



# Erasmus+ Capacity building in VET

## Application form and submission procedure

Online Info Session 8/12/2021

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# APPLICATION FORM AND SUBMISSION

- Application form
- Funding & tender opportunities portal
- How to participate - creating and submitting proposal
- Useful information
- Tips

# APPLICATION FORM

## Overview - 1

### 1. eForm (Part A)

Structured Administrative Forms with data on

- Participants
- Legal declarations
- Contact persons
- Programme priorities and requested grant


### 2. eForm (Part C)


Chose:

- Thematic areas
- Horizontal aspects
- Type of organisation
- Partnership composition

### 3. Part B documents (attached to eForm)

1. Technical description
2. Estimated budget of the proposal

 Tpl\_Application Form (Part B SEP) (ERASMUS BB and LSII)

 Tpl\_Detailed Budget Table (ERASMUS LSII)

# APPLICATION FORM

## Overview - 2

The screenshot displays the 'Proposal forms' step in a multi-stage application process. The progress bar at the top shows 'Login', 'Topic selection', 'Create proposal', and 'Participants' as completed steps, with 'Proposal forms' as the current step and 'Submit' as the final step.

**Annotations:**

- A:** Points to the 'Administrative forms (Part A)' section, which includes buttons for 'Edit forms', 'Edit Part C', 'View history', and 'Print preview'.
- B:** Points to the 'Download Part B templates' button in the left sidebar.
- C:** Points to the 'Part B and Annexes' section, which includes a table for uploading attachments like 'Part B' and 'Detailed Budget Table'.

**Call data:**

- Call: ERASMUS-EDU-2022-CB-VET
- Topic: ERASMUS-EDU-2022-CB-VET
- Type of action: ERASMUS-LS
- Type of MGA: ERASMUS-AG-LS

**Proposal data:**

- Acronym: aaa
- Draft ID: SEP-210815451

**Buttons:** BACK TO PARTICIPANTS LIST, VALIDATE, SUBMIT

# APPLICATION FORM

## Part B – Technical Description

- Template to be downloaded by the applicant in the submission system
- Completed form to be uploaded in **pdf format**
- Follow the instructions including character and page limits (page 2 of the template)
- Maximum **70 pages**, excess pages will not be readable
- Includes sections corresponding to the **4 award criteria and a section on Work Plan**
- List of **previous projects** to be filled at the end of the form

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# APPLICATION FORM

## Part B -Detailed budget table

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country		
BE 001	Beneficiary 1			APPLY CHANGES	Add a Beneficiary
BE 002	Beneficiary 2			Remove this Beneficiary	Add an Affiliated Entity
BE 003	Beneficiary 3			Remove this Beneficiary	Add an Affiliated Entity
BE 004	Beneficiary 4			Remove this Beneficiary	Add an Affiliated Entity

- Fill in the budget of the proposal
- Use templates that are downloaded from the submission system
- Completed table to be uploaded to the submission system in the format indicated in the instructions on the Budget Table

# APPLICATION FORM

## Part C

- *Thematic area/s* you must address
- *Horizontal aspect/s* if you address it/them
- *Applicant* – see the eligibility requirements
- *Types of organisation* (select one from several options) Erasmus + Programme types of organisations
- *Partnership* (select one from 3 options) by their role in the project (eligibility requirements of your action)



VET provider

Other public or private organisation active in the field of VET and in the labour market

Associated partner from the public or private sector contributing to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project

### Types of Organisations

Number	Name	PIC Number (if available)	Type of organisation	Partnership
--------	------	---------------------------	----------------------	-------------

### Thematic area

You should tick on one or more of the following themes the application is focused on:

- work-based learning
- Quality assurance mechanisms
- VET teachers/trainers professional development
- Key competences, including entrepreneurship
- Skills-matching in forward-looking economic sectors
- Support to the development of green and digital skills for the twin transition

Please select minimum 1 option(s)

### Horizontal aspect

Applicants are encouraged to take these Horizontal aspects into account when designing their project. Tick one or more options if relevant:

- Inclusion and diversity
- Environmental sustainability
- Digital dimension
- Common values, civic engagement and participation

### Applicant

I confirm the applicant organisation is a public or private organisation active in the VET field and legally established in an EU Member State or eligible third country associated to the Programme.

