Eligibility, selection & award criteria
Preparing an application in the FTOP submission system

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European Commission

In this presentation

1. Key information
2. Selection and evaluation process
3. Admissibility, eligibility criteria, evaluation criteria
4. Preparing an application in FTOP submission system

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Key information

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Key information – reference information

- **The Call for Proposals** (complete information about the call) - the Funding and Tenders Opportunities Portal
- **Funding and tenders opportunities portal – *Application Submission System***
- **Reference documents** (*model grant agreements, FTOP online manual, model application forms for information*) on **'Topic and Documents'** - the Funding and Tenders Opportunities Portal

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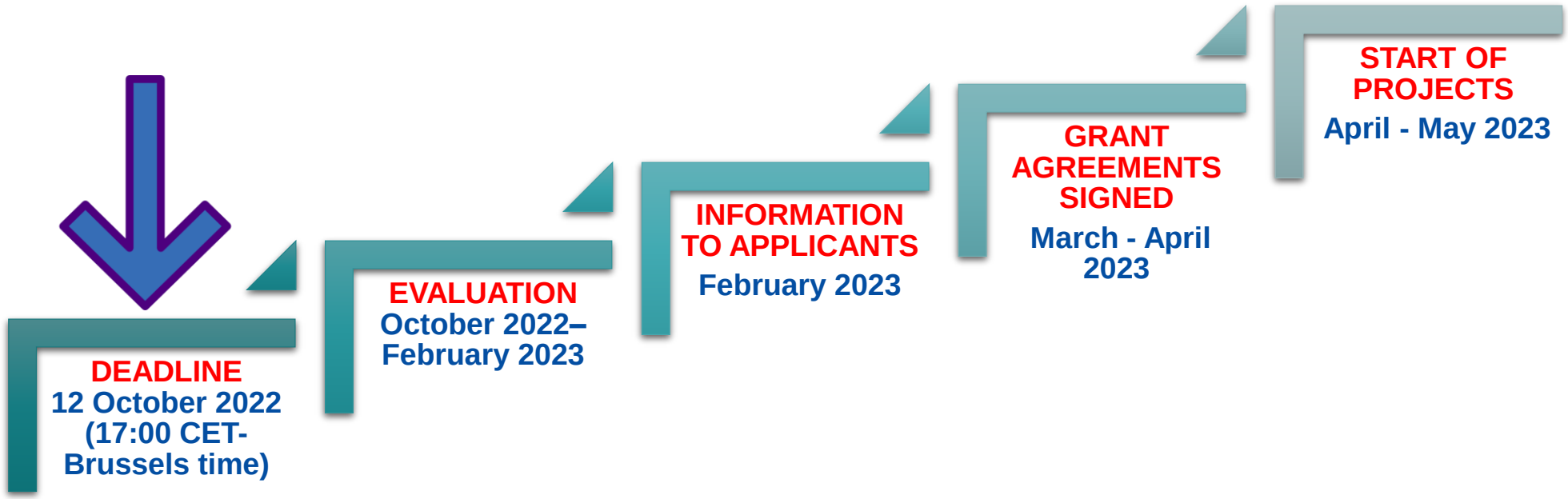
Key information - Timetable



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Key information - Budget

Type of funding
Lump sum II

Budget available
2 400 000 €

MAX. EU GRANT PER PROJECT
1 200 000 €

MAX. EU CO-FINANCING
80%

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Key information – how to participate

Applicant (compulsory) - a participating organisation that submits the project proposal on behalf of all the partners

Full partners (compulsory) participating organisations which contribute actively to the accomplishment of the project.

