ONLINE INFO DAY

EUROPEAN SOLIDARITY CORPS

Volunteering in support of Humanitarian Aid operations

20 January 2022

European Education and Culture Executive Agency

Please, note that the European Solidarity Corps Programme Guide 2022 is the legally-binding document for this call

Technical arrangements

- The session will not be recorded.

- The slides will be available after the session.

- You are automatically muted.

- For the Q&A session:

  - Write your questions in the chat

    or

  - Take the floor and unmute yourself

2

European
Commission

Agenda

Time	Topic
09:30 – 09:45	**Welcome and introduction**
09:45 – 10:15	**Policy context and related questions**
10:15 – 11:00	**Presentation of the call**
11:00 – 11:15	**Break**
11:15 – 12:00	**Application process in eGrant**
12:00 – 12:50	**Q&A session**
12:50 – 13:00	**Closing remarks**

European Commission

Policy context

DG EAC

European Commission

General and specific objectives

To provide **young people, including people with fewer opportunities,** the possibility to:

Make a meaningful contribution to society and help resolve challenging situations across Europe and beyond

Develop their skills and get some valuable experience in the process

European Commission

Priorities of the programme 2021-2027

Inclusion and diversity

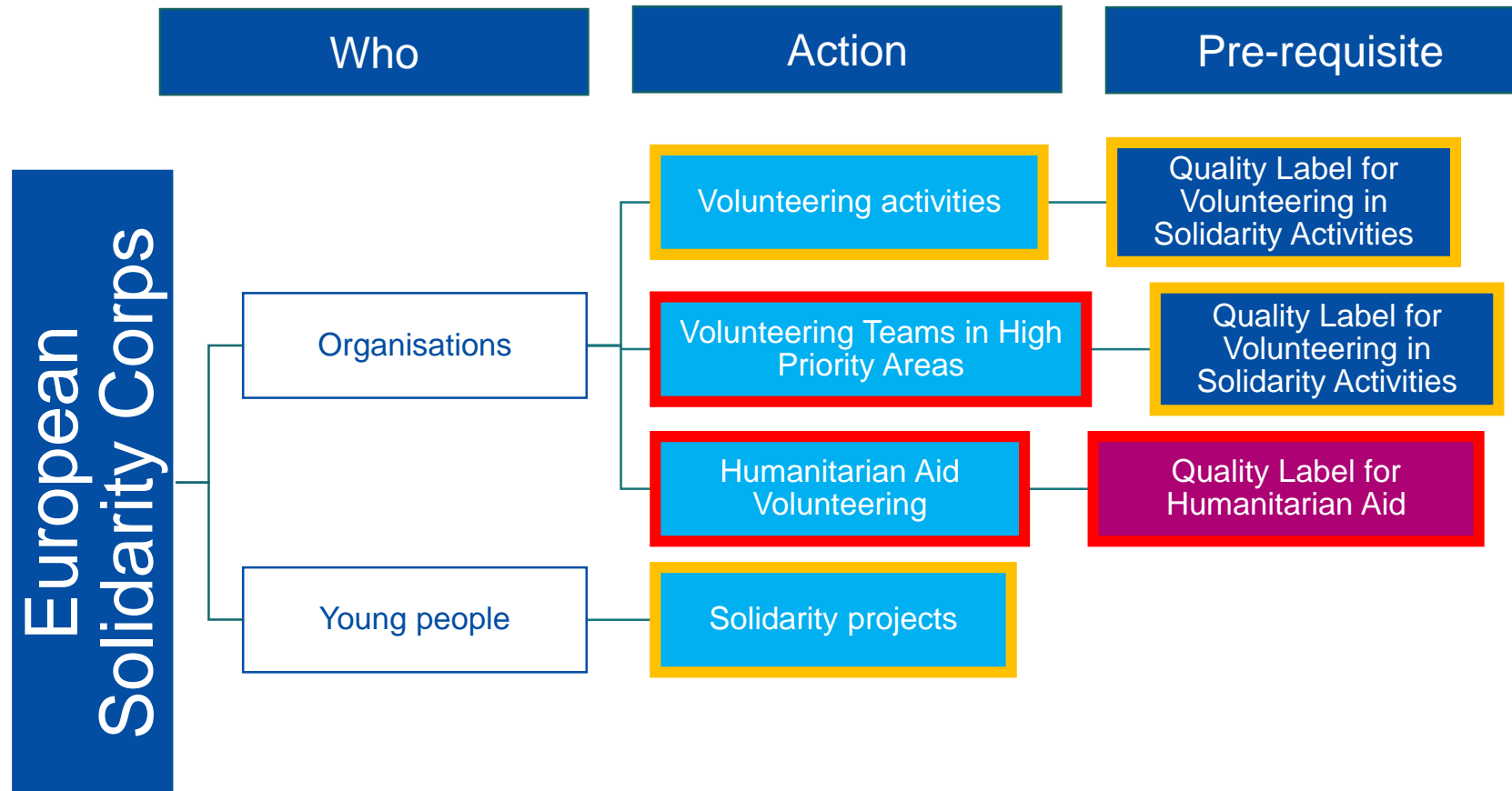Digital transformation

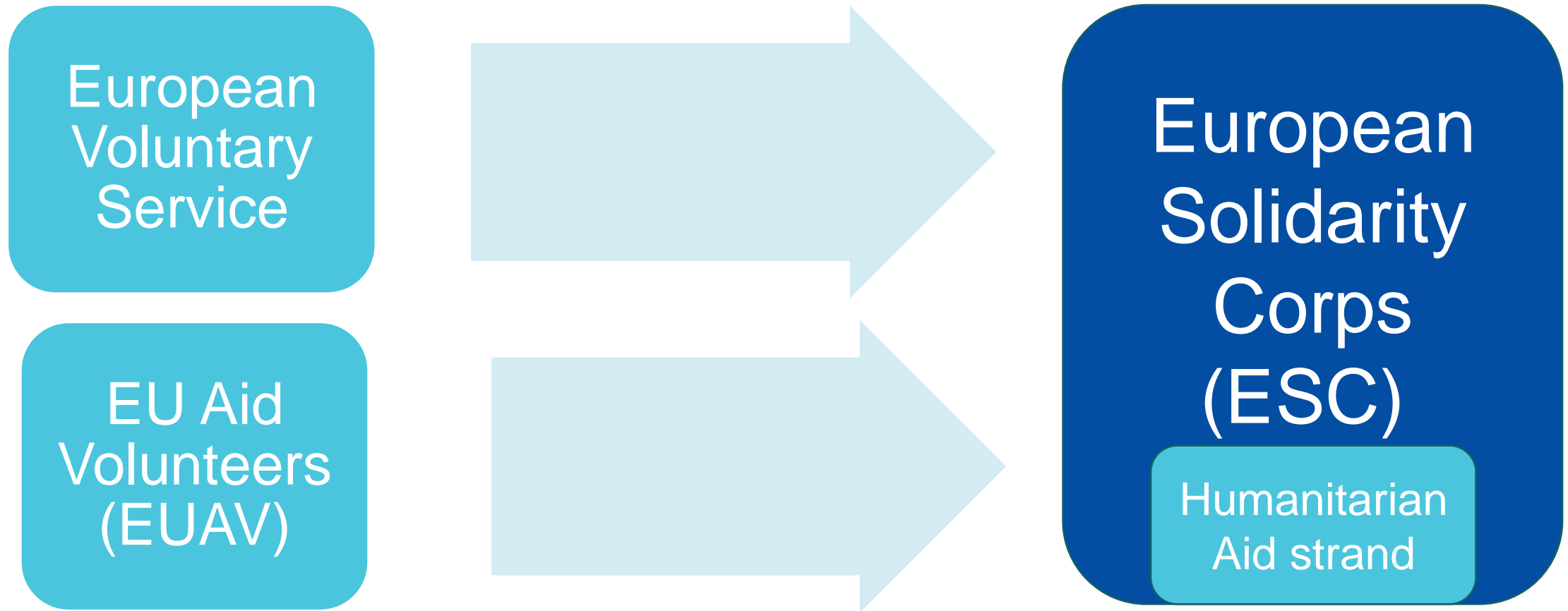Healthy lifestyles

Environment and climate

Democratic Life

Cultural Heritage*

New for 2022

European Commission

General structure of the programme

Who	Action	Pre-requisite

European Solidarity Corps

Organisations
- Volunteering activities → Quality Label for Volunteering in Solidarity Activities
- Volunteering Teams in High Priority Areas → Quality Label for Volunteering in Solidarity Activities
- Humanitarian Aid Volunteering → Quality Label for Humanitarian Aid

