

Explanatory Notes on the Call “Boosting Fact-Checking Activities in Europe”

Contents

1. Participants.....	1
2. Submission of the proposal.....	2
2.1 Preparing your submission.....	2
2.2 How to fill in your application.....	5
3. Reporting and Payments.....	10
4. Branding.....	11
4.1 Mention to the Fund and funders.....	11
4.2 Use of Disclaimer.....	12
4.3 Use of logos.....	12

1. Participants

Applicants are jointly responsible for their proposal. Each organisation is responsible for submitting correct information in the proposal.

In case of a consortium, the Lead Partner submits the proposal on behalf (and in the name of) all Applicants. Mandates providing the Lead Partner with the powers to do so are to be issued by all partners.

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

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

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

2. Submission of the proposal

2.1 Preparing your submission

Please, go through the following steps before submitting your application:

- read the key background documents (call for proposals and information on the website) and check whether:
 - your project falls within the scope of the call
 - your organisation/application meets the eligibility criteriaand inform yourself about the:
 - award criteria
 - financial and operational capacity requirements
 - exclusion criteria
 - admissibility conditions (e.g., call deadline, character limits, etc.)
 - other (e.g., pre-financing guarantees)
- create a MyGulbenkian user account by clicking on the “Apply” button on the EMIF’s call page.

Submission is a 2-step process:

- a) register your organisation on MyGulbenkian;
- b) submit the proposal as follows:
 - Fill in the form directly online. This includes administrative information about the applicant organisations, the technical content of the proposal and the summarised budget for the proposal.

- Fill in the detailed budget template, the timeline template, and the declaration of honour template. Fill in the Excel and Word templates and upload them as PDF file.
- Add annexes & supporting documents. Upload them as PDF files.

Documents must be uploaded to the right category (otherwise your proposal might be incomplete and, therefore, inadmissible).

Each application form may be filled in step by step, at your convenience. We advise you to save uncomplete applications using SAVE button at the bottom of the application page.

You should not submit the application before the full application is filled in. Submission is irrevocable. If the application is submitted, but not yet at the admissibility stage, but the applicant(s) wants to change it, the applicant may request that the application is deleted and consequently withdraw it or restart it.

If you want to change or delete your application, you can do so by sending an email to info@emifund.eu requiring that the system administrators perform the deletion.

If, after evaluation, your project has been placed on the reserve list, but you want to withdraw it, you should follow the procedure described above. The same procedure applies if you want to replace it with a new application for the following funding round, i.e., request deletion of the one on the reserve list and start a new application.

For example: you applied for funding round 1 with application 1 and have been placed on the reserve list. This means that your application 1 is automatically eligible for funding round 2, with the score your application was given at evaluation 1. You can withdraw application 1 from funding round 2 by requesting its deletion, and you can start a new application 2 that will be assessed in funding round 2.

Proposals submitted BEFORE EACH CUT-OFF DATE AND HOUR will move on to the admissibility stage in that funding round.

If an application is successfully submitted AFTER ONE CUT-OFF DATE AND HOUR, but before another cut-off date, it will be considered in the following funding round. This means that the application is considered to be successfully submitted but will only be subject to the admissibility check by the next cut-off date. For example: one application is submitted after the cut-off hour for the first funding round has expired. This application will be moved on to the admissibility stage after the following cut-off date, i.e. in this case after 30 June 2022, at 13:00 CET.

An application that has been successfully submitted cannot be changed or deleted autonomously by the applicant. If the application is submitted, but not yet at the admissibility stage, the applicant may request that the application is deleted via the mechanism described above, and consequently withdraw it or restart it.

Before submitting your application, please make sure you tick the consent box on data processing. You will not be able to submit your application without this check.

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 email, it means your proposal has NOT been submitted.

Questions on submission:

- can be sent at all times to the EMIF's email account, but the EMIF can only guarantee responses within 48 hours. This means that immediately before closing dates there is no assurance that questions posed within the 48 hours previous to the closing hour will be responded before the closing;

- should clearly indicate the reference of the call you are interested in or applying to.

2.2 How to fill in your application

All mandatory fields of the application form are marked accordingly by an asterisk; you will not be able to submit the application unless these fields are filled in.

APPLICATION FORM, SECTION 1

In the field Official Legal Form , please indicate the official name in English AND in the official language of the country of registration.

In the field Tax/VAT Number or Equivalent , indicate your VAT number, if your organisation does not have a VAT number, indicate a relevant official national registration number of your entity. This number may coincide with the number indicated in the previous field **Registration Number**.

In the field Contact Person Responsible for Proposal , indicate the person who will be the first point of contact for any communications related to the application.

