



# ERASMUS+ Key Action 3 European Youth Together

EYT 2021 Call for Proposals ERASMUS-YOUTH-2021-  
YOUTH-TOG-LOT1

Information for potential applicants

Brussels, 7 May 2021

*European Education and Culture  
Executive Agency*

*Erasmus+: Youth, EU Aid Volunteers  
and European Solidarity Corps*

# Info session- Agenda

1. Welcome and Introduction
2. Youth Policy Context, Call Priorities and Objectives
3. Preparing the Application, Award Criteria
4. Break
5. Preparing the Application, Submission Procedure
6. Q & A



# Youth Policy Context

**Fabienne Metayer**

DG EAC – Unit B3 Youth,  
Volunteer Solidarity and  
Traineeships Office

Head of Sector - Youth Policy



# European Youth Together

Background, Priorities  
and Objectives

# Background

## KEY Action 3: Support To Policy Development And Cooperation

Aims:

- facilitate access and participation of youth in EU policy
- facilitate participation in policy design and reform
- stimulate innovative policy
- increase policy impact



**Have a voice and to raise it at EU level!**

# BUILDING YOUNG WOMEN'S LEADERSHIP AT WORK AND AS CITIZENS:

## Activities:

- promoted young women's active citizenship through leadership workshops, volunteering, Youth and Youth worker exchanges

## Policy Recommendations

- 2 reports, 3 toolkits and 8 short videos to influence policy and youth work practice on the intersectionality of gender, work and citizenship



# General Objectives of EYT

- Create networks promoting cross-border partnerships
- Contribute to and promote EU Youth Policy
  - **EU Youth Strategy 2019-2027**
  - **EU Youth Goals**
  - **Youth Dialogue and its priorities**
- Contribute to the recovery of the youth sector from the COVID-19 crisis
- Consider challenges related to digital skills and green lifestyles

# Specific Objectives of EYT

- Build or strengthen partnerships focusing on solidarity and inclusive democratic participation
- Support implementation of EU Frameworks and initiatives e.g. country specific recommendations from the **European Semester**
- Encourage young people to participate in the **democratic process**
- Support the participation of **under-represented groups of young people**
- Develop new ways to empower youth organisations in dealing with the **Covid-19 pandemic**



# Project : “My Europe, My Say”



- 55 project activities
- 13 capacity-building activities
- 26 campaign activities
- 16 dissemination activities
- 49 project partners
- 44 EU countries
- 289 European cities
- 2000+ Young people involved

**What does Europe mean to you?**

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



# Specificity of this call

**Global budget:** 3 million

## **Partnership:**

- Minimum of 4 partners from at least 4 Erasmus+ Programme Countries
- At least half of the partners should not have been recipients of EU funds under European Youth Together in the previous 2 years

**Duration:** 2 years

**Maximum grant per project:** 150.000 EUR

# EYT 2019 Beneficiary

Tamara Gojkovic

Project Coordinator of Brave New YOU



Brave New YOU  
Reloaded

Youth for Exchange and Understanding

NEW YOU

# What are the secret ingredients?



- Diverse partnership
- Adaptability and resilience – going digital
- Contributing to policy developments

The most important ingredient: young people are at the core of everything!

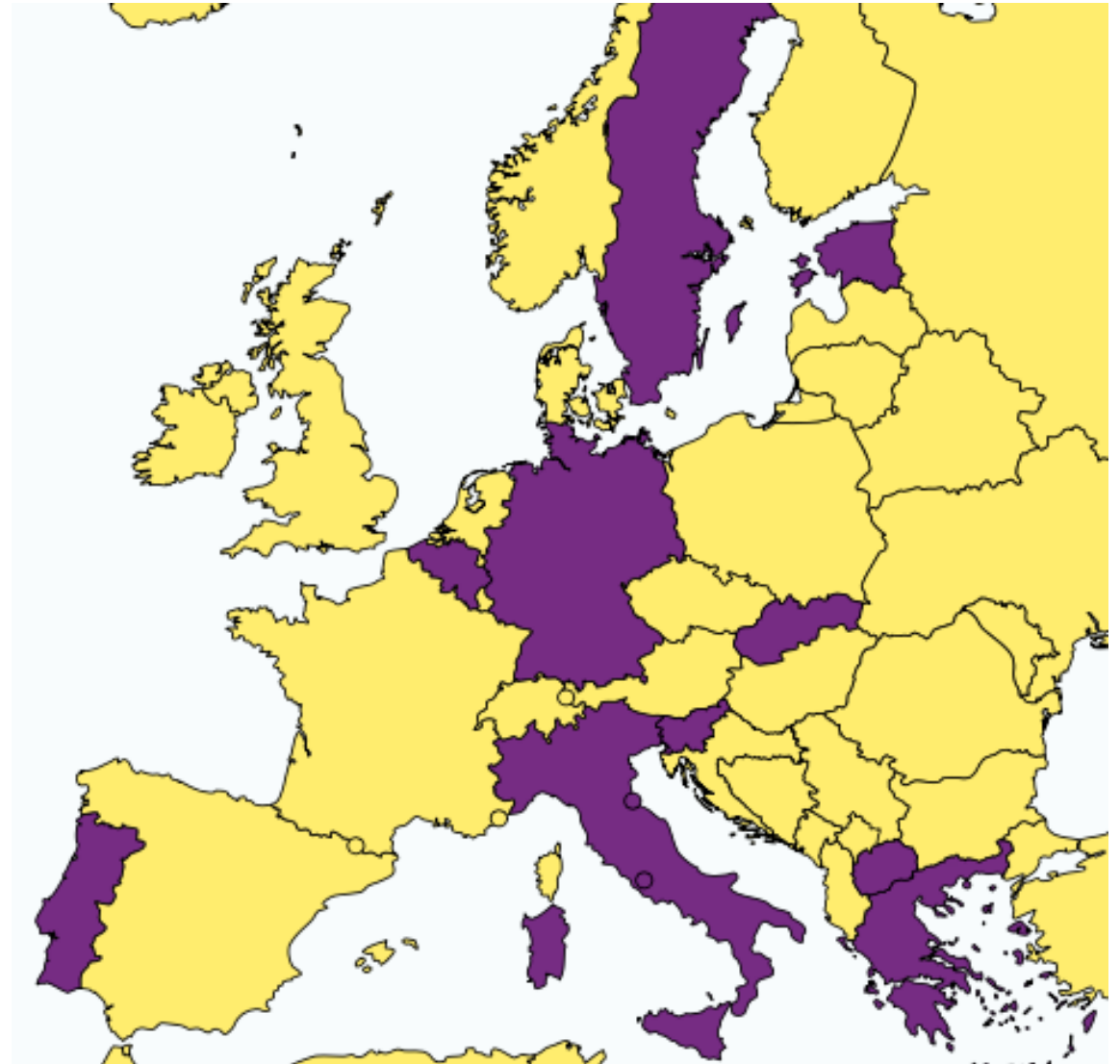
# Diverse partnership

---

Grassroots organisations

NGOs working at regional/national level

European NGOs working at the European level



# Adaptability and resilience – going digital

Our groups never met...but they know each other.

All of our activities have been organised online – it was either online or not implementing the project.

Tools we used:

Zoom, Mentimeter, Kahoot, Gather.Town, Discord.....



**BRAVE**  
NEW YOU

It works because we adapt the following:

Duration of activities (we usually shorten them not to overwhelm young people)

Tools we use (accessible and easy to use on any devices)

Participatory methodology, with terminology known to everyone; ensuring that the activities are fun

Paying special attention to the creation of a safe space where everyone can feel welcomed. For this, we spend additional time for participants to get to know each other

In case of linguistic barriers, using activities that require more creative expression





# Contributing to policy developments

Contributing to the implementation of EU Youth Strategy 2019-2027 and European Youth Goals: 3) Inclusive societies 2) equality of all genders 5) moving rural youth forward 8) quality learning and 9) space and participation for all, 1) Connecting EU with youth) by developing capacities of disadvantaged young people and building bridges with the rest of the communities they live in.

