



# Sport Info Day 2022

Erasmus+

*European Education and Culture  
Executive Agency*

***Erasmus+ Sport – The Evaluation Process***



# Sport Info Day 2022

Erasmus+

Enriching lives, opening minds.

Sport

# Evaluation in brief





# 1. Programme criteria

- Admissibility criteria
- Eligibility criteria
- Exclusion criteria
- Selection criteria
- Award criteria

# Admissibility criteria

Application submitted electronically via the [Funding & Tender Opportunities Portal](#)

Application readable and accessible

Application complete containing all parts and mandatory annexes

Detailed in Erasmus+ Programme Guide under part C – Step 2:

applicable to all calls



**Mind the deadline 17:00 CET**

> Preferable to submit in advance

# Eligibility criteria

Who can apply?

Eligible participating organisations

N° & profile of participating organisations

Priorities addressed

**for Cooperation / Small-scale partnerships only**

Venue(s) of the activity(ies)

Duration of project

Where to apply?

When to apply?

Detailed in Erasmus+ Programme Guide under each action:

- Cooperation partnerships
- Small-scale partnerships
- Not-for-profit European sport events
- Capacity-building

# Cooperation partnership

## Participating organisations

- Any public or private organisation established in an EU Member State or third country associated to the Programme can participate as coordinator or partner
- Organisations established in any country not associated to the Programme can participate (Belarus excepted) if added value to the project

## Eligible consortium

Minimum 3 organisations from 3 different EU Member States and third countries associated to the Programme

## Project duration

Between 12 and 36 months

## Venue

All activities must take place in the countries of the organisations participating in the project (exceptions)

# Small-scale partnership

## Participating organisations

Any public or private organisation established in an EU Member State or third country associated to the Programme

## Eligible consortium

Minimum 2 organisations from 2 different EU Member States and third countries associated to the Programme

## Project duration

Between 6 and 24 months

## Venue

All activities must take place in the countries of the organisations participating in the project (exception)



# Not-for-profit European Sport events

## Participating organisations

Any public or private organisation active in the field of sport established in an EU Member State or third country associated to the Programme

## Eligible consortium

Consortium conditions for different types of projects & lump sums

## Project duration

12 or 18 months

## Venue

All activities must take place in the countries of the organisations involved (no exceptions)

# Not-for-profit European Sport events

## European local event (Type I)

- 3 to 5 partner organisations
- Each organisation from different countries\*
- Events take place in the countries of each organisation
- EUR 200.000

## European local event (Type II)

- Minimum 6 partner organisations
- From 6 different countries\*
- Events take place in the countries of each organisation
- EUR 300.000

## European-wide event

- One applicant – no partners
- Minimum 9 participating organisations
- From 10 different countries\*
- Event take place in the country of the applicant organisation
- EUR 450.000

\* EU Member States and third countries associated to the Programme

# Capacity Building in the field of Sport

## Participating organisations

Any public or private organisation active in the field of sport established in an EU Member State or third country associated to the Programme or in a third country not associated to the Programme which is eligible for participation in this action (i.e **Region 1**: Albania, Bosnia and Herzegovina, Kosovo and Montenegro)

## Eligible consortium

- 4 organisations min 3 countries:
- Min 2 different EU Member States & third countries associated to the Programme represented
  - Min 1 country from Region 1 – at least 2 organisations
  - Region 1 at least as represented as EU Member States & associated in terms of Nr of organisations

## Project duration

1, 2 or 3 years

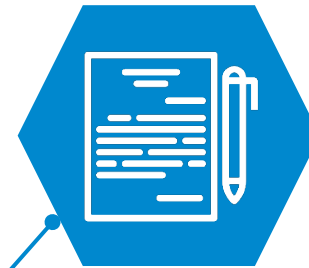
## Venue

All activities must take place in the countries of the organisations participating in the project (exceptions)

# Exclusion criteria

Explained in Erasmus+  
Programme Guide:  
Part C – Information for  
applicants

How?  
Fields to tick in application form  
+ declaration on honour if  
selected



# Selection criteria

<b>Operational capacity</b>	<ul style="list-style-type: none"><li>• General profiles (qualifications and experiences) of the staff responsible for managing and implementing the project</li><li>• Description of the consortium participants</li><li>• List of EU-funded projects for the last 4 years</li></ul>
<b>Financial capacity</b>	<p>Provide only upon request &gt; upload in Funding and Tender Opportunities Portal:</p> <ul style="list-style-type: none"><li>• Profit and loss accounts</li><li>• Balance sheet</li><li>• Other documents, if requested</li></ul> <p>Evaluation by the Validation Service (Research and Executive Agency – REA)</p>

# Award criteria

Detailed in Erasmus+ Programme Guide under each action:

- Cooperation partnerships
- Small-scale partnerships
- Not-for-profit European sport events
- Capacity Building

Criteria titles identical for four actions,  
but some differences among sub-criteria  
depending on the action > check this out  
in Erasmus+ Programme Guide

