How to prepare a good proposal

Criteria for success

European Education and Culture Executive Agency

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Centres of Vocational Excellence Information Session

In this presentation

1. Timetable
2. Budget
3. Where to find information
4. Evaluation criteria
5. Application form
6. Advice for applicants

1 Timetable

Deadline
7 September 2021
(17:00 - Brussels time)

Information to applicants
February 2022

Start of project
1 May / 1 June 2022

Evaluation
September – January 2022

Grant agreements signed
April/May 2022

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2 Budget

New this year !

Customized Lump Sums

MAX. EU GRANT PER PROJECT
4 Mio €

MAX. EU CO-FINANCING
80%

Budget available
44 Mio €

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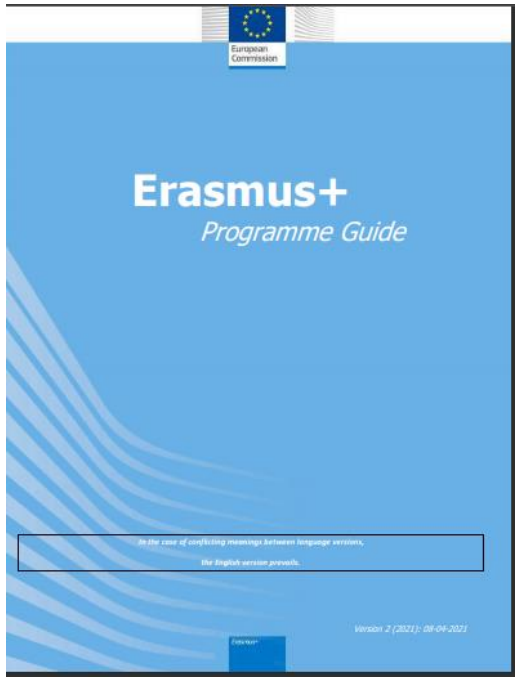
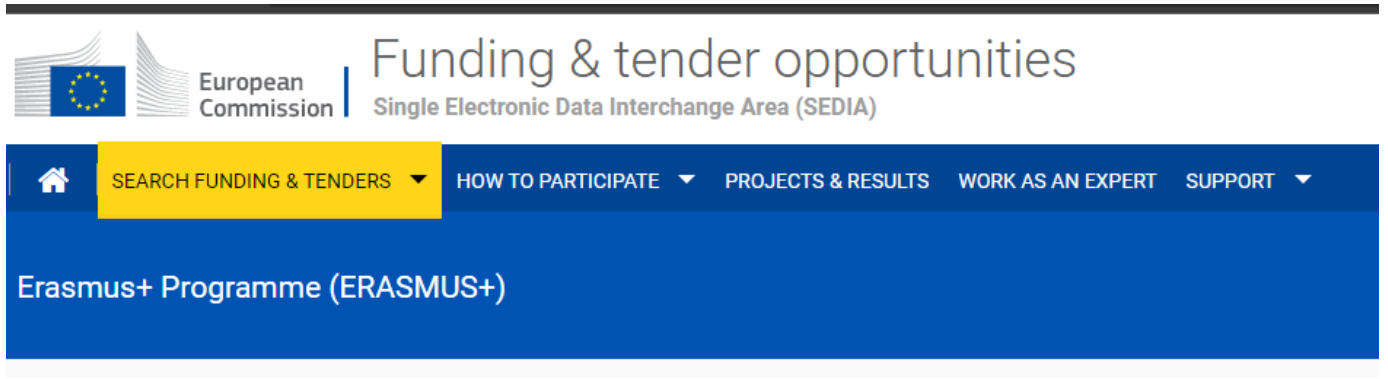
3 Where to find information



[Programme Guide]



[Funding and tenders opportunities portal]

4 Evaluation Criteria

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

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Eligibility Criteria (1)

In Programme Guide page 201-202

Deadline	**7 September, 2021 17:00:00 (Brussels time)**
Duration	**4 years**
How to apply	Funding and tenders opportunities portal Call ID: ERASMUS-EDU-2021-PEX-COVE

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Eligibility Criteria (2)

Who can participate?

