



Info Day

Civil Society Cooperation in the field of Education and Training, and Youth

Erasmus+ Key Action 3

CSC 2023 Calls for proposals

ERASMUS-2023-CSC-OG-FPA and ERASMUS-2023-CSC-OG-SGA

Brussels, 16 November 2022

The session will resume in 10 minutes

European Education and Culture

Executive Agency

How to prepare a good project proposal

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Q&A session

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A large QR code is positioned on the right side of the blue box, intended for scanning to access the online session.



What to think about

1. Activities
2. Admissibility criteria
3. Eligibility criteria
4. Award criteria
5. Financial and Operational capacity
6. What's next
7. Useful Information

Activities

Content

- Must be directly linked to the objectives and priorities of the Call & Topic;
- Must be coherent, consistent and cost-effective;
- Embedded in the work plans, activities and deliverables of the applicant organisation;

Duration

- FPA: the activities described should cover the period 2023-2025;
- SGA: the activities described should cover the year 2023 and be consistent with the action plan presented in the FPA application; be detailed in an annual work programme for 2023.

Geographic coverage

- May be performed at European, cross-border, national, regional or local level;
- Taking place in the eligible countries.

Activities - examples

- Activities **facilitating access and participation of stakeholders** in the implementation of EU policy priorities *in the field of education and training* (for Topic 1) or *in the field of youth* (for Topic 2).
- **Exchanges** of experiences and good practices, **networking** and **creating partnerships** with other stakeholders.
- **Capacity-building** for the member organisations.
- **Initiatives and events** for developing the membership of the ENGO/EU-wide networks.
- **Awareness-raising, information, dissemination and promotion activities.**
- **Cooperation activities** to increase policy impact on target groups, sectors and/or systems.
 - Widening the outreach to ensure a diversity of voices, reach people within and beyond *education and training organisations* (for Topic 1).
 - *Youth organisation and youth with fewer opportunities* (for Topic 2), using a variety of traditional and digital channels.
- **EU-wide networks (Topic 1, category 2)** are expected to actively contribute to the reflections on the implementation of the European Education Area in 2023, in particular by engaging their members in preparing, participating and implementing activities that can feed into such reflections. This includes implementing events and conferences where EU work towards building the European Education Area will be the focus.

Admissibility criteria

Where can you find them?

In section “5 Admissibility and documents” of the call document.

The general admissibility criteria are the same

*for the ERASMUS-2023-CSC-OG-FPA call and the ERASMUS-2023-CSC-OG-SGA call, **BUT** there are **differences** as regards **the mandatory documents** to be uploaded with the application, for each call (**see slide 30**).*

Admissibility criteria

- Proposals must be **submitted before the call deadline.**
- Proposal can be **submitted in any official EU language** (project abstract/summary should however always be in English).
- Proposals must be **submitted electronically** via the Funding & Tenders Portal Electronic Submission System.
- Proposals (including annexes and supporting documents) must be submitted **using the forms provided inside the Submission System.**
- Proposals **must be complete** and contain all the requested information and all required annexes and supporting documents.
- Application must be **readable, accessible and printable.**
- Page limit (Part B): **70 pages.**

Eligibility criteria

Where can you find them?

In section “6. Eligibility” of the Call document.

Please note that

They are the same for the ERASMUS-2023-CSC-OG-FPA call and the ERASMUS-2023-CSC-OG-SGA call.

Eligibility criteria

- The call **ERASMUS-2023-CSC-OG-FPA** awards Framework Partnership Agreements (FPA) lasting 3 years (2023-2025).
- Applying and being awarded a Framework Partnership Agreement is a **prerequisite** to be awarded a Specific Grant Agreement (SGA) with an annual budget.

Eligibility criteria are the same for both calls (FPA and SGA).

For 2023

Framework Partnership applications (Call [ERASMUS-2023-CSC-OG-FPA](#)) and Specific Grant applications (Call [ERASMUS-2023-CSC-OG-SGA](#)) need to be submitted nearly in parallel (calls published in parallel) due to time constraints.

For 2024 and 2025

Only already selected FPA partners will be eligible to apply for annual operating grants.

Applicants (for both Topic 1 and Topic 2)

- Be **legal entities, non-profit making, non-governmental**.
- Be **established in an Erasmus+ Programme Country** (i.e. EU Member States (including overseas countries and territories (OCTs) or non-EU countries such as listed EEA countries and countries associated to the Erasmus+ Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature).
- Be **a single applicant**; in case of ENGO/networks, only the organisation acting as the secretariat/officially appointed coordinator may submit an application; the member organisations are not eligible to apply. **Partners, affiliated entities and associated partners are NOT allowed in the framework of this call.**

TOPIC 1: Education & Training

Two categories of applicants are eligible:

Category 1: European non-governmental organisations (ENGO) in education and training

- NGOs that operate through a formally recognised structure composed of a **European body/secretariat legally established for at least one year** in an EU Member State or third country associated to the Programme and of **national organisations/branches in at least nine EU Member States and third countries associated to the Programme**.
- National organisations/branches must:
 - ✓ Have a proven statutory link with the European body/secretariat;
 - ✓ Be active in the field of education and training.

Important:
organisations/branches should be established in at least **nine different** eligible countries

TOPIC 1: Education & Training

Category 1: ENGO - Statutory link

This notion implies that the **cooperation between the organisations concerned is based on a formalised/documentated relation**

neither limited to the project they apply for, nor established for the sole purpose of its implementation.

