



# Erasmus+ Sport Info Day 2024

## Session 5: How to present a Capacity building proposal?

*European Education and Culture  
Executive Agency*

*Brussels, 30 January 2024*

# Agenda

- International dimension in sport
- Novelties in the 2024 call
- Objectives and activities
- Funding mechanism
- Programme criteria
- Evaluation process in practice
- Application form and most common mistakes
- Conclusions
- Questions & Answers

A world map with a network of white lines and dots overlaid on it, representing global connectivity. The map is set against a dark blue background with city lights visible.

# International dimension in sport

- Increased interest from Third countries (Non-EU Member States) to participate in full in Sport actions
- Sport Diplomacy
- EU-China High-Level People-to-People Dialogue
- EU-Japan High-Level People-to-People Dialogue
- European Week of Sport: participation of Western Balkans and Eastern Partnership regions



## International dimension in Erasmus+ sport

- Organisations established in a third country could be involved only as a partner and not as an applicant
- During the period 2014-2020, only 110 organisations from 18 worldwide countries involved (51 from Switzerland)
- Out of 250M only 3.5M were awarded to third countries
- Added value from third countries to be demonstrated

# Novelties in the 2024 call

1) Call open to

- **Western Balkans (Region 1)**: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro
- **Neighbourhood East (Region 2)\*\***: Armenia, Azerbaijan, Georgia, Moldova, Territory of Ukraine as recognised by international law

2) Applicants must show under the award criterion 'Relevance of the project' that the proposal respects and promotes shared EU values (respect for human dignity, freedom, democracy, equality, rule of law, respect for human rights) and fights against any sort of discrimination.

\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence

\*\* Organisations from Belarus are not eligible to participate in this action. Organisations from Armenia and Azerbaijan are eligible to participate, but not as coordinators.



# Objectives and activities

- Objectives
- Thematic areas/Specific objectives
- Activities



# Objectives

- Raising the capacity of grassroots sport organisations
- Encouraging the practice of sport and physical activity
- Promoting social inclusion through sport
- Promoting positive values through sport
- Fostering cooperation across different regions of the world through joint initiatives