Any public or private organisation active in VET or in the world of work and legally established in a ***Programme country or in any Partner Country*** *can be involved as* ***full partner, affiliated entity or associated partner***

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Eligibility Criteria (3)

Which countries can participate as full partners?

27 EU Member States

Non-EU - Erasmus+ Programme countries

Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey

New in CoVE!

Partner countries

Most other countries in the world

Full partners are also called beneficiaries (and their affiliated entities)

European Commission

Eligibility Criteria (4)

Which countries can participate as "associated" partners ?

Same countries as for full partners

- Participation with **no funds**
- Demontrated added value to the CoVE

Eligibility Criteria (5)

What should the partnership look like?

Minimum **8 full partners** from 4 Erasmus+ Programme countries (incl. 2 Member States)

The applicant must be from a Programme country

Each of the 4 countries must involve:

at least 1 enterprise, industry or sector representative organisation

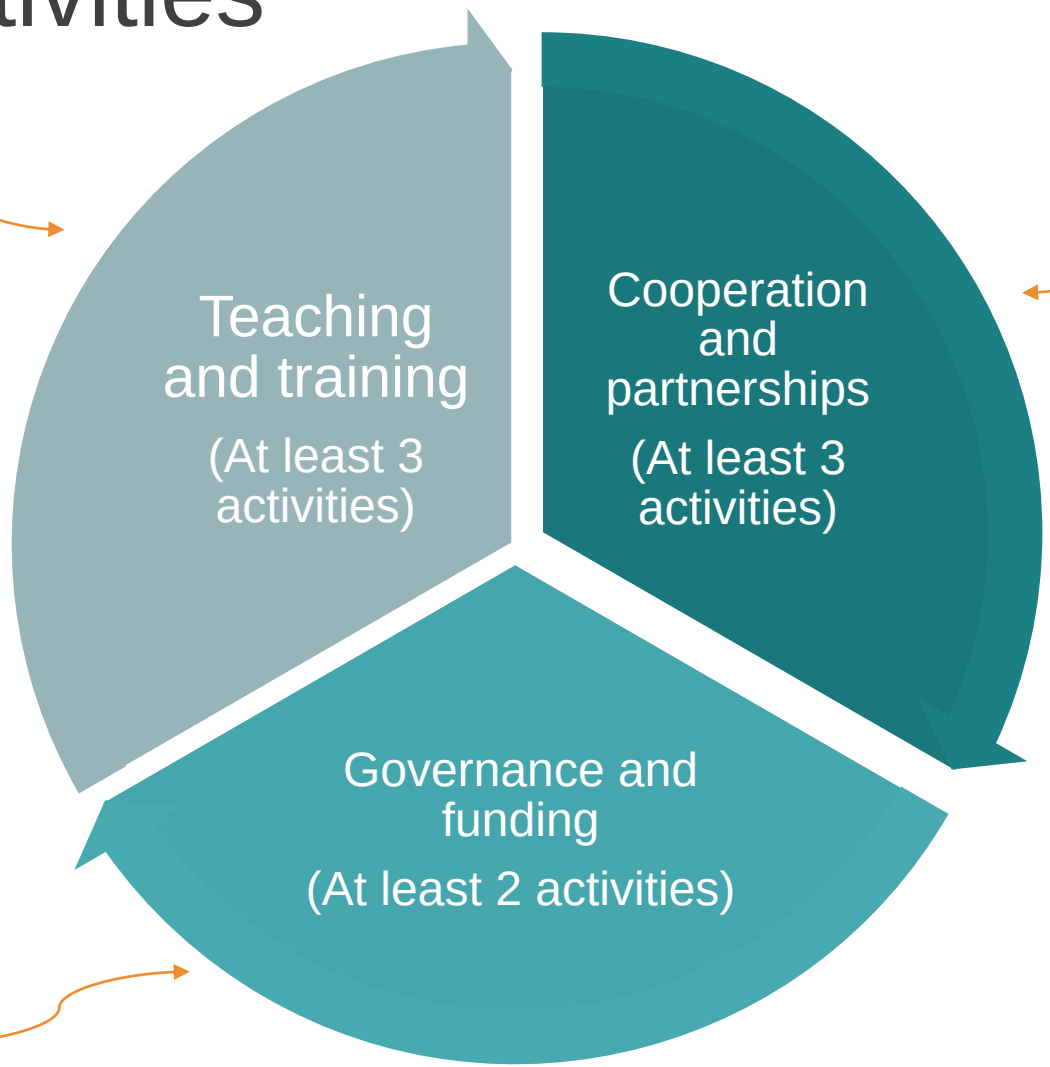
at least 1 VET provider

The partnership can also involve any other organisation active in VET and the world of work

Eligible activities

The full list of activities is available in Part B of the application form (annex)

For example:
- **Graduate tracking**
- **Innovative curricula**
- **Quality assurance…**



For example:
- **Upskilling and reskilling**
- **VET international-isation strategies**
- **Innovation hubs and applied research…**

For example:
- **Sustainable financing models**