Building on experiences of New Narrative for Europe, we will **engage, connect and empower** young people of different origins from local communities across Europe to understand current hateful narratives, challenge them and build new, positive and inclusive ones.

# In practice that means



01

Talking about challenges, obstacles with young people in situations of disadvantage

02

Defining potential solutions with young people with disadvantaged backgrounds

03

Consulting with other stakeholders at local and European level



# Erasmus+ European Youth Together

ERASMUS-YOUTH-2021-YOUTH-TOG-  
LOT1

Preparing the Application &  
Award Criteria

# BACKGROUND INFORMATION

- The submission of the application is managed by the **EU Funding & Tenders Portal** which is the **central electronic portal** for all EU funding and tenders
- New **harmonisation** approach for the programming period 2021-2027
- Application forms are **standard** for all Erasmus+ actions



# Where can I find the EYT action application?



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

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

⚠ My Experts Area in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.  
⚠ Grant Management Services in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.

## 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)	Creative Europe (CREA)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)
European Parliament (EP)	European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Innovation Fund (INNOVFUND)
Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)
Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)	Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)		

[Show all](#)

## 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](#)



# Where can I find the EYT action application?

The screenshot displays the Erasmus+ Programme (ERASMUS+) website interface. At the top, there is a navigation bar with links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. Below this, the page title is 'Erasmus+ Programme (ERASMUS+)' with a 'clear filter' button. Two warning messages are shown: 'Proposal Submission System may not be available on the 28th of April from 8:30 to 9:00 (CET), while system maintenance is being performed. We apologize for any inconvenience this may cause.' and 'All Horizon Dashboards will be unavailable from 28.04.2021 at 17:00 until 29.04.2021 at 17:00 due to a server maintenance. We apologise for any inconvenience this may cause.'

The search results section shows a search for 'european youth together' with filters for 'Match whole words only' (checked), 'GRANTS' (checked), and 'TENDERS' (unchecked). The 'Submission status' section includes 'Forthcoming (1)', 'Open for submission', and 'Closed'. The 'Programming period' is set to '2021 - 2027 (1)'. The search results list 'Erasmus+ Programme (ERASMUS+)'. The 'Funding and tenders (1)' section shows a 'Grant' titled 'European Youth Together (Small)' with the following details:

<b>Programme</b>	Erasmus+ Programme (ERASMUS)	<b>Deadline model</b>	single-stage
<b>ID</b>	ERASMUS-YOUTH-2021-YOUTH-TOG-LOT1	<b>Opening date</b>	20 April 2021
<b>Types of action</b>	ERASMUS Lump Sum Grants	<b>Deadline date</b>	24 June 2021 17:00:00 Brussels time

The page also includes a 'Need help?' button, a calendar icon, a RSS icon, and a 'Sort by: Submission status' dropdown menu. A pagination bar at the bottom shows '1' of 50 items.

# Before starting your application

**General information**

Topic description

**Conditions and documents**

Partner search

Submission service

Topic related FAQ

Get support

Call information

Go back to search results

**General information**

Programme  
**Erasmus+ Programme (ERASMUS)**

Call  
**European Youth Together (ERASMUS-YOUTH-2021-YOUTH-TOG)** [See budget overview](#)

Type of action <b>ERASMUS-LS ERASMUS Lump Sum Grants</b>	Type of MGA <b>ERASMUS Lump Sum Grant [ERASMUS-AG-LS]</b> <span>Forthcoming</span>	
Deadline model <b>single-stage</b>	Planned opening date <b>20 April 2021</b>	Deadline date <b>24 June 2021 17:00:00 Brussels time</b>

**Topic description**

Scope:

The **European Youth Together** action targets youth organisations at grass-root level which want to establish partnerships across borders, i.e. which aim at adding a European dimension to their activities and at linking these activities to EU youth policies, most notably the EU Youth Strategy 2019-2027. The purpose is to encourage new applications from organisations not well established yet at European level. To this end, the action primarily consists in supporting activities aiming at connecting EU level youth organisations and grassroots NGOs operating at local levels (rural, cities, regions, countries) that will benefit from developing cross-border activities.

The overall structure of the action takes into account the growing size of the youth sector, the changing trends in youth participation and the need for more sustained and stable funding support in the youth domain<sup>161</sup>. It also takes into account the need to better cover the great diversity of youth organisations across Europe and to respond to the identified needs for both grassroots activities and large co-operation projects within Europe.

**OBJECTIVES OF THE ACTION**

[show more...](#)

**Topic conditions and documents**

- Eligible countries:** as described in the Call document.  
OJ C 103/2021  
[Programme Guide Erasmus 2021](#)
- Eligibility and admissibility conditions:** as described in the Call document.

[show more...](#)

**Erasmus +  
Programme Guide  
2021**

**Online Manual**



# Before starting your application

## ADMISSIBILITY CRITERIA

- Applications must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System
- Applications (including annexes and supporting documents) must be submitted using the **forms** provided in the Submission System
- Page limit: **120 pages**
- The applications must be **readable** and **accessible**
- Applications must be **complete** containing all parts and mandatory annexes

## ELIGIBILITY CRITERIA

- **Applicant organisation** (co-ordinator) profile and origin
- Profile and origin of **participating organisations**
- Minimum **number** of participating organisations
- **Geographical composition** of the partnership
- **Venue** of activities
- **Duration** of the project
- Submission **deadline**



# Before starting your application

General information

Topic description

Conditions and documents

**Partner search**

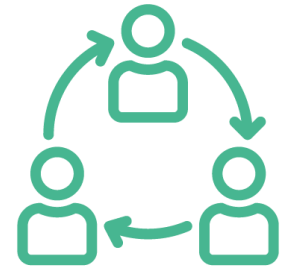
## Partner search

**15** Organisations are looking for collaborating partners for this topic

[View / Edit](#)

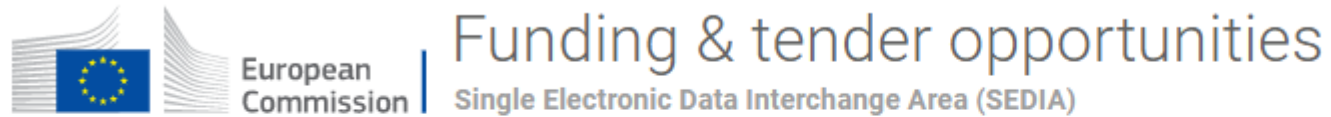
LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal.

The screenshot displays the 'Partner Search' page on the European Commission's Funding & tender opportunities portal. The page includes a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A sidebar on the left offers search filters for 'Keyword', 'Topic', 'Call', 'Programme', 'Organisation name', 'Organisation type', and 'Country'. The main content area features a search bar, a 'Need help?' button, and a table with columns for 'ORGANISATION NAME', 'ORGANISATION TYPE', 'ORGANISATION STATUS', 'COUNTRY', and 'CITY'. The table currently shows 'No records found'. A 'PARTNER SEARCH' button is visible in the top right of the main content area.