# Thematic areas/Specific objectives



**Promotion of  
common values,  
non-discrimination  
and gender  
equality**



**Development of  
skills to improve  
social involvement  
of disadvantaged  
groups**



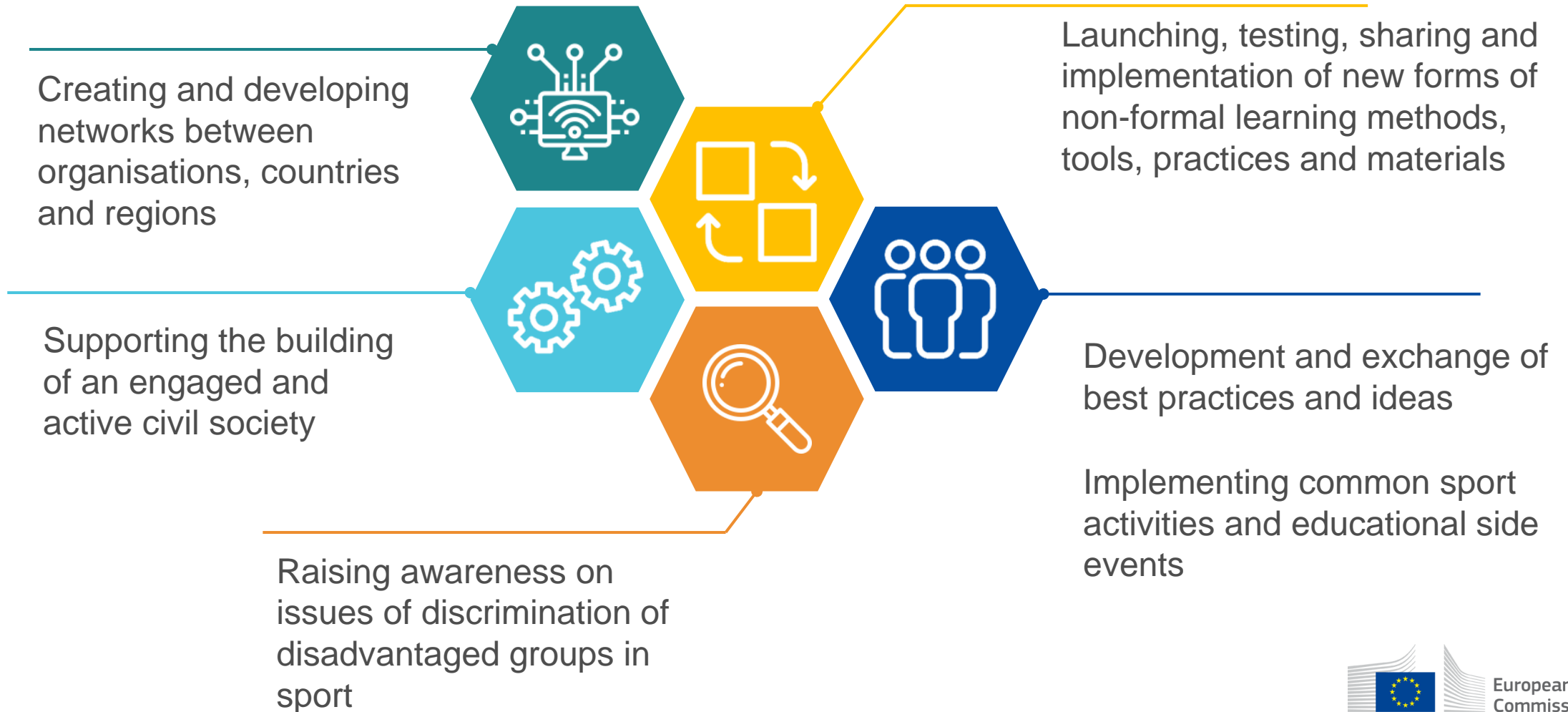
**Integration of  
migrants**



**Post-conflict  
reconciliation**



# Activities





# FUNDING MECHANISM

- Lump sum Type II
- How is the project lump sum determined?
- Available budget

# Funding Rules – Lump sum Type II

- The EU grant amount per project should vary **between EUR 100 000 and 200 000 EUR**
- EACEA will fix the lump sum of each grant based on the proposal submitted by the applicant, the evaluation results, the funding rates and the maximum grant amount set in the call (**maximum 80% of the estimated budget after evaluation**).
- Focus put on the outputs of the project with emphasis on the quality and level of achievement of measurable objectives.

# Funding Rules – Lump sum Type II

## Important elements to fix the lump sum:

- Proposal must present a detailed budget organised in coherent work packages
- Activities covered by each work package must be described
- Proposal must include a breakdown of the estimated costs showing the share per work package
- Staff costs, travel and subsistence costs, equipment costs, subcontracting and other costs can be covered

# 2024 calls - Available Budget

Actions	Total amount
<b>Budget 2024</b>	
Cooperation Partnerships in the field of sport	EUR 34.170.000
Small-scale cooperation partnerships	EUR 10.000.000
Not-for-profit European Sport events	EUR 7.000.000
<b>Capacity building in the field of sport</b>	<b>EUR 1.952.990</b>
- Region 1 (Western Balkans)	EUR 992.990
- Region 2 (Neighbourhood East)	EUR 960.000
<b>TOTAL</b>	<b>EUR 53.122.990</b>



# PROGRAMME CRITERIA

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

# Admissibility criteria

Applications must be submitted electronically via the [Funding & Tender Opportunities Portal](#)

Applications must be readable and accessible

Applications must be complete containing all parts and mandatory annexes

No later than  
**5 March 17:00**  
(Brussels time)



# Eligibility Organisations

- Any public or private organisation active in the field of sport
- Established in an EU Member State or third country associated to the Programme; and
- in a third country not associated to the Programme which is eligible for participation in this action (i.e **Region 1 – *Western Balkans*** or **Region 2 – *Neighbourhood East*** )
- Coordination tasks must be carried out by non-for-profit organisations



