



ERASMUS+ Key Action 3 European Youth Together Kick-off EYT

Webinar for newly selected projects

Brussels, 8th June 2021, 11.00 – 13.00

*European Education and Culture
Executive Agency*

Agenda

11.00 Welcome and introduction

-EYT 2020 Results

11.15 Grant Agreement & Project Management

11.45 Breakout rooms

12.30 Final plenary, Q&A

Questions can be asked by using the chat function

The webinar will be recorded & will be made available to the participants & on the EYT2020 Beneficiaries space



EYT 2020 Call Context

European Youth Together

KEY Action 3: Support To Policy Development And Cooperation

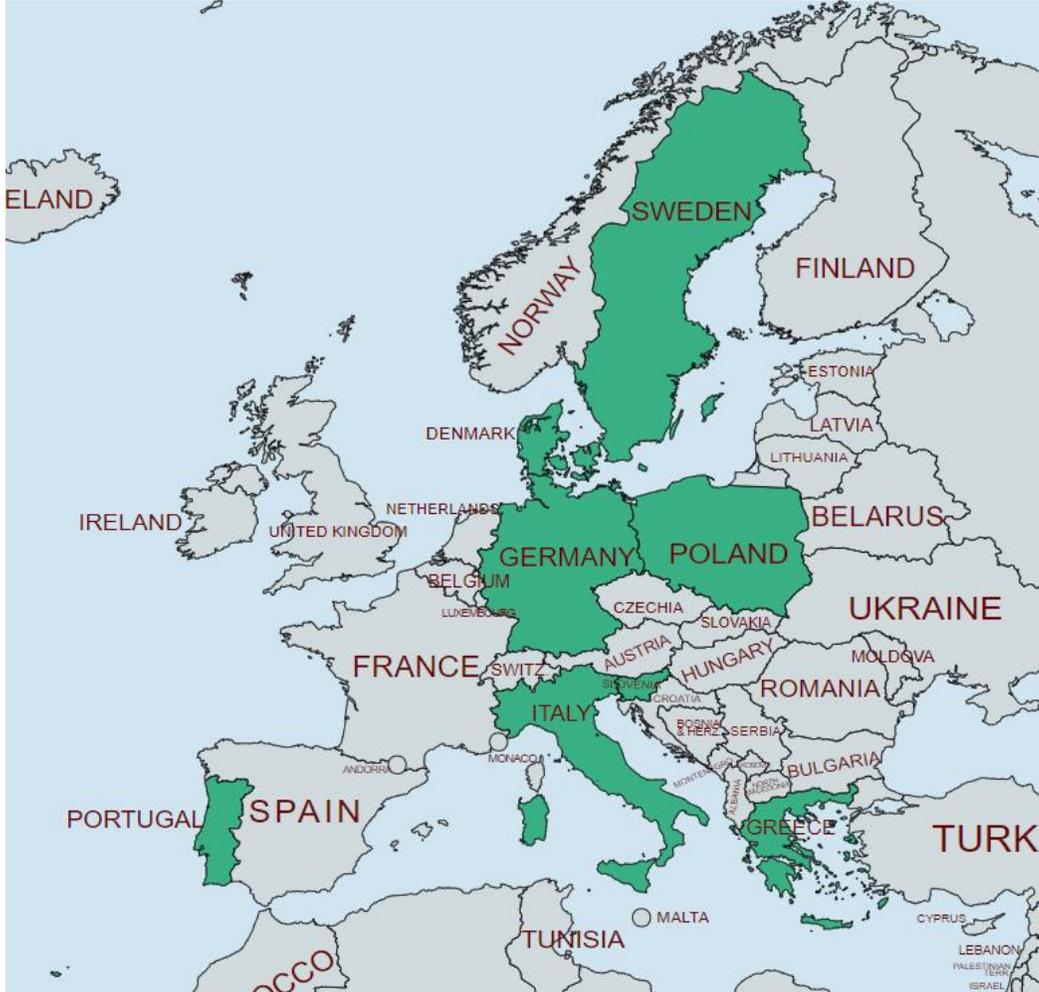
Aims:

- facilitate access and participation of youth in EU policy
- facilitate participation in policy design and reform
- stimulate innovative policy
- increase policy impact



Have a voice and to raise it at EU level!