- **Effective use of EU and national funds**
- **Co-creating skills ecosystems…**

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Exclusion criteria

Part C of Programme Guide

- Exclusion situations linked to legal issues

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

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Selection criteria

See part C of Programme Guide

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 Funding and Tender Opportunities portal: • Profit and loss account • Balance sheet • Other documents if requested

Does not apply to public organisations

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Award criteria

More details on each criteria in Programme Guide page 204

Criteria	Maximum points	Threshold
Relevance of the project	35	18
Quality of project design and implementation	25	13
Quality of project consortium and cooperation arrangements	20	11
Impact	20	11
Minimum total score 70 points / more than 50% for each criterion		

Award criteria: **Relevance**

- Link to policy
- Consistency
- Innovation
- Regional dimension
- Cooperation and partnership
- European added value
- Internationalisation
- Digital skills
- Green skills
- Social dimension

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

- Coherence
- Methodology
- Management
- Budget (Lump sums)
- Work plan
- Financial and quality control
- Quality of mobility activities: if any

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

- Configuration
- Upward convergence
- Geographical dimension
- Involvement of partner countries
- Commitment
- Collaboration

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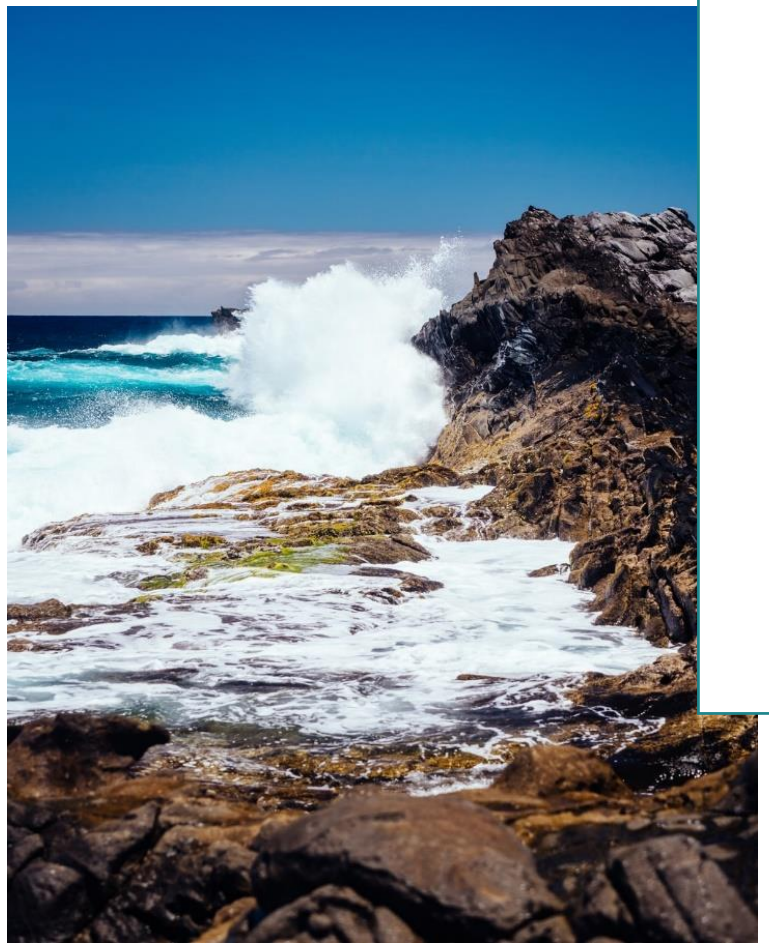
Award criteria - **Impact**



