



**Erasmus+ Key Action 2
Cooperation Partnerships
in the field of Education and Training
submitted by European NGOs
Call for proposals
ERASMUS-EDU-2025-PCOOP-ENG0**

European Education and Culture Executive Agency (EACEA)

December 2024



How to prepare a good project proposal ?

Teodora BALAU

Project adviser

EACEA.A2 - Skills and Innovation

Erasmus+

Programme Guide

*In the case of conflicting meanings between language versions,
the English version prevails.*

Version 1 19/11/2024 (2025)

- *This presentation and the other support materials provided to applicants do not substitute the official information on the call for proposals ERASMUS-EDU-2025-PCOOP-ENGO which is available in the Erasmus+ Programme Guide 2025 and in the [Funding & tender portal](#).*
- **The Erasmus+ Programme Guide 2025** describes the conditions and requirements of this call for proposals. Applicants must consult the Programme Guide.

What is a good proposal?

A proposal aligned to the **objectives** and policy **priorities** of the action and field, fulfilling all the **criteria** set out in the call for proposals and complying with **quality standards**.



- A complete application package does not necessarily mean a good proposal.
- An admissible and eligible proposal is not necessarily a good proposal.
- Only proposals above the quality thresholds may be funded.
- The **limited budget** does not guarantee that all proposals above the quality threshold will be funded, **ONLY best quality proposals will be funded**.

9 Tips to succeed



1. Start **early**
2. Read all the relevant **information**
3. Have a good **understanding** of the Action and the Call for proposals
4. Check the Call **requirements**
5. Choose your project **idea**, structure it and develop it
6. Build a strong **consortium**
7. **Write** a good proposal
8. Forecast a good **budget** and request the adequate lump sum grant
9. Final **polishing**

Tip 1: Start early

- From the opening date: 5 December 2024
- To the submission deadline: see the [Funding & Tenders portal](#)

3 MONTHS



- *A good proposal evolves and matures during the drafting process.*
 - *Do not leave it for the very last minute!*

Tip 2: Read all the relevant information

To PREPARE your project proposal

Read the [Erasmus+ Programme Guide 2025](#) and the information in the [Funding & Tenders Portal](#) (F&TP)

Check the Application forms

Understand [lump sum grants](#)

Get inspired!: [Projects & Results \(europa.eu\)](#) (F&TP) & [Erasmus+ project results platform](#)

For resubmitted applications: check the Evaluation Summary Report with experts' feedback

To SUBMIT your project proposal

[An introduction to the Funding & Tenders Portal](#)
Grant management process - video tutorial (general presentation)

F&TP [Online Manual](#)

F&TP [IT How To](#)

Contact us for inquiries:
EACEA-EPLUS-EDU-ENGO@ec.europa.eu

[IT Helpdesk](#) – for technical issues

Tip 3: Have a good understanding of the Action and the Call ERASMUS-EDU-2025-PCOOP-ENGO

Aims at awarding grants to actions	Action grant: funds a specific action intended to help achieve one of EU policy objectives.
CENTRALISED Call	The European Education and Culture Executive Agency (EACEA) is the funding body : different rules and submission system compared to the calls for proposals managed by the Erasmus+ National Agencies at national level.
A call for Cooperation Partnerships in the field of education and training submitted by European NGOs	The applicant coordinator who submits the application to EACEA must be a European NGO in the field of education and training. The European body/secretariat of the European NGO applies on behalf of the European NGO .
Only for proposals SUBMITTED by EUROPEAN NGOs	For Cooperation Partnerships submitted by other type of organisations, contact the Erasmus+ National Agency in your country.

Tip 3: Have a good understanding of the Action and the Call

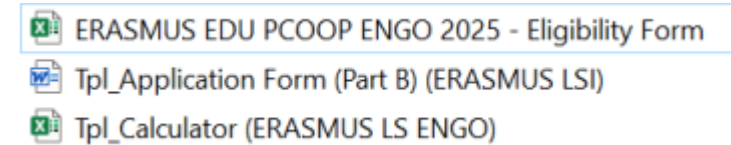
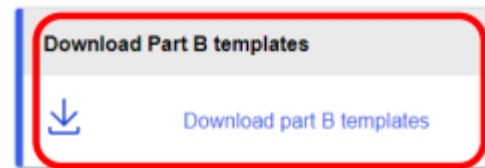
ERASMUS-EDU-2025-PCOOP-ENGO

Supports COOPERATION projects	<ul style="list-style-type: none">- To increase quality in the work, activities and practices of organisations and institutions involved;- To develop and reinforce their networks of partners - to open up European NGOs to cooperate with other organisations, including beyond their national organisations/branches;- To open up to new actors, not naturally included within one sector;- Addressing common needs and priorities;
Supports INTERNATIONALISATION of the activities of organisations	<ul style="list-style-type: none">- Transnational cooperation;- Building the capacity of organisations to work transnationally and across sectors;
Supports TRANSFORMATION and CHANGE	<ul style="list-style-type: none">- A change in the current state-of-art in the field of the intervention;- Leading to improvements and new approaches, in proportion to the context of each organisation;
DISTINCTION	Objectives of the Action;
	Priorities of the Erasmus+ Programme / of the sector;
	Objectives of the project.

