

CALL FOR PROPOSALS

Media and Information Literacy for Citizens Empowerment

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The European University Institute and the Calouste Gulbenkian Foundation have established the European Media and Information Fund (hereafter EMIF) with a view to addressing the phenomenon of online disinformation in Europe and promoting a more resilient and fact-based digital information ecosystem.

The present call for proposals establishes specific provisions regulating the process of application for funding of initiatives aimed at increasing the level of media literacy in Europe by stimulating effective cooperation among educational institutions, academia, media literacy organisations, civil society, media outlets, fact-checkers and online platforms.

It aims at complementing the activities of the European Digital Media Observatory (hereafter EDMO), in synergy with EDMO's National Hubs, which are currently being established.

Applications shall be submitted online on www.emifund.eu and shall follow the evaluation and selection procedures detailed on this notice.

EMIF's Management Committee reserves the right to make any modifications and amendments to the terms and conditions set forth in this notice. These shall be publicised in EMIF's website: www.emifund.eu and will not affect grant applications submitted prior to such announcement.

1. Objectives

The key aim of this Call is to support initiatives that enhance digital media and information literacy skills in targeted European countries or regions by improving all

technical, cognitive, social, civic and creative capacities that allow citizens to access the media, to have a critical understanding of it and to interact with it.

As citizens and in particular young people increasingly access news through social media and other online platforms, in addition to traditional media, this Call is specifically aimed at projects that can demonstrably empower citizens by strengthening their ability to think critically, assess the trustworthiness of information accessed or shared through social media, fully understand the mechanisms that shape online interactions amongst social media users, and take part in the public discourse in a responsible and meaningful way.

Grants provided under this Call will fund initiatives grounded on robust and innovative pedagogic approaches, building on best practices, or scaling up previous experiences with a successful track-record, so as to ensure a high societal impact in the targeted geography and/or demography.

Applicants are invited to present proposals that can achieve a strong multiplier effect, which may involve:

- The design and delivery of appropriate, replicable trainings/training materials to schoolteachers and/or educators active in non-formal education contexts, including sharing of best practices across linguistic, state and cultural borders;
- The development of multi-lingual educational materials targeted at specific age, linguistic and/or cultural groups, with a particular focus on the most vulnerable segments of the population, as well as innovative pedagogic tools, including gaming and creative uses of remote learning methodologies, to be used by trained teachers and educators;
- The development of campaigns, strategies (including policy recommendations), tools (including software applications) and effective methodologies to help citizens to identify disinformation on digital media, promote the use of fact-

checking services and reporting by social media users, and/or raise awareness about the danger of receiving and propagating disinformation.

Project proposals should focus on Europe and describe how the supported actions will contribute to build resilience in the targeted European countries. Targeted demographic groups can include young people, but also elderly people and other social or professional profiles.

Actions aimed at "training the trainers" are strongly encouraged due to their potential to achieve a wider impact. Such actions may be targeted at educators active within institutional or non-formal educational programmes, or at other relevant categories of professionals, including journalists, bloggers, youth workers or social media influencers.

Projects involving close cooperation between media literacy experts, news outlets, fact-checkers, civil society organisations and community-led entities such as libraries may also contribute to ensure a wide outreach.

The projects funded under this Call are expected to:

- Develop scalable and sustainable actions, which are adaptable and transferrable across linguistic, state or cultural borders, and so designed as to effectively increase the level of media and information literacy in Europe, and/or at level of individual European countries;
- Implement advanced pedagogic approaches that spur methodological innovation within and across European media literacy communities of practice;
- Improve public knowledge on how disinformation is created and spread in Europe and/or at level of individual European countries;
- Help users of online platforms' services to better understand the functioning of algorithms, recommender and content ranking systems, as well as the use of their

personal data, with a view to strengthening their ability to search for, and find content online which is relevant to them and match their interests;

- Foster a critical and responsible use of digital media, including social media, by citizens of all ages, such as to foster civic online behaviour and well-informed democratic participation;
- Create value in terms of societal impact by contributing to enhance diversity and inclusiveness within and across communities of social media users;
- Foster knowledge-sharing between researchers, media outlets, fact-checking organisations, civil society, and online platforms;
- Help reduce the impact of disinformation campaigns;
- Identify best practices and efficiently disseminate the material created by the project.