EYT 2020 projects



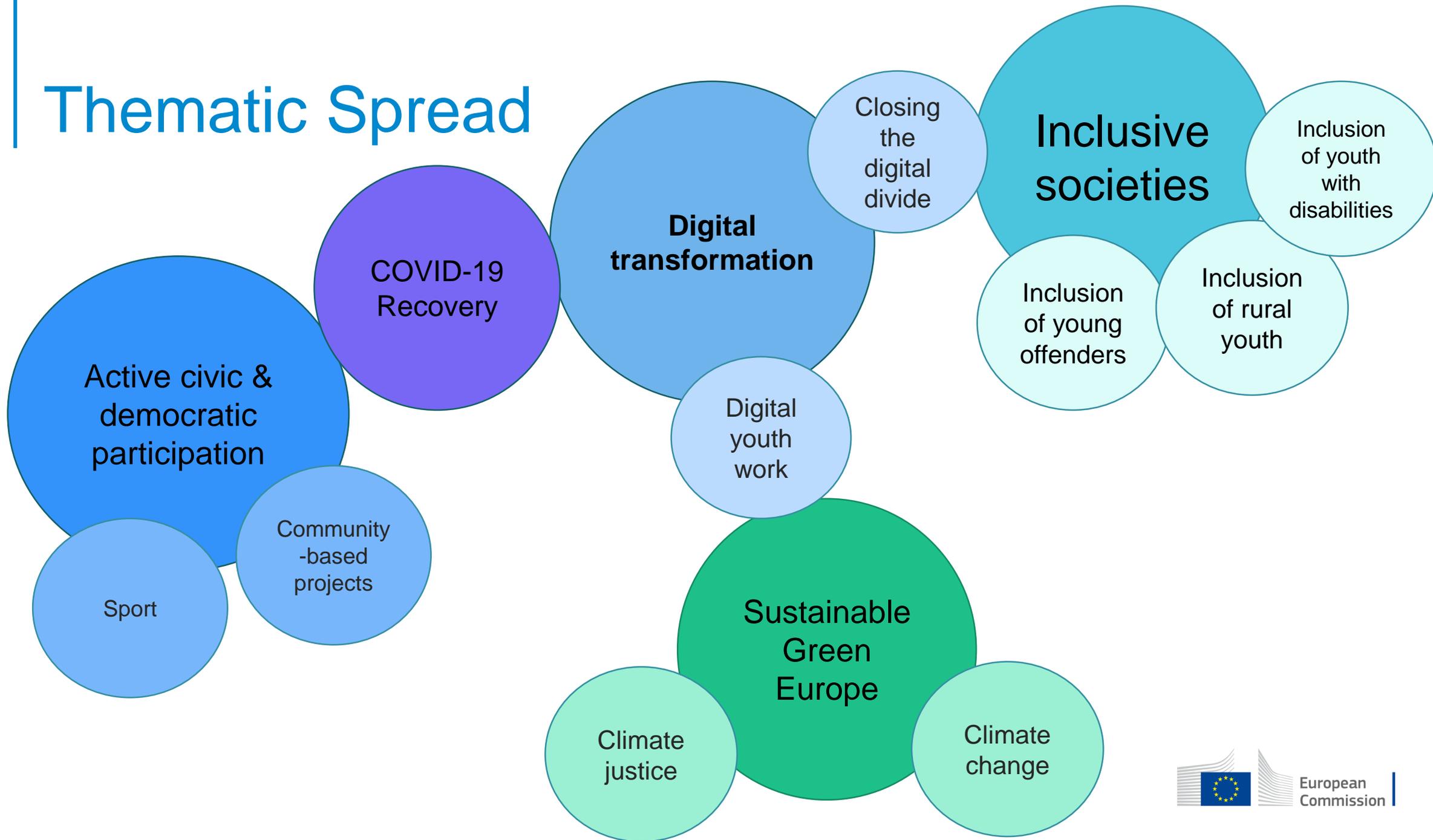
- COVID-19 context
- Very competitive call
 - 252 applications
 - 12 projects selected (success rate 4,8%)
- Total awarded: €4,851,143.45
- 8 EU member states coordinating



Geographical spread

103 organisations from 26 countries

Thematic Spread



European Youth Goals

3. Inclusive Societies

Making young adult offenders' voice being heard at European level by increasing their knowledge about EU policy activities relevant to the youth field

CONTINUE Connecting European Youth through Storytelling

Novel Framework for Democratic Participation

ACTIVE! Engage, Connect, Empower EU Youth through sustainable, inclusive and democratic Sport