Tip 3: Have a good understanding of the Call

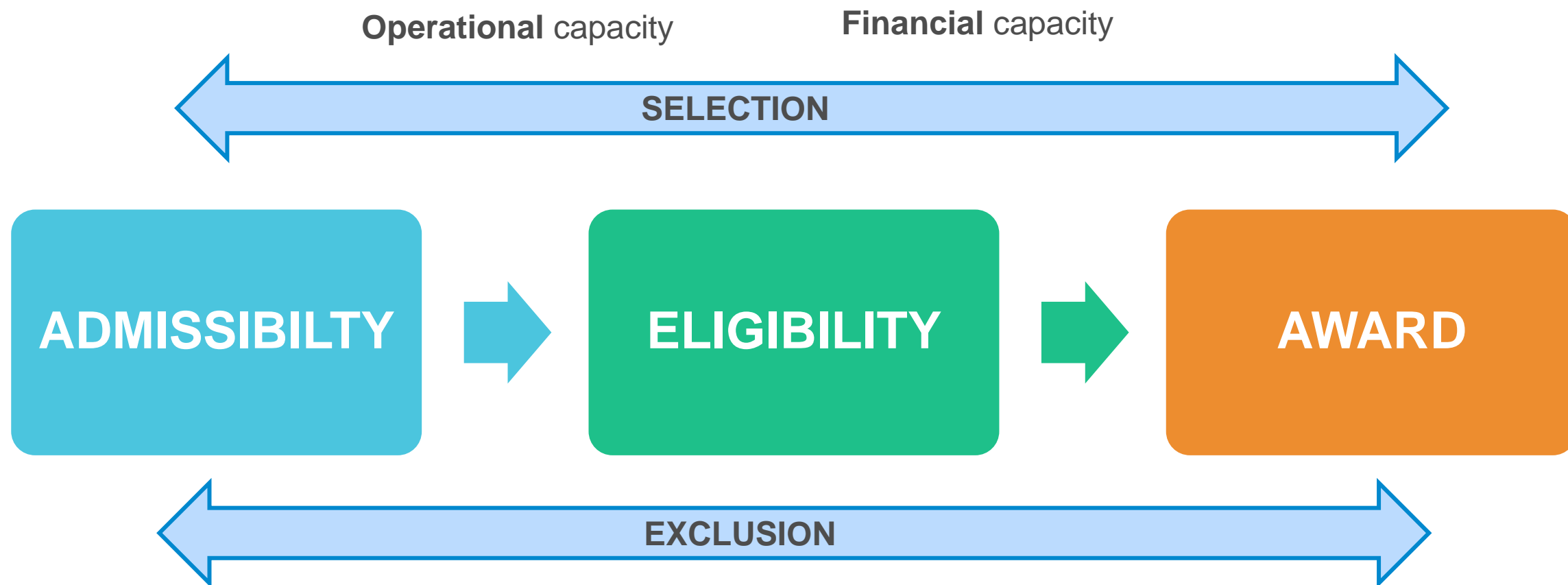
Use the right templates

- Download all templates from the proposal submission system (Funding & Tenders Portal) > available under “Download Part B templates”



- Understand all the requirements of the call and the information which is requested in each template. Check the presentation “Call for Proposals 2025 main features” available on the [EACEA website](#).
- Carefully review the **application form Part B** and structure your proposal accordingly.

Tip 4: Check the call requirements



Check the Admissibility conditions

Recommended:
Submit your
application well
before the deadline
(48 h)

Use only **OFFICIAL**
forms (available in the
submission system)

Submit **ALL** the
required forms and fill
in ALL the applicable
sections

Experts assess your
proposal based solely
on the **information**
available in your
application

Draft your proposal in
an **EU language**
understandable for
all your consortium

Proposals received by
email are
disregarded

Pages of Part B
application beyond **70**
pages are
disregarded during
evaluation

INADMISSIBLE PROPOSAL



PROPOSAL EXCLUDED FROM EVALUATION

ADMISSIBLE PROPOSAL



ELIGIBILITY CHECK

INELIGIBLE PROPOSAL




PROPOSAL EXCLUDED FROM EVALUATION

Check all the Eligibility criteria in the Programme Guide

APPLICANT COORDINATOR: the European body/ Secretariat of the European NGO

How can I check that my organisation is considered a European NGO (ENG0)?

