



Erasmus+ Sport Info Day 2023

Session 4: How to present your proposal?

*European Education and Culture
Executive Agency*

Brussels, 30 January 2023



Agenda

- Introduction
- Eligibility criteria / Consortium
- Funding mechanism
- Work packages and deliverables
- Award criteria
- Common mistakes



Focus of the presentation

- Cooperation partnerships – SCP
- Small scale partnerships – SSCP
- Not-for-profit European sport events
 - Type I, Type II and Wide events

Objectives and priorities SCP/SSCP

Horizontal priorities

- Inclusion and diversity in all fields of education, training, youth and sport
- Environment and fight against climate change
- Addressing digital transformation through development of digital readiness, resilience and capacity
- Common values, civic engagement and participation

Objectives and priorities SCP/SSCP

Sport specific priorities

- Encouraging healthy lifestyles for all
- Promoting integrity and values in sport
- Promoting education in and through sport
- Promoting equality and European values in and through sport

Objectives and priorities SCP

Objectives of the action

- Increasing quality in the work, activities and practices of organisations and institutions involved
- Building capacity of organisations
- Addressing common needs and priorities
- Enabling transformation and change

Objectives and priorities SSCP

Objectives of the action

- Attract and widen access for newcomers, less experienced organisations and small-scale actors to the programme
 - Support the inclusion of target groups with fewer opportunities
 - Support active European citizenship and bring the European dimension to the local level
- + contribution to the objectives of SCP in a more limited extend

Objectives and priorities SNCESE/LSSNCESE

- Volunteering in sport
- Social inclusion through sport
- Fight against discrimination in sport, including gender equality
- Encouraging healthy lifestyles for all
 - three pillars of the HealthyLifestyle4All initiative, Council Recommendation on health-enhancing physical activity and the EU Physical Activity Guidelines, European Week of Sport, sport and physical activity as a tool for health, activities encouraging the practice of sport and physical activity, traditional sport and games

Where to start?

FUNDING AND TENDERS PORTAL

- ERASMUS-SPORT-2023-SSCP
- ERASMUS-SPORT-2023-SCP
- ERASMUS-SPORT-2023-SNCESE
 - ERASMUS-SPORT-2023-CB

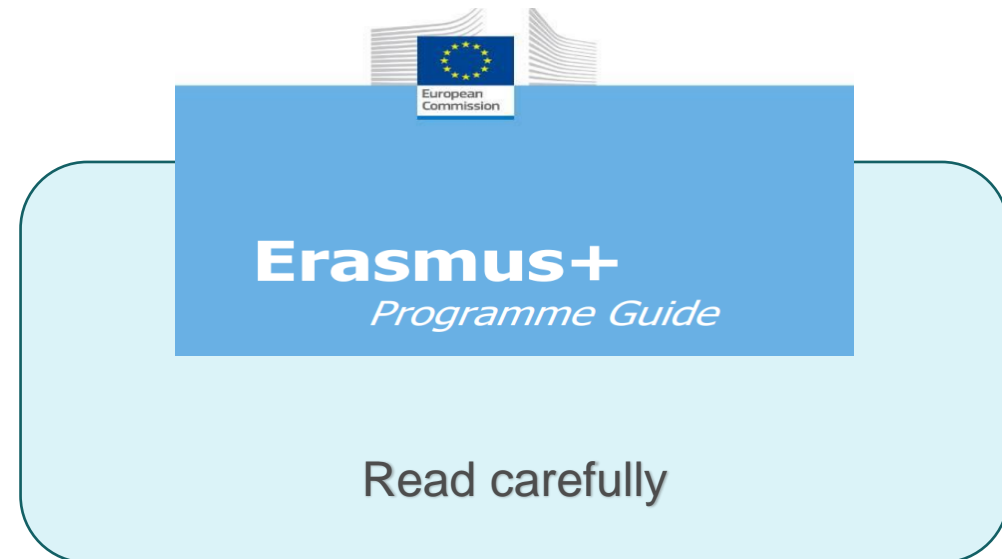


22 March 2023, 17:00 Brussels time

ERASMUS-SPORT-2023-LSSNCESE



21 February 2023, 17:00 Brussels time



Different sections of the application

Insert the **PIC numbers** of all organisations from the consortium



Creation of Part A of the application form

Part A- Edit forms

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

Download and upload the **Part B templates**

- Narrative part
- Budgetary annex

Download Part B templates



Download part B templates

Tick the **priority** for your Sport action (SCP/SSCP/SNCESE) in the Part C

SPORT SPECIFIC PRIORITIES

- Encouraging healthy lifestyle for all
- Supporting social inclusion through sport
- Volunteering in sport
- Fight against discrimination in sport, including gender equality

