



Justice Programme (JUST)

Call for proposals

Call for proposals for action grants to support transnational projects on training of justice professionals covering civil law, criminal law or fundamental rights

(JUST-2025-JTRA)

Version 1.0
22 November 2024



HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	22.11.2024	▪ Initial version.	
		▪	
		▪	
		▪	



EUROPEAN COMMISSION
Directorate-General for Justice and Consumers

JUST.H.3 – Budget, Programmes and Financial Management

CALL FOR PROPOSALS

TABLE OF CONTENTS

0. Introduction	5
1. Background.....	6
2. Objectives — Themes and priorities — Activities that can be funded — Expected impact	7
JUST-2025-JTRA - Call for proposals for action grants to support transnational projects on judicial training covering civil law, criminal law or fundamental rights.	7
Objectives (expected outcome) and themes (scope)	7
Activities that can be funded (scope).....	13
Expected impact.....	15
3. Available budget.....	15
4. Timetable and deadlines	15
5. Admissibility and documents	16
6. Eligibility	17
Eligible participants (eligible countries).....	17
Consortium composition	18
Eligible activities.....	18
Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.....	18
Geographic location (target countries).....	19
Duration	19
Project budget.....	19
Ethics and EU values.....	19
7. Financial and operational capacity and exclusion.....	20
Financial capacity	20
Operational capacity	21
Exclusion	21
8. Evaluation and award procedure	22
9. Award criteria.....	23
10. Legal and financial set-up of the Grant Agreements.....	24
Starting date and project duration	24
Work packages, milestones and deliverables	24

Form of grant, funding rate and maximum grant amount.....	25
Budget categories and cost eligibility rules.....	25
Reporting and payment arrangements.....	25
Prefinancing guarantees	26
Certificates	26
Liability regime for recoveries	26
Provisions concerning the project implementation.....	27
Other specificities	27
Non-compliance and breach of contract	27
11. How to submit an application.....	27
12. Help	28
13. Important	29

0. Introduction

This is a call for proposals for EU **action grants** in the field of European judicial training under the **Justice Programme (JUST)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2024/2509 ([EU Financial Regulation](#))¹
- the basic act (Justice Programme Regulation (EU) [2021/693](#))².

The call is launched in accordance with the 2023-2025 [Work Programme](#)³ and will be managed by **the European Commission, Directorate-General for Justice and Consumers (DG JUST)**.

The call covers the following **topic**:

- **JUST-2025-JTRA - Call for proposals for action grants to support transnational projects on judicial training covering civil law, criminal law or fundamental rights.**

We invite you to read the call documentation carefully and, in particular, this Call document, the [Model Grant Agreement](#), the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

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 and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')

¹ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

² Regulation (EU) 2021/693 of the European Parliament and of the Council of 28 April 2021 establishing the Justice Programme (OJ L 156, 5.5.2021, p. 21).

³ Commission Implementing Decision C(2024) 4921 final of 18.07.2024 on the adoption of the Justice work programme for 2023-2025.

- recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement 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.*).

You are also encouraged to visit [Justice and Consumers](#) page on Europa and the [Justice Programme 2014-2020 Project Results](#) and [Justice Programme 2021-2027 Project Results](#) websites to consult the list of projects funded previously.

1. Background

Monitoring whether EU law is correctly applied is one of the core missions of the Commission as the 'Guardian of the Treaties'⁴. National courts are EU courts when applying EU law. The work of judges and justice professionals involved in the application of EU law is essential to the well-functioning of the EU area of justice. In this context, training justice professionals on EU law is a fundamental tool to improve the correct and uniform application of EU law and mutual trust in cross-border judicial cooperation procedures⁵.

Digitalisation in all its aspects is a fundamental trend of our century and transforms our society and economy. This in various ways includes the judicial systems that are in need for new ways of providing effective access to justice for citizens and businesses, and for conducting judicial procedures more efficiently. Justice professionals need to be aware of the impact that digital tools and technologies have on handled cases and be ready to use them properly in daily practice, including in cross-border proceedings. Therefore, training of justice professionals aims primarily to support the digitalisation of judicial procedures, increase the awareness of new technologies (like artificial intelligence), promote the development of digital skills and the efficient use of digitalised judicial procedures and registers among justice professionals.

The digital transition of justice improves the efficiency of justice systems; effective justice is a necessary condition for EU competitiveness. Effective justice ensures that contracts are enforced, property rights are protected, and businesses invest.

The rule of law is an essential safeguard for the well-functioning of our democracies, the protection of individual rights, and hence for the vitality and prosperity of our societies and economies. Competent and efficient justice professionals are crucial for upholding the rule of law.