2. Conditions of Admissibility

2.1. Deadline for Applications

In order to be admissible, applications must be sent no later than 29 April 2022, at 13:00 CET.

2.2. Size and Duration of Projects

Maximum grant per project: € 400 000.

Maximum duration per project: 18 months.

2.3. Eligible Applicants

In order to be eligible, any proposal must be submitted by a group of legal entities (partnerships or consortia) abiding by recognised ethical and professional standards.

These include national codes of conduct for educators and teachers, the European Code of Conduct for Research Integrity or the specific standards applicable to relevant field of activities (e.g., Code of Principles of the International Fact-Checking Network, deontological Codes for the Journalistic Profession applicable in their country of establishment).

Should an applicant not be a signatory to any code, it should explain how it ensures *de facto* adherence to the ethical and professional standards applicable to the type of activities carried out by its organisation.

The following types of organisations may apply and be funded as Lead Applicants or members of the consortium:

- (i) Non-profit organisations, including public service media
- (ii) Universities
- (iii) Educational institutions
- (iv) Research centres
- (v) Non-governmental organisations
- (vi) Media literacy organisations
- (vii) For-profit organisations of any status and size operating as fact-checkers, news media organisations or technology providers, on condition that the consortium integrates one or more entities mentioned above under points (i) to (vi).

Only applications submitted by legal entities established in the EU, EFTA or UK are eligible. Organisations based in other countries may be part of a consortium, but their activities are not funded.

Specific tasks may be sub-contracted out to entities or natural persons irrespective of their place of establishment.

Natural persons may be part of a consortium, but the project cannot be coordinated by a natural person. Activities and expenses pertaining to natural persons shall be allocated to the Lead Applicant.

State-controlled organisations – other than universities, research centres, educational institutions, and public media organisations with editorial independence – are not eligible to receive funding and cannot lead a consortium, but they may take part in the action at their own costs.

Consortia cannot be solely composed of entities affiliated to the Lead Applicant.

2.4. Partnership

All members of the consortium are jointly responsible for their proposal. Each organisation is responsible for submitting correct information in the proposal.

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 (universities, research centres, educational institutions, and public media organisations with editorial independence): copy of the resolution, decision or other official document establishing the public-law entity;
- natural persons: photocopy of identity card and/or passport; certificate of liability to VAT, if applicable (e.g., some self-employed persons).

The Lead Applicant submits the proposal on behalf (and in the name of) all members of the consortium. Mandates providing the Lead Applicant with the powers to do so are to be issued by all partners.

The Lead Applicant is responsible for managing the project, submitting reports and deliverables, and acting as intermediary for all contacts with the EMIF.

The other beneficiaries must implement their part of the project and contribute to the formal and administrative grant obligations (e.g., reporting, etc.).

After Grant Agreement signature, the partners become jointly responsible for implementing the project activities. In accordance with the Grant Agreement, the liability regime is limited joint and several liability with individual ceilings, whereby the beneficiary is liable up to the maximum grant amount allocated for its tasks within the project.

2.5. Eligible Activities

Activities may be developed at local, regional, national, or international levels across the territory of EU, EFTA and UK. Cross-border activities within the EU, EFTA and UK territories are eligible.

Proposals shall comply with the objectives of this Call as set out in Section 1.

The following types of activities are eligible:

- Production, distribution and adaptation to different linguistic and cultural contexts of original educational materials, including fact-checked news repositories and interactive educational tools, to improve the capacities of

citizens to acquire a critical understanding of, and ability to interact with media and social media;

- Training activities, as well as awareness-raising campaigns or actions, including conferences, seminars, events;
- Development of innovative information/ pedagogical tools improving the understanding of systemic risks of digital media ecosystems and fostering a critical use of digital media;
- Identification of best practices and efficient dissemination of the material created by the project;
- Promotion of social media campaigns and other relevant activities aimed at helping citizens to interact with digital media in a critical way;
- Actions aiming at the creation and improvement of networks, exchanges of good practices, and uptake of innovative methodologies and relevant technologies.