This link **can cover many forms, from a very integrated one**

e.g. one “*mother organisation*” with its national branches/affiliated entities or without proper legal entity

to a **looser one**

e.g. a network functioning through **a clearly defined membership modality** requiring: the *payment of a fee, the signature of a membership contract/agreement, the definition of rights and obligations from the two parties, etc.*

TOPIC 1: Education & Training

Category 2: EU-wide network in education and training

An EU-wide network must:

- Be **composed of legally autonomous ENGOs** as defined in category 1 and be active in the implementation of the Strategic Framework for European cooperation in education and training towards the European Education Area and beyond (2021-2030);
- **Represent more than one major stakeholder group** – such as: learners (at all levels of education and training), the teaching profession (including teachers, trainers and school leaders), parents, etc; **AND**
- **Be active in all the following sectors:** (i) early childhood education and care, (ii) school education, (iii) higher education, (iv) vocational education and training, (v) adult learning, **AND**

TOPIC 1: Education & Training

Category 2: EU-wide network in education and training

- Be active in **more than one major cross-sector area** (such as citizenship education, ICT and digital education, language learning, entrepreneurship education, etc.) involving one or more representative stakeholder groups as described in slide n° 10;
- **Be formally established**, i.e. have legal personality and have been legally registered for at least two years in an Eligible country on the date of submission of the application;
- Have a minimum of **20 member organisations** (ENGOS as defined in category 1, Topic 1);
- Be **independent** of public authorities, of political parties and commercial organisations;
- Have **at least 7 staff members** (staff employed).

TOPIC 2: Youth

Two categories of applicants are eligible:

Category 1: European non-governmental organisations (ENGO) in youth

- These are NGOs that operate through a formally recognised structure composed of a **European body/secretariat legally established for at least one year** in an EU Member State or third country associated to the Programme and of **national organisations/branches in at least nine EU Member States and third countries associated to the Programme.**
- National organisations/branches must:
 - ✓ Have a proven statutory link with the European body/secretariat (see slide 9);
 - ✓ Be active in the field of youth.

Important: organisations/branches should be established in at least **nine different** eligible countries


TOPIC 2: Youth

Category 2: EU-wide network in youth

Important: organisations/branches should be established in at least **nine different** eligible countries

An EU-wide network (informal network) must:

- Be composed of **legally autonomous non-profit organisations active in the field of youth** and running activities that support the implementation of the fields of action of the EU Youth Strategy;
- Operate through an **informal governance setting**, composed of a) **an organisation legally established for at least one year** on the date of submission of the application **in an eligible country** with functions of coordination of and support to the network at European level (the Applicant); and b) **other organisations established in at least nine Eligible Countries**;
- **Involve young people in the management and governance** of the network.

 *In order to justify the links between the different organisations involved in the informal network a memorandum of understanding signed between all organisations involved must be sent at grant agreement stage.*

Award criteria

Where can you find them?

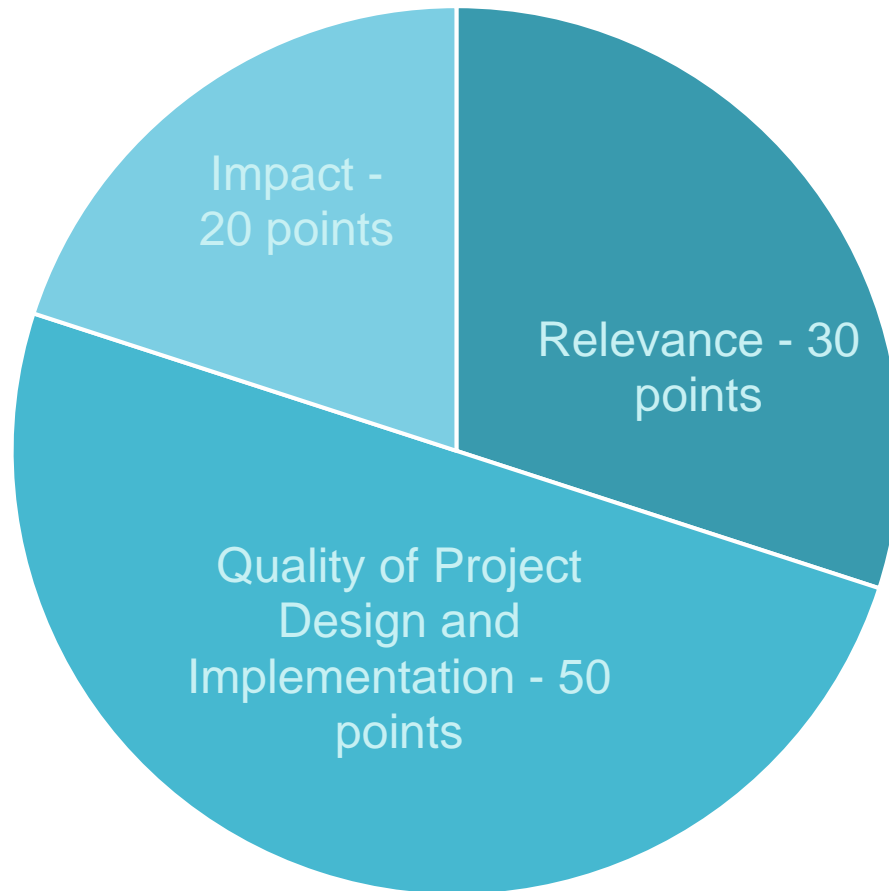
In section 9 “Award criteria” of the call document.

Please note that

They are the same for the [ERASMUS-2023-CSC-OG-FPA](#) call and the [ERASMUS-2023-CSC-OG-SGA](#) call.

The duration of the work programme and activities that need to be described is respectively 3 years for FPA and 1 year for SGA.

Weighting of criteria



Threshold for funding

- Minimum of 60 points overall
- Minimum pass score (50%) in each award criterion

Relevance (30 points – min. pass score 15)

- The scope of the work programme and activities will be assessed in terms of their **relevance to the aims and objectives of the Topic**. Specific elements apply to each Topic (Education & Training or Youth) – *see section 9 of the call documents for specificities of each Topic.*

Quality of the project (50 points – min. pass score 25)

- Quality of the **work programme and its planned activities** and deliverables in terms of content, approach and methodology in relation to the aims;
- **How tasks are distributed** among the network/organisations/branches/members with regard to relevance, balance and an efficient achievement of the aims;
- Quality of the **management arrangements**;
- **Financial management** and **cost effectiveness**;
- **Transnational and multilingual character** of activities and products developed.