**This is a mandatory field.**

Configuration Info

Validation Summary

# Funding & tender opportunities portal (FTOP)

The screenshot displays the FTOP interface with five numbered callouts:

- 1**: European Commission logo and the main title "Funding & tender opportunities".
- 2**: The search bar with the placeholder text "Search calls for proposals and tenders by keywords, programmes..." and a "Search" button.
- 3**: The "Erasmus+ Programme (ERASMUS+)" link in the "EU Programmes" grid.
- 4**: The "How to participate in 5 steps" section, with step 4 "Register your organisation" highlighted.
- 5**: The "Register" and "Login" buttons in the top right corner.

**EU Programmes**

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)	Customs Programme (CUST)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Parliament (EP)	European Solidarity Corps	<b>Erasmus+ Programme (ERASMUS+)</b>	European Social Fund + (ESF)
European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Fiscalis Programme (FISC)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)
Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Protection of the Euro against Counterfeiting Programme (PERICLES)	Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)
Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)				

[Show all](#)

**How to participate in 5 steps**

- 1 Find an opportunity
- 2 Find partner(s)
- 3 Create an account
- 4 Register your organisation
- 5 Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities.

[Learn more](#)

**News**

- 25 May, 2021  
**Webinar 'The Funding & Tenders Portal for beginners', 27 May 2021, 10.00 CEST**  
The Funding & Tenders Portal is the single gateway for participants in many EU funding programmes and procurement actions. This webinar is addressed in the ...
- 20 May, 2021  
**Webinar "All you need to know on D&E under Horizon Europe", 9 June 2021; 9:30 CEST**  
Are you planning to apply for a Horizon Europe call? Don't forget to prepare your Dissemination & Exploitation (D&E) section under the impact! In order ...
- 19 May, 2021  
**Webinar addressed to providers of Certificates on Financial Statements in Horizon 2020 grants**  
A recorded webinar about Certificates on Financial Statements (CFS) for Horizon 2020 grants is now available on the Funding & Tenders Portal. The purpose of...

[All news >](#)

**Useful links**

- [Calls for tenders on Ted](#)
- [Overview of all EU funding opportunities](#)
- [Access to publications and data on OpenAire](#)
- [Apply for EU loans & venture capital](#)
- [Find funding in the EU Macro-Regions](#)



# HOW TO PARTICIPATE

## How to access your call submission area - 1

1

[SEARCH FUNDING & TENDERS](#) | [HOW TO PARTICIPATE](#) | [PROJECTS & RESULTS](#) | [WORK AS AN EXPERT](#) | [SUPPORT](#)

### Capacity Building in the field of Vocational Education and Training (VET)

TOPIC ID: ERASMUS-EDU-2022-CB-VET

Grant

2

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

3

#### General information

Programme

[Erasmus+ Programme \(ERASMUS\)](#)

Work programme part

[ERASMUS-2022](#)

Call

[Capacity building in the field of Vocational Education and Training \(VET\) \(ERASMUS-EDU-2022-CB-VET\)](#)

Work programme year

ERASMUS-2022

[See budget overview](#)

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA

ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Forthcoming

Deadline model

single-stage

Planned opening date

25 November 2021

Deadline date

31 March 2022 17:00:00 Brussels time

[Go back to search results](#)

#### Topic description

Scope:

# Funding & tender opportunities portal (FTOP)

← → ↻ 🏠 🔒 <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erasmus-edu-2022-cb-v>

General information

Topic description

**Conditions and documents**

Partner search

Submission service

Topic related FAQ

Get support

Call information

🏠 Go back to search results

## Topic conditions and documents

**1. Eligible countries:** as described in the Call document.

[Erasmus+ Programme Guide](#) is available in all official EU languages (see PDF versions)

**2. Eligibility and admissibility conditions:** as described in the Call document.

[Erasmus+ Programme Guide](#) is available in all official EU languages (see PDF versions)

**Proposal page limits and layout:** Please refer to Part B of the standard proposal template.

- maximum **Part B of proposal template – maximum 70 pages**

**3. Evaluation**

Evaluation criteria, scoring, threshold and process are described in the Call document.