# Create your EU Login account

unique identifier for **individuals**



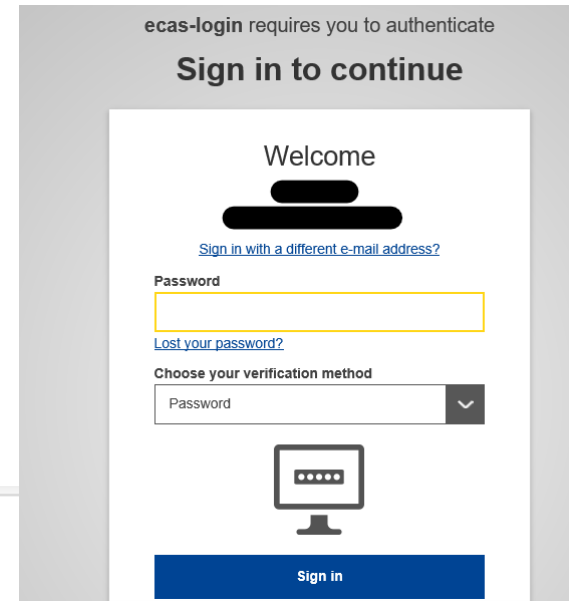
Use the **Partner Search** offered in this site to select an organisation based on their profile or their previous participation.

### 3 Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

[Register an EU login account](#)



# Register your organisation

- PIC number — unique identifier for **organisations**. This 9-digit number is received after you register in the Portal Participant Register.
- Before creating a new PIC, **check** if your organisation is already registered and has a PIC.

Search a PIC

- The **coordinator**, the **beneficiaries** and **affiliated entities** need to have a PIC to complete the application. It is not needed for Associated Partners, Subcontractors or other participants.

# You can now start the submission of your application

- General information
- Topic description
- Conditions and documents
- Partner search
- Submission service**
- Topic related FAQ
- Get support
- Call information

## 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, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

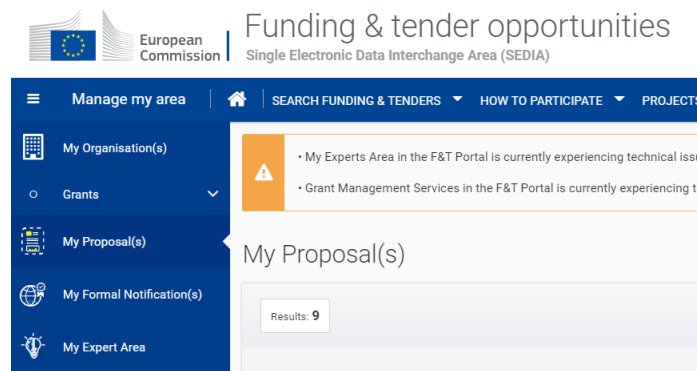
To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

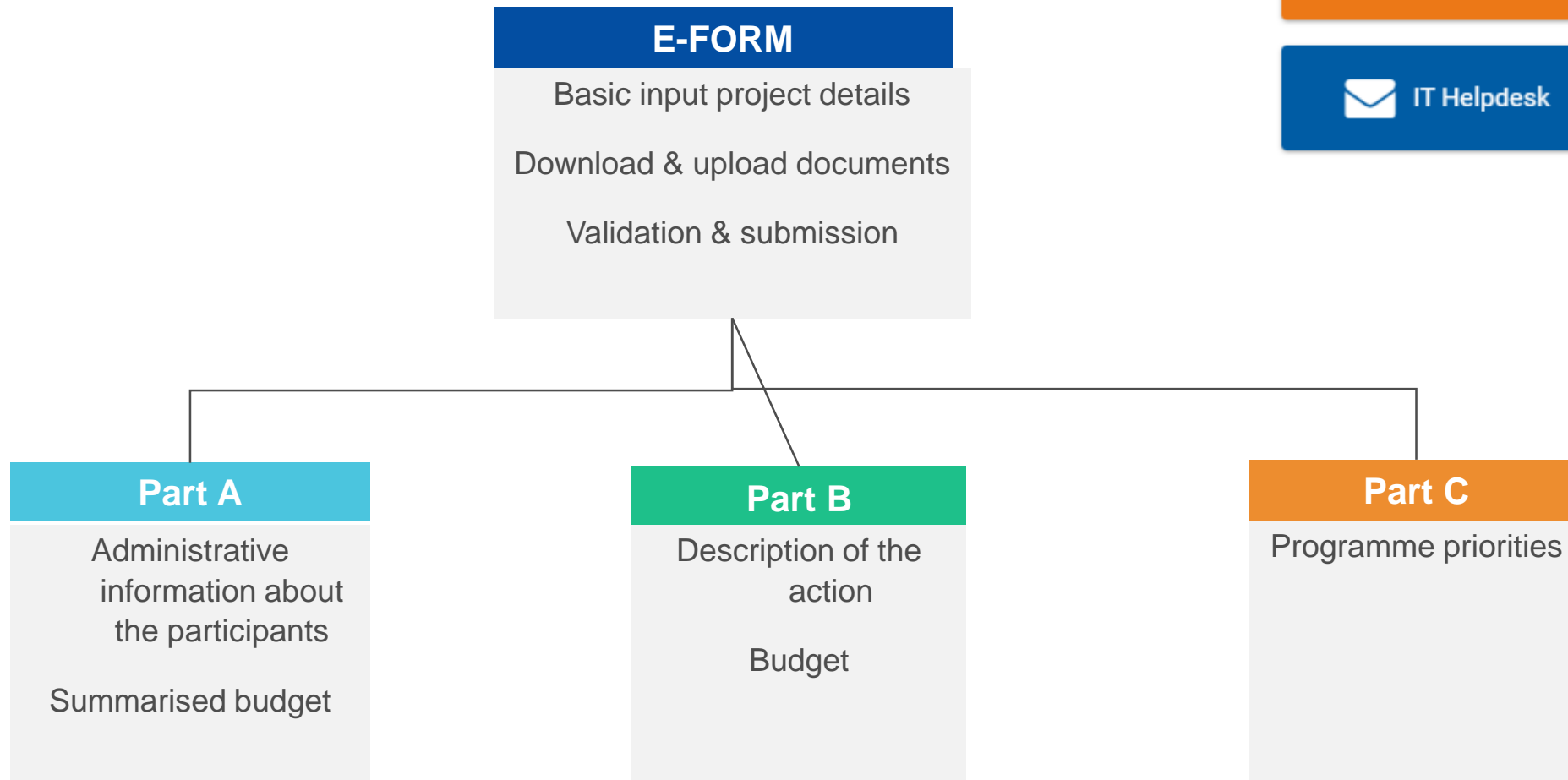
ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

[Start submission](#)

[Need help?](#)



# Create your proposal



## Support & Helpdesk



Online Manual



IT How To



IT Helpdesk



FAQ

# Edit the E-Form

The screenshot shows the 'Create proposal' step in a multi-step process. The progress bar at the top indicates that 'Login' and 'Topic selection' are completed, while 'Create proposal' is the current step. The form includes several sections:

- TEST MODE**: A red-bordered box at the top left.
- Deadline**: A green box showing '24 June 2021 17:00:00 Brussels Local Time'.
- Call data**: A grey box containing call details like 'Call: ERASMUS-YOUTH-2021-YOUTH-TOG'.
- Find your organisation**: A blue header section with a red-bordered box around the 'PIC' input field. A yellow arrow points to this field. Below it is a search button and a list of organisations, including 'PIC: 947041265 YOUTH CULTURAL CENTRE MARIBOR'.
- Your role**: A blue header section with a red-bordered box around the radio button options: 'Main contact' (selected) and 'Contact person'.
- Your proposal**: A blue header section with a red-bordered box around the 'Short Summary' input field. A yellow arrow points to this field with the text 'max. 2.000 characters'.
- SAVE AND GO TO NEXT STEP**: A yellow button at the bottom right, highlighted with a red border.

Additional elements include a warning message about the 48-hour deadline, a 'Download Part B templates' section, and a 'Support & Helpdesk' section with links to an online manual, IT helpdesk, and FAQ.

# Edit the E-Form

Minimum of 4 partners from at least 4 Erasmus+ Programme Countries.

