



# Erasmus+ Sport Info Day 2023

## Session 3: How to apply?

*European Education and Culture  
Executive Agency*

*Brussels, 30 January 2023*

# Agenda

1. Where to find the calls and how to apply
  - How to submit an application: step by step
  - Focus on Part B: project description and budget
2. Tips for newcomers and successful application
  - Common mistakes
  - Key elements: Consortium / Partner / LEAR
3. Questions and Answers

# 1. Where to find the calls & How to apply

**How to submit an application: step by step**

**Focus on Part B: project description and budget**

# 1A. How to submit an application: step by step

# Where to find the calls

- All Agency's call for proposals are published in F&TP:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

=>EU Programme: Erasmus+

=>Specific call identification (Call id)

# Where to find the calls

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾



• Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login).  
• The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the Euro

Find calls for proposals and tenders

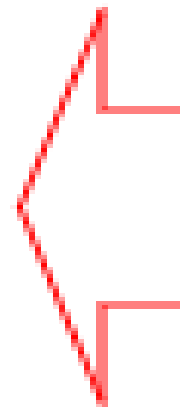
Search calls for proposals and tenders by keywords, programmes...

Search

## EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Control Equipment Instrument (CCEI)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Erasmus+ Programme (ERASMUS)	EU Anti-fraud Programme (EUAF)	EU External Action (RELEX)	EU4Health Programme (EU4H)
Euratom Research and Training Programme (EURATOM)	Europe Direct (ED)	European Defence Fund (EDF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	European Parliament (EP)	European Social Fund + (ESF)

6



WHERE

# Click on the relevant action for your project

• Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login).  
• The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the European Commission Authentication Service (EU Login).

SPORT

Match whole words only

GRANTS  TENDERS

Submission status

Forthcoming Open for submission (3) Closed

Programming period

2021 - 2027 (3)

Erasmus+ Programme (ERASMUS)

Filter by call

ERASMUS-SPORT-2023 (3)

Type of grants calls

## Funding and tenders (3)

Need help? RSS Sort by:

### Not-for-profit European sport events

ERASMUS-SPORT-2023-SNCESE

Programme	Erasmus+ Programme (ERASMUS)	Status	Open for submission
Type of action	ERASMUS Lump Sum Grants	Deadline model	single-stage
Opening date	17 January 2023	Deadline date	22 March 2023 17:00:00 Brussels time

### Cooperation partnerships

ERASMUS-SPORT-2023-SCP

Programme	Erasmus+ Programme (ERASMUS)	Status	Open for submission
Type of action	ERASMUS Lump Sum Grants	Deadline model	single-stage
Opening date	17 January 2023	Deadline date	22 March 2023 17:00:00 Brusse


### Small-scale partnerships

ERASMUS-SPORT-2023-SSCP

Programme	Erasmus+ Programme (ERASMUS)	Status	Open for submission
Type of action	ERASMUS Lump Sum Grants	Deadline model	single-stage
Opening date	17 January 2023	Deadline date	22 March 2023 17:00:00 Brussels time

Choose the right action

# Start your submission in the specific call

<b>General information</b>	
Topic description	
Conditions and documents	
Submission service	
Topic related FAQ	
Get support	
Call information	
Call updates	
Funded project list	
 <a href="#">Go back to search results</a>	

### Topic conditions and documents

**1. Eligible countries:** See section 5 of the Call Document and list of countries participating <http://eaces.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-coi>

Full information and documents related to the call are available at: [Portal Reference D](#)

**2. Eligibility and admissibility conditions:**

**Admissibility:** see section 4 of the Call Document

### Start submission

[START SUBMISSION](#)

### Topic related FAQ

There are no FAQ related to this topic.



WHERE



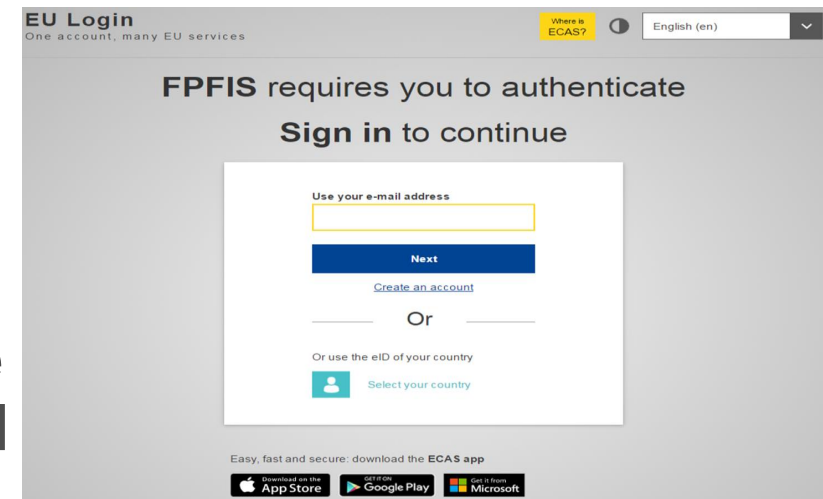
# How can you submit your application

Before you can access the system and start your submission there are two prerequisites:

1. You, as the applicant-coordinator and organiser of the project, have a **valid EU Login**
2. Your Organization has a **9-digit PIC (Participant Identification Code)**

We make the assumption that you have both these elements,

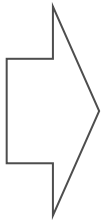
When selecting the link in the e-mail or select the submission button in the Portal you will be asked to enter your EU Login



The screenshot shows the EU Login interface. At the top, it says "EU Login" and "One account, many EU services". There is a language selector set to "English (en)" and a "Where is ECAS?" button. The main heading reads "FPFIS requires you to authenticate" and "Sign in to continue". Below this is a white box with a "Use your e-mail address" label and an input field. A blue "Next" button is below the input field, with a "Create an account" link underneath. Below the white box, it says "Or" and "Or use the eID of your country" with a "Select your country" button featuring a person icon. At the bottom, it says "Easy, fast and secure: download the ECAS app" and provides links to the App Store, Google Play, and Microsoft.