[Erasmus+ Programme Guide](#) is available in all official EU languages (see PDF versions)

**4. Indicative timetable for evaluation and grant agreement:** as described in the Call document. [Erasmus+ Programme Guide](#) is available in all official EU languages (see PDF versions).

Publication of the call: 24/11/2021

Deadline for submitting applications: 31/3/2022 17:00 (Brussels Time)

Evaluation period: April - August 2022

Information to applicants: September 2022

Signature of grant agreement: December 2022

**Standard proposal template -  
For information only**

**5. Proposal templates, guidance and model grant agreements (MGA):**

[Standard proposal template](#)

[Call document - Erasmus+ Programme Guide](#) is available in all official EU languages (see PDF versions)

[Guide for applicants](#)

[Mono/Multi-beneficiary Model Grant Agreement](#)

# HOW TO PARTICIPATE

## How to access your call submission area - 2

General information

---

Topic description

---

Conditions and documents

---

Partner search

---

**Submission service**

---

Topic related FAQ

---

Get support

---

Call information

---

Call updates

### Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of action** confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals p

**Please select the type of your submission:**

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

[Start submission](#)

[Need help?](#)

# HOW TO PARTICIPATE

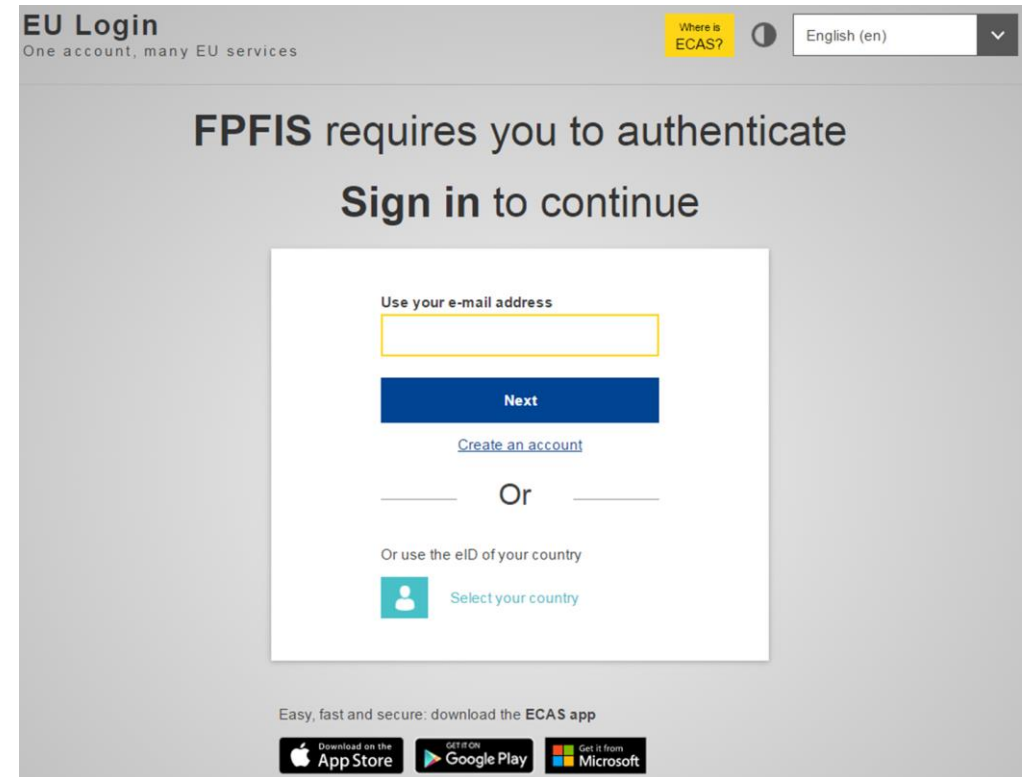
## Before creating your proposal

You will need the following:

1. To have a **valid EU Login account**. If you do not have EU Login you can create it [here](#)
2. Your organisation must have a **9-digit PIC** (Participant Identification Code)

If your organization is not registered in the Participant Register you can register it at:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>



The screenshot shows the EU Login interface. At the top, it says "EU Login" and "One account, many EU services". There is a language selector set to "English (en)". The main heading reads "FPFIS requires you to authenticate" and "Sign in to continue". Below this is a form with a text input field labeled "Use your e-mail address". A blue "Next" button is positioned below the input field. A link "Create an account" is visible below the button. Below the form, there is an "Or" separator and the text "Or use the eID of your country". A button with a person icon and the text "Select your country" is located below this text. At the bottom, there is a promotional message: "Easy, fast and secure: download the ECAS app", followed by logos for the App Store, Google Play, and Microsoft.

# HOW TO PARTICIPATE

## Start your proposal

### Create proposal

**Deadline**  
31 March 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: ERASMUS-EDU-2022-CB-VET  
Topic: ERASMUS-EDU-2022-CB-VET  
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 the previous one.

**Find your organisation**

PIC  Short name

**Search for your organisation**

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

- As the first step you need to enter PIC of your organisation in the dedicated box
- Please check first if your organisation already has a PIC

# HOW TO PARTICIPATE

## Finding PIC

### 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

ULB 247

<p>PIC: 901482014 ULB Coopération Avenue F.D. Roosevelt 50 Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 999986290 ULB AVENUE FRANKLIN ROOSEVELT 50 BRUXELLES, BE VAT: BE0407626464 Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 907953660 ULB COOPERATION Avenue F.D. Roosevelt 50 BRUXELLES, BE VAT: BE0407626464 Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
<p>PIC: 922241857 Bureau des étudiants de la faculté de philosophie et sciences sociales de l'ULB Avenue Paul Héger Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 937496562 CEFES-ULB 50 Av. Fr. Roosevelt Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 899373719 HOPITAL ERASME - CLINIQUES UNIVERSITAIRES DE BRUXELLES 808 ROUTE DE LENNIK BRUXELLES, BE VAT: BE0941792893 Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
<p>PIC: 901330500 Specque ULB Avenue Franklin Roosevelt 39 Ixelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 905956818 ULB LIMITED 75 Camelot House Camden Park Road London, UK Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 940211786 BEST Brussels ULB Av. F.D. Roosevelt Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>

U-2021-POL-NTWK-FOE-EUROPASS-IBA

More results were found

To register your organisation for a Participant Identification Code (PIC) [Click here](#)

- Enter the name of your organisation to see if it already has a PIC
- If not, create one [here](#)
- PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement

# HOW TO PARTICIPATE

## Create your proposal

**Deadline**  
31 March 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: ERASMUS-EDU-2022-CB-VET  
Topic: ERASMUS-EDU-2022-CB-VET  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

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

**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

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.