Supporting social inclusion through sport

- Supporting social inclusion through sport



Programme criteria

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

Admissibility criteria

Admissibility criteria

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

Application is

- * readable
- * accessible
- * in one of the official EU language

Application is complete containing all parts and official mandatory annexes

Mind the deadline

***22 March 17:00**
(Brussels time)

*** Large-Scale European event => 21 February**

-> *Preferable to submit in advance*

Detailed in Erasmus+ Programme Guide under part C – Step 2:

applicable to all actions

Eligibility criteria

Eligibility criteria

Who can apply?

Eligible participating organisations

N° & profile of participating organisations

Priorities addressed

Venue(s) of the activity(ies)

Duration of project

Where to apply?

When to apply?

Detailed in Erasmus+ Programme Guide under each action:

- Cooperation partnerships
- Small-scale partnerships
- Not-for-profit European sport events

Cooperation partnership

Participating organisations

- Any public or private organisation established in an EU Member State or third country associated to the Programme can participate as coordinator or partner
- Organisations established in any country not associated to the Programme can participate (Belarus and Russian Federation excepted) if added value to the project

Eligible consortium

Minimum 3 organisations from 3 different EU Member States and third countries associated to the Programme

Project duration

Between 12 and 36 months

Venue

All activities must take place in the countries of the organisations participating in the project (exceptions)

Small-scale partnership

Participating organisations

Any public or private organisation established in an EU Member State or third country associated to the Programme

Eligible consortium

Minimum 2 organisations from 2 different EU Member States and third countries associated to the Programme

Project duration

Between 6 and 24 months

Venue

All activities must take place in the countries of the organisations participating in the project (exception)

Not-for-profit European Sport events

Participating organisations

Any public or private organisation, with its affiliated entities, active in the field of sport established in an EU Member State or third country associated to the Programme

Eligible consortium

Consortium conditions for 4 different types of events

Project duration

12 or 18 months

Venue

All activities must take place in the countries of the organisations involved (no exceptions)

Not-for-profit European Sport events

European local event (Type I)

- 3 to 5 partner organisations
- Each organisation from different countries*
- Events take place in the countries of each organisation
- EUR 200.000

European local event (Type II)

- Minimum 6 partner organisations
- From 6 different countries*
- Events take place in the countries of each organisation
- EUR 300.000

European-wide event

- One applicant – no partners
- Minimum 9 participating organisations (**associated partners**)
- From 10 different countries*
- Event take place in the country of the applicant organisation
- EUR 450.000

* EU Member States and third countries associated to the Programme

Large-Scale European event

Eligible consortium

1 single applicant
+ 14 participating
organisations
(**associated
partners**) coming
from 14 different
EU Member States
and third countries
associated to the
Programme

Eligible activities

Events are multi-
sports

Must showcase a
minimum of 10
different sports.

Project duration

12 or 18
months

Venue

Must take place
in a EU Member
State or in a
third country
associated to the
Programme.

Consortium

Consortium

Eligible partnership

Please check under the specific action in the Programme guide what is the minimum organisations necessary for an eligible partnership

Linked to the project objectives

Profile of the organisation

Diversity

Experience

Specific competences

Practical aspects

Manageable

Trustworthy

Sufficient size

Operational capacity of partners

Exclusion criteria



Exclusion criteria

Where?

- In the Part C of Erasmus+ Programme Guide

How?