# How can you submit your application

- Enter your email address in the field provided,
- then click the Next button.  
You will be prompted for your password



The screenshot shows the 'EU Login' interface with the tagline 'One account, many EU services'. At the top right, there is a language selector set to 'English (en)' and a 'Where is ECAS?' button. The main heading reads 'FPFIS requires you to authenticate' and 'Sign in to continue'. Below this is a white box containing a form with the label 'Use your e-mail address' and an empty text input field. A blue 'Next' button is positioned below the input field. Underneath the button is a link for 'Create an account'. A horizontal line with the word 'Or' in the center separates this from the next section, which is labeled 'Or use the eID of your country' and features a 'Select your country' button with a person icon. At the bottom of the interface, there is a banner for the ECAS app with download links for the App Store, Google Play, and Microsoft.

No EU Login => create an account  
No PIC => register your organisation

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

• Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login).  
• The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the Eur

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... [Search](#)

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Control Equipment Instrument (CCEI)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Erasmus+ Programme (ERASMUS)	EU Anti-fraud Programme (EUAF)	EU External Action (RELEX)	EU4Health Programme (EU4H)

How to participate in 5 steps

- 1 Find an opportunity
- 2 Find partner(s)
- 3 Create an account
- 4 Register your organisation
- 5 Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities

[Learn more](#)

- Within the very first page of the portal, at the bottom you can find all necessary resources to both create an account or register your organisation to get a PIC

# Click on the relevant action for your project

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

• Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login).  
• The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the European Commission Authentication Service (EU Login).

SPORT

Match whole words only

GRANTS  TENDERS

**Submission status**

Forthcoming  Open for submission (3)  Closed

**Programming period**

Select a Programme period... x v

Erasmus+ Programme (ERASMUS) x

**Filter by call**

ERASMUS-SPORT-2023 (3) x v

**Type of grants calls**

### Funding and tenders (3)

**Not-for-profit European sport events**  
ERASMUS-SPORT-2023-SNCESE

Programme	Erasmus+ Programme (ERASMUS)
Type of action	ERASMUS Lump Sum Grants
Opening date	17 January 2023

**Cooperation partnerships**  
ERASMUS-SPORT-2023-SCP

Programme	Erasmus+ Programme (ERASMUS)
Type of action	ERASMUS Lump Sum Grants
Opening date	17 January 2023

**Small-scale partnerships**  
ERASMUS-SPORT-2023-SSCP

Programme	Erasmus+ Programme (ERASMUS)
Type of action	ERASMUS Lump Sum Grants
Opening date	17 January 2023

# Start Submission = access to the forms

## Cooperation partnerships

TOPIC ID: ERASMUS-SPORT-2023-SCP

Grant

### General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

### General information

Programme

**Erasmus+ Programme (ERASMUS)**

Call

**Sport 2023 (ERASMUS-SPORT-2023)**

 See budget overview

Type of action

**ERASMUS-LS ERASMUS Lump Sum Grants**

Type of MGA

**ERASMUS Lump Sum Grant [ERASMUS-AG-LS]**

Open for submission

Deadline model

**single-stage**

Opening date

**17 January 2023**

Deadline date

**22 March 2023 17:00:00 Brussels time**

### 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 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:**

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

**Start submission**

 Need help?

 Go back

# Start Submission = access to the forms

**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.

To access existing drafts, click on the **Start submission** button.

Please select the type of action and model grant agreement:

- ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

**Start submission**

 Need help?

**Topic related FAQ**

There are no FAQ related to this call.

**Get support**

Please read carefully all provisions below before the preparation of your application.

For help related to this call, please contact: [EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu)


[Funding & Tenders Portal FAQ – Submission of proposals.](#)

**Please confirm your choice**

You selected this topic: **Cooperation partnerships - ERASMUS-SPORT-2023-SCP**

You selected this type of action and model grant agreement: **ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]**

Related Call: **Sport 2023**

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

# Set up application

You need to enter your **PIC**

### Create proposal

**Deadline**  
22 March 2023 17:00:00 Brussels Local Time  
62 days left until closure

**Call data**  
Call: ERASMUS-SPORT-2023  
Topic: ERASMUS-SPORT-2023-SCP  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

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

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual IT How To  
IT Helpdesk FAQ

**Find your organisation**  
Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. **You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previous one.

