



Citizens, Equality, Rights and Values Programme (CERV)

Application Form

Technical Description (Part B)

(CERV Standard)

Version 1.0
01 April 2021

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Application Form?

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

The Form consists of 2 parts:

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

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

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


How to prepare and submit it?


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

Character and page limits:

- page limit normally **45** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

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

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

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

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	THE EUROPE WE WANT
Project acronym:	EWW
Coordinator contact:	Jesús CIRAC, Municipality of Caspe

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PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

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?

After several years of twinning of our town, Caspe (Spain), with the towns of Gaillac (France) and Santa Maria a Vico (Italy), in which we had the opportunity to share different common experiences and create some ties that are intended to serve social and cultural development of those three towns, this Citizens Meeting should be a point of inflection to make us look beyond our three towns and ask ourselves about our common European dimension. So we have wanted give it more European awareness content. We have not had common projects for quite some time, due to the COVID-19 pandemic and the different control measures established in our countries, and it is necessary to resume that relationship.

We also wanted to invite a new town with which we are not twinned but which has close ties with Gaillac: the town of Brad (Romania). We hope that its participation expands this team and allows us to add new points of view as well as new experiences and a different culture.

Our objective is to raise awareness of the mission that the EU must develop: maintain and take advantage of the peace established among all Member States that make up, facilitate the union between countries through practical cooperation; to ensure for the safety of citizens; promote economic and social solidarity; preserve European identity and diversity in a globalized environment and enact the values shared by all European citizens. But the events that we are experiencing lately, especially the Russian invasion of Ukraine, also force us to consider the future of Europe.

Are we losing those common values? Are we witnessing a disintegration of Europe when there are countries questioning the common guidelines, when we observe the first exit from the EU (Brexit), or when nationalist or extremist positions grow in many of the member countries? And the most important question: What can we citizens do to achieve the Europe we need, the Europe we want?

We think that this project is in line with the objectives of the program with regard to promoting intercultural dialogue, mutual understanding and tolerance, contributing to the development of a multifaceted European identity, and reflecting on current trends reinforcing the EU's social and political cohesion.

The participants in the project will be local and regional authorities, twinning committees, representatives of different associations of the twinned towns and representatives of educational centers and universities. We also hope to have some European parliamentarian or former parliamentarian to give us their vision of the EU from the discussion centers of problems and solutions.

We want to have a broad representation of citizens, especially those who are more active and participatory, which encourages us not to stop at words, but to start exploring ideas and promoting the creation of projects between the twinned cities

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.

Relations between the twinned cities have been paralyzed during this time of pandemic. Many of the projects that we had planned have been postponed or have been canceled altogether.

And not only between the twinned cities. Other European projects in other areas have also been cancelled, due to travel restrictions between countries or even within each country and also due to people's fear of moving to other places.

We also note that participation has suffered a downturn. People, accustomed to stay at home in situations of lockdown, are now, when we return to normality, more reluctant to participate, to meet with other people. We observe it especially in young people, who although informally meet again, have not returned to participate as before in participatory structures.

Social issues have also been affected by this post-lockdown apathy. In our town, the community work that was being done to develop the plan for coexistence in cultural diversity has suffered, and the feminist movements now appear more silenced and divided after the pandemic.

And of course, in addition to our local problems, we find ourselves with changes at the European level. The discrepancies within the EU, the growth of nationalist and anti-European parties, Brexit as the first split within the EU, the invasion of Ukraine by Russia and the threat that this poses to all of us on many levels... the current Europe is not the Europe it was before the pandemic and although our leaders make an effort to say that external threats reinforce unity, the truth is that citizens often do not know what to do or how to do it.

The objectives that we intend to achieve are: reinforcing the bonds of unity between the three twinned cities and also with the city of Brad (Romania) and giving a new impetus to participation in our cities by sharing good practices on issues of youth participation, cultural diversity and gender equality. Likewise,

reflect on the current situation of the EU and show ways to take part in the construction of the Europe of the future. Establish how our participation can favor decision-making processes to shape the Europe we need and want

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.*

After several years of twinning and institutional relations, the municipalities of Caspe, Gaillac and Santa María a Vico hold different meetings of twinned cities with some regularity and on a rotating basis. Unfortunately, the pandemic cut that regularity and now it's been three years since our last project.

