



# Project Coordinators' Meeting

**Dissemination:  
Contractual obligations**

**Brussels, 9 February 2021**



European  
Commission

*Education, Audiovisual and Culture  
Executive Agency*



## Guidelines

# PUBLICITY

- Apart from the requirements regarding project's visibility and dissemination & exploitations of its results (award criteria) **there is an obligation of minimal publicity for each granted project** extract E+ Programme guide page 272.
- Beneficiary **must clearly acknowledge the European Union support in ALL communication or publications, in whatever form medium including the Internet**, or on the occasion of activities for which the grant is used.



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As far as personal data referring to natural persons are concerned, the information published shall be removed two years after the end of the financial year in which the funds were awarded.

The same shall apply to personal data indicated in the official titles of legal persons (e.g. an association or company having as title the names of their founders).

This information shall not be published for scholarships paid to natural persons and other direct support paid to natural persons in most need (refugees and unemployed persons). Also the beneficiary organisations are not authorised to publish this type of information in relation to persons receiving a mobility grant under Erasmus+.

## PUBLICITY

Apart from the requirements regarding the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project.

Beneficiaries must 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.

This must be done according to the provisions included in the grant agreement or grant decision. If these provisions are not fully complied with, the beneficiary's grant may be reduced.

Please refer to the Dissemination Guidelines for beneficiaries in Annex II of this Guide for further requirements regarding the visibility of the project.

## CHECKS AND AUDITS

The National or Executive Agency and/or the European Commission may carry out technical and financial checks and audits in relation to the use of the grant. They may also check the statutory records of the beneficiary (or co-beneficiary) for the purpose of periodic assessments of lump sum, unit cost or flat-rate financing. The beneficiary (or co-beneficiary) will undertake, with the signature of its legal representative, to provide proof that the grant has been used correctly. The European Commission, the Executive Agency, National Agencies and/or the European Court of Auditors, or a body mandated by them, may check the use made of the grant at any time up to five years, or for up to three years for grants not exceeding 60 000 EUR, starting from the date of payment of the balance or execution of the recovery by the National or Executive Agency. Therefore, beneficiaries shall keep records, original supporting documents, statistical records and other documents connected with the grant during this period.

For projects managed at centralised level by the Executive Agency, different types of audit procedures may be applied according to the type of Action concerned and the size of the grant awarded (if applicable, Audit Type I for grants exceeding 60 000 EUR and lower than 750 000 EUR; Audit Type II for grants of 750 000 EUR or higher). More information is available on the website of the Executive Agency.



# Dissemination Practical Guidelines

See Annex II of the Programme Guide:  
There are many different ways to disseminate and exploit the results. Being creative and thinking of new ideas so that the Erasmus+ project and the results really stand out will be appreciated.

How?: workshops, (online) seminars, training courses, exhibitions, demonstrations or peer reviews; articles in the specialised press, newsletters, press releases, leaflets or brochures; audiovisual products such as radio, TV, YouTube, Flickr, video clips, podcasts or apps; social media; public events etc



## ANNEX II – DISSEMINATION AND EXPLOITATION OF RESULTS

### A practical guide for beneficiaries

#### INTRODUCTION

Activities serving the dissemination and exploitation of results are a way to showcase the work that has been done as part of the Erasmus+ project. Sharing results, lessons learned and outcomes and findings beyond the participating organisations will enable a wider community to benefit from a work that has received EU funding, as well as to promote the organisation's efforts towards the objectives of Erasmus+, which attaches fundamental importance to the link between Programme and policies. Therefore each of the projects supported by the Programme is a step towards achieving the general objectives defined by the Programme to improve and modernise education, training and youth systems.

Dissemination activities will vary between projects, and it is important to consider what kinds of dissemination activities are fitted to each participating organisations. Partners in smaller projects should undertake dissemination and exploitation appropriate to the level of their activity. Dissemination activities for a mobility project will trigger different requirements than those for a partnership project. The extent of dissemination and exploitation activities will increase with the size and strategic importance of the project. When applying, applicants will be asked to explain their intentions/plans for dissemination and exploitation activities, and if successful, required to carry them out.

**Section 1** defines some key terms and explains what can be achieved with dissemination and exploitation of results and how these activities will contribute to the overall objectives of the project.

**Section 2** outlines the requirements for Erasmus+ beneficiaries in terms of dissemination and exploitation of results.

# Grant Agreement and Grant Decision

## Special conditions

### *Article I.11 - Article 12- PUBLICITY OBLIGATIONS*

1) *Use of relevant logo* [https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)



EACEA

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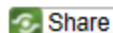
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# Erasmus+: Visual identity and logos



Share

1. Beneficiaries of European Union (EU) funding are obliged to display the EU flag and to acknowledge the support received under the relevant EU programmes in all communication and promotional material.