Affiliated entities (optional): organisations which contribute to the achievement of project objectives and activities. They are not counted for the minimum number of partners and partnership composition. *They are receiving a grant and are listed in the financial table (budget).*

Associated partners (optional): organisations which contribute to the activities of the project. They are not counted for the minimum number of partners and partnership composition. *They are not receiving a grant and are not listed in the financial table (budget).*

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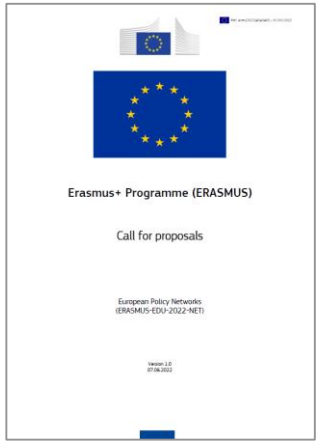
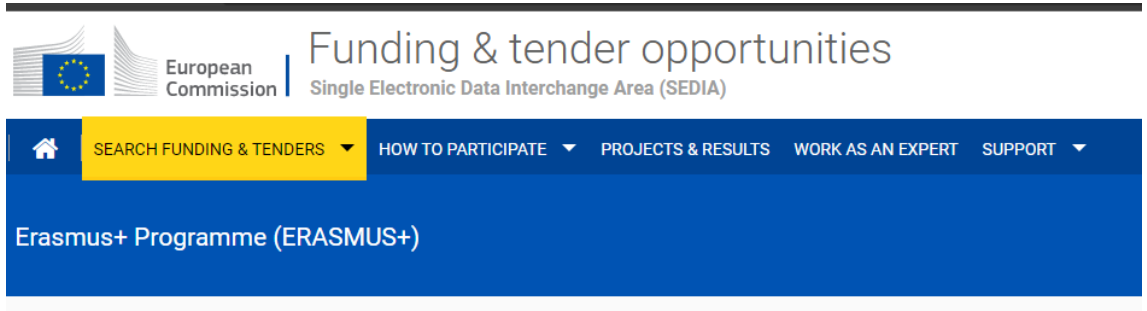
Key information – where to find information

➢ **Call for Proposals**



➢ **Funding and tenders opportunities portal**



➢ **Guidance available on EACEA website 'How to get a grant'**

➢ **Event page:**

- ✓ **Toolkit how to prepare application form**
- ✓ **Toolkit how to fill budget table**

➢ **European Policy Networks factsheet**

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Selection and evaluation process

