



**Call for proposals for grants for media actions in the area of communication ahead of
the 2024 European Elections - EP-COMM/SUBV/2022/MEDIA**

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Directorate-General for Communication
Directorate for Media

CALL FOR PROPOSALS

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Introduction

This is a call for EU action grants for communication activities in the field of media managed by the DG Communication of the European Parliament, ahead of the 2024 European Elections.

The purpose of this call for proposal is to award grants co-financing media actions by news agencies, television channels, radio stations, digital media and written press. Digital media includes both digital-only media and digital platforms of other media.

This call for proposals is open to all organisations complying with the criteria described in the following sections.

Grant agreements will be signed with those organisations who have submitted a proposal and have been selected for co-financing based on the criteria laid down in this call for proposals. The grant agreements will define the precise subject of the agreement, the conditions for implementation of the action to be covered, and the maximum amount to be co-financed.

Applicants are invited to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [Guide for applicants](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded, the expected results and standard and independence requirements (sections 1, 2 and 3);
 - timetable and available budget (sections 4 and 5);
 - admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 6, 7 and 8);
 - evaluation and award procedure (section 9);
 - award criteria (section 10);
 - legal and financial set-up of the Grant Agreements (section 11);
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal');
 - recommendations for the preparation of the application;
- the [Guide for applicants](#) contains detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc.).

1 Background

The European Parliament as the only EU Institution elected by universal suffrage aims at raising citizens' awareness of the role and democratic values of the European Union as well as informing on its decision, in order to contribute to a wide public debate and engage with citizens ahead of the forthcoming European Elections in spring 2024.

2 Objectives

As mentioned above, the purpose of this call is to select proposals for the award of grants for media actions.

These media actions should have a two-fold objective:

1. **Provide regular, reliable, pluralistic and non-partisan information** on the forthcoming 2024 European Elections, as well as on the political and legislative work of the European Parliament (inter alia: The Recovery and Resilience Facility, Next Generation EU, European Green Deal, European Digital Economy, Europe in the world, Future of Europe, rule of law, etc.), emphasizing its implications in the European citizen's daily lives.

2. **Promote participation and engaging** citizens and civil society organisations in the debate on the forthcoming 2024 European Elections, by organising online and off-line events, calls to action, online activation, public consultations, surveys, etc.

Applicants must describe in detail in their proposals how they plan to fulfil this two-fold objective.

The potential reach, audience and impact of the action in terms of contributing to raise citizen's awareness about the European Parliament, to ensure wide dissemination and geographical balance, and to promote a wide public debate on the EU and the 2024 European Elections **are key criteria for awarding the grants.**

The actions should be multi-platform, outlining in the proposal a strategy for online engagement, to encourage and facilitate participation. Innovative formats that successfully reach first time voters will enjoy a competitive advantage. It should be noted that the applicants must prove their current levels of audience in their proposals. Audience outside the 27 EU Member States will not be considered an asset. Proposals solely based on events or paid social media campaigns will be disregarded.

Examples of supported activities are provided under section 7.4 Eligible activities.

In assessing the reach, audience and impact, the following elements will be looked at:

- new or fitting into an existing successful format,
- number of programmes, videos, posts, podcasts, infographics, articles, etc.,
- length of programmes / articles,
- length of segment devoted to EP / EU,
- airing days and times / publication days and section,
- available online, on which platforms,
- for news agencies, strategies of distribution and dissemination beyond owned channels,
- reach via social media (inter alia: Instagram, YouTube, TikTok, Twitter, Facebook, etc.),
- number and type of initiatives proposed to involve citizens,
- estimated number of MEPs involved,
- involvement of opinion leaders, multipliers, content creators.

Proposals must be clearly and well-defined, researched and fully developed taking all time-schedule and budget considerations into account.