Relevance of the project

Quality of the project design and  
implementation

Quality of the partnership and the  
cooperation arrangements

Impact

# Award criteria – Scoring



Award Criteria	Cooperation partnerships	Small-scale partnerships	Events	Capacity-Building
Relevance of the project	25 p	30 p	30 p	30 p
Quality of the project design and implementation	30 p	30 p	20 p	20 p
Quality of the partnership and cooperation arrangements	20 p	20 p	20 p	20 p
Impact	25 p	20 p	30 p	30 p
<b>Total</b>	<b>100 p</b>	<b>100 p</b>	<b>100 p</b>	<b>100 p</b>

Double threshold:

- 50% of each criterion
- at least 60 points in total

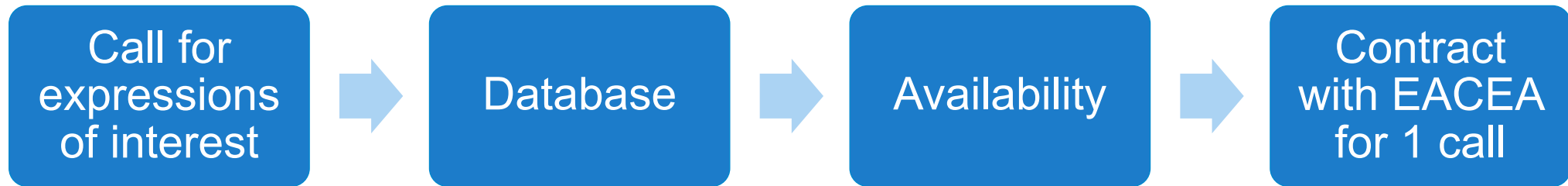


## 2. Evaluation process in practice

- External experts
- Evaluation of the award criteria
- Notification letter



# External experts

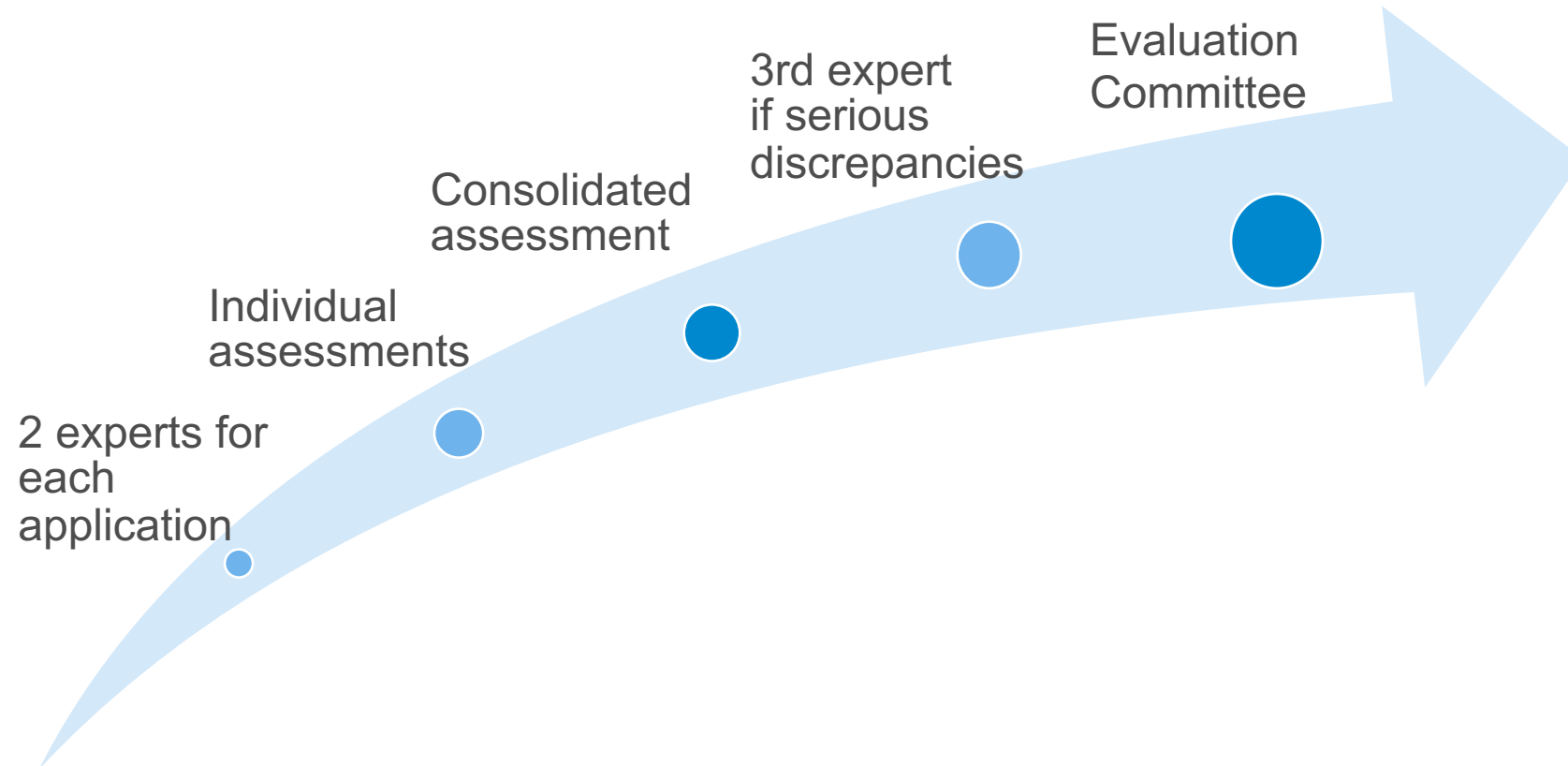


- Call for expressions of interest

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

- Experts who already applied under former call in past years: their data is automatically transferred into the new database, but they are advised to check and also fill in additional fields

# Evaluation of the award criteria



# Notification letter

## Letter

- General information
- Evaluation result
- Funding thresholds

## Letter

Actions/docs requested if project selected

- PIC validation
- Grant agreement preparation in Funding and Tender Opportunities Portal
- Bank account
- Financial capacity documents

## Annex: Evaluation summary report

Per each award criterion:

- Scores
- Assessment



## 3. Advice for applicants

- Most common issues per award criteria
- Tips in brief

# Applicants' common mistakes

- Vague description
- No focus
- No consistency between project objectives, methodology, activities and budget
- Inflated budget
- Weak impact and dissemination



# Weaknesses - Relevance of the project

- Objectives are not **realistic**, not clearly **defined**, do not address **issues relevant** to the participating organisations and target groups
- Project's ability to **bring EU added value** not demonstrated

## **Only for Cooperation partnerships, Events, and Capacity Building:**

- A genuine and adequate needs **analysis** missing
- **Innovative aspects** not convincingly addressed

## **Only for Capacity Building:**

- Activities aimed to **reinforce capacities** of participating organisations

# Evaluation Report – examples of comments

## Relevance

### Weakness

*"The initial research is the pivotal element of the project as the data that will be gathered is identified as missing at EU level and all the subsequent work will be based on this research. For this reason a **more detailed planning on the target group, concrete research activities** and the identification of this as a risk element of the project shall be addressed."*

# Weaknesses - Quality of project design and implementation

- The description is not specific enough, lack of **focus**
- No **consistency** between the project objectives, methodology, activities and budget proposed
- Clarity, **completeness** and quality of all phases of project not ensured
- **Methodology** not appropriate for needs addressed
- **Quality control** measures missing
- **Budget** not applied properly or inflated