**PIC**  **Short name**  **Search**

Organisations you have been previously associated with. (Click to select)

<b>PIC: 903605635</b> tokio test test,JP	<b>PIC: 923131832</b> Aero LTD MaartStreet 12 Almere,US VAT: 125648321	<b>PIC: 913842918</b> Test Camelia-Valeria place Rogier Brussels,BE
<b>PIC: 933341955</b> Charalampos Xenogiannis champ du champ de mard 5 brussels,BE VAT: BE0820975039	<b>PIC: 892863661</b> SME Test Rue ABC, 3 Brussels,BE	<b>PIC: 956444445</b> Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle,BE

Your role

# How can you submit your application

## Find your organisation



You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC

245

Paris

Search

**PIC: 999865525**

UNIVERSITE  
PARIS DIDEROT-  
PARIS7

RUE THOMAS  
MANN 5  
PARIS,FR  
VAT: FR6619751  
7238  
Status: SUSPEND  
ED

Use CO

**PIC: 951234575**

Institut Panos  
Paris

rue du Mail 10  
Paris,FR  
VAT: "not  
applicable"  
Status: DECLARE  
D

Use CO

**PIC: 901155512**

Paris.U  
35 rue du Sentier  
Paris,FR  
VAT: FR 16  
537771461  
Status: DECLARE  
D

Use CO

You can Search your PIC if you do not know it



# How can you submit your application

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

### 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

Sport test

Short Summary

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum!

Fill in the summary and move to the next step

# Add partners

Participants

**Deadline**  
22 March 2023 17:00:00 Brussels Local Time  
62 days left until closure

**Call data**  
Call: ERASMUS-SPORT-2023  
Topic: ERASMUS-SPORT-2023-SCP  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS  
**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Proposal data**  
Acronym: TEST  
Draft ID: SEP-210921396

**Download Part B templates**  
Download part B templates

In this step, the coordinator can manage and review the participants.  
Note: The changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 Reorder

**Coordinator**  
tokio

1 tokio Contacts: 0 Add contact

Test Org  
test, JP  
PIC: 903605635

Change organisation Contact organisation

Add Partner Add Associated partner

SAVE SAVE AND GO TO NEXT STEP NEXT

**Add your Partners in the project, if needed, otherwise move to the next step**

Additional partners can be added via the appropriate Icon

If selected, you will have to search its PIC and follow the same steps

REM: For the Action Not-for-profit European Sport Wide event **NO formal Partners (associated partners in Eform)**

# How can you submit your application

## Proposal forms

**Deadline**  
22 March 2023 17:00:00 Brussels Local Time

62 days left until closure

**Call data**

Call: ERASMUS-SPORT-2023  
Topic: ERASMUS-SPORT-2023-SCP  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

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

**Administrative forms (Part A)**

[Edit forms](#) [Edit Part C](#) [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 any other requested attachments.

Part B \*  [Upload](#)

Detailed budget table \*  [Upload](#)

CVs  [Upload](#)

**Proposal data**

Acronym: TEST  
Draft ID: SEP-210921396

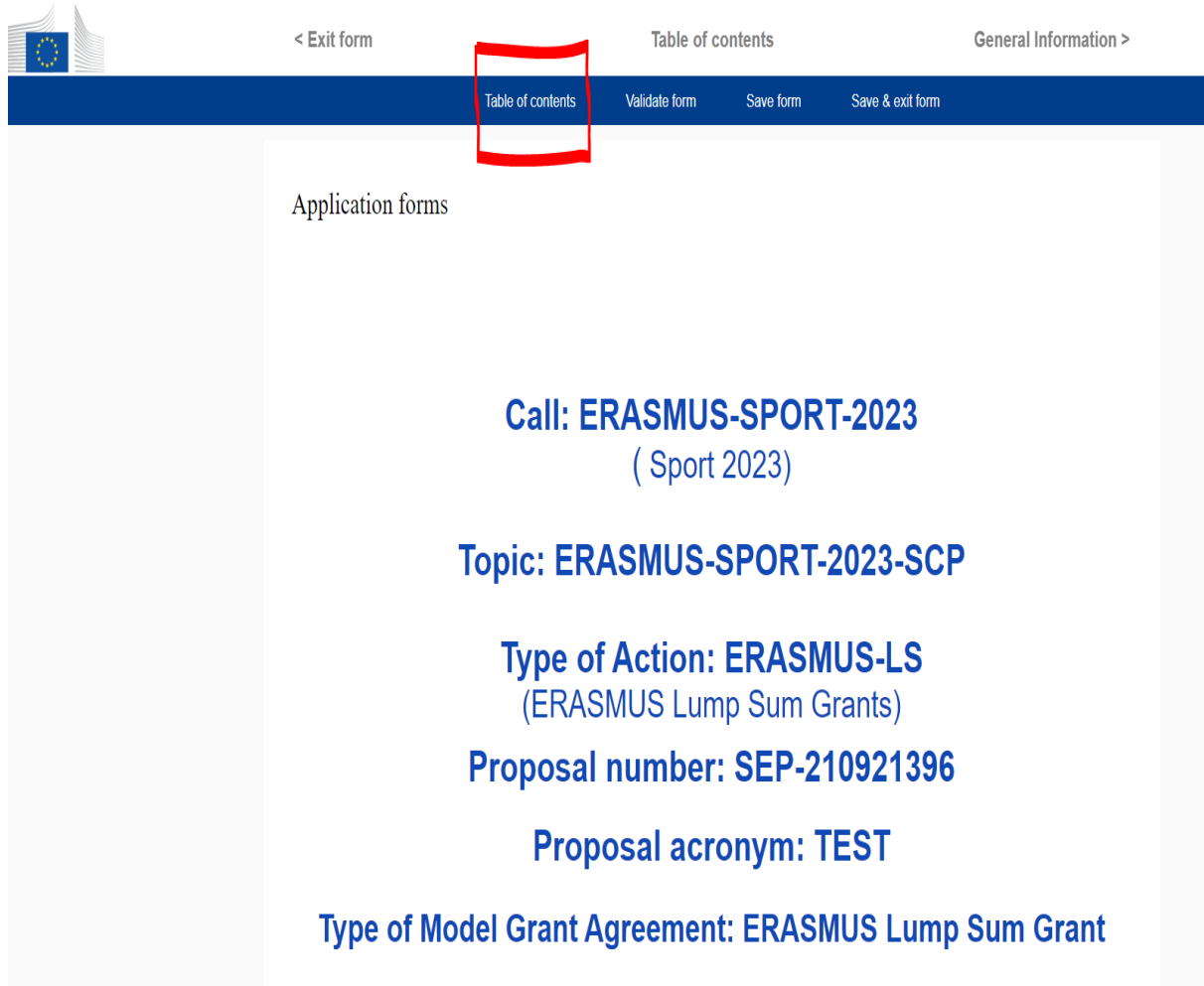
[Download Part B templates](#)