In the field Legal Representative(s) for Lead Applicant , indicate the person(s) who will be signing the Grant Agreement in case your application is approved, click add legal representative to add multiple representatives.

In the field Year of foundation , indicate the year of official incorporation.

In the Subsection 1.2, in the field Number of employees , indicate total number of employees.

In the field Of which fact-checkers , indicate number of employees (within the total) who implement fact-checking activities.

In the field Partner applicants , please list all entities involved in the call that would have an allocated budget under the Project.

In the field Non-Funded Partner Applicants , list all the partners in the project that would not have an allocated budget under the Project.

APPLICATION FORM, SECTION 2

Here you should describe activities and financial information of the Lead Applicant organisation and Partner Applicant organisations in the last two years. Or alternatively, if the organisations' activities were severely affected by the pandemic, report the activities and financial information up to two consecutive years prior.

APPLICATION FORM, SECTION 3

In Subsection 3.1 Objectives and activities,

- The objectives describe the desired results of the project and must be specific and measurable.
- An indicator is a specific, observable and measurable criterion that is used to show changes or progress of the project.
- A baseline value is the quantitative expression of an indicator before the implementation of the project.
- A target value is a specific quantitative threshold for an indicator that must be achieved at the end of the implementation of the project.

In the table where you describe your objectives, you should always include the following four cross-cutting objectives and indicators (mandatory indicators) associated to your project:

Objective	Indicator	Unit of measurement	Baseline value	Target value
Bring reliable news and information to target audiences	Number of intended audiences reached	Number of people		
Contribute to a trustworthy media environment in Europe	Number of pieces of information fact-checked	Number of pieces		

through fact-checking pieces of news and information				
--	--	--	--	--

The baseline values for these indicators must be the average of the last two years of activity or the two years selected for the section “Operational capacity” on the application form.

In case of a consortium, the baseline and target values must refer to all members of the consortium that develop fact-checking activities.

All the indicators will be cross-checked in the reporting stage.

In Subsection 3.3 Dissemination describe how you are planning to assure visibility of your work in the public sphere and plans for transferability and knowledge exchange.

BUDGET

In the Budget section, submit costs break up per category listed in the form. Bear in mind that total costs of the project should be the sum of costs attributed to the Lead Partner and to each member of the consortium in case you are applying as a consortium.

The applicants are allowed to submit budgets that surpass the maximum grant per project. In this case, EMIF will only grant up to the maximum established, at a 100% rate, being the remainder of the budget a financial responsibility of the applicants.

Please notice that reporting will cover all activities and costs foreseen in the application, even if they surpass the maximum grant.

The submitted budget must match the detailed budget annexed to the application.

The detailed budget should follow the template available on the website. In order to ensure coherence, we recommend to first prepare the detailed budget and then to transpose the headings' and partner's total figures to the application form.

Specific instructions for each direct cost (costs directly attributable to the submitted application) are listed below:

- For the budget item “1. Direct personnel costs”:
 - when assigning expenses related to human resources, each line should correspond to one employee identified by their job description (i.e., fact-checker 3, officer 1),
 - when assigning expenses related to experts (natural persons under contract), the procedure should replicate the one assigned to standard human resources.
- The budget item “2. Costs of goods works and services (including subcontracting)” should include any expenses related to goods that are not applicable to other budget items, and specialized external works and services, such as IT consultancy, legal, accountancy, advertisement, etc., that are directly attributable to the project.
- The budget item “3. Costs of travel and subsistence allowances” should include any expenses related to costs of travel tickets, allowances, meals, and hotel expenses directly attributable to the project.
- The budget item “4. Costs of purchase and depreciation of equipment”, should include any expenses related to the acquisition of assets (e.g., personal computers, printers, external drives, sound and image equipment, etc.) which can be depreciated, or subscriptions of software tools directly related to the project's core activities.
- The budget item “5. Costs of consumables and supplies”, should include any expenses related to administrative work and/or maintenance expenses (e.g., writing material, pen drives, printing costs).

- The budget item “6. Costs arising directly from requirements imposed by the Grant Contract”, should include any expenses imposed by the Grant Agreement (e.g., dissemination of information, impact/result evaluation of the project, translations, reproduction, auditing expenses).

As for the “Total indirect costs (7%)”, it should include costs that are not directly linked to the project implementation and therefore cannot be attributed directly to it. A flat-rate amount of maximum 7% of the total eligible direct costs of the project, excluding budget item “2. Costs of goods, works and services (including subcontracting)”, is eligible as indirect costs, representing the beneficiaries’ general administrative costs which can be regarded as chargeable to the project.

DOCUMENTS

Assessment of operational and financial capacity of the applicant is based on the declaration on honour, as well as on legal and financial supporting documents that must be submitted with the application.

