

**The project «European Decades»
is funded with the support of the European Union
under the Programme "Europe for Citizens"**

**RULES concerning the Strand 1 – "European Remembrance"
and the EdUcade Project**

A. Grant Decision

- The Grant Decision for the implementation of the EdUcade Project is a unilateral act awarding a subsidy to a beneficiary. Contrary to the Grant Agreement, the beneficiary does not have to sign the Grant Decision and can start the action immediately upon receipt/notification. The Grant Decision will thus speed up the process.
- Any request for a modification of the Grant Decision must be submitted to the EACEA in accordance with the provisions of the Grant Decision. The request must be submitted to the EACEA at the latest one month before the end of the project in writing for prior approval. No changes having the effect of altering the main concept of the planned activities are allowed. Any changes to the planned activities without prior approval by the EACEA may lead to the grant termination.

B. Calculation of the grant

- The grant is calculated on the basis of Lump sum financing system fixed per "tranches". The same parameters are valid for all participating countries.
- The lump sums cover all the eligible costs of the actions, i.e.:
 - staff costs linked directly to the action;
 - travel and subsistence costs of participants at events;
 - rental of room/interpreting and translation needed for the running of events;
 - communication/dissemination costs linked to the events;
 - coordination costs generated by the involvement of several organisations;
 - cost of research and IT tools needed for the preparatory activities.
- For this measure, the lump sum is based on three parameters which constitute the essential elements of all the citizenship actions: **the number of participants, the number of countries involved and the number of events developed, with no direct impact on the format of activities.**
- Initially, the lump sum is determined by taking into account the number of participants and the number of countries, then, in the case of several events/activities, the lump sums corresponding to each event/activity are accumulated.

- If the real number of eligible participants and/or countries involved are lower than those anticipated in the project proposal, the reduction of the grant will be calculated on the basis of the fixed "tranches" of participants and/or countries.
- In any event, if the number of participants is lower than the lowest figure in the lowest bracket (i.e.:25), no financing may be granted.

C. What logo to use and how to acknowledge the EU support we have received?

1. Beneficiaries of European Union (EU) funding are obliged to display the EU flag and to acknowledge the support received under the relevant EU programmes in all communication and promotional material.

The European Union emblem (flag) must be used and the name of the European Union displayed in full. The name of the Europe for Citizens programme can appear with the flag. The preferred option is to write "Co-funded by" or "With the support of", then "the Europe for Citizens programme of the European Union" next to the EU flag.

Here are some examples:

Europe for Citizens (with mention: Co-funded by + [programme name] of the European Union)

- Text on the right, EU flag on the left:

- JPG:

- Text on the left, EU flag on the right: [EPS](#) | [JPG](#)
- EU emblem (Alone) : [EPS](#) | [JPG](#)

2. Guidelines on the application of the visual identity on studies and publications produced by external organisations

The following disclaimer shall be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission:
"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

3. Note on graphical file formats:

- EPS: is recommended for professional use
- JPG: standard image format (no transparency)
- PNG: image with transparent background

D. How to receive the final payment?

In order to receive their final grants, all beneficiaries must submit a final report to the Executive Agency no later than 2 months after the end of the project (as indicated in the Grant Decision).

ATTENTION: It is mandatory for all beneficiaries to fill in and submit an electronic final report (eReport) through the new online application which has been developed by the Agency. (to be filled in by the coordinator)

The eReport application is available via the [Participant Portal](#) and the eReport User Guide will support you to complete and submit the report.

In addition, the coordinator must fill in and attach the following annexes:

- Annex 1: Declaration on Honour    
- Annex 2: Financial Final Report - Grant Calculation Sheet    

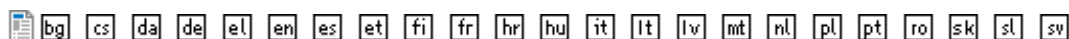
Please note: ONLY the above-mentioned official forms MUST be used.

Please note that the acceptance of the Final eReport is conditioned upon the publication of the project-related information on the website of the beneficiary:

In order to receive the payment of the grant the beneficiary **must publish on the website information containing the details on the implemented project** i.e. place and dates of the meeting, number of participants in the events per country, brief description of the activities). Please, check the info template below*.

The Final eReport must clearly indicate the direct link to the webpage allowing having access to the posted information. This information must be available on the website of the beneficiary for 6 months upon the accomplishment of the project.

Information template:



This information must be transmitted to all project partners in order to be published in their respective websites.

Moreover, the communication tools produced during the project implementation (i.e. DVD's, publications, etc.) must be mentioned and, to the extent possible, made available on the website of the beneficiary.

Please note that the beneficiary is no longer requested to submit the participants' lists with the Final eReport.

*info template

Applicable to the Strand 1 – "European Remembrance"
<p>... events have been carried out within this project:</p> <p>Event 1 Participation: The event involved ... citizens, including ... participants from the city of ... (country), ... participants from the city of ... (country) etc. Location / Dates: The event took place in ... (city, country), from dd/mm/yyyy to dd/mm/yyyy Short description: The aim of the event was</p> <p>Event 2 Participation: The event involved ... citizens, including ... participants from the city of ... (country), ... participants from the city of ... (country) etc. Location / Dates: The event took place in ... (city, country), from dd/mm/yyyy to dd/mm/yyyy Short description: The aim of the event was</p> <p>Event 3 Participation: The event involved ... citizens, including ... participants from the city of ... (country), ... participants from the city of ... (country) etc. Location / Dates: The event took place in ... (city, country), from dd/mm/yyyy to dd/mm/yyyy Short description: The aim of the event was</p> <p>Event 4, 5, etc.</p>