The proposals must set up quantified targets using the performance indicators in **Annex 1 of the application form (mandatory)**. Grant beneficiaries will be requested to report on the actual achievements of the action against the predefined targets. The proposal should also indicate a methodology for collecting the data and to evaluate the results of the action.

Applicants should complete their estimations on the performance indicators based on the most recent data available.

3 Standards and independence

Complete editorial freedom will be given to the grant beneficiaries, who must, in turn, guarantee:

- Respect for the values stated in Article 2 of the Treaty on European Union (TEU), namely human dignity, freedom, democracy, equality, pluralism, the rule of law and the respect for human rights, including the rights of the persons belonging to minorities.
- Independence of any public or private instruction, pressure or request – stemming, for example, from any EU institution, EU Member State or any other State or institution – in all matters concerning editorial choices (incl. content) concerning the action activities.

The proposed activities will follow general principles such as transparency, non-discrimination, accuracy, pluralism and independence, including general principles of editorial independence and high journalistic standards in all respects, including quality standards as well as ethical standards, and will provide multiple and plural viewpoints when implementing the action.

4 Available budget

The indicative available budget for this call is **EUR 8 000 000**.

The European Parliament reserves the right not to award all available funds, depending on the proposals received and the results of the evaluation.

5 Timetable and deadlines

Timetable and deadlines	
Call opening:	27 October 2022
Deadline for submission:	26 January 2023 at 17:00 Brussels local time
Evaluation (indicative):	February-March 2023
Information on evaluation results (indicative):	April 2023
Grant agreement signature (indicative):	May-June 2023

Implementation:	1 September 2023 to 31 December 2024
Final report:	January-February 2025

6 Admissibility

Proposals must be submitted before the **deadline for submission** (see *timetable section 5*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all parts, annexes and supporting documents at the time of submitting proposals. Failure to submit annexes indicated as mandatory will lead to the inadmissibility of the proposal (without further consideration).

The Application Form consists of:


- Part A (to be filled in directly online) — contains administrative information about the participant and the summarised budget for the action (mandatory);
- Part B (to be downloaded from the Portal Submission System, completed and re-uploaded as PDF in the system) — contains the description of the action (mandatory);
- Annex 1 - Key Performance Indicators (KPI) (to be uploaded) (mandatory);
- Annex 2 - Detailed budget table (to be uploaded) (mandatory);
- Other annexes and supporting documents listed in part B of the application form (to be uploaded as PDF files).

At proposal submission, the legal representative of the applicant's organisation has to confirm to have the **mandate to act** for the applicant (and its affiliates if any). Moreover, the applicant will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, applicants will have to confirm this again by signing a declaration of honour.

The application must be **readable, accessible and printable**.

Part B (description of the action) is limited to **20 pages**. Evaluators will not consider any additional pages.

The European Parliament may request further documents from the applicant at a later stage (for legal entity validation, financial capacity check, bank account validation, etc.).

 For more information about the submission process (including IT aspects), consult the [EU Funding & Tenders Portal Online Manual](#).

7 Eligibility

7.1 Eligible participants

The purpose of this call for proposal is to award grants co-financing media actions by news agencies, television channels, radio stations, digital media, written press and pan-European associations of media. Digital media includes both digital-only media and digital platforms of other media.

The actions supported under this call are **mono-beneficiary actions**. This means that only proposals submitted by one only legal entity are eligible for a grant. Grant agreements will be signed with a single beneficiary.

Therefore, several applicants cannot submit one common proposal. However, applicants may submit a **proposal coordinated** with another proposal by one or more grant applicant(s). In such case, the coordination modalities should be reflected in the description of the action. This coordination scheme could lead to the signature of two or more grant agreements provided all the actions are selected for funding.

To be eligible for a grant, applicants must be able to demonstrate that they are a **legal person**:

- constituted and registered as legal entity for at least two years at the time of application;
- based in one of the Member States of the European Union;
- with nonpartisan political affiliation¹.

