How to find and apply for funding opportunities

Programming period 2021-2027

European Education and Culture Executive Agency

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1. How to find funding opportunities

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How to find funding opportunities

• EACEA’s funding opportunities are published on the European Commission’s Funding & Tender Opportunities Portal (F&TP)

• Funding opportunities are made available through ‘calls for proposals’.

Find calls for proposals
Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

Find calls for tenders
Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.
How to find funding opportunities

- Calls for proposals are listed by funding programme. EACEA’s funding programmes are:
  - Erasmus+
  - Creative Europe
  - the European Solidarity Corps
  - the Citizens, Equality, Rights and Values programme (CERV)
  - Intra-Africa Academic Mobility Scheme (under NDICI Global Europe)
Once you are in the ‘Funding’ tab:

- Click on the programme that you are interested in, e.g. Erasmus+.
- Choose the submission status.
- See all the funding opportunities.
- Pick the one that interests you.
How to find funding opportunities

Want to use the ‘Quick search’ bar?

- Enter your keyword to refine your search.
- You will now see a list of all the programme’s calls. Each call has an opening date and a deadline.
- Click on a call to find out more about it.
How to find funding opportunities

- Read all the information relating to the call. This should give you all the information you need in order to apply.

- If you are ready to apply, click on ‘Start submission’.
2. How to participate

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To apply, you will need the following:

1. You, as the coordinator and organiser of the project, must have a valid EU Login account.

2. Your organisation must have a 9-digit PIC (Participant Identification Code). You receive this when you register your organization.

You will be prompted to enter your EU Login details in order to start or update your application.
How to participate

• To create your EU Login account and register your organisation, click on the steps 3 and 4 the EU programmes on the F&TP homepage, under **Guidance & Documents, How to Participate tab**
How to participate

- You can now begin your application.
- You will need to enter your **PIC** in the box shown in red.
How to participate

- Use the PIC to search for your organisation in the F&TP database.
- You can select your organisation from the search results that appear.
How to participate

- First, indicate your role in the application process.
- Then fill in a summary of your proposal and move onto the next step.
How to participate

• Add partners to the proposal if necessary. You will have to search for them using their PIC, and follow the same steps as before.

• If you do not need to add additional partners, you can move onto the next step.
Depending on the call you are applying to, you will have to complete some or all of the following:

- the eForm
- Part C (KPI)
- the attachments
How to participate

- Fill in the eForm.
- Click on ‘Table of contents’ to see the parts that you need to complete.
How to participate

- Edit the eForm, save it, and validate.
• To complete part B, you may need to download and complete the annex forms.
How to participate

- When you are ready, you can **validate** and submit.
- If in doubt, you can access support resources at any moment.
3. LEAR (legal entity appointed representative)

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To participate, your organisation will need to have a LEAR (legal entity appointed representative).

For organisations (not individuals), the LEAR is a person formally appointed by the legal representative of the organisation to perform certain tasks on behalf of their organization.
LEAR (legal entity appointed representative)

- The LEAR regularly:
  - enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation. These are people who are able to commit the organisation legally by signing grant agreements or contracts and authorising amendments to them.
  - enters and updates the names of any colleagues authorised to sign financial statements or invoices on behalf of the organisation.
The LEAR decides who signs the agreement.

1) I, in my capacity as President of the Board of Directors and authorised to legally represent my organisation, **have appointed** as our legal entity appointed representative (LEAR) Ms XXXX.

2) Ms XXXX enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation.

3) Finally, this is the person who ultimately signs the Agreement.
LEAR (legal entity appointed representative)

- **This is the most difficult** person to identify. He or she will be scrutinised to check whether he or she can indeed represent the organisation.

- Official documents will have to be provided to the European Commission’s validation authority for verification.

Often, however, the same person has the 3 roles.
You can find full details on appointing and validating the LEAR in the F&TP online manual here: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation

LEAR (legal entity appointed representative)
Useful links

• EU Funding & Tenders Portal
  • online manual: Submit a proposal — Electronic Submission System
  • How to participate
  • Getting Started

• EACEA website ‘How to get a grant’:
Thank you and good luck with your application.