In Gaillac, in 2019, we met to work on the issue of migration, intra and extra-community, and how we were working on the issue of immigrant integration. It so happens that the three cities are recipients of immigration and therefore develop integration programs that we were comparing and discussing.

On this occasion, we will compare the measures that we have in each of the localities to guarantee and promote participation at many more levels that have been affected by the pandemic: especially, young people and women, although also checking if they have improved or worsened conditions in terms of cultural diversity. The participation of the Romanian town of Brad, will mean added value and a different perspective, since unlike the three twinned cities mentioned above, it is a city that usually sends migrants to other cities in Europe, but it is located 300 km from the border with Ukraine, which currently suffers from a large flow of Ukrainian refugee migrations. We think that their participation will give the counterpoint and will bring us closer to understanding a culture and situation that is more different from the French, Italian or Spanish. We must not forget that the meetings of twinned cities must also serve to discover the cultural diversity of the EU and to make citizens aware that European values constitute the foundation for a common future. And it is precisely this European future that we want to glimpse. We intend to discuss and learn about our experiences and our good practices, but above all, try to discover the Europe that we would like to have and what we have to do as citizens to achieve it.

Of course, in the Europe we want, young people, women, migrants, all those people who have been silenced so many times, must have a prominent voice. And it is in this context of a certain post-

pandemic participatory apathy that we must strengthen the participation of these citizens to achieve a more supportive Europe, focused on promoting respect for human dignity, freedom, equality and democracy.

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.*

The project aims to cover, in the space of five days of citizens' meeting, different aspects from a participatory methodology: There will be debates and round tables that will include the participation of experts (members of the European Parliament, university professors, authors of studies) but also workshops where the citizens of the participating countries can propose to debate and share experiences that may be enriching for everyone. We will also have presentations from the participating cities on good practices in youth participation, gender equality and cultural diversity, which must be prepared in advance, and more recreational activities such as musical exhibitions, artistic exhibitions, visits to places of interest or sports activities for young people in which we will count on associations, clubs, groups and artists from the participating cities.

We want to ensure that the involvement of the participants is developed in the most interesting way for them, proposing participation in some workshops among equals (young people, women, artists...) so that they can discuss their topics of interest without external interference.

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.*

Insert text

2.3 Project teams, staff and experts

Project teams and staff		
<p>Describe the project teams and how they will work together to implement the project.</p> <p>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).</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
Jesús Cirac.	Municipality of Caspe	Project manager / Person in charge of the project
Alicia Clavería	Municipality of Caspe	Twining councillor/ Political manager of the project
Maria Jesús Zaforas	Asociación Caspolina de Hermanamientos	President of twinning committee / Practical topics (hosting, leisure activities)

Outside resources (subcontracting, seconded staff, etc)
<p>If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).</p> <p>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.</p>
<p>To ensure that the rest of the cities involved in the project carry out the previous tasks, we will have the people in charge of the twinning committees (in the case of Gaillac and Santa María a Vico) and of the municipality itself in Brad. To deal with issues related to the lists of participants, trips, money destined for those trips from the project, etc. we will have the people in charge of the municipalities.</p>

2.4 Consortium management and decision-making

Consortium management and decision-making (if applicable) <i>(n/a for Town Twinning and Programme Contact Points)</i>
<p>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.</p> <p>Note: The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.</p>
<p>Insert text</p>

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 good relations between the three twinned cities, as well as the existence of twinning committees in them and our previous experience in this type of meeting, ensure the interest and predisposition of the different cities to enthusiastically carry out the project. We expect a similar behavior from the city of Brad (Romania) with which we do not have much relationship.

On the other hand, we will establish a calendar of tasks to gradually complete: list of participants and their profiles, sending of the different communications of good practices, proposals for round tables and debates.

As one of the distorting elements in this type of meeting is the time lost in translating, we want to translate all the communications in advance in order to project them on different screens at the same time that the presentation is made in its original language, in this way we win time and we make it possible for the participants to have a less stressful experience. This measure also increases the quality of the experience.