Young people
- Solidarity projects

Centralised actions handled by EACEA

Decentralised actions handled by National Agencies

European Commission

The ESC European Voluntary Humanitarian Aid Corps builds on the EUAV initiative

European Voluntary Service

EU Aid Volunteers (EUAV)

European Solidarity Corps (ESC)

Humanitarian Aid strand

European Commission

Aims of the Voluntary Humanitarian Aid Corps

Individual or **teams volunteering activities** in support of humanitarian aid operations contributing to projects that:

- facilitate the transition from the humanitarian response to long-term sustainable and inclusive development;

- contribute to strengthening the capacity and resilience of vulnerable or disaster-affected communities;

- reinforce disaster preparedness and disaster risk reduction;

- link relief, rehabilitation and development;

- ensure a high level of safety and security for volunteers.

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EUROPEAN SOLIDARITY CORPS
THE POWER OF TOGETHER.

2021 - 2027

HUMANITARIAN AID

- FOR PARTICIPANTS AGED **18-35**
- **VOLUNTEERING** SUPPORTING EU AID OPERATIONS **WORLDWIDE**
- **TRAINING** PROVIDED

European Commission

Security and safety of volunteers

- **No** deployments can occur in countries where there are **ongoing armed conflicts.**

- **Deployments are not recommended during the "hot phase" of humanitarian crises.**

- Since **sending and hosting organisations** bear the **responsibility for the security and safety** of volunteers, they must demonstrate their capacity when they apply for the **Quality Label.**

- All volunteers must follow a **compulsory training.**

European Commission

Commonalities and differences between the European Voluntary Humanitarian Aid Corps and the EU Aid Volunteers Initiative

- **Enhanced focus on social inclusion,** a priority of the Solidarity Corps.

- **Enhanced focus on education, competence development and recognition.**

- The **training** under the new Humanitarian Aid strand will take place **"earlier" in the process** than was the case under EUAV.

European Commission

Presentation of the call

Objectives and requirements

European Commission

Volunteering in support of Humanitarian Aid operations
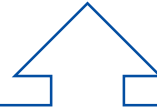
This action provides **young people between 18 and 35 years old** with the opportunity to participate in short-term or long-term **volunteering activities** aiming at **supporting humanitarian aid operations** in third countries

- Supported activities:

  - ✓ **Individual volunteering** (2-12 months)

  - ✓ **Volunteering teams** (2 weeks - 2 months)

  - ✓ **Complementary activities** (during and after deployment) to facilitate the **active involvement of local staff and volunteers**

European Commission

Principles and objectives

- In line with the **humanitarian aid principles** of humanity, neutrality, impartiality and independence, as well as with the 'do no harm' principle.

- Its main **objectives** are:

  - ✓ To facilitate the transition from the humanitarian response to **long-term sustainable and inclusive development**.

  - ✓ To contribute to **strengthening the capacity and resilience** of vulnerable or disaster-affected communities.

  - ✓ To reinforce **disaster preparedness and disaster risk reduction**.

  - ✓ To link **relief, rehabilitation and development**.

  - ✓ To ensure a **high level of safety and security** for volunteers.

European Commission

Supported activities under the call

Individual volunteering	Volunteering Teams	Complementary activities
• **2-12 months**. • **Tasks** related to communication, finance and accounting, administration, etc. • **Cross-border** activities**. • **Mentor expertise** to be provided.	• **2 weeks - 2 months**. • Teams of **5-40 participants** coming from at least two different EU Member States/ third countries associated to the Programme. • **Clearly defined activities** (e.g. distribution of food/non-food items, cleaning a specific area, etc.) • **Cross-border** activities**. • **Mentor expertise** can be provided.	• **Side activities** related to the project (e.g. meetings, coaching, conferences, job shadowing, training courses, etc.) and designed to **add value and increase the impact**. • They should **contribute to capacity building** of local organisations and communities. • **Specific expertise and experienced/professional profiles** can be contracted.

European Commission

How to set up a project?

Planning
- Defining the needs, objectives
- Development of work programme
- Schedule of activities

Preparation
- Practical arrangements, selection of participants
- Agreements with partners and participants
- Linguistic/intercultural/task-related preparation of participants before departure

Implementation of activities
- Support and guidance to participants during the activities

Follow-up
- Evaluation of the activities
- Follow-up of participants
- Issue of the certificate of participation
- Dissemination and use of the project's outcomes

Selection of participants

Quality and support measures

Inclusion and diversity

Digital transition

Environmental protection, sustainable development

European Commission

Criteria for assessing projects

| Admissibility | Eligibility | Award |

See Part E of the Programme Guide 2022 (p. 83-88) for more detailed information.