- Fields to tick in the application form
- Declaration on honour to be signed if selected

Selection criteria

Selection criteria

Operational capacity	<ul style="list-style-type: none">• General profiles (qualifications and experiences) of the staff responsible for managing and implementing the project• Description of the consortium participants• List of EU-funded projects for the last 4 years (if any)
Financial capacity	<p>Provide only upon request > upload in Funding and Tender Opportunities Portal:</p> <ul style="list-style-type: none">• Profit and loss accounts• Balance sheet• Other documents, if requested <p>Evaluation by the Validation Service (Research and Executive Agency – REA)</p>

Funding mechanism

Large-scale European events

ERASMUS-SPORT-2023-LSSNCESE

- 4th type of the events – **deadline 21 February 2023**

Budget based on actual costs – 1.000.000 - 2.000.000 EUR – grant amount

Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i>														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accomodation	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
	Y	YEUR	YEUR	Y	Y	YEUR	YEUR	YEUR	YEUR	YEUR	Y	YEUR	YEUR	YEUR

Lump sum amounts (SCP/SSCP/SNCESE/CB)

Capacity building in sport

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

LUMP SUM II BASED
ON BUDGET



Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR



Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



European Sport Events

- 200.000 EUR
- 300.000 EUR
- 450.000 EUR



LUMP SUM TYPE I - NO OTHER AMOUNT IS AUTHORISED

Funding Rules – Lump sum Type I

Planning

- When planning their projects, the applicants need to choose the single lump sum amount more appropriate to cover the costs of the project, based on their needs and objectives.

Choice

- The choice needs to be adequate to the ambitions and expected results of their project.

Funding Rules – Lump sum Type I

Menu of lump sums from which applicants will choose according to the activities they want to undertake and the results they want to achieve

- Estimated budget per each work package that must satisfy the principles of economy, efficiency and effectiveness to the objectives of the actions
- List of work packages to be detailed (project management, dissemination, events, etc.)
- Focus on results and outputs and not on the administrative and financial elements

Funding Rules – Lump Sum Type I

PART A of the Application Form

3 - Budget

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

PART B Excel template (Tpl_calculator)

Ensure that the amounts and split per beneficiary are the same in PartA and Excel

Ensure that there is no error message in Excel

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

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

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

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

Work packages and deliverables

Technical description – Part B

4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING	10
4.1 Work plan	10
4.2 Work packages, activities, resources and timing.....	10
<i>Work Package 1</i>	11
<i>Work Package</i>	13
<i>Events and meetings</i>	14
<i>Timetable</i>	14

Milestones not needed in Erasmus+ projects – Leave the section empty

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a

Small-scale partnerships

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

Work package - “Project implementation”

D1 communication package (website, leaflets, etc.)

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

Not-for-profit European Sport events

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

Work package - “Project implementation”

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

Work package - “Impact and dissemination”

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

Work package - “Preparation of the event”

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

Cooperation partnerships

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

Work package - “Project implementation”

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

Work package - “Impact and dissemination”

Deliverable - Communication package

Other work packages may contain following deliverables:

Guide of best practices, Handbook, Online training course, ...

Work packages and deliverables

Work package – major subdivision of the project

Deliverables – project outputs to show progress of the project

- Refer only to major outputs
- Max 10-15 for complex projects

Two types to be used - PUB /SEN

Do not include final reports, grant agreements, partnership agreements as deliverables of the project

Evaluation process



Evaluation process in practice

- Award criteria
- External experts
- Notification letter

Award criteria

Award criteria



Detailed information on the criteria and their sub-criteria in the Erasmus+ Programme Guide 2023

Award criteria – Scoring



Award Criteria	Cooperation partnerships	Small-scale partnerships	Events
Relevance of the project	25 p	30 p	30 p
Quality of the project design and implementation	30 p	30 p	20 p
Quality of the partnership and cooperation arrangements	20 p	20 p	20 p
Impact	25 p	20 p	30 p
Total	100 p	100 p	100 p

Double threshold:

- 50% of each criterion
- at least 60 points in total

Proposals must:

Describe

- Activities and efforts to be carried out



Submit

- Structure divided into work packages



Estimate

- Budget for each work package



Propose

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

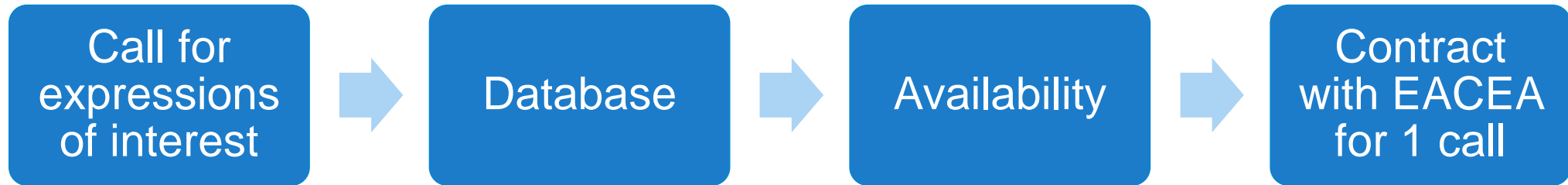


Provide

- Information on deliverables, outputs and indicators



External evaluators

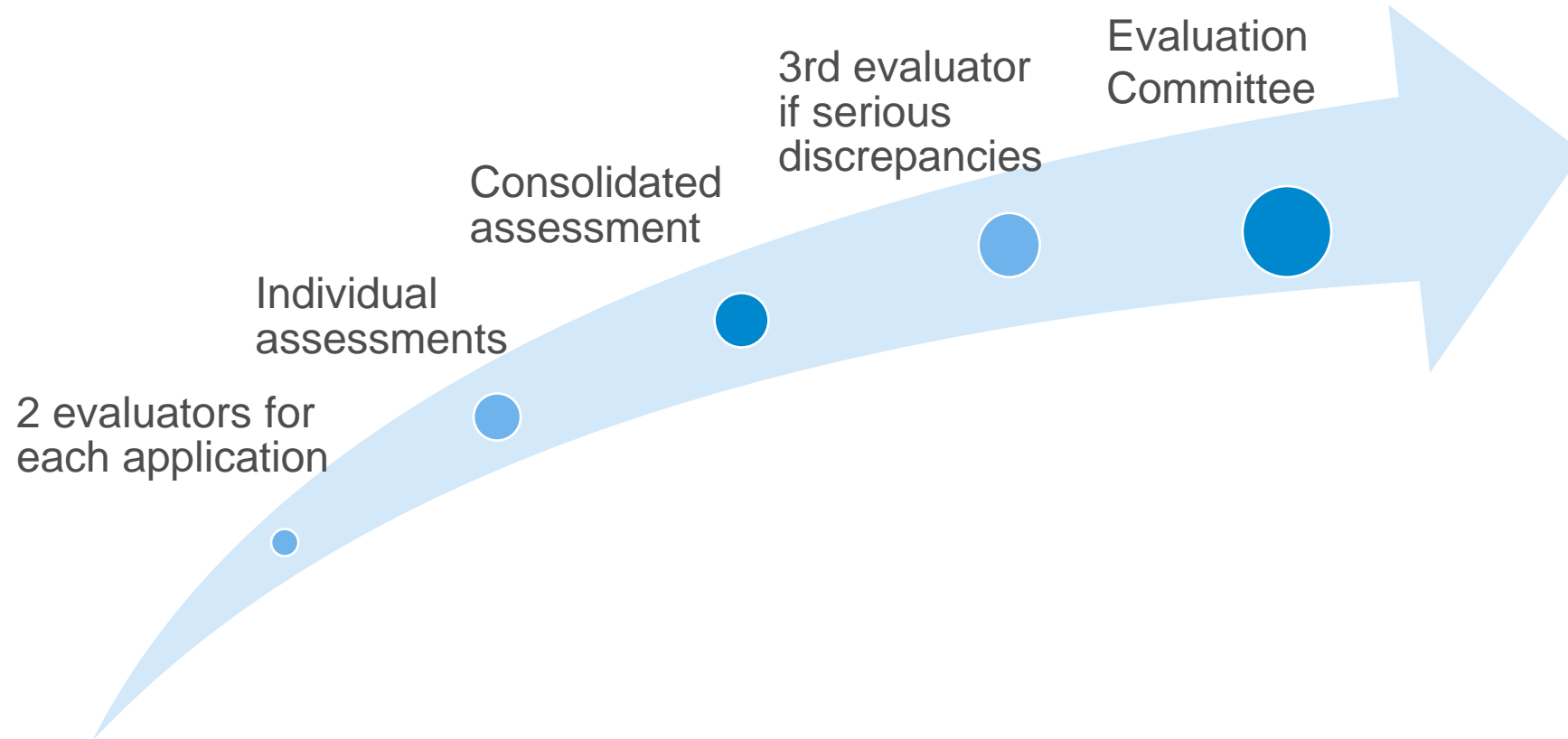


- Call for expressions of interest

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

- Evaluators who already applied under former call in past years: their data is automatically transferred into the new database, but they are advised to check and also fill in additional fields

