



# PartArt4OW Second Open Call

## Guide for Applicants

<b>Introduction .....</b>	<b>3</b>
<b>1. What is PartArt4OW? .....</b>	<b>3</b>
<b>2. The PartArt4OW Second Open Call Challenge: Engaging Mediterranean Communities to prevent, study and tackle water pollution.....</b>	<b>4</b>
2.1 Why does this matter? .....	4
2.2. What are we looking for? .....	4
2.3 Why the focus on the Mediterranean? .....	5
2.4 What is expected from applicants? .....	5
<b>3. What is Participatory Art for PartArt4OW? .....</b>	<b>6</b>
<b>4. What is a Participatory Art Initiative (PAI)?.....</b>	<b>6</b>
<b>5. What is Ocean Literacy for PartArt4OW? .....</b>	<b>7</b>
<b>6. What artistic and creative expressions are we looking for? .....</b>	<b>8</b>
<b>7. Why Take Part in the PartArt4OW Accelerator? .....</b>	<b>8</b>
<b>8. Who is Eligible to Apply?.....</b>	<b>10</b>
<b>9. Conflict of Interest .....</b>	<b>12</b>
<b>10. What Kinds of Activities are Supported? .....</b>	<b>13</b>
<b>11. What Happens with Your Results? .....</b>	<b>13</b>
<b>12. How is the PartArt4OW Accelerator Call Organised? .....</b>	<b>14</b>
<b>13. Application Process .....</b>	<b>15</b>
13.1 How Can You Apply?.....	15
13.2 Where Can You Find Support?.....	15
<b>14. How Does PartArt4OW Select Proposals? .....</b>	<b>16</b>
Step 1 - Eligibility Checks .....	16
Step 2 - Reviews.....	16
Step 3 - Shortlisting.....	16
Step 4 - Interview .....	17
Step 5 - Final decision .....	17
<b>15. Communication of evaluation results.....</b>	<b>17</b>
<b>16. What Happens When You Are Selected? .....</b>	<b>18</b>
16.1 Negotiation Phase.....	18
16.2 The PartArt4OW Accelerator .....	18
<b>Acknowledgements .....</b>	<b>20</b>
<b>Annex 1. List of eligible countries .....</b>	<b>21</b>
Countries Eligible to Lead a Consortium.....	21
Countries Eligible to Participate in a Consortium (but Not Lead).....	22
Countries Where Projects Can Be Implemented .....	23
<b>Annex 2. Application form .....</b>	<b>24</b>

<b>Annex 3. Declaration of Honour .....</b>	<b>27</b>
<b>Annex 4. Financial guidelines .....</b>	<b>29</b>
<b>Annex 5. Award criteria .....</b>	<b>33</b>
<b>Annex 6. What you need to know/consider about the PartArt4OW Sailing Lab .....</b>	<b>37</b>
<b>Annex 7. Letter of Intent from the Harbor .....</b>	<b>40</b>
<b>Annex 8. Contract template .....</b>	<b>41</b>
Annex 8a. Contract for Financial Support to Third Party .....	41
Annex 8b. EU Bank Details Form .....	48
Annex 8c. Data Processing Consent Form .....	49

# Introduction

This **Guide for Applicants** is designed to support organisations and individuals considering a submission to the **PartArt4OW Second Open Call**. This is the **only official source of information** for the call. Therefore, in case of factual conflicts with other sources of information (such as the [Call Page](#) of the PartArt4OW website), the contents of this guide should be deemed authoritative.

This Guide should be carefully read in advance. All applicants must make sure that they are able to comply with all the requirements contained in this **Guide for Applicants** (including all the Annexes) if selected. **Please note that this Guide for Applicants includes SIGNIFICANT changes compared to the one provided for the first Open Call therefore the Guide for Applicants of the first open call should be IGNORED.**

Should you have any outstanding queries regarding the application process after reading this document, please attend one of our webinars, refer to the FAQs on the [Call Page](#) of the PartArt4OW website, or contact us via email at **opencallpartart4ow@gmail.com**. This is the only official communication channel with PartArt4OW management.

Applicants are required to read carefully these guidelines and the annexes before starting the application procedure.

## 1. What is PartArt4OW?

PartArt4OW is a project funded by the European Commission (GA 101157247). The main goals of the project are to:

- Strengthen the emotional connection between society, the ocean and the waters;
- Raise awareness of the environmental challenges affecting the oceans and waters across Europe; and,
- Develop a robust transdisciplinary network to support the protection and restoration of Europe's ocean and inland waters.

PartArt4OW seeks to achieve these goals by directly funding and supporting participatory art initiatives (PAIs).

PartArt4OW is delivered by a consortium which includes prominent research and art institutions and foundations, and communication organisations supported by a wide network of experts that will be able to train and mentor the selected PAIs for maximising their positive impacts.

PartArt4OW focuses on **participatory art and creative processes** and builds on the belief that participation can bring about a deeper engagement of people with the ocean and waters. This can lead to a **paradigm change** for tightening the relationship between society, the ocean and inland waters, and for supporting their sustainable governance.

## 2. The PartArt4OW Second Open Call Challenge: Engaging Mediterranean Communities to prevent, study and tackle water pollution

### 2.1 Why does this matter?

Water pollution is both an environmental and a social challenge. Tackling it means addressing the health of ecosystems as well as the well-being of people. Polluted water spreads diseases, contaminates food chains, and damages habitats, with serious consequences for both nature and human communities. Its effects are often felt most severely by vulnerable groups - those living near industrial zones or ports, in areas with limited access to clean infrastructure, or in regions already burdened by social and environmental inequalities. But the impact goes beyond people. Pollution is one of the main drivers of biodiversity loss, putting species at risk of extinction and disrupting fragile ecosystems.

### 2.2. What are we looking for?

We are looking for projects that engage local communities in preventing, studying and reducing the pollution of our ocean.

We invite bold proposals that actively engage citizens, moving beyond simple awareness-raising by combining science-based research with experimental and understudied artistic practices to co-create new ways of understanding and tackling pollution.

The focus should be on the communities living in close proximity to the ocean, water basins and rivers. Proposed projects should address key societal and environmental challenges of those communities and amplify unheard community voices.

Proposals can focus on any type of pollution, such as solid waste, chemical pollution, nutrient pollution, micro- and nanopollutants, biological pollution, noise, light, thermal, or pathogen pollution. These forms of pollution include plastics and marine litter, agricultural and industrial runoff, sewage discharges, harmful underwater noise, invasive species introduced through ballast water or aquaculture, and microscopic contaminants that accumulate in the food chain. All of them pose serious risks to marine ecosystems, biodiversity, and human health, especially in a vulnerable and enclosed sea like the Mediterranean.

We particularly welcome proposals that:

- adopt a **whole-system approach**, considering the entire chain of actions that generate pollution and the interplay between fresh-water and ocean;
- **focus on less investigated forms of pollution and their effects**;
- **investigate the invisible, uncertain, and unknown aspects of pollution**, including its sensory absence - how we make sense of something we cannot directly perceive;



- **investigate the societal impact of pollution**, including how its effects reshapes communities, their ways of living, how they see their future and how already-existing communal practices can be valorized.

## 2.3 Why the focus on the Mediterranean?

This second open call is exclusively for proposals that can host the **PartArt4OW Sailing Lab** in a yacht harbor or marina during its Mediterranean navigation route.

The **PartArt4OW Sailing Lab** is a 15-metre sailboat traveling across the western Mediterranean to connect, document, and promote the work of the project that will be selected via the Second Open Call.

- **Route & Dates:** The Sailing Lab will sail from **Nettuno (Rome)** to **Badalona (Barcelona)** between **21 June and 26 July 2026**, visiting selected projects along the way.
- **Sailing Lab activities:** During each stop, the Sailing Lab team will attend the hosted events, meet artists, experts, and community members, conduct video interviews, and produce high-quality photo and video documentation. The goal is to strengthen connections among creative communities and increase the visibility of the projects supported by PartArt4OW.

## 2.4 What is expected from applicants?

- Organise **one event** (ideally the final event of your programme) **in a harbor or marina** within the area **marked in red** on the map below, and **within the Sailing Lab tour period** (21 June – 26 July 2026) (please see [Annex 6](#) for details).



- Provide a **Letter of Intent** from the relevant harbor or marina confirming their willingness to host the Sailing Lab. (See [Annex 6](#)).
- More details are available in [Annex 6](#), please carefully consider the eligibility criteria related to the hosting of the Sailing Lab as listed in [Section 8](#) (Who is eligible to apply?) of this document.

### 3. What is Participatory Art for PartArt4OW?

PartArt4OW defines participatory art as a process that emphasises the proactive role and participation of citizens, communities and the society at large in creative, innovative and artistic projects. With this, we mean that citizens are not passive viewers but should actively contribute to the project.

Participatory art changes the perspective on professional artists that are not seen as the sole maker of a creative project; rather, art is seen as a process that empowers citizens and communities through the reinforcement or building of social bonds. Engaging citizens across different stages of the creative process is critical in creating awareness and promoting societal change for the good of our ocean and water.

PartArt4OW is looking for Participatory Art Initiatives (PAI) which will enable citizens of any social, educational and economic backgrounds, and communities (including marginalised groups and groups at risk of social exclusion), to access, understand and contribute to the scientific and social knowledge produced.

The PartArt4OW team believes that art and creativity can play a crucial role in increasing citizens and communities ocean literacy and in supporting them to take action for the protection of our ocean and water. At the same time, the team values interdisciplinary and intersectionality as crucial elements for the success of the participatory art initiatives.

### 4. What is a Participatory Art Initiative (PAI)?

In the context of PartArt4OW, PAIs will be trans/inter-disciplinary, intersectoral and participatory six-month projects supported by PartArt4OW via its Accelerator program.

With the term **trans/inter-disciplinary** we mean that the PAIs team should be composed of people from different backgrounds and expertise, who would be willing to go beyond their disciplinary boundaries and collaborate across disciplines. Considering the overall goal of PartArt4OW, it is strongly recommended to foresee the participation of researchers/experts from the arts and humanities, the social sciences and the marine/water sciences. It is important to acknowledge that within PartArt4OW art is seen as a research practice, a knowledge generation method or a support

for the heuristic process as those of other research fields.

With the term **intersectoral** we expect people from different sectors working together and collaborating, for example (but not limited to) researchers, scientists, creatives and artists working with civil society organisations, cultural and creative institutions, public bodies (such as municipalities) and businesses.

With the term **participatory** we emphasise that stakeholder and community engagement will be a central element of the PAIs. Participatory processes can take many forms; PartArt4OW invites applicants to adopt them in the entire lifetime of a PAI's: from the conception phase, to data collection, elaboration and sharing, to the design and performance of the artistic and creative process. Citizens can be involved also in the communication of PAIs activities and results as well as in related advocacy actions. The capability of a project to engage citizens in several and different activities/stages of their work plan will be considered in the evaluation process (see [Annex 5](#)).