Proposals by pan-European associations (pan-European association means, for the purpose of this call, an organisation operating in most or all EU Member States) or networks of media should provide a clear commitment from each of the members participating in the action to publish or broadcast part or the totality of the media content produced by the association or network.

Beneficiaries and affiliated entities, if any, must register in the [Participant Register](#) and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in the action, such as subcontractors.

7.2 Specific cases

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the action as **affiliated entities**, and may declare eligible costs. The participation of the affiliated entities must be described in the proposal. Supporting documents proving the legal link between the beneficiary and the affiliated entity will be requested at a later stage and only for selected proposals.

The following entities are not eligible: natural persons, international organisations, EU bodies, public authorities.

EU restrictive measures - special rules apply for certain entities (e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU). Such entities are not eligible to

¹ Political affiliation means membership of or close association with a political party.

participate in any capacity, including as beneficiaries, affiliated entities, subcontractors or recipients of financial support to third parties (if any).

The European Parliament may request supplementary explanations and (or) documentary evidence on the compliance with the restrictive measures from an applicant at any moment of the procedure.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

7.3 Eligible Member States

Entities from all EU Member States are eligible.

7.4 Eligible activities

Supported activities may include, but are not limited to:

- TV shows or parts of them, including integration of slots in shows with established viewing figures or in peak times; audience outside the EU27 is not considered in the evaluation.
- Radio programmes, including integration of slots in programmes with established airing figures or in peak times; audience outside EU27 is not considered an asset.
- Reports, news, opinion articles, blogs, debates, interviews, etc. (both in multimedia and written formats).
- Multimedia actions with high views and engagement rates, including distribution via social media, engagement and other forms of interaction with public.
- Actions with a trans-European dimension (cooperation of different media across Europe).
- Actions that contribute to fact-checking and to counter disinformation, providing a high level of audience, including actions targeting EU-based minorities in non-EU languages.
- Actions that promote participation and engagement of citizens and civil society organisations in the debate on the forthcoming 2024 European Elections, both off and online.
- Events that contribute to the EU effort to raise awareness about the Elections and the importance to vote by organising calls to action, public consultations, surveys, etc.
- Polls, data visualisation, surveys and other forms of visual communication.

The proposals can combine several of these activities in order to amplify their reach.

Involvement of Members of the European Parliament must be politically balanced.

Involvement of multipliers, content creators and opinion leaders in the debate on the forthcoming Elections, as well as participation/interaction with citizens, including via social media, will be considered an asset.

In light of the **COVID-19** pandemic, the beneficiary will ensure that its action respects all relevant security and sanitary measures required by the competent authorities.

Should COVID-19 prevent the organisation of a physical event, they might envisage an online alternative.

7.5 Duration

The actions shall have a duration of at least 6 months and take place between 1 September 2023 and 31 December 2024.

7.6 Ethics

Actions must comply with ethical principles and applicable EU, international and national law and may not have a military focus nor be against the democratic values of the European Union.

8 Financial and operational capacity and exclusion

8.1 Financial capacity

Applicants must have **stable and sufficient sources** of funding to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding.

In particular, they should have an average turnover/income in the 2 last financial years of at least 100% of the total amount requested to the European Parliament.

The applicant's financial capacity will be assessed on the basis of the following supporting documents:

- A financial statement (including the balance sheet, the profit and loss accounts and the annexes) for the 2 last financial years for which accounts have been closed.
- The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts duly filled in (template available in the Submission System).

8.2 Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the actions.

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

Applicants will have to show their capacity via the following information in the Application Form and supporting documents.

- ✓ At least 2 years' proven communication experience in at least one of the following categories: news agencies, television channels, radio stations, digital media, written press. Digital media includes both digital-only media and digital platforms of other media.

- ✓ Human resources whose competencies and qualifications include experience in journalism, animation of online communities, project management and sound knowledge of European affairs.