[Download part B templates](#)

**Edit and complete proposal. You need to fill:**

- the eForm
- the Part C
- the attachments (Part B and Budget Calculator)

# Edit and complete the eForm



The screenshot shows the top navigation bar of the eForm interface. It includes the European Union flag on the left, followed by navigation links: "< Exit form", "Table of contents" (highlighted with a red box), and "General Information >". Below the navigation bar is a dark blue menu bar with options: "Table of contents", "Validate form", "Save form", and "Save & exit form". The main content area is titled "Application forms" and displays the following details:

**Call: ERASMUS-SPORT-2023**  
( Sport 2023)

**Topic: ERASMUS-SPORT-2023-SCP**

**Type of Action: ERASMUS-LS**  
(ERASMUS Lump Sum Grants)

**Proposal number: SEP-210921396**

**Proposal acronym: TEST**

**Type of Model Grant Agreement: ERASMUS Lump Sum Grant**

## Table of contents

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>

### How to fill in the forms

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

[Read more](#)

# Project description (Word) and budget calculator (Excel)

## Proposal forms

**Deadline**  
22 March 2023 17:00:00 Brussels Local Time

62 days left until closure

**Call data**


Call: **ERASMUS-SPORT-2023**  
Topic: **ERASMUS-SPORT-2023-SCP**  
Type of action: **ERASMUS-LS**  
Type of MGA: **ERASMUS-AG-LS**

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

**Proposal data**

Acronym: **TEST**  
Draft ID: **SEP-210921396**

**Download Part B templates**


 Download part B templates

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. ✕

**i** Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure. Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible. Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.


**✕** Your proposal contains changes that have not yet been submitted.


**Administrative forms (Part A)**


[Edit forms](#)  [Edit Part C](#) [View history](#) [Print preview](#) **i**


**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. **i**

**Part B \***  **i** [Upload](#) 

**Detailed budget table \***  **i** [Upload](#) 

**CVs**  **i** [Upload](#) 

**List pf previous**  **i** [Upload](#) 

# How can you submit your application

## Eform: Please pay attention to the Budget Tab

### 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	150000.00
2	Charama²	BE	250000.00
	Total		400000.00

Ensure that the amounts of the Excel Calculator of your Lump Sum are identical (and distributed among the same partners)

EACH ACTION HAS A PRE-FIXED LUMP SUM. **NO OTHER AMOUNT CAN BE AWARDED.**  
**TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION.**  
**ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.**

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Cooperation partnerships (SCP)	120.000	250.000	400.000
Small-scale partnerships (SSCP)	30.000	60.000	
Not-for-profit European sport events (SNCESE)	200.000	300.000	450.000


The total budget corresponds to a pre-fixed lump sum. Make sure that this table is consistent with "Section 3 - Budget" of the eForm (PartA)

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
		Design and set up	Implement	Disseminate	[title]	[title]	[title]	[title]
Test Camelia Valeria		150.000						150.000
Charama²		100.000	150.000					250.000



# PRIORITIES – part C

**Call data**

Call: **ERASMUS-SPORT-2023**  
Topic: **ERASMUS-SPORT-2023-SCP**  
Type of action: **ERASMUS-LS**  
Type of MGA: **ERASMUS-AG-LS**

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

**Administrative forms (Part A)**

[Edit forms](#)  [Edit Part C](#) [View history](#) [Print preview](#) 

**Part B and Annexes**

Number	Name	PIC Number (if available)	Type of organisation
1	Test Org	903605635	-

**Horizontal Priorities**

- Addressing digital transformation through development of digital readiness, resilience and capacity
- Common values, civic engagement and participation
- Encouraging healthy lifestyle for all
- Environment and fight against climate change
- Inclusion and diversity in all fields of education, training, youth and sport
- Promoting education in and through sport
- Promoting equality and European values in and through sport
- Promoting integrity and values in sport

Promoting integrity and values in sport

- combating the usage of doping
- combating match fixing and corruption in sport
- improving good governance in sport
- promoting the positive values of sport

# PART B templates => 2 mandatory attachments

The screenshot shows the 'Funding: Submission Service' interface. On the left, the 'Call data' section includes: Call: ERASMUS-SPORT-2023, Topic: ERASMUS-SPORT-2023-SCP, Type of action: ERASMUS-LS, and Type of MGA: ERASMUS-AG-LS. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.' Below this, the 'Proposal data' section shows Acronym: TEST and Draft ID: SEP-210921396. At the bottom left, a 'Download Part B templates' button is highlighted in yellow.

