



EUROPE DIRECT

Call for proposals

SELECTION OF PARTNERS TO CARRY OUT ACTIVITIES AS EUROPE DIRECT
CENTRES IN CYPRUS (2026-2030)
ED-2025-CYPRUS-FPA-SGA

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CALL FOR PROPOSALS

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1. Introduction

This is a call for proposals for the selection of partners to carry out activities as EUROPE DIRECT centres. **EUROPE DIRECT** centres are part of a **network** that **helps citizens have a better understanding of the EU and its impact on their daily lives and feel more engaged in the European Union project.**

The call is managed by the European Commission Representation in Cyprus.

The successful applicants (hereafter **“partners”**) will sign a **Framework Partnership Agreement** with the European Commission Representation in Cyprus. The Framework Partnership Agreement will be implemented by signing annual **Specific Grant Agreements**. A partner may be awarded an annual grant each year upon an invitation to submit and consequent evaluation of an **Annual Communication Plan** for the following year (see section 8).

The annual grant amounts to € 40 000. It takes the form of a Union contribution covering part of the costs of running a EUROPE DIRECT centre.

The partner commits to providing the additional financial and operational resources necessary to carry out activities as EUROPE DIRECT centre for the duration of the Framework Partnership Agreement, including premises, sufficient staffing levels, equipment and logistics, event organisation costs, communication materials and access to in-house expertise (where relevant) such as communication and social media expertise, administrative support, etc. (see section 6.4.1 and 6.4.2)

In addition to the grant, the European Commission and the European Parliament will provide the partners with timely information on topical EU issues, training, publications and networking opportunities.

The legal basis for this call is the [European Commissions' 2025 Work Programme](#) in the field of communication. Grants will be awarded based on the procedures set out in Title VIII of the [EU Financial Regulation](#).

This call and the annual grant amounts are subject to the final adoption of the annual budget for the years covered by the Framework Partnership Agreement (2026-2030) by the EU budgetary authority.

Please note that the annual EU budgets for the years 2028 onwards fall under the next Multiannual Financial Framework of the European Union (2028-2034). This long-term spending plan sets out the EU's spending priorities and sets the financial constraints for the relevant annual EU budgets. It could hence have an impact on the grant amounts for EUROPE DIRECT activities as of 2028. The overall envelope assigned to communication actions under the next Multiannual Financial Framework depends on the decisions that will be taken in that respect by the relevant EU Institutions.

1.1 Scope of the call for proposals

This call for proposals establishes and ensures the continuous functioning of the EUROPE DIRECT network in Cyprus from 1 January 2026 to 31 December 2030.

The applicant can apply for a EUROPE DIRECT centre in each of the following regions:

Nicosia region with bi-communal activity – **ED Nicosia**
Larnaca and Ammochostos region – **ED Larnaca and Ammochostos**
Limassol and Paphos Region – **ED Limassol and Paphos**

2. What is EUROPE DIRECT and how does it work?

2.1 Background

The EUROPE DIRECT network was set up by the European Commission in 2005 merging different types of EU information and documentation centres.

Since then, it has been at the forefront of the communication strategy of the European institutions, and it constitutes a unique tool to engage with citizens on EU-related topics at local and regional level.

The mission of the EUROPE DIRECT network is to **bring the EU closer to its citizens**.

EUROPE DIRECT centres are well connected with local communities (e.g. civil society associations, local networks, local media, schools, libraries, youth centres, business associations, local influencers, other EU outreach centres¹, etc.), know the topics of interest and sensitivities in their area, are experienced in communication and outreach and have the capacity to connect to citizens and engage in a dialogue about the EU and its benefits at general and local level.

2.2 Objectives of the EUROPE DIRECT network

The objectives of the EUROPE DIRECT network are:

- **to inform** about EU policies and actions, in particular those that have an impact at local level, thus increasing the visibility of such policies and actions;
- **to listen** to the concerns of citizens on issues that fall under EU responsibility and relay those concerns to the European Commission Representation in Cyprus;
- **to engage** with citizens in an open dialogue about the EU and its impact in their everyday lives to reinforce and/or **create ownership** of the European project and stimulate **participation in the European democratic process**;
- **to contribute** to **European civic education**²;
- **to contribute** to the creation of a **European public sphere**³.

2.3 Eligible activities

For the achievement of the objectives outlined in section 2.2, EUROPE DIRECT centres may undertake a wide range of communication and outreach activities. In deciding about the activities, the EUROPE DIRECT centre will take into account the **communication needs based on the key priorities of the EU**⁴, the **characteristics**

¹ In the “the European Union around me” map, applicants can view the EU outreach centres present in their area https://european-union.europa.eu/contact-eu/meet-us_en

² Civic Education plays an important role in empowering young people to become active and engaged citizens. European civic education addresses the added value of working together at European level and the benefits of European integration. For an example of the type of material that can be used see “civic education package” in the EU Learning corner website https://learning-corner.learning.europa.eu/learning-materials/civic-education-package_en and the EP Youth Hub website <https://youth.europarl.europa.eu/en/home>

³ This refers to the exchange of opinions among citizens across the EU, discussing common problems and articulating possible solutions as a way to support the process of European integration.

⁴ For the purpose of this call for proposals, the applications should be guided by the European Commission 2024-2029 priorities: https://commission.europa.eu/priorities-2024-2029_en

of the area covered by the proposed EUROPE DIRECT operations⁵, hereafter “the area”, (such as socioeconomic and demographic situation, main topics of concern of the population, etc.) and **current trends in communication** as well as the communication guidelines of the Representation of the European Commission in Cyprus.