- Check the definition of ENG0 in the **Programme Guide** (footnote 228 and Part D Glossary)
- Check your status based on the checklist available in  [ERASMUS EDU PCOOP ENG0 2025 - Eligibility Form](#)

NO REDIRECTION: Ineligible applications are not re-directed to National Agencies.

NO MULTIPLE SUBMISSIONS: the same consortium of partners can submit only one application and to one Agency only per deadline.

The applicant and the proposal must **meet all the eligibility criteria**.



Show the applicant is a European NGO

- Describe the participants in Part B application

➤ **provide information on the applicant coordinator** (e.g. show that **applicant is the European body/ Secretariat of the European NGO**, describe the composition of the ENGO)

- Fill in correctly the Eligibility form

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)


Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the partnership and the cooperation arrangements'

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, others, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: When building your consortium you should think of organisations that can help you reach objectives and solve problems.

Insert text

 ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form

Show the applicant is a European NGO


- Select correctly the **type of organisation** for the coordinator and the participants in Part A application
- The applicant / coordinator must be:

MANDATORY
to be filled in

Type of Organisation

European non-governmental organisation (ENGO) - Education and training

Eligibility criteria: VENUE of activities

- Complete correctly the information on the venue in the  ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form and provide information in Part B application.
- **Check carefully** that the **venue of activities complies with the eligibility criteria mentioned in the Programme Guide.**
- If venue is in a country *different* from the countries of the organisations participating in the project, **provide a clear justification and explanation** in Part B application!
- Pay attention to **eligible third countries not associated to the Programme!**

Eligibility criteria: VENUE of activities

- For face-to-face events, please specify their location in **Part B** application

Events and meetings



Events and meetings

This table is to be completed for events and meetings 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.

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
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]



Check the Programme PRIORITIES (HORIZONTAL & SECTOR)

CROSS-CUTTING ASPECTS OF YOUR PROPOSAL

DO NOT MIXED UP WITH THE OBJECTIVES OF THE ACTION AND OF YOUR PROPOSAL

Address at least one **Erasmus+ horizontal priority**
and/or
at least one **specific priority relevant to the education and training field** that is mostly impacted.

Ensure consistency between priorities covered in Part B application and those selected in the form



ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form

















European
Commission

Eligibility form – priorities

- The Eligibility form does not list one sector specific priority in the field of VET - **Tackling low proficiency in basic skills**, which is described in the Programme Guide.
 - > due to the fact that this priority has been added in the 2025 Erasmus+ Programme Guide after the eligibility form has been validated to be included in the submission system.
- Applicants can select and address in their proposal also the VET sector priority **Tackling low proficiency in basic skills** and **explain in Part B application** that their project addresses this priority.

Eligible countries - Participants

	27 EU Member States	Third countries associated to the Programme	Third countries not associated to the Programme
		<p>Iceland Liechtenstein Norway North Macedonia Serbia Türkiye</p>	<p>Regions 1 (Western Balkans), 2 (Neighbourhood East) and 3 (South-Mediterranean countries) can participate</p> <p><i>INELIGIBILITY OF BELARUSSIAN organisations</i></p>
APPLICANT			
PARTNER			<p>if their participation brings an essential added value to the project</p> 
AFFILIATED ENTITIES			 
ASSOCIATED PARTNERS			

Get inspired!

- Consult the **results** produced by **previously funded projects** based on similar priorities, to ensure consistency and avoid duplications, as well as to progressively build on existing results and contribute to the joint development of different fields:

<https://erasmus-plus.ec.europa.eu/projects>

Cooperation Partnerships submitted by ENGO funded in [2021](#), [2022](#), and [2023](#).

Check all the Award criteria

- Proposals are evaluated and scored against the award criteria.
- To be considered for funding, your proposal must score above the quality threshold for each individual award criterion, and above the overall threshold for all of them together.
- Your proposal will be evaluated on its own merit, and not on its potential should certain changes be made.
- **Address consistently all the award criteria** in your proposal.

Selection and Exclusion criteria

- Described in Part C of the Erasmus+ Programme Guide 2025.
- Fill in the **Declarations on the applicant's honour available in the Part A application** (administrative forms filled in online): declare you are not subject to any exclusion grounds and you have the financial and operational capacity to carry out the proposed project.

Selection conditions

FINANCIAL CAPACITY

NON-PUBLIC APPLICANTS (ENGOS)
&

Project GRANTS higher than **60 000 EUR**

[Financial capacity self-check simulator](#) (for
information only)



OPERATIONAL CAPACITY

Joint responsibility of the participating organisations in
the performance of the project.

The lump sum funding model conditions the **payment of
the lump sum contributions** to the performance of
activities and completion of work packages and
deliverables.