In this respect, applicants must submit the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action;
- the organisation's annual activity report for the two last complete financial years; or an exhaustive list of previous projects and activities performed in the last two years and connected to the actions to be carried out;
- evidence to prove past and current levels of reach. This evidence should be backed up by the national monitoring authority or a third party monitoring body (e.g. Eurobarometer, TNS, IPSOS, GFK, Reuters, Nielsen, Médiamétrie, Kantar, Gallup, CIM, AGF, Google analytics, Estudio General de Medios or equivalent);
- declarations of each of the members of the pan-European associations and networks of media participating in the action on their commitment to publish or broadcast a part or the totality of the media content produced under the action.

The European Parliament may reject applicants that did not provide relevant, sufficient or clear supporting documents, and therefore failed to prove the four points mentioned above. The European Parliament is not obliged to ask an applicant to provide additional information or to clarify the supporting documents submitted.

Applications that fail to meet the financial or operational criteria will not be examined further.

8.3 Exclusion

Applicants which are subject to **EU administrative sanctions** (i.e. exclusion or financial penalty decision)² or in one of the following **exclusion situations** that ban them from receiving EU funding can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- they are in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- they are guilty of grave professional misconduct³ (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)
- they are guilty of fraud, corruption, having 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,

² See Article 136 of EU Financial Regulation [2018/1046](#).

³ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- they have shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (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)
- they are guilty of irregularities within the meaning of Article 1(2) of Regulation 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)
- they have created under a different jurisdiction an entity with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (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).

Applicants will also be refused if it turns out that⁴:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information;
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

9 Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure**.

Proposals will be checked for formal requirements (admissibility and eligibility) and then evaluated by an **evaluation committee** for operational capacity and award criteria (see *sections 8 and 10*) and then ranked according to their quality score.

The European Parliament will carry out various legal checks before the grant is awarded: legal entity validation, financial capacity, exclusion check, etc.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals with the highest scores will be invited for grant preparation; others will be put on the reserve list or rejected.

Invitation for grant preparation **does NOT constitute a formal commitment** for funding.

If applicants have questions on the evaluation procedure, they can submit **a request for information** on the evaluation results (following the deadlines and procedures set out in the evaluation result letter).

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the action and may require extra information from the applicant. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

⁴ See Article 141 EU Financial Regulation [2018/1046](#).

10 Award criteria

All proposals fulfilling the eligibility, financial and operational criteria will be assessed in accordance with the award criteria listed below and ranked in order of merit according to the points received. Following the evaluation, the proposals are ranked according to the total number of points awarded.

In order to ensure the best possible geographical spread and attract the widest audience, proposals from the same country will be ranked against each other and only the best-scored ones may be shortlisted.

The content of each proposal will be assessed according to the following criteria:

Award criteria	Maximum score
<p>1. Relevance of the action</p> <p>Relevance of the action with regard to the national and European context (political, economic and societal).</p> <p>Relevance of the action with regards to the objectives of the call, including how it relates to the work of the European Parliament and the 2024 European Elections.</p>	20
<p>2. Quality of the action</p> <p>Detailed description of activities and deliverables, paying particular attention to the list of key performance indicators (Annex 1 of the application form).</p> <p>Suitable choice of activities with respect to objectives and action strategy, adequate communication mix, synergy between the activities, including the distribution on different platforms. Suitable indicative timetable of the planned activities.</p> <p>Innovative approach: multimedia formats targeted to specific audiences, social media strategy, description and segmentation of audience, new ideas to raise awareness about the European Elections and encourage participation; involvement of multipliers, content creators, opinion leaders; interaction between online and offline activities, cross-promotion....</p> <p>Quality of the methodology (internal organisation, evaluation, use of data, segmentation and target strategy indicators).</p> <p>Sound journalistic standards, including but not limited to, methods to ensure accuracy, independence and professional reporting,</p> <p>Sustainability of the action (foreseen measures to, if economically feasible, continue the action beyond the implementation period of the grant in the absence of EP financial support. Uploading the articles/videos/podcasts etc. on a website so they are available for an open-ended period is not sufficient to comply with this criteria).</p>	30