Below you will find some examples of possible activities of EUROPE DIRECT centres (the list is not exhaustive):

- information sessions, presentations, workshops at own premises or at the premises of the target audience (e.g. schools, enterprises, local media, local associations, etc.);
- events (in person, online or hybrid event or series of events organized by the centre with or without cooperation of other parties);
- active participation at an event organised by a third party (e.g. with an info stand, moderating a workshop);
- direct contact and engagement activities with citizens (through (mobile) stands, games, quizzes, visits, etc.);
- engagement activities with citizens through social media (e.g. organising a competition);
- organization of events in cooperation with [EU local councillors](#), Team EUROPE DIRECT⁶ and other EU outreach centres (see footnote 1);
- communication campaigns in local media (radio, TV, (online) newspaper) and social media channels including paid promotion;
- preparation⁷ and/or provision of targeted information and educational material on current EU topics to local media and multipliers⁸;
- dedicated info sessions for schools and teachers wanting to develop the EU in their curricula;
- design games, interactive activities and info material about the EU targeting specific audiences (e.g. youth, rural areas);
- debates (or participate as speaker/moderator) on current EU topics of interest in the area;
- exhibitions, performances and cultural activities conveying key messages about the EU and its values;
- promotion of events and activities organized by the European Commission, European Parliament and other EU outreach centres (see footnote 1) that are relevant for the citizens in the area;
- support to the implementation of EU institutional communication campaigns at local level including the campaign ahead of the European elections in 2029;
- activities aimed at promoting media literacy amongst citizens and stakeholders;
- place on a regular basis articles news, reels, posts about EU policies, programmes, initiatives, networks (e.g.: EUROPE DIRECT, EU Local Councillors) on local and national media and use connections with local celebrities and EU local councillors as third-party endorsers to foster the EU political priorities.
- collaboration/partnership in local activities/activities at the local level that will be requested by the Representation of the European Commission in Cyprus, including in the context of the Cypriot Presidency of the EU during the first semester of 2026.

⁵ The territory where the partner will implement communication activities throughout the five-year period.

⁶ Team EUROPE DIRECT is a network of independent and inspirational speakers and moderators, proficient in EU topics and communication, capable of conveying the activities of the EU to a broad audience. [Website of the Representation of the European Commission in Cyprus](#)

⁷ Duplication with existing material produced by the EU institutions should be avoided. See footnote 13 for the available material.

⁸ For a definition of multipliers in the context of this call see section 2.4.7.

2.4 Working methods of the EUROPE DIRECT centres

2.4.1 General principles

EUROPE DIRECT centres **do not represent or speak on behalf of the European institutions.**

All activities of EUROPE DIRECT centres are **free of charge** for participants.

EUROPE DIRECT centres combine **physical presence** in the area (with premises and, if relevant, mobile capacity⁹) with **online** presence targeting local audience that supports and amplifies the in-person exchanges.

2.4.2 Neutrality – conflict of interest

EUROPE DIRECT centres must ensure at all times that they provide neutral and factual information about the EU as accurately as possible.

To maintain the centre's neutrality, staff working in a EUROPE DIRECT centre shall not engage in political activities. Duties of a political office are not compatible with exercising functions in a EUROPE DIRECT centre. When a member of staff of a EUROPE DIRECT centre runs for local, regional, national or European elections, the partner must inform immediately the European Commission Representation and propose a suitable replacement in line with the requirements of section 3.1.e and 3.2.

The partner should inform the European Commission of any situation or activity that could compromise the neutrality of the centre, or be perceived as non-neutral by third parties, even if it does not directly involve members of the staff running the EUROPE DIRECT centre.

Staff members of a EUROPE DIRECT centre may be engaged in other (remunerated) activities outside their tenure with the EUROPE DIRECT centre; however, these activities should not conflict with the duties and obligations of the centre. The partner will seek to avoid any (potential) conflict of interest between the activities of the EUROPE DIRECT centre and any other (commercial and political) activity of its staff members.

2.4.3 Branding and publicity

The branding for the EUROPE DIRECT centres is composed of the **EU emblem** (which is the flag of the EU) and beside it the **name of given EUROPE DIRECT**.



EUROPE DIRECT centres must clearly acknowledge the EU's contribution in all materials produced and in conjunction with activities for which the grant is used. To this end, EUROPE DIRECT centres are required to give prominence to the EUROPE DIRECT logo on all publications, posters, programmes and other products they produce under the

⁹ For example, an information van or a stand in an outdoor event or in a marketplace to engage with and inform citizens in person.

co-financed project. The EUROPE DIRECT logo must be of the same size and prominence as the logo of the partner.

The European Commission will provide EUROPE DIRECT centres with a customized plate to be displayed in a visible place outside the building in which the centre is hosted.

EUROPE DIRECT centres should also use a disclaimer stating that the EU is not responsible for the views presented in the publications and communication materials produced by the centre.

2.4.4 Transparency

The EUROPE DIRECT centre shall communicate with the European Commission Representation in Cyprus in written form and in a timely manner about any situation that may have an impact on the implementation of the Annual Communication Plan.

In case of replacement of staff assigned to the activities of the EUROPE DIRECT centre, the requirements set out in points 3.1 (e) (f) and 3.2 must be satisfied. Any such replacement should be approved by/have the approval of the Representation of the European Commission in Cyprus.

2.4.5 Reporting

EUROPE DIRECT centres must report to the European Commission Representation in Cyprus **in English** on a quarterly basis on the implementation of the Annual Communication Plan using the online tool provided by the European Commission and provide a Final Implementation Report (see section 8 and footnote 28).

2.4.6 Support and tools

EUROPE DIRECT centres will receive regular **updates** on topical EU issues from the European Commission and the European Parliament. In addition, the European Commission will organise **in-person and online meetings and trainings** at national and European level to allow for exchanges of knowledge, good practices and innovation, to foster synergies at national and EU level and to support cooperation across countries.

EUROPE DIRECT centres have privileged access to the services of [Europe Direct Contact Centre](#) for replying to questions from citizens.

EUROPE DIRECT centres have the status of Privileged Users for ordering bulk publications on the [EU Publications website](#).

EUROPE DIRECT centres may resort to **Artificial Intelligence** (AI) tools to facilitate their work (e.g. customize information, preparing presentations, respond to queries etc.). In doing so EUROPE DIRECT centres will ensure the tools used are compliant with the [EU AI Act](#) and the applicable rules for intellectual property, copyright and data protection. The EUROPE DIRECT centre shall ensure that any information material produced via such tools has been duly checked for accuracy. For more information see <https://language-tools.ec.europa.eu/>.

