



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 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

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

EU Programmes

Programming period 2014-2020

3rd Health Programme (3HP)	Asylum, Migration and Integration Fund (AMIF)	Consumer Programme (CP)	Creative Europe (CREA)	Europe Direct (ED)
European Defence Industrial Development Programme (EDIDP)	EU Aid Volunteers Programme (EUAID)	European Solidarity Corps (ESC)	Erasmus+ Programme (EPLUS)	Europe For Citizens (EFC)
European Maritime and Fisheries Fund (EMFF)	European Statistics (ESTAT)	Innovation Fund (INNOVFUND)	EU External Action (RELEX)	Hercule III (HERC)



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

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

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

Erasmus+ Programme (EPLUS)

sport

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming Open for submission Closed(3)

Programming period

2014 - 2020 (3)

Erasmus+ Programme (EPLUS)

Filter by call

Select a Call...

CPV code (Tenders Only)

Select a CPV code...

Funding and tenders (3)

Grant	Not-for-profit European Sport events
Closed	
Programme	Erasmus+ Programme (EPLUS - 2014-2020)
ID	EPP-SNCESE-2020
Types of action	EPLUS
Deadline model	single-stage
Opening date	02 January 2020
Deadline date	21 April 2020 17:00:00 Brussels time

Grant	Small Collaborative Partnerships
Closed	
Programme	Erasmus+ Programme (EPLUS - 2014-2020)
ID	EPP-SSCP-2020
Types of action	EPLUS
Deadline model	single-stage
Opening date	02 January 2020
Deadline date	21 April 2020 17:00:00 Brussels time

Grant	Collaborative Partnerships
Closed	
Programme	Erasmus+ Programme (EPLUS - 2014-2020)
ID	EPP-SCP-2020
Types of action	EPLUS
Deadline model	single-stage
Opening date	02 January 2020
Deadline date	21 April 2020 17:00:00 Brussels time

WHERE

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	Topic conditions and documents
Submission service	1. Eligible countries: See section 5 of the Call Document and list of countries participating at http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-coi
Topic related FAQ	Full information and documents related to the call are available at: Portal Reference D
Get support	2. Eligibility and admissibility conditions:
Call information	Admissibility: see section 4 of the Call Document
Call updates	
Funded project list	
 Go back to search results	Start submission
	START SUBMISSION
	Topic related FAQ
	There are no FAQ related to this topic.

WHERE

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 button 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

The screenshot displays the 'EU Programmes' section of a portal. It features a grid of funding programs under the heading 'Programming period 2014-2020'. Below the grid is a 'Show all (30)' link. At the bottom, a 'How to participate in 5 steps' section is shown, with steps 3 and 4 highlighted in red boxes. Step 3 is 'Create an account' and step 4 is 'Register your organisation'. A red line connects the text on the right to these two steps.

EU Programmes				
Programming period 2014-2020				
European Maritime and Fisheries Fund (EMFF)	European Statistics (ESTAT)	Innovation Fund (INNOVFUND)	EU External Action (RELEX)	Hercule III (HERC)
Horizon 2020 Framework Programme (H2020)	Support for information measures relating to the common agricultural policy (IMCAP)	Internal Security Fund Borders and Visa (ISFB)	Internal Security Fund Police (ISFP)	Justice Programme (JUST)

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

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 Short name

Search for your organisation

- Organisations you have been previously associated with. (Click to select)
- | | | |
|--|--|---|
| PIC: 904198208
Charama²
7 Rue Paul Spaak bte12
BRUXELLES,BE
VAT: be0819214884 | PIC: 996296022
UMF IASI
STRADA UNIVERSITATII
16
IASI,RO | PIC: 956444445
Baird Consulting SCS
Vieille rue du Moulin-
Rouge 20
Uccle,BE |
| PIC: 913842918
Test Camelia-Valeria
place Rogier
Brussels,BE | PIC: 998728006
bla
via via 1
rome,IT
VAT: 123456789 | PIC: 952853893
JANITOM Tomasz
Janisz
ul. Ogarna 111/112/6
Gdansk,PL |

