Erasmus+ Sport Info Day

Erasmus+ Sport – The Submission Process

SESSION 3

Brussels, 24 March 2021

European Commission | Education, Audiovisual and Culture Executive Agency

Where can you can find a Call and how can you submit an application

- *All Agency's call for proposals are published in F&TP:* *Access to Portal*
- *For 'Calls on Invitation', a link to the submission platform is sent with the invitation*

WHERE

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Where can you can find a Call and how can you submit an application

Once the call found, and read all relevant information you can start the process of submission of the Application

General information

Topic description

Conditions and documents

Submission service

Topic related FAQ

Get support

Call information

Call updates

Funded project list

⇆ Go back to search results

Topic conditions and documents

1. Eligible countries: See section 5 of the Call Document and list of countries particip

http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-cou

Full information and documents related to the call are avalable at: Portal Reference D

2. Eligibility and admissibility conditions:

Admissibility: see section 4 of the Call Document

Start submission

START SUBMISSION

Topic related FAQ

There are no FAQ related to this topic.

WHERE

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How can you submit your application

Before you can access the system and start your submission there are two prerequisites:

1. *You, as the coordinator and organiser of the project, have a **valid EU Login***
2. *Your Organization has a **9-digit PIC** (Participant Identification Code)*

We make the assumption that you have both these elements,

When selecting the link in the e-mail or select the submission botton in the Portal you will be asked to enter your EU Login

Enter your email address in the field provided,
then click the **Next** button.
You will be prompted for your password.

How can you submit your application

No EU Login => create an account
No PIC => register your organisation

Within the very first page of the portal, at the bottom you can find all necessary resources to both create an account or register your Organisation to get a PIC

Create proposal

Deadline
📅 07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

⚠ 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 the previous one. ✕

Call data:

Call: **ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA**

Topic:
ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA

Type of action: **ERASMUS-OG**

Type of MGA: **ERASMUS-OG**

⚠ Topic and type of action can only be changed by creating a new proposal.

Find your organisation

PIC [9]   Short name [250]

Search for your organisation

Organisations you have been previously associated with. (Click to select)

PIC: 904198208	PIC: 996296022	PIC: 956444445
Charama²	UMF IASI	Baird Consulting SCS
7 Rue Paul Spaak bte12 BRUXELLES,BE VAT: be0819214884	STRADA UNIVERSITATII 16 IASI,RO	Vieille rue du Moulin-Rouge 20 Uccle,BE

PIC: 913842918	PIC: 998728006	PIC: 952853893
Test Camelia-Valeria	bla	JANITOM Tomasz Janisz
place Rogier Brussels,BE	via via 1 rome,IT VAT: 123456789	ul. Ogarna 111/112/6 Gdansk,PL

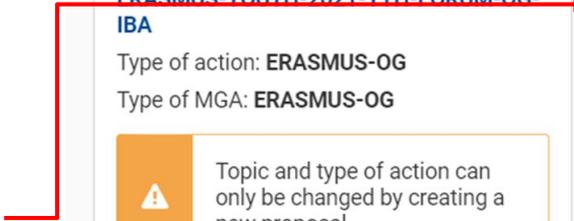**You need to enter your PIC**

Download Part B templates

⬇ Download part B templates

Support & Helpdesk

📖 Online Manual

Your role

You can search your PIC

How can you submit your application

Find your organisation   ✕

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC

| Paris | 245 | **Search** |

| PIC: 999865525 | PIC: 951234575 | PIC: 901155512 |

UNIVERSITE PARIS DIDEROT-PARIS7

RUE THOMAS MANN 5 PARIS,FR VAT: FR6619751 7238 Status: SUSPEND ED

Institut Panos Paris

rue du Mail 10 Paris,FR VAT: "not applicable" Status: DECLARE D

Paris.U

35 rue du Sentier Paris,FR VAT: FR 16 537771461 Status: DECLARE D

| Use | CO | | Use | CO | | Use | CO |

You can Search your PIC if you do not know it

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How can you submit your application

Fill in the summary and move to the next step

How can you submit your application

Add your Partners in the project, if needed, otherwise move to the next step

Additional partners can be added via the appropriate Icon
If selected, you will have to search its PIC and follow the same steps

How can you submit your application

Edit and complete proposal
You need to fill:
- the eForm
- the Part C
- the attachments

How can you submit your application

Edit and complete the eForm

How can you submit your application

Edit the eForm, save and validate

How can you submit your application

Part B: Downloading and Completing the Annex Forms

How can you submit your application

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **Sport test**
Draft ID: **SEP-210734188**