# Eligibility Consortium

At least 4 organisations from minimum 3 countries:

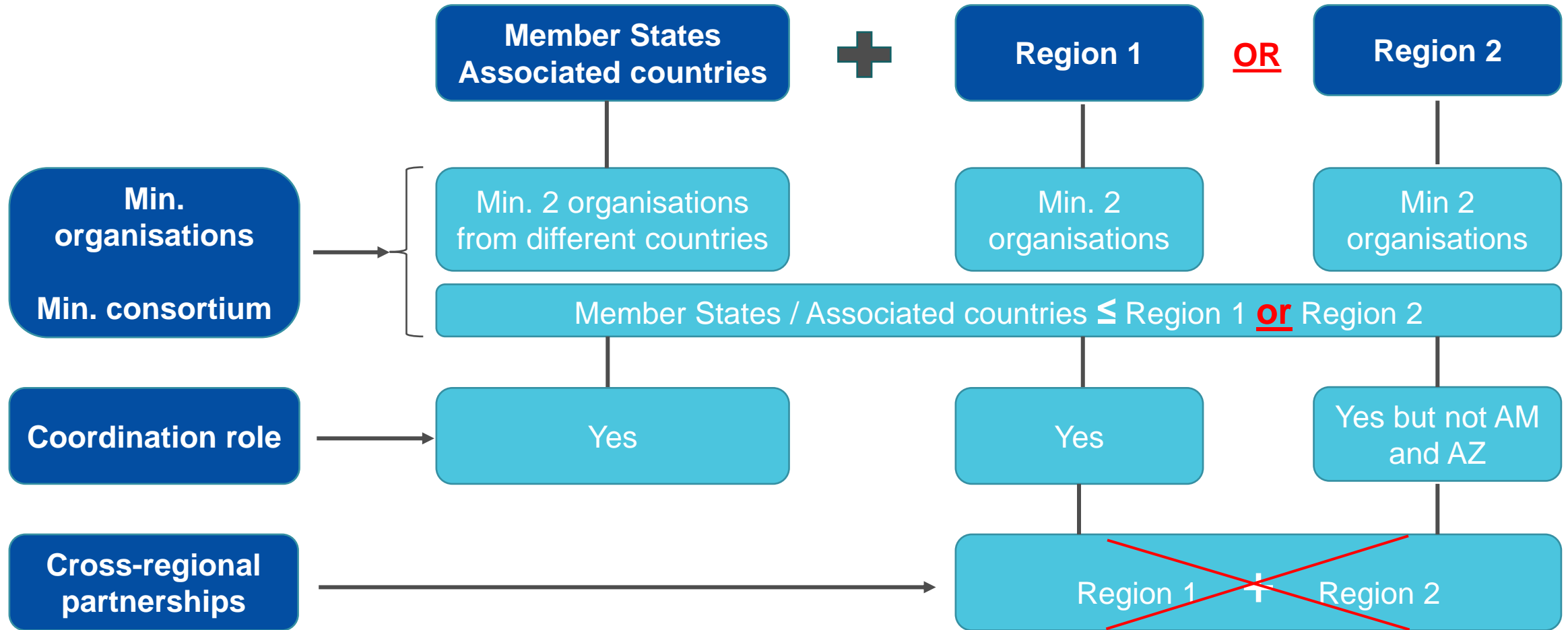
- at least 1 organisation from 2 different EU Member States and third countries associated to the Programme
- at least 2 organisations from at least 1 eligible third country not associated to the Programme from Region 1 OR Region 2

 \*Number of organisations from EU Member States and third countries associated to the Programme not higher than number of organisations from third countries not associated to the Programme from Region 1 or Region 2

\*Organisations from **Armenia and Azerbaijan** eligible to participate, but not as coordinators

\*Partnerships including Regions 1 and 2 not eligible

# Eligibility - Consortium





# Eligibility

## Venues and duration

- All activities must take place in the countries of the organisations involved (exceptions)
- Normally 12, 24 or 36 months with possibility of extension (amendment of the grant agreement)