**Take into account when setting-up your
consortium!**



Tip 5: Choose your idea, structure it well and stick to it!

Ask yourself if you have:

- A clear project **objective**
- A clear understanding of the current **state of the art** in the field of intervention / sector
- A clear identified **need**
- A clear **target group(s)**
- A clear set of **partners** or geographical scope
- A clear path to make the difference or to bring an **added value**



Your proposal should fit into the **requirements** of the Action and **fill in a gap** in the needs of the participating organisations and the specific sector.

Tip 6: Build a good consortium



Be **consistent** – remain relevant to your objective & target group

Be **adaptable** – be ready not to include a country if you do not secure the right partner

Set up sustainable **cooperation arrangement** with all project partners

Choose well your partners – with diverse competences & expertise

Involve partners in the preparation – avoid surprises after submission

Keep consortium **motivated** – agree a working method for the drafting of the proposal, make a plan for partners' contributions

Keep good **communication** with partners during the whole process

Do not cover the EU map **artificially**

Verify that all partners will have sufficient **operational capacity** to allocate to the project

Comply with the eligibility conditions as regards consortium composition!

Tip 7: Write your proposal – Tips & hints



Be **coherent** with the objectives of the Action and **relevant** to the policy priorities.

Be **focused**, think before you write, think of your reader. What is the main message?, Who is your audience?, What is their level of knowledge?

Be **accurate**, **clear** and **complete** – give adequate reply to each question in the application form.

Keep it **simple** - complexity creates fog; simplicity clears it.

Be **precise** - develop the idea, provide concrete examples.

Experts evaluate the proposals based on the information provided in the proposal only!



Do not use very **long sentences** – one main idea per phrase.

Be aware of **jargon** - Avoid jargon wherever possible, but if you have to use a jargon term then explain it in plain language at first use.

Avoid abbreviations and **acronyms** - Spell out abbreviations and acronyms at first use, and avoid them if possible (or if used less than three times in a section).

Do not be **repetitive** – avoid to repeat the same information in different parts of the application.

Be aware of **PLAGIARISM** – checked during evaluation.

Cover the award criteria in the Part B application >>> full award criteria available in the Programme Guide

Erasmus+ Programme Guide – Award criteria (brief summary)

RELEVANCE OF THE PROJECT

- Aims and EU added value
- Contribution to the objectives and priorities of the Action
- EU values
- Needs
- Innovation
- Complementarity
- Inclusion and diversity, etc.

QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

- Work plan
- Methodology
- Cost effectiveness, etc.

QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS

- Set-up
- Geographic scope
- Participation of newcomers and partner organisations outside the applying European NGO
- Commitment & tasks
- Cooperation arrangements
- Added value of third countries non-associated

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
- 2.1.5. 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 ambition
- 3.2. Communication, dissemination and visibility
- 3.3. Sustainability and continuation

4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING



Award criteria

- Your Part B application must give answer to **ALL** the aspects (**bullet points**) of each award criteria.

<p>Impact (maximum score 25 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none">the project proposal includes concrete and logical steps to integrate the project results in the regular work of participating organisations;the project has the potential to positively impact its participants and participating organisations, as well as their wider communities;the expected project results have the potential to be used outside the organisations participating in the project during and after the project lifetime, and at local, regional, national or European level;the project proposal includes concrete and effective steps to make the results of the project known within the participating organisations, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding;if relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations;the project proposal includes concrete and effective steps to ensure the sustainability of the project, its capacity to continue having an impact and producing results after the EU grant has been used up.
--	---



Competitive call !

Part B application

- Fill in all the **applicable** sections

TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A)	3
TECHNICAL DESCRIPTION (PART B).....	4
COVER PAGE.....	4
PROJECT SUMMARY	5
1. RELEVANCE	5
1.1 Background and general objectives	5
1.2 Needs analysis and specific objectives.....	5
1.3 Complementarity with other actions and innovation — European added value.....	5
2. QUALITY	6
2.1 PROJECT DESIGN AND IMPLEMENTATION	6
2.1.1 Concept and methodology	6
2.1.2 Project management, quality assurance and monitoring and evaluation strategy	6
2.1.3 Project teams, staff and experts*	6
2.1.4 Cost effectiveness and financial management	7
2.1.5 Risk management	7
2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS	7
2.2.1 Consortium set-up.....	7
2.2.2 Consortium management and decision-making.....	8
3. IMPACT	8
3.1 Impact and ambition.....	8
3.2 Communication, dissemination and visibility	8
3.3 Sustainability and continuation	8
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING.....	10
4.1 Work plan.....	10
4.2 Work packages, activities, resources and timing	10
Work Package 1	11
Work Package	13
Events and meetings.....	14
Timetable	14
5. OTHER	16
5.1 Ethics	16
5.2 Security	16
6. DECLARATIONS	16

***SUBCONTRACTING** is allowed for specific activities
Fill in section 2.1.3 (Outside resources)

Subcontracting must not cover core activities on which the achievement of the objectives of the action directly depends. The tasks subcontracted must be clearly identified and described.