4. Information and Constructive Dialogue

Young Europe- Sustainable Democracy Builders

Values and Opinions of Young Communities in Europe

REBUILDing society through youth engagement

The art of youth participation: building connections to shape our future

10. Sustainable Green Europe

A Circle of Youth for the Europe we Want COHERENT

Youth @cting for climate justice

Young Service Designers

Youth together for green and sustainable smart villages

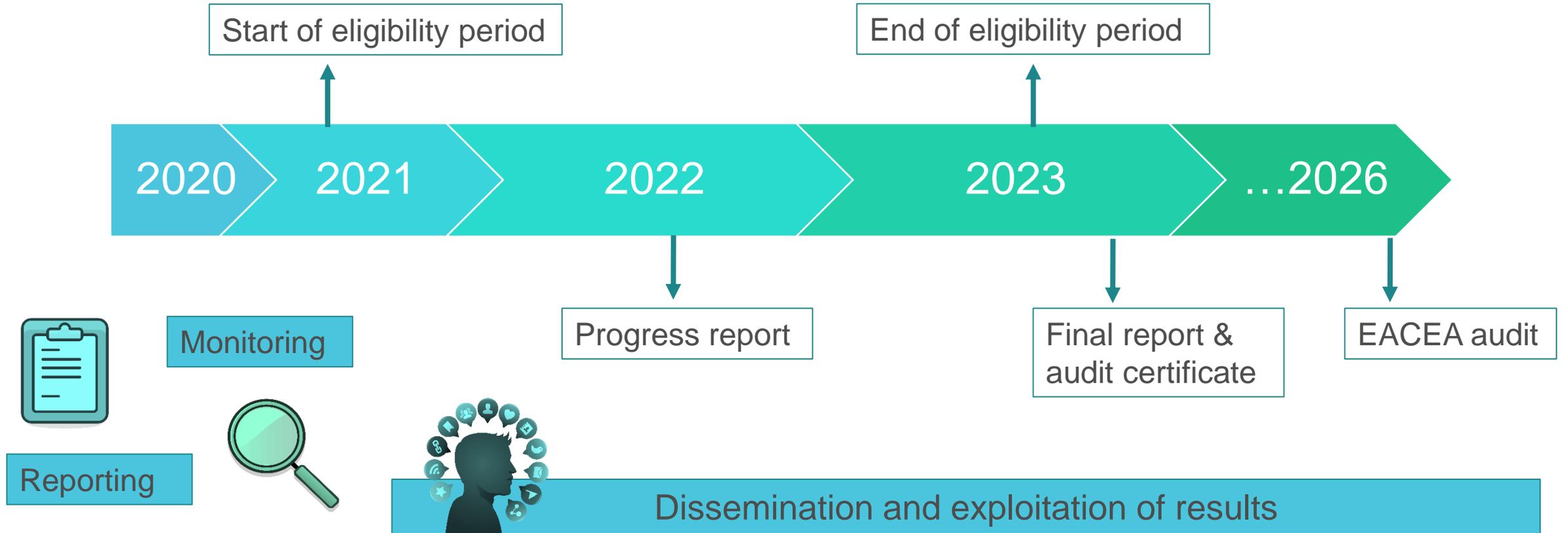
Project management

COVID-19 Context

- Suspension/extension
- Ongoing restrictions
- Testing/vaccine/quarantine requirements
- Online events

Importance of a solid risk management methodology

Project lifecycle



Key messages

- Read & understand the **grant agreement**
- Multi-Beneficiary Grant Agreement, means **joint liability**
- **Cooperation agreement**
- If you need assistance **contact us on time:** amendment requests in duly justified cases & at the latest 1 month before the end of the project

- Budget based grant (**Real costs**), justifying all costs and/or activities
- Ensure **common understanding of financial rules** within your consortium
- Financial comments in the estimated budget (**Annex III**)
- **Keep** a solid & structured **documentation** of all activities, administration and finances

- **Project visibility & long term impact**
- Put in place a solid **communication strategy**
- Communicate effectively your **project results** to your **target audiences**
- Help us demonstrate **accountability in use of EU public funds** to politicians, policy makers & citizens

Your grant agreement

- Contains essential information about your **rights & obligations**
- Important to also establish a **cooperation agreement** with your partners
 - To clarify the roles & financial contribution of each partner
 - To define contingency measures & action plans challenging situations like a withdrawal of a partner which can lead to conflicts & jeopardise the project implementation
 - EACEA may play a mediator role & take action for project suspension and/or termination in case of no resolution