EU instruments are applied in thousands of cross-border cases every year. Justice professionals who apply EU law, including primarily judges, prosecutors, and court staff, but also professions such as lawyers, notaries, bailiffs, mediators, legal interpreters/translators, court experts and, in certain situations, prison staff and probation officers need effective initial, induction and continuous training on EU instruments which complement and impact national law and facilitate cross-border cooperation.

⁴ Article 17 of the Treaty on European Union.

⁵ Articles 81.2.h and 82.1.c of the Treaty on the Functioning of the European Union.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

JUST-2025-JTRA - Call for proposals for action grants to support transnational projects on judicial training covering civil law, criminal law or fundamental rights.

Objectives (expected outcome) and themes (scope)

The primary objective of the call is to support training promoting the digitalisation of national justice systems. Training funded under this call is expected to build the “digital capacity” of justice professionals, address training needs stemming from the Regulation on the digitalisation of judicial cooperation and access to justice in cross-border civil, commercial and criminal matters⁶, the e-evidence Regulation⁷, Service of documents Regulation⁸, and Taking of evidence Regulation⁹ and promote the digital transition of judicial training methodologies, while also contributing to the effective and coherent application of EU law in the areas of civil law, criminal law, and fundamental rights, including non-discrimination, equality, and the rule of law.

While this call for proposals has a strong focus on digitalisation, other proposals may still be awarded funding if the objectives of such proposals will contribute to the effective and coherent application of EU law, i.e. answer training needs identified in relation to EU legislation or Commission policy documents, in particular the instruments referred to below.

Funding will be provided for training activities and tools targeting:

- 1) members of the judiciary and judicial staff, meaning judges, prosecutors, court and prosecution offices’ staff, other justice professionals associated with the judiciary, such as lawyers in private practice, notaries, bailiffs, insolvency practitioners and mediators, as well as court interpreters and translators, prison, and probation staff; and/or
- 2) justice professionals in initial / induction training, and/or
- 3) multipliers, such as judicial trainers or EU law court coordinators, where there are guarantees that the multipliers will pass on their knowledge to justice professionals in a systematic way, and/or
- 4) cross-professional training, to stimulate discussions across justice professions about the application of EU law and contribute to a European judicial culture across professional boundaries on precisely identified topics of relevance to the concerned professions.

Training topics

Training can cover one or more of the following topics with the general aim of building the “**digital capacity**” of justice professionals on the application of the relevant substantive and procedural law.

- Fundamental rights, including non-discrimination, equality, and the rule of law:

⁶ Regulation (EU) 2023/2844

⁷ Regulation (EU) 2023/1543

⁸ Regulation (EU) 2020/1784

⁹ Regulation (EU) 2020/1783

- Digitalisation of justice as a means of facilitating effective judicial protection and access to justice in a manner that leaves no one behind (Art. 47 Charter of Fundamental Rights of the European Union);
 - Correct application of EU Data protection law in judicial procedures and practices including training on legal and practical issues raised by the processing of personal data and the identification of potential data protection issues.
- Civil law:
- The correct application of Regulation (EU) 2020/1783 on cooperation between the courts of the Member States in the taking of evidence and Regulation (EU) 2020/1784 on the service in the Member States of judicial and extrajudicial documents;
 - Correct application of the consumer remedies for contracts on digital content and services, including when consumer provide data, as well as goods with digital elements, as regulated in Directive (EU) 2019/771 and Directive (EU) 2019/770;
 - Correct application of the EU rules on the platform economy contained in Regulation (EU) 2022/2065 on a Single Market for Digital Services (DSA) and Regulation (EU) 2022/1925 on contestable and fair market in the digital sector (DMA);
 - The correct application of the EU rules on access to and sharing of data in the data economy as contained in the Regulation (EU) 2023/2854 on harmonised rules on fair access to and use of data (Data Act);
 - Company mobility: cross-border mergers, divisions, and conversions, as well as the cross-border usage of company documents from business registers and via the Business Registers Interconnection System (BRIS), under Directive (EU) 2019/2121¹⁰;
 - The use of digital tools and processes in company law under Directive (EU) 2019/1151;
 - The use of videoconferencing in cross-border civil and commercial matters, in particular the remote participation of parties, witnesses and remote hearing of children;
 - Awareness raising about Regulation 2023/2844 on digitalisation of judicial cooperation and access to justice in cross-border civil, commercial, and criminal matters and Directive 2023/2843 amending certain legal acts in view of their digitalisation, that will become applicable as regards the use of the decentralised IT system as of 2028.
 - Application of digital tools relevant for the justice area where such tools exist at national level, for example: the use of digital real-time interpreter; tools for anonymisation and pseudonymization of judicial decisions; transcription tools for recording of proceedings and the documentation of the evidence gathered by the court (Speech-to-text and Text-to-Speech); tools for legal analytics of e.g. case law and big data sources; tools for calculating entitlements to compensation, e.g. passenger rights or similar; tools for automatic case allocation.
- Criminal law:
- The e-Evidence Digital Exchange System (e-EDES) developed by the Commission for voluntary use by Member State competent authorities in the context of the European Investigation Order (Directive 2014/41/EU) and mutual legal assistance;
 - Support the digital skills and capacity of justice professionals on investigation of hate speech or hate motivated crimes committed online,