- Exploitation
- Dissemination
- Impact
- Sustainability

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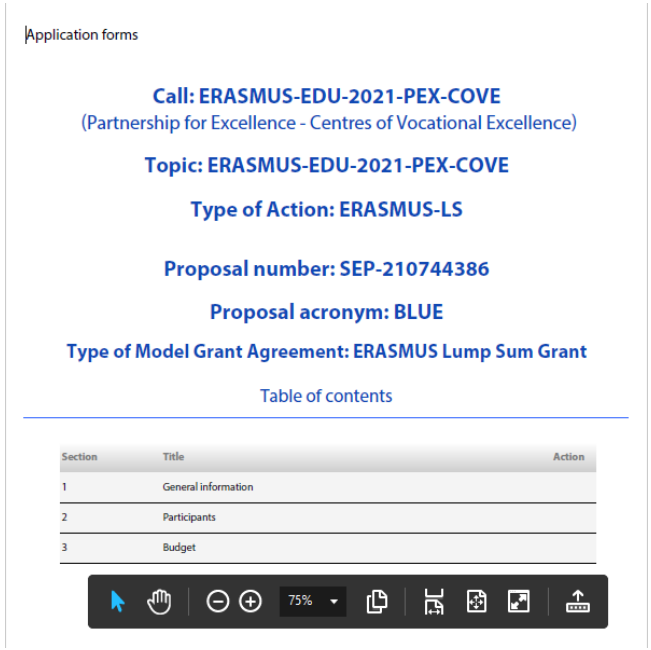
5 Application form

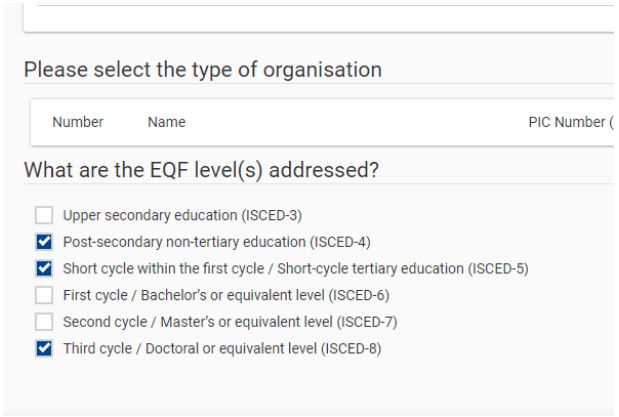
In Funding and tenders opportunities portal

- eForm (Part A) – General information entered by the participants – generated by the IT system