The [European Commission's Audiovisual Portal](#) contains a wealth of audiovisual material (news, videos, photos, podcasts). Unless otherwise indicated (e.g. in individual copyright notices), content owned by the EU on this website is licensed under the [Creative Commons Attribution 4.0 International \(CC BY 4.0\) licence](#). This means that reuse is allowed, provided appropriate credit is given and changes are indicated.

2.4.7 Cooperation with other entities

EUROPE DIRECT centres are the partners of the **European Commission Representation** by virtue of the Framework Partnership Agreement.

EUROPE DIRECT centres also establish a privileged cooperation with the **European Parliament Liaison Office(s)** in the respective Member States.

This cooperation may take the form of, but is not limited to:

- supporting the organisation of visits of European Commissioners or Members of the European Parliament;
- co-organising local events and joint communication and outreach activities (including on social media), in particular on inter-institutional campaigns (Europe Day, International Women's Day, EU milestone anniversaries, etc.);
- promoting respective communication and engagement activities, in particular targeting youth - e.g. schools, universities, other educational entities, local educational bodies, young [together.eu](#) volunteers, etc;
- inviting and involving respective representatives and networks in their activities (such as Commissioners, Members of European Parliament, [EPAS schools](#), [together.eu](#) volunteers) while respecting full political neutrality;
- cooperating in activities aimed at promoting media literacy amongst citizens, schools, and stakeholders;
- supporting the scheme "Back-to-School/Back-to-University"¹⁰.

EUROPE DIRECT centres work in close **cooperation with each other** at **national** and **European** level (including the organisation of joint activities, where relevant co-creation of content about the EU, and the promotion and sharing of good practices). They also seek cooperation and synergies with **other EU outreach centres** (see footnote 1) and local contact points present in the area, like for example [EU Local Councillors](#) and European Documentation Centres.¹¹

EUROPE DIRECT centres establish regular contacts with **local media, as far as practicable**, and provide them with relevant information and content on EU policies and priorities and involve them in their activities with the public.

Where appropriate, EUROPE DIRECT centres work in cooperation with **local multipliers**. These are individuals, organizations, or networks that can help make EU initiatives more tangible and relevant for local audiences, contributing to a better understanding of the EU's role in their lives. Examples of local multipliers include, but are not limited to, community leaders active in social media, bloggers, vloggers, journalists, civil society organisations, NGOs, volunteers of the [together.eu](#) community etc.

In its contacts with **local schools and the academic community** (if the latter is present in the area), EUROPE DIRECT centres promote learning materials about the EU¹² and opportunities such as *Erasmus+*, *Youth Dialogues*¹³, *The Ambassador School Programme*¹⁴, *Euroscola*¹⁵, *European Youth Event*¹⁶ and (when applicable, Europa

¹⁰ « Back-to-school/Back-to-university" is a European institutions' initiative, which aims to give young people the chance to get to know the European project from close up as EU staff become the 'face' of the EU for a day. EU staff visit schools or universities and host interactive discussions on current EU developments.

¹¹ European Documentation Centres support education and research on EU integration. They provide a selection of documents on European affairs and encourage the academic community to engage in the debate on the future of the EU. See [Meet us, EU centres | European Union](#) for a map of existing European Documentation Centres.

¹² https://learning-corner.learning.europa.eu/index_en

<https://youth.europarl.europa.eu/educators.html>

<https://www.consilium.europa.eu/en/documents-publications/educational-resources-teach-learn-play/teaching-and-learning-for-secondary-and-higher-education/>

<https://education.ec.europa.eu/resources-and-tools/online-platforms>

[13 Youth Policy Dialogues | European Youth Portal](#)

¹⁴ [Ambassador school | Youth Hub | European Parliament \(europa.eu\)](#)

¹⁵ [Euroscola | Youth Hub | European Parliament \(europa.eu\)](#)

¹⁶ [European Youth Event | European Youth Event | European Parliament \(europa.eu\)](#)

Experience centres¹⁷ in their Member State) and encourage more young people to take advantage of these opportunities, enriching their experiences and broadening their perspectives.

2.4.8 Communicating with impact

EUROPE DIRECT centres will propose activities that have the highest impact in terms of:

- number of people reached;
- positive perception of the EU;
- increased engagement of citizens in the European project and its parliamentary democracy;
- reaching out to harder-to-engage groups depending on social, cultural, educational, or geographic factors. The annual communication plan should include at least one activity focused on this type of groups.

EUROPE DIRECT centres should privilege activities that trigger a long-lasting effect on society.

In their Annual Communication Plans, EUROPE DIRECT centres will use **Key Performance Indicators**¹⁸. This will allow for the measurement of results and for adjusting strategies accordingly. In the Final Implementation Report, the Key Performance Indicators should be mentioned explicitly in relation to the activities organised by the EUROPE DIRECT centre.

2.4.9 Flexibility

The basis for the work of a EUROPE DIRECT centre is its Annual Communication Plan¹⁹ (see section 8 and Annex 1). However, flexibility should be applied in its implementation to duly take into account **emerging communication needs** that could not be defined when the plan was drafted. Requests for adjustments of activities may come from the European Commission or the EUROPE DIRECT centre.

In all the cases above, the European Commission and the EUROPE DIRECT centre will communicate in a timely manner and agree in written form on the necessary changes in order to adapt communication activities accordingly.

Finally, EUROPE DIRECT centres must follow communication trends and developments and, if appropriate, adopt new channels and activities in their plans.

3. Requirements to carry out activities as EUROPE DIRECT centre

3.1 Basic requirements

All EUROPE DIRECT centres must have:

- a) premises where they can meet with their target audiences, accessible for people with disabilities;

¹⁷<https://visiting.europarl.europa.eu/en/visitor-offer/other-locations/europa-experience>

¹⁸ Key Performance Indicators are measurable values that help organizations assess their success in achieving specific objectives. They are used to track progress, inform decision-making, and identify areas for improvement. For the purpose of this call, Key Performance Indicators help assess the success of individual activities of the Annual Communication Plan and adopt strategies to maximise their impact.

¹⁹ The Annual Communication Plan describes the activities of a EUROPE DIRECT centre in a given year, including communication priorities, target audiences, channels of communication, key performance indicators and ways of measuring achievement of expected results.

