



Predbežné kroky pred podaním žiadosti o grant



Proces podávania žiadosti



Predbežné kroky pred podaním žiadosti o grant

1 Nájdite a naštudujte si **výzvu**, ktorú vás zaujíma → Portál EK pre financovanie a verejné súťaže 

2 Nájdite svojich projektových **partnerov**

3 Vytvorte si **prihlasovacie konto EÚ** →

Prejdite na stránku <https://webgate.ec.europa.eu/cas/login> a kliknite na odkaz "Vytvoriť konto".

4 Zaregistrujte svoju organizáciu a **získajte PIC** →

Register účastníkov 

5 Vytvorte **návrh žiadosti**

Video-ako podať žiadosť 

Chose one topic

- Topic 1 - CERV-2026-CITIZENS-CIV-ENGAGEMENT-ELECTIONS
- Topic 2 - CERV-2026-CITIZENS-CIV-ENGAGEMENT-BEYOND-ELECTIONS
- Topic 3 - CERV-2026-CITIZENS-CIV-ENGAGEMENT-DISINFOFIMI

For Topics 1 and 2: Select one sub- priority in PART A

Priority *

- SUB-PRIORITY 1.1
- SUB-PRIORITY 1.2

Krok 1

Navštívte Funding&Tenders Portal

(<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>)

The screenshot shows the EU Funding & Tenders Portal homepage. The navigation menu includes Home, Funding (highlighted), Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. The main content area is titled 'Calls for proposals' and includes a search bar, filters, and a list of opportunities. The 'Town Twinning' and 'Strengthening the remembrance of the Holocaust' calls are highlighted with red boxes.

Filters: 8 item(s) found

Quick search: Select... [Search]

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

Open for submission: Open For Submission

Call: Open for submission

Call for proposal details:

- Town Twinning**
CERV-2024-CITIZENS-TOWN-TT | Call for proposal
Opening date: 09 April 2024 | Next deadline: 19 September 2024 | Single-stage
Programme: Citizens, Equality, Rights and Values Programme (CERV) | Type of action: CERV Lump Sum Grants
- Strengthening the remembrance of the Holocaust, genocide, war crimes and crimes against humanity to reinforce democracy in the EU**
CERV-2024-CITIZENS-REM-HOLOCAUST | Call for proposal
Opening date: 05 March 2024 | Next deadline: 06 June 2024 | Single-stage



Portál EK pre financovanie a verejné súťaže

Town Twinning
CERV-2024-CITIZENS-TOWN-TT

Topic Call for proposal

Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic Q&As
- Get support
- Call updates

General information

Programme
Citizens, Equality, Rights and Values Programme (CERV) [Budget overview](#)

Call
Call for proposals for Town Twinning (CERV-2024-CITIZENS-TOWN-TT)

Type of action CERV-LS CERV Lump Sum Grants	Type of MGA CERV Lump Sum Grant [CERV-AG-LS]	Open For Submission
Deadline model single-stage	Opening date 09 April 2024	Deadline date 19 September 2024 17:00:00 Brussels time

Topic description

ExpectedOutcome:
 - An increase in and encouragement of mutual understanding and friendship between citizens at a local level;
 - Support for citizens from local communities to experience and recognise the added value that the EU provides through a grassroots approach;...

[Show more](#)

Topic conditions and documents

1. **Eligible countries:** as described in the [Call document](#)
2. **Eligibility and admissibility conditions:** as described in the [Call document](#)
3. **Proposal page limits and layout:** Please refer to Part B of the standard proposal template.
4. **Evaluation:**
Evaluation criteria, scoring, threshold and process are described in the [Call document](#).
5. **Indicative timetable for evaluation and grant agreement:** as described in the [Call document](#).