At least half of the organisations in the consortia should not have been recipients of EU funds from the Erasmus+ Programme in Key Actions 3 – European Youth Together projects in the previous 2 years.

In this step you as coordinator should manage and review the participants of your proposal.  
Only you as coordinator can edit the elements on this screen.  
Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

Coordinator

1 Baird Consulting SCS

Baird Consulting SCS  
Uccle, BE  
PIC: 956444445

Contacts: Cristina FERNANDEZ ESTRADA - Main contact

Change organisation Contact organisation

SAVE SAVE AND GO TO NEXT STEP

**BENEFICIARIES**

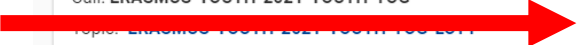


**ONLY BENEFICIARIES + AFFILIATED ENTITIES**



# Edit forms

Part A



**Deadline**  
24 June 2021 17:00:00 Brussels Local Time

**Call data:**

Call: ERASMUS-YOUTH-2021-YOUTH-TOG  
Topic: ERASMUS-YOUTH-2021-YOUTH-TOG-2021  
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: Acronym  
Draft ID: SEP-210747445

**Download Part B templates**

Download part B templates

Support & Helpdesk

**i** In this step you can edit the Administrative Forms and upload the proposal itself. **?**

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

**Administrative forms**

**Edit forms** **Edit Part C**

**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"/>	<b>?</b>	Upload
Detailed budget table LSII	<input type="text"/>	<b>?</b>	Upload
CVs	<input type="text"/>	<b>?</b>	Upload
Annual activity reports	<input type="text"/>	<b>?</b>	Upload
List of previous projects	<input type="text"/>	<b>?</b>	Upload
Other annexes	<input type="text"/>	<b>?</b>	Upload

Part C



Part B



**<** BACK TO PARTICIPANTS LIST **VALIDATE** **SUBMIT**



# Part A – Administrative part

Call: ERASMUS-YOUTH-2021-YOUTH-TOG  
( European Youth Together )

Topic: ERASMUS-YOUTH-2021-YOUTH-TOG-LOT1

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

Proposal number: SEP-210744375

Proposal acronym: test

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

## Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

*In line with Part B*

To view the different sections in the form, you may either use the scroll bar or the blue "Show" buttons as seen in the Table of contents.

# Part A – Administrative part

## 1 - General information

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

Topic	ERASMUS-YOUTH-2021-YOUTH-TOG-LOT1	Type of Action	ERASMUS-LS
Call	ERASMUS-YOUTH-2021-YOUTH-TOG	Type of Model Grant Agreement	ERASMUS-AG-LS

Acronym

Language

Proposal title

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > \* &

Duration in months

Free keywords

Main topics covered by your proposal

### How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or "not applicable". For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website [https://ec.europa.eu/info/strategy/priorities-2019-2024\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024_en) for more information.

Priorities are applicable  Priorities are not applicable

- 1 **Priority: 1 - A European Green Deal**  
**Domain: D-1-1 - Climate change**  
**Policy area: P-1-5 - Eliminating pollution**
- 2 **Priority: 5 - Promoting our European way of life**  
**Domain: D-5-2 - Strong borders and a fresh start on migration**  
**Policy area: P-5-4 - Migration**
- 3 **Priority: 6 - A new push for European democracy**  
**Domain: D-6-2 - A greater say for Europeans**  
**Policy area: P-6-1 - Future of Europe**

Abstract

Automatically retrieved from e-form

Test

Remaining characters 1996

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?  Yes  No

Please give the proposal reference or contract number.

624896

614869

# Part A – Administrative part

## Declarations

?

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

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. \*
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).
- 3) We declare:
  - to be fully compliant with the eligibility criteria set out in the call
  - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
  - to have the financial and operational capacity to carry out the proposed project.
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

COMPULSORY

# Part A – Administrative part

## 2 - Participants



Automatically **retrieved** from E-Form

### List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1	Test Camelia-Valeria	Belgium	
2	Charalampos Xenogiannis Comm.v.	Belgium	

### Links with other participants



Already encoded in the E-Form

Type of link	Participant
Same Group	Aero LTD - test company
Controls	Baird Consulting SCS
Is controlled by	JANITOM Tomasz Janisz

# Part A – Administrative part

## Application forms

Proposal ID **SEP-210747445**

Acronym **Acronym**

Short name **Test Camelia-Valeria**

Table Of Contents

Validate Form

Save

Save&Close

## Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

### Section

### Description

General Information

At least 1 priority has to be selected

Show Error

Budget

This section has not been validated yet

Show Error

Test Camelia-Valeria

Department Name - missing entry

Show Warning

Test Camelia-Valeria

Department Street name - missing entry

Show Warning

Test Camelia-Valeria

Department Town name - missing entry

Show Warning

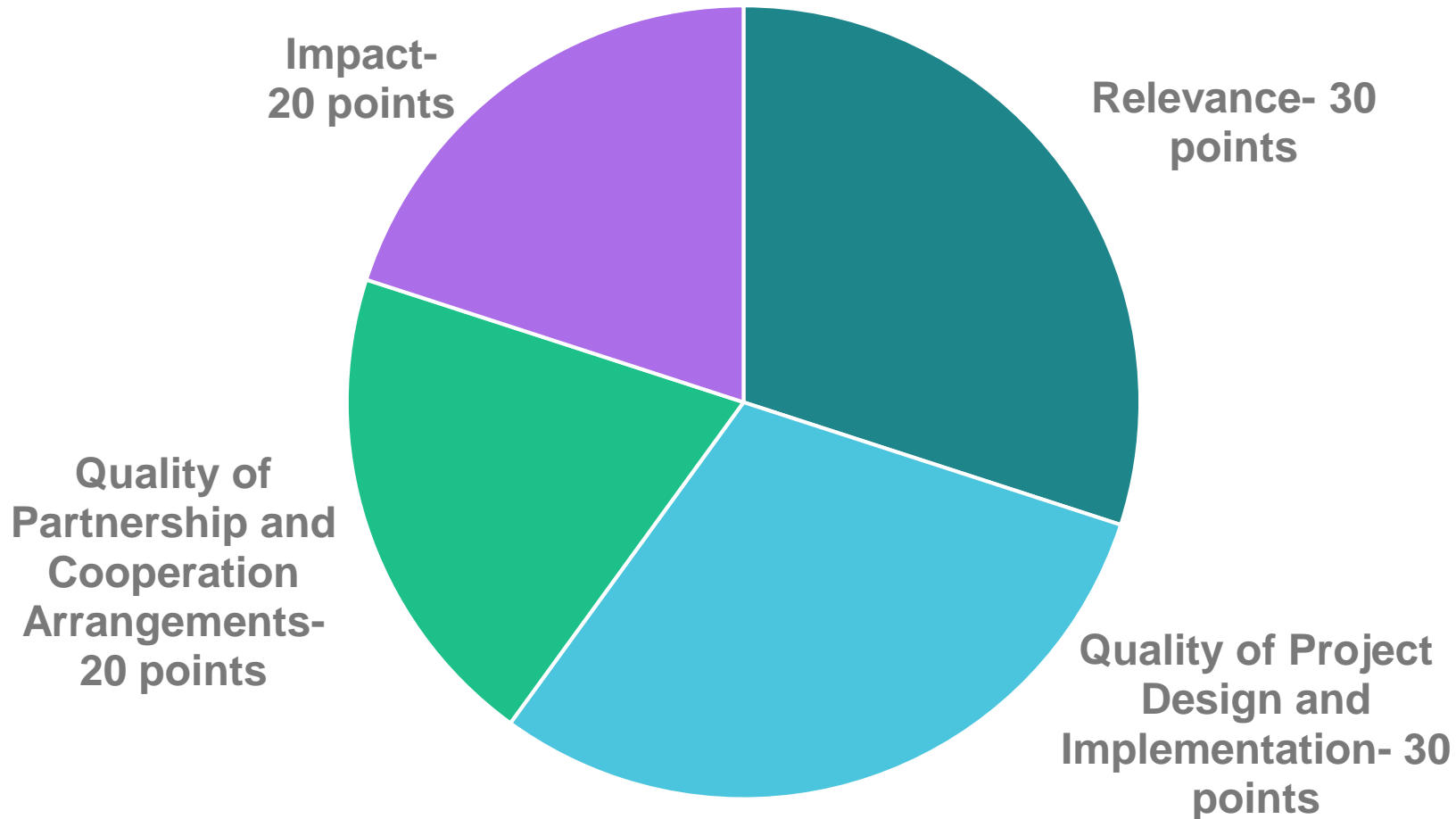
Test Camelia-Valeria

Department Post Code - missing entry

Show Warning

# Award criteria

# Weighting of criteria



Threshold for funding:

- Minimum of 60 points overall
- Minimum pass score (50%) in each award criterion

# Relevance (30 points)

- **Purpose and EU added value:** project supports policies at EU level relevant for youth
- **Objectives:** the proposal objectives are SMART and are relevant to the general objectives of the action and at least one of its specific objectives
- **Needs:** the proposal demonstrates that it is based on a thorough needs assessment
- **Youth engagement:** active engagement with a diverse youth population is assured from the design phase onwards



# Quality of the project design and implementation (30 points)

- **Planning:** clear, complete and of high quality and includes all appropriate phases
- **Methodology:** implementation is based on suitable methodologies and the work plan is coherent and concrete
- **Cost effectiveness:** the proposed budget is coherent, detailed and designed to ensure the best value for money

# Quality of the partnership and the cooperation arrangements (20 points)

- **Configuration:** an appropriate mix of complementary organisations with the necessary skills, experience, and management support to achieve the project objectives
- **Geographic composition:** balanced (i.e. coverage of East, West, North and South areas across Europe) so as to ensure a truly pan-European cooperation
- **Local NGOs development:** the partnership has the ability to develop the capacities and knowledge of local NGOs
- **Commitment & tasks:** the distribution of responsibilities and tasks in the partnership is clear and appropriate
- **Cooperation arrangements:** plans for effective coordination, decision-making, communication and conflict resolution
- **Youth engagement:** active, empowering roles for youth and/or concrete strategies to ensure their diverse participation

# Impact (20 points)

- **Impact:** particular focus on upscaling the grass-roots organisations' activities. Results communicate EU values particularly in regard to citizenship
- **Dissemination:** a sound plan for the communication and dissemination of results which includes appropriate targets, activities, tools and channels to ensure that the results and benefits will be spread effectively
- **Sustainability:** outcomes of the project can contribute to changes at system level in the youth sector both within the project lifetime and beyond

# Part B – Application form – Narrative part

## Erasmus+ Programme Guide – Award criteria

### RELEVANCE OF THE PROJECT

- Purpose and EU added value
- Objectives
- Needs
- Youth engagement

### QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

- Planning
- Methodology
- Cost effectiveness

### QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS

- Configuration
- Geographic composition
- Local NGOs development
- Commitment & tasks
- Cooperation arrangements
- Youth engagement

### IMPACT

- Impact
- Dissemination
- Sustainability



## Part B - Technical description

### 1. RELEVANCE

- 1.1. Background and general objectives
- 1.2. Needs analysis and specific objectives
- 1.3. Complementarity with other actions and innovation – European added value

### 2. QUALITY

#### 2.1. PROJECT DESIGN AND METHODOLOGY

- 2.1.1. Concept and methodology
- 2.1.2. Project management, quality assurance and monitoring and evaluation strategy
- 2.1.3. Project teams, staff and experts
- 2.1.4. Cost effectiveness and financial management
- 2.1.5. Risk management

#### 2.2. PARTNERSHIP AND COOPERATION ARRANGEMENTS

- 2.2.1. Consortium set-up
- 2.2.2. Consortium management and decision-making

### 3. IMPACT

- 3.1 Impact and dissemination
- 3.2. Communication, dissemination and visibility
- 3.3. Sustainability and continuation

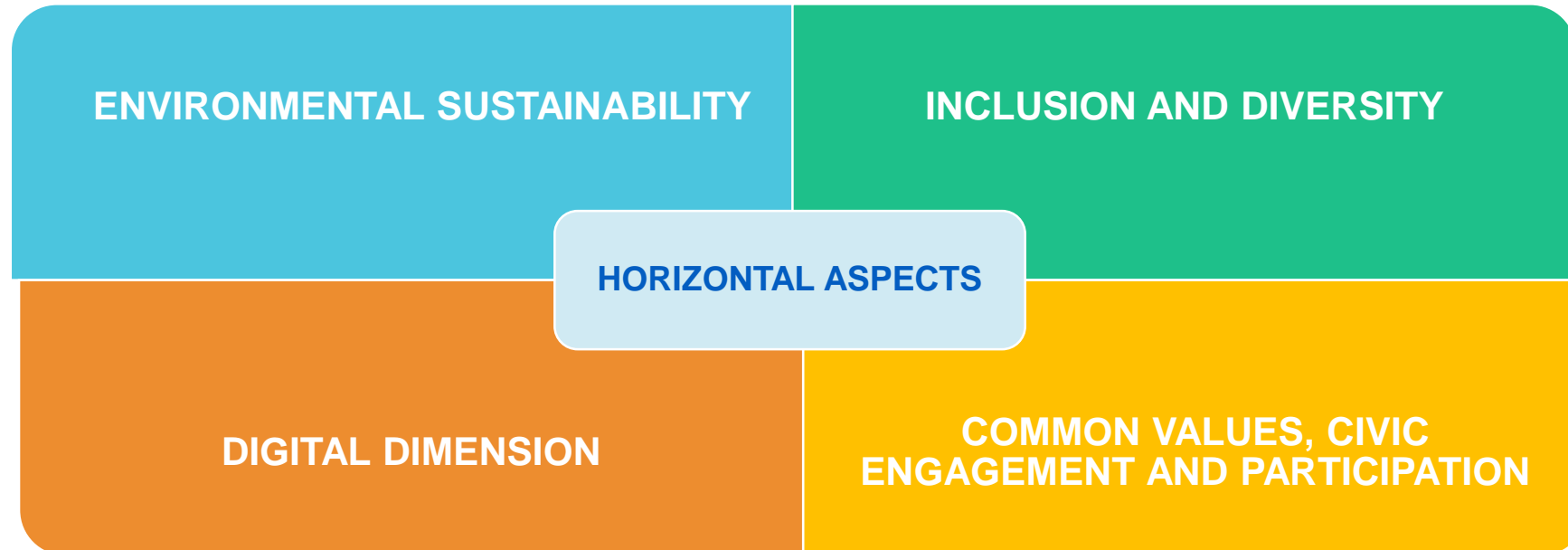
# Part B – Application form – Narrative part

- Be **RELEVANT**
- Be **COHERENT**
- Be **COMPLETE**
- Be **CLEAR & CONCISE**
- Be **FLEXIBLE**
- **RESULTS / IMPACT ORIENTED**
- **REMAIN FOCUSED ON PROGRAMME GUIDE AND ON YOUR ACTION**
- **REMEMBER: no limit on characters but limit on the n° of pages (max. 120)!!**