Failure to submit all mandatory documents requested in the Application Form results in the exclusion of your application.

In the field Statutes, the applicant should upload their statutes or equivalent for EACH member of the consortium, i.e., Articles of Association, Act of Establishment, Charter, etc.

Supporting documents must be submitted in the original official language accompanied by a English translation. Non-official translations are acceptable.

The applicant assumes full responsibility for the content of the documents and the accuracy of the translation. In case of false declarations and/or intentional manipulation

of the translation, the Fund shall terminate any ongoing relationship with the applicant including termination of ongoing Grant Agreements.

You can attach multiple support documents in each DOCUMENT category.

3. Reporting and Payments

The grant is a **REIMBURSEMENT OF ELIGIBLE COSTS GRANT** (actual costs grant).

This means that it reimburses only the costs actually incurred by your project (not the budgeted costs).

The costs will be reimbursed up to the maximum grant amount fixed in the Grant Agreement.

The reports required for each project include the final report for the urgent actions' priority and an interim and a final report for the scale-up priority projects.

These reports should comprehend an activity report, and a financial report.

In the activity report the results and impacts of the project are described.

The financial report is composed of:

- the executed budget of your project thus far, using the contracted detailed budget form,
- a listing of expenses incurred, with a description in English,
- the explanation on the expenditure execution rate (40% or the % attained after 6 months of activity for the interim and 100% for the final).

For purposes of easing the process of certification of expenses, we welcome the auditing certification of the project's expenses, only applicable to the final report.

The grant will be paid out in one or more parts:

- **PRE-FINANCING PAYMENT** —provides beneficiaries with an initial endowment to start the project; normally paid at the beginning of the project. (The foreseen pre-financing payment will amount to 50% of the total grant. If, however, the risk analysis recommends so, the pre-financing may be lower than 50%.)
- **INTERIM PAYMENT** (if foreseen in the Grant Agreement) —reimburses costs incurred for project implementation (during the corresponding reporting period); paid on receipt and approval of the interim report. (Only applicable to priority b) Scale Up projects at a rate of up to 30%.)
- **PAYMENT OF THE BALANCE** — reimburses the outstanding part of the costs incurred for the project implementation; calculated as the difference of total amount due and payments already made; paid on receipt and approval of the final report.

As a counterpart of all payments, the EMIF requests a receipt in English certifying the reception of the due amount, to be sent up to 7 calendar days after the date of reception.

4. Branding

4.1 Mention to the Fund and funders

All public materials and communications researched, prepared and/or produced, as well as online and offline events held with the support of the EMIF shall carry an **appropriate mention** of the EMIF and the Fund Partners: The Calouste Gulbenkian Foundation and The European University Institute.

The required branding shall be included into the grantees' materials starting on the day of the signature of the agreement. If this requirement is not fulfilled, costs related to the activities are not eligible

Any other use of the EMIF logo and logos of the Fund Partners not directly related to the activities funded by the EMIF is not allowed unless express prior approval is requested and received in writing.

The above rules apply to the use of the EMIF hashtag #emifund.

4.2 Use of Disclaimer

Any public materials and publications related to the Project funded by the EMIF shall include a disclaimer in English indicating that the sole responsibility for the content lies with the author(s) and they may not necessarily reflect the positions of the EMIF and the Fund Partners.

When, despite all efforts, inclusion of the disclaimer in English is not feasible efforts must be made to both include:

- a) the link to the EMIF DISCLAIMER PAGE.

The sole responsibility for any content supported by the European Media and Information Fund lies with the author(s) and it may not necessarily reflect the positions of the EMIF and the Fund Partners, the Calouste Gulbenkian Foundation and the European University Institute.

- b) make a reasonable effort to transmit the relevant disclaimer in the language of the publication and/or the event.

4.3 Use of logos

The EMIF logo is to be used to as part of the layout of the public materials produced with the EMIF support, including but not limited to the website, video materials, conference materials, event announcements, social media posts. etc.

The general rule: the EMIF Logo is to be placed in a distinct position, indicating it as the source of funding.

When used with the logos of the Fund Partners the EMIF logo is to be located to the left and above the two Fund Partner logos.

EMIF Logo



Partner Logos



All efforts must be made to include the EMIF logo into the materials produced under the Project. When it is not feasible to use the EMIF logo, the following text must be used in **Founders Grotesk bold** font:

Supported by the European Media and Information Fund.

In case of digital materials, the EMIF logo or the above text must link to the webpage emifund.eu.

Graphic files in relevant formats will be provided to grantees upon signature of the Agreement (in versions suitable for light and dark backgrounds).