3. Reach <p>Expected reach of the action (as measured based on the performance indicators provided in Annex 1) including reach beyond own channels. Reach can be regional, national or focused on a given target group. Audience outside EU27 is not considered an asset.</p> <p>Expected participation of audiences, capacity to generate engagement beyond own channels.</p> <p>Reach strategy: overall coherence, precision and robustness of the proposals described in the Application Form and in Annex 1 to distribute content and to engage audiences.</p>	30
4. Budget and cost effectiveness <p>Suitable allocation of the resources in relation to the objectives and scope of the activities.</p> <p>Clear description of the estimated costs and accuracy of the budget.</p> <p>Consistency between the estimated costs and deliverables.</p> <p>Realistic estimation of costs of action coordination and of activities implemented by the applicant, including number and rate of person/days.</p> <p>Proper justification for subcontracting the implementation of part of the action. Clear description of the task to be performed by subcontractors and affiliated entities.</p> <p>Suitable arrangements for monitoring/supervision of the action. Identification of possible risks, their impact and proposed measures to mitigate them.</p>	20
Overall score	100

Maximum points: 100 points - Overall threshold: **more than 60 points with at least 20 points in the Reach criterion.**

Proposals that pass the overall threshold will be considered for funding within the limits of the available call budget. Other proposals will be rejected.

11 Legal and financial set-up of the Grant Agreements

If a proposal succeeds the evaluation, the applicant will be invited for grant preparation, where it will be asked to prepare the Grant Agreement together with the European Parliament concerned services.

This Grant Agreement will set the framework for the grant and its terms and conditions, in particular concerning the action implementation, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

11.1 Starting date and duration of the action

The starting date and duration of the action will be fixed in the Grant Agreement (*Article I.2*).

The actions shall have a duration of at least 6 months and take place between 1 September 2023 and 31 December 2024. Actions must start by 31 December 2023.

11.2 Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc.*) will be fixed in the Grant Agreement (*Article I.3*).

The grant will take the form of the reimbursement of actual costs. This means that it will reimburse **ONLY** certain types of costs (eligible costs) and **ONLY** costs you *actually* incurred for your action (NOT the *budgeted* costs).

Co-financing of the media action by the European Parliament shall take the form of reimbursement of up to **70% of eligible costs actually incurred** by the beneficiary and its affiliated entities. Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the grant (co-financing principle).

As an indication, proposals are expected to request a contribution from the European Parliament between EUR 30 000 and EUR 200 000 (see section 11.2 Form of grant, funding rate and maximum grant amount) but this does not preclude the submission/selection of proposals requesting other amounts.

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. improper implementation, breach of obligations, etc.).

11.3 Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Article II.19 and II.21*).

Budget categories for this call are the following:

A. Personnel costs:

A.1: employees, natural persons under direct contract, seconded persons.

B. Subcontracting costs - subcontracting of action tasks is subject to special rules and must be approved by the European Parliament (either as part of your proposal or in the final report). Subcontracting is allowed except for action's core tasks and subject to strict limits (see [Guide for applicants](#)).

C. Purchase costs:

- C.1 Travel and subsistence.
- C.2 Equipment.
- C.3 Other goods, works and services.


D. Other cost categories: Not applicable

E. Indirect costs - flat rate of 7% of direct eligible costs.

The conditions for eligibility of costs are defined in Article 186(3) of Regulation (EU, EURATOM) 2018/1046.

Specific cost eligibility conditions for this call:

- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible).
- Applicants are strongly advised to include in their proposal a civil and liability insurance or other equivalent insurance covering the planned events. The costs will be eligible under other good, works and services (category C.3).
- Other categories of costs such as financial support to third parties are not eligible for this call.