Eligible activities shall be those that will be developed in addition to the applicant's current activities and that will contribute to raise the level of media and information literacy in Europe, reduce knowledge gaps across different segments of the population, and/or promote more uniform media literacy standards across different European countries.

Proposals should include concrete deliverables, sub-divided into work packages, and set clear, objectively verifiable, and quantifiable performance indicators for the interim report and the end of the project. The estimated reach should be substantiated by an outreach plan identifying appropriate means of communication and dissemination, including links to EDMO's website.

Activities deriving from cooperation with news media, educational institutions, online platforms, research and/or civil society organisations not directly involved in the projects

are viewed positively as they may be effective means to gain relevant insights or to extend the outreach of the funded activities.

All actions will respect the autonomy of educational organisations, universities and research organisations, as well as the editorial independence of the media involved in the consortium, while allowing the grantees to select those interventions they find most appropriate, taking into account the specificities of the information environment in the targeted geographic area.

2.6. Financial Capacity

Each member of the consortium must have stable and sufficient resources to maintain their activity throughout the duration of the funded project.

The verification of the financial capacity shall not apply to public bodies such as universities, research centres and educational institutions.

The assessment of the financial capacity of each member of the consortium will be based on a declaration on their honour to be submitted with the application.

Additionally, each member of the consortium shall submit:

- the profit and loss account for the last two financial years for which the accounts were closed,
- the balance sheet for the last two financial years for which the accounts were closed.
- For newly created entities, the business plan may replace the above documents.

If the financial capacity of the consortium as a whole, or of the Lead Applicant is not sufficiently justified, the EMIF Unit may request further information.

2.7. Operational Capacity

Each member of the consortium must have the know-how, qualifications, and resources to successfully implement its tasks under the proposed action. In particular, applicants must demonstrate to have sufficient experience in projects of comparable size and nature, or proven knowledge in the field covered by this Call.

This capacity will be assessed on the basis of the competence and experience of each member of the consortium and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

Each member of the consortium will have to submit an original “blue ink” signed 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;
- the applicants’ activity reports if available, or an exhaustive list of previous projects and activities performed and connected to the field of this Call or to the actions to be carried out;
- a description of the technical equipment, tools, or facilities, as well as the human resources at the disposal of the applicant and involved in the project.

2.8. Exclusion Criteria

Applicants which are in one of the following exclusion situations cannot participate:

- bankruptcy, insolvency or winding-up procedures, affairs or assets administered by a court or a liquidator, arrangement with creditors, suspended business activities or other similar procedures;

- in breach of social security or tax obligations, established by a final judgment or a final administrative decision;
- guilty of grave professional misconduct (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant), established by a final judgment or a final administrative decision;
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant), established by a final judgment or a final administrative decision;
- shown significant deficiencies in complying with main obligations in the performance of a procurement contract, a grant agreement, or a grant decision, which has led to its early termination or to the application of liquidated damages or other contractual penalties, (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
- guilty of irregularities within the meaning of Article 1(2) of Regulation (EC) No 2988/95 (including if done by persons having powers of representation, decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant);
- creation of an entity under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant), established by a final judgment or a final administrative decision;
- resident or ordinarily resident of an EU or US embargoed country;

- as a natural person, an employee of the government or an employee of a government-controlled entity.

Each member of the consortium must provide an original “blue ink” signed declaration on their honour certifying that they are not in one of the situations referred to above.

Each member of the consortium, including the Lead Applicant, in the consortium shall sign a separate declaration in their own name.