¹⁰ The forthcoming Upgrading Digital Company Law Directive, provisionally agreed upon by the Council and the European Parliament in March 2024, should be included once adopted.

- as defined in the [Council Framework Decision 2008/913/JHA on combating certain forms and expressions of racism and xenophobia by means of criminal law](#) (cyber investigation tools);
- The use of the joint investigation teams collaboration platform established by Regulation (EU) 2023/969, in cooperation with the JITs Network Secretariat, the entity designated by Regulation (EU) 2023/969 to prepare and provide training courses for the JITs collaboration platform users;
 - The use of secure communication channels for information exchange in terrorism cases between national competent authorities and Eurojust for based on Regulation (EU) 2023/2131 and e-EDES technology;
 - The use of videoconferencing in cross-border criminal matters;
 - Application of digital tools relevant for the justice area where such tools exist at national level, for example: the use of digital real-time interpreter; tools for anonymisation and pseudonymization of judicial decisions; transcription tools for recording of proceedings and the documentation of the evidence gathered by the court (Speech-to-text and Text-to-Speech); tools for legal analytics of e.g. case law and big data sources, tools for automatic case allocation.

The proposed training activities should promote tools and information available on the [European e-Justice Portal](#), such as the European Training Platform, the webpages of the European Judicial Network in civil and commercial matters, the Judicial Atlas, online forms, interconnected registers, competent court database, European Case Law Identifier (ECLI) search engine, European electronic access point that will become applicable as of 2028, etc.

This call for proposals has a strong focus on digitalisation. If the objectives of other proposals contribute to the effective and coherent application of EU law, they may also be awarded funding. This may be the case of proposals that answer training needs identified in relation to EU legislation or Commission policy documents, particularly the following:

Criminal law:

- Training needs in accordance with victims' specific needs as referred to in the [EU Strategy on victims' rights \(2020-2025\)](#)¹¹ and Article 25 of the [Victims' Rights Directive](#)¹²;
- Training needs of justice professionals dealing with national laws implementing the Council Framework Decision 2008/913/JHA on combating certain forms and expressions of racism and xenophobia by means of criminal law, in particular to develop the necessary skills for the investigation, prosecution and sanctioning of hate speech, including online, and hate crime, and to ensure a fair and adequate treatment of victims, in line also with the Joint Communication of 6th December 2023 on "[No Place for Hate: a Europe united against hatred](#)"; Training activities may focus on recognition of the bias motivation of hate crimes, including, to enhance the effective investigation, prosecution and sanctioning

¹¹ COM(2020) 258 final. As referred to specifically on p. 5-8, 12, 14.

¹² Directive 2012/29/EU of the European Parliament and of the Council of 25 October 2012 establishing minimum standards on the rights, support, and protection of victims of crime, and replacing Council Framework Decision 2001/220/JHA, OJ L 315, 14.11.2012, p. 57 – 73.