European Commission

Eligibility and admissibility criteria (1)

Eligible participating organisations

- **Support** and **host** organisations holding a valid **Quality Label for Humanitarian Aid volunteering** at the application stage and for the entire duration of the project.

- At least **three** eligible organisations, of which:
  - **two** support organisations from **two** different countries belonging to the following group: EU Member States, their overseas countries and territories, or third countries associated to the Programme;
  - **one** host organisation which is a separate legal entity with no affiliation to the support organisations taking part in the project.

- Find the list of the programme and non-programme countries here.
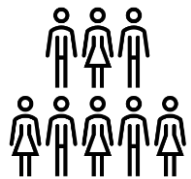
Eligible participants

- Young people between 18 and 35 years old;
- Legally residing in an EU Member State or in a third country associated to the Programme;
- Registered in the European Solidarity Corps Portal;
- Successfully completed the mandatory trainings.

European Commission

Eligibility and admissibility criteria (2)

Venue of the activities

- **Activities: in the country of one of the participating organisations**
- **Volunteering:** may only take place **in third countries not belonging in the list of EU Member States/third countries associated to the Programme** where humanitarian aid operations take place and in which there are no ongoing international or non-international conflicts.
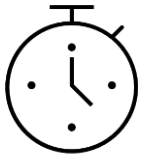
Duration of the project

- **12, 24 or 36 months** (chosen at application stage)
- **Start of the project: between 01.09.2022 and 31.12.2022 (only after Grant Agreement signed by the Agency)**

Where and when to apply

- To **EACEA**, through the **Funding and Tenders Portal** (see Part E of the Programme Guide 2022)
- **Deadline: 03.05.2022 at 17:00 (Brussels time)**

19   More detailed information about the eligibility and admissibility criteria in the Programme Guide 2022 (p. 64 and 65)

European Commission

Award criteria

- To be considered for funding, proposals must score **at least 60 points**

- Proposals must score **at least half of the maximum points** in each of the categories:

  ✓ **Relevance, rationale and impact** (maximum 40 points)

  ✓ **Quality of project design** (maximum 40 points)

  ✓ **Quality of project management** (maximum 20 points)

In *ex aequo* cases, priority will be given to highest scores for 'relevance', then 'project design' and finally 'project management'

*More detailed information about the award criteria can be found in the Programme Guide 2022 (p. 65 and 66)

European Commission

Relevance, rationale and impact

Relevance
- To the objectives of the European Solidarity Corps.
- To the action's specific objectives.
- Of the activities.
- To the needs and objectives of the host organisations and target groups.

Rationale
- Consistence with and complementarity to other areas of Union external action.
- European dimension.

Impact
- Young people with fewer opportunities.
- Quality of measures for evaluating the project.
- Sustainability and dissemination of outcomes.
- Added value for local communities.

European Commission

Quality of project design

Appropriateness and quality of all the phases of the project	Clarity and completeness of the action	Recognition and validation of participants' learning outcomes	Appropriateness of measures for selecting and/or involving participants
Quality of proposed measures to reach out and involve young people with fewer opportunities	Quality of the non-formal learning methods and measures	Quality of the practical arrangements for volunteers	Quality of management of the volunteers' work and support modalities

Measures in place to guarantee security, health and safety of participants

European Commission

Quality of project management

Appropriate mix of complementary participating organisations

Cooperation and communication between organisations and stakeholders

Management structures and decision-making mechanisms organised by the consortium

Evaluation methods and indicators, monitoring and verification of the outreach and coverage of the activities and results

Cost effectiveness

European Commission

Unit contributions for Humanitarian Aid projects

Unit costs *vs* **Real costs**

While **real costs** are considered an item-based type of budgeting,
unit costs are based on an estimation of what an item can cost.

Why?

Simpler and more transparent	More accessible and inclusive	Cost-effective	Less risky in financial terms

How?

Calculations made on EUAV 2014-2020	Based on external studies made by DG ECHO	Output-based	Regular checks during and after the project's lifetime

What?