Download Part B templates
📄 Download part B templates

Support & Helpdesk
📖 Online Manual

Your role

You need to enter your PIC

Create proposal

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 - PIC: 996296022**
UMF IASI
STRADA UNIVERSITATII
16
IASI,RO
 - PIC: 956444445**
Baird Consulting SCS
Vieille rue du Moulin-
Rouge 20
Uccle,BE
 - PIC: 913842918**
Test Camelia-Valeria
place Rogier
Brussels,BE
 - PIC: 998728006**
bla
via via 1
rome,IT
VAT: 123456789
 - PIC: 952853893**
JANITOM Tomasz
Janisz
ul. Ogarna 111/112/6
Gdansk,PL

Download Part B templates

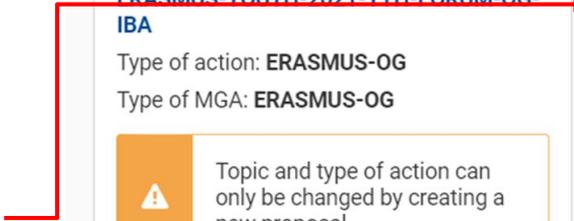
📄 Download part B templates

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

<p>PIC: 999865525 UNIVERSITE PARIS DIDEROT- PARIS7 RUE THOMAS MANN 5 PARIS,FR VAT: FR6619751 7238 Status: SUSPEND ED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 951234575 Institut Panos Paris rue du Mail 10 Paris,FR VAT: "not applicable" Status: DECLARE D</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 901155512 Paris.U 35 rue du Sentier Paris,FR VAT: FR 16 537771461 Status: DECLARE D</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
---	---	--

You can Search
your PIC if you
do not know it

How can you submit your application

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

Your role

Please indicate your role in this proposal

Main contact
 Contact person

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

SAVE AND GO TO NEXT STEP

Fill in the summary and move to the next step

How can you submit your application

Participants

Deadline
07 April 2021 17:00:00 Brussels Local Time
22 days left until closure

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.

Proposal data:
Acronym: Sport test
Draft ID: SEP-210734188

[Download Part B templates](#)

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 Charama²
Charama²
BRUXELLES, BE
PIC: 904198208

Contacts: 0

Marco BOURSIER - Main contact

[Add contact +](#)

[Change organisation](#) [Contact organisation](#)

[Add partner +](#)

[SAVE](#) [SAVE AND GO TO NEXT STEP](#)

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

Proposal forms

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

22 days left until closure

Call data:

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Download Part B templates

Download part B templates

Support & Helpdesk

Administrative forms

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

✖ Your proposal contains changes that have not yet been submitted.

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 Technical Annex Upload 📎

⏪ BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

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

How can you submit your application

eForms - Google Chrome

Secure | <https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?draftid=SEP-210458761&editmode=offline&fRepository=FORMSET>

Step 5

Table of contents

1 - General Information

Directorate-General Justice and Consumers
Proposal Submission Forms

Table Of Contents Save Save&Close

Please check our [wiki](#) for help on navigating the form.

Rights, Equality and Citizenship Programme
Call: REC-AG-2017
(Call for proposals for action grants under 2017 Rights, Equality and
Citizenship Work Programme)

Topic: REC-RDAP-GBV-AG-2017

Type of action: REC-AG

Edit and complete the eForm

How can you submit your application

Edit the eForm, save and validate

Step 5 Table of contents 1 - General Information

Table of contents

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

How can you submit your application

Proposal forms

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

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Part B Technical Annex ⓘ Upload 📁

⏪ BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Part B: Downloading and Completing the Annex Forms

How can you submit your application

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Download Part B templates
Download part B templates

Support & Helpdesk

Online Manual	IT How To
IT Helpdesk	FAQ

Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

Actions: 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

Part B – Application Form

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Part B – Application Form

- To be downloaded
- Divided into different sections
- Section 1, 2 and 3: Award criteria
- Section 4: Activities, Work packages, Timing and Subcontracting
- Annexes