The overall goals of the PAIs are to (1) increase ocean literacy; (2) increase awareness on the challenges and pressures faced by the ocean and inland waters and (3) mobilise citizens and stakeholders for the protection and restoration of oceans and inland waters. PAIs are expected to address these three goals while, at the same time, address the specific challenge of the Second Open Call (see [Section 2](#)).

## 5. What is Ocean Literacy for PartArt4OW?

**Ocean literacy** is defined, at a very basic level, as the comprehension of how the ocean impacts individuals and how individuals affect the ocean. Ocean-literate people recognize the ecosystem services provided by the ocean, can effectively communicate about the ocean in a meaningful manner and make informed and responsible decisions regarding the ocean and resources<sup>1</sup>.

For the purpose of PartArt4OW, ocean literacy encompasses the elements of knowledge and awareness, emotional attachment, changes in attitudes and behaviour and finally opportunities to put new knowledge into practice through actions and communication efforts (McKinley *et al.* 2023).

However, ocean literacy should not be seen solely as an individual responsibility. Collective understanding and action are crucial, as community norms, shared cultural practices, and local knowledge strongly shape how people relate to the ocean. Strengthening the interplay between individual and community behaviours is key to fostering long-term change: informed and engaged communities can amplify individual actions, co-create solutions, and build resilient relationships with marine and freshwater environments.

---

<sup>1</sup> This definition is inspired by the [Maritime Forum of the European Commission](#).

## 6. What artistic and creative expressions are we looking for?

All artistic and creative expressions are welcomed; more specifically, PAIs are expected to use at least one mode of artistic or creative expression: including but not limited to the following expressions: visual (painting, drawing, printmaking, sculpture, ceramics, photography, video, filmmaking, design, crafts, and architecture), literary (prose, fiction, drama, poetry), performing (dance, drama, music, action art, street art), new media, digital art, fashion design and gaming.

## 7. Why Take Part in the PartArt4OW Accelerator?

The PartArt4OW Accelerator offers an unparalleled opportunity for interdisciplinary and intersectoral teams to develop participatory art initiatives (PAIs) targeting oceans and water.

Selected PAIs will receive up to €50,000 in funding and will participate in a six-month accelerator program which includes mentoring, training, and networking opportunities. During these 6 months, PAIs are expected to:

- finetune the project/initiative idea and the budget;
- implement it at local level and promote it at a broader level;
- actively and promptly collaborate with PartArt4OW consortium in all the activities envisaged as part of the Accelerator;
- take part in the networking, training and communication activities prescribed (see [Section 16.2](#) for more details on the expected activities and outputs).

The accelerator provides more than financial aid. It starts with 6 virtual sessions, providing learning and exchange opportunities on the PartArt4OW topics. This training will equip participants with the foundational knowledge and skills necessary to maximise their projects' impact. At the same time, the bootcamp will be the starting point for connecting selected participants with the mentors.

Participation in at least four out of six training sessions during the bootcamp is mandatory (see [Section 16.2](#) for more details on this aspect).

Participants will benefit from ongoing online mentoring provided by experts in participatory and creative processes; creative, innovative and artistic expression, and around the conservation and protection of marine and freshwater ecosystems. Additionally, tailored training sessions will address the specific needs of each project, fostering effective collaboration between creatives, artists, scientists, and community members. The emphasis on peer-learning and networking is another key aspect, with dedicated sessions offering opportunities for participants to engage with their peers, share experiences, and build a supportive community.



Monthly mentoring sessions are mandatory to monitor project progress and support mid-course adjustments.

Promotion and visibility are significant benefits of the program. Projects will be featured on the PartArt4OW website and social media channels, providing valuable exposure. For this reason, selected PAIs must foresee communication activities that include elements such as blog posts and social media contents during the project implementation to ensure regular dissemination. Participants will also present their work at the PartArt4OW Demo Days (see below) and possibly other related events, significantly enhancing visibility and impact.

The **accelerator program** is structured into 3 phases: ideation and conceptualization, implementation, and exhibition.

1. **Ideation and Conceptualization** (1 month): Over a 1-month period, participants will engage in 6 online group sessions (bootcamp), each lasting 2-3 hours. These sessions will cover key topics such as Inclusivity and Diversity, Data and Ethics, Effective Communication, Scientific Communication, Sustainability, Impact and Art, Science Technology and Society (ASTS) collaboration ensuring alignment with PartArt4OW's primary objectives. In addition to enhancing project knowledge, the sessions promote collaboration with other funded initiatives. This phase will support selected teams in finetuning their project idea and workplan. At the end of the first month PAIs are required to submit to the PartArt4OW team an updated and detailed workplan (see [Annex 8](#) - contract template).
2. **Implementation** (4 months): While the team develops and produces their PAI, they will also access the project partners' extensive network, receive personalised mentoring (10 hours), and participate in sessions to enhance artistic, creative and scientific knowledge as well as capabilities for improved citizen participation, ensuring the projects' long-term sustainability and impact.
3. **Exhibition** (1 month): The final phase involves presenting the project results at the PartArt4OW Demo Days in Barcelona in **July 2026**. This is a 2-day event (that will happen between the 27th and the 31st of July 2026) which provides a high-profile platform to showcase work to a broad audience, including key stakeholders (such as scientific communication experts, policy makers, harbor managers, activists, etc), and featuring conferences, workshops, and debates. This phase helps increase the visibility of the PAIs, after execution at the local level. Participation in the Demo Days, including the presentation or replication of project outcomes, is mandatory.

During this phase (Exhibition) projects may also be selected to host the **PartArt4OW Sailing Lab** (see [Annex 6](#)). If selected, the Sailing Lab will come to your location with the aim of connecting your project with other creative communities, conduct video interviews with key experts and engaged citizens, and develop photographic/video documentation of your main event. This will enhance the media impact of your PAIs and facilitate dialogue among different actors involved. If selected for hosting the Sailing Lab (this depends on your project location, the date of your events and other logistic aspects), then the collaboration with the Sailing Lab team for making this visit feasible and impactful is mandatory (Please read [Annex 6](#) for more details on the Sailing Lab).

Beyond the core program, PartArt4OW offers additional activities to enhance PAIs impacts. These include the creation of an ecosystem of relevant stakeholders that will facilitate art-science collaboration in the field of ocean literacy and protection and research-related activities that will make your PAI visible to the research community. Promptly and actively collaborating on these activities is recommended as these will be evaluated during the Accelerator.

By participating in the PartArt4OW Accelerator, PAIs' teams gain access to substantial financial support, comprehensive mentoring, extensive networking opportunities, and valuable exposure. The program fosters innovation, collaboration, and sustainability in ocean study and conservation efforts, ensuring participants have the tools and resources needed to make a lasting impact. Successful applicants may also feature as case studies in PartArt4OW research, further enhancing their visibility and influence in the field. This accelerator offers a unique chance to advance engagement with ocean and water through creative and interdisciplinary approaches, by contributing to a sustainable and healthier future for our oceans and waterways

## 8. Who is Eligible to Apply?

Only proposals that meet all the eligibility requirements listed below will proceed to the evaluation step (see [Section 14](#)). Failure to meet any of these criteria will result in automatic ineligibility.

*Requirement related to the applicants/consortia:*

- Individuals, single legal entities, and consortia of entities may apply.
- For consortia:
  - All applicants must be eligible.
  - Consortia must establish a lead entity, which will engage with PartArt4OW on behalf of the consortium. The lead entity is the sole recipient of the total requested budget and is responsible for its expenditure and the complete realization of the proposed project.
  - For the purpose of the application, it is sufficient to identify the consortium members and clearly describe their roles and responsibilities in the application form. A formalised contract between partners will not be required at submission stage, but may be requested at a later phase (e.g. in the negotiation phase), depending on the complexity of the consortium and the specific implementation needs of the selected project.
- **Lead entities** must be individuals or organisations established or resident in EU Member States or in Associated Countries. Further details on the classification of EU Member States, Associated Countries, and Third Countries can be found in [Annex 1](#).
- Entities from Third Countries are eligible to participate in consortia but CANNOT act as the lead entity.
- Applicants must be individuals or organisations established or resident in EU Member States, Associated Countries or Third Countries. A list of all eligible countries is available in [Annex 1](#).

- Every entity is allowed to participate in **only one** application, either on its own or as part of a consortium.
- Projects already funded by other international, national, local, or private funds cannot apply for funding for the same activities through PartArt4OW. Applicants must explicitly disclose any existing funding in their application and provide clear evidence that their proposed project activities are distinct and not subject to double funding. This ensures compliance with Horizon Europe financial regulations<sup>2</sup>, which strictly prohibits the same activity from receiving funding from multiple sources. Projects demonstrating complementarities between PartArt4OW funding and other sources are encouraged, provided they maintain transparency and accountability.
- Projects and organisations **funded by the PartArt4OW in the first Open Call cannot** participate in the second Open Call.
- Projects can be implemented in **any EU Member State or an Associated Country**. However, this Second Call is open **only** to proposals that can host - in a yacht harbor or marina - the PartArt4OW Sailing Lab during its tour.

**This implies additional eligibility requirements that are listed here after.** All details related to this aspect are listed in [Annex 6](#) of this Guide for Applicants.

***Requirement related to the hosting of the Sailing Lab:***

- Applicants must indicate (in the submission platform and in their proposal) the location and the approximate date of a relevant public event of their project.
  - The event location must fall within the area outlined in red on the map below.
  - The date of the event must be in the period between the 21st of June and the 26th of July 2026
  - Ideally this should be the main/final event of the PAI and it will be the one hosting the Sailing Lab if selected.
- All applications **MUST** be accompanied by a Letter of Intent from the harbor authority that will host the Sailing Lab (see [Annex 7](#) and the [Call Page](#) of the PartArt4OW website). The Letter of Intent from the harbor authority must be signed with a handwritten/autograph signature or electronic/digital signature by the legal representative of the harbor authority.

<sup>2</sup> [Financial regulation applicable to the general budget of the Union \(recast\) - Publications Office of the EU](#)



#### Other requirements:

- All applications must be submitted by the deadline (**2nd of October 2025, 17:00 CET**) with a valid application form (see [Annex 2](#) and the [Call Page](#) of the PartArt4OW website).
- All the questions included in the submission platform must be answered.
- The proposal must be submitted by using the Application form (see [Annex 2](#) and the [Call Page](#) of the PartArt4OW website) and respecting the related instructions.
- All applications **MUST** be accompanied by a signed Declaration of Honour (see [Annex 3](#) and the [Call Page](#) of the PartArt4OW website). The Declaration of Honour must be signed with handwritten/autograph signature or electronic/digital signature **ONLY** by the lead organisation.