PROGRAMME GUIDE

Quality of the project
design and
implementation

the project is cost-effective and allocates appropriate resources to each activity;

*The requested grant must be **REASONABLE** and coherent with the work plan.*

Financial support to third parties (if applicable) **n/a**

Not applicable.

Seal of Excellence (if applicable) **n/a**

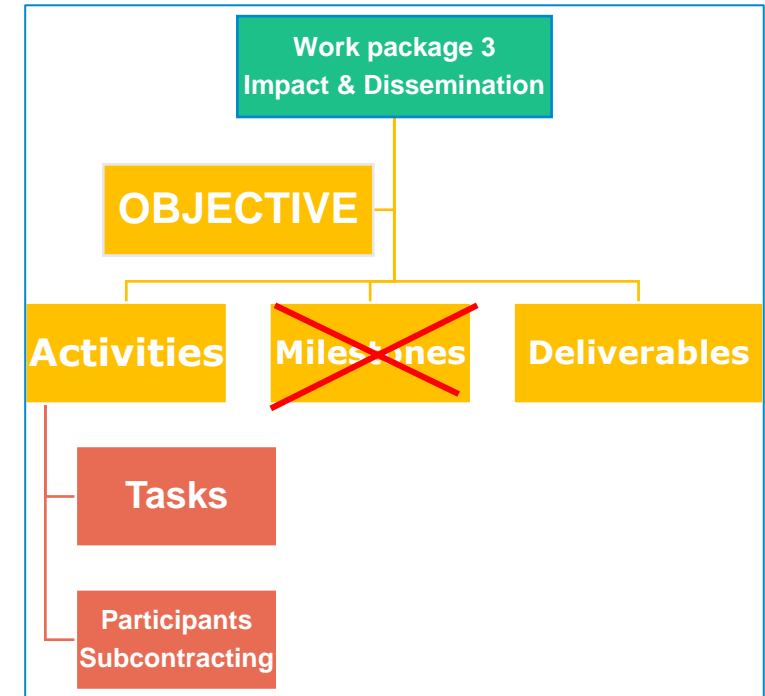
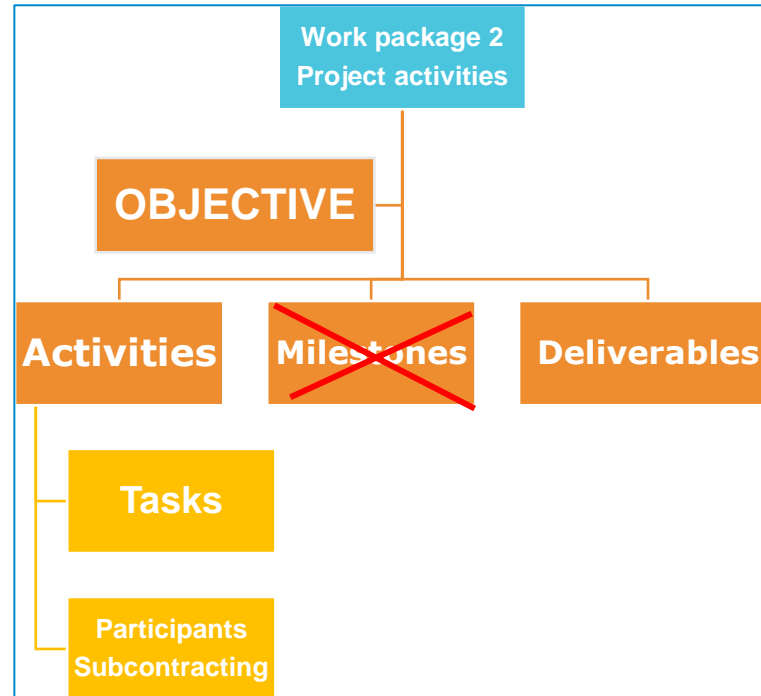
If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence.

In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.

Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?

[YES] [NO]

Part B – Section 4: Work plan – Work packages - example



Minimum: 3 WPs

Maximum: linked to complexity of work plan; maximum 5 WPs recommended

PROJECT MANAGEMENT WP1 maximum **20%** of the total requested grant

Part B application - Deliverables

During the project's lifetime, your **performance** and **quality** of your project will be continuously assessed by the Agency based on the deliverables to be submitted **periodically**.