- b) dedicated phone number²⁰ and email address for the EUROPE DIRECT centre where they can be reached and reply to queries from citizens, different from the partners' phone and e-mail address;
- c) online presence²¹;
- d) access to regional/local press lists and lists of contacts (schools, local stakeholders, etc.) of the partner, where such lists and contacts exist;
- e) a contact person (hereafter "EUROPE DIRECT manager"²²) for the purpose of managing the centre, liaising with the European Commission and the European Parliament, overseeing the implementation of the Annual Communication Plan and representing the EUROPE DIRECT centre in all physical meetings of the network plenary, as well as in regional or other meetings, in Brussels or elsewhere.
- f) a communication agent – other than the contact person (see point e) above) - for the purpose of running daily operations of the centre, assisting the organisation of the activities, liaising with the European Commission and helping with the implementation of the Annual Communication Plan and representing the EUROPE DIRECT centre in all physical meetings of the network plenary, as well as in regional or other meetings, in Brussels or elsewhere, in case the contact person [see e) above] is not available due to force majeure.

The basic requirements must be in place at the latest upon entry into force of the Framework Partnership Agreement.

3.2 Knowledge, skills and experience of the project team

The EUROPE DIRECT manager and the "project team", i.e. staff assigned to activities of the EUROPE DIRECT centre, must collectively possess the following knowledge, skills and experience:

1. Knowledge of the European Union, its functioning, institutional framework and policies;
2. Knowledge of how the EU policies and programmes have an impact in the area;
3. Knowledge of the regional political system and policy making;
4. Knowledge of topics of concern in the area, the challenges faced by the local community and their attitude towards the European Union;
5. Knowledge of current communication trends;
6. Strong verbal and written communication skills in Greek;
7. B2 level of English as described in the [self-assessment tool under the Common European Framework of Reference for Languages](#);

²⁰ Fixed line or mobile phone number. Once connected, callers should be greeted by staff who identify themselves as member(s) of the EUROPE DIRECT centre. Pre-recorded messages, prompting callers to leave a message, should open with the EUROPE DIRECT name. When nobody is available to answer the phone, a recorded message should inform about the opening hours and possibility to reach Europe Direct Contact Centre for the questions about the EU of a general nature. In no cases should callers be greeted with the name of the partner only, without mentioning the EUROPE DIRECT centre.

²¹ See annex 4

²² For a detailed description of the tasks of the EUROPE DIRECT manager, see annex 3.

8. Experience with public speaking to a wide range of audiences;
9. Experience working with journalists, handling press inquiries, and building relationships with media outlets;
10. Experience in managing social media platforms, including content creation (images, videos, graphics, blogs, etc.), audience engagement, community management and online reputation;
11. Experience in event design and management;
12. Experience in measuring communication activities.
13. Ability to collaborate constructively with the Representation of the European Commission in Cyprus, the European Parliament Liaison Office in Cyprus and the relevant interested parties/stakeholders.

4. Who can submit an application? Eligible applicants

Applicants must be legal entities established in Cyprus and belonging to one of the following categories:

- public body, such as municipality or other level of local/regional authority;
- private body with public mission²³;
- federation/association of local authorities;
- non-profit organisation;
- associations and foundations;
- civil society organisations;
- social partner;
- educational or training establishment.

Natural persons are not eligible.

Only applications by sole applicants are allowed (no consortium); however, affiliated entities²⁴ and subcontracting may be included in the application, if needed. Subcontracting should normally constitute a limited part (no more than 30%) and must be performed by third parties (not by the partner or its affiliated entities).

5. How to submit an application and documents required

All proposals must be submitted directly online via the [Funding & Tenders Portal Electronic Submission System](#) in any [EU official language](#). Paper and email applications are NOT accepted.

²³ A private sector body with a public service mission can be recognised as such by the national law of the country of registration. If such a law does not exist, the Commission will take into account the following factors (among others) when deciding whether an applicant fulfils the definition:

- the applicant is a purely non-profit organisation (i.e. it has no commercial interests); or
- its budget for such a mission is mainly provided by the state or by public authorities or by another non-profit organisation; or
- its tasks are performed on behalf of the state/public authorities or a non-profit organisation and are therefore deemed to be in the public interest.

²⁴ Affiliated entities — Applicants may participate with affiliated entities (i.e. entities linked to a partner which participate in the action with similar rights and obligations as the partner, but do not sign the grant and therefore do not become partner themselves). They will get a part of the grant amount and must therefore comply with all the call conditions and be validated (just like partners); If affiliated entities participate in the project, the applicant must provide documents demonstrating the affiliation link between the affiliated entity and the applicant.

Proposals must be submitted using the forms provided *inside* the Submission System.

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

Step 1. create a user account and register your organisation (unless you already have one)

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

Once the EU Login account is set, the applicant must [register its organisation](#) in the Participant Register. When the registration is finalised, the applicant will receive a 9-digit participant identification code (PIC).

Step 2. submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section. Submit your proposal in 2 parts,

as follows:

- **Part A** includes **administrative information** about the applicant organisation. Please use the following naming convention to identify your proposal: 'Year-Country abbreviation-ED-Name of centre' (ex. 2025-CY-ED-Nicosia). Fill it in directly online;
- **Part B** covers the technical content of the proposal (a **5-year communication strategy and an Annual Communication Plan for 2026**).

Download the mandatory Word templates from the Submission System ([template for application form and declaration on honour, see \(a\) and \(b\) below](#)), fill them in and upload them as a PDF file.

For the rest of the required information (see (c), (d), (e) below) the applicant can use its own templates and upload them as PDF file.

The page limit is 8 for Part 1 and Part 2 (font size 12).

The full list of required documents is:

- a) [Application form](#) (to be downloaded from the Portal Submission System, completed and re-uploaded) describing the type of EUROPE DIRECT centre proposed (premises, equipment, budget etc.), the 5-year communication strategy and the Annual Communication Plan 2026;
- b) [Declaration on honour](#) (to be downloaded from the Portal Submission System, completed and re-uploaded) confirming that the information in the application is correct and complete and that the applicant complies with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.);
- c) [list of previous relevant projects](#) (key projects in communication and outreach about the EU for the last 3 years);
- d) [CV](#) (standard [Europass](#) format) of proposed [EUROPE DIRECT manager](#);
- e) [List of proposed project team](#) with a description of the [knowledge, skills and experiences](#) of the team members that match the requirements explained in section 3.2 using specific examples.