**Find your organisation**

PIC  Short name

Search for your organisation

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

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

**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


- Indicate your role in the application process
- Main contact : Proposal coordinator (mandatory)
- Contact person : role delegated by the main contact (optional)


# HOW TO PARTICIPATE



## Create your proposal - 2

 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 acronym of your project
- Include a summary of your proposal and move to 'Save and go to next step'



# HOW TO PARTICIPATE

## Access different parts of your proposal

The screenshot shows a progress bar at the top with six steps: Login, Topic selection, Create proposal, Participants, Proposal forms (highlighted with a red arrow), and Submit. Below the progress bar, the 'Proposal forms' section is displayed. It includes a 'TEST MODE' banner, a 'Deadline' box for 31 March 2022 17:00:00 Brussels Local Time, and 'Call data' for ERASMUS-EDU-2022-CB-VET. A warning box states that topic and action changes require a new proposal. The 'Proposal data' section shows an acronym of 'aaa' and draft ID 'SEP-210815451'. A 'Download Part B templates' button is highlighted with a red box and a red circle with the number 2. The 'Administrative forms (Part A)' section contains buttons for 'Edit forms', 'Edit Part C', 'View history', and 'Print preview', with 'Edit forms' and 'Edit Part C' highlighted by a red box and a red circle with the number 1. The 'Part B and Annexes' section allows for uploading technical annexes, with 'Part B' and 'Detailed Budget Table' rows, each having an 'Upload' button. A red box and a red circle with the number 3 highlight the upload area. At the bottom, a red box and a red circle with the number 4 highlight the navigation buttons: '< BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT'.

**1** Edit forms Edit Part C View history Print preview

**2** Download Part B templates

**3** Part B Detailed Budget Table Upload Upload

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

# HOW TO PARTICIPATE

## Edit part A of your proposal

< Proposal forms      Table of contents      General Information >

Application forms      Table Of Contents      Save      Save&Close

**Call: ERASMUS-EDU-2022-CB-VET**  
(Capacity building in the field of Vocational Education and Training (VET))

**Topic: ERASMUS-EDU-2022-CB-VET**

**Type of Action: ERASMUS-LS**

**Proposal number: 210806920**

**Proposal acronym: aaaaaaaaaaaaaaaaaaaaa**

**Type of Model Grant Agreement: ERASMUS Lump Sum Grant**      t

Table of contents

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

[How to fill in the forms](#)

- Fill in the eForm (Part A)
- Click on 'Table of Contents' to see the parts that you need to complete
- Go to 'Proposal forms' to return to previous step
- Save every time before closing part of your proposal

# HOW TO PARTICIPATE

## Add your partners

Progress bar: Login (✓), Topic selection (✓), Create proposal (✓), Participants (✓), Proposal forms (✗), Submit (○)

### Proposal forms

**Deadline**  
31 March 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: ERASMUS-EDU-2022-CB-VET  
Topic: ERASMUS-EDU-2022-CB-VET  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**  
Acronym: aaa  
Draft ID: SEP-210815451

**Download Part B templates**  
Download part B templates

**Administrative forms (Part A)**  
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	Upload
Detailed Budget Table	Upload

**Buttons:** < BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

# HOW TO PARTICIPATE

## Add your partners - 2

Participants

**Deadline**  
31 March 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: ERASMUS-EDU-2022-CB-VET  
Topic: ERASMUS-EDU-2022-CB-VET  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

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

**Download Part B templates**  
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 SME Test **Add Affiliated entity** Contacts: 0 **Add contact +**

SME Test  
Brussels, BE  
PIC: 892863661

**Change organisation** **Contact organisation**

**Vytaute EZERSKIENE - Main contact**

**Add Partner +** **Add Associated partner +**

SAVE SAVE AND GO TO NEXT STEP NEXT

- All partners must have PIC (not validated PIC is acceptable for submission of proposal)
- Add partners - full partners (and affiliated entity/ies and /or associated partner/s if relevant)
- Affiliated entities - their link to full partners is defined in Part A

# HOW TO PARTICIPATE

## How to access your draft proposal



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

Welcome **User**



Manage my area

My Organisation(s)

Grants

My Proposal(s)

My Formal Notification(s)

My Proposal(s)

Results: 21

Search..