Download Part B templates

⬇ Download part B templates

Support & Helpdesk

| 📖 Online Manual | ℹ IT How To |
| 📧 IT Helpdesk | ❓ FAQ |

Service Desk:

📧 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
📞 +32 2 29 92222

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| 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 Technical Annex | | ❓ | Upload ☁ |

◀ BACK TO PARTICIPANTS LIST | **VALIDATE** | **SUBMIT**

You can validate and submit

NB: at any moment you have access to different support resources

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Part B – Application Form

TABLE OF CONTENTS

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Part B – Application Form

➢To be downloded

➢Divided into different sections

➢Section 1, 2 and 3: Award criteria

➢Section 4: Activities, Work packages, Timing and Subcontracting

➢Annexes

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Part C – Application Form

HORIZONTAL PRIORITIES

○	Inclusion and diversity in all fields of education, training, youth and sport
⦿	Environment and fight against climate change
○	Innovative practices for digital transformation, readiness, resilience and capacity
○	Common values, civic engagement and participation

SPORT SPECIFIC PRIORITIES

▪	**Encouraging the participation in sport and physical activity**	
	○	implementation of the Council Recommendation on health-enhancing physical activity, the EU Physical Activity Guidelines and the Tartu Call for a Healthy Lifestyle
	○	the support to the implementation of the European Weeks of Sport
	○	the promotion of sport and physical activity as a tool for health
	○	the promotion of all activities encouraging the practice of sport and physical activity including traditional sport and games and intergenerational sport

▪	**Promoting integrity and values in sport**	
	○	combating the usage of doping
	○	combating match fixing and corruption in sport
	○	improving good governance in sport
	○	promoting the positive values of sport

▪	**Promoting education in and through sport**	
	○	supporting skills development in sport
	○	encouraging Dual Careers of Athletes
	○	promoting the quality of coaching and staff
	○	using mobility as a tool for improving qualifications
	○	promoting employability through sport

▪	**Combating violence and tackling racism, discrimination and intolerance in sport**	
	○	Combating violence and tackling racism, discrimination and intolerance in sport

For Cooperation partnerships and Small-scale partnerships

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Part C – Application Form

SPORT SPECIFIC PRIORITIES

For Not-for-profit European Sport Events

	Encouraging the participation in sport and physical activity
○	implementation of the Council Recommendation on health-enhancing physical activity, the EU Physical Activity Guidelines and the Tartu Call for a Healthy Lifestyle
○	the support to the implementation of the European Weeks of Sport
○	the promotion of sport and physical activity as a tool for health
○	the promotion of all activities encouraging the practice of sport and physical activity including traditional sport and games and intergenerational sport

	Supporting social inclusion through sport
○	Supporting social inclusion through sport

	Volunteering in sport
●	Volunteering in sport

	Fight against discrimination in sport, including gender equality
○	Fight against discrimination in sport, including gender equality

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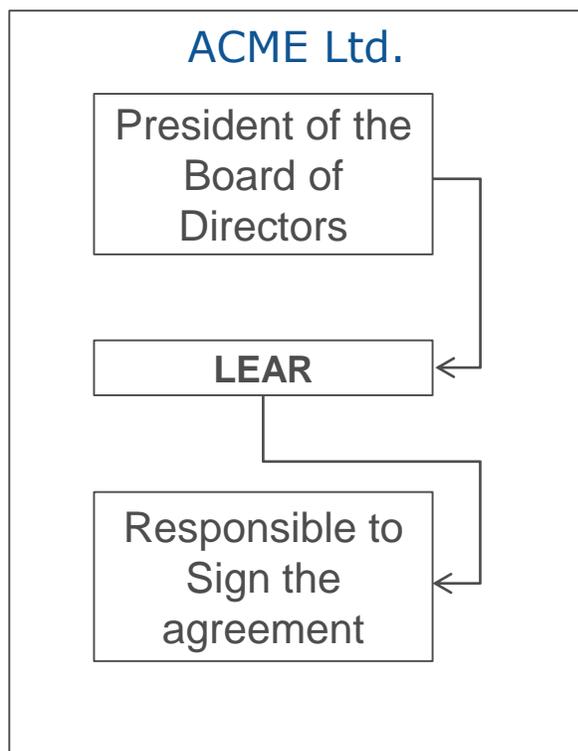
Importance of the LEAR

What is a LEAR (legal entity appointed representative)

- For organisations (i.e. not individuals), this is a person formally **appointed by the legal representative** of the organisation to perform certain tasks on behalf of their organisation

- S/he regularly:

  - enters and updates the names of the colleagues <u>authorised to act as legal representatives</u> and signatories for the organisation. These are people who are able to commit the organisation legally <u>by signing grant agreements</u> or contracts and authorising amendments to them.

