



EUROPEAN COMMISSION

Directorate-General for Communications Networks, Content and Technology

Media Policy

Audiovisual and Media Services Policy

CALL FOR PROPOSALS – Pilot Project

Media literacy for all

1. INTRODUCTION – BACKGROUND

"Media literacy" is an umbrella expression that includes all technical, cognitive, social, civic and creative capacities that allow a citizen to access the media, to have a critical understanding of the media and to interact with it. All these capacities allow the citizen to participate in the economic, social and cultural aspects of society as well as to play an active role in the democratic process. "Media" is to be understood in a broad way: including all kind of media (television, radio, press) and through all kind of channels (traditional, internet, social media).

1. Media literacy is intrinsic to a healthy democracy

Democracy, by definition, requires the participation of well-informed citizens. Citizens inform themselves through the media. Their relationship with the media needs to take place in a context of critical thinking. This furthermore requires certain knowledge of how the media works and how media messages are constructed.

There is a tight connection between media literacy and democracy. Article 2 of the Treaty on European Union enshrines the fact that the Union is founded on the value of democracy. Media literacy is a tool for citizens to acquire critical thinking and become active in a democratic society.

2. Media literacy is a necessary response to a changing and increasingly complex media landscape

The change in the media landscape is brought about both by the digital revolution and by a change of behaviour and attitude on the part of citizens.

The digital revolution means ubiquitous mobile devices, connectivity everywhere, all the time and to almost everything, converging content and more content produced in innovative audiovisual formats. The digital revolution has also changed citizen's attitudes: citizens are not mere passive recipients of media content, but also content creators and media sources, for example through their involvement in social media. Moreover, citizens increasingly receive news through social media, rather than through traditional channels.

What is shared by citizens on social media can also become a source for the news. This proliferation of sources brings a lot of new information, opportunities and potential innovation but also requires critical thinking and verification tools.

While some of the matters related to this complex environment can be dealt through regulation, this needs to be complemented with measures that empower the user to be critical of his sources of information and of the media content. This is precisely what media literacy means.

3. Media literacy is one of the building blocks to tackle key societal issues

Media literacy is one of the instruments that can be used to fight radicalisation, to combat hate speech online and to promote Fundamental Rights. Media literacy is also seen as a tool to allow citizens to spot and defend themselves from political propaganda.

2. OBJECTIVES

2.1 General objective and target countries

The objective of the pilot project is to experiment actions aimed at increasing the critical thinking towards the media among citizens of all ages and to test the feasibility and usefulness of such actions. Critical thinking includes, among other skills, the ability to distinguish information from propaganda, to deconstruct media communication and to interact with social media in a mindful way.

Media is to be understood as covering all kind of media tools and through all kind of channels.

The target group is citizens at large, of all ages. However, some of the actions should tackle minorities, low-skilled people and people at risk of being socially marginalised.

The European Commission expects projects to cover a wide range of EU Member States and at least 5 of them, with a minimum coverage of 3 EU official languages.

The Commission invites applicants to identify and extend existing good practices or to test actions which do not duplicate activities undertaken by other entities. It is also a hands-on oriented counterpart to purely academic activities.

2.2 Description of the activities to be funded

The pilot project should have clearly defined objective(s) to advance/target specific area(s)/goal(s) within the field of media literacy, as defined in the Background Section. It should propose the adequate mixture of tools and activities to achieve those objectives. These could include:

- creation of multilingual on-line material and interactive tools to improve the capacities of citizens to acquire a critical understanding of the media and to interact with it;
- awareness-raising and efficient dissemination of the material created by the project or other similar material/activities that can be adapted to the same purpose, in particular through networks that can act as multipliers;
- efficient dissemination of best practices, for instance through conferences, workshops, on-line platforms and/or training programmes;
- social media campaigns aimed at helping citizens to interact with new media in a mindful way;
- any other relevant innovative activities that can develop citizens' ability to distinguish information from propaganda, to deconstruct media communication or any other capacity related to critical thinking towards the media;

- activities with local communities or networks to tailor and make accessible some of the above tools to minorities, low-skilled people or people at risk of being socially marginalised.