Publication of the call:	22/02/2024
Deadline for submitting applications:	19/09/2024 17:00 (Brussels Time)
Evaluation period:	September 2024 / February 2025
Information to applicants:	March 2025
Signature of grant agreement:	June 2025

6. **Proposal templates, guidance and model grant agreements (MGA):**
[Standard proposal template](#)
[Call document](#)
[Mono/Multi-beneficiary Model Grant Agreement](#)
[Lump Sums Calculator](#). The Town Twinning call is a lump sums call. These are based on the number of international participants attending the events. The use of this calculator is mandatory to calculate the budget. The calculated amount must correspond to the budget mentioned in Part A of the proposal.

Krok 2

Nájdite projektových partnerov

The screenshot displays the EU Funding & Tenders Portal interface. The top navigation bar includes 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. A search bar is located on the right. The 'Funding' menu is expanded, showing options like 'Calls for proposals', 'Participant register', 'Partner search', 'EU programmes', 'Funding updates', and 'Horizon4Ukraine'. The 'Filters' option is highlighted with a red box. A red callout box with the text 'prostredníctvom filtra nastavte kritériá, ktoré vás zaujímajú' points to the 'Partner search' option. Below the navigation, a search filter for 'Citizens, Equality, Rights and Values Programme (CERV)' is visible. The main content area shows search results for 'Organisation', including 'UNIVERSITA CATTOLICA DEL SACRO CUORE' and 'MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION'. A summary bar indicates 'Projects: 235 | Partner search announcements: 0'.

Návod k hľadaniu projektového partnera: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Find+partners>



Search Filter: CITIZENS-T... leader

Search in All Submissions All time

Advanced Filters

Funding Call(s) includes CITIZENS-TOWN-TT Preferred Role in the ... includes leader

+ Add New Filter

Apply Filter

9	☆	Jun 7, 2023	CHAR-LITI-CIVIC CHAR	Partner	Marilia Charalambide	info@citizens-act.org
10	☆	Jun 7, 2023	CHAR-LITI-CIVIC CHAR	Partner	Athos Charalambides	info@emphasyscentre.
11	☆	Jun 6, 2023	CHAR-LITI-CIVIC CHAR	PARTner	Lucia Merlino	lucia.merlino@comunit
12	☆	Jun 6, 2023	CHAR-LITI-CIVIC CHAR	PARTner	Lucia Merlino	lucia.merlino@comunit
13	☆	Jun 6, 2023	CHAR-LITI-CIVIC CHAR	Partner	Vasilis Christofi	vasilis@cing.ac.cy
14	☆	Jun 6, 2023	CHAR-LITI-CIVIC CHAR	Partner	José Martínez MArín	proyectospolicia@ayto
15	☆	Jun 2, 2023	EQUAI	Leader, Partner	Madeline YOUNG	contact@onenepole

...	Organisation / Entity	Country...	City ...	T
	IASIS	Greece	Athens	Youth
pl	Centre for Promotion and D...	Polska	Łódź	social
lav...	Panevėžys County Gabrielė...	Lithuania	Panevėžys	SSea
rg	OTI Group	Cyprus	Latsia	resear
y	Materia Group - AgeCare (...)	Cyprus	Nicosia	ageis
y	Youth Empowerment Found...	Cyprus	Nicosia	Socia
	TRAMES Onlus	Italy	Firenze	Envir
at	Ayuntamiento de Ascó	Spain	Asco	Cultu
	Citizens ACT	Cyprus	Nicosia	Hum

NCP CERV Partner Search



<https://qrco.de/CERVps>

Krok 3

Vytvorte si EU login

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Prejdite na stránku <https://webgate.ec.europa.eu/cas/login> a kliknite na odkaz "Vytvoriť konto".