# Exclusion criteria

- Exclusion situations listed in Part C of the Erasmus+ Programme Guide 2024 (p.428-431)
- Apply to all participating members involved in the proposal
- Declaration to be ticked in the application form + Declaration of Honour to sign, if proposal selected for funding



# Selection criteria

<b>Operational capacity</b>	<p>Necessary know-how, qualifications and resources to successfully implement the proposed project:</p> <ul style="list-style-type: none"><li>• General profiles (qualifications and experiences) of the staff responsible for managing and implementing the project</li><li>• Description of the consortium participants</li><li>• List of EU-funded projects for the last 4 years (if any)</li></ul> <p>(to be described in Part B of the application form)</p>
<b>Financial capacity</b>	<p>Documents to be uploaded in Funding &amp; tender opportunities portal, if proposal selected for funding:</p> <ul style="list-style-type: none"><li>• Profit and loss accounts</li><li>• Balance sheet</li><li>• Other documents, if requested</li></ul> <p>Evaluation by the Central Validation Service (European Research and Executive Agency – REA)</p>

# Award criteria



Detailed information on the award criteria and their sub-criteria in the Erasmus+ Programme Guide 2024 (p.365)

# Awards criteria - Scores and thresholds

Award criteria	Scores	Thresholds
1. Relevance of the project	Maximum 30 points	Minimum 15 points
2.1 Quality of the project design and implementation	Maximum 20 points	Minimum 10 points
2.2 Quality of the partnership and cooperation arrangements	Maximum 20 points	Minimum 10 points
3. Impact	Maximum 30 points	Minimum 15 points

To be considered for funding, proposals must score

- at least **half of the maximum score points** of each award criterion
- at least **60 points** in total

In case of ex aequo, priority will be given to projects scoring highest under the criterion '**Relevance of the project**', then under '**Quality of the project design and implementation**' and finally under '**Impact**'.



# EVALUATION PROCESS IN PRACTICE

- What a proposal must do
- Evaluation of the award criteria
- Notification letter
- Indicative roadmap



# Proposals must:

## Describe

- Activities and efforts to be carried out

## Present

- Structure divided into work packages

## Estimate

- Budget for each work package

## Propose

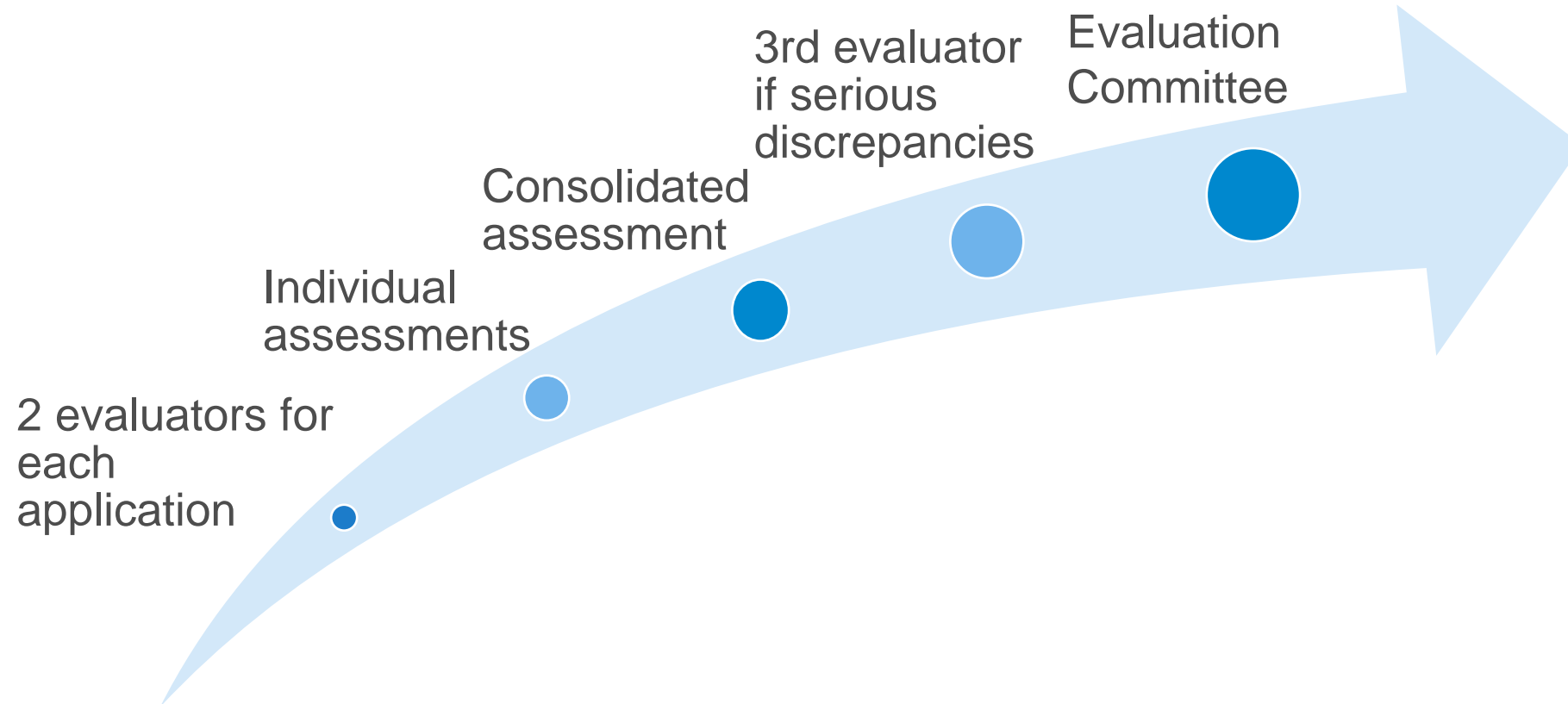
- To implement activities directly linked to the objectives of the action