- Be **realistic** and **reasonable** - adapt the number of deliverables to the complexity of the work plan and requested lump sum (120.000 / 250.000 / 400.000), have realistic expectations.
- Limit the number of deliverables to **maximum 10-15** for the entire project.
- Structure your deliverables and **do not multiply** them - try to gather similar deliverables, not every task/event needs to be a deliverable.
- Refer only to **major outputs** - Do NOT include minor sub-items, internal working papers, meeting minutes, etc.
- **Dissemination level of a deliverable** can be only **PUBLIC** (the documents will be available to the general public) or **SENSITIVE** (only EU staff access).

Part B application - Deliverables

- Identify a set of **quantitative and qualitative indicators** allowing to assess the contribution of the deliverables produced to the achievement of the project objectives.
- Try to keep a **balanced timeline** - deliverables to be submitted all along the lifetime of the project.
- **Horizontal** deliverable (covering the entire project duration) - try to split it into two deliverables, if possible (one in the first part of the project and the other in the second part). If not possible, to be submitted at the end of the project.
- The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline of the project.
- Provide a **full description**, including indicators and supporting documents to be provided **for each deliverable**.
- **EU reporting documents** (midterm and final reports) & **Partnership agreement** are not considered deliverables!
- **EU funding visibility**: the final grant may be reduced if project's materials do not comply with this rule!

Examples of deliverables

DELIVERABLES	Information which could be provided in the application form Part B to describe the deliverable
Quality management plan	Project's quality objectives, the quality management approach, process and responsibilities, the quality assurance and control activities, tools and techniques used for quality planning and quality assurance and control, timetable, etc.
Meetings	Objectives, dates or periodicity, type of meeting, target group, estimated n° of participants, venue / format (online), lists of participants (attention to data protection!), minutes, reports, agenda, etc.
Events	Number of events, title, content, venue, duration, profile of participants, estimated n° of participants, n° of participants with fewer opportunities, lists of participants (data protection!), feedback questionnaires, agenda, reports, etc.
Publications, documents	Number of pages, language, format (printed/electronic), linguistic versions, number of printed copies (in each language of the participating organisations), etc.
Training modules	Format, programme, language, learning methods, learning outcomes validation and recognition tools, lists of participants, participation certificates, etc.
Dissemination and communication plan	Target audience and key messages, type of materials to produce, external communication, branding, monitoring and evaluation, data protection compliance, EU funding & disclaimer , etc.
Website	Minimum content, EU funding & disclaimer , etc.

Deliverables

Types of deliverables

R — Document, report

DEM — Demonstrator, pilot, prototype

DEC — Websites, patent filings, videos, etc

DATA — data sets, microdata, etc

DMP — Data Management Plan

~~[ETHICS]~~ ~~[SECURITY]~~ ~~[OTHER]~~

Attention!
DATA PROTECTION & EU
funding disclaimer

Dissemination levels

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

SEN — Sensitive: project management documents, only accessible to the Agency, for the Grant agreement purposes

~~[R-UE/EU-R — EU Classified]~~ ~~[C-UE/EU-C — EU Classified]~~ ~~[S-UE/EU-S — EU Classified]~~

Award criteria

- The information included in this presentation is meant only to provide some hints and tips in relation to the award criteria.
- It is not covering all the aspects of the award criteria and subcriteria.
- Applicants should read carefully the award criteria and subcriteria (bullet points) available in the Erasmus+ Programme Guide 2025 for this Action, and the information which is requested in the application form Part B (Technical description of the project).

Award criteria – points which are often poorly described in low quality proposals

Award criterion 1 – RELEVANCE	<ul style="list-style-type: none">• Low quality proposals often miss to demonstrate a sufficiently developed needs analysis and innovative aspects. The needs analysis is often missing, unclear or it is proposed to be done during the project implementation for a long-estimated period, in parallel to other project activities.• Describe how your proposed work is ambitious.• Priorities are stated but they are not consistently addressed in the proposal. Clearly explain what is the project's contribution to the priorities of the call.
Award criterion 2 – Quality Project DESIGN and implementation	<ul style="list-style-type: none">• Ensure that the proposed methodology is clear, adequate and feasible.• Provide clear information on the expected outcomes and outputs of the project. Describe the content of each deliverable. Ensure that each work package has at least one deliverable. Plan deliverables' deadlines during the lifetime of the project, not only at the end of the eligibility period.• Properly describe arrangements for the validation and recognition of participant's learning outcomes (if applicable). Explain how the different European transparency and recognition tools are to be used. Often, tools are listed but without further detail.• Have a monitoring and control system and tools to ensure a timely implementation of the project activities.• Identify a set of quantitative and qualitative indicators to support the evaluation strategy.• Demonstrate how green practices are incorporated in different project phases. Often it is stated that the proposal is designed in an eco-friendly way, but this is not evident in project activities, etc.