Contribution to volunteers (travel, pocket money, medical costs, etc.)	Organisational support	Inclusion support	Other (visa and vaccination, insurance, training, etc.)

European Commission

Funding rules (Maximum EU grant: 650.000 EUR/project)

Eligible costs	Contribution to	Contribution on the basis of unit costs	Rule of allocation
Volunteer support	• Travel costs • Exceptional costs (visa and vaccinations costs) • Personal insurance for in-country activities • Pocket money	**32 EUR day/volunteer**	Based on the duration of the activity per volunteer (including accompanying persons)
Organisational support	• Management costs (e.g. planning, finances, coordination and communication between partners, administrative costs) • Costs directly linked to the implementation of volunteering activities (e.g. preparation, monitoring and support of participants, validation of learning outcomes) • Costs linked to the subsistence of participants (e.g. boarding, lodging and local travel) • Complementary activity costs • Exceptional costs (e.g. financial guarantee and audit report)	**56 EUR day/volunteer**	Based on the duration of the activity per volunteer (including accompanying persons)
Inclusion support	• Costs incurred by organisations to support the participation of young people with fewer opportunities (e.g. investment in physical assets, reinforced mentorship, preparatory visits)	**20 EUR day/volunteer**	Based on the duration of the activity per volunteer with fewer opportunities (excluding accompanying persons)

European Commission

Quality Label for Humanitarian Aid

Certification that an organisation is able and willing to carry out **high quality humanitarian aid solidarity-related activities** in compliance with the principles, objectives and quality standards of the European Solidarity Corps

- ✓ **ONLY** organisations that hold a valid Quality Label for Humanitarian Aid Volunteering can apply for funding.

- ✓ Quality Label for **support role** // Quality Label for **host role**.

- ✓ It does **NOT** automatically lead to funding.

- ✓ For more information, have a look at the European Solidarity Corps Programme Guide 2022 (p. 53-60).

- ✓ The **deadline** for applying for the next call is on 22 September 2022.

European Commission

Useful links

- [The European Solidarity Corps Programme Guide 2022](#)

- [Call for proposals 2022 - EAC/A10/2021](#)

- The calls on the [Funding and Tenders Portal](#):

  - ➤ [Volunteering in support of Humanitarian Aid operations](#)

  - ➤ [Quality Label Humanitarian Aid – Full Procedure](#)

  - ➤ [Quality Label Humanitarian Aid – Light Procedure](#)

- [Legal basis of the European Solidarity Corps](#)

- [Examples of projects approved under the previous Humanitarian Aid programme (EU Aid Volunteers)](#)

European Commission

Application process in EU Funding & Tenders Portal

European Commission

Registration on the EU Funding & Tenders Portal

✓ The submission of the application form is managed by the **EU Funding & tender opportunities portal** (the **central electronic portal** for all EU funding and tenders)
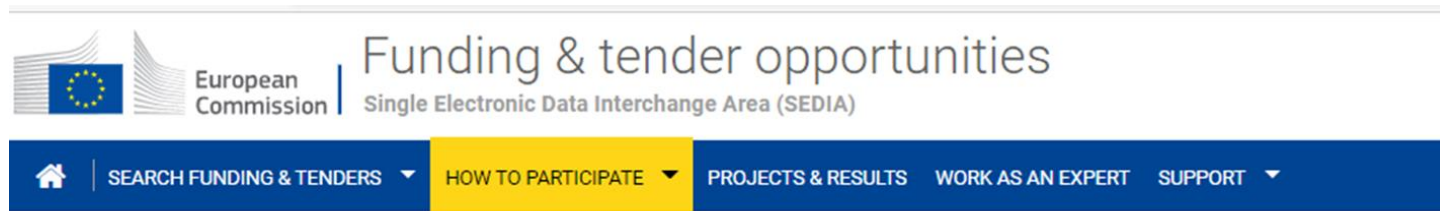
How to find the European Solidarity Corps Programme?

How to find the relevant call?

Before starting your application

Admissibility and eligibility criteria

- **Admissibility criteria**

  - ✓ **Maximum** 40 pages for calls for low value grants (EUR 60 000 or below) and 70 for all other cases.

  - ✓ **Minimum** font size — Arial 9 points.

  - ✓ Page size: A4.

  - ✓ Margins: at least 15 mm (not including headers & footers).