  - enters and update the names of any colleagues <u>authorised to sign</u> financial statements or invoices on behalf of the organisation.

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Importance of the LEAR

S/he defines who signs the Agreement

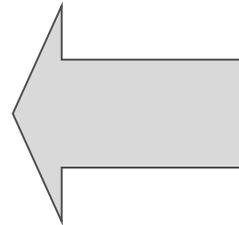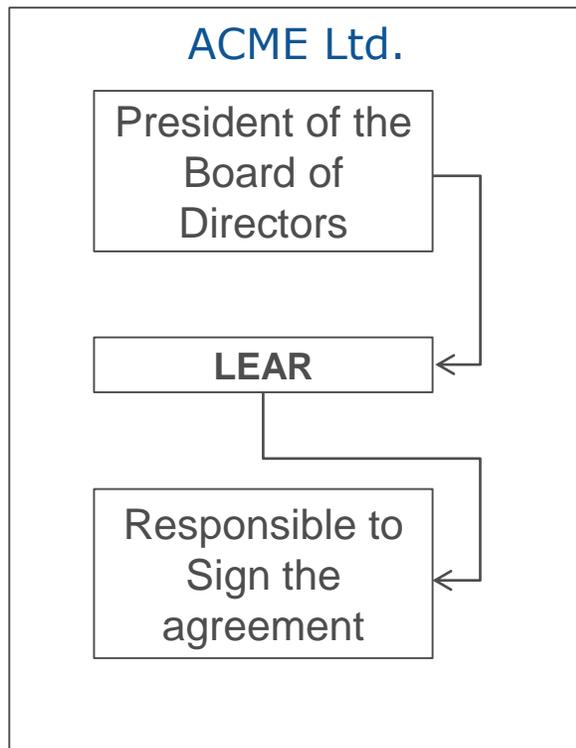| ACME Ltd. |
|---|
| President of the Board of Directors |
| **LEAR** |
| Responsible to Sign the agreement |

1) 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) Mrs XXXX

2) Mrs XXXX enters and updates the names of the colleagues <u>authorised to act as legal representatives</u> and signatories for the organisation

3) Finally, this is the person who ultimately signs the Agreement

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Importance of the LEAR: 2 remarks

ACME Ltd.

President of the Board of Directors

LEAR

Responsible to Sign the agreement

This is the most difficult person to identify and s/he will be scrutinized to check that indeed s/he can represent the Organisation.
- Very complex for Public Administrations
- Easier for Private sector

Official documents will have to be provided to the EC validation authority for its verification

Often however, the same person has the 3 roles

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Importance of the LEAR:
Example of some Documents

STANDARD PROCEDURES

LEV & LEAR INVITATION

RE: PIC Validation & LEAR appointment — Supporting documents

Dear Participant,

Following the registration of your organisation, we are now ready for your legal entity validation (PIC validation) and LEAR appointment.

1/. Validation

This validation will be done in accordance with the rules set out in the Rules for Legal Entity Validation available in the Participant Portal Reference Documents.

Please **upload** the documents listed below within **5 days** after receiving this message:

1. ……………………………………………………..
2. ……………………………………………………..

LEAR APPOINTMENT LETTER

(This document will be automatically generated by the Participant Register once all the information required for the LEAR appointment will have been filled in. You should print it, have it signed by the legal representative and the LEAR and then upload it in the Participant Register with the supporting documents. Originals should be kept on file for controls. If you would like to consult other language versions, please refer to templates & forms section of the Portal Reference Documents page.)

Subject: **PIC:**…………………
              Legal entity name:…………………

I, Mr/Ms/Mrs/Miss ………………………… in my capacity as …………………… and authorised to legally represent my organisation, have **appointed** as our **legal entity appointed representative (LEAR)**:

First name: ………………………..
Last name: ………………………….
Title: Mr/Ms/Mrs/Miss
Gender: ………………………….
Postal address (street, postcode, city and country):   …………………………..
e-mail: ……………………………
Telephone: +( )

+ Other specific documents. Procedure can be found here

Importance of the LEAR: Documents

Thank you

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