On the right, the 'Administrative forms (Part A)' section has buttons for 'Edit forms', 'Edit Part C', and 'View history'. Below that, the 'Part B and Annexes' section contains a message: 'In this section you may upload the technical annex of the proposal.' Two items are listed: 'Part B \*' and 'Detailed budget table \*', both highlighted in yellow. A 'CVs' section is partially visible at the bottom.

An overlay window shows a file explorer for the 'templates (1)' folder in the 'Downloads' directory. It contains two files highlighted in yellow: 'Tp\_Application Form (Part B) (ERASMUS LSI)' (Rich Text Format, 106 K) and 'Tp\_Calculator (ERASMUS LS SPORT)' (Microsoft Excel Worksheet, 28 K).



# How can you submit your application



## Call data

Call: **ERASMUS-SPORT-2023**

Topic: **ERASMUS-SPORT-2023-SCP**

Type of action: **ERASMUS-LS**

Type of MGA: **ERASMUS-AG-LS**



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

## Proposal data

Acronym: **TEST**

Draft ID: **SEP-210921396**

## Download Part B templates



**Download part B templates**

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.



Your proposal contains changes that have not yet been submitted.

## Administrative forms (Part A)

[Edit forms](#)

[Edit Part C](#)

[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 any other requested attachments.

Part B \*



[Upload](#)



Detailed budget table \*



[Upload](#)



CVs




[Upload](#)



**Part B:**  
**Downloading and  
Completing the 2  
attachments Forms**

# How can you submit your application


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

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#) ⓘ

### Proposal data



Acronym: **TEST**  
Draft ID: **SEP-210921396**

### Download Part B templates

 [Download part B templates](#)






### Support & Helpdesk

[Online Manual](#) [IT How To](#)  
[IT Helpdesk](#) [FAQ](#)

Service Desk:  
 [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)  
 +32 2 29 92222

### 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 *	<input type="text"/>	ⓘ	<a href="#">Upload</a> 
Detailed budget table *	<input type="text"/>	ⓘ	<a href="#">Upload</a> 
CVs	<input type="text"/>	ⓘ	<a href="#">Upload</a> 
List of previous projects	<input type="text"/>	ⓘ	<a href="#">Upload</a> 
Other annexes	<input type="text"/>	ⓘ	<a href="#">Upload</a> 

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

**You can  
validate and  
submit**

**NB: at any moment you have  
access to different support  
resources/helpdesk**

# 1B. Focus on Part B: project description and budget

# Erasmus+ Sport Calls under KA2: 4 actions

## Cooperation Partnerships

Ref. call: *ERASMUS-SPORT-2023-SCP*

## Small-scale Partnerships

Ref. call: *ERASMUS-SPORT-2023-SSCP*

**+Capacity building in the field of sport**

Ref. call *ERASMUS-SPORT-2023-CB*

## Not-for-profit European sport events

Ref. call: *ERASMUS-SPORT-2023-SNCESE*

=> *Local events Type I and II*

=> *European-Wide event*

Ref. call: *ERASMUS-SPORT-2023-LSSNCESE*

=> *Large-Scale European event*

# Erasmus+ Sport Calls under KA2: 4 actions

The screenshot shows the European Commission's 'Funding & tender opportunities' portal. The page is titled 'Erasmus+ Programme (ERASMUS)'. A search bar contains the word 'SPORT'. Below the search bar, there are several filters: 'Match whole words only' is checked, 'GRANTS' is selected, and 'TENDERS' is also selected. Under 'Submission status', 'Open for submission (5)' is selected with a green checkmark. Under 'Programming period', '2021 - 2027 (5)' is selected. The page also features a navigation menu with 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', and 'PROJECTS'.

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS

Erasmus+ Programme (ERASMUS)

SPORT

Match whole words only

GRANTS  TENDERS

Submission status

Forthcoming  Open for submission (5)  Closed

Programming period

2021 - 2027 (5)

Erasmus+ Programme (ERASMUS)

# Click on the relevant action for your project

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

• Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login).  
• The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the European Commission Authentication Service (EU Login).

SPORT

Match whole words only

GRANTS  TENDERS

Submission status

Forthcoming  Open for submission (3)  Closed

Programming period

Select a Programme period... x v

Erasmus+ Programme (ERASMUS) x

Filter by call

ERASMUS-SPORT-2023 (3) x v

Type of grants calls

### Funding and tenders (3)

#### Not-for-profit European sport events

ERASMUS-SPORT-2023-SNCESE

Programme	Erasmus+ Programme (ERASMUS)
Type of action	ERASMUS Lump Sum Grants
Opening date	17 January 2023

#### Cooperation partnerships

ERASMUS-SPORT-2023-SCP

Programme	Erasmus+ Programme (ERASMUS)
Type of action	ERASMUS Lump Sum Grants
Opening date	17 January 2023

#### Small-scale partnerships

ERASMUS-SPORT-2023-SSCP

Programme	Erasmus+ Programme (ERASMUS)
Type of action	ERASMUS Lump Sum Grants
Opening date	17 January 2023

# Start Submission = access to the forms

## Cooperation partnerships

TOPIC ID: ERASMUS-SPORT-2023-SCP

Grant

### General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

### General information

Programme

**Erasmus+ Programme (ERASMUS)**

Call

**Sport 2023 (ERASMUS-SPORT-2023)**

 See budget overview

Type of action

**ERASMUS-LS ERASMUS Lump Sum Grants**

Type of MGA

**ERASMUS Lump Sum Grant [ERASMUS-AG-LS]**

Open for submission

Deadline model

**single-stage**

Opening date

**17 January 2023**

Deadline date

**22 March 2023 17:00:00 Brussels time**

### 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 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:**

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

**Start submission**

 Need help?