Quality of the project (50 points – min. pass score 25)

- If the proposal **follows on from previous activities**, the **added value** of the current proposal in relation to these activities;
- The **profile, number and diversity** of background of the network members as well as participants/stakeholders involved in the activities.

Impact (20 points – min. pass score 10)

- The scope of the work programme, its **multiplier effect**, the **sustainable impact** and **long-term viability** of the activities and deliverables will be assessed against this criterion. In particular what will be checked:
 - ✓ The **expected results, outcomes, and deliverables** such as policy contributions, position papers and events, awareness-raising and training programmes, events and materials, information and guidance materials and events, etc.;
 - ✓ The expected **short- and long-term quantitative and qualitative impact** of the activities and deliverables on the target groups, and, beyond these groups, policies, strategies or systems at European, national, regional or local level;
 - ✓ How the work programme will facilitate **exchanges and debates** between actors from different sectors and levels and different countries;
 - ✓ The measures planned to ensure the **visibility of the activities/deliverables/results**;

Impact (20 points – min. pass score 10)

- ✓ How the **dissemination and exploitation plans** will ensure **optimal use of the results** among and beyond organisations/branches/members, during the period covered by the grant;
- ✓ The **proposed contributions/recommendations** to be addressed to policy makers, education and training/youth providers and other stakeholders at European, national, regional or local level.

What makes a good proposal

Tips and hints

- **COHERENT** with the objectives of the call/topic and **RELEVANT** to the policy priorities;
- Approaches, activities and deliverables **COHERENT** with objectives of the applicant;
- **REALISTIC**: the work programme should be comprehensive, realistic and sustainable;
- Ensure **balanced distribution of tasks** among participating organisations linked to their expertise domain;

To avoid

- **Inconsistencies** – avoid long/vague explanations;
- **Low/inadequate information** on participants' involvement, on targeted public for the various activities;

What makes a good proposal

Tips and hints

- **Detailed description of roles and responsibilities** which enable a clear view of how the project will deliver its aims and objectives;
- **Good/exhaustive description of short and longer term impact** on a local and regional level;
- **Well-planned and described dissemination** and use of relevant social media platforms;
- **Well-developed communication and outreach**, expected to successfully contribute to ensuring the visibility of the activities, deliverables and results.

To avoid

- **Lack of definition** of the development and implementation of different aspects of the work programme;
- **Insufficient information** on the methodology and mechanism for the learning outcomes.

Financial and operational capacity

Where can you find it?

In section 7 “Financial and operational capacity & exclusion” of the call document.

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects.

The financial capacity assessment (FCA) will be carried out on the basis of the documents to be upload in the Participant Register during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*).

For framework partnerships, the financial capacity check will be done only once at FPA-level, for all applicants.

Operational capacity

Applicants must have **the know-how, qualifications and resources** to successfully implement the projects;

This capacity will be **assessed together with the ‘Quality’ award criterion**, on the basis of the competence and experience of the applicant;

Applicants will have to show their operational capacity via the following information: (i) **profiles (qualifications and experience) of the staff responsible for managing and implementing the project**; (ii) description of the **network**; (iii) list of **previous projects** (key projects for the last 4 years).

For framework partnerships, **the operational capacity check will be done generally at FPA-level and then again for each grant application in the grants calls.**

Application's parts and supporting documents

ERASMUS-2023-CSC-OG-FPA

- **Part A:** to be filled in directly online.
- **Part C:** to be downloaded, completed and re-uploaded (named “**A5-ERASMUS-2023-CSC-OG-FPA**” in the online portal).
- **Part B:** technical description of the project – to be downloaded, completed and re-uploaded.
- **List of key projects for the last 4 years:** template available inside Part B.
- Only for EU-wide networks in education and training – Topic 1, Category 2): **A copy of the applicant organisation's articles of association and official certificate of registration.**

ERASMUS-2023-CSC-OG-SGA

- **Part A:** to be filled directly online.
- **Part B:** technical description of the project – to be downloaded, completed and re-uploaded.
- **Detailed budget table/calculator:** to be downloaded, completed and re-uploaded.

PART C (or “A5-ERASMUS-2023-CSC-OG-FPA”)

only for ERASMUS-2023-CSC-OG-FPA!

Part C contains information on the profile of the applicant’s organisation in order to check its eligibility:

- To be downloaded from the zip file ‘Part B templates’, filled in and re-uploaded in excel in the field: ‘Annex - Civil Society Cooperation’;
- Use drop-down menus where available to confirm/choose the category of your organisation and fill in the relevant sections.

Civil Society Cooperation in the field of Education and Training,
and Youth
(CSC in EDU and YOUTH)

Type of organisation (applicant)			
Pic	Name of the organisation	Country	Type of Organisation
My organisation is an European NGO:			<input type="text" value="yes"/> <i>Please, select a value</i>
My organisation is an EU-wide network:			<input type="text" value="yes"/> <i>Please, select a value</i>

For European NGO applying under CSC EDU or YOUTH	
Please confirm:	
1. My organisation has been legally established for at least one year in an EU Member State or third country associated to the Programme	<input type="text" value="yes"/> <i>Please, select a value</i>
2. The network/national organisations/branches are active in the field of <u>education and training or in the field of youth</u>	<input type="text" value="yes"/> <i>Please, select a value</i>
3. The network/national organisations/branches have a proven statutory link with the European body/secretariat (legal bond, and/or economic bond, and/or memorandum of	<input type="text" value="yes"/> <i>Please, select a value</i>

PART C CSC

PART C (or “A5-ERASMUS-2023-CSC-OG-FPA)

Your network composition (EDU or YOUTH)

Please indicate the name of network members and their location.
The relevant geographical coverage is EU member states and third countries associated to the programme.
First names should be completed by applicant organisation (ENGO or Network). The table should be filled in by both ENGO and Network applicants.

	Name of Network members/Organisations/Numbers/Branches of the Operating Grant Applicant	Country
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53		
	Number of Organisations	<input type="text"/>

My organisation has at least staff member(s)

Section ‘Your network composition’ should be completed for both ENGO and EU-wide networks. Please note that only network members established in eligible countries (section 6 of the call document) are considered for the verification of eligibility.