- Part B – Technical description of the proposal

- Part C - short annex on EQF levels



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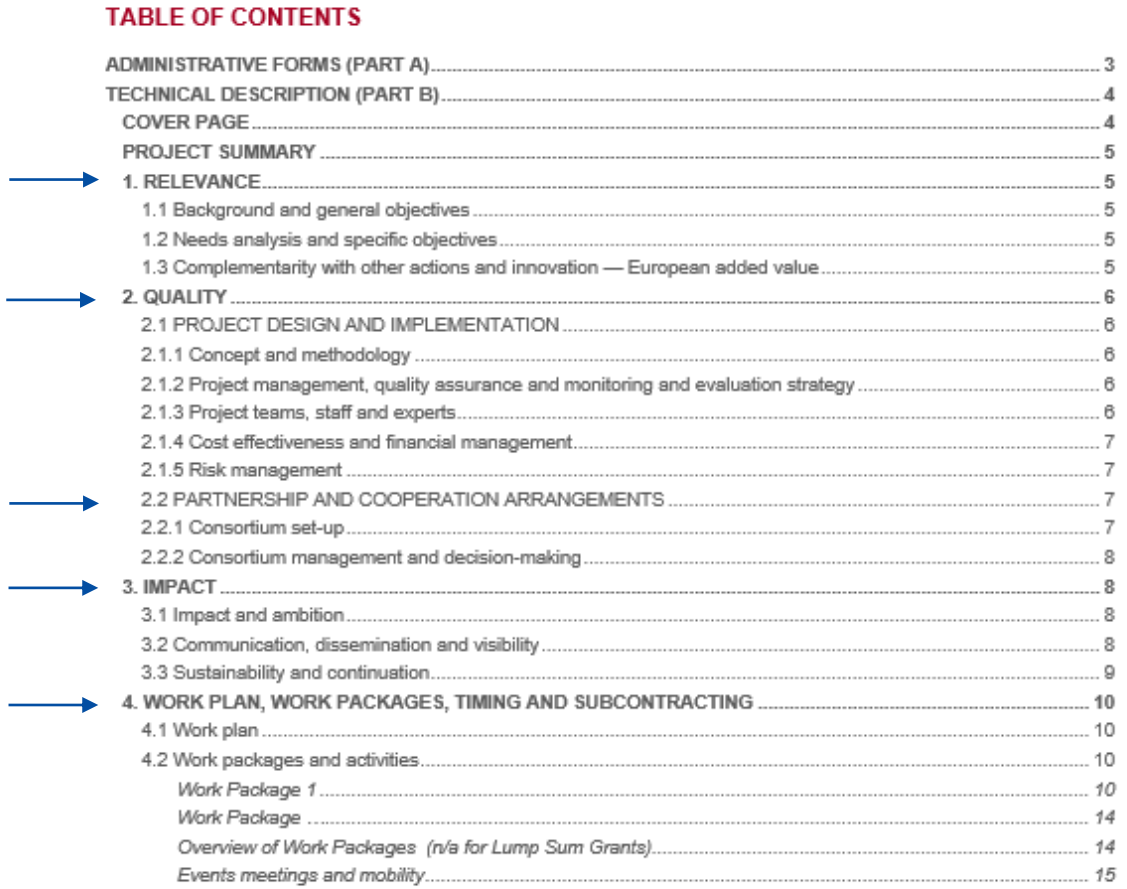
Application form

Part B – Technical Description

- Template to be downloaded by the applicant in the submission system.
- Completed form to be uploaded in **pdf format**.
- Includes sections corresponding to the **4 award criteria and a section on Work Packages**
- No CVs required but description of **profiles and expertise of staff**
- List of previous projects to be completed
- Maximum **120 pages**