 Go back

# Tick box « Erasmus lump sum grants» and confirm

**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.

To access existing drafts, click on the **Start submission** button.

Please select the type of action and model grant agreement:

ERASMUS Lump sum grants

**Start submission**

Need help?

**Topic related FAQ**

There are no FAQ related to this call.

**Get support**

Please read carefully all provisions below before the preparation of your application.

For help related to this call, please contact: [EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu)

[Funding & Tenders Portal FAQ – Submission of proposals.](#)

**Please confirm your choice**

You selected this topic: **Cooperation partnerships - ERASMUS-SPORT-2023-SCP**

You selected this type of action and model grant agreement: **ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]**

Related Call: **Sport 2023**

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

**CANCEL** **CONFIRM**



# How can you submit your application

## Proposal forms

**Deadline**  
22 March 2023 17:00:00 Brussels Local Time

62 days left until closure

### Call data

Call: ERASMUS-SPORT-2023

Topic: ERASMUS-SPORT-2023-SCP

Type of action: ERASMUS-LS

Type of MGA: ERASMUS-AG-LS

**Warning:** Topic and type of action can only be changed by creating a new proposal.

### Proposal data

Acronym: TEST

Draft ID: SEP-210921396

Download Part B templates

 Download part B templates

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

**Warning:** Your proposal contains changes that have not yet been submitted.

### Administrative forms (Part A)

**Edit forms**

Edit Part C

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 any other requested attachments.

Part B \*

Upload

Detailed budget table \*

Upload

CVs

Upload


**Edit and complete proposal. You need to fill:**

- the eForm
- the Part C
- the 2 attachments (Part B and Budget Calculator)

# PART B templates =>2 mandatory attachments

**Call data**


Call: **ERASMUS-SPORT-2023**  
Topic: **ERASMUS-SPORT-2023-SCP**  
Type of action: **ERASMUS-LS**  
Type of MGA: **ERASMUS-AG-LS**

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


**Proposal data**

Acronym: **TEST**  
Draft ID: **SEP-210921396**

**Download Part B templates**

 Download part B templates

Any changes made to the proposal will not be available

 Your proposal contains changes that have not yet been saved

**Administrative forms (Part A)**

[Edit forms](#) [Edit Part C](#) [View history](#)

**Part B and Annexes**

In this section you may upload the technical annex of the proposal

**Part B \***

**Detailed budget table \***

CVs

templates (1)

File Home Share View Compressed Folder Tools

Downloads > templates (1)

Name	Type	Compressed size
<b>TpI_Application Form (Part B) (ERASMUS LSI)</b>	Rich Text Format	106 K
<b>TpI_Calculator (ERASMUS LS SPORT)</b>	Microsoft Excel Worksheet	28 K

2 items

# PART B templates

=>2 mandatory attachments

- **Mandatory=>use only the 2 forms available in part B for the description of the project and the Excel budget**
- =>common mistake: each year some applicants use other forms=>**REJECTED**

# Application form: part B

## Project description (Word) - download - fill in - upload

### 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: 40 pages for calls for low value grants (60 000 or below); 70 pages for all other calls (unless otherwise provided for in the Call document/Programme Guide)
- 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.

### TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART-A).....	3
TECHNICAL DESCRIPTION (PART-B).....	4
COVER PAGE.....	4
PROJECT SUMMARY.....	5
<b>1.-RELEVANCE.....</b>	<b>5</b>
1.1 Background and general objectives.....	5
1.2 Needs analysis and specific objectives.....	5
1.3 Complementarity with other actions and innovation — European added value.....	5
<b>2.-QUALITY.....</b>	<b>6</b>
<b>2.1 PROJECT DESIGN AND IMPLEMENTATION.....</b>	<b>6</b>
2.1.1 Concept and methodology.....	6
2.1.2 Project management, quality assurance and monitoring and evaluation strategy.....	6
2.1.3 Project teams, staff and experts.....	6
2.1.4 Cost effectiveness and financial management.....	7
2.1.5 Risk management.....	7
<b>2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS.....</b>	<b>7</b>
2.2.1 Consortium set-up.....	7
2.2.2 Consortium management and decision-making.....	8
<b>3.-IMPACT.....</b>	<b>8</b>
3.1 Impact and ambition.....	8
3.2 Communication, dissemination and visibility.....	8
3.3 Sustainability and continuation.....	8
<b>4.-WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING.....</b>	<b>10</b>
4.1 Work plan.....	10
4.2 Work packages, activities, resources and timing.....	10
Work Package 1.....	11
Work Package.....	13
Events and meetings.....	14
Timetable.....	14
<b>5.-OTHER.....</b>	<b>16</b>
5.1 Ethics.....	16
5.2 Security.....	16
<b>6.-DECLARATIONS.....</b>	<b>16</b>
<b>ANNEXES.....</b>	<b>18</b>