## Provide

- Information on deliverables, outputs and indicators



# Evaluation of the award criteria



# Notification letter

## Evaluation result letter

- General information
- Evaluation results
- Funding threshold

## Annex to the letter: Evaluation summary report

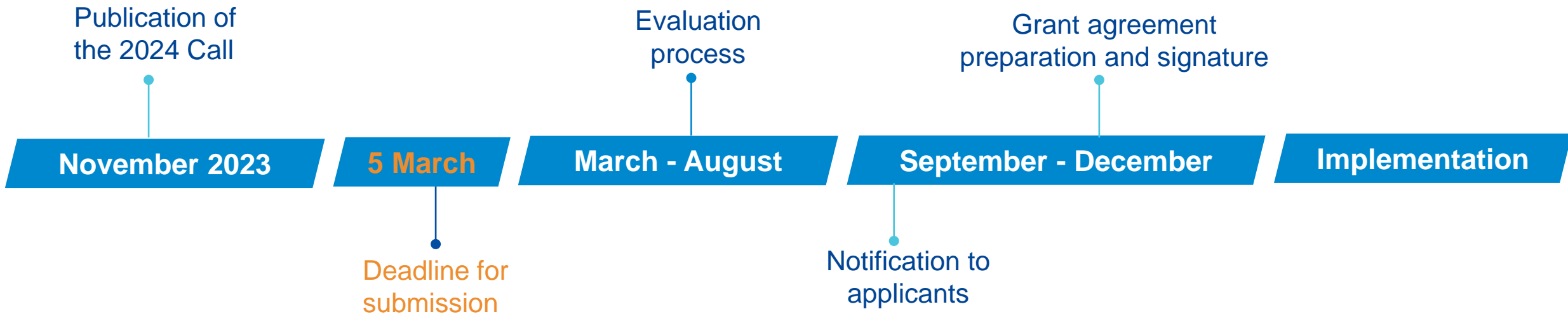
Per each award criterion:

- Scores
- Assessment

## Communication to proposals selected for funding

- PIC & LEAR validation
- Grant agreement preparation in Funding & tender opportunities portal
- Bank account
- Financial capacity documents (if requested)