Key articles

Special conditions

- Art. I.2 - Entry into force and **implementation period** of the agreement
- Art. I.3 - **Maximum amount** and form of the grant
- Art. I.4 – **Reporting – Requests for payment and supporting documents** (“certificate on the financial statements”)
- Art. I.5 - **Payments**
- Art. I.6 - **Bank account** for payments
- Art. I.9 - Obligation to conclude an **internal cooperation agreement**
- Art. I.10 – Special provisions on **budget transfers**
- Art. I.11 - **Publicity Obligations**
- Art. I.12 - **Dissemination and exploitation** of results
- Art. I.13 - **Meetings** between Agency and beneficiaries
- Art. I.14 - **Grant reduction** in the case of non-compliance with an obligation for non-, poor, partial, or late implementation

General conditions (Annex II)

Part A – Legal and administrative provisions

- Art. II.1 - General **obligations and roles of the beneficiaries**
- Art. II.4 - **Conflict of interests**
- Art. II.6 - Processing of **personal data**
- Art. II.7 - **Visibility of Union funding**
- Art II.9 - **Award of contracts** necessary for the implementation of the action
- Art. II. 10 - **Subcontracting**
- Art. II.12 - **Amendments**

Part B – Financial provisions

- Art. II.19: **Eligible costs**
- Article II.20 – **Identifiability and verifiability of the amounts** declared
- Art. II.22 – **Budget transfers**
- Art. II.27: Checks, **audits** and evaluation

Eligible costs- Main conditions (Art. II.19)

- Actually incurred
- Directly **connected** with project and budgeted
- **Necessary** for implementation of the project
- **Reasonable** and **justified**
- Generated during the **eligibility period** of the project
- Duly recorded in **accounting records** of Coordinator and co-beneficiaries
- Comply with the requirements of **applicable tax and social legislation**
- **Identifiable** and **verifiable**
 - Document everything: Keep invoices, staff & service contracts, timesheets etc.

Eligible costs-Types



Specific costs directly linked to the performance of the action and can therefore be directly attributed to it, e.g. certain staff costs, travel and other subsistence costs (Art. II.19.2 GA).

- Costs which are not specific costs directly linked to the implementation of the action and can therefore not be directly attributed to it (Art. II.19.3 GA).
- A flat-rate amount of **7%** of the total eligible direct costs, e.g. general administrative costs, stationery etc.
- In principle, if you have an EU operating grant, you cannot have indirect costs in this grant.

- Reminder:

- No unit costs are applicable to this action
- Income in kind is not allowed

Publicity obligations



Erasmus+

EU funds must be **acknowledged** according to the grant agreement provisions. If these provisions are not fully complied with, the **grant may be reduced up to 20%**.

Obligation of substantial visibility for results of each granted project – **dedicated project website** (preferably *.eu* domain) & using the **Erasmus + Project Results** platform

Use graphic **logo** & write '**Co-funded by the Erasmus+ Programme of the European Union**' next to the EU emblem

Clearly **acknowledge the European Union's support in all communications** or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used.



Key resources

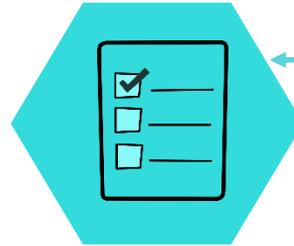
- [Erasmus+ Programme Guide 2020](#)
- [EYT 2020 Call for proposals](#)
- Your Grant Agreement
- EACEA website – EYT2020 [Beneficiaries Space](#)
- Your Project Officer
- EACEA-YOUTH@ec.europa.eu

Project Amendments, Monitoring & Reporting

Amendments- Key principles

Needed

- Duly justified changes
- Problems & solutions backed by evidence



Comprehensive

- Complete: request & annexes
- Correct template
- Aligned budget & work plan
- Combined for different issues

Added Value

- Changes don't alter the quality of the project
- New partners with expertise to deliver & improve project outcomes



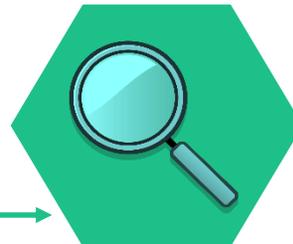
Timely

- Requested without delays (up to 1 month prior to project end date)
- Always before the changes
- Discuss amendments with your project officer in advance



Compliance

- In line with the grant agreement and the EYT 2020 Call for proposals in terms of eligibility & quality criteria at selection stage



Amendment requests

- Major changes:

- Coordinator and/or partner(s)
- Legal representative (coordinator)
- Eligibility period of the project
- Bank account
- Significant activity changes
- Budget transfers between headings above 10%

Formal Amendment Request

1. Download form on 'EYT2020 Beneficiaries Space' space
2. Fill in & have signed by your Legal representative
3. Add supporting documents
4. Scan & send by e-mail to EACEA-YOUTH@ec.europa.eu

- Minor changes:

- Activity changes with no budget impact
- Contact person of partners
- Activity dates, location etc.

