How to submit a good application CHECKLIST

CBY infoday 2023

European Education and Culture Executive Agency

THE PROJECT IDEA

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- ❑ The idea lines up with the objectives of the call
- ❑ The idea makes sense for the organisations involved and their core business

THE PARTNER SEARCH

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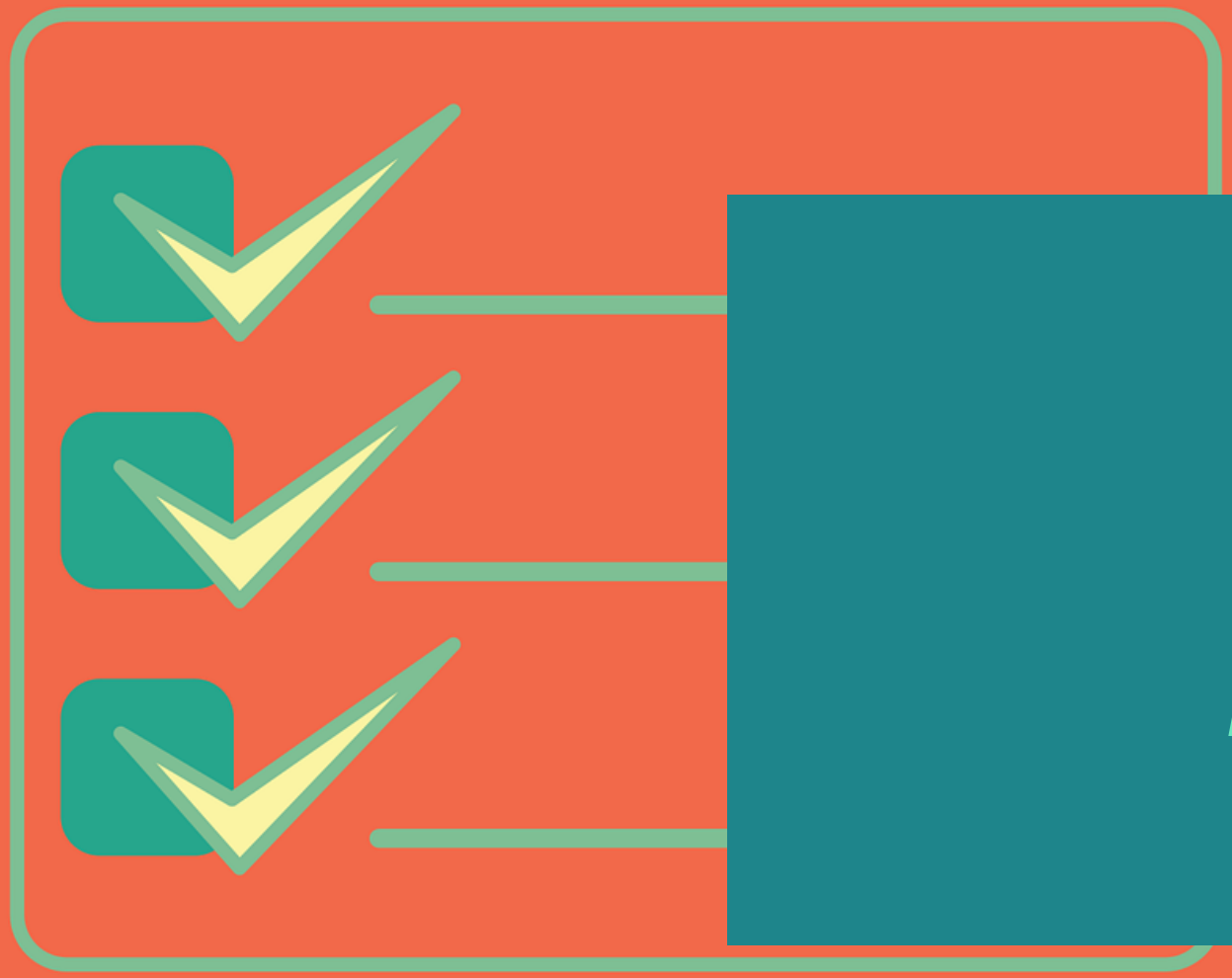
- ❑ I have read the eligibility criteria relating to the partnership composition and eligible organisations in the call/programme guide/on FTOP multiple times

- ❑ I have conducted a considered, targeted partner search as much as possible

- ❑ I have checked the eligibility of the partnership
  - ✓ I have checked that the application involves the minimum eligible number of partners.
  - ✓ I have verified that the partners themselves are eligible to participate (eligible type of organisation/legal entity, eligible country).
  - ✓ I have checked that the geographical composition of the partnership respects the relevant eligibility criterion.

- ❑ I trust that the partners share in the overall vision of the project
- ❑ I have ensured that the partners will willingly contribute to the design of the project and to the completion of the application
- ❑ I am familiar with the expertise and operational capacity of each partner
- ❑ I am aware of any potential operational limitations of working with any partner
- ❑ The nature of the partnership and the capacities of each member, have been taken into account throughout the drafting of the proposal



COMPLIANCE WITH ADMISSIBILITY AND ELIGIBILITY CRITERIA

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- ❑ I have read and understand the admissibility, eligibility and exclusion criteria in the call/Programme Guide
- ❑ If, after the above, I have doubts concerning an aspect of the admissibility, eligibility and exclusion criteria, I have asked EACEA for clarification
- ❑ I have verified the eligibility of my partners and the composition of the consortium
- ❑ I have kept the eligibility criteria in mind throughout the drafting of the proposal, including in the design of activities, the venue of activities, the duration of the project

- ❑ I have re-read the proposal a final time, to check against the eligibility criteria
- ❑ I have verified that my proposal and all mandatory annexes respect the templates provided, are the required length and are readable and accessible
- ❑ I have respected the deadline (my project is submitted **on time**)
- ❑ I have submitted my proposal electronically through the Funding and Tender Opportunities Portal

THE TECHNICAL AND ADMINISTRATIVE ELEMENTS

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- ❑ I have watched/read the information on "How to submit a proposal" provided by EACEA
- ❑ I have watched/read the information on "How to submit a proposal" available on the Funding & Tender Opportunities Portal
- ❑ I have begun the submission process as early as possible in order to familiarise myself with the workings of the portal
- ❑ I have downloaded and read the template of the application and the necessary annexes
- ❑ I have consulted the troubleshooting information when I have encountered a problem
- ❑ I have allowed myself enough time to submit the proposal in case of technical difficulties, i.e., at least one day before the deadline.

WRITE A GOOD PROPOSAL

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- ❑ I have attended the EACEA Info Day or watched the recording on “How to draft a good proposal”
- ❑ I have read and understood the action and its policy objectives
- ❑ I have read and understood the award criteria
- ❑ I have read the application templates and have understood which section addresses which award criterion

- ❑ I have drafted the proposal with the collaboration of all partners
- ❑ I have addressed each and every element of the award criteria
- ❑ I have kept eligibility criteria in mind while designing the project
- ❑ I have not lost sight of the big idea. The idea is a central element visible throughout the proposal

- ❑ I have kept the target group at the centre of the proposal
- ❑ My proposal is written in clear, accessible language
- ❑ I have asked someone who is not involved in the application to read it with fresh eyes as if they were assessing it: is it clear? Are there enough details?
- ❑ The budget is coherent and cost effective
- ❑ I have filled in all mandatory sections in full
- ❑ I have filled in the mandatory annexes in full