EMIF shall not award a grant to an applicant who:

- is in one of the exclusion situations mentioned above; or
- has misrepresented information required as a condition for participating to the Call, or has failed to supply that information; or
- was previously involved in the preparation of this Call, thereby causing a distortion of competition that cannot be remedied otherwise (conflict of interest).

3. Submission of Applications

Applications shall be submitted, electronically, using the online application form available on EMIF’s website: www.emifund.eu.

Applications shall be submitted in English. Supporting documents shall be submitted in their original language, as well as in an English translation.

Applications submitted on paper are not accepted.

All templates of required documents can be found at MyGulbenkian account and at www.emifund.eu.

The project activities must be organised in work packages, including at least the following three:

WP 1 – Project management

WP 2 – Implementation plan for the proposed activities

WP 3 – Follow-up and dissemination

Once a proposal is submitted, the Lead Applicant will receive a confirmation e-mail (with date and time of application). Absent this confirmation e-mail, the proposal should be considered as not submitted. If the Lead Applicant concerned believes this is due to a fault in the submission system, EMIF should be alerted within 5 days by email to be sent to info@emifund.eu with a reference to the Call's title: Media and Information Literacy for Citizens Empowerment, explaining the circumstances. The Management Committee will decide on such cases.

Lead Applicants and members of a consortium cannot submit proposals simultaneously to the Calls (i) Supporting Research into Media, Disinformation, and Information Literacy across Europe and (ii) Multidisciplinary Investigations on Disinformation, as published on EMIF website.

4. Evaluation and Award Procedure

4.1. Eligibility Checks

Based on the documentation provided by the applicant, the EMIF Unit at the Calouste Gulbenkian Foundation will identify all eligible projects that may be funded, by performing the following checks:

- Regularity of the application (including goals, size, and duration of project proposal)
- Eligibility of applicants

- Eligibility of the proposed activities
- Financial capacity
- Operational capacity (preliminary validation)
- Exclusion criteria
- All mandatory annexes/supporting documents.

Based on these checks, the list of projects admitted to the evaluation phase will be established.

Applicants whose applications are rejected at this stage shall be informed and have a period of 5 working days to appeal, counted from the day after the notification. Appeals may be sent via email to: info@emifund.eu. Received appeals shall be analysed by the EMIF Unit and forwarded with an opinion to the Management Committee, which will make the final decision.

Applicants will be kept informed at each step of the process and a specific timeframe will be communicated to them regarding the selection and decision-making process, upon receipt of their application. All applicants will be informed about the decision by email.

All projects included in the list of admitted projects will move forward to the evaluation phase.

4.2. Evaluation Procedure

All admitted applications are evaluated by independent experts from several countries, appointed by EDMO. This shall guarantee equal opportunities for all potential beneficiaries.

Each application shall be evaluated by two experts. These experts will have the sole responsibility for ensuring the evaluation of the application’s merit by scoring the pre-set selection criteria.

4.3. Selection Criteria

The evaluation will be made based on the following selection criteria:

Selection Criterion	Weight
<p>Relevance: to assess the contribution of the project’s expected results to the objectives of the Call listed in Section 1:</p> <ul style="list-style-type: none"> • <i>Scale and scope of planned activities and their potential to effectively enhance digital media and information literacy skills in targeted European countries or regions;</i> • <i>Development of appropriate trainings/training materials, including training programmes specially designed for relevant profiles of trainers, capable to generate significant multiplier effects;</i> • <i>Focus on specific age, linguistic and/or cultural groups, in particular on the most vulnerable segments of the population;</i> • <i>Project potential to reduce the differences in terms of media literacy standards between European countries;</i> • <i>Innovativeness, scalability and replicability of pedagogic approaches and methodologies implemented through the project;</i> 	4
<p>Quality of content and activities: to assess the adequacy of the proposed methodologies to reach the objectives of the Call:</p> <ul style="list-style-type: none"> • <i>Robustness of background research underpinning the identification of existing best practices and the development of innovative pedagogic tools;</i> • <i>Clear focus on the technologies and mechanisms that shape the dissemination of disinformation online;</i> • <i>Adequacy of the chosen pedagogic approach in relation to the specific educational context (school or out-of-school) in which the proposed actions are meant to be carried out;</i> • <i>Cost-efficiency of the proposed activities in the chosen domain;</i> • <i>Mechanisms to enhance diversity and inclusiveness within the targeted geography and demography.</i> 	2