Please note that 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) are not eligible to participate in any capacity.

Applicants must confirm their eligibility by signing the Declaration of Honour and are responsible for verifying their legal standing regarding EU restrictive measures, assessment that will be made also by the PartArt4OW Team.

## 9. Conflict of Interest

PartArt4OW has the following conflict of interest policy: immediate family, partners, and members of staff of PartArt4OW consortium members (including subcontractors) are prohibited to apply. Those with financial ties to PartArt4OW partners should declare their conflict, which will be assessed on a case-by-case basis. To declare a conflict or if you have a prior relationship with PartArt4OW partners



that you feel may constitute a conflict of interest, please email [opencallpartart4ow@gmail.com](mailto:opencallpartart4ow@gmail.com) for clarification.

Any potential conflict must be disclosed at the application stage. Failure to declare a conflict of interest may result in exclusion from evaluation, the programme or contract termination.

## 10. What Kinds of Activities are Supported?

PartArt4OW will provide funding for 6-month projects which must be implemented during the PartArt4OW acceleration program scheduled to take place between the **2nd of February 2026** and the **31st of July 2026**.

All applications have to be fully aligned to the challenge of the **Second Open Call** (see [Section 2](#)).

The funding can be spent on salaries, equipment, consumables, travel, subcontracting to other entities, and indirect expenditure in accordance with the financial guidelines (see [Annex 4](#)). In your application, you will be asked to describe the staff and resources you plan to mobilise for this amount. You may propose any cost items deemed eligible and relevant for the delivery of your project (see eligible costs in [Annex 4](#). Financial Guidelines).

Proposals must allocate part of the budget to dissemination activities and to the organization of the main event in concomitance with the potential passage of the Sailing Lab in the identified harbor (see [Annex 6](#)).

## 11. What Happens with Your Results?

All results and outcomes of your project will remain your property, including associated objects and IP. The EC and PartArt4OW consortium may use, for its research, communication and dissemination activities, information relating to the PAIs' action, documents such as summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material received from PAIs (including in electronic form).

The examples provided in the above list are for illustrative purposes only and are not intended to be exhaustive. The list shall not be construed as limiting or exclusive. Additional elements, activities or interpretations not explicitly mentioned may also be considered relevant, provided they align with the objectives and scope of the call.

The EC right to use a beneficiary's materials, documents and information includes:

- a) use for its own purposes;
- b) distribution to the public;
- c) editing or redrafting for communication and publicity activities;

- d) translation;
- e) giving access in response to individual requests under Regulation No 1049/2001, without the right to reproduce or exploit;
- f) storage in paper, electronic or other form;
- g) archiving, in line with applicable document-management rules
- h) the right to authorize third parties to act on its behalf or sub-license the modes of use set out in Points (b), (c), (d) and (f) if needed for the communication and publicising activities of the EC.

PAIs shall ensure that all necessary authorizations for such publication have been obtained and that the publication of the information by the EC does not infringe any rights. Every communication product and report of PAIs is to be uploaded on the PartArt4OW community on Zenodo, and should be released under a CC-BY (requiring attribution) licence.

PAIs must include appropriate credits to the PartArt4OW project and the European Union on all public-facing outputs, including digital, print, and audiovisual materials.

We expect all participants to follow an **open science/source approach**, sharing results and experiences widely with the community. Applicants will have to be clear in their applications about how they will treat the data that will be collected or generated through the project. PartArt4OW will provide training, and mentoring support to successful applicants to do so.

Indeed, applicants must describe how they will ensure ethical data management and proper attribution in line with open access standards.

In addition, the European Commission may ask selected PAI to present their work as part of EU public relations and networking events to showcase the benefits of the program.

## 12. How is the PartArt4OW Accelerator Call Organised?

PartArt4OW will implement three open calls.

This document is relevant for the second open call that opens on **August the 1st 2025 at 12.00 CET** and closes on **2 October September 2025 at 17:00 CET**.

### Topic

The challenge of the PartArt4OW Second Open Call is: ***Engaging Mediterranean Communities to prevent, study and tackle water pollution.***

We expect projects to be fully sustainable, including the use of sustainable materials, circular solutions and renewable energy.

[www.partart4ow.eu](http://www.partart4ow.eu)

Please read carefully the Open Call Challenge text in [Section 2](#) and be sure to align with it.

## 13. Application Process

### 13.1 How Can You Apply?

1. The starting point for your application is the [PartArt4OW website](#). Go to the [Call page](#) and you will find there all the information and the templates you will need.
2. Read this **Guide for Applicants** as well as the **FAQs** available on the above mentioned webpage.
3. Participate in one of our online webinars or watch the recorded webinars that will be accessible on the PartArt4OW website after the webinars take place.
4. Using the link provided in the PartArt4OW Call page of the project website, go to the EasyChair platform (the platform to be used for submitting your application). If you do not have one already, please create an account and start your application (see the Call page of the PartArt4OW website for the dedicated tutorial).
5. Make sure to answer all questions and upload all relevant documents in **PDF format**.  
These documents are:
  - A project proposal to be drafted using the application form provided. A copy of the application form is available in [Annex 2](#) and on the PartArt4OW [Call page](#) of the project website.
  - A dated and signed Declaration of Honour. A copy is available in [Annex 3](#) and on the PartArt4OW [Call page](#) of the project website. Please download the Declaration of Honour, add your name and surname, signature and date of signature and then upload as a PDF on EasyChair. The text of the Declaration of Honour must not be modified; other declarations of honour will not be accepted. The Declaration of Honour must be signed with handwritten/autograph signature or electronic/digital signature **ONLY** by the lead organisation. Individual members of the consortium are not required to sign the Declaration of Honour separately. This requirement ensures streamlined accountability and consistency in the contracting process.
  - A **Letter of Intent** from the harbor that will host the Sailing Lab in case your project will be selected for this activity. A template is available in [Annex 7](#) and on the PartArt4OW [Call page](#) of the project website. The text of the Letter of Intent must not be modified; other Letters of Intent will not be accepted. The Letter of Intent must be signed with a handwritten/autograph signature or electronic/digital signature by the legal representative of the harbor authority.
6. Submit by the deadline: **2 October 2025, 17:00 CET**.

All documents must be written in English.

### 13.2 Where Can You Find Support?

[www.partart4ow.eu](http://www.partart4ow.eu)

15



Funded by  
the European Union



Innovate  
UK

The PartArt4OW consortium will run two webinars to present the second open call and give the opportunity to potential applicants to ask questions. Please refer to the [Call Page](#) of the PartArt4OW website for webinar dates and registration as well as the recordings of the webinars.

If you have any questions for the PartArt4OW Second Open Call, please refer to our FAQs document (available on the [Call Page](#) of the PartArt4OW website) first. If you cannot find the answer to your question, you can email us at [opencallpartart4ow@gmail.com](mailto:opencallpartart4ow@gmail.com). No other means of communication (such as social media) will be considered valid. Correspondence received through such informal channels will not be acknowledged nor responded to and shall not be deemed as having been officially submitted.

Please note that all communication and support is only available in English.

## 14. How Does PartArt4OW Select Proposals?

### Step 1 - Eligibility Checks

PartArt4OW checks if eligibility criteria are met. Proposals considered not eligible will not proceed to Step 2. The criteria are listed under [Section 8](#) "Who is eligible to apply?".

Proposals that are not eligible will be informed via EasyChair by **8 October 2025**; the motivation of the non-eligibility will be provided in a follow up email via EasyChair.

### Step 2 - Reviews

Eligible proposals will be evaluated by at least 3 reviewers against the following criteria:

- Relevance
- Quality
- Impact

Reviewers will be asked to provide a score on a 5-point scale for each criterion. Further information on the evaluation criteria is available in [Annex 5](#). Please consider them carefully when filling in the application form.

Only projects that pass the threshold value on each of the criteria and the overall threshold, as described in [Annex 5](#), will proceed to the next step of the evaluation.

## Step 3 - Shortlisting

Proposals that score above the thresholds will be ranked. The 21 proposals (3 times the number of winning PAIs) with the highest scores will be invited to an interview (online).

## Step 4 - Interview

Shortlisted applicants will be invited to an online interview with an expert panel. The interviews will consist of a short pitch of the project followed by questions. In order to complete the scheduled tasks on time, we will operate on a very tight schedule. We will send invitations to interviews on **17-18 of November 2025**, including a date and a time slot for the interview. We will not be able to negotiate interview dates/times and related conditions (i.e. online platform to be used for the interviews) with the applicants and may not answer any queries on the subject. The interviews will take place between the **20 and the 27th of November 2025**. If the applicant or any of their team members are not able to attend the interview, we will have to reject their application.

It is the responsibility of the applicants to ensure their availability. Backup representatives should be identified in advance.

Please note that interviews will be conducted in English.

## Step 5 - Final decision

After the interviews are concluded, the PartArt4OW consortium will decide which applicants will be accepted into the program.

# 15. Communication of evaluation results

After the shortlisting phase will be finalised (Step 3), applicants that were not shortlisted for the interviews will be notified via email through EasyChair and will receive the review results. Applicants will receive the aggregated scores (the sum of the scores given by the three reviewers in each of the criterion and the related comments). Applicants can expect to receive review results by, approximately, mid November.

With reference to the applicants invited to the interview, we plan to inform all interviewed applicants about the final outcome on the **3 December 2025**. We will provide a qualitative (no scores) justification of the decision.

While every effort is made to follow the timeline provided, in case of delays in the review and communication process, applicants will be informed via emails sent through the EasyChair platform.

**All decisions made by the evaluation panel and consortium are final.**

**No appeals will be accepted.**

The PartArt4OW evaluation procedure fully complies with the Financial Support to Third Parties (FSTP) rules under Horizon Europe, including the principles of fairness, transparency, and equal treatment. The call does not foresee a formal redress mechanism. Nonetheless, any requests for clarifications will be treated with diligence and professionalism in order to ensure the highest level of applicant satisfaction and procedural integrity. Requests for clarification will be only answered if addressed via the official communication channel ([opencallpartart4ow@gmail.com](mailto:opencallpartart4ow@gmail.com)) within 30 days after the communication of results.