During the celebration of the event, foreign participants will be welcomed and housed in local families, taking into account their needs and respecting individual casuistries (elderly people, married couples, women, young people, etc.) so that everyone is comfortable. and even guests and hosts can meet before the event through social networks to establish prior contact that makes the first meeting in person less impressive. The involvement of the hosts with the project also ensures that they transmit this enthusiasm to the guests so that participation is more active. Those responsible for the twinning committees are in charge of watching over the people of their city and transmit any potentially adverse circumstance to the organization so that any small problem can be solved quickly.

Regarding the evaluation methods, simple and visual evaluation dynamics with symbols or icons will be carried out at the end of the presentations, debates and workshops to avoid problems that may arise from linguistic diversity (four different languages).

At the end of the meeting, an evaluation and satisfaction questionnaire will be passed in each of the languages elaborated in Google forms, so that the results can be statistically recorded. The results of this survey will also be translated and returned to the other towns.

On the other hand, those responsible for the municipalities and twinning committees will hold a meeting on the last day to evaluate the fulfillment of the objectives and establish future projects or collaborations in the matters dealt with. The dynamics of the project foresees the creation of future joint projects between social actors in the three towns and strengthening those that already taking place right now.

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.

Insert text

2.7 Risk management

Critical risks and risk management strategy *(n/a for Town Twinning)*

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

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

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in project implementation. For instance, to ensure full participation of target groups in project activities, gender, age or disability-specific constraints should be taken into account. The target groups may face more than one barrier to access project activities (accessibility barriers; language barriers, availability of childcare provision, etc). Therefore, it is essential to identify these risks and undertake preventive measures in order to ensure full participation of women and men in all their diversity in project design and implementation.

Risk No	Description of risk	Work package No	Proposed risk-mitigation measures

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 results we hope to achieve through the development of the project are:

- The consolidation of the twinning links between the three towns, particularly at social level, and the possibility of incorporating a new city into the twinning or at least beginning to strengthen ties between its social representatives and those of the three already twinned cities
- The further development of cooperation projects between civic associations and institutions in the participant towns
- Greater knowledge of the current European reality and of the participation channels offered to citizens through different programs to reinforce the sense of belonging to Europe and enable new ways of cooperation and solidarity
- To show what it means the Twinning to those sectors of the population of Caspe who ignore or are not motivated, involving more associations and individuals in the development of the Meeting
- Share experiences of good practices between the different towns will make it possible to reinforce social participation after the pandemic, especially with regard to youth participation, gender equality and cultural diversity, three of the aspects that we have verified have been harmed during the pandemic
- That the Twinning Association increase the number of members, enabling the creation of more cultural and social projects throughout the year, focusing on the promotion of the Italian and French cultures and European awareness.

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 support of the CERV European program will be made clear through all the actions that serve to promote the project, both at the time of preparation (by means of radio spots, mailing or posters to request social collaboration) and at the time of launch underway (activities open to the public, institutional events,...) by using the logos of Europe and the CERV Program on posters and printed materials.

We also have local and regional radio and TV channels at our disposal to publicize the project and we will write press releases to local, county and regional newspapers in which we will also announce the support from the Program. In this way we will ensure a fairly wide coverage of the results of the meeting through reports, interviews and media coverage.

During the meeting, the different local and regional media will cover the activities, obtaining results. The involvement of the host families brings added value to the Meeting: The family and social environment of the town is more intensely involved in the project, which ensures greater visibility and

dissemination of the results.

The results of the various debates and workshops will be translated into the different languages and copies will be sent to the institutions involved (municipalities and twinning committees)

The evaluation of the project has a specific time in the afternoon of the last day in which the entities involved will meet to evaluate the process and an evaluation survey will also be distributed to all the participants. The results of this survey will also be translated and returned to the other villages

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 very dynamics of the project directs it to serve as a new starting point, after the pandemic, to strengthen the ties of cooperation between the twinned cities. In the past, the twinning between Caspe, Gaillac and Santa María a Vico had provided, beyond institutional relations, different synergies between associations (commercial, sports, youth) that had developed common projects. After a few years of hiatus, we hope that this meeting of cities will serve as a push to strengthen those ties, create some new ones and strengthen collaboration, especially in those areas where we have seen a drop in participation, such as youth, gender equality and cultural diversity. We have some projects at the local level in which we hope to be able to involve our twinned towns and surely they have some interesting projects as well. We can work with other European programs, such as Culture or Erasmus+ to carry them out. And also, perhaps the incorporation of Brad (Romania) supposes an extension of the twinning with that city or at least the possibility of developing new projects

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

Work plan

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

As it is a simple city twinning project, which will be developed in five days, we will consider a single work package that we will carry out **in the third month** of the project

We will take into account the prior preparation that must be carried out in the participating cities: Selection of the participants, taking into account the criteria of gender balance and representation of different associations or social groups, preparation of the presentations on good practices with enough time to be able to translate them, establish host-hosted connections and purchase travel tickets. These tasks will be carried out in the twinned cities **during the first two months** of the project, while in our city the preparation of materials, activities, contacts with the speakers, etc. will be carried out.