Award criteria – points which are often poorly described in low quality proposals

Award Criterion 3 - Quality PARTNERSHIP and cooperation arrangements	<ul style="list-style-type: none">• Have a balanced involvement of partners and provide details concerning the specific expertise and roles of partners in relation to assigned activities.• Staff description: mention expertise directly related to the project.• Partners from third countries non-associated: justify clearly their added-value.• Associated partners: describe the relevant input and added value they are bringing to the proposal. What is the specific reason for them to join the proposal?
Award Criterion 4 - IMPACT	<ul style="list-style-type: none">• Describe the expected short, medium and long-term effects of the project and provide relevant indicators.• Include concrete and effective steps to ensure the sustainability of the project.

- Avoid repetition and ensure each section of the Part B form is filled appropriately. Take the time to understand where each piece of information belongs within the form.

Award criteria - RELEVANCE

The proposal must demonstrate a real **added value** for the current state of art in the field of intervention in the specific sector.

- Project **objectives**:
 - Do not mix up objectives and **priorities** of the call and sector/Programme priorities.
 - Avoid to describe them in a general manner, give **detail**, do not just list them.
- Shared **EU values** - show how your project addresses them
- **Needs analysis**: **A good proposal must be based on a strong needs analysis.**
 - Detailed description of the specific needs of **participating organisations** and target groups.
 - Avoid general statements, statistics and studies. Based on up to date, verifiable facts and figures.
 - There should be clear evidence of the **connection** with the project's objectives and methodology.

Award criteria - RELEVANCE

- **Inclusion and diversity** (a horizontal priority of the Programme):
 - Describe **specific measures** to be put in place.
- **Innovation**: Give **detail**, concrete examples (e.g. new tools, new methodologies) of innovative aspects integrated in your proposal (it may be related to the project management and activities' implementation or results). How and why is your project innovative?
- **Complementarity**: How the proposal **capitalizes** previous results?
- **Participating organisations**: relevant for the field of the application.

Award criteria - RELEVANCE

- **Synergies with other fields and sectors:** potential of the proposal to have an **impact on fields other than the one addressed** by it.
- **Support to the implementation of EU policies:** concrete **examples** of specific initiatives, projects, policy oriented activities in the sector.
- **EU added value:**
 - Not restricted exclusively to the geographical coverage of the consortium and network(s).
 - Evidence that the expected results could not be attained by activities carried out in a single country.

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

The proposal must present a well designed and **concrete work plan and methodology** for the development of the proposed activities.

Coherence between the structure and **relevance** of the proposal and the **substance**.

Principle of proportionality - the higher the requested grant amount, the more the project methodology will be expected to be accurate and comprehensive.



Max. SCORE: 30 points !

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Project objectives:

Specific - What? When? How?

Measurable - use of qualitative and quantitative indicators

Achievable - realistic, aligned with the resources and timing

Relevant - addressing the identified needs and produce the expected results and impact

Timely - feasible within the project's timeframe

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Methodology:

- A **detailed timeline**, with deliverables and results
- Which concrete measures are envisaged to put in place to **ensure a timely implementation** of the project activities
- A concrete quality assurance mechanism and an evaluation strategy (**indicators**)
- A **complete and effective work plan** (work packages/tasks/activities/deliverables/results)
- **Cost-effectiveness**
 - The **requested lump sum is reasonable** in relation to the work plan, the allocation of resources among partners are coherent according to the distribution of tasks.
 - **Outsourcing** – Remember rules about subcontracting.

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Inclusion and diversity:

- Inclusive and accessible **design of activities**
- Specific arrangements and **measures addressed** to specific target groups
- Definition and **profile** of participants

Use of digital tools:

- Within the **consortium** - how they improve cooperation between partners?
- For the activities' implementation- **connections** between digital and in-person
- Details on the **digital tools** to be used

Training or learning activities: Clear and specific description of the activities, profile of participants, practical arrangements, management and support, content of learning methodologies, selection of participants, recognition and validation of learning outcomes, etc.

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Green aspects: environmental responsibility in the projects, for example:

Greener means of travel

Ecological choices when organising events, for example, with catering

Virtual events and meetings

Green issues as the theme of your project

Discussion of environmental responsibility in different context

**Specific
measures**

Award criteria – PARTNERSHIP AND COOPERATION arrangements

The consortium:

- Rationale behind the set up of the consortium - **how and why** were the participating organisations chosen?
- Involvement of the partners in all the **phases** of the project (including the design of the proposal)
- Evidence of specific expertise in the field of intervention, **added value** of participation
- Expertise of **project team** allocated to the project
- Geographical **coverage** and **diversity**
- Partner organisations **outside the applying European NGO**
- Participation of **newcomers** and **less experienced organisations**
- **Transnationality**, opening up of networks
- **Evidence of added value** of participation of **third countries non-associated** (if any)