Evaluation of the award criteria



Notification letter

Letter

- General information
- Evaluation result
- Funding thresholds

Letter

Actions/docs requested if project selected

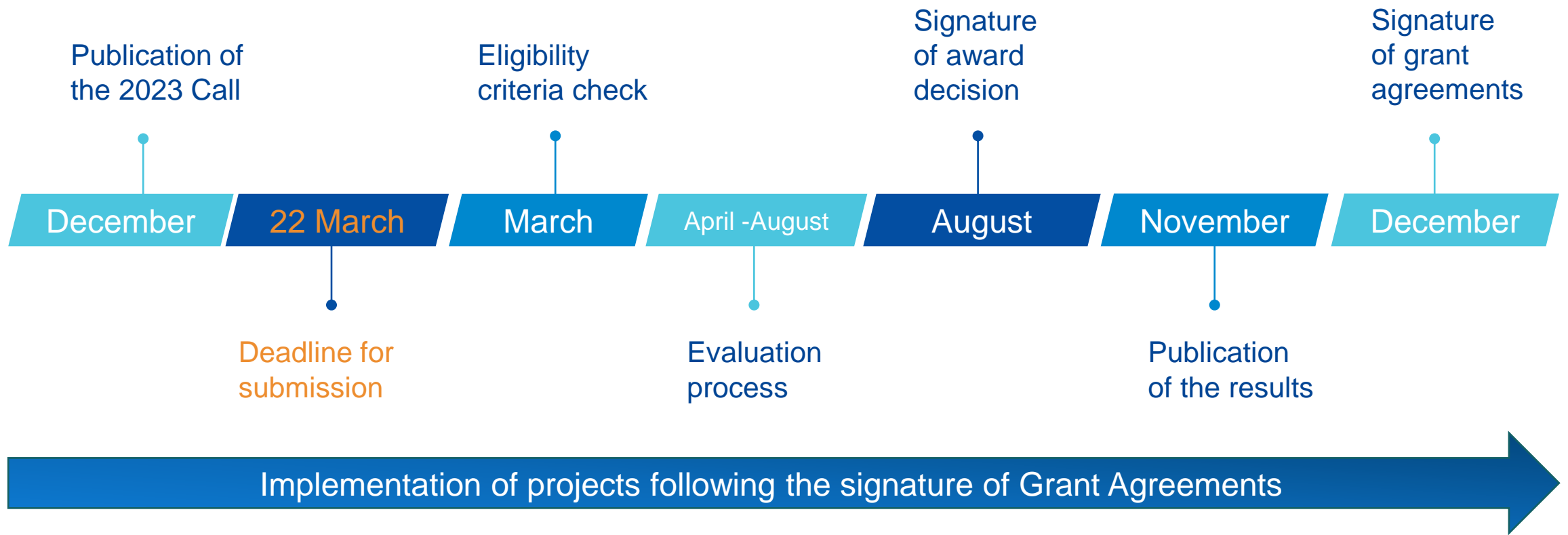
- PIC validation
- Grant agreement preparation in Funding and Tender Opportunities Portal
- Bank account
- Financial capacity documents

Annex: Evaluation summary report

Per each award criterion:

- Scores
- Assessment

Indicative roadmap



Common mistakes

Most common mistakes

Incorrect annexes uploaded to the application form in the system

Deadline
23 March 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-SPORT-2022-SSCP
Topic: ERASMUS-SPORT-2022-SSCP
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Download Part B templates
[Download part B templates](#)

Support & Helpdesk

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


Find your organisation
PIC Short name
Organisations you have been previously associated with. (Click to select)