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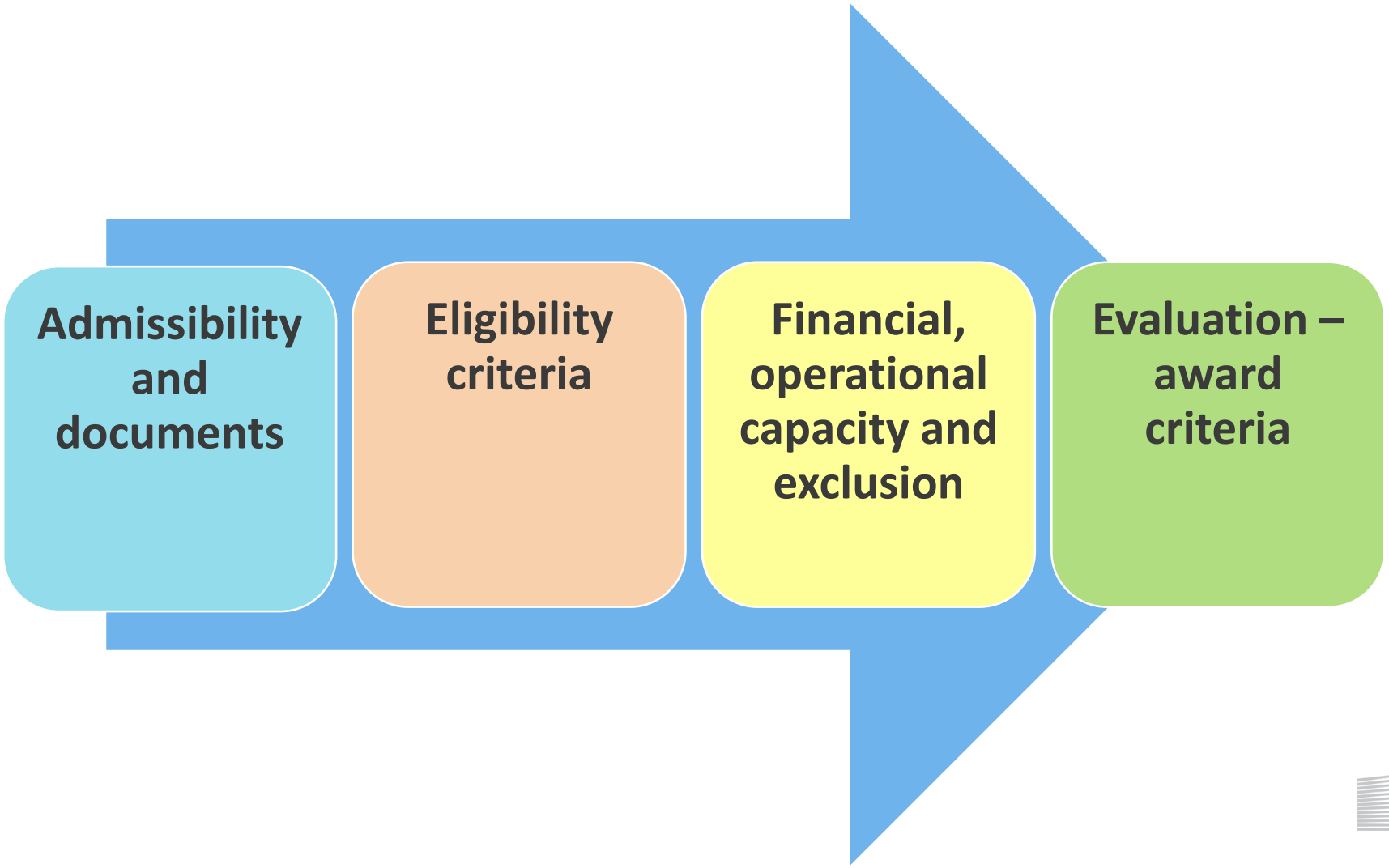
Selection and evaluation process



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Admissibility, eligibility criteria, evaluation criteria

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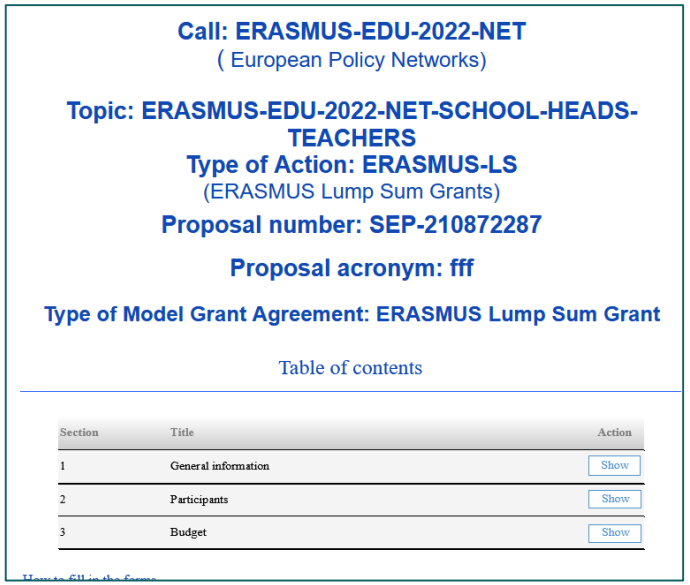
Admissibility and documents

Submitted before the deadline	12 October 2022 - 17:00:00 (Brussels time CET)
Submitted electronically	Funding and tenders opportunities portal
Application form complete, contains all requested information, annexes and supporting documents	Application includes all parts, annexes and all parts are completed A maximum of 70 pages

Admissibility and documents - 2

eForm (Part A) – general information entered by the participants – generated by the IT system and filled online



Call: ERASMUS-EDU-2022-NET
(European Policy Networks)