## 16. What Happens When You Are Selected?

### 16.1 Negotiation Phase

If your application is successful, you will be invited to enter negotiations with PartArt4OW. This period (**9 December 2025 - 30 January 2026**) should end with a signed contract between you and PartArt4OW. The objective of the negotiation phase is fulfilling the legal requirements between the PartArt4OW consortium and every selected project. For this to happen we will have to complete the following steps:

- Due diligence checks: These checks are performed to understand the status of the applicant. We will check your legal status, ethics requirements, and any other details as requested by the European Commission. Should you fail the due diligence checks, PartArt4OW reserves the right to reject the project. As far as ethics requirements are concerned, your proposal will be revised by our Ethical Advisor (according to the RRI principles). Be ready to implement the suggested revisions and to include them in the work plan you will deliver at the end of the first month of the Accelerator
- Budget revision: we will assess the costs associated with your project to ensure they are eligible. You will be assigned a person as the main contact point and he/she will go through this process with you and answer any questions. If selected for funding but not for hosting the Sailing Lab, we will help you in redesigning the budget accordingly (see [Annex 6](#)).
- If the previous steps are successfully fulfilled, you will be asked to sign a contract with La Sapienza university, coordinator of PartArt4OW, which acts on behalf of the PartArt4OW consortium.

Negotiations will start on **9 December 2025** and must be completed by **30 January 2026** with a signed contract. (Please see [Annex 3](#): Declaration of Honour and [Annex 8](#): Contract template). More details and guidance will be provided to successful applicants in due time.

Failure to complete the negotiation phase within the designated timeline will result in disqualification.



## 16.2 The PartArt4OW Accelerator

Applicants who reach this stage of the process will be formally accepted into the 6-month accelerator that will run from **2 February 2026** to **31 July 2026**.

The PartArt4OW accelerator will provide all successful projects with resources, training and mentoring tailored to their individual needs as outlined in [Section 7](#) "Why take part".

To qualify for the funding in totality, participants must complete all the activities outlined below.

- Implement a 6-month project as agreed during the negotiation phase and better specified in the work plan that each PAI will develop in the first month of the Accelerator
- During the project implementation:
  - Participate to at least at 4 out of 6 training sessions that will be delivered in the online bootcamp in **February 2026**
  - Submit a detailed and revised work plan including and satisfying all ethic-related requests, budget revision and activities revision as by the consortium within the first month of the accelerator
  - Participate in the mid-term review (online) with the appropriate documentation according to the implementation plan
  - Attend monthly online sessions with the PartArt4OW mentors to review the project and adjust plans if necessary
  - Provide to the PartArt4OW communication manager at least 2 blog posts, 5 social media posts, and regular updates about the progress of your project to be published on the [PartArt4OW website](#) and the PartArt4OW social media profiles (both the website and the social media profiles are managed by the PartArt4OW team).
  - Ensure high visibility of the funded projects by actively promoting their results, including showcasing them on the dedicated Mission website "[Restore our Ocean and Waters](#)".
  - Dissemination of project results is essential, and applicants are expected to include a dissemination campaign as part of their project. These campaigns should feature promotional actions that emphasize the role of artists and the creative sector in contributing to the achievement of the Mission objectives.
  - Participate in the PartArt4OW Demo Days which will take place in Barcelona by presenting or replicating all or part of your main artistic/creative outputs. It will take place between the **27th and 31st of July 2026**.
  - Develop and provide video/photographic material that shows the development of your project during the various stages, including brief video interviews to the artists/creatives and key figures. This material, to be sent to PartArt4OW, will be used as part of the Sailing Lab activities (e.g. videos, video interviews, artworks, etc.) and final documentation. The video material must be provided on 16/9 horizontal screen ratio, 1920x1080HD or 4k, 25p, encoded in h.264 ( quicktime or mp4 container) and delivered via web-upload to PartArt4OW. A rough-cut /cleaning output is required. Video and photo can be taken with pro-cameras or high quality phones but must be shot and delivered in a professional way, following the specific guidelines and release

forms that will be provided to all selected PAIS. Raw-News will be available to give further instructions on this topic to all participants.

- Comply with all the requirements and activities required by the Sailing Lab (see [Annex 6](#));
- Participate in 2 online impact interviews: one in **February 2026** and one in **July 2026**.
- Inform PartArt4OW of any potential challenges or issues affecting the project.
- Prepare a final written technical report detailing all the activities performed and showing evidence of the achievement of the prospective results. For the preparation of the written technical report you will be provided with a Template.
- Applicants must also ensure their full commitment to the dissemination and sustainability goals of the Mission and may be asked to showcase their results during additional events in 2026, including potential replication in Mediterranean harbors.

## 16.3 Payment

Funds will be transferred as a lump sum in two stages – 50% at the beginning (first month) and 50% at the end of the 6 month accelerator period.

The first payment consists of 50% (up to € 25.000/00) of the total lump sum. It is a pre-financing payment and will be released no later than thirty (30) natural days after the Contract signature.

The second payment will be done no later than thirty (30) days after the approval of the final written report submitted to PartArt4OW consortium. This is to be prepared by each PAI within a month following the end of the six-month Accelerator.

## Acknowledgements

This document is based on previous work carried out by the Impetus Consortium: Thuermer, G., Passani, A., & Reco, L. (2023). *IMPETUS D1.1 Open call documentation 1 (2023)*. Zenodo. <https://doi.org/10.5281/zenodo.10078362> and on the first Open call documentation of the PartArt4OW project: Passani, A., Custureri, S., Diakou, S., Luca Bertocci, (2025). *"D2.4 FSTP call documentation"*. DOI [10.5281/zenodo.16023584](https://doi.org/10.5281/zenodo.16023584).



# Annex 1. List of eligible countries

## Please note:

- Entities legally established in an EU Member State or in an Associated Country are eligible for direct funding. These entities can be designated as a lead entity in a consortium for the PartArt4OW Open Call.
- Entities from Third Countries (including low- and middle-income countries) may participate in consortia, but cannot lead a consortium.
- Projects must be implemented within an EU Member State or an Associated Country.
- Projects cannot be implemented in a Third Country
- 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) are not eligible to participate in any capacity, even if included in the list below.

## Countries Eligible to Lead a Consortium

Entities legally established in the following **EU Member States** (including Overseas Countries<sup>3</sup> and Territories) and **Associated Countries** can lead a consortium and receive direct funding.

- **EU Member States:**
  - Austria
  - Belgium
  - Bulgaria
  - Croatia
  - Cyprus
  - Czechia
  - Denmark
  - Estonia
  - Finland
  - France
  - Germany
  - Greece
  - Hungary
  - Ireland
  - Italy
  - Latvia
  - Lithuania
  - Luxembourg
  - Malta
  - Netherlands
  - Poland
  - Portugal
  - Romania
  - Slovakia
  - Slovenia

<sup>3</sup> Aruba (NL), Bonaire (NL), Curaçao (NL), French Polynesia (FR), French Southern and Antarctic Territories (FR), Greenland (DK), New Caledonia (FR), Saba (NL), Saint Barthélemy (FR), Sint Eustatius (NL), Sint Maarten (NL), St. Pierre and Miquelon (FR), Wallis and Futuna Islands (FR).

- Spain
- Sweden
- **Horizon Europe Associated Countries:**
  - Albania
  - Armenia
  - Bosnia and Herzegovina
  - Faroe Islands
  - Georgia
  - Iceland
  - Israel
  - Kosovo
  - Moldova
  - Montenegro
  - North Macedonia
  - Norway
  - Serbia
  - Tunisia
  - Türkiye
  - Ukraine
  - United Kingdom
- **Countries in Transitional Association Process** (*participation subject to specific calls and conditions in Horizon Europe*):
  - Morocco
  - Republic of Korea
  - Switzerland

## Countries Eligible to Participate in a Consortium (but Not Lead)

Entities legally established in the following **Third Countries (including low- and middle-income countries)** may **participate** in consortia but **must be led by an entity based in an EU Member State or an Associated Country**. They are **not eligible to receive direct funding from PartArt4OW**.

- **Low- and Middle-Income Countries Eligible for Participation:**
  - Afghanistan, Algeria, Angola, Argentina, Azerbaijan
  - Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Botswana, Burkina Faso, Burundi
  - Cabo Verde, Cambodia, Cameroon, Central African Republic, Chad, Colombia, Comoros, Congo (Democratic Republic), Congo (Republic), Costa Rica, Côte d'Ivoire, Cuba
  - Djibouti, Dominica, Dominican Republic
  - Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Eswatini, Ethiopia
  - Fiji
  - Gabon, Gambia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana
  - Haiti, Honduras
  - Indonesia, Iran, Iraq
  - Jamaica, Jordan
  - Kazakhstan, Kenya, Kiribati, Korea (Democratic People's Republic), Kyrgyz Republic

- Lao (People's Democratic Republic), Lebanon, Lesotho, Liberia, Libya
- Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia (Federated States), Mongolia, Morocco, Mozambique, Myanmar
- Namibia, Nepal, Nicaragua, Niger, Nigeria
- Pakistan, Palestine, Papua New Guinea, Paraguay, Peru, Philippines
- Rwanda
- Samoa, São Tomé and Príncipe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, St. Lucia, St. Vincent and the Grenadines, Sudan, Suriname, Syrian Arab Republic
- Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Turkmenistan, Tuvalu
- Uganda, Uzbekistan
- Vanuatu, Venezuela, Vietnam
- Yemen
- Zambia, Zimbabwe

**Note:** 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) are **not eligible to participate** in any capacity, even if included in the list above.

## Countries Where Projects Can Be Implemented

Projects can be implemented in **any EU Member State or an Associated Country**.

However, this Second Call is open **only** to proposals that can host - in a yacht harbor or marina - the PartArt4OW Sailing Lab during its tour. Therefore, **only applications whose significant/final event will be realised in an appropriate harbor are eligible**. This implies additional eligibility requirements that are listed in [Section 8](#).

# Annex 2. Application form

## Guidelines

Applicants are required to use the template below. The following guidelines must be respected:

1. The template cannot be changed. When submitting, download a copy of this template, **remove this cover page**, add the title of your project on the top and answer the questions.
2. You may adjust the title font size if your title is longer than one line.
3. The proposal must have a maximum length of **5 pages (including the questions as per template)**. You cannot add annexes. The title, and sections 0, 1, 2 and 3, together, should not be longer than 5 pages. All tables, figures, and any other elements pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only indicative. Proposals exceeding the 5-page limit will be considered ineligible.
4. The reference **font** for the body text of the proposal is **Arial**. The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).
5. The minimum font size allowed is **11 points**. Standard character spacing and a **minimum of single line spacing** is to be used. This applies to all text, including text in tables.
6. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm**. Do not change the page layout or margins. Do not add headers and footers.
7. All questions must be answered. Do not delete the questions (or part thereof) and do not change their font and size.
8. Links to external documents that answer a question are not allowed. External content will not be considered during the review process.
9. The proposed budget must correspond to the 6-month accelerator period and must amount up to €50,000.
10. The proposal must be uploaded on the online submission platform as a PDF.