The European Union emblem (flag) must be used and the name of the European Union displayed in full. The name of the Erasmus+ programme can appear with the flag. The preferred option is to write "Co-funded by" or "With the support of", then "the Erasmus+ programme of the European Union" next to the EU flag. E.g. "Co-funded by the Erasmus+ programme of the European Union" or "With the support of the Erasmus+ programme of the European Union".

For projects funded by the Erasmus+ programme alone, the following should be used:

**Erasmus+ (with mention: Co-funded by + [programme name] of the European Union)**

# Use of logo – guidelines



Co-funded by the  
Erasmus+ Programme  
of the European Union

Co-funded by the  
Erasmus+ Programme  
of the European Union



*Beneficiaries of European Union (EU) funding **are obliged** to display the **European Union emblem flag** and to **acknowledge the support received** under the relevant EU programmes in **all communication and promotional material***



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# Grant Agreement and Grant Decision

## Special conditions

### *Article I.11 - Article 12- PUBLICITY OBLIGATIONS*

2) **Obligation of the beneficiary** : the beneficiary **must** inform the public, press and media of the action (internet included) which **must** indicate "**with the support of the Erasmus+ Programme of the European Union**" as well as graphic logos.

3) Where the action, or part of the action, is a **publication**, it has to appear on the **cover or the first pages** following the editor's mention.

4) If the action includes **events** for the public, **signs and posters** related to the action, **logo must be displayed**. Authorisation to use the logo does **not implies exclusive use** (limited to the agreement).

# Disclaimers

*Any communication or publication related to the action made by beneficiaries jointly or individually shall indicate that **it reflects only the author's view** and that the Agency and the Commission are not responsible for any use that may be made of the information contains.*

*...in All 24 languages of the EU:*

[https://eacea.ec.europa.eu/sites/eacea-site/files/multilingual\\_disclaimers\\_for\\_beneficiaries.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/multilingual_disclaimers_for_beneficiaries.pdf)

# Grant Agreement and Grant Decision

## Special conditions

### Article I.13 and Article 14 - Meetings between the agency & beneficiaries

*Representatives of the coordinator (or other beneficiaries if required) shall participate in meetings organised by the EACEA, maximum 2 meetings per grant agreement and grant decision*

*The expenses for participation are considered eligible costs.*

# Grant Agreement / Grant Decision

## Special conditions

### *Article I.12 / Article 13 - Dissemination & Exploitation of results*

***The beneficiary must pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level. In this respect, the beneficiary must:***

***The coordinator shall pay specific attention to the importance of dissemination, exploitation of results and to their visibility at **transnational level**.***

- ***He/She must create and maintain a website for the action (at least during the lifetime) with all results***
  - ***Project description, contact details of the coordinator, list of beneficiaries,***
  - ***Mention the EU's financial support with relevant logo***

# Grant Agreement / Grant Decision

## Special conditions

### *Article I.12 – Article 13 Dissemination & Exploitation of results*

- *Update the project summary*
- *Provide during the project lifetime information to promote the E+ Programme and disseminate results. Including answering questionnaires and entering data into databases*
- *Use the **E+ Projects Results Platform to disseminate results & deliverables***  
*<http://ec.europa.eu/programmes/erasmus-plus/projects/>*
- *The approval of the final report will be subject to uploading results/deliverables of the project by the time of the submission. We can approve them or reject them.*



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# ***Grant Agreement / Grant Decision***

## ***Special conditions***

### ***PENALTIES : Article I.14 / Article 15 - Penalties in case of non compliance with publicity obligations for poor, partial late implementation***

- The EACEA may apply a 20% reduction of the grant originally provided
- In a total of maximum 100 points, reduction of
  - 25% if the project score at least 40 pts and below 50 pts;
  - 35% if the project score at least 30 pts and below 40 pts;
  - 55% if the project score at least 20 pts and below 30 pts;
  - 75% if the project score below 20 pts



## Good practices – be inspired!



*Every year we flag 'good practices' in the Erasmus+Project Results Platform.*

*Since 2014, we have gathered 71 projects*

[https://ec.europa.eu/programmes/erasmus-plus/projects/#search/keyword=&options\[0\]=goodPracticesOnly&programmes\[0\]=31046216&actions\[0\]=31046224&matchAllCountries=false](https://ec.europa.eu/programmes/erasmus-plus/projects/#search/keyword=&options[0]=goodPracticesOnly&programmes[0]=31046216&actions[0]=31046224&matchAllCountries=false)

*Make sure people know about your project, create buzz and interest and keep the project going.*

*Send us your dedicated website on [@eusport](#)*



*Keep us informed throughout the project lifecycle!*



# THANK YOU

Don't forget to wear a mask to put on a smile and stay safe! 😊



***Supporting your project  
EACEA SPORT TEAM***  
[EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu)



European Union 2020

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