Topic: ERASMUS-EDU-2022-NET-SCHOOL-HEADS-TEACHERS
Type of Action: ERASMUS-LS
(ERASMUS Lump Sum Grants)
Proposal number: SEP-210872287

Proposal acronym: fff

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

- Part B - Technical description and estimated budget of the proposal
- Part B - Estimated budget of the proposal

Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII)

Tpl_Detailed Budget Table (ERASMUS LSII)

Please use templates available for download on the Submission Service on Funding and Tenders Opportunities Portal

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Eligibility criteria

Eligible countries

EU Member States, listed EEA countries and third countries associated to the Programme*

***provided that they signed an association agreement**

Consortium composition

From at least 15 eligible countries

Eligible activities

As described in the Call for Proposals (section 2). Activities must take place in eligible countries

Duration

4 Years

Applicants, beneficiaries and affiliated entities must be legal entities

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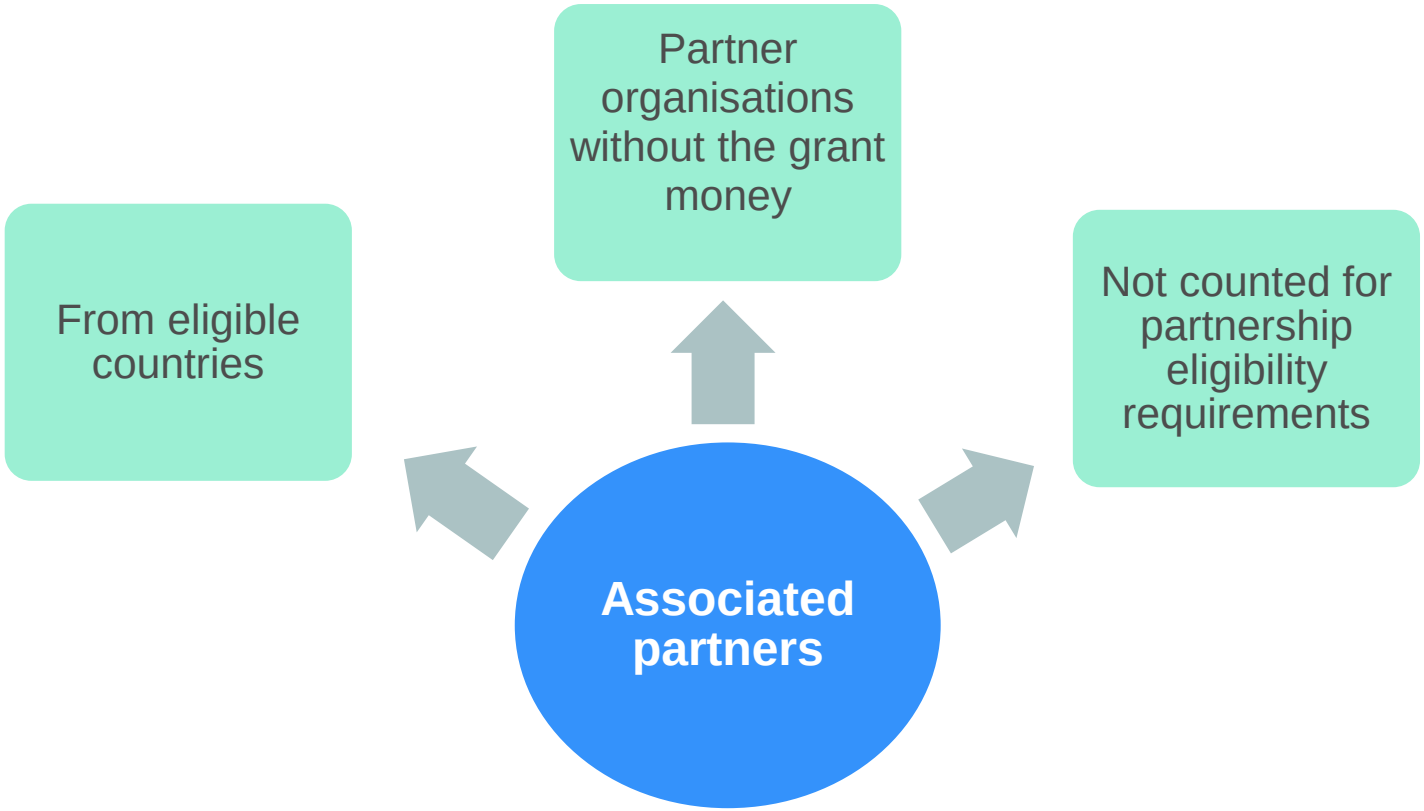
Eligibility criteria - 3