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Application form

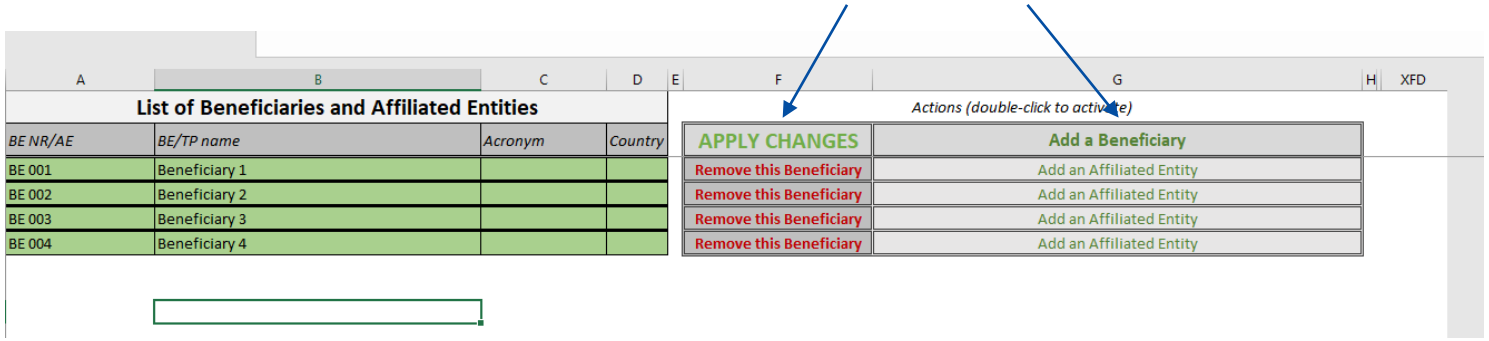
Annexes to Part B

1. Estimation of costs for lump sums

ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to **set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E)**. This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in **only** the following sheets: "Beneficiaries List" – "Work Package list" – "BEx" (one sheet for each Beneficiary) – "Depreciation costs" (if any) and the last column of the "Proposal Budget" sheet with teh Requested EU Contribution. The appropriate number of individual Beneficiary sheets ("BEx") will be automatically generated with data from the "Beneficiaries
7	You first need to start filling in the sheet "Beneficiary list" where you are asked to enter all participants in the project including ang Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the "Beneficiaries List" – "Work Package list" sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage
10	You have to complete a "BEx" sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each WP of the project. Complete only the **number of units** and the **cost per unit** for each cost category. The total cost per cost category will be automatically calculated. If the Beneficiary does not contribute to a specific WP or cost category, then leave it blank.
11	You have to estimate the eligible costs of your proposal using the same methodology as if these costs should be declared under an actual cost-based grant agreement. For additional information, please refer to the Annotated Model Grant Agreement Annotated Grant Agreement in Reference documents section of Erasmus
12	In each "BEx" sheet, for section **"A. DIRECT PERSONNEL COSTS"**, you have to encode your costs using the following unit: 1 unit is 1 person-day
13	In each "BEx" sheet, for section **"C2. Equipment"** use the "Depreciation costs" sheet as a tool to calculate the depreciation costs to be charged for the whole duration of the project. This amount is **NOT** automatically transferred to the respective "BEx" sheet. You have to add manually the depreciation costs in the dedicated section of the "BEx" sheet. If you have several items in the "Depreciation costs" sheet for one single section (same Beneficiary, same Work Package and same "Resource type"), you must add only the total of these items to the relevant cell in
14	**Indirect costs** will be calculated automatically in each BEx sheet.
15	The **summary tables ("BE-WP Overview", Estim costs of the project", "Proposal Budget", and "BE-WP person Days** will be produced automatically, **except the last column (requested EU contribution) of the "Proposal Budget" sheet that needs to be filled in manually**. We advise you to fill the "requested EU contribution"
16	Data in the "Section 3 - Budget" table in the Part A of the eForm of the proposal submission tool **must be identical** to amount you entered in the "Proposal Budget" sheet **of this Excel workbook under the heading Requested EU Contriution.** You can copy the data from this Excel workbook directly in the Part A of the proposal submission tool.
17	The "BE-WP Overview", "Estim costs of the project" and "BE-WP person days" sheets are there for your information and will be used during evaluation.
18	If you have any comment, you can use the "Any comments" sheet.
19	The format of this Excel workbook is **.xlsm** because it uses macros to generate automatically some data. **Always save it as .xlsm.** However, this format cannot be uploaded to the submission system for security reasons. So please also **save a copy** as an **.xlsx** or **.xls** document (and not as .xlsm) and upload it to the proposal submission tool, at Step 5 of the submission process. **Always keep a copy of the original .xlsm file.** To save the workbook as .xlsx document, in Excel click on **"File"** and then **"Save as"**; in the "Save as" dialog box, choose



This form needs to be saved, closed and reopened to be completed !