<p>Project management: to assess the feasibility of the proposed project:</p> <ul style="list-style-type: none"> • <i>Experience of the proposed project team and the adequacy of the operational resources allocated to the project;</i> • <i>Efficiency of the team composition to reach the objectives of this Call;</i> • <i>Clarity of the chosen methodology, and clear allocation of responsibilities and corresponding budgets among the partners;</i> • <i>Quality of the proposed coordination mechanisms, quality control systems and arrangements to manage risks.</i> 	2
<p>Dissemination: to assess the expected impact of the proposed project:</p> <ul style="list-style-type: none"> • <i>Quality and outreach of promotional activities towards users of social media and online platforms' services;</i> • <i>Quality of the strategies to exchange knowledge, ensure transferability of project's outcomes across media literacy communities, and monitor progress;</i> • <i>Collaborative links between the project and relevant public and private entities (educational institutions, news media, civil society and/or online platforms) to ensure an effective uptake of the project outcomes;</i> • <i>Potential impact at local, regional, national and/or European levels, beyond those directly involved in the project and beyond the project's lifetime.</i> 	2
TOTAL	10

Each criterion shall be scored on a scale between 0 and 10 points and an application must get at least 6 points in each criterion to be supported. The total score, on a scale between 0 and 100, is obtained by multiplying the criteria scores by the weights indicated above.

The classification of each application will be the simple average of the two scores assigned by the two independent experts. The best scored projects will be discussed in a Selection Committee, composed of all the independent experts involved in the evaluation of the applications.

The Selection Committee will establish a ranked list of selected projects by consensus. In case consensus cannot be reached, a majority rule is applied.

4.4. Decision on Grants

The proposed ranked lists of selected applications shall be submitted with the respective scores and justifications to EMIF's Management Committee to be approved. The

application approval shall take into consideration an appropriate balance between countries, entities, and research areas.

All applications that, following the evaluation, have scored above the minimum threshold (60 points) will be considered for funding, on the basis of their ranking and within the limits of the budget available for this Call (see Section 6 below).

The EMIF's Management Committee may:

- decide to reduce the amount of the grant requested;
- decide to not to give or reduce the pre-financing to the applicant;
- decide to give pre-financing covered by a bank guarantee (see Section 5.2 below);
- impose unconditionally and irrevocably the joint and several financial liability of all the co-beneficiaries or decide to reject the participation of the applicant in the proposal and request reallocation of the tasks to another applicant of the consortium or his replacement, without compromising the quality of the proposal.

Applicants will be duly informed by email about the outcome of the evaluation. The awarded projects will be announced on the EMIF website.

EMIF reserves the right to refuse funding for any application that contains or relates to offensive, obscene, pornographic, defamatory, or threatening content. This shall not be interpreted, in anyway, to limit the grantees' exercise of free speech or scientific freedom.

4.5. Grant Agreement

After approval by EMIF's Management Committee, applicants who successfully pass the evaluation phase will be invited for grant preparation by the EMIF Unit with a view to enter a Grant Agreement, detailing the purpose of the grant, the award conditions and

level of funding, including deliverables, reporting requirements and payments. Invitation to grant preparation does not constitute a formal commitment to funding.

This phase will involve a dialogue to fine-tune technical or financial aspects of the project and may require extra information. It may also include adjustments to the proposal to address recommendations of the Selection Committee or other concerns.

The Grant Agreement shall be signed between the Calouste Gulbenkian Foundation and the Lead Applicant on behalf of the consortium. The Lead Applicant will be responsible for:

- ensuring that the funding provided is distributed in accordance with the terms of the Grant Agreement; and
- procuring that all partners also comply with the terms of the Grant Agreement.