# Indicative roadmap





# APPLICATION FORM AND MOST COMMON MISTAKES

- Application form
- Part A
- Part B
- Detailed estimation of costs


# Application form

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

73 days left until closure

**Call data**


Call: **ERASMUS-SPORT-2023-CB**  
Topic: **ERASMUS-SPORT-2023-CB**  
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: **SPORT CB 2023 Test**  
Draft ID: **SEP-210911159**  
Final ID: **210911159**

**Download Part B templates**

 [Download part B templates](#)

Application form consists of

- **Part A** (General information, Participants, Budget) to be completed online;
- **Part B** (Technical description + Detailed estimation of costs for lump sums) to be downloaded, completed and submitted as part of the application form

***Make sure you use and submit the official templates for Part B***

# Part A – General information

The activities proposed must be linked to the objectives and thematic areas of the action.

## 1 - General information

?

Field(s) marked \* are mandatory to fill.

Topic	ERASMUS-SPORT-2023-CB	Type of Action	ERASMUS-LS
Call	ERASMUS-SPORT-2023-CB	Type of Model Grant Agreement	ERASMUS-AG-LS
Acronym	SPORT CB 2023 Test		
Language	English		
Proposal title *	Second submission of CB proposal in SEP Submission environment		
	Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &		
Duration in months	36		
Fixed keyword 1	Objct 2 - Encouraging the practice of sport and physical activity in Thirc	▼	Add
Fixed keyword 2	Theme 1 - Promotion of common values, non-discrimination and gender	▼	Add Remove
Free keywords	LGBTQIA rights		

# Part A - Participants

All information fields on coordinator and partner organisations to be filled in

The screenshot displays two organisation profiles in a list. The first profile is for a Coordinator, 'Baird Consulting SCS', with a PIC of 956444445. It lists a main contact 'Marc PATUZZO' and a contact person 'Chiara Funari'. The second profile is for a Partner, 'Test Camelia-Valeria', with a PIC of 913842918. It lists a main contact 'Helena Kamencikova'. Both profiles have 'Change organisation' and 'Contact organisation' buttons. At the bottom, there is an 'Add Partner +' button.

Role	Organisation Name	PIC	Main Contact	Contact Person
Coordinator	Baird Consulting SCS	956444445	Marc PATUZZO	Chiara Funari
Partner	Test Camelia-Valeria	913842918	Helena Kamencikova	

## Consortium

At least 4 organisations from minimum 3 countries:

- At least 1 organisation from 2 different EU Member States and third countries associated to the Programme

- At least 2 organisations from at least 1 third country not associated to the Programme from Region 1 or Region 2



# Part A - Budget

## Section 3 – Budget of Part A

### 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1		RS	57608.00
2		ME	44169.00
3		ME	44169.00
4		MK	52729.00
Total			198675.00

 **Maximum EU contribution = 80% of the total costs of the proposal**

## Detailed estimation of costs for lump sums (Part B)

- Ensure that the total amount and the budget split per beneficiary are the same in both parts of the application
- Ensure that there are no error messages in the Excel workbook (*see Sheet 1 – Instructions*)

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
	Services for Meetings, Seminars	Services for communication/ promotion/ dissemination	Website	Artistic Fees	Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 248.347 € or 200.000 €	Max EU CONTRIBUTION	Your maximal EU contribution corresponding to your budget = 198.678 €	Requested EU - CONTRIBUTION			
28.000	500	4.000	-	6.000	-	-	-	67.300	4.711	72.011	57.609	57.608	57.608	✓			
28.000	1.000	-	-	6.000	-	-	-	51.600	3.612	55.212	44.170	44.169	44.169	✓			
28.000	1.000	-	-	6.000	-	-	-	51.600	3.612	55.212	44.170	44.169	44.169	✓			
28.000	1.000	-	-	6.000	-	-	-	61.600	4.312	65.912	52.730	52.729	52.729	✓			
112.000	3.500	4.000	-	24.000	-	-	-	232.100	16.247	248.347	198.678	198.678	198.675	✓			