Do not forget to **indicate the number of staff members employed by your (Applicant) organisation** (at the bottom of the table ‘Your network composition’).

PART C (or “A5-ERASMUS-2023-CSC-OG-FPA)

B	C	D	E
For CSC EDU ONLY (ENGO and EU-wide network)			
Education level and priorities			
<i>Which field(s) of education will mainly benefit from your project activities /outcomes? Choose at least 1 field</i>			
<input type="checkbox"/> Early childhood education and care			
<input type="checkbox"/> School education			
<input type="checkbox"/> Higher education			
<input type="checkbox"/> Adult education			
<input type="checkbox"/> Vocational education and training			
<i>Please indicate which E+ horizontal priorities your organisation and network are active in? Choose at least 1 horizontal priority</i>			
<input type="checkbox"/> Inclusion and diversity			
<input type="checkbox"/> Digital transformation			
<input type="checkbox"/> Environment and fight against climate change			
<input type="checkbox"/> Participation in democratic life			
<i>Please indicate which specific priorities in the field of education and training your organisation and network are active in? Choose at least 1 specific priority</i>			
<input type="checkbox"/> Improving quality, equity, inclusion and gender equality for all in education and training			
<input type="checkbox"/> Supporting the green and digital transitions in and through education and training			
<input type="checkbox"/> Enhancing competence and motivation in the education profession - teachers and trainers			
<input type="checkbox"/> Reinforcing European higher education			
<input type="checkbox"/> Making lifelong learning and mobility a reality for all			
<input type="checkbox"/> Contributing to the geopolitical dimension of the European Education Area			
Activity domains			
<i>Please indicate below the activity domains that are addressed by this proposal Choose at least 1 domain</i>			
<input type="checkbox"/> EU Citizenship, EU awareness and Democracy			
<input type="checkbox"/> ICT - new technologies - digital competences			
<input type="checkbox"/> Creativity and culture			
<input type="checkbox"/> Disabilities - special needs			
<input type="checkbox"/> Access for disadvantaged			
<input type="checkbox"/> Early School Leaving / combatting failure in education			
PART C CSC			

ENGO and EU-wide networks applying to TOPIC 1 EDU, should indicate **fields, priorities and activity domains in the relevant section ‘For CSC EDU ONLY – Education level and priorities & Activity domains’**. Please note that the information provided here is crucial to determine the eligibility of your organisation (see eligibility criteria).

PART C (or “A5-ERASMUS-2023-CSC-OG-FPA)

ENGO and EU-wide networks applying to TOPIC 2 YOUTH, should indicate **objectives, priorities and Youth Goals in the relevant section “For CSC YOUTH ONLY – Priorities, objectives and goals”**. Please note that the information provided here is crucial to determine the eligibility of your organisation (see eligibility criteria). **Do not forget to indicate if your organisation is active in the field of Youth.**

B	C	D	E	F
For CSC YOUTH ONLY (ENGO & Network)				
Priorities, objectives and goals				
Objectives				
<i>Choose at least 1 horizontal priority</i>				
<input type="checkbox"/> Inclusion and diversity				
<input type="checkbox"/> Digital transformation				
<input type="checkbox"/> Environment and fight against climate change				
<input type="checkbox"/> Participation in democratic life				
Themes and priorities				
<i>Choose at least 1 sector specific priority</i>				
<input type="checkbox"/> ENGAGE which aims towards a meaningful civic, democratic, economic, social, cultural and political participation of young people				
<input type="checkbox"/> CONNECT which is to foster different and inclusive forms of learning mobility for young people across the European Union and beyond, to make new connections, relations and exchange of experience, as well as engagement in solidarity and volunteering activities				
<input type="checkbox"/> EMPOWER which aims to encourage young people to take charge of their own lives				
Youth Goals				
<i>Choose at least 1 youth goal, maximum 3</i>				
<input type="checkbox"/> Connecting EU with Youth				
<input type="checkbox"/> Equality of All Genders				
<input type="checkbox"/> Inclusive Societies				
<input type="checkbox"/> Information & Constructive Dialogue				
<input type="checkbox"/> Mental Health & Wellbeing				
<input checked="" type="checkbox"/> Moving Rural Youth Forward				
<input type="checkbox"/> Quality Employment for All				
<input type="checkbox"/> Quality Learning				
<input type="checkbox"/> Space and Participation for All				
<input type="checkbox"/> Sustainable Green Europe				
<input type="checkbox"/> Youth Organisations & European Programmes				
I hereby confirm that our organization is active in the field of youth				
				<input type="text" value="yes"/>
<i>Please, select a value</i>				
Activities				

Part B – Application form – Narrative part

ERASMUS-2023-CSC-OG-FPA & ERASMUS-2023-CSC-OG-SGA

Part B is the technical description of the project:

- Be **RELEVANT**
- Be **COHERENT**
- Be **COMPLETE**
- Be **CLEAR & CONCISE**
- **70 pages maximum!**

Part B - Technical description

1. RELEVANCE

1.1. Profile

1.2. Mission statement, vision and objectives

1.3. Contribution to EU policy

2. QUALITY

2.1. PROJECT DESIGN AND METHODOLOGY

2.1.1. Management, quality assurance and monitoring and evaluation strategy

2.1.2. Team, staff and experts

2.1.3. Financial management and cost effectiveness

2.1.4. Risk management

3. IMPACT

3.1 Impact

3.2. Communication, dissemination and visibility

4. MULTI ANNUAL ACTION PLAN (for ERASMUS-2023-CSC-OG-FPA)

4. Work Plan, Work Packages, Activities, Resources and Timing (for ERASMUS-2023-CSC-OG-SGA)

5. OTHER – NOT applicable

6. DECLARATIONS

ANNEXES

Part B – Application form – Narrative part

ERASMUS-2023-CSC-OG-FPA & ERASMUS-2023-CSC-OG-SGA

Attention!