- of antisemitic hate speech and hate crime in line with the EU Strategy on combating antisemitism and fostering Jewish life (2021 – 2030¹³);
- Training needs as referred to in Article 20 of [Directive \(EU\) 2016/800 of the European Parliament and of the Council of 11 May 2016](#) on procedural safeguards for children who are suspects or accused persons in criminal proceedings;
 - Training needs identified in the 9th round of mutual evaluations in relation to [Council Framework Decision 2008/947/JHA of 27 November 2008](#) on the application of the principle of mutual recognition to judgments and probation decisions with a view to the supervision of probation measures and alternative sanctions¹⁴;
 - The correct application of the [Council Framework Decision 2009/829/JHA of 23 October 2009](#) on the application, between Member States of the European Union, of the principle of mutual recognition to decisions on supervision measures as an alternative to provisional detention;
 - The correct application of [Directive 2014/41/EU of the European Parliament and of the Council of 3 April 2014](#) regarding the European Investigation Order in criminal matters, including training needs identified in the tenth round of mutual evaluations in relation to this Directive;
 - The correct application of [Regulation \(EU\) 2023/1543 of the European Parliament and of the Council of 12 July 2023](#) on European Production Orders and European Preservation Orders for electronic evidence in criminal proceedings and for the execution of custodial sentences following criminal proceedings, which may include digitalisation aspects;
 - The correct application of [Regulation \(EU\) 2018/1805 of the European Parliament and of the Council of 14 November 2018](#) on the mutual recognition of freezing orders and confiscation orders;
 - The correct application of [Council Regulation \(EU\) 2017/1939 of 12 October 2017](#) implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office ('the EPPO');
 - Training needs of justice professionals dealing with [Directive \(EU\) 2024/1226 of the European Parliament and of the Council of 24 April 2024](#) on the definition of criminal offences and penalties for the violation of Union restrictive measures and amending Directive (EU) 2018/1673;
 - Training needs of justice professionals dealing with [Directive \(EU\) 2024/1203 of the European Parliament and of the Council of 11 April 2024](#) on the protection of the environment through criminal law and replacing Directives 2008/99/EC and 2009/123/EC;
 - Training needs of justice professionals dealing with victims or perpetrators of violence against women and domestic violence, on the prevention and detection of such violence, equality between women and men, the needs and rights of victims, as well as on how to prevent secondary victimisation, referred to in Article 15 of the Council of Europe Convention on preventing and combating violence against women and domestic violence ([the Istanbul Convention](#)). Training could include training on co-ordinated multi-agency co-operation to allow for a comprehensive and appropriate handling of referrals in cases of violence against women and domestic violence.

Civil law:

- Specific training needs identified by practitioners and by the EJN-civil on the operation of the EU Regulations in civil and commercial matters:

¹³ About the EU strategy (europa.eu); Applicants are invited to make use of established sources and standards, such as the non-legally binding International Holocaust Remembrance Alliance working definition of antisemitism.

¹⁴ As referred to on p. 68-69, 89.

- The correct application of Regulation (EU) 1215/2012 on jurisdiction and the recognition and enforcement of judgments in civil and commercial matters (Brussels I Recast);
- The interplay between the different legal instruments in family and succession matters:
 - Regulation (EU) 2019/1111 on jurisdiction, the recognition and enforcement of decisions in matrimonial matters and the matters of parental responsibility, and on international child abduction (Brussels IIb);
 - Council Regulation (EC) 4/2009 on jurisdiction, applicable law, recognition and enforcement of decisions and cooperation in matters relating to maintenance obligations;
 - Council Regulation (EU) 1259/2010 implementing enhanced cooperation in the area of the law applicable to divorce and legal separation (Rome III);
 - Council Regulations (EU) 2016/1103 and 2016/1104 implementing enhanced cooperation in the area of jurisdiction, applicable law and the recognition and enforcement of decisions in matters of matrimonial property regimes and of the property consequences of registered partnerships;
 - Regulation (EU) No 650/2012 of the European Parliament and of the Council on jurisdiction, applicable law, recognition and enforcement of decisions and acceptance and enforcement of authentic instruments in matters of succession and on the creation of a European Certificate of Succession.

Fundamental rights:

- Training on the [EU Charter of Fundamental Rights](#), its scope of application or specific rights, including the case law of the CJEU and the interplay between the Charter and the European Convention on Human Rights;
- Anti-bias training in relation to protected grounds of discrimination;
- Training on the effective implementation of the [Directive \(EU\) 2019/1937 on the Whistle-blower protection](#) to support a correct treatment of reports, ensure confidentiality and provide for adequate protection to prevent or remedy retaliation, including by applying adequate legal remedies applicable to whistleblowers, in particular, the reversal of the burden of proof;
- Training of justice professionals on child-friendly justice, in line with the [EU Strategy on the rights of the child](#) and ensuring [integrated child protection systems](#) (see chapter *Towards increasingly child-friendly justice*)¹⁵. Training can be general on child-friendly justice or focus on certain areas of EU law or certain topics (e.g. access to justice, legal aid, hearing of the child, right to information, child-friendly communication and proceedings, including evidence taking or use of non-custodial measures for children in contact with the justice system, common framework for cooperation and coordination between professionals working with or for children in legal proceedings or interventions that involve or affect children.);
- Training on the guidance on the right of free movement of EU citizens and their families¹⁶ to ensure the effective and coherent implementation of that fundamental right (Article 45 of the Charter of Fundamental Rights of the European Union and Article 20(2)(a) of the Treaty on the Functioning of the

¹⁵ Children can be victims, witnesses, suspects, accused, perpetrators, or parties, either in criminal, administrative or civil proceedings. Particular attention needs to be paid to children with specific vulnerabilities. Applicants shall take into consideration the [EU legal and policy framework](#) on child-friendly justice, the international and European standards in the field ([UN Convention on the Rights of the child](#), Council of Europe Child-friendly justice Guidelines)

¹⁶ [Commission Notice C/2023/1392](#)

European Union) by justice professionals, also in view of frequent preliminary references to the European Court of Justice.