# Part B – Application form – Narrative part

**DO NOT FORGET!!**

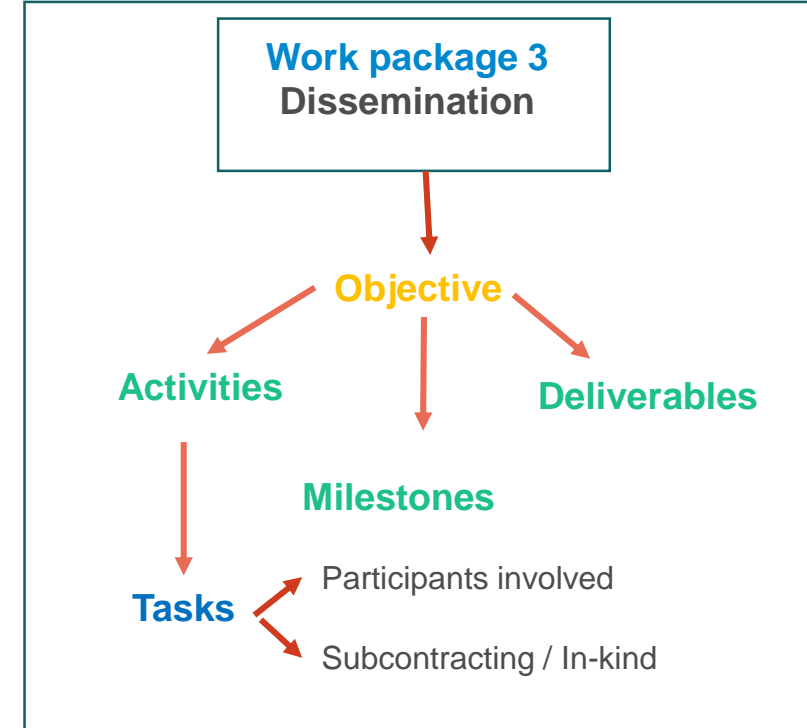
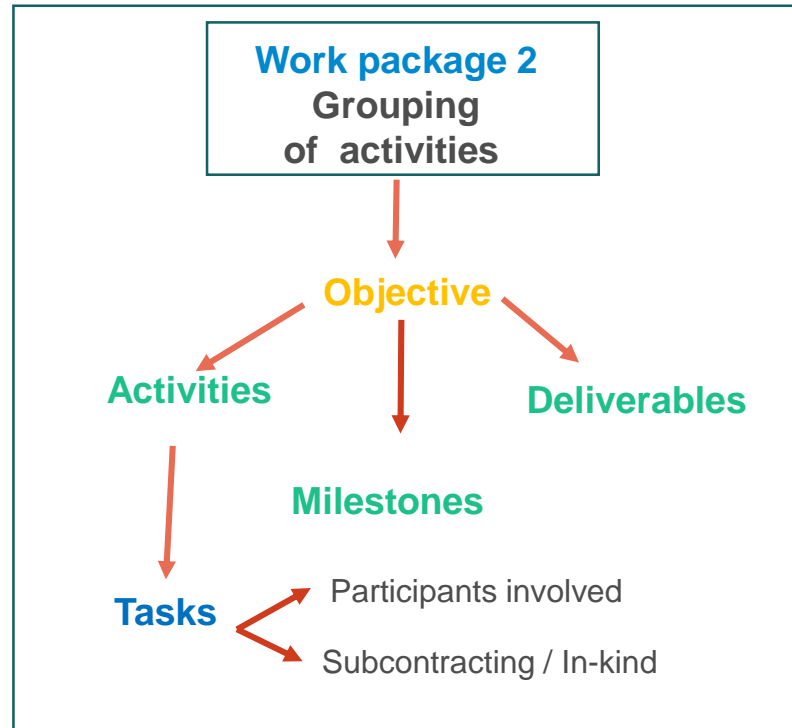
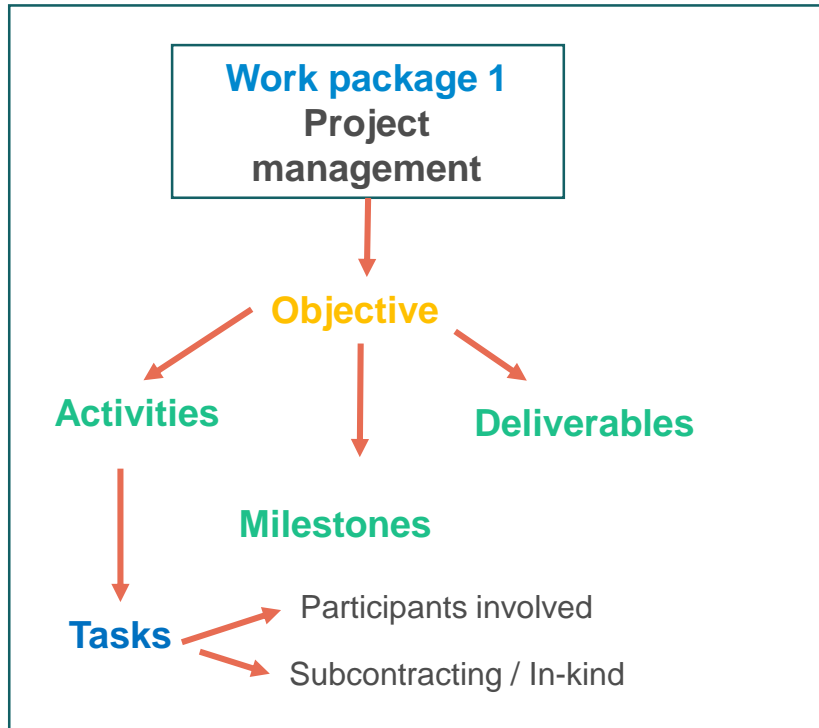


**OPEN EDUCATIONAL  
RESOURCES (OER)**

# BREAK

Please return in 15 minutes

# Part B – Application form – Work packages



**RECOMMENDATION: MINIMUM 3 WORK PACKAGES**

**FINANCIAL SUPPORT TO THIRD PARTIES** → NOT APPLICABLE



# Part B – Application form – Work packages

**Work Package 1: [Name, e.g. Project management and coordination]**

Duration: M~~X~~ - M~~X~~      Lead Beneficiary: 1-Short name

**Objectives**  
List the specific objectives to which this work package is linked.

**Activities (what, how, where) and division of work**  
Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating **in bold** the task leader. Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

**Note:**  
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package. The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.

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					

**ALIGNED with Part B BUDGET**



**GLOSSARY Programme Guide**

# Part B – Application form – Work packages

EVENTS

DISSEMINATION MATERIAL

DELIVERABLES = OUTPUTS

EDUCATIONAL MATERIAL (OER)

Be as **SPECIFIC** as possible in the description of deliverables

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.

It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (🚩 automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No 1	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		FREE TEXT	LOCAL NATIONAL EU		

Section “3.2 Communication, dissemination and visibility”

# Part B – Application form – Work packages

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 EUR	X grants	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 EUR	X prizes	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 EUR	X grants X prizes	X EUR	X EUR

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

**ONE ESTIMATED BUDGET X WORK PACKAGE**

*To be aligned with Part B Budget (« Estim costs of the project »)*

# Part B – Application form – Work plan

Events meetings and mobility							
<i>This table is to be completed for events meetings and mobility that have been mentioned as part of the activities in the work packages above Give more details on the type, location, number of persons attending, etc.</i>							
Event No <small>(continuous numbering linked to WP)</small>	Participant	Description					Attendees
		Name	Type	Area	Location	Duration <small>(days)</small>	Total
E1.1	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc.]	[city,country]	[number]	[number]
E1.2	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc.]	[city,country]	[number]	[number]



ALIGNED WITH INFORMATION PROVIDED FOR EACH WORK PACKAGE



Timetable (projects up to 2 years)																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary. Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.</i>																								
ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - ...	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige
Task 1.2 - ...																								
Task ...																								