1.1 Profile section: For SGA application, remember to **include in the section 1.1 the final ID of your FPA application.**

2.1.1 & 2.1.3 sections: NO need to provide CVs of key actors. Focus respectively on description of your organisational structure/financial management structure.

Part B - Technical description

1. RELEVANCE

- 1.1. Profile
- 1.2. Mission statement, vision and objectives
- 1.3. Contribution to EU policy

2. QUALITY

- 2.1. PROJECT DESIGN AND METHODOLOGY
 - 2.1.1. Management, quality assurance and monitoring and evaluation strategy
 - 2.1.2. Team, staff and experts
 - 2.1.3. Financial management and cost effectiveness
 - 2.1.4. Risk management

3. IMPACT

- 3.1 Impact
- 3.2. Communication, dissemination and visibility

4. MULTI ANNUAL ACTION PLAN (for ERASMUS-2023-CSC-OG-FPA)

- 4. Work Plan, Work Packages, Activities, Resources and Timing (for ERASMUS-2023-CSC-OG-SGA)

5. OTHER– NOT applicable

6. DECLARATIONS

ANNEXES

Part B – Application form – Narrative part

ERASMUS-2023-CSC-OG-FPA

Attention!

4. Multi annual action plan (for FPA call):

Provide an overview of activities planned during the three years of the foreseen duration of the FPA (2023-2025);

Milestones are not mandatory;

Deliverables are project outputs which are submitted to show project progress. We do not recommend defining more than 5 deliverables per Activity;

Multi-annual budget estimate

Part B - Technical description

1. RELEVANCE

- 1.1. Profile
- 1.2. Mission statement, vision and objectives
- 1.3. Contribution to EU policy

2. QUALITY

- 2.1. PROJECT DESIGN AND METHODOLOGY
 - 2.1.1. Management, quality assurance and monitoring and evaluation strategy
 - 2.1.2. Team, staff and experts
 - 2.1.3. Financial management and cost effectiveness
 - 2.1.4. Risk management

3. IMPACT

- 3.1 Impact
- 3.2. Communication, dissemination and visibility

4. MULTI ANNUAL ACTION PLAN (for ERASMUS-2023-CSC-OG-FPA)

- 4. Work Plan, Work Packages, Activities, Resources and Timing (for ERASMUS-2023-CSC-OG-SGA)

5. OTHER– NOT applicable

6. DECLARATIONS

ANNEXES

Part B – Application form – Activities

for ERASMUS-2023-CSC-OG-FPA

4. MULTI-ANNUAL ACTION PLAN

Multi-annual action plan

This section concerns the overview of the activities you are planning for the years covered by the EU framework partnership and how they will be implemented.

Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number before signature of the Framework Partnership Agreement.

Group your activities into standard activities (which you repeat each year) and ad hoc activities (which will be implemented only in certain years).

⚠️ Include only the part of your activities which is eligible under the framework partnership.

Standard activities (all years)

Activity	Objective	Target Groups	How will it be implemented? (concept & methodology)	Milestones and Deliverables	Lead Beneficiary

Ad hoc activities

Year	Activity	Description	Objective	Target Groups	How will it be implemented? (concept & methodology)	Milestones and Deliverables	Lead Beneficiary

The only Beneficiary is the applicant organisation. Indicate any network member/branches that contribute to the activity. Remember that only costs incurred by the applicant are eligible.

Part B – Application form – Multi annual budget for ERASMUS-2023-CSC-OG-FPA



Multi-annual budget estimate									
<p>Give a rough estimate of your overall costs and income for the duration of the EU framework partnership.</p> <p>Divide your global yearly budget into general costs and costs of specific activities. For the specific activities, distinguish between activities that are eligible under the framework partnership and those that are not.</p> <p>Specify regular income from other sources and estimated income generated by the activities. (No need for a balance of costs and income, since these are only rough <u>estimates</u> and they don't include the EU operating grants and the beneficiary's own contribution).</p>									
Year	Costs					Income			
	General personnel costs (general management and common services)	General running costs	Costs of <u>specific activities</u> (eligible)	Costs of specific activities (not eligible)	Total global yearly budget (costs)	Membership contributions & subscriptions	Financial contributions by third parties (including funding other than EU operating grant)	Income generated by the activities (eligible and non eligible)	Total estimated income
YYYY									
YYYY									
YYYY									
YYYY									
YYYY									
Total									

You should provide an overall estimation of your costs during the whole duration of FPA (2023-2025).



Part B – Application form – Narrative part

ERASMUS-2023-CSC-OG-SGA

Attention!

4. Work Plan, Work Packages (for SGA call): Provide a detailed description of the project activities and group your activities into work packages. WP1 should be for ‘General management and running of the organisation’ and the last WP for ‘Dissemination and communication’;

Milestones are not mandatory;

Deliverables are project outputs which are submitted to show project progress. We do not recommend defining more than 5 deliverables per Work Package.

Part B - Technical description

1. RELEVANCE

- 1.1. Profile
- 1.2. Mission statement, vision and objectives
- 1.3. Contribution to EU policy

2. QUALITY

- 2.1. PROJECT DESIGN AND METHODOLOGY
 - 2.1.1. Management, quality assurance and monitoring and evaluation strategy
 - 2.1.2. Team, staff and experts
 - 2.1.3. Financial management and cost effectiveness
 - 2.1.4. Risk management

3. IMPACT

- 3.1 Impact
- 3.2. Communication, dissemination and visibility

4. MULTI ANNUAL ACTION PLAN (for ERASMUS-2023-CSC-OG-FPA)

- 4. Work Plan, Work Packages, Activities, Resources and Timing (for ERASMUS-2023-CSC-OG-SGA)