Krok 4

Zaregistrujte svoju organizáciu a získajte PIC

The screenshot displays the EU Funding & Tenders Portal interface. The top navigation bar includes 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. A search bar is located on the right. The 'Funding' menu is open, highlighting 'Participant register'. A hand icon points to the 'Participant register' link. Below the navigation, the page title is 'Participant register | EU Funding & Tenders Portal'. A text box explains that organisations need to be registered to participate in tenders and receive a 9-digit Participant Identification Code (PIC). A search bar for registered organisations is provided. The 'Register your organisation' section is highlighted with a red box, and a button labeled 'Register your organisation' is also highlighted with a red box. A text box on the right explains that after registration, users will receive a PIC code for use in online forms and correspondence with EU services.

European Commission | EU Funding & Tenders Portal

Sign in EN

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Search...

Home > Funding > Participant register

Participant register

Partner search

EU programmes

Funding updates

Horizon4Ukraine

Participant register | EU Funding & Tenders Portal

Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). For more information, see the guidance on the PIC search page.

The register contains information on all registered organisations.

Is your organisation already registered? Please check whether your organisation has already been registered. If so, no need to register it again.

Find a registered organisation

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Po registrácii dostanete svoj identifikačný kód účastníka (PIC), ktorý budete používať v online formulári žiadosti a v ďalšej korešpondencii so službami EÚ.

Krok 5

Vytvorte návrh Žiadosti

Start submission

 [Need help?](#)

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

CERV Lump Sum Grants [CERV-LS], CERV Lump Sum Grant [CERV-AG-LS]

[Start submission](#)

Ako vytvoriť svoju Žiadosť (i)

Create proposal

Deadline
06 June 2023 17:00:00 Brussels Local Time

91 days left until closure

Call data

Call:


Topic:

Type of action:

Type of MGA:

Warning: Topic and type of action can only be changed by creating a new proposal.

Download Part B templates

 [Download part B templates](#)

Find your organisation

PIC **Short name**

Organisations you have been previously associated with. (Click to select)

PIC: 888801495 Test France Rue Paris Paris,FR	PIC: 923131832 Aero LTD MaartStreet 12 Almere,US VAT: 125648321	PIC: 911571663 Test_BE Rue Test 1 Ville Test BE	PIC: 911571469 Test_FR Rue Test 2 Ville Test FR
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Zadajte PIC vašej organizácie



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

Proposal forms



Deadline

25 May 2023 17:00:00 Brussels Local Time

98 days left until closure

Call data

Call: CERV-2023-CHAR-LITI

Topic: CERV-2023-CHAR-LITI-SPEECH

Type of action: CERV-PJG

Type of MGA: CERV-AG



Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: WWW

Draft ID: SEP-210931690

Download Part B templates



Download part B templates

Časť B

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:



EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu



+32 2 29 92222

Časť A časť C

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms

Edit Part C

View history

Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B *

CVs

Annual activity reports

List of previous projects

Child protection policy

Letters of support

Other annexes

Upload

Upload

Upload

Upload

Upload

Upload

Upload

Supporting documents

BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

Ako vytvoriť svoju žiadosť (ii)

Participants

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen. Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

Coordinator

1 Test Camelia-Valeria **Add Affiliated Entity +** Contacts: **Add contact +**

PIC: 913842918

Change organisation **Contact organisation**

Add Partner + **Add Associated partner +**

SAVE **SAVE AND GO TO NEXT STEP** **NEXT**

Call data:
Call: CERV-2022-CHAR-LITI
Topic: CERV-2022-CHAR-LITI
Type of action: CERV-PJG
Type of MGA: CERV-AG
Topic and type of action can only be changed by creating a new proposal.

Proposal data:
Acronym: xxx
Draft ID: SEP-210809076



Ako vytvoriť svoju Žiadosť (iii)

Role v konzorciu

1. **Hlavný žiadateľ/koordinátor** – stará sa o projektový manažment a koordináciu

2. **Spolužiadatelia/Partneri** – pomôžu pri dosahovaní cieľov projektu a pri riešení problémov (BEN, AE, AP)

➤ **Zmluva v rámci konzorcia** (vo fáze podpisovania zmlúv s EK)

*Všetky zainteresované subjekty sa musia zaregistrovať s **čísлом PIC**.