# Part B – Application form – Work plan

**Subcontracting**

*Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).*

*Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.*

**Note:** *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*

*Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).*

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues:  
*If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.*

Insert text

**CORE TASKS** of the project (management) **CANNOT** be subcontracted

*Information to be aligned with Part B Budget*

# Part B – Application form – Annexes

## 5. OTHER

### 5.1 Ethics

<b>Ethics (if applicable)</b>	
<i>If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.</i>	
<i>Describe how you will ensure gender mainstreaming and children's rights in the project activities.</i>	
Insert text	

### 5.2 Security

<b>Security</b>	
Not applicable	

## 6. DECLARATIONS

<b>Double funding</b>	
<b>Information concerning other EU grants for this project</b>	YES/NO
 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefited from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	

<b>Financial support to third parties (if applicable)</b>	
<i>If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/Programme Guide, justify and explain why this is necessary in order to fulfil your project's objectives.</i>	
Insert text	

## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table/Calculator (annex 1 to Part B) — mandatory for certain Lump Sum Grants (see [Portal Reference Documents](#))

CVs (annex 2 to Part B) — mandatory, if required in the Call document/Programme Guide

Annual activity reports (annex 3 to Part B) — not applicable

List of previous projects (annex 4 to Part B) — mandatory, if required in the Call document/Programme Guide

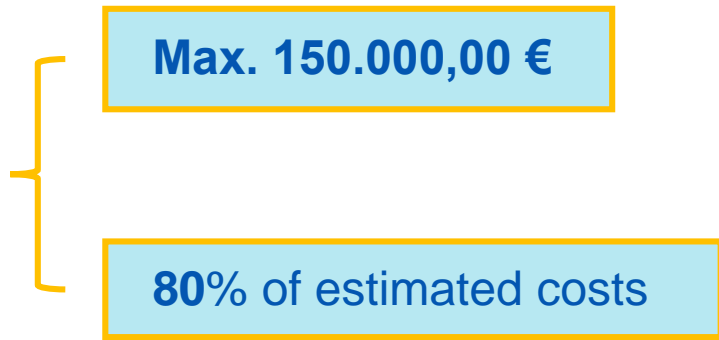
#### Special

Other annexes — mandatory, if required in the Call document/Programme Guide

**OPTIONAL**

# Part B – Budget- Funding mechanism

- Decision of the European Commission to use **simplified forms of grants** in the implementation of EU programmes
- EYT grant = **lump sum contribution** to the project costs
- **Calculation** of lump sum grant :
  - Estimated budget submitted by the partnership
  - Evaluation results
  - Funding rates set in the Call



# Part B – Budget- Budget form

- PROTECTED **EXCEL** WORKBOOK TO BE DOWNLOADED FROM E-FORM AND TO BE UPLOADED IN PDF
- READ CAREFULLY THE **INSTRUCTIONS** IN THE FIRST WORKBOOK SHEET
- ONLY COSTS IN **EUR**
- DO NOT FORGET TO SAVE AND **APPLY CHANGES** EVERY TIME YOU UPDATE IT
- USE THE « **ANY COMMENTS** » SHEET FOR EXPLANATIONS
- **ONLY FILL THE FOLLOWING SHEETS:**





# Part B – Budget- Budget form

Aligned with  
« **Proposal budget** »



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

### Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal 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 be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables 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 appropriate <u>Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E)</u> . This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :	
Insert the acronym of your project :	
Maximum amount for the EU CONTRIBUTION :	150.000,00 €
Co-financing rate :	80,00%

## PRINT PDF

Double-Click to activate

*To be encoded manually*

A. DIRECT PERSONNEL COSTS	
A1. Employees (or equivalent) man days (you can change the types based on your structure)	
	Manager
	Assistant
	Trainer
	Technician
	Other

# Part B – Budget- Budget form

## Beneficiaries List

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country	<b>APPLY CHANGES</b>	<b>Add a Beneficiary</b>
BE 001	Beneficiary 1	ABC	DE	Remove this Beneficiary	Add an Affiliated Entity
BE 003	Beneficiary 3	GHI	ES	Remove this Beneficiary	
BE 003 / AE 001	Beneficiary 3.1	JKL	PT	Remove this Affiliated Entity	Add an Affiliated Entity

Added automatically,

Enter official name of beneficiary organisation

ALWAYS DOUBLE CLICK FOR APPLYING CHANGES AND ACTIONS (add, remove)

# Part B – Budget- Budget form

List of Work Packages		5 Actions (double-click to activate) 2	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Project management	Remove this Work Package	
3 WP 002	Dissemination	Remove this Work Package	

1

4

*WP Nbr are automatically generated once you click on « Add a Work Package »*

*WP Label must be encoded manually (in line with Part B narrative)*

ALWAYS DOUBLE CLICK FOR **APPLYING CHANGES** AND ACTIONS (add, remove)

# Part B – Budget- Budget form

- You have to **estimate the costs** of your proposal using the same methodology you would use declaring costs under an actual cost-based grant agreement
- **Beneficiaries' budgets** are generated automatically when you fill in the Beneficiaries List and Work Packages List
- The Bex budgets includes also costs of **linked AEs**
- A budget must be entered **per each work package**

**1 BUDGET X BENEFICIARY + 1 BUDGET X WORK PACKAGE**

# Part B – Budget- Budget form

Column	Budget category	Budget subcategory	How to fill in
A	DIRECT PERSONNEL COSTS		Enter n° units x BE and AE For persons exclusively working in the action : N° OF DAYS WORKED IN THE ACTION X DAILY RATE
		A.1. Employees (or equivalent) man days	employment contract (or equivalent appointed act) and assigned to the action. Salaries + social security contributions, taxes and other costs included in the remuneration
		A.2. Natural persons under direct contracts	Other than an employment contract, if :
		A.3. Seconded persons	- Working conditions assimilated to employees - Result of work belongs to the beneficiary - Remuneration assimilated to employee with same tasks
		A.4. SME Owners without salary	NOT APPLICABLE, otherwise, justify
B.	SUBCONTRACTING		Indicate costs for subcontracted action tasks Refers to services, for purchases must be declared either under category C.2 'equipment' or C.3 'other goods and services'. Equipment is for assets, while other goods and services is for consumables.
		A.5. Volunteers	NOT APPLICABLE, otherwise, justify
C.	PURCHASE COSTS	C.1. Travel and subsistence for travel or day	Specify the unit used (travel or day) in the « Any comments » sheet Local transport to be included under subsistence Subsistence : actual or per diems
		C.2. Equipment	To be calculated using the « Depreciation costs » sheet
		C.3 Other goods, works and services	Examples of purchases :Dissemination of information, evaluation, audits, translations, reproduction, purchase of tickets, renting of rooms and accommodation, purchase of consumables and supplies, website development.
D.	Other cost categories	D.1. Financial support to third parties	NOT APPLICABLE
A+B+C+D	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING		Calculated automatically
E.	Indirect costs 7%		Calculated automatically
A+B+C+D+E	TOTAL COSTS		Calculated automatically