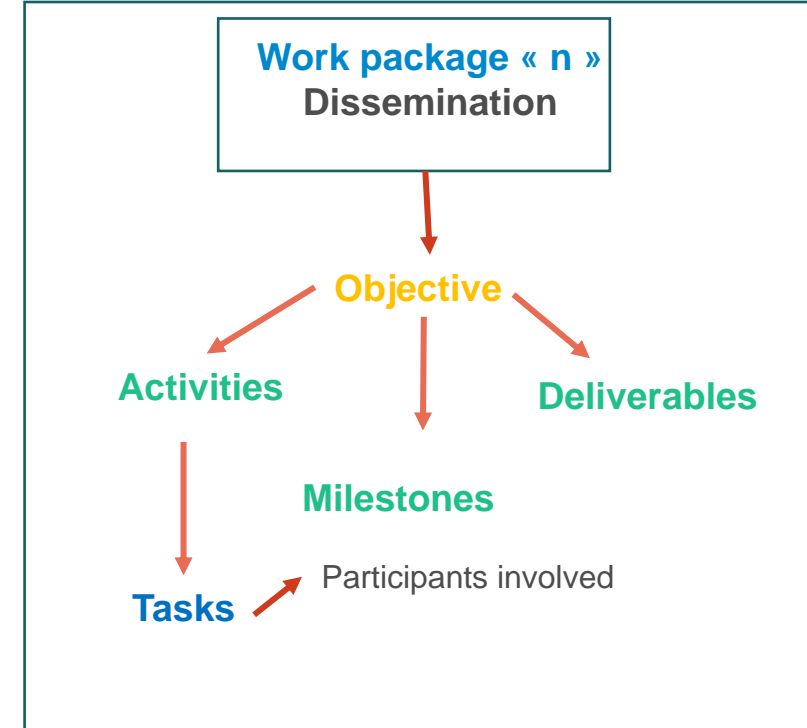
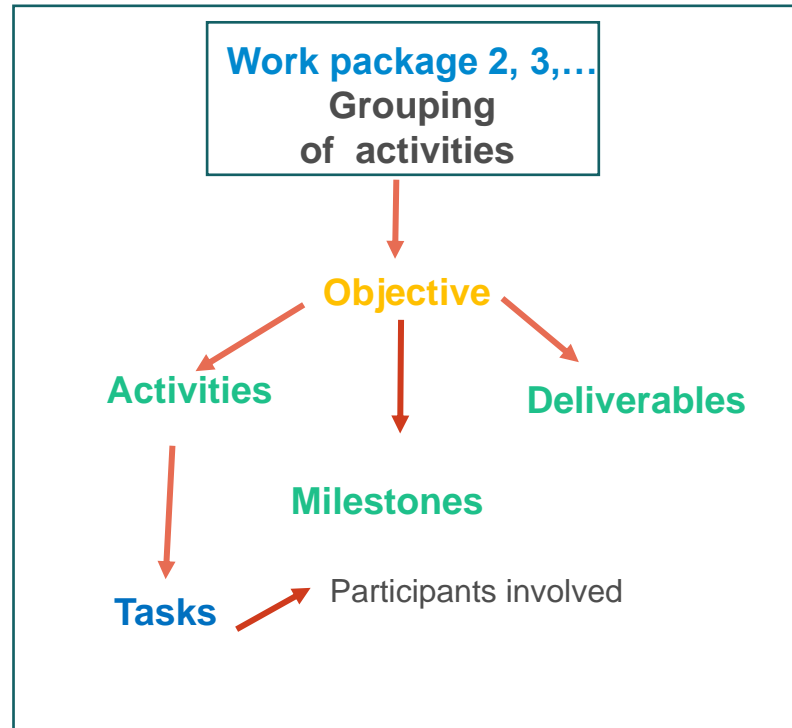
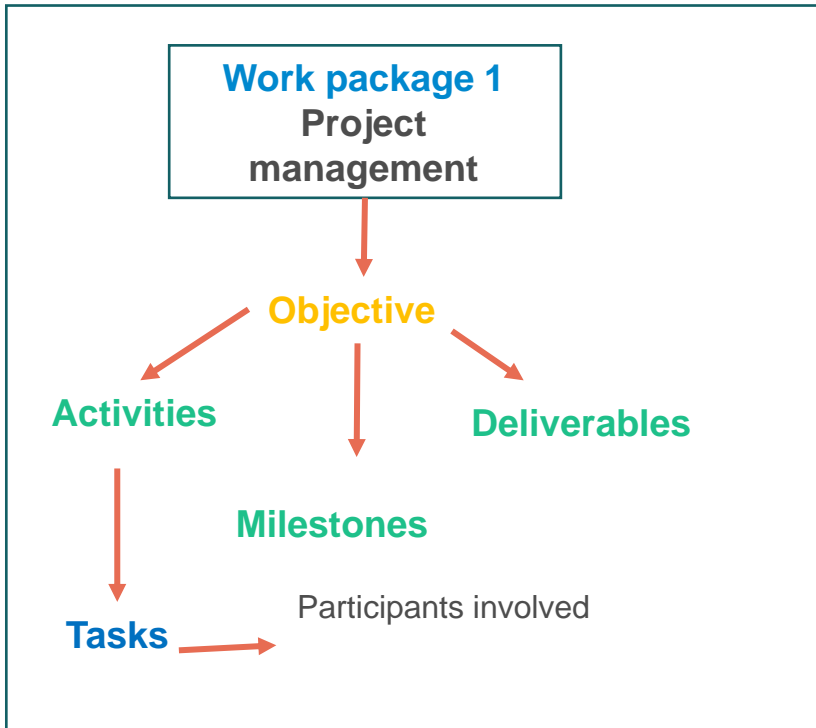
5. OTHER– NOT applicable

6. DECLARATIONS

ANNEXES

Part B – Application form – Work packages

for ERASMUS-2023-CSC-OG-SGA



RECOMMENDATION: MINIMUM 3 and NOT more than 7 Work Packages

Part B – Application form – Work packages

for ERASMUS-2023-CSC-OG-SGA

Work Package 1: [Name, e.g. Project management and coordination]							
Duration:	M X - M X	Lead Beneficiary:	1-Short name				
Objectives							
▪							
Activities and division of work (WP description)							
Task No (<u>continuous</u> numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)		
			Name	Role (COO, BEN, AE, AP, OTHER)			
T1.1							
T1.2							
Milestones and deliverables (outputs/outcomes)							
Milestone No (<u>continuous</u> numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (<u>month</u> number)	Means of Verification	
MS1		1					
MS2		1					
Deliverable No (<u>continuous</u> numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (<u>month</u> number)	Description (<u>including</u> format and language)
42							

Participants: you can indicate who is in charge of the task (applicant/lead beneficiary or network member/branches, etc.)