Part C – Application Form

HORIZONTAL PRIORITIES	
<input type="radio"/>	Inclusion and diversity in all fields of education, training, youth and sport
<input checked="" type="radio"/>	Environment and fight against climate change
<input type="radio"/>	Innovative practices for digital transformation, readiness, resilience and capacity
<input type="radio"/>	Common values, civic engagement and participation
SPORT SPECIFIC PRIORITIES	
<input checked="" type="radio"/>	Encouraging the participation in sport and physical activity
<input type="radio"/>	implementation of the Council Recommendation on health-enhancing physical activity, the EU Physical Activity Guidelines and the Tartu Call for a Healthy Lifestyle
<input type="radio"/>	the support to the implementation of the European Weeks of Sport
<input type="radio"/>	the promotion of sport and physical activity as a tool for health
<input type="radio"/>	the promotion of all activities encouraging the practice of sport and physical activity including traditional sport and games and intergenerational sport
<input checked="" type="radio"/>	Promoting integrity and values in sport
<input type="radio"/>	combating the usage of doping
<input type="radio"/>	combating match fixing and corruption in sport
<input type="radio"/>	improving good governance in sport
<input type="radio"/>	promoting the positive values of sport
<input checked="" type="radio"/>	Promoting education in and through sport
<input type="radio"/>	supporting skills development in sport
<input type="radio"/>	encouraging Dual Careers of Athletes
<input type="radio"/>	promoting the quality of coaching and staff
<input type="radio"/>	using mobility as a tool for improving qualifications
<input type="radio"/>	promoting employability through sport
<input checked="" type="radio"/>	Combating violence and tackling racism, discrimination and intolerance in sport
<input type="radio"/>	Combating violence and tackling racism, discrimination and intolerance in sport

For Cooperation partnerships and Small-scale partnerships

Part C – Application Form

SPORT SPECIFIC PRIORITIES

For Not-for-profit European Sport Events

<input type="checkbox"/>	Encouraging the participation in sport and physical activity
<input type="checkbox"/>	implementation of the Council Recommendation on health-enhancing physical activity, the EU Physical Activity Guidelines and the Tartu Call for a Healthy Lifestyle
<input type="checkbox"/>	the support to the implementation of the European Weeks of Sport
<input type="checkbox"/>	the promotion of sport and physical activity as a tool for health
<input type="checkbox"/>	the promotion of all activities encouraging the practice of sport and physical activity including traditional sport and games and intergenerational sport
<input type="checkbox"/>	Supporting social inclusion through sport
<input type="checkbox"/>	Supporting social inclusion through sport
<input type="checkbox"/>	Volunteering in sport
<input checked="" type="checkbox"/>	Volunteering in sport
<input type="checkbox"/>	Fight against discrimination in sport, including gender equality
<input type="checkbox"/>	Fight against discrimination in sport, including gender equality

Importance of the LEAR

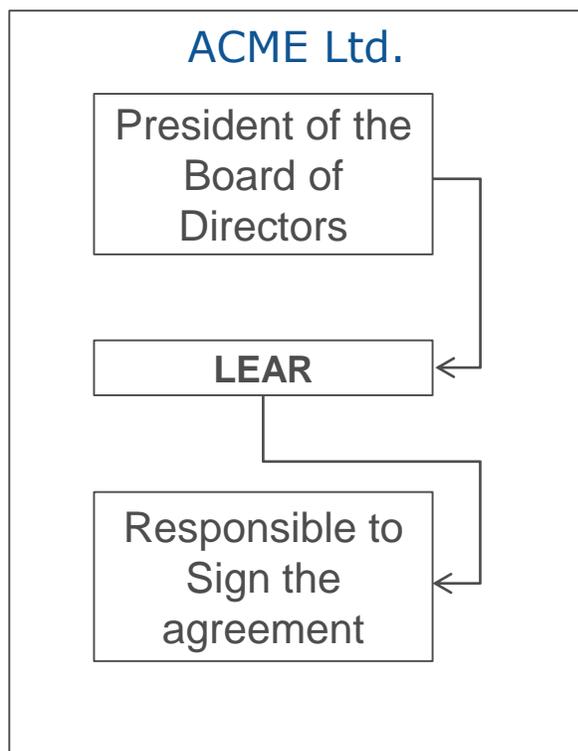
What is a LEAR (legal entity appointed representative)

- 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 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 update the names of any colleagues authorised to sign financial statements or invoices on behalf of the organisation.