Other members of the consortium shall mandate the Lead Applicant with the powers to sign the Grant Agreement.

EMIF reserves the right to require any or all members of the consortium to also enter the Grant Agreement directly.

The Portuguese law governs all agreements and the place of jurisdiction for any disputes is Lisbon.

4.6. Form of Grant and Funding Rate

The grant will be defined by applying a funding rate of 100% to the eligible costs actually incurred and declared by the beneficiary, up to a maximum of €400.000.

The estimated budget of the action must be attached to the Application Form. It must be drawn up in euros.

Applicants are not required to provide matching funds. However, should a project exceed the maximum budget specified in Section 2.2 above, applicants may still take part in this Call if they commit to cover the costs exceeding the maximum budget of their own resources.

4.7. Eligible Costs

Eligible costs shall meet all the following conditions:

- They are incurred by the beneficiary and are necessary for the implementation of the action which is the subject of the grant.
- They are incurred during the duration of the action. 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, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- They are indicated in the estimated budget of the action.
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiaries and determined according to the applicable accounting standards of the country where the beneficiary is established.
- They comply with the requirements of applicable tax and social legislation.
- They are reasonable, justified, and comply with the principle 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.

Both direct and indirect costs are eligible.

Eligible direct costs

The eligible direct costs for the action are the costs which are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

- i. the costs of personnel (including actual salaries, social security contributions and other statutory costs) working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration. The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary and the result of the work belongs to the beneficiary;
- ii. the costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- iii. the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, including the costs of renting or leasing equipment or other assets. Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible if this is justified by the nature of the action and the context of the use of the equipment or assets;

- iv. costs of consumables and supplies, provided that they are directly assigned to the action;
- v. costs arising directly from requirements imposed by the Grant Agreement (e.g., dissemination of information, specific evaluation of the action, translations, reproduction);
- vi. costs derived from subcontracts, provided that the subcontracting contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest;
- vii. duties, taxes and charges paid by the beneficiary, notably value added tax (VAT) if not refundable.

Eligible indirect costs

The eligible indirect costs (overheads) are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of maximum 7% of the total eligible direct costs of the action, excluding direct costs of subcontracting, is eligible as indirect costs, representing the beneficiaries' general administrative costs which can be regarded as chargeable to the action/project.

The following costs are considered as ineligible:

- i. return on capital and dividends paid by a beneficiary
- ii. debt and debt service charges
- iii. provisions for losses or debts
- iv. interest owed
- v. doubtful debts
- vi. exchange losses
- vii. contributions in kind from third parties
- viii. excessive or reckless expenditure

ix. deductible VAT.

The total eligible costs of the action are the consolidated total eligible costs accepted by the EMIF Unit and reflected in the Grant Agreement. The total amount paid to the beneficiaries by EMIF may in no circumstances exceed the maximum amount of the grant as indicated in the Grant Agreement.

The revenue generated by the action, if any, reported on the date on which the request for payment of the balance is drawn up will be deducted from the actual eligible costs of the action.

The EMIF's Management Committee may reduce the maximum amount of the grant if the action has not been implemented properly (i.e., if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Grant Agreement has been breached. The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

5. Reporting and Payment Arrangements

5.1. Payment Arrangements

Payments of grants shall be made in instalments and are conditional to submission and approval of interim and final reports.

Payments will be put into effect as follows:

- 30% of the grant amount upon signature of the agreement;
- 20% of the grant amount upon approval of the 1st interim report;
- 20% of the grant amount upon approval of the 2nd interim report; and
- 30% of the grant amount upon approval of the final activity and financial report.

A pre-financing guarantee for up to the same amount as the pre-financing may be requested, in order to limit the financial risks linked to the pre-financing payment. The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the eligible European countries. The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the Grant Agreement.

As an alternative to requesting a guarantee on pre-financing, the EMIF Unit may decide to split the payment of pre-financing into several instalments which, in total, shall not exceed 30% of the grant amount.