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

The proposal must be submitted **before the call deadline** (see section 9). After this deadline, the system is closed, and proposals can no longer be submitted.

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

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

5.1 Budget

The estimated budget for running activities as EUROPE DIRECT centre included in the application form in part B of the submission must have revenue and expenditure in balance.

The budget must be drawn up in €.

Applicants must ensure that the resources necessary to carry out activities as EUROPE DIRECT centres are not entirely funded by the EU grant.

Co-financing of the action may take the form of:

- the applicant's own resources;
- financial contributions from third parties.

Overall co-financing may also include in-kind contributions, own or from third parties, i.e. non-financial resources made available free of charge.

5.2 Technical content

In part B of the submission, applicants are invited to present the following:

- **a five-year communication strategy** explaining opportunities and challenges of communicating about the EU in the area, the main target audiences to be addressed and the applicant's ability and competence in implementing the described strategy. The communication strategy should include evidence-based justification of the choices proposed and an indication of expected long-term impact;
- **an Annual Communication Plan for 2026**, describing the main actions and topics, milestones, target audiences, preferred channels, cooperation with third parties, expected outputs and results.

In writing the proposal, applicants will take into account the mission and objectives of EUROPE DIRECT centres explained above (sections 2.1 and 2.2), the specific situation of the area and the **European Commission 2024-2029 priorities**²⁵ with a focus on those topics that are more relevant in the area.

The applicant will include Key Performance Indicators of output (such as number of events, number of participants and number of posts) and where possible of outcome/result in the 2026 Annual Communication Plan.

The applicant will describe how it will measure the Key Performance Indicators and will provide a baseline (e.g. expected output/outcome).

²⁵ See footnote 4.

6. Evaluation of applications

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, eligibility and exclusion). For those proposals found admissible and eligible, the applicants' financial and operational capacity will be assessed. The applications will then be evaluated against the award criteria and ranked according to their scores by region and by category (see section 1.1).

6.1 Admissibility

Proposals must be submitted before the **call deadline 1 July 2025 (17:00 CET Brussels)** (see timetable in section 9) in one of the [EU official languages](#).

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

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents (see section 5).

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

6.2 Eligibility

For details on eligible applicants see section 4.

Unless already registered, applicants must register (see section 5) in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

- ① For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Applicants must fulfil the budget and co-financing conditions set out in section 5.1. Entities not fulfilling these conditions are not eligible for funding.

6.3 Exclusion

The Commission shall not award a grant to an applicant who:

- (a) is in an exclusion situation listed in Article 138(1) and 143 of the [Financial Regulation](#); or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The initial verification of non-exclusion of applicants will be done on the basis of the submitted declaration on honour referred to in section 5 and consultation of the European Union's [Early Detection and Exclusion System](#) (EDES). The declaration must be signed by an authorised representative of the entity providing the declaration. At any time during the grant procedure, the Commission may request the documents mentioned in the declaration on honour as supporting evidence on non-exclusion (the documentary evidence) at short notice.

For a list of economic operators excluded from participation in grant award procedures see EDES data base.

6.4 Selection criteria

It is to be ensured that applicants, affiliated entities and subcontractors are not subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union or Article 215 of the Treaty on the Functioning of the EU, consisting of a prohibition to make available or transfer funds or economic resources or to provide financing or financial assistance to them directly or indirectly, or of an asset freeze. The prohibition applies throughout the whole duration of the grant.

It is further to be ensured that applicants fulfil the below financial and operational capacity.

6.4.1 Financial capacity

Applicants must have **stable and sufficient sources** of funding to maintain their activity throughout the duration of the grant.

The applicants' financial capacity will be assessed based on the submitted declaration on honour (see section 5) and on the financial information in part B of the submission.

Additional supporting documents may be requested, if needed, to confirm the financial capacity of any applicant. If the Commission considers that the financial capacity is insufficient, it will reject the application.

6.4.2 Operational capacity

Applicants must have the **know-how, qualifications, resources** and **experience** to successfully run a EUROPE DIRECT centre and implement the Annual Communication Plan (including infrastructure, human resources and sufficient experience in projects of comparable size and nature).

For a detailed list of requirements see sections 3.1 and 3.2.

The operational capacity will be assessed based on the submitted declaration on honour, the information provided in the application form, the list of previous relevant projects, the CV of the proposed EUROPE DIRECT manager and a list of proposed project team (see section 5).

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

6.5 Award criteria

The technical content of the application will be assessed against the following award criteria:

For part 1 – **communication strategy 2026-2030**

1. Relevance (15 points):
 - Clarity and consistency of the assessment of communication needs in the area considering the socioeconomic and demographic situation, perception of the EU, main topics of concern of the population and relevant Commission priorities.
2. Quality (20 points):

- Description of the application’s qualities for the purposes of addressing the communication needs in the region, quality of the solutions proposed and clear identification of target groups and channels.
 - ED Nicosia should include bi-communal communication activity in the aim to bring the two communities together.
 - ED Larnaca - Ammochostos should ensure balanced coverage of the two main regions of their catchment area: Larnaka and Ammochostos.
 - ED Limassol - Paphos should ensure a balanced coverage of the two main regions of their catchment area: Limassol and Paphos.

3. Impact (15 points):

- Expected long-term impact of results on target groups including activities that set up a process with long lasting effects.

For part 2 – **Annual Communication Plan 2026**

4. Relevance (15 points):

- Consistency of the objectives of Annual Communication Plan 2026 with part 1 of the proposal (communication strategy 2026-2030).

5. Quality (20 points):

- Comprehensive coverage of the objectives of the EUROPE DIRECT centre as explained in section 2.2 and clear links between the identified target groups and the channels and activities proposed.
 - ED Nicosia should include bi-communal communication activity in the aim to bring the two communities together.
 - ED Larnaca - Ammochostos should ensure balanced coverage of the two main regions of their catchment area: Larnaka and Ammochostos
 - ED Limassol and Paphos should ensure a balanced coverage of the two main regions of their catchment area: Limassol and Paphos.