Which countries can participate as "associated" partners ?



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Financial, operational capacity and exclusion

OPERATIONAL CAPACITY *Appropriate professional competencies and qualifications*	**FINANCIAL CAPACITY** *Stable and sufficient sources of funding*
Insert in **Part B of application form**: • Description of relevant skills and experience of project staff • List of previous running projects	Provide **upon request** and upload in Participant Register: • Profit and loss account • Balance sheet • Other documents if requested

Does not apply for public organisations

Exclusion situations - page 16-17 of the Call for proposals. Tick fields in the application form.

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Award criteria

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Evaluation - Award criteria

More details on each criteria in the Call for Proposals (Section 9)

Criteria	Maximum points	Threshold
Relevance of the project	20	11
Quality of project design and implementation	30	16
Quality of project consortium and cooperation arrangements	20	11
Impact	30	16
Minimum total score 70 points + threshold for each criterion		

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Award criteria: ***Relevance***

Link to policy – relevant EU policies and initiatives; relevant to the objectives of the call.

Consistency – adequeate analysis of challenges and needs; realistic objectives adressing issues relevant to partnership and target audiences.

European added value - added value at EU level when results would not be achieved at country level alone, potential for transferring results to countries not involved in the project. The project outcomes have the potential to feed into relevant EU policy agendas

Horizontal dimensions - inclusion and diversity, environmental sustainability, digital dimension, as well as common values, civic engagement and participation

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*Award criteria - **Quality of project design and implementation***

Structure - the work programme is clear, complete and includes appropriate phases.

Methodology - appropriate for addressing the needs identified.

Coherence - project design ensures coherence between project objectives, methodology, activities and budget proposed.

Management – sound plan, resource allocation, cooperation and decision making processes, cost effectiveness, strong financial management, appropriate reporting mechanisms.

Evaluation and monitoring – measures in place to ensure high quality of implementation and results.

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*Award criteria - **Quality of the partnership and the cooperation arrangements***

Geographical coverage - the partnership ensures relevant geographical coverage that allows to reach the call objectives

Configuration - the partnership is capable of ensuring full achievement of the project's objectives, covers all the necessary skills, expertise and experience in the areas covered by the project; adequate allocation of time and input among the partners.

Commitment of all partners clearly demonstrated

Cooperation arrangements, effective mechanisms for coordination, decision making and cooperation.

*Award criteria - **Impact***

Dissemination - a clear plan for the dissemination of results, appropriate targets, activities, relevant timing, tools and channels, the results spread effectively to stakeholder within and after the project's lifetime.

Open access - the proposal describes how the materials will be made freely available and promoted though open licences.

Exploitation –how the outputs of the project will be used by the partners and other stakeholders.

Impact - for the identified target groups, clearly defined, measures in place. The project outputs have the potential to support long-term changes.

Sustainability - appropriate measures and resources to ensure that the results and benefits can be sustained beyond the project lifetime.