# Application form: part B – Budget (Excel)

	A	B	C	D	E	F	G	H	I	J
2										
3	CHOSEN ACTION		PRE-FIXED LUMP SUM AS PER CALL (in €)							
4	Cooperation partnerships (SCP)		120.000	250.000	400.000					
5	Small-scale partnerships (SSCP)		30.000	60.000						
6	Not-for-profit European sport events (SNCESE)		200.000	300.000	450.000					
7										
8	WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected									
9										
10	DETAILED BUDGET TABLE ERASMUS SPORT									
11	Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.									
12	<b>Participants</b> <i>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</i>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)	
13		[title]	[title]	[title]	[title]	[title]	[title]	[title]	-	Invalid request as no valid lump sum requested
14	[name]								0	
	[name]								0	

# Application form: part B

## Project description (Word) - download - fill in - upload

### 1.-RELEVANCE¶

#### 1.1-Background-and-general-objectives¶

**Background-and-general-objectives¶**

*Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Relevance'.¶*

*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?¶*

Insert-text¶

⌘

#### 1.2-Needs-analysis-and-specific-objectives¶

**Needs-analysis-and-specific-objectives-¶**

*Please address the specific conditions/objectives set out in the Call document/Programme Guide, if applicable.¶*

*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? The objectives should be clear, measurable, 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).¶*

*For low value grants (less or equal to 60.000 EUR), it is not necessary to describe sound needs analysis and to define indicators for measuring achievement.¶*

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 (if any).-¶*

*Explain how the activities are complementary to other activities carried out by other organisations (if applicable). Illustrate the trans-national dimension of the project; its impact/interest in the EU area; possibility to use the results in other*

# Application form: part B

## Project description (Word) - download - fill in - upload

Work-Package-1

Work-Package-1: [Name, e.g. Project-management-and-coordination]						
Duration:	M - M	Lead-Beneficiary:	1-Short-name			
Objectives						
▪ →						
Activities and division of work (WP-description)						
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	
T1.2					n/a	
Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work-Package No	Lead-Beneficiary	Description	Due Date (month number)	Means of Verification
n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a

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]; [R-UE/EU-R—EU-Classified]; [C-UE/EU-C—EU-Classified]; [S-UE/EU-S—EU-Classified]		
D1.2		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]; [R-UE/EU-R—EU-Classified]; [C-UE/EU-C—EU-Classified]; [S-UE/EU-S—EU-Classified]		

# LUMP SUM AMOUNTS



## Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR



## Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



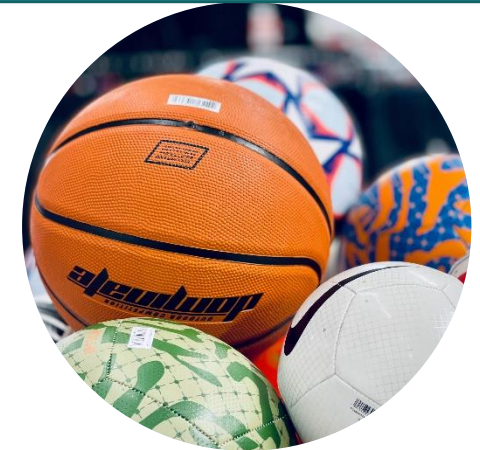
## European Sport Events

- 200.000 EUR
- 300.000 EUR
- 450.000 EUR

## Capacity building in sport

From 100.000 EUR  
(estimated budget – 125.000 EUR)  
To 200.000 EUR

LUMP SUM II BASED  
ON BUDGET





# Budget-based Large-Scale events

(call id:LSSNCESE)

- **Large-Scale European event only**
- Grant amount between EUR 1 million and 2 millions
- The eligible costs will be reimbursed at the funding rate fixed in the Grant Agreement (80%)
- Eligible costs:
  - Personnel
  - Subcontracting
  - Travel / accommodation / subsistence
  - Equipment
  - Other goods works and services
  - Indirect costs: 7% flat rate
- Detailed budget planning and reporting

# To conclude: proposals must

## Describe

- Activities and efforts to be carried out



## Submit

- Structure divided into work packages



## Estimate

- Budget=>amount for each work package



## Provide

- Information on deliverables, outputs and indicators



- To implement activities directly linked to the objectives of the action=>**CONSULT Erasmus+ Programme Guide and dedicated part of each action**

# 2. Tips for newcomers

**Common mistakes**

**Key elements: Consortium / Partner / LEAR**

# Most common mistakes

- **Encode correct e-mails and phones**=>needed for sound communication during application and selection process (and between partners)=>EU login=>PIC
- **WRONG ANNEXES** attached
- **WRONG/MISSING INFORMATION ON PARTNER ORGANISATIONS** in PART A (e-form) – PART B (description)
- **DISCREPANCIES in BUDGET SECTIONS** – BUDGET - PART A (e-form) and PART B (Excel)
- **EXCESS PAGES in PART B – NOT EVALUATED**
- **MAX 70 pages for SCP-SNCESE-CB / MAX 40 pages for SSCP**

# Most common mistakes / Tips

- **WRONG LUMP SUM amount**=>applicants need to choose the single pre-defined lump sum amount more appropriate to cover the costs of the project, based on the needs and objectives of the project.
- **Number of WORK PACKAGES** not in line with project
- Recommended =>1 or 2 for SSCP =>between 3 and 5 for SCP =>3 for SNCESE
- **OVERESTIMATED or UNDERESTIMATED budget** in relation with activities proposed
- **Lack of description of the role of the partners**=>all partners shall have an active role within the project

# Small-scale partnerships

We expect the projects **to present one Work package with two deliverables**

Work package - “Project implementation”

D1 communication package (website, leaflets, etc.)