PIC: 913842918
Test Camelia-Valeria
place Rogier
Brussels,BE

PIC: 923131832
Aero LTD
MaartStreet 12
Almere,US
VAT: 125648321

PIC: 892863661
SME Test
Rue ABC, 3
Brussels,BE

PIC: 933341955
Charalampos Xenogiannis
champ du champ de mard 5
brussels,BE
VAT: BE0820975039



Most common mistakes

- Missing information on partner organisations in the application form

Coordinator

1 Aero LTD Add Affiliated Entity + Contacts: Add contact +

Aero LTD - test company
Almere, US
PIC: 923131832

Change organisation Contact organisation

Helena KAMENCIKOVA - Main contact >

Zanete Tifentale - Contact person >

Partner

2 JANITOM Tomasz Janisz Add Affiliated Entity + Contacts: Add contact +

JANITOM Tomasz Janisz
Gdansk, PL
PIC: 952853893

Change organisation Contact organisation

Helena Kamencikova - Contact person >

Affiliated Entity

3 Test Camelia-Valeria

Test Camelia-Valeria

Most common mistakes

- Misleading information on the budget in Part A

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

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	0.00
	Total		0.00

Most common mistakes

- Discrepancies in the different sections Part A – Part B budget

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Tpl_Application Form (Part B SEP) (...)	Rich Text Format	209 KB	No	2.618 KB	93%	25/01/2022 11:19
Tpl_Calculator (ERASMUS LS SPORT...)	Microsoft Excel Worksheet	28 KB	No	41 KB	32%	25/01/2022 11:19

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WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	VP1	VP2	VP3	VP4	VP5	VP6	VP7	TOTAL (in €)
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]
[name]								0

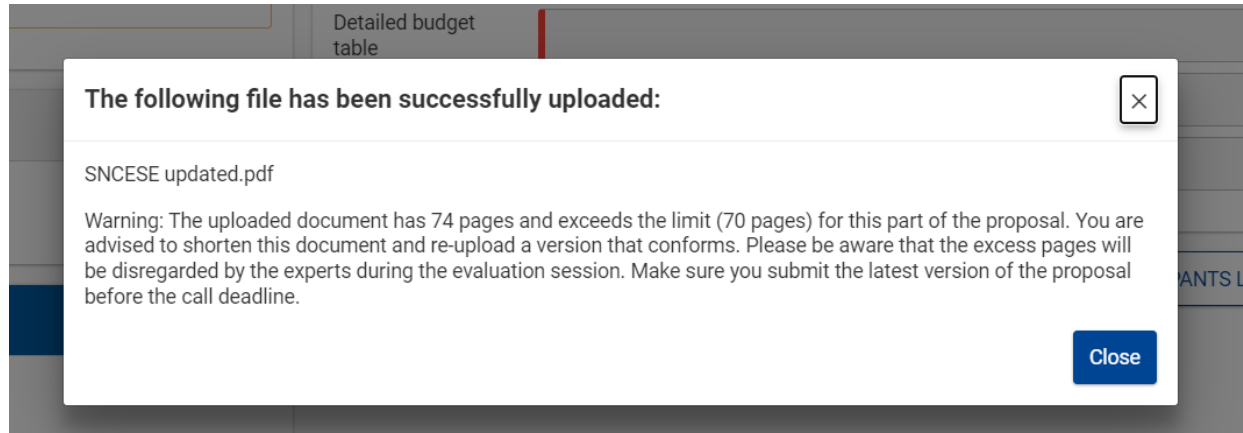
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	[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]
[name]	10.000	20.000	30.000					60.000
[name]								0

Most common mistakes

- Excess pages in Part B – **NOT EVALUATED**
- 70 pages for SCP-SNCESE-CB
- 40 pages for SSCP



Conclusions

In a nutshell...

- Make sure that your consortium complies with the eligibility criteria
- 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
- Respect the formatting rules of the application form template
- Ensure that there are no error messages in the detailed estimation of costs
- Prepare and submit your proposal well in advance

Useful links

E+Programme Guide 2023: [E+ Programme Guide](#)

Where to find the application forms?: [Funding & tenders \(europa.eu\)](#)

Online manual: [Online manual on submission of the proposal](#)

IT how to: [IT how to on submission of the proposal](#)

Questions & answers



Thank you



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