 For more information, see the [Guide for applicants](#).

11.4 Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Article I.4*).

After grant signature, beneficiaries will normally receive a pre-financing payment to start working on the action (float of up to 70% of the maximum grant amount). The pre-financing will be paid 30 days from entry into force of the Grant Agreement.

There will be no interim payments.

At the end of the action, the European Parliament will calculate the final grant amount. If the total of earlier payments is higher than the final grant amount, the beneficiary will be asked to pay back the difference (recovery).

All payments will be made to the beneficiary signing the Grant Agreement.

Please note that beneficiaries are responsible for keeping records on all the work done and the costs declared (*Articles II.27.2*).

 For more information see the [Guide for applicants](#).

11.4 Visibility of EU funding

In accordance with the grant agreement, grants beneficiaries must clearly acknowledge the European Union's contribution. Grant beneficiaries are free to choose between the two following options:

a) displaying the European Union emblem and indicating that the action has received funding from the EU in all publications and in conjunction with all activities for which the grant is used,

b) setting up an online page aggregating all the content produced and published as well as all the events organised within this grant framework. This aggregation space must display the EU emblem, indicate that the action has received EU funding, and include the following disclaimer in the relevant language or languages of the action: "The action was co-financed by the European Union in the frame of the European Parliament's grant programme in the field of communication. The European Parliament was not involved in its preparation and is, in no case, responsible for or bound by the information or opinions expressed in the context of this action. In accordance with applicable law, the authors, interviewed people, publishers or

programme broadcasters are solely responsible. The European Parliament can also not be held liable for direct or indirect damage that may result from the implementation of the action." This online aggregation space must remain publicly available during the implementation of the action and seven years afterwards.

The obligation to display the European Union emblem does not confer to the beneficiary a right of exclusive use. The beneficiary shall not appropriate the European Union emblem, EP logo or any similar trademark or logo, either by registration or by any other means.

For the purposes of the second, third and fourth subparagraphs and under the conditions specified therein, the beneficiary is exempted from the obligation to obtain prior permission from the Parliament to use the European Union emblem.

Guidelines on the use of the EU emblem are available at

https://ec.europa.eu/info/sites/default/files/eu-emblem-rules_en.pdf

Where possible, a disclaimer should be used in conjunction with the EU emblem (Cf. Guide for applicants).

11.5 Use of actions' results

Without prejudice to the fact that ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiary, the beneficiary grants the Union the right to use the results of the action for the purposes specified in the grant agreement (Article II.9.3).

12 Help

As far as possible, applicants are invited to ***read and consult the following documents*** before addressing their question to the European Parliament:

- [Online Manual](#).
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since it will be used to publish call updates.

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: media-grants@europarl.europa.eu

Please indicate clearly the reference of the call to which your question relates (*see cover page*).

13 Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly where updates and additional information on the call are published.
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries and affiliated entities must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form. If your entity is not registered yet, please be reactive and provide the necessary documents as soon as possible.
- **Balanced action budget** — Grant applications must ensure a balanced action budget and sufficient other resources to implement the action successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*).
- **No double funding** — There is a strict prohibition of double funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two actions co-financed by the EU budget.
- **Completed/ongoing actions** — Proposals for actions that have already been completed will be rejected.
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the action remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice.
- **Multiple proposals** — Applicants may submit more than one proposal for different actions under the same call. However, only one proposal per applicant will be retained for being awarded a grant.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — Proposals may be submitted in any official EU language (action abstract/summary should however always be in English or French). For reasons of efficiency, we strongly advise to use English or French for the entire application.
- **Data Protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.
 - The controller is the EP Directorate for Media, in the Directorate General for Communication.
 - e-mail: DGCOMM-Medias@europarl.europa.eu
- **Transparency** — In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

This includes:

 - beneficiary names
 - beneficiary addresses
 - the purpose for which the grant was awarded
 - the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.