For all tools and activities proposed it will need to be demonstrated in what way they will directly or indirectly benefit citizens lacking medial literacy skills.

Proposals should provide an assessment of its implementation risks and make suggestions about how to address them.

Proposals should also provide an assessment of and a plan for the sustainability of the action(s) after the end of the project.

The length of the pilot project should be 12 months.

All activities shall be conducted in an independent manner.

3. TIMETABLE

	Stages ¹	Date and time or indicative period
a)	Publication of the call	30 August 2016
b)	Deadline for submitting applications	14 October 2016 17:00 Brussels time
c)	Evaluation period	Q4 2016
d)	Information to all applicants ²	Q1 2017
e)	Signature of grant agreement or notification of grant decisions	Q1 2017
f)	Starting date of the action/ work programme	Q1 2017

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated **EUR 250 000** (two hundred fifty thousand euro).

The maximum budget per project will be EUR 125 000 (one hundred twenty five thousand euros)

The EU grant is limited to a maximum co-funding rate of 75% of eligible costs.

The Commission reserves the right not to distribute all the funds available.

¹ Stages b), c) d) (or equivalent) and e) to be repeated in case of a two-stage submission procedure.

² Art. 133 FR, 205 RAP

5. ADMISSIBILITY REQUIREMENTS

Applications must be sent no later than the deadline for submitting applications referred to in section 3.

Applications must be submitted in writing (see section 14), using the application form available at <https://ec.europa.eu/digital-single-market/news-redirect/32751>³

Applications must be drafted in one of the EU official languages.

Failure to comply with these requirements will lead to the rejection of the application.

6. ELIGIBILITY CRITERIA⁴

6.1 Eligible applicants

Only applications from legal entities established in the EU Member States are eligible.

Application may be submitted by **one** applicant, whether established specifically or not for the action, provided that:

- it is formed of one or several legal entities, all of which complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action;
- the application identifies the said entities.

For the purpose of declaring eligible costs as specified under section 11.2, the entities composing the applicant shall be treated as affiliated entities.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project,
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.2.

For that purpose, applicants shall identify such affiliated entities in the application form

³ Art. 131 FR.

⁴ Art. 131 FR, 201 RAP

6.2 Eligible activities

Types of activities eligible under this call for proposals:

- creation of multilingual on-line material and interactive tools to improve the capacities of citizens to acquire a critical understanding of the media and to interact with it;
- awareness-raising and efficient dissemination of the material created by the project or other similar material/activities that can be adapted to the same purpose, in particular through networks that can act as multipliers;
- efficient dissemination of best practices, for instance through conferences, workshops, on-line platforms and/or training programmes;
- social media campaigns aimed at helping citizens to interact with new media in a mindful way;
- any other relevant innovative activities that can develop citizens' ability to distinguish information from propaganda, to deconstruct media communication or any other capacity related to critical thinking towards the media;
- activities with local communities or networks to tailor and make accessible some of the above tools to minorities, low-skilled people or people at risk of being socially marginalised.

For all tools and activities proposed it will need to be demonstrated in what way they will directly or indirectly benefit citizens lacking medial literacy skills.

Activities purely consisting in studies and academic research are not-eligible activities under this call.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal

provisions of the country in which they are established or with those of the country of the RAO or those of the country where the grant agreement is to be performed;

- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Rules⁵ (hereinafter 'FR').

7.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3. Supporting documents⁶

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) FR and 107 to 109 FR, filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://ec.europa.eu/digital-single-market/news-redirect/32751>

8. SELECTION CRITERIA⁷

8.1. Financial capacity⁸

Applicants must be able to demonstrate stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a) Low value grants (\leq EUR 60 000):
 - a declaration on their honour.
- b) Grants \geq EUR 60 000:
 - a declaration on their honour and,

⁵ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union, OJ L 298, 26.10.2012, p. 1.

⁶ Art. 197 RAP

⁷ Art. 132 FR, 202 RAP

⁸ Art. 131, 132 FR, 202 RAP.

EITHER

- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents.