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Preparing an application in FTOP submission system

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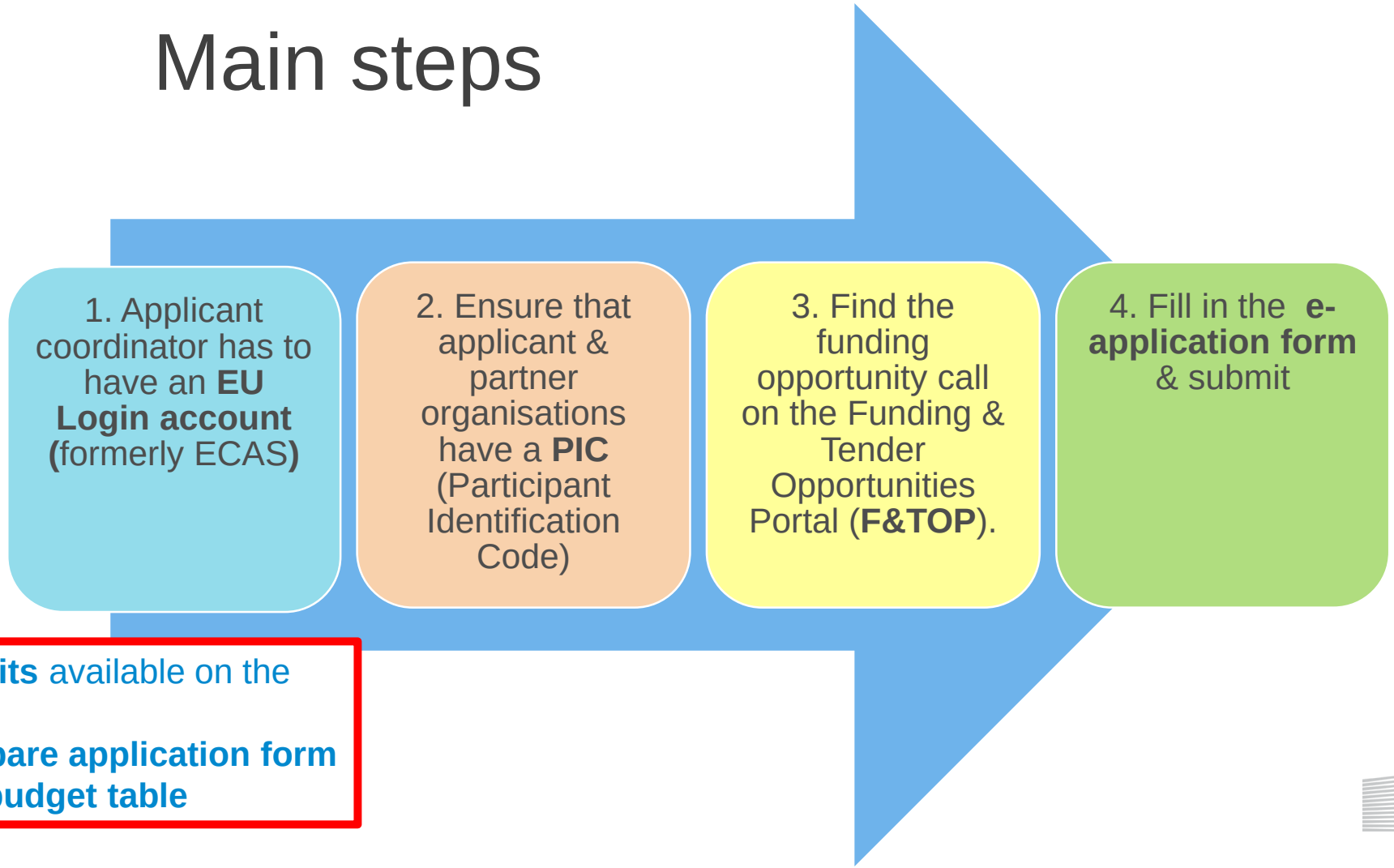
Preparing an application

Main steps



Practical toolkits available on the event page **:**

- **how to prepare application form**
- **how to fill budget table**

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Preparing an application - 2