# Evaluation Report – examples of comments

## Quality of design and implementation

### Weakness

*"It is not explained who the experts for the **e-learning modules** will be and how they are defined and recruited. For example, it is missing what kind of experience and skills is necessary and how potential **trainers** will be involved and encouraged to be involved in the project. The **structure** of e-learning courses as well as the **methodology** to construct them is not fully explained."*

*"The proposal refers to but unfortunately does not include a clear **timeline**."*

# Weaknesses - Quality of partnership and cooperation arrangements

- Project does not involve an **appropriate mix** of complementary participating organisations
- **Distribution of responsibilities and tasks** between the members of the project team not convincing

## **Only for Cooperation partnerships and Events (only EU-Wide):**

- Essential added value of involvement of **third country not associated to the Erasmus+ Programme** organisation not presented (if applicable)

# Evaluation Report – examples of comments

## Quality of partnership and cooperation

### Strength

*"Roles and responsibilities are well shared across the partnership, with different organisations in charge of different intellectual outputs and key activities. These address the involvement and commitment of different organisations."*

# Weaknesses - Impact

- Impact not elaborated, not clearly linked to the defined objectives
- Measures for evaluating and disseminating the outcomes of the project, within and outside the participating organisations, not of high quality
- Measures ensuring visibility and media coverage of the project/event and EU support not demonstrated

## Only for Cooperation partnerships, Events and Capacity-Building:

- Sustainability not ensured after the EU grant has been used up

# Evaluation Report – examples of comments

## Impact and Dissemination

### Strength

*"In terms of dissemination, the proposal foresees dissemination and communication activities throughout the entire project life cycle as well as on the longer term, considering project sustainability. It focuses on exploitation of results as well as on valorisation."*

# Tips in brief

- Have the project idea firmly in mind before starting to complete the application
- Take time to understand how the application is structured
- Be sure your project fits into the Erasmus+ Sport objectives and actions
- Ensure that partner involvement (work packages and budget) has been fully discussed and agreed
- Allow time for drafting *and* reviewing *and* redrafting
- Test your draft application on someone outside the partnership
- It is a time-intensive process and it will require dedicated staff time



# Suggestions to prepare with your partners

- Don't involve large number of partners
- Be familiar with partners' profile for a proper project implementation
- Partners who provide low quality input to the drafting of application will not provide high quality input into the project!
- Inform your partners about the administrative requirements if selected
- Make sure that your partners are ready to implement the project if selected
- Clarify the number & dates & venues of meetings in advance
- Make sure you have adequate project team for implementation



# Thank you



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