Award criteria – PARTNERSHIP AND COOPERATION arrangements

Allocation of tasks:

- Balanced **commitment** and distribution of tasks among partners according to their expertise and allocated resources
- Clear distribution of **tasks** per work package and activities and deliverables
- Definition of **roles** for each task

Coordination and communication:

- Details on how **decisions** will be taken and how regular and effective communication will be ensured
- Communication with **external stakeholders**
- Effectiveness of the **measures** regarding the size of the consortium
- **Conflict management** – Partnership agreement

Award criteria - IMPACT



- **Impact on organisations and participants:**
 - Description of **concrete and logical steps** to integrate the project results into the regular work of the participating organisations
 - Evidence of the **transformation** to be enabled by the project
 - Concrete examples of **expected results**
- **Potential to use the project results outside the participating organisations:**
 - Concrete, adequate and realistic definition of **target groups**
 - Evidence of the **transformation** to be enabled by the project

Award criteria - IMPACT

Communication

Promoting the action
itself and its results

Dissemination

Public disclosure of
the results

Exploitation

Utilisation of
results

- **Communication and dissemination:**
 - What, for whom, how, how often, for what purpose?
 - Design of a concrete dissemination and exploitation strategy already at application stage
 - Define clear and concrete target values

EU funding disclaimer:



Funded by
the European Union

[Erasmus + Communication guidelines for project beneficiaries](#)

Award criteria - IMPACT

Sustainability:

How to ensure the impact of the project **beyond** the project lifetime?

Concrete plans and **measures**, a defined sustainability strategy at application stage:

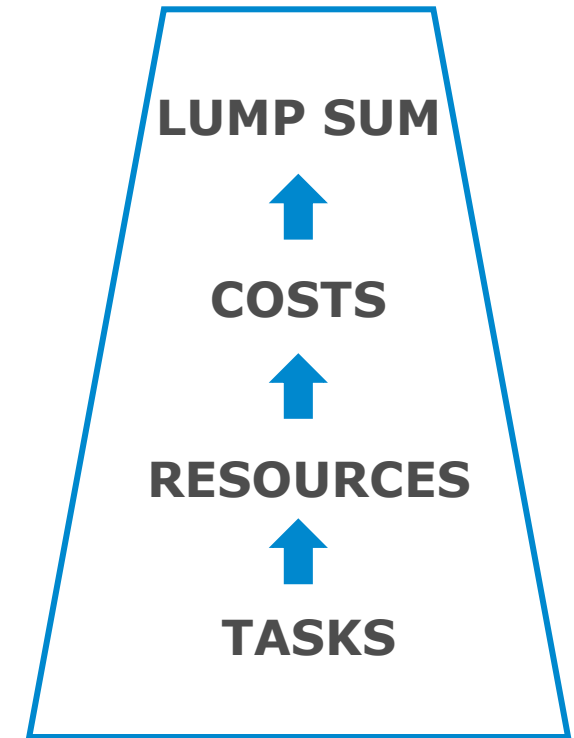
How will you ensure that the project continues to produce **impact and results**?

Do you envisage future **cooperation** among partners beyond the project lifetime?

Tip 8: Create a budget

Define your budget « bottom-up »

1. Describe the **tasks** – then define the **budget**
2. Check **consistency** regularly while working on your work plan:
 - Share of resources
 - Appropriate allocation between partners
3. **Choose** one of the 3 prefixed lump sum grants **most suitable** for your estimated costs
(EUR 120 000, EUR 250 000 and EUR 400 000)



How to choose the right lump sum?

- Based on the **overall cost of the project** - which would be the lump sum more suitable for the project's needs and objectives?
- **Co-financing principle**
- Elements to take into consideration:
 - **Value for money**: adequacy to the content and objective of the proposed activities
 - Level of complexity and ambition of the proposal
 - Number of participants, duration of the project and number and type of proposal activities and deliverables

NO NEGOTIATION PRINCIPLE

The requested lump sum grant is part of the **quality assessment**.

If the requested lump sum grant is considered as not coherent with the complexity of the work plan, the **proposal will receive low points > not pass the quality thresholds**.

Tip 9: Final polishing

- Check the **completeness** of the proposal
- Check **consistency** of description of activities, between the budget section in Part A proposal (online administrative forms) and the excel Calculator.
- Ask someone for **critical reading** and feedback
- If you have the chance, have a native speaker for **proofreading**
- **SUBMIT YOUR PROPOSAL ON TIME!!**



BE REACHABLE

Keep coordinator's contact details updated during the whole evaluation process.

Good luck with your application!



Photos and icons from <https://stock.adobe.com/> and <https://www.flaticon.com/>

© European Union 2021

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