# Part B: Technical description

## Work packages (WPs)

<b>Work Package 1: [Name, e.g. Project management and coordination]</b>					
<b>Duration:</b>		M <del>X</del> - M <del>X</del>	<b>Lead Beneficiary:</b>		
			1-Short name		
<b>Objectives</b>					
▪					
<b>Activities and division of work (WP description)</b>					
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					
T1.2					

- Minimum 2 WPs (*Management and coordination activities; Impact and dissemination*)
- Further WPs to be used for other project activities

 WPs **to be coherent with** the proposed activities and budget

# Part B: Technical description

## Milestones and deliverables

Milestones **not mandatory** for sport actions

Deliverables to refer to **major outputs** of the project only

Number of deliverables **should be limited to 10-15** for the entire project

**PU – Public** or **SEN – Sensitive** (if deliverable not to be published for data protection reasons) to be used under ‘Dissemination Level’

Milestones and deliverables (outputs/outcomes)							
Milestone No <small>(continuous numbering not linked to WP)</small>	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date <small>(month number)</small>	Means of Verification
MS1		1					
Deliverable No <small>(continuous numbering linked to WP)</small>	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date <small>(month number)</small>	Description <small>(including format and language)</small>
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)		

# Part B: Technical description

## Estimated budget - Resources

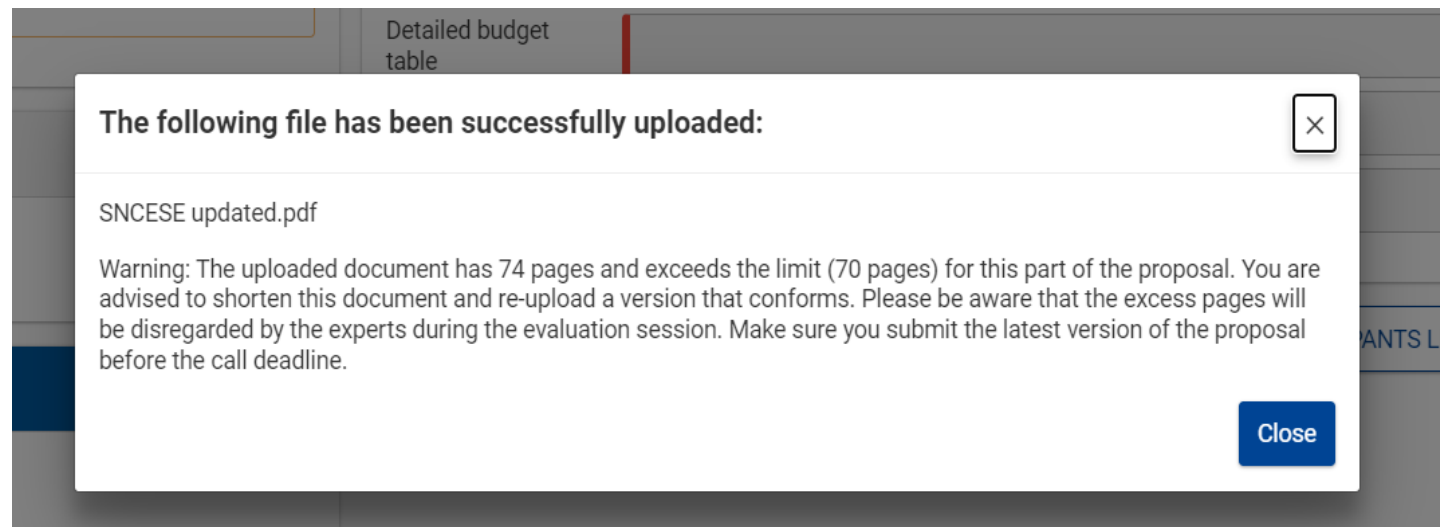
Table **not to be completed** as information already requested in the Excel workbook 'Detailed estimation of costs'

Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i>														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
<b>Total</b>	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR

For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#)).

# Part B: Technical description - Page limit

Applications limited to **70 pages**. Evaluators will not consider any additional pages.