Judicial training principles

Training should be designed and planned in cooperation with training providers of justice professions, justice professions' associations or bodies, or judicial authorities. Training should primarily be delivered by justice professionals who have been previously trained for this purpose, involving non-judicial experts only where relevant, and by using active and modern adult learning techniques.

Training needs assessment

An **evidenced-based training needs assessment** for the topic of the training activity is always required. It should have already been carried out and should be outlined clearly in the project applications.

Gender mainstreaming

The assessment of training needs must include a [gender equality analysis](#). Findings from this gender analysis are expected to inform the design and implementation of the project. When designing the training content, the applicant shall consider, as relevant, the differences in situations and conditions for women and men (or girls and boys) that are subject to a legal process¹⁷. Applicants are expected to consider their differing needs, which could have an impact on the application of the law and consequently on the training needs of the practitioners. Thereby, unintended negative effects of training activities on either gender should be forestalled (do no-harm approach). Proposals that consider in their design and implementation a gender perspective, are deemed more impactful (see also section 9). Applicants are encouraged to consult the key questions listed on the EIGE¹⁸ website when conducting their gender analysis.

Non-legal skills and knowledge

Competencies like digital skills, use of modern technologies and IT tools and their application in a case and courtroom management **should be addressed**. Topics like judgecraft, conduct, resilience, unconscious bias, including gender-bias, leadership and linguistic skills **might be addressed** only if linked to training on legal topics.

Target group

This call supports training of members of the judiciary and judicial staff, meaning judges, prosecutors, court and prosecution offices' staff, other justice professionals associated with the judiciary, such as lawyers in private practice, notaries, bailiffs, insolvency practitioners and mediators, as well as court interpreters and translators, prison, and probation staff. **Non-justice professionals cannot participate in the training activities as participants whose participation costs are eligible unless there is a duly justified exception acknowledged at the moment of the grant award.**

Each project should describe the planned participants' selection process. When identifying its target group (planned participants), the applicant shall consider gender balance, striving for gender parity among participants to the extent possible.

¹⁷ The situations in which women and men, girls and boys find themselves in front of the law could be different because of their gender, and also be impacted by gender stereotyping. Ensuring that professionals in the legal system have sufficient knowledge about gender equality issues and know how to link them to court settings is of the essence for fair trials.

¹⁸ <https://eige.europa.eu/gender-mainstreaming/toolkits>.

Distribution of financial support between different topics

When deciding on the allocation of grants, a fair balance between topics and/or target audience shall be sought. Moreover, priority will be given to projects that do not duplicate existing training material or on-going projects but that act in complementarity and/or that innovate as well as projects delivering tools to be rolled out at the national judicial training activities.

Activities that can be funded (scope)

Each project should include training activities that are tailored to the daily professional needs, practical, interactive, and accessible to all learners, including practitioners with disabilities, irrespective of the format(s) of the activities: face-to-face, blended¹⁹, hybrid²⁰ or online format.

The gender equality perspective should be considered when designing the 'format' of the training activities and gender balanced participation in training activities must be promoted and ensured²¹. Moreover, a gender-sensitive approach should be taken for the identification of good practices, data collection (including [sex-disaggregated statistics](#)) and information dissemination.

Training activities must include participants from different participating countries. Where necessary travel and accommodation costs of the participants should be planned.

This call may support training activities such as:

- training activities on the use of digital justice tools, in particular with regard to the priority topics set out above;
- pilot innovative online training using latest methodologies and tools;
- organisation of interactive, practice-oriented seminars;
- multilateral exchanges between justice professionals;
- cross-border initial training activities (online, face-to-face activities or exchanges), covering as many Member States as possible, to create a common European legal culture from the moment of entering a justice profession;
- joint study visits to European courts (such as the CJEU and the ECHR) by justice professionals from as many different Member States as possible;
- creation of training material, whether for presential learning, blended learning or elearning, ready-to-use either by trainers or by practitioners for self-learning, in combination with the organisation of training activities, including the creation of 'Capsule' e-training (short, up to date, tightly focused) to address justice professionals' immediate needs in the context of a concrete case;
- update and/or translation of existing training material possibly combined with adaptation to national settings, in combination with the organisation of cross-border training activities²²;
- creation of tools or activities for training providers (for example: train-the-trainers on active and modern adult learning techniques, train-the-trainers on online training skills and tools, tools to support the organisation of cross-border training, etc.), including to facilitate their cooperation at EU-level;

¹⁹ Mixing the face-to-face and online formats.