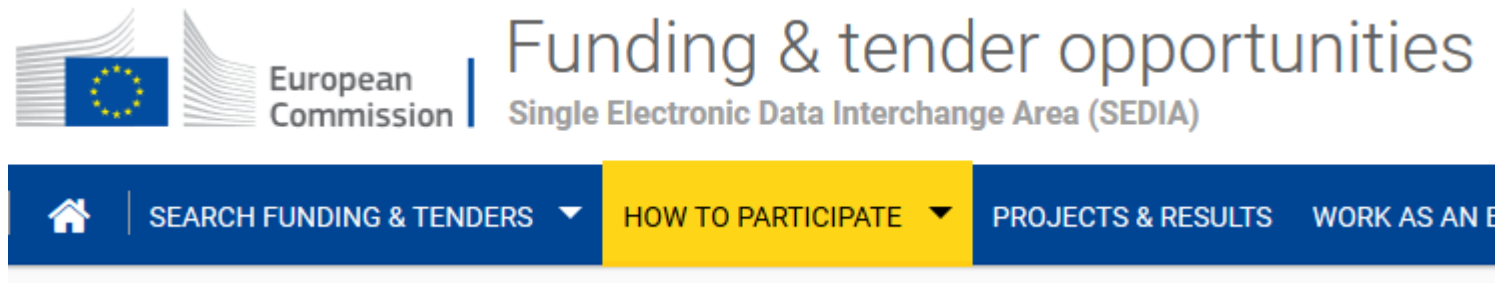
Step 1 + 2

1. Applicant coordinator has to have:

EU Login account
(= formerly ECAS account)

2. Organisation of applicant coordinator and partner organisations must have:

9-digit PIC
(Participant Identification Code)



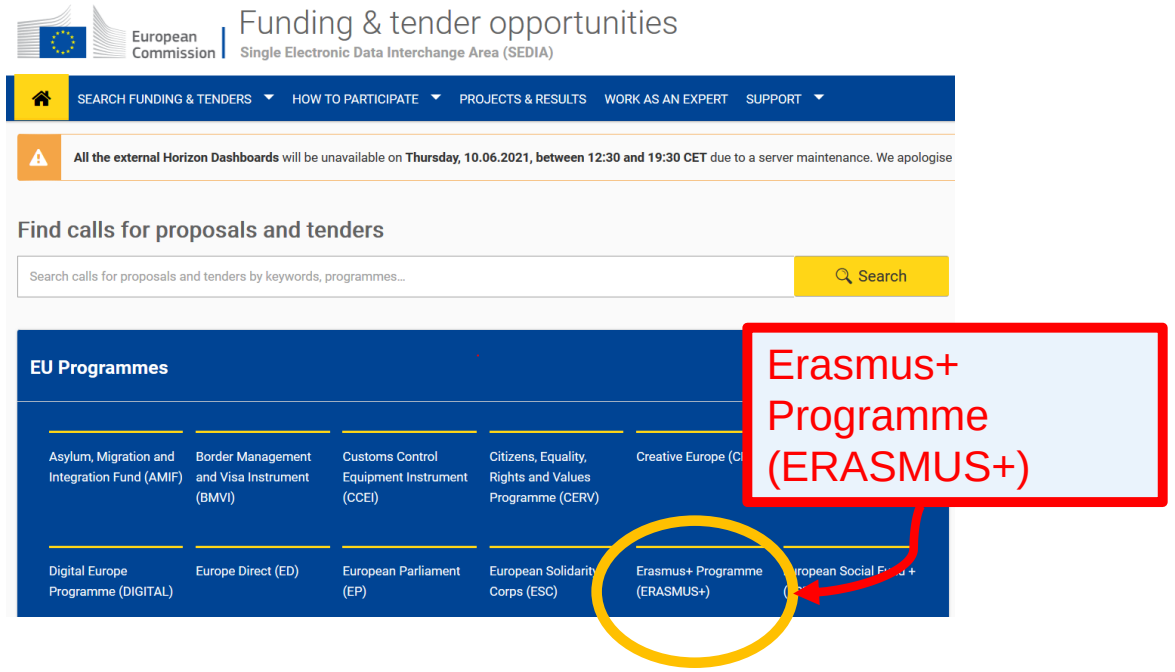
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1