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Application form

Annexes to Part B

2. Information on activities and partnerships

Partnership

The partnership must include at least 8 full partners from a minimum of 4 Erasmus+ Programme countries (including at least 2 EU Member States) involving:
a) at least 1 enterprise, industry or sector representative organisation, and
b) at least 1 vocational education and training provider (at secondary and/or tertiary level).

Further composition of the partnership should reflect the specific nature of the proposal.

***If "other" is chosen as Role in the project,** please specify using the list presented in the Programme Guide in the Eligibility criteria of your action "What types of organisations are eligible to participate in the project?"*

Only full partners/beneficiaries

Participating organisation PIC	Participating organisation's name	Participating organisation's countr	Role in the project	If "other" please specif

Clusters of activities implemented by Centres of Vocational Excellence

Below, we present a non-exhaustive (and non-compulsory) list of typical activities and services provided by CoVE's. Projects must include relevant deliverables linked to:
- at least 3 activities listed under Cluster 1 - Teaching and learning,
- at least 3 activities listed under Cluster 2 - Cooperation and partnership, and
- at least 2 activities listed under Cluster 3 - Governance and funding.

The applicant can include activities that are not listed under the three clusters above. These must demonstrate that they are particularly appropriate to meet the objectives of the call and identified needs, and must be considered and presented as part of a coherent set of activities.

Cluster 1 - Teaching and learning

	Activities included in the project (at least 3)
Providing people with labour market relevant skills including those necessary for the green and digital transitions, in a lifelong learning continuum approach. Combining offers of initial VET qualifications, with offers of continuing training for upskilling and reskilling (including micro-credentials), that are informed by skills intelligence	
Providing guidance services, as well as validation of prior learning	
Developing innovative curricula that focus both on technical skills and key competences , while making use of European competence frameworks and tools (e.g. DigComp, EntreComp, SELFIE).	
Developing innovative learner-centred teaching and learning methodologies, including interdisciplinary, project-based, competence-based learning, "Learning factories", and makerspaces , while fully exploiting digital technologies (e.g. MOOC's, simulators, virtual reality, Artificial intelligence, etc.).	
Fostering learner excellence through actions that incentive VET learners to explore their innovation and creative potential, leading to a virtuous cycle of benefits for the learners, the teachers and the VET institution that can integrate best practices into regular programmes.	
Developing modular and learner-centred transnational VET learning provision (curricula and/or qualifications) thus facilitating the mobility of learners and staff, as well as the recognition at regional and/or national levels	
Providing higher level VET programmes and developing flexible pathways and cooperation mechanisms between VET and higher education institutions.	
Investing in the initial and continuing professional development of teachers and trainers, for pedagogical, technical, and in particular digital skills including those	

Read me first | Information | Partnership | **Activities**

6 Advice for applicants (1)

- Build a strong and committed partnership in which interactions are mutually beneficial
- Provide evidence of innovation
- Establish a strong and experienced coordination team
- Be concrete in the description of your objectives and activities
- Pay attention to the integration of activities and consistency with the objectives
- Pay attention to all award criteria

Advice for applicants (2)

Common mistakes:

- Quality indicators not considered
- Lack of details on national or regional needs, not embedded in smart specialisation strategies or regional development plans
- Impact often described in terms of participation in events rather than in terms of changes in knowledge, behaviour or skills
- Dissemination and exploitation often described in terms of awareness-raising only