Part B – Application form – Work packages

for ERASMUS-2023-CSC-OG-SGA

EVENTS

DISSEMINATION MATERIAL

DELIVERABLES = OUTPUTS

EDUCATIONAL MATERIAL (OER)

Be as **SPECIFIC** as possible in the description of deliverables

Dissemination level: **PU or SEN!**

Deliverable No <small>(continuous numbering linked to WP)</small>	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date <small>(month number)</small>	Description <small>(including format and language)</small>
--	------------------	-----------------	------------------	------	---------------------	---	---

9

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS OG): V2.0 – 01.06.2022

D1.1		1		/R — Document, report/ /DEM — Demonstrator, pilot, prototype/ /DEC — Websites, patent filings, videos, etc/ /DATA — data sets/microdata, etc/ /DMP — Data Management Plan/ /ETHICS/ /SECURITY/ /OTHER/	/PU — Public/ /SEN — Sensitive/ /R-UE/EU-R — EU Classified/ /C-UE/EU-C — EU Classified/ /S-UE/EU-S — EU Classified/		
D1.2		1		/R — Document, report/ /DEM — Demonstrator, pilot, prototype/ /DEC — Websites, patent filings, videos, etc/ /DATA — data sets.	/PU — Public/ /SNC — Sensitive/ /R-UE/EU-R — EU Classified/ /C-UE/EU-C — EU Classified/ /S-UE/EU-S — EU Classified/		

Part B – Application form – Narrative part

ERASMUS-2023-CSC-OG-SGA

Attention!

4. Work Plan, Work Packages (for SGA call): Fill in the tables ‘Events and trainings’, ‘Timetable’.

Tables marked as ‘*(n/a for prefixed Lump Sum Grants)*’ (i.e. *Estimated budget and Subcontracting*) do not need to be filled in for SGA application

Part B - Technical description

1. RELEVANCE

- 1.1. Profile
- 1.2. Mission statement, vision and objectives
- 1.3. Contribution to EU policy

2. QUALITY

- 2.1. PROJECT DESIGN AND METHODOLOGY
 - 2.1.1. Management, quality assurance and monitoring and evaluation strategy
 - 2.1.2. Team, staff and experts
 - 2.1.3. Financial management and cost effectiveness
 - 2.1.4. Risk management

3. IMPACT

- 3.1 Impact
- 3.2. Communication, dissemination and visibility

- 4. MULTI ANNUAL ACTION PLAN (for ERASMUS-2023-CSC-OG-FPA)
- 4. Work Plan, Work Packages, Activities, Resources and Timing (for ERASMUS-2023-CSC-OG-SGA)

5. OTHER– NOT applicable

6. DECLARATIONS

ANNEXES

Part B – Application form – Narrative part

ERASMUS-2023-CSC-OG-FPA & ERASMUS-2023-CSC-OG-SGA

ANNEXES

For ERASMUS-2023-CSC-OG-FPA, the only annex to be completed is the **list of previous projects (last 4 years)**!

Exception: Applicants to Topic 1 and belonging to category 2 need to upload also a copy of the applicant organisation's articles of association and official certificate of registration!

For ERASMUS-2023-CSC-OG-SGA, the only annex to be completed is **the detailed budget table/calculator** (see following slides)!

Part B - Technical description

1. RELEVANCE

- 1.1. Profile
- 1.2. Mission statement, vision and objectives
- 1.3. Contribution to EU policy

2. QUALITY

- 2.1. PROJECT DESIGN AND METHODOLOGY
 - 2.1.1. Management, quality assurance and monitoring and evaluation strategy
 - 2.1.2. Team, staff and experts
 - 2.1.3. Financial management and cost effectiveness
 - 2.1.4. Risk management

3. IMPACT

- 3.1 Impact
- 3.2. Communication, dissemination and visibility

4. MULTI ANNUAL ACTION PLAN (for ERASMUS-2023-CSC-OG-FPA)

- 4. Work Plan, Work Packages, Activities, Resources and Timing (for ERASMUS-2023-CSC-OG-SGA)

5. OTHER

6. DECLARATIONS

ANNEXES

Budget calculator *only for ERASMUS-2023-CSC-OG-SGA!*

Budget calculator is available in Excel. It needs to be downloaded, filled in and re-uploaded (**always in EXCEL!**).

The table at the top shows the pre-fixed lump sum amounts per topic and category of applicants!

The table 'DETAILED BUDGET TABLE Civil Society Cooperation' needs to be filled in by the applicant.

	A	B	C	D	E	F	G	H	I	J	F
	EACH ACTION HAS A PRE-FIXED LUMP SUM. NO OTHER AMOUNT CAN BE AWARDED.										
	TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION. ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.										
1											
2											
3		CHOSEN ACTION		PRE-FIXED LUMP SUM AS PER CALL (in €)							
4		CSC Education and Training - European NGOs	105,000	140,000	175,000						
5		CSC Education and Training - EU-wide formal Networks	280,000	330,000							
6		CSC Youth - European ENGOs and EU-wide informal Networks	75,000	100,000	125,000						
7											
8		WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected									
9											
10		DETAILED BUDGET TABLE Civil Society Cooperation									
11		Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.									
12		VP1	VP2	VP3	VP4	VP5	VP6	VP7	VP8	VP9	VP10
13		[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]
14		[name]								0	Invalid request as no valid lump sum requested
15		[name]								0	
16		[name]								0	
17		[name]								0	
18		[name]								0	
19		[name]								0	
20		[name]								0	
21		[name]								0	

Budget calculator

Attention!

Even if the table allows to list several participants, this is a MONOBENEFICIARY call/grant. **You should only fill in one row (with the name of the applicant).**

The **budget should be distributed/shown by Work Packages.** The name of the WPs should match with the name of the WPs in Part B – section 4.