- **Eligibility criteria**

  - ✓ Verify the eligibility criteria as indicated in the [European Solidarity Corps Guide](#) p. 64-65 (see slide 17).

European Commission

Submission process

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

⦿ ESC Humanitarian Aid Voluntering Unit Grants [ESC-HUMAID-UN], ESC Unit Grant [ESC-AG-UN]

Start submission

🛟 Need help?

Please confirm your choice ☒

You selected this topic: **Volunteering in support of humanitarian aid operations - ESC-HUMAID-2022-VOLUN**

You selected this type of action and model grant agreement: **ESC Humanitarian Aid Volunteering Unit Grants [ESC-HUMAID-UN], ESC Unit Grant [ESC-AG-UN]**

Related Call: **Volunteering in support of humanitarian aid operations**

⚠ **Your selection cannot be changed subsequently in the submission system.**

CANCEL   **CONFIRM**

European Commission

Start filling in your application

Find your organisation

PIC | [9] | Short name | [250]

Search for your organisation

Your role

Please indicate your role in this proposal

- ● Main contact
- ○ Contact person

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym | [20]

Short Summary | Enter value [2000]

35

Terms and Conditions for the Submission of Applications ✕

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

Proposal data

1.Confidentiality: Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary in Part A. Please avoid adding any confidential information in that section.

2.Access to pre-registration data: Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

- ● I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- ○ I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

European Commission

Draft proposal created

Editing of your proposal

Europa / Funding & Tenders Portal notification

Dear Proposal Participant,

You have successfully created a draft proposal in the Funding & Tenders Portal Submission System:

Proposal acronym : Test
Draft proposal ID : SEP-210822483 (a final Proposal ID will be assigned as soon as the proposal is submitted)
Call   : ESC-HUMAID-2022-VOLUN
Type of action   : ESC-HUMAID-UN
Topic   : ESC-HUMAID-2022-VOLUN
Call closure   : 2022-05-03 17:00:00

You can review, edit and submit your proposal at any time from My Proposals tab (https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/proposals) in the Funding & Tenders Portal.

Please note that all organisations in this proposal will be notified about their involvement when the proposal is submitted.

With kind regards,
European Commission - Funding & Tenders Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the SEP helpdesk (+32 2 29 92222 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

European Commission

Part A – Administrative forms

Proposal forms

Deadline
03 May 2022 17:00:00 Brussels Local Time

In this step you can edit the Administrative Forms and upload the proposal itself. ❓ ✕

Your proposal contains changes that have not yet been submitted.

Call data:

Call: **ESC-HUMAID-2022-VOLUN**
Topic: **ESC-HUMAID-2022-VOLUN**
Type of action: **ESC-HUMAID-UN**
Type of MGA: **ESC-AG-UN**

⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **Test**
Draft ID: **SEP-210822483**

Download Part B templates

Administrative forms (Part A)

[Edit forms ✏] [View history] [Print preview] ❓

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and

Part B

Calculator

Participant Quality Label Information

‹ BACK TO PARTIC

Proposal number: SEP-210822483

Proposal acronym: Test

Type of Model Grant Agreement: ESC Unit Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

How to fill in the forms
The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

European Commission

Part A – General information

Proposal ID **SEP-210822483**

Acronym **Test**

1 - General information   ?

Field(s) marked * are mandatory to fill.

Topic	ESC-HUMAID-2022-VOLUN	Type of Action	ESC-HUMAID-UN
Call	ESC-HUMAID-2022-VOLUN	Type of Model Grant Agreement	ESC-AG-UN

Acronym * Test

Proposal title * Max 200 characters (with spaces). Must be understandable for non-specialists in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract   ?

European Commission

Part A – Declarations

Declarations

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).

3) We declare:
- to be fully compliant with the eligibility criteria set out in the call
- not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046
- to have the financial and operational capacity to carry out the proposed project.

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions.

5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

European Commission

Part A – Participants

Application forms

Proposal ID   **SEP-210822483**

Acronym   **Test**

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1	Test Camelia-Valeria	Belgium	Show Participants Details

Organisation data

PIC	Legal name
913842918	*Test Camelia-Valeria*

Short name: Test Camelia-Valeria

Address

Street	place Rogier
Town	Brussels
Postcode	1000
Country	Belgium
Webpage	

Specific Legal Statuses

European Commission

Part A – Participants

Departments carrying out the proposed work   **Add a Department**   ?