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
-----------	------	----------------	-------------	---------	--------	----------------	------------------------------	---------

ERASMUS2027

ERASMUS-  
EDU-2022-  
CB-VET

ERASMUS-LS

SEP-210754086

new test

Draft

99

31/03/2022

Actions

1 2 3 10



# HOW TO PARTICIPATE

## Validate and submit proposal

**Deadline**  
31 March 2022 17:00:00 Brussels Local Time

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#)

**Call data:**

Call: ERASMUS-EDU-2022-CB-VET  
Topic: ERASMUS-EDU-2022-CB-VET  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

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

**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](#)

**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](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)  
+32 2 29 92222

- When you are ready, you can validate and submit
- While the call remains open you can always update your proposal and submit again
- You can access numerous support resources

# Useful links

- **Recording and presentations** of Info-session on Capacity building in the field of Vocational Education and Training 8/12/2021: [https://www.eacea.ec.europa.eu/news-events/events/online-info-session-8-december-2021-new-action-capacity-building-field-vocational-education-and\\_en](https://www.eacea.ec.europa.eu/news-events/events/online-info-session-8-december-2021-new-action-capacity-building-field-vocational-education-and_en)
- **Capacity Building in the field of Vocational Education and Training (VET) in FTOP- [Funding & tenders \(europa.eu\)](#) + Standard proposal template (part A and B) + budget table + model grant agreement**
- **Programme Guide** <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2022> (pages 309-316 in ENG version)
- How to participate: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>
- FTOP online manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual> + [Online manual](#) (pdf version)
- FTOP support section: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- The Funding & Tenders Opportunities Portal for beginners (webinar recording) <https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm>
- Short guide on submission system <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Submission+system>
- Video tutorials [https://www.eacea.ec.europa.eu/grants/how-get-grant\\_en](https://www.eacea.ec.europa.eu/grants/how-get-grant_en)

# Tips



- Part A: Requested Grant Amount in part A has to correspond to the requested EU contribution in the Budget Table (cannot be higher than € 400 000 in total)
- Part B:

It is a template. Verify which parts you have to fill in:

- n/a prefixed lump sum (**must be completed**)
- n/a Lump Sum Grants (**don't complete**)
- 5.1 Ethics and 5.2 Security (**don't complete**)

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*

Overview of Work Packages/ *(n/a for Lump Sum Grants)*

Fill in part B based on information in Programme Guide:

- **Address each guiding point in the Programme Guide under the 4 award criteria**
- At least 3 Work Packages
- Financial support to third parties not eligible



# Tips

Address each guiding point in the Programme Guide under the 4 award criteria

## Part B

## Erasmus+ Programme Guide

### 1. RELEVANCE

#### 1.1 Background and general objectives

##### Background and general objectives

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Relevance'.

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call (if applicable)?

Insert text



#### AWARD CRITERIA

<b>Relevance of the project</b>  (maximum score 30 points)	<ul style="list-style-type: none"><li>▪ The relevance of the proposal to the objectives and thematic areas of the action.</li><li>▪ The extent to which:<ul style="list-style-type: none"><li>- the proposal addresses the geographical targets of the action;</li><li>- the proposal addresses the regional and cross-cutting priorities of the third countries not associated to the Programme involved;</li><li>- the proposal is feasible in the local context of the targeted country(/ies);</li><li>- the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;</li><li>- the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations;</li><li>- the capacity building activities are clearly defined and aim at reinforcing the capacities of the participating organisations;</li><li>- the activities inscribe themselves in the development strategies of the targeted VET providers and support strategies at country level, including a greater attention to employability, inclusion, diversity and socio-economically disadvantaged participants where relevant;</li><li>- the horizontal aspects of the Programme are taken into consideration.</li></ul></li></ul>
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# Tips



- **Partners have to be relevant for your proposal and correspond to the Call requirements.** All participating organisations must have PIC (not validated is fine at application level)
- Ensure that **Part B – Technical Description is not longer than 70 pages** as the text on excess pages will not be visible for evaluators
- Check in advance **recommended system configuration**
- Validate and **submit the form well in advance (at least 48 hours before deadline).** You will be able to update your proposal until the call closure and submit updated version