EACH ACTION HAS A PRE-FIXED LUMP SUM. NO OTHER AMOUNT CAN BE AWARDED. TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION. ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.									
CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)								
CSC Education and Training - European NGOs	105,000	140,000	175,000						
CSC Education and Training - EU-wide formal Networks	280,000	330,000							
CSC Youth - European ENGOs and EU-wide informal Networks	75,000	100,000	125,000						
WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected									
DETAILED BUDGET TABLE Civil Society Cooperation									
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.									
PARTICIPANTS	VP1	VP2	VP3	VP4	VP5	VP6	VP	Part B – Application form – Nar...	
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	-	Invalid request as no valid lump sum requested
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	

Budget calculator

EACH ACTION HAS A PRE-FIXED LUMP SUM. NO OTHER AMOUNT CAN BE AWARDED. TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION. ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.									
CHOOSE ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)								
CSC Education and Training - European NGOs	105,000	140,000	175,000						
CSC Education and Training - EU-wide formal Networks	280,000	330,000							
CSC Youth - European ENGOs and EU-wide informal Networks	75,000	100,000	125,000						
WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected									
DETAILED BUDGET TABLE Civil Society Cooperation									
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.									
PARTICIPANTS	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP Part B – Application form – Nar...		
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	-	Invalid request as no valid lump sum requested
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	
[name]								0	

Attention!

If the sum of the budget per WPs does not match with one of the pre-fixed lump sum amounts, you will see a **warning message** ‘Invalid request as no valid lump sum requested’.

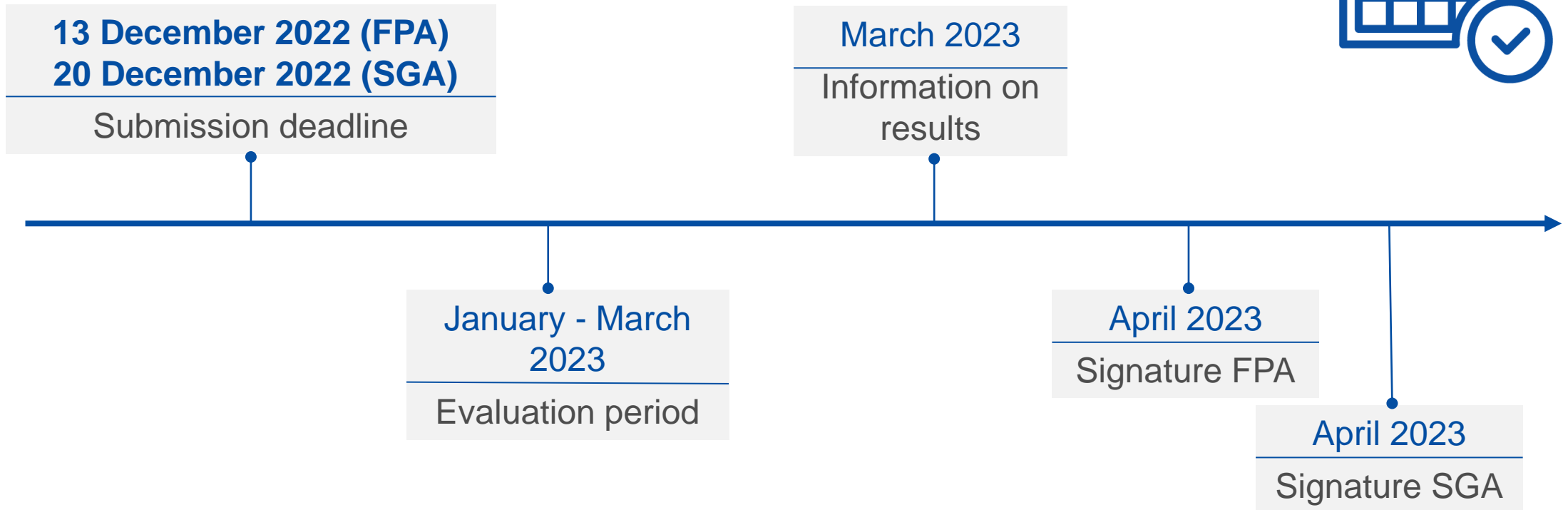
Ensure coherence between lump sum amount indicated in the excel budget calculator, lump sum amount indicated in Part A online and number and names of WPs in Part B.

Prefixed lump sum amounts

		N° of staff per organisation	Lump sum
TOPIC 1: CSC Education and Training	For European NGOs (ENGO)	From 1 to 2 staff members	EUR 105 000
		From 3 to 4 staff members	EUR 140 000
		5 or more staff members	EUR 175 000
	For EU-wide formal network	From 7 to 8 members	EUR 280 000
		9 or more staff members	EUR 330 000
TOPIC 2: CSC YOUTH	For European NGOs (ENGO) and EU-wide informal networks	From 1 to 2 staff members	EUR 75 000
		From 3 to 4 staff members	EUR 100 000
		5 or more staff members	EUR 125 000

- Only one pre-fixed amount per application!
- Requested grant should be one of the prefixed amounts!
- Pre-fixed amounts based on number of staff members per organisation and on the type of applicant organisation
- Sum of requested grant per WPs should match the pre-fixed amount requested
- Requested grant amount in Part A (online forms) should be coherent with the requested grant in the Excel Budget calculator.

What's next



Useful information

- [Online manual on the Funding and Tenders Opportunities Portal](#)
- [IT How to](#)
- [IT Helpdesk](#)
- [FAQs](#)
- [Video tutorial on How to submit your application in the Funding and Tenders Opportunities Portal](#)

Any questions about the action or the application process?

- **YOUTH**
EACEA-YOUTH@ec.europa.eu
- **EDUCATION & TRAINING**
EACEA-CIVIL-EDU@ec.europa.eu

Q&A session about the submission and evaluation processes

EACEA

Q&A session

Join at
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A large QR code is positioned on the right side of the blue box, intended for scanning to access the online session.



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Thank you



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