Good luck with your proposal

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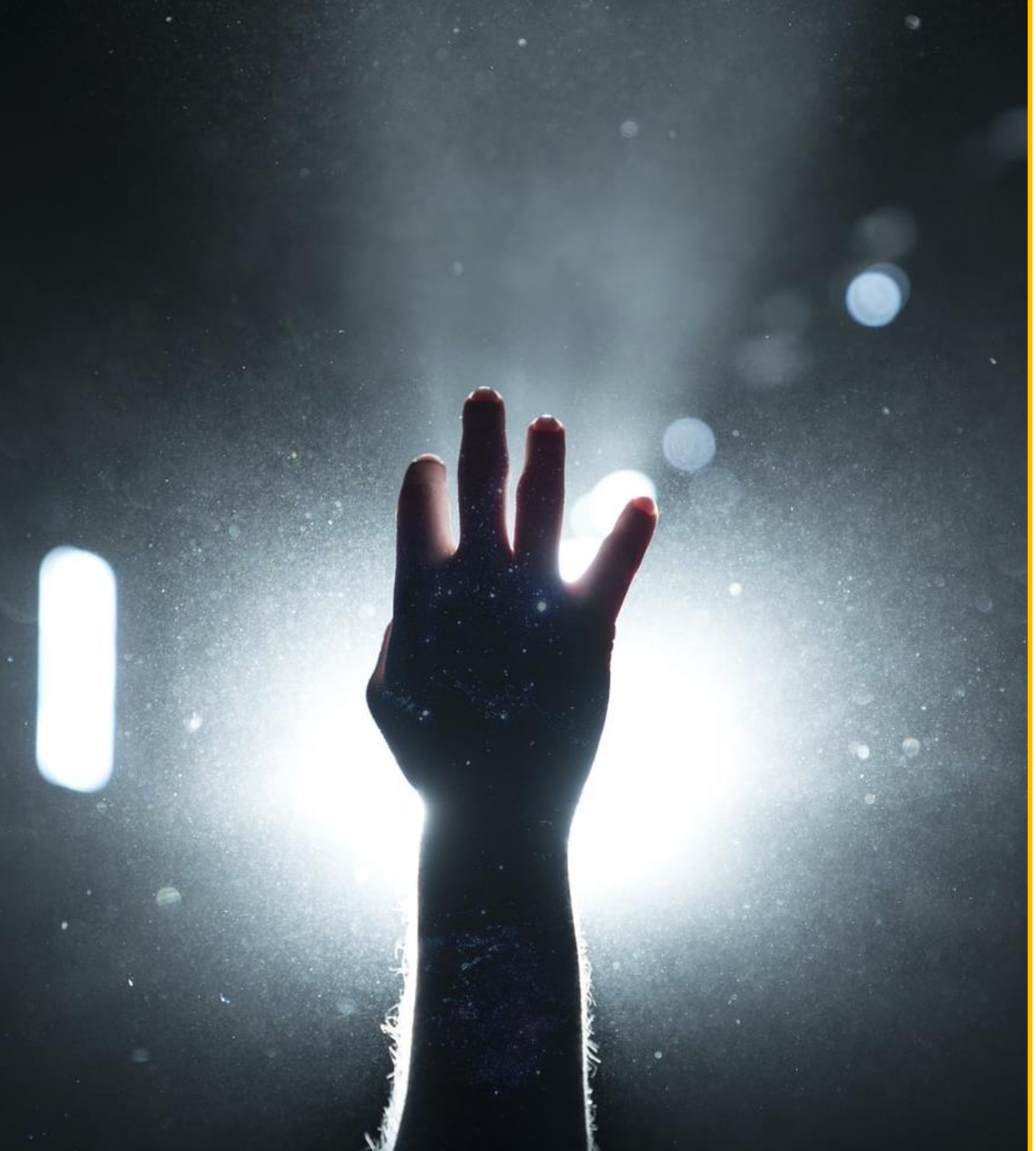

Questions ?

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