland)	WP6 Town Meeting on community ideation with the participation of all sectors (Vlăhîța, Romania)	WP7 Bootcamp & Summer University	WP8 Pilot projects in opposition-led municipalities of Hungary	WP9 Pilot project in Zugló, the 14th district of Budapest	WP10 Pilot project for empowering local communities in Warsaw, Poland		
Forms of funding	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	Lump sum contribution	
	a	b	c	d	e	f	g	h	i	j	$n = a + b + c + d + e + f + g + h + i + j + k + l + m$
1 - HACD	15 710.00	0.00	0.00	15 855.00	0.00	0.00	29 070.00	18 500.00	0.00	0.00	92 350.00
2 - SLAG	0.00	0.00	15 855.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29 070.00
3 - HKLA	0.00	0.00	0.00	0.00	0.00	15 855.00	0.00	0.00	0.00	0.00	29 070.00
4 - CAL	0.00	0.00	0.00	0.00	15 855.00	0.00	0.00	0.00	0.00	13 215.00	29 070.00
5 - ZM	0.00	15 855.00	0.00	0.00	0.00	0.00	0.00	0.00	13 215.00	0.00	29 070.00
6 - Bp 2. District											
7 - Bp 11. District											
8 - Bp 12. Distirt											
9 - BBU											
Σ consortium	15 710.00	15 855.00	15 855.00	15 855.00	15 855.00	15 855.00	29 070.00	18 500.00	13 215.00	13 215.00	208 630.00

Forms of funding	Estimated EU contribution				Maximum grant amount ¹ n = a + b + c + d + e + f + g + h + i + j + k + l + m	
	Estimated eligible lump sum contributions (per work package)					
	WP11 Pilot project for strengthening grassroots democracy in Osijek, Croatia	WP12 Youth-Led neighbourhood engagement pilot (Eberswalde, Germany)	WP13 Democratisation of institutions in rural towns Pilot (Vlăhița, Romania)			
	Lump sum contribution	Lump sum contribution	Lump sum contribution			
k	l	m				
1 - HACD	0.00	13 215.00	0.00	92 350.00		
2 - SLAG	13 215.00	0.00	0.00	29 070.00		
3 - HKLA	0.00	0.00	13 215.00	29 070.00		
4 - CAL	0.00	0.00	0.00	29 070.00		
5 - ZM	0.00	0.00	0.00	29 070.00		
6 - Bp 2. District						
7 - Bp 11. District						
8 - Bp 12. Distirct						
9 - BBU						
Σ consortium	13 215.00	13 215.00	13 215.00	208 630.00		

¹ The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

SLAGALICA - ZAKLADA ZA RAZVOJ LOKALNE ZAJEDNICE (SLAG), PIC 932071352,
established in TRG AUGUSTA SENOE 1, OSIJEK 31000, Croatia,

hereby agrees

to become beneficiary

in Agreement No 101249775 — DEMOCRACY ('the Agreement')

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

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

Asociatia GAL Homorod-Kukullo Leader (HKLA), PIC 900163784, established in 397, Lueta 537140, Romania,

hereby agrees

to become beneficiary

in Agreement No 101249775 — DEMOCRACY ('the Agreement')

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

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

STOWARZYSZENIE CENTRUM WSPIERANIA AKTYWNOŚCI LOKALNEJ CAL (CAL),
PIC 946100365, established in MICHALA PACA 40, WARSZAWA 04 386, Poland,

hereby agrees

to become beneficiary

in Agreement No 101249775 — DEMOCRACY ('the Agreement')

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

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

BUDAPEST FOVAROS XIV KERULET ZUGLO ONKORMANYZATA (ZM), PIC 932572939,
established in PETERVARD UTCA 2, BUDAPEST 1145, Hungary,

hereby agrees

to become beneficiary

in Agreement No 101249775 — DEMOCRACY ('the Agreement')

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

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

ANNEX 4 XXX LUMP SUM MGA — MULTI & MONO

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]		
[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	
Forms of funding												
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	$l = a + b + c + d + e + f + g + h + i + j + k$
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:
 The information provided is complete, reliable and true.
 The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).
 The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

ANNEX 5**SPECIFIC RULES****INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE (— ARTICLE 16)****Rights of use of the granting authority on results for information, communication, dissemination and publicity 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

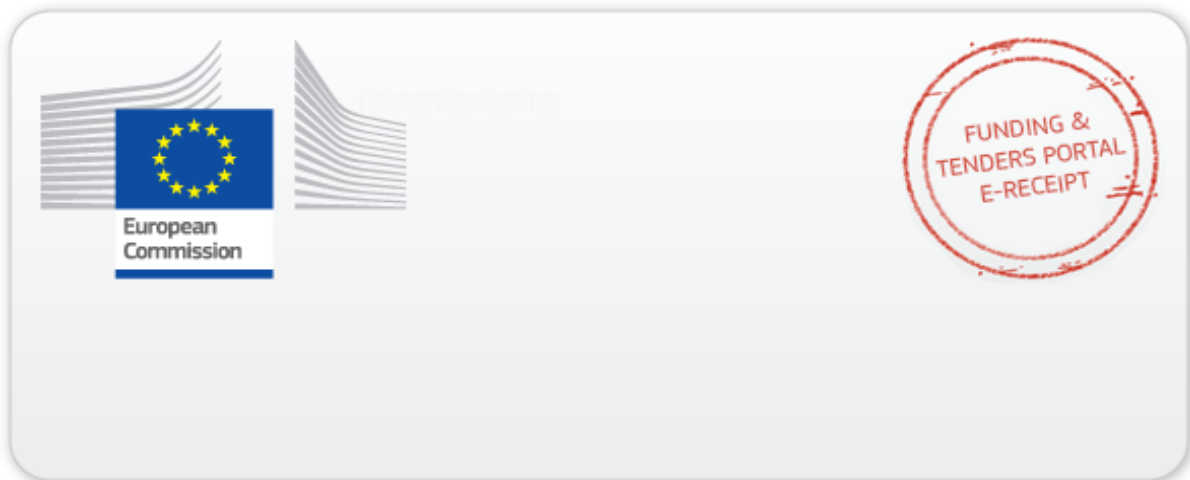
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

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 **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Rights and Values Project Results platform, available through the Funding & Tenders Portal.



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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