**To remain fair to all applicants, proposals not respecting any of the above guidelines will be declared non-eligible and discarded without further review.**

Some additional advice you may find useful:

1. Read the Guide for Applicants and the FAQs before you start.
2. Be brief and to the point.
3. Use specific examples whenever possible. Use bullet points, graphs, and tables to bring your point across.
4. Be bold, but realistic. We want to fund initiatives that matter and that will be delivered.

5. All sections are equally important. Spend time considering all of them, and do not be repetitive in your responses.

# Project proposal title

## 0. Summary (max. ½ page)

0.1 Describe the core idea of your project in one sentence.

0.2 Indicate the location(s) of your project's activities and the harbor that could host the Sailing Lab (this should be the same harbor indicated in the Letter of Intent uploaded on the submission platform). Please add a short description of its location and how it relates to the location of your project's activities.

0.3 Indicate the time frame of the event that could host the Sailing Lab. There is no need for a specific date; a range of days/weeks is sufficient.

## 1. Relevance (max. 1 ½ pages)

1.1 Provide a brief overview of your proposed project, including its objectives and the environmental and/or social challenges it addresses. Please explain what is the main local problem/issue/challenge that your project will address and contribute to solve.

1.2 Please explain the scientific base of your project and how it aligns or/and advances the state of the art (What is the research question? Which is the scientific knowledge that drives your initiative? How do you assure that your activities are scientifically sound?).

1.3 Why can your project be considered innovative?

1.4 Please explain why your project can be identified as a Participatory Art Initiative (Explain how it is aligned with the PartArt4OW definition of PAI).

1.5 How does your project relate to the PartArt4OW call challenge? Please be specific.

1.6 In which ways does your project promote ocean literacy?

## 2. Quality (max. 2 pages)

### Implementation

2.1 What activities do you plan to conduct over the course of the 6-month Accelerator? Please define the steps with a timeline and provide details of the activities. You can also use bullet points.

2.2 What are the main expected results and outputs of your project?

**2.3 Will they be available to others following the principles of Open Science? How?**

**2.4 Which citizen groups or communities do you plan to work with? What would be their role in the project? How will you attract and maintain engagement from citizens and other stakeholders?**

**2.5 How will your project engage and/or benefit underrepresented groups and those far from science and art? (examples of under-represented groups include: LGBTQAi+, low-income persons, ethnic minorities, migrants and refugees, people with disabilities, etc.). How will your project pursue gender balance?**

**2.6 What ethical challenges does your project pose, and how will you address them? Do you rely on personal data? If so, how will you manage and store it?**

**2.7 How will you use the budget? Please fill in the table below:**

Budget category	Cost over 6 months	Overheads (25%)	Total in Euro
Personnel			
Travel			
Equipment			
Other goods and services			
Subcontracting		n/a	
Grand total in Euro			

**2.8 Briefly explain the main cost items. Describe the task(s) subcontracted, if any.**

## Team & Community

**2.9 Who are the core members of your team? What are their relevant skills and experience? Please mention previous related experiences and artistic works. What are the roles of the members of your team?**

**2.10 How is or will your project team be inclusive and diverse?**

## 3. Impact (max. 1 page)

**3.1 What are the expected impacts of your project, and how do you plan to achieve them? How do you anticipate things will change in the short, medium, and long term (e.g. after six months, one year, and five years)? What positive impacts do you expect for your key stakeholders - particularly engaged citizens and communities - by the end of the project? In your response, please consider potential social, economic, political, scientific, and environmental impacts.**

**3.2 How many people do you plan to involve directly in the project activities and how many via communication activities? Please briefly describe your communication plan/activities, including the communication campaign you will carry out.**

**3.3 How will you assure that your project activities are fully sustainable from an environmental point of view?**

**3.4 How will you ensure the work and outcomes can continue beyond the end of the funding? Please indicate any additional sources of funding/support you may need to sustain your project after the end of the PartArt4OW funding and how you plan to secure it.**

# Annex 3. Declaration of Honour

1. I declare that:

- a. the organisation that I represent is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- d. the organisation that I represent is in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- f. the organisation that I represent is not subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget;
- g. the proposed project does not receive funding for the same activities from other sources.

2. I declare that:

- a. I am not subject to a conflict of interest;
- b. I have not made false declarations in supplying the information required as a condition of participation in the PartArt4OW call or did not fail to supply this information;
- c. I am not in one of the situations of exclusion, referred to in the above-mentioned points 1a-f;
- d. I am an individual or organization located within an EU or in an Associated Country, following Horizon Europe funding eligibility rules;
- e. *I am not, nor do I represent, an entity 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), and therefore not eligible to participate as recipients*



*of FSTP; I declare that I have verified, to the best of my knowledge, that this condition is fulfilled, and I am aware that such eligibility may also be assessed by the PartArt4OW Team;*

- f. the proposed project will be implemented in the EU or an associated country;
  - g. one of the main events of the project (or the final one) will take place within the geographical areas included in the eligibility criteria section of the Guide for Applicants.
3. I certify that:
- a. I am committed to participate in the project;
  - b. the organisation I represent has stable and sufficient sources of funding to maintain activity throughout participation in the project and to provide any counterpart funding necessary;
  - c. the organisation has or will have the necessary resources as and when needed to carry out involvement in the project.
4. I declare that I and other representatives of my organisation will:
- a. ensure the quality, integrity and accuracy of research activities and outputs within the scope of the project;
  - b. ensure informed consent from all project participants and protect their confidentiality;
  - c. take all steps to protect and ensure the confidentiality of all project participants;
  - d. take all necessary steps to protect vulnerable groups who may participate within the project (particularly minors and those with a reduced capacity for consent);
  - e. actively seek to encourage participation from underrepresented groups;
  - f. comply with any and all legal requirements, both within the country or countries in which the project shall operate and at the European level, in particular the European Union General Data Protection Regulation 2016/679;
  - g. will take all reasonable steps to ensure project outputs are made openly available and accessible to the widest possible audience, where this does not infringe upon the rights and expectations of project participants or contravene the legal requirements of the territories in which the project shall operate
  - h. be committed to key RRI (Responsible Research and Innovation) concerns and to the Climate Pact Pledge and the Make Europe Blue Campaign.
5. I declare that, to the best of my knowledge and belief, I am eligible to apply for the PartArt4OW accelerator call and all the information I provided in the form is true.

<b>Name and Surname</b>	
<b>Signature</b>	
<b>Date</b>	

# Annex 4. Financial guidelines

## 1. Cost Eligibility Concepts and Exceptions

Costs charged to the PartArt4OW project must align with the following general principles:

- **Actually Incurred:** Only real, not estimated or budgeted, expenses are eligible.
- **Incurred During Project Duration:** All costs must fall within the project period (6 months for applicants).
- **Budgeted and Necessary:** Costs must appear in the estimated project budget and be essential for its objectives.
- **Identifiable and Verifiable:** Expenses must be traceable to the beneficiary's accounts with adequate supporting documentation.
- **Legal Compliance:** All costs must align with national laws on taxes, labour, and social security.
- **Financially Responsible:** Costs should reflect sound financial management principles, including economy and efficiency.

### Non-Eligible Costs:

- **Deductible VAT:** Any VAT that is recoverable under the national tax system cannot be charged to the project.

All costs, except for purchased equipment (see below), are recovered 100%, and need to include the indirect costs, charged on top of the total direct costs. All costs should be stated inclusive of any irrecoverable VAT.

## 2. Eligible Costs

Eligible costs can be categorised based on their form of expenditure.

The total requested amount cannot exceed 50.000 euros including all the following eligible costs (when relevant) and including the indirect costs.

### Direct costs:

1. **Personnel costs:** Salaries and social contributions based on actual annual costs.
  - a. Employees: Payment based on employment contracts, with daily rates calculated on annual personnel costs divided by 215 working days.
  - b. Natural persons under direct contract: Self-employed individuals directly contracted for the project.
  - c. Seconded persons: Paid for work seconded from third parties as part of an in-kind contribution.
  - d. SME owners and unpaid natural person beneficiaries: Unit costs for these personnel are calculated based on EU guidance.

2. **Subcontracting costs:** Actual payments made for subcontracting essential project work. Subcontracting must be limited and follow competitive market practices. Subcontracts should prioritize value for money or the lowest price available, based on a minimum of three quotes. Subcontracting to affiliates or between project beneficiaries is prohibited.
3. **Purchase costs:**
  - a. Travel and subsistence: Travel expenses aligned with beneficiary practices, covering transport and subsistence.
  - b. Equipment:
    - i. Purchases of equipment, infrastructure or other assets used for the action must be declared as depreciation costs, **calculated on the basis of the costs actually incurred** and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.
  - c. Renting or Leasing: Eligible if the equipment is rented at a rate not exceeding its depreciation cost.
  - d. Other goods, works and services
4. **Internally invoiced goods and services:** goods or services which are provided within the beneficiary's organisation directly for the action and which the beneficiary values on the basis of its usual cost accounting practices.

This cost will not be taken into account for the indirect cost flat-rate.

#### Indirect costs:

Indirect costs are within the €50 000 limit for implementing the PAI and cover items such as rent, administration, printing, photocopying, amenities etc. Charged at a flat rate of 25% on eligible direct costs, excluding FSTP, subcontracting, and resources provided by third parties not used on the beneficiary's premises.

### 3. Financial Support to Third Parties (FSTP) in the PartArt4OW Project

The PartArt4OW project provides Financial Support to Third Parties (FSTP) to selected Participatory Art Initiatives (PAIs). These funds support participatory art projects fostering public engagement with ocean and water sustainability, in line with Horizon Europe guidelines. The FSTP will follow strict criteria and processes aligned with the Horizon Europe guidelines to ensure transparency, accountability, and alignment with project objectives.

Financial support is defined as non-repayable assistance to PAIs implementing participatory art initiatives in line with PartArt4OW goals. These funds cover eligible activities directly linked to the project's objectives, such as art projects fostering environmental awareness, stakeholder engagement, and event participation as specified in the Grant Agreement (GA).

#### Key FSTP Conditions and Requirements

1. **Maximum Support per PAI:** Each PAI may receive up to **€50,000** to cover the costs of activities that fulfil PartArt4OW objectives. This sub-grant will be funded in two payments.

The first one consists of 50% (up to € 25.000/00) of the total lump sum. It is a kickstarting grant and will be released no later than thirty (30) natural days after the Contract signature). The second payment will be done no later than thirty (30) days after the final written report (to be prepared by the PAI within a month following the end of the six-month Accelerator) has been received and approved by the PartArt4OW Consortium

The second payment will be done after verification of the correct implementation of the Third Party's activities envisaged in their work plan. The verification will be made by PartArt4OW Consortium, based on the intermediate monitoring activities and the final report.