Department 1

Department name   *Name of the department/institute carrying out the work.*   ☐ not applicable

☐ Same as proposing organisation's address

Street   *Please enter street name and number.*

Town   *Please enter the name of the town.*

Postcode   *Area code.*

Country   *Please select a country*

Main contact person   ?

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title [▼]   **Gender** ○ Woman ○ Man ○ Non Binary

First name Ines   **Last name** CARLIER

E-Mail ines.carlier@ext.ec.europa.eu

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.*   ☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*   **Post code** *Area code.*

Country *Please select a country* ▼

Website *Please enter website*

Phone +xxx xxxxxxxxx   **Phone 2** +xxx xxxxxxxxx

European Commission

Part A – Budget

3 - Budget

No.	Name of beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	0.00
	Total		0.00

European Commission

Error verification

Application form

Table Of Contents | Save | Save&Close

Validation result

Show Error — The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning — The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	Title - missing entry	Show Error
Test Camelia-Valeria	This section has not been validated yet	Show Error
General Information	Similar Proposal submitted - missing entry	Show Warning
Declaration	Declaration 5 acceptance is missing	Show Warning

European Commission

Part B – Technical description and annexes

⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **Test**
Draft ID: **SEP-210822483**

Download Part B templates

⬇ Download part B templates

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ❓

Part B		❓	Upload ☁
Calculator		❓	Upload ☁
Participant Quality Label Information		❓	Upload ☁

‹ BACK TO PARTICIPANTS LIST   **VALIDATE**   **SUBMIT**

📄 Tpl_Application Form (Part B) (ESC).rtf

📄 Tpl_Calculator (ESC UN HUMAID).xlsx

📄 Tpl_Participant Quality Label Info (ESC).xlsx

European Commission

Part B – Technical description

European Solidarity Corps (ESC)

Application Form

Technical Description (Part B)

(ESC Standard)

Version 1.0
15 July 2021

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and **page limits**:

- page limit normally **70** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.

European Commission

Part B – Organisation profile

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

PROJECT SUMMARY

Project summary
See Abstract (Application Form Part A).

European Commission

Part B – Compliance with the award criteria

1. RELEVANCE, RATIONALE AND IMPACT

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?

Describe the relevance of the project to the needs and objectives of individual participants and participating organisations.

Describe the extent to which the project will provide benefits to the communities within which the activities are carried out.

Insert text

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

Describe the extent to which the project involves young people with fewer opportunities as participants.

Describe the extent to which the proposal will address well defined and important societal needs.

The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Insert text

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.

Illustrate the European dimension of the activities and the possibility to use the results in other countries.

Explain the potential impact of the project at local, regional, national and/or European levels and the extent to which the project provides European added value.

Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

Insert text

1.4 Impact and ambition

Impact and ambition

Define the short, medium and long-term effects of the project.

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Explain the extent to which the project will provide benefits to the communities within which the activities are carried out.

Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo).

Illustrate the potential impact of the project at local, regional, national and/or European levels.

Insert text

Impact on non-EU countries

Please specify which country(ies) benefit from the project. Why is the project important for those country(ies)? How does it improve the situation the country(ies)?

Insert text

1.5 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public (if applicable) and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Insert text

1.6 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the sustainability of the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Insert text

Check the award criteria in the European Solidarity Corps Guide p. 65-66 (see slides 18-21)

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Part B – Compliance with the award criteria

2. QUALITY OF PROJECT DESIGN

2.1 Concept and methodology

Concept and methodology

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

Explain the consistency between project objectives and activities proposed.

Outline the clarity, completeness and quality of all the phases of the project (preparation of participants, implementation of activities, follow-up and support provided on participants' return).

Explain the quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools.

Explain the appropriateness of measures for selecting and/or involving participants in activities.

Outline the quality of proposed measures to reach out and involve young people with fewer opportunities.

Explain the quality of the non-formal learning methods and measures proposed to enable the participants to gain skills and competences that are valuable for their personal, educational, social, civic and cultural development;

Outline the added value of the complementary activities to the project objectives and the impact of the project.

Insert text

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Part B – Compliance with the award criteria

3.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project (practical arrangements, management and support modalities).

How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: When building your consortium you should think of organisations that can help you reach objectives and solve problems.

Insert text

3.2 Project teams, staff and experts

Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks

Name and function	Organisation	Role/tasks/professional profile and expertise

Outside resources (subcontracting, seconded staff, etc)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

Insert text

3.3 Consortium management and decision-making

Consortium management and decision-making (if applicable)

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.