²⁰ Simultaneously face-to-face and online.

²¹ For the format, the applicant shall take into account the social roles of males and females in the society, in order to make the training course easily accessible for everyone. For example, as in the society women are often attributed a role of the principal children caregiver, a training course lasting until 18:30 or one lasting five days in a row outside of the place where they live, may render it more difficult for women to participate.

²² For e.g., among those available at: https://e-justice.europa.eu/european-training-platform/search-training-materials_en.

- evaluation of the organised training activities on the basis of the participants' satisfaction, increased competence and, where possible, impact on their performance.

These training activities will be funded only when there is no equivalent activity which is already covered by the operating grant of the European Judicial Training Network (EJTN)²³.

Training activities can take place in the context of initial training (pre-service or induction period – for example training activities to familiarise newly appointed justice professionals with EU legislation and judicial cooperation instruments) or continuous training of the participants (for example more specialised training activities for practicing justice professionals).

Training methodology

The planned training methodology should be described in detail, for face-to-face or blended activities as for e-learning ones. It should mix training formats and use state of the art learning methods adapted to justice practitioners' learning needs. The potential of digital techniques, such as virtual and extended reality solutions, should be explored. Practical, hands-on training should be provided - learning by doing should be the basic principle of the used methodology. Discussions and networking among the participants in small groups should be part of the learning experience, including for online activities.

Planned training activities should be of easy linguistic access (for example, by providing interpretation in the languages of all participants, national breakout groups, translation of training materials or linguistic programme components) to attract also justice professionals to cross-border training activities that are reluctant to participate in an activity in a foreign language and therefore have not been reached by previous cross-border training activities.

All training activities should be evaluated using state-of-the-art evaluation methods developed by EJTN.

Applications should notably consider handbooks and guidelines on judicial training, especially:

- [the Advice for training providers of DG Justice and Consumers of the Commission;](#)
- the [good practices](#)²⁴ identified by the EU pilot project on European Judicial training;
- [the EJTN Handbook on Judicial Training Methodology in Europe;](#)
- [the EJTN Distance Learning Handbook 2020;](#)
- [the EJTN Guidelines for Evaluation of Judicial Training Practices;](#)
- [the EJTN Handbook on Medium to long-term evaluation of judicial training.](#)

Dissemination strategy

The funded projects should have an effective strategy which guarantees that the training developed can be taken up by other training providers and/or made accessible to other justice practitioners. The sustainability is one of the evaluation criteria of the projects' applications.

²³ <https://www.ejtn.eu>

²⁴ Good judicial training practices on the European e-Justice Portal

This call strives to finance training activities and tools for training providers to be rolled out at the national judicial training activities in a measurable, relevant, and time-bound manner.

Good quality self-standing training material produced will be selected by the European Commission and advertised on the [European Training Platform](#). The beneficiaries producing selected material will be obliged to provide the necessary information, description and access as instructed by the European Commission.

Expected impact

- Support proper implementation of the decentralised IT systems under the [Regulation \(EU\) 2023/2844](#);
- Support the digitalisation of national justice systems by strengthening the “digital capacity” of justice professionals;
- Contribute to the digital transition of judicial training methodologies;
- Increased expertise among justice professionals on the scope of application of the EU Charter of Fundamental Rights and on existing remedies and redress, in the process of digitalisation of national justice systems;
- Improved mutual trust between justice professionals in cross-border judicial cooperation;
- Increased knowledge of EU civil law, criminal law and fundamental rights related instruments among justice professionals and the methods to apply them;
- Improved cooperation of training providers addressing different justice professions.
- Increased knowledge among justice professionals on the rights of all victims of crime, including the most vulnerable groups, such as women victims of gender-based violence, including improved methods of communication with victims in a gender-sensitive, impartial, respectful, and professional manner.

3. Available budget

The indicative available call budget is **EUR 4 075 000**.

We reserve the right not to award all available funds depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	12 December 2024
<u>Deadline for submission:</u>	<u>26 March 2025 – 17:00:00 CET (Brussels)</u>
Evaluation:	March-July 2025
Information on evaluation results:	July-August 2025
GA signature:	August-December 2025

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Calls for proposals](#) 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 the requested information and all required annexes and supporting documents:

- **Application Form Part A** — contains administrative information about the participants (future coordinator, beneficiaries, and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- **Application Form Part B** — contains the technical description of the project (*template to be downloaded from the Portal Submission System, completed, and assembled and re-uploaded*)
- **KPI tool** — contains additional project data regarding the project's contribution to EU programme key performance indicators (*to be filled in directly online, all sections to be completed*)
- **mandatory annexes and supporting documents** (*some templates are available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - **detailed budget table** (*template available in the Portal Submission System – **to be re-uploaded filled out in the format xlsx***);
 - **CVs (standard) of core project team** (or, where the key personnel is not yet known, a job profile description);
 - **activity report of last year of the coordinator** (unless it is a public body);
 - **list of previous projects** (key projects for the last 4 years) (*template available in Part B*);
 - for any of the participants implementing activities involving children (below the age of 18): i) private entities, must provide their child protection policy (CPP) covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#). ii) public entities must provide at least a [declaration on honour](#). See also section 6 on “Ethics and EU values” below.