Payments cannot be completed during August (summer holidays) and December (for administrative reasons concerning the financial statement closing).

## 2. Recipient Obligations:

- Selected PAIs must comply with PartArt4OW's requirements on conflict of interest, confidentiality, and ethics as outlined in the Contract. They must retain supporting documentation (e.g., receipts and records) for all reported costs to facilitate compliance audits for a period of five years after the end of the PartArt4OW project.
- Recipients are also required to grant access to EU bodies such as OLAF and the European Court of Auditors, enabling oversight of fund use and adherence to EU financial regulations.

## 3. Reporting and Monitoring:

PAIs must comply with the monitoring and reporting procedures as described in this Guide for Applicants: work plan delivery (M1); online mid-term interview (M3); final report (by the end of the first month after the end of the Accelerator).

## Key Financial Considerations

### Eligible Costs:

Eligible costs are direct costs incurred by the recipient for implementing the action, in line with the predefined project objectives. They must be necessary for the project's success, verifiable, and documented according to Horizon Europe standards.

## 4. Supporting Documents to be kept

### Personnel Costs:

- Employment contracts or equivalent.
- Payroll records and detailed breakdowns for productive hours.

### Subcontracting:

- Invoices and proof of payment.

- Management documentation confirming subcontractor work completion and cost reasonableness.

**Consumables and Equipment:**

- Invoices, rental contracts, and equipment usage records as applicable.

**Travel:**

- Transport tickets, boarding passes, hotel bills, mission approval forms, and meeting records.

**Overheads:**

- Full documentation on overhead cost calculations and supporting breakdowns.

**Bank Statements** (for the coordinator):

- Related to PartArt4OW project payments and partner distribution.

## Annex 5. Award criteria

The evaluation is based on 3 main criteria: relevance, quality and impact. Each criteria is organised in several sub-criteria (see table below).

For each of the 3 main criteria the reviewers will provide a score on a 0 to 5 scale as reported below.

0 — The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

1 — Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

2 — Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.

3 — Good. The proposal addresses the criterion well, but a number of shortcomings are present.

4 — Very Good. The proposal addresses the criterion very well, but a small number of shortcomings are present.

5 — Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Half marks (0,5) are allowed, no decimals.

This scoring is aligned with the recently issued document of the EC: “Good practices for implementing financial support to third parties (FSTP) in EU grants<sup>4</sup>

Each dimension has its own weight and threshold:

Relevance: 40

Quality: 40

Impact: 20

Criteria	Threshold
Relevance	21
Quality	21
Impact	11
<b>Overall</b>	<b>60</b>

<sup>4</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/other/guidance\\_fstp-good-practices\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/other/guidance_fstp-good-practices_en.pdf)

Only the projects that will pass the threshold in **ALL** the 3 main criteria and **the overall** threshold will be considered for the next step (shortlisting for interviews).

Each main criterion - relevance, quality, and impact - will be independently assessed by **three expert reviewers**, each assigning a score on a scale from **0 to 5**, with half-point intervals allowed. Therefore, the total raw score per criterion will range from **0 to 15** (i.e., the sum of the three reviewers' scores). To align this raw score with the overall **evaluation weighting system** introduced above (i.e., 40% for relevance, 40% for quality, and 20% for impact), the following **re-parametrization procedure** will be applied:

Criteria	Total raw score (from 0 to 15)	Re-parametrization weight	Final weighted score (from 0 to 40/40/20 as per EC guidelines)
Relevance	$S_R$	$\frac{40}{15} = 2.67$	$S_R \times 2.67$
Quality	$S_Q$	$\frac{40}{15} = 2.67$	$S_Q \times 2.67$
Impact	$S_I$	$\frac{20}{15} = 1.33$	$S_I \times 1.33$

Accordingly, the final overall score for each submission will be equal to the sum of the weighted scores assigned to each evaluation criterion. These scores will then be compared to the previously defined thresholds to determine whether a proposal will be shortlisted for the interview.

Besides the below-listed criteria PartArt4OW needs to satisfy a diversity criteria too. This does not apply to the single proposal but it will be considered by the PartArt4OW team during the review phase. Indeed, we need to assure that PAIs are distributed across different countries and that different artistic expressions are represented. This might influence the final selection of the shortlisted proposals.

## Award criteria

Award Criteria - Relevance	
Sub-criteria	Guiding questions
<i>Aim of the project and</i>	Does the project have clearly defined, ambitious but also achievable goals?

<i>innovativeness</i>	Will the project contribute to the current environmental and societal challenges?
	Is the project scientifically grounded, rigorous and aligned with the state of the art of scientific research?
	Does the project have relevant elements of innovativeness? (These could be related to the artistic outputs, the scientific aspects, the engagement approach or to the way they combine art, science and citizen engagement or other)
<i>Relevance to the topic</i>	Is the project aligned with the PartArt definition of Participatory art?
	Is the project aligned with the PartArt definition of ocean literacy?
	Is the project answering appropriately to the Open Call challenge?
<b>Award Criteria - Quality</b>	
<b>Sub-criteria</b>	<b>Guiding questions</b>
<i>Planned activities and results</i>	Are the proposed activities described in a clear way? Is the logic of implementation well structured and complete?
	Are the results of the project clearly described and significant?
	Considering the engagement activities proposed: how active is the role of citizens?
<i>Ethics</i>	Does the project properly consider the ethical implications of their activities?
	Does the project properly consider data protection and data management?
<i>Citizen engagement, Inclusions and diversity</i>	Does the project actively engage underrepresented groups (LGBTQ+, low-income persons, ethnic minority, refugee, disabled ...), or will these groups clearly benefit from the project?
	Does the project actively pursue gender balance among



	participants and the engagement of those far from art and science?
<i>Use of resources</i>	Are the envisaged expenditures adequate for realising the proposed project? Are there any important activities or requirements (such as dissemination) that are not accounted for within the budget?
<i>Team competences</i>	Does the team have experiences in art and creativity, science, engagement practices and communication? How strong is the project proposal in terms of interdisciplinarity and intersectorality?
<b>Award Criteria - Impact</b>	
<i>Expected impacts</i>	Does the project benefit the citizens engaged in it and/or the local communities? Is the number of citizens engaged sufficient for generating a visible impact?
	Will the project have a significant and long-lasting impact in the realms of science, society, economy, and/or art? (not necessarily on all of those realms)
	Is the communication and dissemination plan of the project ambitious and feasible?
	Did the project propose a convincing plan to make the project activities fully sustainable? Are they addressing in a convincing way carbon neutrality and renewable energy issues? Is attention provided to circularity?
	Will the project have a positive environmental impact? i.e. increase biodiversity, reduce pollution, etc...
<i>Output and financial sustainability</i>	Is there a preliminary plan to sustain the project beyond PartArt4OW funding? Are the project and its outputs maintained beyond the life of the project? Is there a plan for assuring the future of the artistic

	<p>outputs?</p> <p>Are new sources of funding likely to become available?</p>
--	---

# Annex 6. What you need to know/consider about the PartArt4OW Sailing Lab

A unique aspect of the PartArt4OW program is the **PartArt4OW Sailing Lab**, a 15-meters sailboat which will cross a sector of the western Mediterranean sea to document, connect, and spread the work of the PartArt4OW project and of selected PAIs. The Sailing Lab routes create a physical network between creative communities. The Sailing Lab team will visit selected PAIs during one of their main events (ideally the final one) and will conduct video interviews with key experts and engaged citizens, and develop photographic/video documentation, enhancing the media impact of the PAIs and facilitating dialogue among different actors involved.

On the base of technical evaluation, time-constraints, meteorological considerations and resources available, the maximum possible geographical area that can potentially be crossed by the Sailing Lab starting from Nettuno (Rome), where the Sailing Lab is anchored and reaching Badalona (Barcelona) on the occasion of the PartArt4OW demo-day is reported in the map below. Please be aware that the map encompasses the broadest possible area covered by potential routes of the Sailing Lab (therefore not all actual and feasible) and only one of the potential routes (with relevant harbors) will be selected.

The cities highlighted in red (Rome and Barcelona) are the starting and ending points of the Sailing Lab, while those highlighted in yellow (Alicante and Trapani) represent the extreme points of the coastal area where the project's event can be implemented.



The following information is crucial for PAIs to prepare as best as possible for potentially hosting the Sailing Lab. Please be aware that:

1. All applicants are required to organise their activities and relevant budget by demonstrating that they are able to potentially host the Sailing Lab visit in concomitance with the main/final (or one of the main events) envisaged by their project. This includes (but it is not limited to) the scientific, artistic, logistic, technical organisation (including legal permissions for event realisation and safety procedures) of the event in the harbor area, the full local and national press coverage and the allocation of necessary budget.
2. All applicants must assure and support the smooth welcome of the Sailing Lab in the period between the 21st of June and the 26th of July 2026. The main event (or a relevant one) of the project must happen in this period and it should happen in the selected harbor.
3. The sail vessel specifications are: Length: 15.65 meters; Beam: 4.90 meters; Draft: 2.10 meters; Height with Mast: 20.40 meters.
4. Amongst the winning PAIs, only 2 out of 7, will be visited by the Sailing Lab. The selection of the projects (from among the 7 winning PAIs) that will host the Sailing Lab will be at total discretion of the PartArt4OW consortium on the basis of logistic, meteorological and technical considerations as well as budget and time-constraints.
5. PAIs selected for the Sailing Lab visit will negotiate the exact date of their event on the basis of the availability and capability of the Sailing Lab to pass by the selected harbor. Moreover, projects are expected to put the Sailing Lab team in contact with the harbor authorities for a proper organization of the visit.

6. Budget wise, the mooring fees will be paid by PartArt4OW.

By submitting an application for the second open call of PartArt4OW, the applicants accept all the above conditions.

# Annex 7. Letter of Intent from the Harbor

To PartArt4OW

Re: Letter of Intent - proposal (title of the PAI)

This letter is to confirm that (name of the harbor managing authority), represented by (name of legal representative of the harbor managing authority signing the letter) in case the PAI (title of the PAI) submitted by (name of the submitting individual or entity) will be selected:

- is aware that the harbor can be selected as a docking site for the Sailing Lab of the EU project PartArt4OW.
- Is aware that the docking will happen in the period between the 21st of June and the 27th of July 2026;
- commits to facilitate the welcoming of the Sailing Lab by collaborating with the PAI (title of PAI) and PartArt4OW staff to assure the safe docking of the sail vessel in an appropriate yacht harbor or marina for a minimum stay of 3 days;
- guarantees that the harbor is adequate to host a sail vessel with the following technical characteristics: Length: 15.65 meters; Beam: 4.90 meters; Draft: 2.10 meters; Height with Mast: 20.40 meters

Please provide the following preliminary information:

- Presence of water and fuel bunkering facilities: Yes/No
- Presence of electricity facility at the dock: Yes/No

Date and Legal Representative's signature



# Annex 8. Contract template

The contract template is composed of three documents: hereafter presented as Annexes 8a, 8b and 8c. In Annex 8a and 8b PAIs are defined as Third Party, coherently with the EC wording. Annex 8c is a template PAIs will be required to use for data processing consent purposes.