6. Impact (15 points):

- Appropriate use of relevant key performance indicators (see footnote 19 and section 2.4.8).

	Award criteria	Minimum pass score	Maximum score
Part 1 – communication strategy 2026-2030	Relevance	9	15
	Quality	12	20

	Impact	9	15
Part 2- Annual Communication Plan 2026	Relevance	9	15
	Quality	12	20
	Impact	9	15
	Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: (see table above).

Overall threshold: 70 points.

7. Award procedure

Proposals that pass both the individual and the overall thresholds will be considered for funding — within the limits of the available budget. Other proposals will be rejected.

Applications that have reached the minimum score will be ranked in order of merit, i.e. according to the number of points received. If multiple applications are received from the same area, the Commission will award the grant to the application with the highest score in the given area. If the budget cannot cover the minimum number of EUROPE DIRECT in all the regions/areas as specified above, the Commission will award grant(s) to the proposal(s) with the highest score among the best proposal from each region, until the annual budget earmarked for the co-financing of the communication activities of EUROPE DIRECT in Cyprus has been reached.

The applications that score enough to be considered for funding but for which there is not enough budget will be placed on a reserve list by region.

The validity of the reserve list is 31/12/2029.

All applicants will be individually informed about the evaluation result (**evaluation result letter**). Successful applicants will be invited for grant preparation (see section 8 for more details); other applicants will be put on the reserve list or rejected.

Please note that invitation to grant preparation does NOT constitute a formal commitment for funding. The Commission will proceed to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

If an applicant believes that the evaluation procedure was flawed, it has the opportunity to submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter).

8. Legal and financial set-up following the award procedure

If the application is selected, a **Framework Partnership Agreement**²⁶ detailing the conditions of cooperation will be sent to the applicant together with information on how to formalise the agreement.

²⁶ A model Framework Partnership Agreement is available in annex 5.

The Commission Representation will sign a Framework Partnership Agreement (1 January 2026 – 31 December 2030) with successful applicants, followed by a **Specific Grant Agreement**²⁷ for the 2026 Annual Communication Plan.

The award of a Specific Grant Agreement for a given year does not establish an entitlement for subsequent years.

Each year, within the period covered by the Framework Partnership Agreement, the Commission Representation in Cyprus will invite partners to submit proposals for the following year's **Annual Communication Plan**. It will evaluate the applications submitted against the award criteria (see section 6.5). Annual Specific Grant Agreements can be signed subject to a positive evaluation of the application and to approval of the EU budget by the EU budgetary authority.

At this stage, the exclusion and selection criteria will not be re-examined. Partners must report any change in circumstances since they signed the Framework Partnership Agreement that could affect the exclusion and selection criteria.

The Commission Representation reserves the right to verify compliance with exclusion and selection criteria at any time during the term of the Framework Partnership Agreement.

The grant for the Annual Communication Plan will take the form of a **Union contribution** amounting to € 40 000.

The grant will be paid provided the Annual Communication Plan is implemented as per submitted proposal.

A **pre-financing payment** of 70% of the grant amount awarded will be executed within 30 calendar days from the entry into force of the Specific Grant Agreement (it enters into force on the date on which the last party signs, January of the given year).

The **payment of the balance** is executed 60 calendar days following submission of the Final Implementation Report²⁸ fulfilling the requirements.

The Commission calculates the final grant amount at the time of the balance payment. This involves the following steps:

- The Commission determines if the actions were carried out as per the submitted application.
- The balance payment amounts to the grant amount minus pre-financing.

The Commission may reduce the grant amount if the Annual Communication Plan has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially, or late), or if another obligation under the Specific Grant Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the Annual Communication Plan has not been implemented. If the total of the prefinancing payment is higher than the final grant amount, the partner will be asked to pay back the difference (recovery).

There will be no interim payments.

Please be aware that payments will be automatically lowered if the partner has outstanding debts towards the EU (granting authority or other EU bodies). Such debts

²⁷ A model Specific Grant Agreement is available in annex 6.

²⁸ The Final Implementation Report describes how the Annual Communication Plan was implemented, including any changes as compared to the submitted proposal and justification for such changes.

will be offset by the Commission — in line with the conditions set out in the Specific Grant Agreement.

The Specific Grant Agreement provides for measures to take in case of breach of contract (and other non-compliance issues).

For more information, see mode Framework Partnership Agreement in Annex 5 and model Specific Grant Agreement in Annex 6.

9. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	6 May 2025
Deadline for submission:	<u>1 July 2025 – 17:00 CET (Brussels)</u> <u>or 18:00 EET (Nicosia)</u>
Evaluation:	July-October 2025
Information on evaluation results:	November 2025
Framework Partnership Agreement signature:	December 2025
Specific Grant Agreement signature:	January 2026

10. Help

For more information on the application process see:

- Guide for applicants (see annex 7)
- [Online Manual](#)
- [Portal FAQ](#) (for general questions).

Please also consult the [Topic page](#) regularly for call updates.

Contact

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

Non-IT related questions should be sent to the following email address: COMM-REP-CY-COMMUNICATION@ec.europa.eu.

Please clearly indicate the reference of the call and topic to which your question relates.

Questions will be accepted in writing only to the e-mail address stated above, until 23 June 2025. Please note that no questions will be answered by telephone.

Questions & Answers will be published at the [REPRESENTATION'S WEBSITE](#), within five working days of receipt.