After the execution of the event, we will have two months to return the results, make the memories and reports and complete the payments

4.2 Work packages and activities

WORK PACKAGES

This section concerns a detailed description of the project activities.

*Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For Lump Sum Grants, each event should be one work package.

Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

⚠ Please limit the number of work packages and reduce the number of deliverables (max 10 to 15 for the entire project). (n/a for Lump Sum Grants).

⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

Work Package 1

Work Package 1: Town Twinning Meeting “THE EUROPE WE WANT”			
Duration:	M9 – M10	Lead Beneficiary:	AYUNTAMIENTO DE CASPE
Objectives			
<i>List the specific objectives to which this work package is linked.</i>			
<ul style="list-style-type: none"> ▪ Reinforcing the bonds of unity between our three twinned cities: Caspe (Spain), Gaillac (France) and Santa María a Vico (Italy) and also with the city of Brad (Romania) ▪ Giving a new impetus to social participation in our cities by sharing good practices on issues of youth participation, cultural diversity and gender equality. ▪ Reflect on the current situation of the EU and show ways to take part in the construction of the Europe of the future ▪ Establish how our participation can favour the decision-making processes to shape the Europe we need and want ▪ Promoting intercultural dialogue, mutual understanding and tolerance through cultural and recreational activities that also promote our heritage 			
Activities (what, how, where) and division of work			

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package. The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).

If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Welcome and presentation of program	Reception, accommodation in families and welcome dinner with presentation of program and live music	Ayuntamiento de Caspe A.C. Hemanamientos Commune de Gaillac Comune di SMAV Municipiul Brad Association C-G-SMAV Terre Calde Onlus	COO BEN BEN BEN BEN BEN BEN	
T1.2	What does the EU mean for us?	Conference about the EU today by an EU parliamentarian	EU Parliamentarian Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	OTHER COO BEN	
T1.3	Participation after COVID-19. Challenges	Presentations of the different countries about challenges and good practices on: youth	Ayuntamiento de Caspe	COO	

	and good practices	participation, gender equality and cultural diversity	Rest of Municipalities and Twinning Committees (6)	BEN	
T1.4	Shapes and volumes	Inauguration of a sculpture exhibition with artists from the twinned cities	Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	COO BEN	
T1.5	Sport events	Sports events for young participants from different countries	Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	COO BEN	
T1.6	The Europe we have and the Europe we need	Conference about the challenges and the future of Europe by a university professor	University professor Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	OTHER COO BEN	
T1.7	Participation to change	Round tables and discussion groups on participation in the Europe we want	Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	COO BEN	
T1.8	Visit to medieval Caspe	Dramatized tour of the most important monuments while they tell us about the historical milestones	Local theater company Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	OTHER COO BEN	
T1.9	Musical twinning	Musical performances from the different towns, open to the public in a central square	Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	COO BEN	
T1.10	Culture, history, heritage	Visit to some tourist places of interest in the vicinity to introduce the local heritage and culture to visitors from other countries	Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	COO BEN	

T1.11	Evaluation and follow-up	Meeting of those responsible (municipalities and associations) to evaluate the meeting and plan future actions	Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	COO BEN	
T1.12	Farewell	Farewell dinner with musical entertainment	Ayuntamiento de Caspe Rest of Municipalities and Twinning Committees (6)	COO BEN	

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress. They may correspond to the completion of a key deliverable allowing the next phase of the work to begin. Use them only for major outputs in complex projects. Otherwise leave the section on milestones empty. Please limit the number of milestones by work package.