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

In the event of an application grouping several applicants (consortium), the above thresholds apply by applicants.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

On the basis of the documents submitted, if the Commission considers that financial capacity is not satisfactory, the Commission may:

- request further information;
- propose a grant agreement without pre-financing;
- reject the application.

8.2. Operational capacity⁹

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action or work programme. Moreover, applicants must demonstrate the ability to attract staff members with proven expertise in the media literacy sector and in the media sector. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisations' activity reports;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;
- an inventory of natural or economic resources involved in the project.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

9. AWARD CRITERIA¹⁰

Eligible applications/projects will be assessed on the basis of the following criteria:

- the relevance and feasibility of the proposed actions towards the goal of the call (this includes the question whether the proposal fits within the scope of the call and in how far they address the objectives in a realistic way);

⁹ Art. 131 FR, 202 RAP.

¹⁰ Art. 132 FR, 203 RAP

- the geographical coverage including the number of Member States;
- the effectiveness and rationality of the proposed methodology and organisation (including the timetable and monitoring; this should address the question how well the proposed methodology can achieve the proposed actions);
- the relevance and quality of the means of implementation and the resources deployed in relation to the objectives envisaged (particularly in terms of cost-effectiveness)

<u>Award criterion</u>	<u>Maximum score/ weighting</u>	<u>Threshold</u>
<u>Relevance and feasibility</u> of the proposed actions towards the goal of the call	20	12
<u>Geographical coverage</u> including the number of Member States covered	20	12
Effectiveness and rationality of the proposed <u>methodology</u> and organisation (including the timetable and monitoring)	30	18
Relevance of the <u>means of implementation and the resources</u> deployed in relation to the objectives envisaged (particularly in terms of cost-effectiveness)	30	18
TOTAL	100	60

Minimum score per criterion (threshold): Proposals scoring less than 60% of the maximum score for any award criterion will be considered of insufficient quality and rejected.

Minimum total score (threshold): Proposals with a total score of less than 60 points at the end of the evaluation process will be considered of insufficient quality and rejected.

10. LEGAL COMMITMENTS¹¹

In the event of a grant awarded by the Commission, a grant agreement, a framework partnership agreement, or a grant decision, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

- a) Agreement:
 - the 2 copies of the original agreement must be signed first by the beneficiary on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.
- b) Decision:
 - the decision must not be returned to the Commission. The general conditions applicable to the decision are available at <https://ec.europa.eu/digital-single-market/news-redirect/32751>. As regards grant decisions, beneficiaries understand that:

¹¹ Art. 121 FR, 174 RAP.

Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award¹²

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.¹³

b) Non-retroactivity¹⁴

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

c) Co-financing¹⁵

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium.¹⁶ The corresponding costs are not eligible.

d) Balanced budget¹⁷

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

¹² Art. 129 FR

¹³ Art. 196.4 RAP.

¹⁴ Art. 130 FR

¹⁵ Art. 125 FR, 183 RAP.

¹⁶ Art. 127 FR

¹⁷ Art. 196.2 RAP

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

e) Implementation contracts/subcontracting¹⁸

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding EUR 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC¹⁹ or contracting entities in the meaning of Directive 2004/17/EC²⁰ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

f) Financial support to third parties²¹.

The applications may envisage provision of financial support to third parties. In such case the applications must include:

- an exhaustive list of the types of activities for which a third party may receive financial support
- the definition of the persons or categories of persons which may receive financial support,
- the criteria for awarding financial support,
- the maximum amount to be granted to each third party and the criteria for determining it. The amount of financial support per third party must not exceed EUR 60 000.

¹⁸ Art. 137 FR, 209 RAP

¹⁹ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

²⁰ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

²¹ Art. 137 FR, 210 RAP.

11.2. Funding forms²²

A. **OPTION 1: Mixed financing**

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

➤ **Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of **75%** of **eligible costs** taking into account the maximum grant amount referred to in section 4.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

➤ Contributions in kind

The external co-financing may be made up of contributions in kind in order to cover other costs necessary to carry out the project. Such contributions must not exceed:

- either the costs actually borne and duly supported by accounting documents;
- or, in the absence of such documents, the costs generally accepted on the market in question.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes.