Notify the Agency via email (EACEA-YOUTH@ec.europa.eu) and mention in reports

Amendment requests- Participant Portal

- Change of legal status, legal name, address of the organisation
1. Change data in the Participant Portal
 - Connect to the portal via the LEAR of your organisation
 - Upload a new Legal Entity Form
 - Upload a proof of registration showing the new address or legal name or legal status
 - Colleagues from the Validation Service will validate your change request through the Participant Portal
 2. Notification e-mail to the Agency
 - Your project coordinator to inform EACEA by email when the change is approved in the portal.

Project monitoring

Your project officer



Performs regular checks to monitor if the project is on track



Supports & engages with your partnership during the project implementation



Assesses your progress, final reports, and requests for amendment



Identifies best practices & promotes success stories

Project reporting

Progress report

- Progress Report on activities & financial expenditure at the time of reporting
- To be sent by email to EACEA within 60 calendar days following the first reporting period
- Second pre-financing payment within 60 days from the reception of the progress report

Final Report

- Final eReport on activities & financial expenditure for the entire project duration
 - eReport to be submitted online via the eReport system within 60 days after project end date
 - Project results via the Erasmus+ Project Results platform
- Final payment or recovery order
 - Based on final assessment by EACEA that you will receive in a formal letter
 - Grant reduction in case of non-compliance with contractual obligations (e.g. up to 75% if poor implementation or 20% for not respecting publicity obligations)

Project Reporting- Guidance

Guidance and templates

- [EYT 2020 Beneficiaries Space](#) – Reporting
- e-Final Report & eReport User Guide will be available via the [Funding & tender opportunities platform](#)
- [Erasmus+ Project Results Platform](#)

Tips for reporting

- Be **factual & accurate**
- Backed by **evidence** for all activities & expenses
- Clearly highlight **challenges, problems and solutions**
- Present tangible outcomes as best practices & **lessons learned**
- Suggest **improvement opportunities & recommendations**



Good communication



Strategically planned in line with key project milestones

- **Communication** involves information and promotion activities to **raise awareness and enhance the visibility of the project's activities** in addition to the **dissemination** and **exploitation** of the project results – during the project and even after the funding has ended.

Dissemination

- Providing tailored information on the results to key actors

Exploitation

- **Transferring the successful results** to appropriate decision-makers in regulated local, regional, national or European systems
- Convincing individual end-users to **adopt and/or apply the results**

Timeline



2020-2021

- Drafting the **dissemination & exploitation plan**
- Definition of the **expected impact & deliverables**
- Establishing your **target audience** - how and to whom dissemination and exploitation outcomes will be disseminated

2021-2022

- Engaging with **relevant media** e.g. at local or regional level
- Organising regular **information sessions, training, demonstrations, peer reviews**
- Assessing the **impact on target groups**
- Involving other stakeholders in view of **transferring results to end users/ new areas/policies**
- Adding a **banner with a link to project card within the Erasmus+ Project Platform** on your project website

2022-2023

- Uploading the **final project results** and an update of the **project description** on the **Erasmus+ Project Results Platform**

2023-

- Continuing **further dissemination**
- Developing **ideas for future cooperation**
- Evaluating **achievements & impact**
- Engaging with **relevant media**
- Contacting relevant **policy-makers**
- Providing useful **inputs to the European Commission's dissemination & exploitation efforts**

Project Dissemination- Key Resources

1. Your grant agreement

- **Article I.11** – Publicity Obligations
- **Article I.12** – Dissemination and Exploitation of results

2. Erasmus+ Programme Guide 2020

- [Annex II- Dissemination and Exploitation of Results](#)
- A practical guide for beneficiaries

3. EACEA website

- [Visual identity guidelines for beneficiaries](#)
- Logos, examples of acknowledgement of EU funding and translations

4. Erasmus + [Project Results Platform](#)

- Access to public project data (project summaries, funding figures, websites links, contacts of Erasmus+ beneficiaries, etc.)
- Visibility for your results - products/deliverables/intellectual outputs
- Showcases good practices & success stories - inspirational projects for policy makers, potential applicants and other Article I.11 – Publicity Obligations stakeholders



Break out Groups

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Reaching our targets

Plenary and Q & A session



Thank you!

Keep in touch: EACEA-YOUTH@ec.europa.eu

Keep in touch



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Thank you



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