Annex 1: Application form

Proposal for EUROPE DIRECT centre	
Name of the centre:	EUROPE DIRECT [insert name of the region where the centre is located]
Name of applicant organisation:	
Profile of applicant (tick what applies):	<input type="checkbox"/> public body <input type="checkbox"/> private body with public mission <input type="checkbox"/> federation/association of local authorities <input type="checkbox"/> non-profit organisation <input type="checkbox"/> association/foundation <input type="checkbox"/> civil society organisation <input type="checkbox"/> social partner <input type="checkbox"/> educational or training establishment
Area of proposed EUROPE DIRECT activities:	[Insert the territory where the partner will implement communication activities throughout the five-year period, municipalities/districts/provinces/regions, if possible, using NUTS classification]
Name of EUROPE DIRECT manager:	[first name FAMILY NAME]

Budget ²⁹	
1.Expenditure	
Total cost of running activities as EUROPE DIRECT centre in 2026:	€
2. Revenue	
EU grant for 2026:	€40.000
Financial contribution of the partner:	€

²⁹ The budget must be balanced and drawn up in euro (total expenditure and total revenue must be the same). Applicants outside the eurozone should use the exchange rate published on https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

Third party contribution (if applicable):	€
Total revenue: (EU grant + Partner contribution + third party contribution)	€

Union funding	
Has the applicant or any of the affiliated entities received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/>	
[If the answer is yes, please specify the value of the grant and the Union programme concerned]	

Premises of EUROPE DIRECT centre	
Location:	[Insert the address of the centre]
Purpose:	[Describe the use of the venue: e.g. for provision of information, organisation of events, exhibitions, etc.]
Mobile premises:	[Indicate whether you have mobile infrastructure and what type (van, bike, stand etc) that you intend to use for EUROPE DIRECT activities]

1. Communication strategy 2026-2030

The communication strategy 2026-2030 will be assessed against the following criteria:

1. Relevance (15 points):
 - Clarity and consistency of the assessment of communication needs in the area considering the socioeconomic and demographic situation, perception of the EU, main topics of concern of the population and relevant Commission priorities.
2. Quality (20 points):
 - Description of the application's qualities for the purposes of addressing the communication needs in the region, quality of the solutions proposed and clear identification of target groups and channels.
 - ED Nicosia should include bi-communal communication activity in the aim to bring the two communities together.
 - ED Larnaca - Ammochostos should ensure balanced coverage of the two main regions of their catchment area: Larnaka and Ammochostos.

ED Limassol - Paphos should ensure a balanced coverage of the two main regions of their catchment area: Limassol and Paphos.

3. Impact (15 points):

- Expected long-term impact of results on target groups including activities that set up a process with long lasting effects.

The communication strategy for a EUROPE DIRECT centre for the years 2026-2030 should contain a needs analysis in line with the objectives of the EUROPE DIRECT network (section 2.2 of the call) and the European Commission 2024-2029 priorities.

What issues/challenge/gaps/opportunities in communicating about the EU in the area do you aim to address? What are the main objectives you plan to achieve? (e.g. “by 2030 70% of youth in my area are informed about learners/job mobility opportunities across Europe”, “by 2030 100% of schools in the area are aware of learning material about the EU and 50% have introduced new activities regarding the EU in their curriculum”, “by 2029 70% of 16 years old and above in the area have heard about the European elections and know how to participate”)

The communication strategy defines who you are talking to, why you are talking to them, how and when you will talk to them, what form of communication the content should take and what channels you should use to share it.

When setting objectives, explain:

- main communication challenges and information gaps in your area linked to the EU, and how you are going to address them;
- how these objectives will contribute to achieving the overall mission of the EUROPE DIRECT centre;
- what is your communication goal (inform, raise awareness, engage, change opinion or behaviour towards the EU etc);
- which target audiences you will reach, why and how;
- who you are going to cooperate with (networks present on the ground, media, multipliers etc;)
- the desired impact of the centre in your area by the end of the 5 years of operations. How will the target groups benefit concretely from the EUROPE DIRECT centre and what would change for them?

The page limit for the five-year communication strategy is 3 pages (font size 12). Excess pages will be disregarded.

[Insert text]

2. Annual communication plan 2026

The Annual Communication Plan 2026 will be assessed against the following criteria:

- Relevance (15 points):
 - o Consistency of the objectives of Annual Communication Plan 2026 with part 1 of the proposal (communication strategy 2026-2030).
- Quality (20 points):

- Comprehensive coverage of the objectives of the EUROPE DIRECT centre as explained in section 2.2 and clear links between the identified target groups and the channels and activities proposed.
ED Nicosia should include bi-communal communication activity in the aim to bring the two communities together.
ED Larnaka - Ammochostos should ensure balanced coverage of the two main regions of their catchment area: Larnaka and Ammochostos
ED Limassol - Pafos should ensure a balanced coverage of the two main regions of their catchment area: Limassol and Paphos.

– Impact (15 points):

Appropriate use of relevant key performance indicators (see footnote 19 and section 2.4.8).

The Annual Communication Plan 2026 translates the objectives and goals of the five-year communication strategy into concrete actions that respond to the identified needs in the section above.

A communication plan gives clear purpose and specific tasks to staff and allows for tracking progress towards achievement of the communication objectives set in your communication strategy.

It contains the main actions, methodology to be used, tools, milestones, target audiences, channels, timing and expected outputs and results.

When explaining the methodology and/or tools and channels indicate why they are the most suitable for achieving your communication objectives and reaching out to the target audiences.

In addition, describe whether you are working with other parties (and which ones) and how you are working with them to amplify the impact of activities.

The Annual Communication Plan will include Key Performance Indicators of output (such as number of events, number of participants and number of posts) and where possible of outcome/result in 2026. It will also describe how the indicators will be measured and will provide a baseline (e.g. “activity: information stand on EUROPE DAY event organised by municipality – expected number of direct exchanges with visitors 80 – use of tracking sheet or quiz”).

The Annual Communication Plan can be written in text form or in table form or in a combination of both. It is recommended that the Annual Communication Plan starts with a brief introduction about the priorities chosen for 2026 and the logic behind this choice.

The page limit for the Annual Communication Plan is 5 pages (font size 12). Excess pages will be disregarded.

[Insert text]

Or

Activity 1	
Objective:	[Indicate the specific objective of this activity and to which objective/identified need of the 5-year communication strategy is linked]

Short description:	
Target audience:	
Channels, tools, methodology:	
Timing:	[for repetition actions mention frequency, for one-off activities mention duration and moment of the year when the activity takes place, e.g. first quarter of 2026 or 9 May 2026]
Expected output:	[indicate a target and how you will measure the output]
Expected result (optional):	[indicate a target and how you will measure the result]

Add as many boxes as needed.