Preparing an application - 3

Find the **funding opportunity call** on the **F&TOP**

EACEA's funding opportunity calls are published on the European Commission's

Funding & Tender Opportunities Portal (F&TP)



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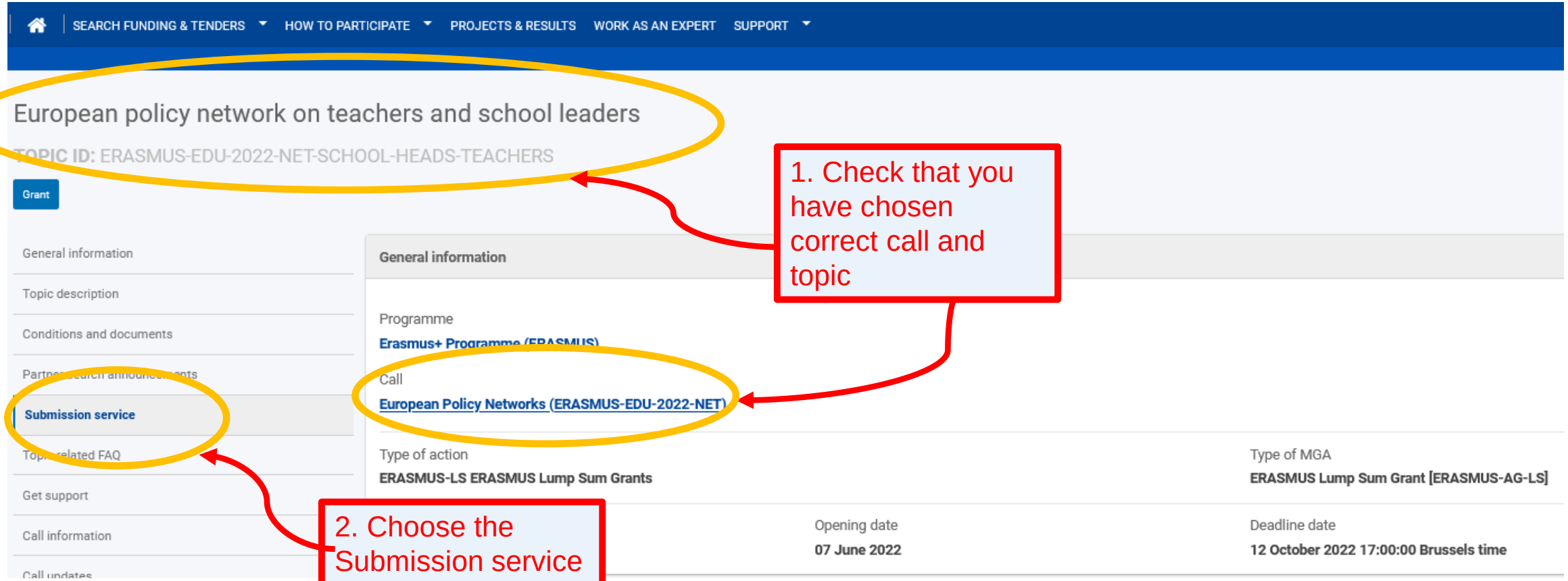
Preparing an application - 4



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Useful links

F&TP online manual	https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
Key steps "how to participate"	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
F&TOP support section	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support
Guidance available on EACEA website 'How to get a grant'	https://www.eacea.ec.europa.eu/grants/how-get-grant_en
Practical toolkits for filling application form and budget table on EACEA event page	https://www.eacea.ec.europa.eu/news-events/events/online-info-session-call-proposals-european-policy-networks-2022-06-24_en

Thank you!

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Coffee break

Back at 12:00

Send all your questions to

EACEA-POLICY-NETWORKS@ec.europa.eu

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