## Annex 8a. Contract for Financial Support to Third Party

BETWEEN:

University of Rome “La Sapienza”, with its registered office in Rome, V.A.T. number IT 02133771002, fiscal code 80209930587, represented for signature of this Agreement by Donatella Strangio her capacity as department Director (hereinafter referred to as the “Beneficiary”)

AND

....., with its registered office in ....., V.A.T. number ....., fiscal code ....., represented for signature of this Agreement by ..... in his/her capacity as referent for the Participatory Art Initiative called ..... (hereinafter referred to as the “Third Party” or “PAI”)

- SINCE the Beneficiary signed the contract n. 101157247 with the European Commission for the purpose of implementing the Project entitled PartArt4OW (Participatory Art for Society Engagement with Ocean and Water) funded under the European Union’s HORIZON-MISS-2023-OCEAN-01 Programme, hereinafter referred to as “Grant Agreement”;
- SINCE, complying with Article 9.4 of the Grant Agreement, the Third Party has been awarded funding under the call for proposals published by the Beneficiary on EasyChair and is consequently identified as the recipient of financial support, pursuant to and for the purposes of the applicable European Union law mentioned in Article 2 of the present contract;
- SINCE the Third Party has been retained for funding by a Commission composed also of external evaluators, it is entitled to receive funding according to the terms and conditions set out under this Sub-grant Agreement (hereinafter referred as the “Contract”) and in accordance with the Guide for Applicants of the PartArt4OW first open call.

### The Parties agree

on the following terms and conditions, including those in the Annexes, which form an integral part of this Contract which aims at defining the framework of rights and obligations of the Parties for the development of the Project [...NAME OF PAI], the preamble above being considered as a substantial part of the Contract.

#### Article 1 – Interpretation and reference

1.1 The present Agreement is linked to the Grant Agreement n. 101157247 with the European Commission for the purpose of implementing the Project entitled PartArt4OW (Participatory Art for Society Engagement with Ocean and Water).

1.2 The present Agreement is being stipulated to allow the fulfilment of the obligations of the parties towards the European Commission and towards other Grant Agreement Beneficiaries.

1.3 The Third Party declares to be aware of the content of the Grant Agreement and to have received a copy of it.

## Article 2 – *Applicable law*

2.1 This Agreement shall comply with the provisions herein, with the Grant Agreement n. 1157247 and with the following legal sources:

- a) the call for proposals published by the Beneficiary to which the Third Party has responded;
- b) the European Union law on participation in Cascade Funding Horizon Programs;
- c) the practices of the European Commission, which interpret and applies the provisions in the point above, in particular the last version of the *Annotated Model Grant Agreement* and its subsequent updates;
- d) the Italian law integrating the aforesaid legal sources.

## Article 3 – *Duration of the Agreement*

3.1 This Contract has a duration of 6 months and enters into force on September 1, 2025. All the obligations must be completed before the end of the 6th month. Exception is made for the final report which is due by the end of the month following the six-months Accelerator (see Article 8).

## Article 4 – *Subject of the relationship*

4.1 The Third Party shall carry out all the activities outlined in the Open Call published by the Beneficiary, the Guide for Applicants provided on the official PartArt4OW website, and all the activities described in its own project proposal and Work Plan, as prepared by the end of the first month of the Accelerator Program.

## Article 5 – *Obligations of the Third Party*

5.1 Obligations and responsibilities of the Third Party are defined in detail in the Guide for Applicants. Additionally, the Third Party shall take every necessary precaution to avoid any risk of conflict of interest relating to economic interests, political or national affinities, personal or any other interests liable to influence the impartial and objective performance of the Project. In case a Third Party is involved in a conflict of interest or in a risk of conflict of interest, the beneficiary must immediately take all the necessary steps to rectify this situation.

5.2 The Third Party specifically commits to:

- a) carrying out the activity described in previous Article 4;
- b) send, by the end of the first month of the Accelerator Program, the consolidated Work Plan of the project proposal incorporating the changes required by reviewers and partners.
- c) taking part in all the activities and obligations envisaged by the Accelerator Program as defined in the *Guide for Applicants*.
- d) prepare and deliver to the Beneficiary all the necessary documentation to demonstrate the effective implementation of the activities (see the *Guide for Applicants*).
- e) respecting the general indications given by the Beneficiary to implement the Project and to allow the Beneficiary itself to fulfill its reporting and accountability obligations;
- f) keeping confidentiality, even after the expiration of the present Contract, on confidential information the Third Party gets to know, whether concerning the Beneficiary or to other Third Parties;
- g) informing as soon as possible the Beneficiary of all the events concerning the present Contract, especially those which may jeopardize the appropriate implementation of the activity;

- h) submitting, also after the expiration of the present Agreement, to the controls of the European Commission, of the European Court of Auditors, of OLAF, and any other bodies mentioned in Article 25 of the *Grant Agreement*, providing all required documents and information, giving access to its premises and allowing the necessary inspections and verifications;
- i) comply with the obligations outlined in the *Grant Agreement* which are incumbent on the Beneficiary, within the scope of its responsibilities, with particular reference to Articles 6 (Eligible and ineligible costs and contributions), 12 (Conflict of interests), 13 (Confidentiality and security), 14 (Ethics and values), 16 (Intellectual property rights), 17.2 (visibility), 18 (specific rules for carrying out the action), 19 (general information obligations), 20 (Record-keeping), 21 (Reporting), 22 (Payments and Recoveries) and 25 (Check and Reviews);
- j) keeping records and supporting documents (for 5 years maximum after the end of the present Contract) of the activities to prove declared costs (Article 20 of the *Grant Agreement*);
- k) ensure that the resources allocated for the implementation of the PAI activities will also fulfill the obligations under the *Grant Agreement* incumbent on the Beneficiary and the obligations under this Agreement.
- l) sign a Declaration of Honor to prove that it can bear the costs of implementing the project before the final payment by the beneficiary (see Article 7).
- m) notice in writing everything which concerns this Contract to the beneficiary's e-mail address. Any change of persons or contact details shall be notified immediately to the Beneficiary.

5.3 The obligations in paragraph 5.1 cannot be transferred.

#### Article 6 – Breach of the contractual obligations.

6.1 In the event the Beneficiary identifies that a Third Party:

- a) breached its obligations under the Contract, including the lack of impartial or objective performance of the Project because of conflicts of interest;
- b) Stopped to carry out the activities object of this Contract and therefore is not able or willing to continue the Project;
- c) Is engaged in a bankruptcy or receivership process;

the Beneficiary will give a written notice requiring that such a breach be remedied within 30 days. In case remedies do not arrive in time, the Beneficiary may decide to terminate the contract unilaterally. Moreover, in the event the breach of the contractual obligations has been manifestly intentioned or with gross negligence, the Beneficiary may request the Third Party the refund of the payments made to date.

#### Article 7 – Obligations of the Beneficiary

7.1 The Beneficiary commits to complying with the law applicable to the present Contract and in particular:

- a) to provide the Third Party with all the information necessary for the correct implementation of the present contract (see the Guide For Applicants), at the same time maintaining the confidentiality obligation;
- b) to fund the pre-financing payment and the final payment to the Third Party in the modes and for the amount foreseen in Article 8.
- c) to monitor - together with the PartArt4OW Consortium partners - the proper implementation of the Third Party's project by means of various support activities which are detailed in the Guide for Applicants.

- d) to provide a suitable template for the final report to the Third Party;
- e) to provide the Third Party the EC form for transferring bank details (**Annex 8b**).

7.2 The EC cannot be held liable for any acts or omissions of the Third Party in relation to this Contract. At the same time, the Third Party is responsible for any act or omission that causes damage to the EC in relation to this Contract.

#### Article 8 – *Reimbursement of the costs*

8.1 The financial support due to the Third Party is a fixed lump sum of up Euro fifty thousand (€ 50.000/00).

8.2 The financial support will be funded in two payments by the Beneficiary. The first one consists of 50% (up to € 25.000/00) of the total lump sum. It is a pre-financing payment and will be released no later than thirty (30) natural days after the Contract signature. The second one consists of the remaining 50% of the total lump sum. It will be done no later than thirty (30) days after the final written report (to be prepared by the PAI in the first month following the end of the six-months Accelerator) has been received and approved by the PartArt4OW Consortium.

8.3 The second payment will be done after verification of the correct implementation of the Third Party's activities envisaged in the present Contract according to the Guide for Applicants and the Work Plan. The verification will be made by PartArt4OW Consortium, based on the intermediate monitoring activities and the final report.

8.4 Payments will not be done during August (summer holidays) and December (for administrative reasons concerning the financial statements closing).

8.5 The present Article shall be applied in a way which ensures applicability also of Article 9.

#### Article 9 – *Liability of the Third Party*

9.1 The Third Party is liable for any damage caused to the Beneficiary by the personnel resources it provides. In particular, the Third Party shall be liable if, because of its conduct, the Beneficiary is not able to fulfil, totally or in part, its obligations towards the European Commission as described by the Grant Agreement and the obligations taken towards other Project partners.

9.2 Furthermore, the Third Party will have to hold the Beneficiary harmless from the claims of other parties, among which the Third Party's employees or other auxiliaries.

#### Article 10 – *Termination of the contract before its end-date*

10.1 In case the Third Party fails to fulfil, or breaches, its obligations, the Beneficiary can terminate the contract, giving at least 15 days advance notice, by registered post with proof of delivery, or certified email, where the Beneficiary declares it wants to exercise the right in the present Article. The present Article shall be applied in a way which ensures applicability also of Article 9.

#### Article 11 – *Data Protection*

11.1 The Parties have the obligation to abide by the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

11.2 The processing of personal data shall be carried out lawfully, fairly and in a transparent manner, collected for specified purposes and adequate, relevant and limited to

what is necessary in relation to the purposes for which it is processed. The third party must ask each participant in its activities for data processing authorization through the appropriate form and keep it for 5 years.

#### Article 12 – *Intellectual property*

12.1 All outputs of the PAIs in the accelerator remain under their IPR (Intellectual Property Rights) and control, though we will encourage open access or open-source models and require data to be published openly where feasible.

#### Article 13 – *Force Majeure*

13.1 “Force Majeure” shall mean any unforeseeable exceptional situation or event beyond the Parties’ control, which prevents either of them from fulfilling any of their obligations under the Contract, which was not attributable to error or negligence on their part and which proves to be inevitable in spite of exercising all due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties cannot be invoked as force majeure.