Importance of the LEAR

S/he defines who signs the Agreement

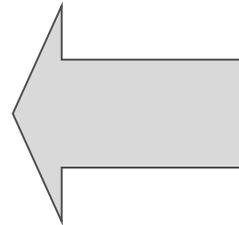
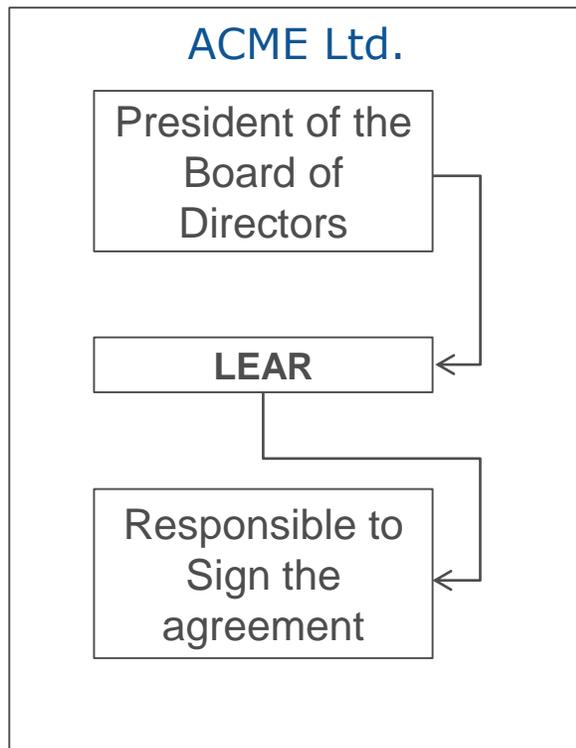


1) In my capacity as *President of the Board of Directors* and authorised to legally represent my organisation, **have appointed** as our legal entity appointed representative (LEAR) Mrs XXXX

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

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

Importance of the LEAR: 2 remarks



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

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](#)



European
Commission

Education, Audiovisual and Culture
Executive Agency

Importance of the LEAR: Documents

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

HORIZON 2020 ONLINE MANUAL

> H2020 Online Manual > Grants > Applying for funding > Register in the Participant Register >

Registration of your organisation | Validation of organisation | **LEAR appointment** | Financial capacity check | Data update | Bank account validation | Certifications

LEAR appointment and validation HOW TO

Parallel to the validation of your organisation in the Participant Register, its legal representative(s) (e.g. typically the CEO of the company, the rector of the university, the Director-General of the Institute... always in accordance with the statutes of your organisation) must nominate a Legal Entity Appointed Representative (LEAR). The LEAR role, which can be performed by an administrative staff member in the organisation's central administration, is key: once validated by the Commission, the LEAR will be authorised to:

- manage the legal and financial information about the organisation
- manage access rights of persons in the organisation (but **not** at the project level)
- appoint representatives of the organisation to electronically sign grant agreements ('Legal Signatories' - LSIGN) or financial statements ('Financial Signatories' - FSIGN) via the Funding & Tenders Portal

Further details about the LEAR's rights and responsibilities are explained in the [Roles and access rights](#) section.

How To Appoint A LEAR

⚠ Please note that validation of the organisation is a prerequisite for the validation of the LEAR.

1 Identify the person in your organisation who will act as LEAR and the legally empowered representative appointing her/him.

The person who initially registered the organisation in the Funding & Tenders Portal (the self-registrant) will be

Thank you



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