# Detailed estimation of costs

[Version LUMP SUM II - ERASMUS - v3.6\_002, of 14/11/2022 16:00]

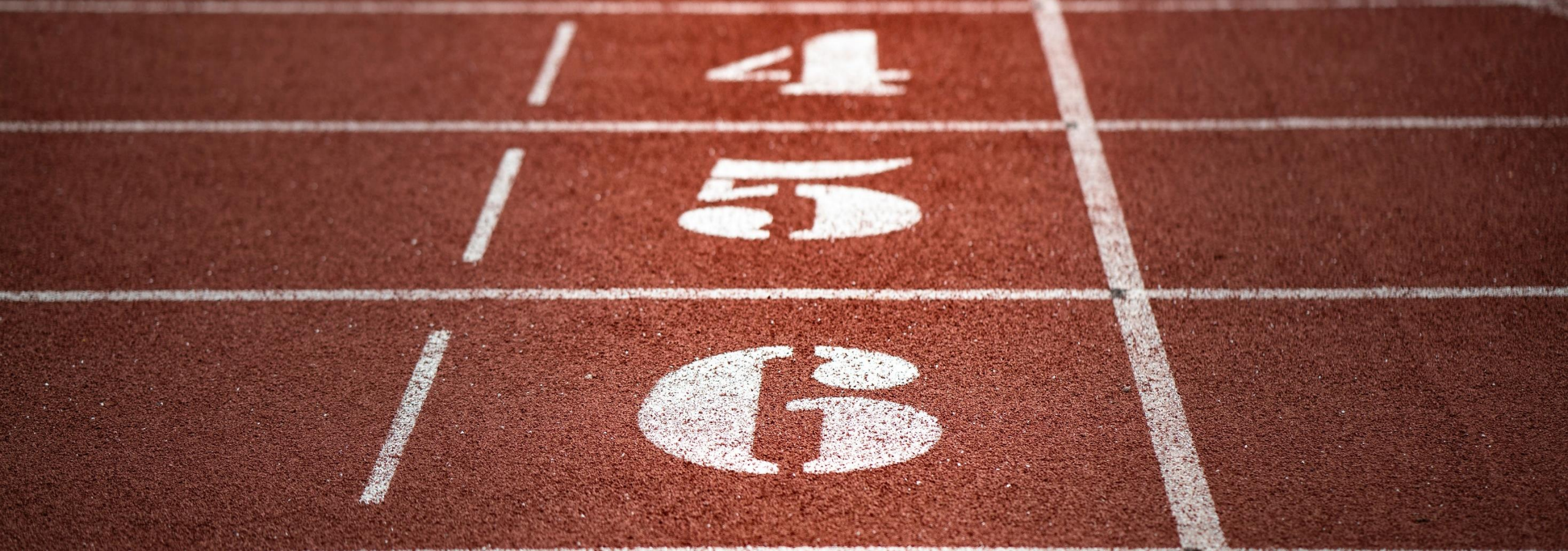
## ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums

### Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator 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 relevant <b>Maximum Grant Amount (in row 34 of this sheet)</b> , and the <b>maximum % of co-financing (in row 35, both in column E)</b> applicable for the call. This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount

- Detailed instructions given in Sheet 1 of the Excel workbook
- Ensure that there are no error messages in the Excel workbook
- Excel workbook to be saved as an **.xlsx or .xls document** before being uploaded in the proposal submission tool

 The proposal cannot be submitted if the Excel workbook is not uploaded in the proposal submission tool



# Conclusions

# In a nutshell...

- Make sure that your consortium complies with the **eligibility criteria** (in particular **consortium composition**)
- Number of **work packages and deliverables** to be coherent with the project activities and proposed budget
- Use the **official templates for Part B** of the application (technical description and detailed estimation of costs)
- Respect the **formatting rules** of the application form template
- Ensure that there are **no error messages** in the detailed estimation of costs (Maximum EU contribution = **80%** of the total costs of the proposal)
- Prepare and submit your proposal **well in advance**



# Keep in touch



[EACEA \(europa.eu\)](http://europa.eu)



[Funding & tender opportunities](#)



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# Thank you



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