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

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

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

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

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

The labels used mean:

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

Sensitive — limited under the conditions of the Grant Agreement

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

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and

linked to WP)							language)
D1.1	Lists of participants	1	Ayuntamiento de Caspe	[R — Document, report]	[SEN — Sensitive]	3	Lists of participants from different countries. PDF in English
D1.2	Program	1	Ayuntamiento de Caspe	[R — Document,	[PU — Public]	3	Program of activities. PDF in Spanish, French and Italian
D1.3	Links to pages	1	Ayuntamiento de Caspe	[DEC — Websites, patent filings, videos, etc]	[PU — Public]	3	Links to different news about the project in web pages (Spanish)

Estimated budget — Resources														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accomodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR

Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR
For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see Portal Reference Documents)														

Work Package ...

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

Overview of Work Packages (n/a for Lump Sum Grants)

Staff effort per work package						
Fill in the summary on work package information and effort per work package. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.						
Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
3						
4						
					Total Person-Months	

Staff effort per participant				
<p>Fill in the effort per work package and Beneficiary/Affiliated Entity.</p> <p>Please indicate the number of person/months over the whole duration of the planned work. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.</p> <p>Identify the work-package leader for each work package by showing the relevant person/month figure in bold.</p>				
Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				
Total Person-Months				

4.3 Timetable

Timetable (projects up to 2 years)																									
<p>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</p> <p>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.</p>																									
ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
Task 1.1 - ...																									
Task 1.2 - ...																									
Task 1.3 - ...																									

Task 1.4 - ...																								
Task 1.5 - ...																								
Task 1.6 - ...																								
Task 1.7 - ...																								
Task 1.8 - ...																								
Task 1.9 - ...																								
Task 1.10 - ...																								
Task 1.11 - ...																								
Task 1.12 - ...																								

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

4.4 Subcontracting

Subcontracting Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities). Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement. Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks). Make sure that subcontractors are aware of the principles of gender mainstreaming and non-discrimination mainstreaming.						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.			Insert text			

5. OTHER

5.1 Ethics and EU values

Ethics and EU values

Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.

Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals.

If your project has a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. If you will have direct contacts with children you will have to provide a child protection policies in line with the [Keeping Children Safe Child Safeguarding Standards](#).

Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.

Outline measures to be taken and the policies in place to guarantee full compliance with the EU values mentioned in Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.

We do not foresee any ethical problem in the development of this project. The relationship between the twinned cities is based on respect for diversity (linguistic, cultural, religious, etc.) and in our case we have spent many years of relationship deepening that diversity and solidarity between our cities.

On a personal level, all the participants are together with the members of their reference group in almost all the activities, so no problems of any kind are expected. The most delicate moment may be living in foster homes, but we have thought of putting hosts and lodged in contact beforehand so that these relationships are adequate.

Regarding gender issues, all the planned activities are designed so that there is no discrimination, the gender balance will be taken into account in the activities as far as possible (although more women tend to participate in participation issues) and even we will work on the different measures that we are carrying out in each of the cities on gender equality, as one of the work topics.

Regarding cultural diversity, which is also one of the topics that we are going to work on, it is one of the flags of our twinning. Both Gaillac, Santa María a Vico, and Caspe, are cities with a high percentage of immigration and diversity. On many occasions it has been the most relevant topic of our meetings and the three cities work on the subject with guarantees. Brad, in Romania, has been a city of emigrants, rather than a host city, but right now, with the invasion of Ukraine by Russia, it is seeing the arrival of Ukrainian refugees. We are, therefore, cities that are aware of respect for cultural diversity and we want to maximize this by opening many of the activities to the general public so that those who are not so aware can get closer to twinning and live and share with people from other countries, languages and cultures

We will be very strict when dealing with private data. The lists of participants will contain only the essential data and will be kept private. When we carry out any activity that may be photographed or filmed for publication in the media or networks, we will ask the express permission of the people who appear in them before publishing them.

5.2 Security

Security
Not applicable.

6. DECLARATIONS

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

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

ANNEXES

LIST OF ANNEXES

Standard

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

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

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

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

Special

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

LIST OF PREVIOUS PROJECTS

List of previous projects					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
AYUNTAMIE NTO DE CASPE	606403-CITIZ-1-2018-2-FR-CITIZ-TT Intégration des nouveaux migrants intra et extra communautaires	18/09/2019 TO 22/09/2019 In Gaillac (France)	BEN	25000	

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2021	Initial version (new MFF)