BE 001		BE 001		BE 001
Beneficiary 1		Beneficiary 1		BE+AE TOTAL COSTS
UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS		
<b>Total WORK PACKAGES:</b>			12.419	12.419
<b>Management and coordination</b>				
<b>A. DIRECT PERSONNEL COSTS</b>			1.000	1.000
A1. Employees (or equivalent) man days			600	600
	Type 1	1	200	200
	Type 2	1	200	200
	Type 3	1	200	200
	Type 4		-	-
	Other		-	-
	A.2 Natural persons under direct contract	1	100	100
	A.3 Seconded persons	1	100	100
	A.4 SME Owners without salary	1	100	100
	A.5 Volunteers	1	100	100
B. Subcontracting costs		1	100	100
C. Purchase costs			1.400	1.400
C.1 Travel and subsistence per travel or day			600	600
	Travel	2	200	200
	Accommodation	2	200	200
	Subsistence	2	200	200
	C.2 Equipment (please refer to the Depreciation Cost sheet)	2	200	200
C.3 Other goods, works and services			600	600
	Consumables	1	100	100
	Services for Meetings, Seminars	1	100	100
	Services for communication/promotion/dissemination	1	100	100
	Website	1	100	100
	Artistic Fees	1	100	100
	Other	1	100	100
D. Other cost categories			200	200
	D.1 Financial support to third parties	2	100	200
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>			<b>2.700</b>	<b>2.700</b>
E. Indirect costs 7% (rounded to zero decimals)			189	189
<b>TOTAL COSTS (A+B+C+D+E)</b>			<b>2.889</b>	<b>2.889</b>
<b>Research</b>				
<b>A. DIRECT PERSONNEL COSTS</b>			1.550	1.550
A1. Employees (or equivalent) man days			500	500
	Type 1	1	100	100
	Type 2	1	100	100
	Type 3	1	100	100
	Type 4	1	100	100
	Other	1	100	100
	A.2 Natural persons under direct contract	2	200	200
	A.3 Seconded persons	2	200	200
	A.4 SME Owners without salary	3	200	600
	A.5 Volunteers	1	50	50
B. Subcontracting costs		1	200	200



# Part B – Budget- Budget form

TOOL: DEPRECIATION COSTS LIST											
BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	Date of purchase	Purchase cost	% used for the project	% use for lifetime of the investment	Charged depreciation costs per investment	Justification: Needed info for depreciation
1	Beneficiary 1	2	Research	Equipment	PC	1/01/2021	1.500	50%	25%	188	
1	Beneficiary 1	3	Activities	Equipment	Beamer	1/01/2021	900	75%	10%	68	



# Part B – Budget- Budget form

Automatically  
calculated

Manually  
encoded

## Proposal budget sheet



		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 22.691 € or 150.000 €	Your maximal EU contribution corresponding to your budget =  18.153 €
								Max EU CONTRIBUTION	Requested EU - CONTRIBUTION
Beneficiary 1	ABC	250	2.300	2.300	11.606	813	12.419	9.935	9.935
Beneficiary 3	GHI	700	200	200	9.600	672	10.272	8.218	8.218
Beneficiary 3.1	JKL	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>Consortium</b>	<b>950</b>	<b>2.500</b>	<b>2.500</b>	<b>21.206</b>	<b>1.485</b>	<b>22.691</b>	<b>18.153</b>	<b>18.153</b>

Enter amount with **decimals**

Aligned with Section 3 of Part A

# Part C

## Subjects (Select max 3 choices)

- Connecting EU with Youth
- Equality of All Genders
- Inclusive Societies
- Information & Constructive Dialogue
- Mental Health & Wellbeing
- Moving Rural Youth Forward
- Quality Employment for All
- Quality Learning
- Space and Participation for All
- Sustainable Green Europe
- Youth Organisations & European Programmes

I hereby confirm that our organization is active in the field of youth

## Administrative forms

Edit forms 


Edit Part C

View history

Print preview 

 View PDF

 Cancel changes

 Save data



# I validate and submit my proposal

**Administrative forms**

[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	<input type="text"/>	ⓘ	<a href="#">Upload</a>
Detailed budget table LSII	<input type="text"/>	ⓘ	<a href="#">Upload</a>
CVs	<input type="text"/>	ⓘ	<a href="#">Upload</a>
Annual activity reports	<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](#)

## Validations

✖ Your proposal cannot be submitted until the errors below are corrected

### Eligibility errors

Part C form has not been updated

### Part A Form

> **Budget** - 1 error(s)

> **General Information** - 1 error(s)

### Part B and annexes

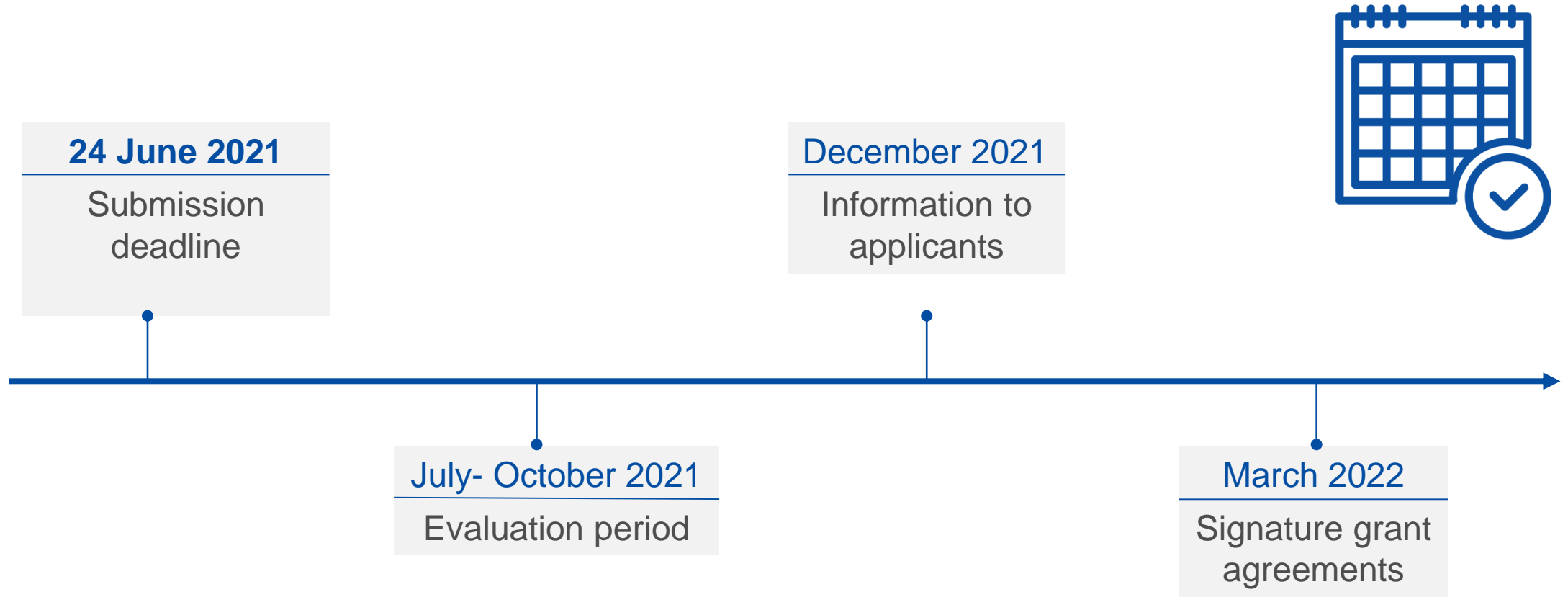
This mandatory attachment is missing: **Part B**  
This mandatory attachment is missing: **Detailed budget table LSII**

⚠ The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

### Part A Form

> **Test Camelia-Valeria** - 12 warning(s)

# What's next



# USEFUL INFORMATION

E+ 2021 Programme Guide: [https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en)

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

• My Experts Area in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.  
• Grant Management Services in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.

Support overview

GRANTS TENDERS

Support by type

- GUIDANCE
- FAQ
- HELPDESKS

Popular support topics

EU Login	Online manual	How can I acquire roles and access rights for proposals, projects or organisations?	FAQ ?
How to change the EU Login account details?	FAQ ?	How to update my organisation data?	FAQ ?
What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks?	FAQ ?	Where can I find more user guidance related to proposal submission?	FAQ ?
How to assign PLSIGN?	FAQ ?	SME Self Evaluation	IT how to
How do I fill in my bank account as an expert?	FAQ ?	Where can I find the National Contact Points (for Horizon 2020)?	Helpdesks

Any question about the action or the application process?=> [EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu)



# Q & A Session

Email your questions to:

[EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu)

# Keep in touch



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# Thank you



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