Annex 2: Declaration on honour

Annex 3: Tasks of EUROPE DIRECT manager

- Serve as the main contact person of the EUROPE DIRECT centre for the European Commission and the European Parliament;
- Manage and coordinate the centre's activities on a daily basis;
- Sign off the Annual Communication Plan in the online reporting system to be put at their disposal by the European Commission;
- Monitor the progress of the Annual Communication Plan implementation and report on the implementation in English on a quarterly basis in the online reporting system to be put at their disposal by the European Commission;
- Sign off the Final Implementation Report;
- Manage the budget for the implementation of the Annual Communication Plan;
- Manage the project team;
- Develop an annual social media strategy, oversee the management of the centre website/webpage (if relevant) and design an annual public relations strategy that promotes the centre in the region;
- Lead on intelligence gathering and analysis of relevant policy developments and media debates to identify opportunities to promote the European Union and report on nascent negative trends in public opinion to the European Commission Representation in Cyprus;
- Lead on building and maintaining relationships with key individuals and groups in politics, policymaking, business, trade unions, the media and wider and civil society, in order to build a network of allies;
- Represent the centre at offline and online trainings, meetings and other events organised by the European Commission in Cyprus and abroad.

Annex 4: Guidelines on social media and web presence

These guidelines are not exhaustive and may be updated periodically to reflect changes in the media landscape, embrace emerging communication trends and ensure sustained compliance with the European Commission policies.

INTRODUCTION

The core of successful communication in the current environment is the use of online tools, i.e. social media and web. This also applies to contacts with the local media and other stakeholders as these turn to social media to discover what is happening and to web to find background information. The guidelines that follow are designed to help you maintain a responsible and professional online presence.

SCOPE

The partner must ensure mandatory online presence of the centre through social media. The partner may also have extended online presence, i.e. social media in combination with website/webpage. Webpage is mandatory when the partner has its own website. In this case, the centre's webpage must be hosted on the partner's website. The stand-alone website is not mandatory.

The European Commission may provide extra guidance regarding content and visual identity as it sees fit. The partner should act in conformity with the guidance.

SOCIAL MEDIA:

- Depending on the type of social media you will select, please use a business page or brand your account/page;
- Place the EUROPE DIRECT logo at the top corner of the page/account;
- Add a link to the website of the Representation of the European Commission and the European Parliament Liaison Office in your country;
- Include up-to-date information about the EU tailored to local needs;
- Avoid engaging in controversial or polarizing topics unless authorized and do not engage with trolls and negative comments;
- Notify the Representation of the European Commission in your country if there are any questions or concerns raised about your posts;
- Make sure it is clear you are not speaking on behalf of the European Union – please refer to Section 2.4.1;
- Consider including original material, reposting material from the European Commission and the European Parliament in your country, other EU institutions, agencies or programmes relevant to the needs of your audience;
- Posting at least twice a week should be the minimum;
- Posts should be in the national language(s) (with rare exceptions);
- Consider promoting of cross-posting and cross-signposting;
- Find ways to engage with local citizens online, proactively explaining the services you provide and providing helpful advice;
- Cross-posted material should be of interest to your target audience or the target audience of the particular social media;
- Images should be copyright free or with the proper copyright notice;
- You may resort to Artificial Intelligence tools to facilitate your work – please refer to the AI provision under Section 2.4.6;
- Keep track of your social media metrics. You will be required to report on the number of posts and number of followers at the end of the year.

- **WEB:**
- Place the EU flag, together with the EUROPE DIRECT logo, at the top corner and add the following text under the logo: *You want to find out more about the European Union?*
- Add a link to the website of the Representation of the European Commission and the European Parliament Liaison Office in your country;
- Include up-to-date information about the EU tailored to local needs;
- Incorporate contact details, the possibility of subscribing to a newsletter (if any), and links to other relevant institutions/EU networks and link to the ["Europe around me" map](#);
- Add a search bar and clickable social media icons on the homepage;
- The website/webpage should be secure (https and not http);
- The website/webpage should be mobile responsive, i.e. they should look on a mobile as if they were designed for a mobile and are not just a website/webpage viewed via a mobile;
- You need to ensure that, as far as practicable, everyone, including people with disabilities, such as visual, hearing, motor or cognitive impairments, is able to use and interact with your website/webpage. For more information, please consult the [European Commission web accessibility requirements](#);
- You may resort to Artificial Intelligence tools to facilitate your work – please refer to the AI provision under Section 2.4.6.

SOCIAL MEDIA AND WEBSITE/WEBPAGE:

- Use colours that follow the EUROPE DIRECT visual style (see section 2.4.3);
- Images should be copyright free or with the proper copyright notice; EUROPE DIRECT centres shall comply with all laws and regulations on intellectual property rights. To this end, EUROPE DIRECT centres will ensure the proper use of all materials and work developed or shared as part of their operation and that such use complies with third-party intellectual property rights (copyright, trademarks, design rights and other intellectual property rights);
- Graphics should be consistent in their design style, including font and size;
- Visuals should be of good quality and respond to the screen size, i.e. high resolution, sharp, clear details without pixelation or blurriness and adapt in size when zooming in or out of the website/webpage;
- Use videos and reels, which should have good quality sound and clear subtitles, with captions tailored to the audience of each platform.

Add the following information to your social media and website/webpage (if any), while customising the text in *italics*:

Who we are

EUROPE DIRECT in *[the Partner to add the name of the centre]* is member of the Europe Direct network in *[the Partner to add the country]*, which in turn is part of a Europe-wide network of centres, active in the entire European Union. We make Europe accessible to you and help you engage in debates on the future of the EU. The network is managed by the European Commission. You can contact us with questions about the EU policies, programmes and priorities and engage in a dialogue about the EU and its benefits at local level.

All our services are carried out free of charge for the citizens involved. Please note that we cannot offer legal advice or interpret EU legislation. To find out more about the centres in the EU Member States, including *[the Partner to add the country]*, please click [here](#).

Call : ED-2025-CYPRUS-FPA-SGA

Annex 5: Model Framework Partnership Agreement

Annex 6: Model Specific Grant Agreement

Annex 7: Guide for applicants