⚠ Please note that an annual activity report is NOT a financial audit report or balance sheet, but a report highlighting the activities and projects of your organisation.

Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include MUST comply with the basic eligibility conditions for EU actual cost grants (see [AGA — Annotated Grant Agreement, art 6](#)). This is particularly important for purchases and subcontracting, which must comply with best value for money (or if appropriate the lowest price) and be free of any conflict of

interests. If the budget table contains ineligible costs, the grant may be reduced (even later on during the project implementation or after their end).

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible, and printable**, please check carefully the layout of the documents uploaded.

Proposals are limited to maximum **45 pages** (Part B). Evaluators will not consider any additional pages. Shorter proposals are welcome.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc.*).

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

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs), excluding Denmark)
 - non-EU countries:
 - countries associated to the Justice Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#)). Please check the list regularly, to get the latest status on countries in the process of association.
- and comply with other eligibility conditions:
 - a) Organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit-oriented organisations;
 - b) the applications must be transnational and involve organisations from at least two participating countries;
 - c) the EU grant applied for cannot be lower than € 100 000.

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — 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 other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).


Specific cases and definitions

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons²⁵.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members (like for instance networks) may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'²⁶.  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for 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)²⁷. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors, or recipients of financial support to third parties (if any).

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

Consortium composition

Proposals must be submitted by a consortium of at least two applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

1. the applications must involve minimum two entities (beneficiaries, not affiliated entities) from different eligible countries;
2. the consortium must include at least one public body, private non-profit organisation, or international organisation as beneficiary or affiliated entity.

Eligible activities

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

²⁵ See Article 200(2)(c) EU Financial Regulation [2024/2509](#).

²⁶ For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation [2024/2509](#).

²⁷ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

Eligible activities are the ones set out in section 2 above.

In addition, one meeting with the Commission under the work package for management and coordination can be foreseen.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (*such as respect of EU values, environment, social, security, industrial and trade policy, etc.*). Projects must also respect EU values and European Commission policy regarding reputational matters *E.g. activities involving capacity building, policy support, awareness raising, communication, dissemination, etc*)²⁸.

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*).

Duration

Projects should normally range between 12 and 24 months. Applications for longer projects are accepted provided that a thorough explanation for the longer duration is provided in the proposal. The maximum duration is 36 months. Extensions are possible, if duly justified and through an amendment.

Project budget

Project budgets (requested grant amount) cannot be lower than € 100 000. There is no upper limit.

The grant awarded may be lower than the amount requested.

Ethics and EU values

Projects must comply with:

- highest ethical standards
- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and
- other applicable EU, international and national law (including the General Data Protection Regulation [2016/679](#)).

Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the [Gender Mainstreaming Toolkit](#). Project activities should contribute to the equal empowerment of women and men in all their diversity, ensuring that they achieve their full potential and enjoy the same rights. They should also seek to prevent and reduce discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals²⁹. Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected by the beneficiaries are broken down by sex

²⁸ See, for instance, Guidance on funding for activities related to the development, implementation, monitoring and enforcement of Union legislation and policy.

²⁹ [Non-discrimination mainstreaming– instruments, case studies and way forwards](#)

([sex-disaggregated data](#)), disability or age whenever possible.

Applicants must show in their application that they respect ethical principles and EU values based on Article 2 of the Treaty on the European Union and Article of the 21 EU Charter of Fundamental Rights.

Participants with activities involving children must moreover have a child protection policy covering the four areas described in [Keeping Children Safe Child Safeguarding Standards](#). This policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all coordinators, except:

- natural persons
- public bodies (entities established as public body under national law, including local, regional, or national authorities) or international organisations
- if the project requested grant amount is not more than EUR 60 000

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

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

Operational capacity

Applicants must have the **know-how, qualifications, and resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants 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.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- applicants' activity reports of last year (if applicable)
- list of previous projects (key projects for the last 4 years) (template available in Part B).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate³⁰:

- 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)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct³¹ (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)
- 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)

³⁰ See Articles 138 and 143 of EU Financial Regulation [2024/2509](#) .