13.2 The Parties shall take the necessary measures to limit any damage due to force majeure. They shall do their best to resume the implementation of the action as soon as possible.

13.3 No Party shall be considered to be in breach of its obligations and tasks if such breach is caused by force majeure. A Party will notify the other Parties of any force majeure without undue delay. In case the Third Party is not able to overcome the consequences of Force Majeure within thirty (30) calendar days after such notification, the beneficiary will decide accordingly including the termination of the Contract.

#### Article 14 – *Information and communication towards the EC and PartArt4OW Consortium*

14.1 The Third Party shall, throughout the duration of the financially supported Project, take appropriate measures to engage with the public and the media about the project and to highlight the financial support of the EC. Any communication or dissemination activity related to the action must use factually accurate information. Unless the EC requests otherwise, any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), must specify that the project has received research funding from the EC, in the frame of PartArt4OW Grant and display the both the European and PartArt4OW’s emblems according to the official models provided by the Consortium. In particular, the Third Party must include the following text for communication activities: “Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them”. When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use.

14.2 The EC and PartArt4OW consortium may use, for its communication and dissemination activities, information relating to the Third Party’s action, documents notably summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material received from the Third Party (including in electronic form). The EC right to use a beneficiary’s materials, documents and information includes:



- a) use for its own purposes (in particular, making them available to persons working for the EC or any other EU institution, body, office or agency or body or institutions in EU Member States; and copying or reproducing them in whole or in part, in unlimited numbers);
- b) distribution to the public (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes);
- c) editing or redrafting for communication and publicity activities (including shortening, summarizing, inserting other elements (such as meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation);
- d) translation;
- e) giving access in response to individual requests under Regulation No 1049/2001, without the right to reproduce or exploit;
- f) storage in paper, electronic or other form;
- g) archiving, in line with applicable document-management rules
- h) the right to authorize third parties to act on its behalf or sub-license the modes of use set out in Points (b), (c), (d) and (f) if needed for the communication and publicising activities of the EC.

14.3 The Third Party shall ensure that all necessary authorizations for such publication have been obtained and that the publication of the information by the EC does not infringe any rights of third parties (including personnel of the beneficiary). Every communication product and report of the Third Party is to be uploaded on PartArt4OW community on Zenodo, while a CC-BY (requiring attribution) licence will be used for all financially supported project's outputs.

14.4 Upon a duly substantiated request by the beneficiary, the EC may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the Third Party's security, academic or commercial interests.

#### Article 15 – *Assignment and subcontracting*

15.1 The Third Party shall not assign or transfer in whole or in part any of its rights or obligations under this Agreement.

#### Article 16 – *Language*

16.1 This Contract is drawn in English, language which shall govern all documents, notices, meetings and processes relative thereto.

#### Article 17 – *Amendments*

17.1 Amendments or changes to this Contract shall be made in writing and signed by the duly authorized representative of the Parties. Nevertheless, in the event the EC modifies the conditions, the beneficiary will amend the Contract accordingly.

#### Article 18 – *Settlement of disputes*

18.1 The Parties shall endeavour to settle their disputes amicably.

18.2 All disputes arising out of or in connection with this Contract, which cannot be solved amicably, shall be finally settled by the courts of Rome.

#### Article 19 – *Consent to Personal Data processing*



19.1 The Third Party hereby authorizes the beneficiary to process, including electronically and telematically, and disclose its personal data, for the purpose of fulfilling its social security, welfare, tax and accounting obligations imposed by law and by the regulations of the European Union referred to in the Article 2.

19.2 The Third Party is entitled to the rights provided for by data protection legislation (General Data Protection Regulation – GDPR, EU 2016/679) it they hereby declares to be aware of.

19.3 The beneficiary commits to processing and disclosing the Third Party's data in accordance with the purposes outlined above (Article 7) and to ensure full compliance with all required security measures (**Annex 8c**).

#### Article 20 – Annexes

20.1 This Contract consists of this core text, including the premises, and the following Annexes:

- **Annex 8b:** European Commission form for Bank Details.
- **Annex 8c:** Informed Consent form for the Beneficiary.

Place

Date

---

---

The Beneficiary

The Third Party

---

---

# Annex 8b. EU Bank Details Form



## FINANCIAL IDENTIFICATION

PRIVACY STATEMENT [https://ec.europa.eu/info/sites/info/files/about\\_the\\_european\\_commission/eu\\_budget/privacy\\_statement\\_en.pdf](https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf)  
By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

<b>BANKING DETAILS ①</b>	
ACCOUNT NAME ②	<input type="text"/>
IBAN/ACCOUNT NUMBER ③	<input type="text"/>
CURRENCY	<input type="text"/>
BIC/SWIFT CODE	<input type="text"/> BRANCH CODE ④ <input type="text"/>
BANK NAME	<input type="text"/>
<b>ADDRESS OF BANK BRANCH</b>	
STREET & NUMBER	<input type="text"/>
TOWN/CITY	<input type="text"/> POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>
<b>ACCOUNT HOLDER'S DATA</b>	
<b>AS DECLARED TO THE BANK</b>	
ACCOUNT HOLDER	<input type="text"/>
STREET & NUMBER	<input type="text"/>
TOWN/CITY	<input type="text"/> POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>
REMARK	<input type="text"/>
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory)
	SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

## Annex 8c. Data Processing Consent Form

This form concerns the data that funded PAIs will acquire from the participants in their activities. This form is to be held by PAIs' referents for 5 years and should not be sent to the Coordinator. *Texts in italics are indicative of the content of the section and should be rewritten according to PAI's and their participants' requirements.* NOTE: This document should be shared with and signed by anyone you invite to contribute data, as an artist, a citizen scientist, or a participant who engages with your participatory art project in other ways. If you collect different types of data, or engage with different persons or communities, you may need separate documents for each case.

### Information sheet template

#### What this project is about

*[Give a brief overview of your project that people new to your project can understand]*

#### What we invite you to do

*[Explain what you want your participants to do. Be as detailed as possible and explain things like where they need to go (e.g. your office, a harbor, a lake), what equipment they need (e.g. smartphones, waterproof clothes), and what they should do (e.g. take a photo of plastics)]*

#### What data we are collecting from you

*[Include all the data you want them to contribute. This data may include but is not limited to:*

- *personal data (name, surname, email address and referring institution, if any);*
- *video or photo showing the image of somebody;*
- *audio recordings including voices, music or else;*
- *drawings;*
- *biological data;*
- *....*

*Please remember that release forms must be carried and used at all times in the event of filming children and people in close up or making interviews (not necessary for public figures i.e. politicians). The consent of a person to be filmed must be in writing and signed, you can use the release form model indicated HERE BELOW. Minors cannot be filmed on face unless the release form will be signed by the parents or the legal guardian, in this case the ID's data of the parent must be also fully reported on the form itself]*

#### What we will do with this data

*[Explain what you plan to do, how data will be processed, stored, analysed and/or published. For example:*

- *we will store, use and publish this data according to the EU GDPR;*
- *...]*

[www.partart4ow.eu](http://www.partart4ow.eu)

## Why does this matter

*[Explain how doing this will benefit your participants' ocean or water literacy or how it is aligned with their needs. You can explain this together with what you want the participatory art project overall to achieve with this data]*

## What could go wrong

*[Explain to your participants how what you plan to do might cause harm, to themselves, to others, or to their environment. It is important that you think seriously about any risks that might occur (e.g. they could fall off a boat), how to minimise these risks (e.g. you provide safety gear), and what would do if they happen after all (e.g. contact insurance)].*

## Personal and Sensitive data

*[Explain what data you collect about your participants, what you do with this data, and how they can have this data removed (e.g. by contacting someone in your team. Data such as names, surnames, phone numbers or email addresses are personal data. Information concerning sex life or sexual orientation, racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, genetic data, health data or financial information (bank account numbers) are sensitive data].*

## Consent form template

The undersigned....., born in ..... date .....  
resident in.....Country.....ID.....

Having read the Privacy Policy pursuant to and for the purposes of art. 13 of EU Regulation no. 2016/679 "General Data Protection Regulation" (so-called GDPR)

## Declares

- I have read and understood the information sheet. I have had the opportunity to consider the information and ask questions which have been answered to my satisfaction.
- That I and/or my son and/or the minor under my guardianship volunteer to be a participant/contribute to this participatory art project and understand that I and/or my son and/or the minor under my guardianship can drop out of it at any time.
- That I understand that the project may process my personal information (and/or of my son and/or the minor under my guardianship) for the purposes explained in the information sheet. All information will be handled in accordance with applicable local laws and the General Data Protection Regulation (GDPR).
- I understand that my data (and/or my son and/or the minor under my guardianship) may be used for the purpose of .....
- I understand that the non-personal data I (and/or my son and/or the minor under my guardianship) contribute to the project may be published under open science principles.

- To agree to be portrayed/filmed/recorded by the contact person .....[name of the contact person]..... of the Project .....[name of the project]..... in ..... date..... with my full and unconditional consent, or in the case of a minor with the consent of the parent or legal guardian.
- That the images/video footage/audio-video recordings for which I have given consent will be provided to PartArt4OW and their partners for promotional and informational purposes related to the project itself.
- That PartArt4OW and its partners can store, modify, edit, distribute on web, television, social and other platforms, the Video Photographic images relating to me and/or that of my child or minor under my legal guardianship.
- That PartArt4OW and its project partners will use the images produced at their own discretion in order to be able to produce, present, promote, transmit, distribute, translate or dub, reproduce and exploit the video material, traceable and recognizable to me and/or my child and/or minor under guardianship.
- Of understanding that the [NAME OF THE PAI] coordinator owns legal responsibility and liability for the use of the data described above and of any other data generated or managed during the project activity. PartArt4OW coordinator, partners and associated partners will not be legally responsible or liable for any breach of GDPR rules and regulations due to [NAME OF THE PAI] non compliance.

I therefore authorize the referents of the PartArt4Ow project to use the name, image and biography of me and/or my son and/or the minor under my guardianship, in the informative programming and for any advertising, informative or promotional activity of the PartArt4OW project in all multimedia formats, throughout the world, for a maximum time of 5 years without time limits, releasing PartArt4OW and its partners from any request for rights, economic and non-economic interests, copyrights, current and future claims, even in the event of disclosure by third parties who have replicated the material produced by or for PartArt4OW.

Date and Place

---

Signature [NAME OF THE PAI]'s contact person:

---

In complying with legal requirements by signing this Participants Release Form if over 18 years old, or signing on behalf of a child if I'm the parent or guardian.

Signature of the Participant (if adult):

---

Signature of the parent or guardian:

---