Note: The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

Insert text

3.4 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

Insert text

3.5 Cost effectiveness and financial management

Cost effectiveness and financial management

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

⚠ Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.

Insert text

3.6 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk No	Description	Work package No	Proposed risk-mitigation measures

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Part B – Workplan

4. WORKPLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

Work plan
Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).
Insert text

4.2 Work packages and activities

WORK PACKAGES
This section concerns a detailed description of the project activities.
Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.
Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.
⚠️ *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

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Part B – Work package

Work Package 1: [Name, e.g. Project management and coordination]				
Duration:	MX - MX	**Lead Beneficiary:**	1-Short name	

Objectives

List the specific objectives to which this work package is linked.

•

Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), and others indicating **in bold** the task leader.

Task No (continuous 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					n/a

Milestones and deliverables (outputs/outcomes)

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.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

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 during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

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Part B – Work package

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
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] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		

Estimated budget — Resources

See detailed budget table/calculator (annex 1 to Part B).

Part B – Timing

4.3 Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - …	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓														
Task 1.2 - …							▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓						

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - …	▓	▓	▓	▓	▓	▓	▓	▓	▓															
Task 1.2 - …							▓	▓	▓	▓	▓	▓	▓	▓	▓	▓								

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Part B – Declarations

DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠️ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details.	

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Annexes

LIST OF ANNEXES

Standard
Detailed budget table/Calculator (annex 1 to Part B) — *mandatory*
CVs (annex 2 to Part B) — *not applicable*
Annual activity reports (annex 3 to Part B) — *not applicable*
List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*
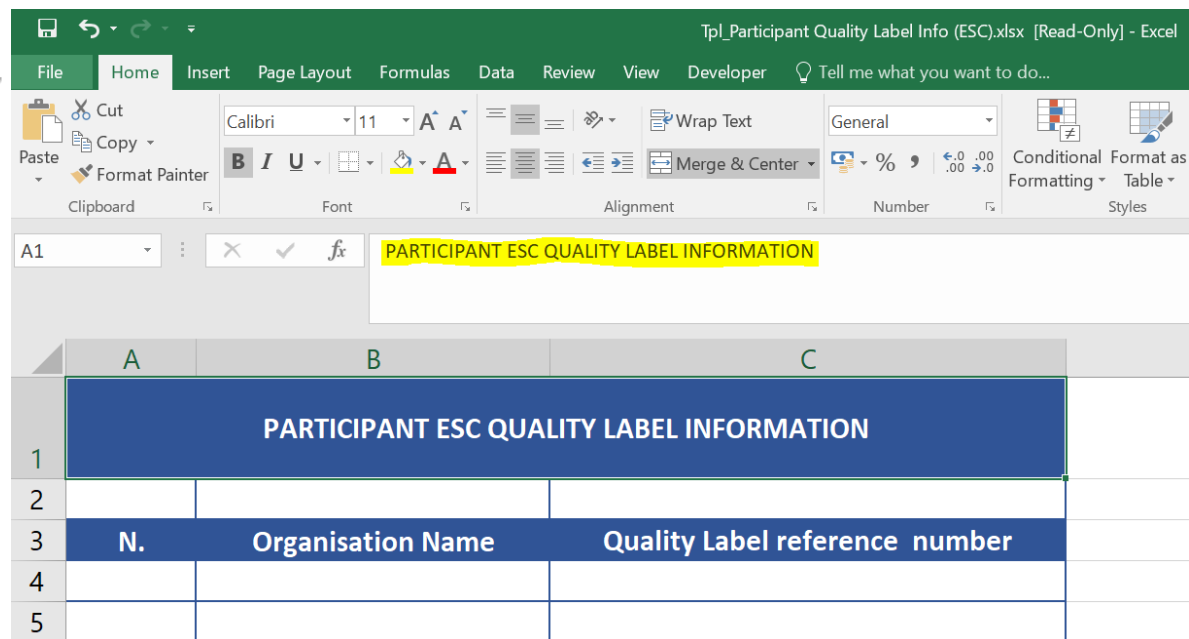
Special
Other annexes (annex X to Part B) — *mandatory,*

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Budget calculator

Completing your application

Editing or deleting of your application

ANY QUESTIONS?

Thank you

EACEA A5.02

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