³¹ Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

- 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).
- 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)
- created under a different jurisdiction 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).
- intentionally and without proper justification resisted³² an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

Applicants will also be rejected if it turns out that³³:

- 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).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:


Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.

³²Resisting an investigation, check or audit' means carrying out actions with the goal or effect of preventing, hindering, or delaying the conduct of any of the activities needed to perform the investigation, check, or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing, or refusing to disclose information or providing false information.

³³ See Article 143 EU Financial Regulation [2024/2509](#).

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

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

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

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

- 1. Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined needs and robust needs assessment; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation, building synergies and avoiding duplication with previous projects (40 points)
- 2. Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks between partners, risks and risk management, monitoring and evaluation); ethical issues and measures/policies to guarantee compliance with EU values are addressed; feasibility of the project within the proposed time frame; financial feasibility (sufficient/appropriate budget for proper implementation; cost-effectiveness (best value for money) (40 points)
- 3. Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends (20 points).

Award criteria	Minimum pass score	Maximum score
Relevance	25	40
Quality	n/a	40

Impact	n/a	20
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual threshold for the criterion 'Relevance': 25/40 points.

Overall threshold: 70 points.

Proposals that pass the individual threshold for the criterion 'Relevance' AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, 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](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. The action should start within 6 months following the Grant Agreement signature, except in duly justified cases. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

Extensions are possible, if duly justified and through an amendment.

Work packages, milestones and deliverables

Activities must be grouped into work packages (e.g.: Project Management and Coordination; Communication and Dissemination, etc.), which are major sub-divisions of the project. The coordination and management costs of WP1 should not be higher than 10% of the total cost of the proposal.

For each work package, an objective, list of the tasks/activities, milestones and deliverables must be defined. The deliverables must be quantifiable and measurable. Their structure should be logical and guided by identifiable outputs with clear indicators.

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Beneficiaries will have to ask attendees in events to participate in the EU Survey on Justice, Rights and Values. This survey allows the granting authority to closely monitor training, mutual learning, and awareness-raising events. The beneficiaries will receive a web link to the survey, to be forwarded to the attendees. They will have access to the survey results for their project and can use it for their project evaluation. The

granting authority will aggregate the results of all the projects financed under the Justice programme.

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 (*Data Sheet, point 3 and art 5*).

Project budget (requested grant amount): *see section 6 above*.

The grant awarded may be lower than the amount requested.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of 90%.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- Lump sum contributions³⁴

Specific cost eligibility rules for this call:

- the lump sum amount must be calculated in accordance with the methodology set out in the lump sum decision and using the detailed budget table provided;
- the lump sum calculation should respect the following conditions:
 - for lump sums based on estimated project budgets: the estimated budget must comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#))
 - for lump sums based on estimated project budgets: costs for financial support to third parties: not allowed
 - communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for separate project websites are not eligible
 - personnel costs:
 - volunteers' unit costs³⁵ are allowed (without indirect costs)

The details and the breakdown of the 'Other cost' items from headings A.1 and C.3 should be provided in the 'any comments' sheet of the detailed budget table.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the

³⁴ [Decision](#) of 30/09/2022 authorising the use of lump sums for actions under the Justice Programme (2021-2027).


³⁵ [Commission Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646)

project (float of normally 80% of the maximum grant amount; exceptionally less or no pre-financing). The pre-financing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

For projects with duration of 24 months or more, you will be expected to submit one progress report not linked to payments after 12 months.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if you or one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation, and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount.*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts.*

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- rights of use on results: Yes

Communication, dissemination, and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- additional communication and dissemination activities: Yes

Other specificities

- n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA — Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#)

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Calls for proposals](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities, and associated partners) and the summarised budget for the proposal. Fill it in directly online.

- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.
- KPI tool containing additional project data. To be filled in directly online, all sections to be completed.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type. Detailed budget table must be re-uploaded filled out in the format *.xlsx*.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System, otherwise the proposal may be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed, and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- Topic Q&A on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the call and topic pages regularly, since we will use it to publish call updates, including an invitation to the info session for applicants (if any) after the opening of the call. (For invitations, we will contact you directly in case of a call update).

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: EC-JUSTICE-CALLS@ec.europa.eu.

Please indicate clearly the reference of the call and topic 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. We will use it to publish updates and additional information on the call (call and topic updates).
- **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, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any). If affiliated entities participate in your project, please do not forget to provide documents demonstrating their affiliation link to your organisation as part of your application.
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.

- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.
- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g., own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).
Organisations may participate in several proposals.
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **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 this Call document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced, or the entire proposal 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** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).
- **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.

- **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 Regulation [2018/1725](#). 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](#).