The financial report shall preferably be accompanied by a statement of an external auditor certifying that the expenditure is real and incurred in accordance with the Grant Agreement, such certification plus the list of expenses is accepted as sufficient proof of expenditure to justify the payment. Otherwise, a sample of proof of expenses shall be requested by the EMIF Unit.

Payments will be made once the EMIF Unit is satisfied with the documentation and financial information provided by the grantees.

5.2. Reporting

The first interim report shall be submitted 6 months after the project's beginning or when the expenditure attains 25% of total eligible costs, whichever occurs first, and shall contain activity and financial information regarding the development of the project thus far.

The second interim report shall be submitted 12 months after the project's beginning or when the expenditure attains 50% of total eligible costs, whichever occurs first, and shall contain activity and financial information regarding the development of the project thus far.

The final report shall be submitted within 2 months after project completion and shall contain activity and financial information regarding the full development of the project.

The EMIF Unit may request for clarifications and further documents before making a decision regarding the acceptance of the final report for purposes of payment of the final instalment. Payments will be made within 2 weeks after final report approval.

The interim and final financial reports shall be presented with the same budget headings as in the approved budget. A list of expenses/invoices/receipts shall accompany this report to justify the spent amounts.

An external evaluation shall be submitted with the final report. Eligible costs of the external evaluation shall be considered under "Cost arising directly from requirements imposed by the Grant Agreement".

A follow-up report is due within 6 months after the project completion.

Templates for the interim, final, and follow-up reports will be provided on EMIF's website and shall be filled in online.

Specific audits may be commissioned, notably in case of suspected fraud or mismanagement of the funds provided by EMIF.

6. Budget

The allocation for this Call is € 1 600 000.

7. Publicity & IPRs

Applicants retain ownership of their intellectual property rights in the application and any subsequent information or materials provided as part of the application process (hereafter, “Application Materials”), as well as in the content or other intangible assets resulting from the activities.

By submitting an application, applicants agree that any Application Materials provided to EMIF pursuant to this Call may be used by EMIF:

- i. to assess their application;
- ii. if the application is successful, to provide funding under the Grant Agreement and to assess ongoing compliance with the terms and conditions thereof; and
- iii. in any relevant publicity, including at events, in speeches, in annual reports, through social media and any other medium, online or offline.

Relevant publicity includes the use of aggregated data showing how EMIF’s funding has been awarded (e.g., by project type, industry sector and location), and project-specific information (e.g., the names and location of applicants, the funds awarded and a description of the project and/or project title). Applicants grant EMIF the right to use their trade names, trademarks, logos and other distinctive brand features for these specific purposes.

By signing the Grant Agreement, beneficiaries agree to provide CGF and EUI, EMIF’s promoters, non-exclusive, transferrable and royalty-free license on all copyrighted material produced throughout the project for the purposes of enabling them to populate their web sites (and/or affiliated websites) with relevant content as a result of the

activities for which the grant is used so to disseminate findings and raise public awareness.

Moreover, beneficiaries are required to acknowledge EMIF's contribution in all publications or in conjunction with activities for which the grant is used, including by giving prominence to EMIF's name and emblem.

Applicants must warrant that they have obtained and will maintain all necessary agreements, releases, licences, and approvals to execute the project and to disclose the Application Materials to EMIF for the purposes set out in this Call, and that the execution of the project and provision of the Application Materials to EMIF will not infringe any third-party rights or entail a breach of any confidentiality obligations.

Applicants agree to indemnify EMIF against any liabilities, costs, claims, losses, damages or expenses (including reasonable legal fees) suffered or incurred in relation to a claim from a third party that the application or the use or reproduction of any Application Materials infringes or misappropriates any third-party rights.

8. Processing of Personal Data

If processing of grant applications under this Call involve the recording and processing of personal data (such as your name, address and CV), such data will be processed only for the purposes of evaluating the submitted proposal and in accordance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

9. Contacts

Questions and requests for clarification may be sent to info@emifund.eu with a reference to the Call's title: Media and Information Literacy for Citizens Empowerment.