D2 outputs (guide, best practice, target groups reached)

# Not-for-profit European Sport events

We expect the projects **to present two to three work packages**

## ***Work package - “Project implementation”***

Deliverable - Outputs and results linked to objectives (description who did what in the project)

## ***Work package - “Impact and dissemination”***

Deliverable - Communication package (summary of the event, video, photo)

## ***Work package - “Preparation of the event”***

Deliverable - Organisation (work plan, registration platform, online satisfaction report)

# Cooperation partnerships

We expect the projects **to present two to three work packages**

## ***Work package - “Project implementation”***

Deliverable - Outputs and results linked to objectives (description who did what in the project)

## ***Work package - “Impact and dissemination”***

Deliverable - Communication package

*Other work packages may contain following deliverables:*

Guide of best practices, Handbook,



# Beyond submission

Application is submitted electronically via the [Funding & Tender Opportunities Portal](#)

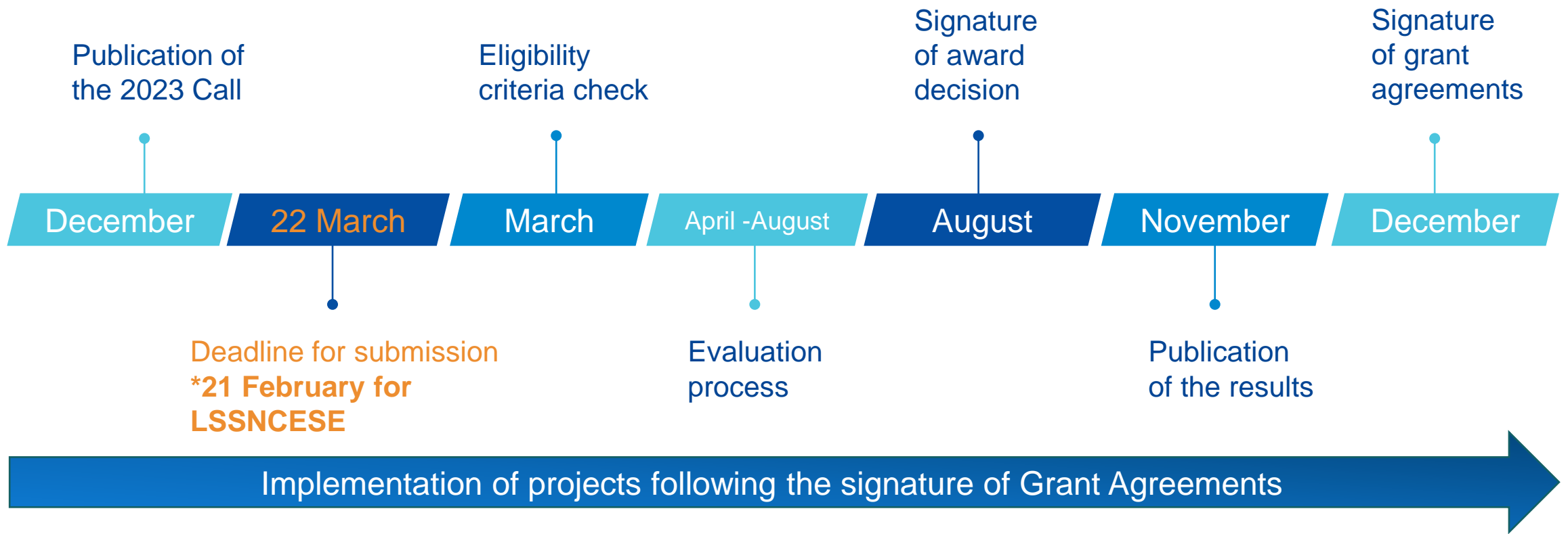
Selection process by EACEA and external evaluators

Notification of the results

Grant agreement preparation-GAP

=>Several additional steps which will lead to the funding of the project and its implementation

# Indicative roadmap



# Preparing the future: PIC validation

1) If your proposal is successful, you will be contacted by the CENTRAL VALIDATION SERVICE (REA) for the validation of your PIC registration data. Validation is needed only for certain types of participants Beneficiaries and Affiliated Entities; it is not needed for Associated Partners, Subcontractors or other participants.

- The Central Validation Service will contact the person who registered the organization and ask them to:
- Upload official supporting documents (via the My Organizations page) and the documents that are required will be listed in the notification you receive.

# Preparing the future: LEAR APPOINTMENT

2) Parallel to the validation of your organization, you will be requested by the Central Validation Service to appoint your Legal Entity Appointed Representative (LEAR).

- The LEAR (Legal Entity Appointed Representative) is a person, usually an administrative staff member in the central administration, appointed by the legal representative of the organization (CEO, rector, Director-General, etc.).
- His/her tasks are to manage the legal and financial information of the organization in the Participant Register on the Funding & Tenders Portal and to provide and update the list of persons in his/her organization who are authorized to sign grant agreements (LSIGN) or financial statements (FSIGN). For more details see the Online Manual in the F&TP of the EC.
- <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation>

# 3. Questions and answers

# Thank you



© European Union 2023

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.