In-kind contributions shall comply with national tax and social security rules.

➤ Eligible costs²³

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;

The period of eligibility of costs will start as specified in the grant agreement.

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).

- ✓ they are indicated in the estimated budget of the action or work programme;
- ✓ they are necessary for the implementation of the action or of the work programme which is the subject of the grant;
- ✓ they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- ✓ they comply with the requirements of applicable tax and social legislation;

²² Art. 123 FR, 181 RAP.

²³ Art. 126 FR

- ✓ they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

Eligible direct costs

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as :

- *the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;*
- *subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc.) provided that these costs are in line with the beneficiary's usual practices,*
- *costs of travel (for meetings, including kick-off meetings where applicable, conferences etc.), provided that these costs are in line with the beneficiary's usual practices on travel,*
- *costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;*
- *costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement or grant decision are met;*
- *costs of financial support to third parties provided that the conditions laid down in the grant agreement or grant decision are met;*
- *costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);*
- *costs relating to external audits where required in support of the requests for payments;*
- *value added tax ('VAT') is not eligible.*

Eligible indirect costs (overheads)

- a flat-rate amount of 7 % of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

➤ **Ineligible costs**

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure.
- others (in accordance with the relevant legal base).

➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action or work programme, upon approval of the request for payment containing the following documents²⁴, *including relevant supporting documents where appropriate*:

- a final report providing details of the implementation and results of the action/work programme ;
- the final financial statement of costs actually incurred;
- where applicable, a certificate on the financial statements of the action and underlying accounts²⁵.

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action or work programme.

A. OPTION 2: Financing exclusively in form of lump sums, unit costs and/or flat-rate²⁶

The EU grant is based on:

➤ **Maximum amount requested**

The grant amount may not exceed the amount requested. Amounts are indicated in euros.

²⁴ Art. 135 FR

²⁵ Art. 207.3 RAP

²⁶ Art. 124 FR, 182 RAP.

➤ Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the action or work programme, upon:

- approval of a payment request accompanied by a final report providing details of the implementation and results of the action/work programme;
- verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding decision/agreement, the final grant will be reduced accordingly.

11.3. Payment arrangements²⁷

A pre-financing payment²⁸ corresponding to **80%** of the grant amount will be transferred to the beneficiary within 30²⁹ days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order³⁰.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

12.2. By the Commission³¹

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³² if he/she is domiciled within EU or equivalent if domiciled outside EU,

²⁷ Art. 90, 135 FR, 207 RAP.

²⁸ Art. 109, 110 RAP

²⁹ Art. 92 FR

³⁰ Art. 109, 110 RAP

³¹ Art. 35, 128.3 FR, 21, 191 RAP.

³² European Union Official Journal L 39, of 10 February 2007.

- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by [entity acting as data controller]. Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process³³.

Applicants will be informed in writing about the results of the selection process.³⁴

➤ Submission on paper

Application forms are available at <https://ec.europa.eu/digital-single-market/news-redirect/32751>

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in *five* copies (one original clearly

³³ Art. 96 FR

³⁴ Art. 133 FR, 205 RAP

identified as such, plus *four* copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent to the following address³⁵:

*European Commission
Directorate-General for Communications Networks, Content and Technology
Directorate Media Policy – Audiovisual and Media Services Policy (Unit II)
For the attention of the Head of Unit (BU25 05/181)
1049 BRUSSELS, Belgium*

- by post, date as postmark;
- in person, date as receipt;
- by courier service, date of receipt by the courier service.

Applications sent by fax or e-mail will not be accepted, but please send an email to CNECT-II-ML-PP@ec.europa.eu to inform us about your submission on paper.

Applicants are encouraged to include an electronic format of the proposal (e.g., USB or CD) with the printed original and copies requested. However, electronic submission is not mandatory.

➤ Contacts

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➤ Annexes:

- Application form
- Checklist of documents to be provided
- Model grant agreement

³⁵ Art. 195.3 RAP