Erasmus+ Partnerships for Cooperation Cooperation Partnerships in the field of Education and Training and Youth submitted by European NGOs (ERASMUS-2023-PCOOP-ENGO)

Online Info Session

European Education and Culture Executive Agency (EACEA)

19 January 2023

How to prepare a good project proposal ?

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Youth, EU Solidarity Corps and Aid Volunteers

Join us on Slido & post questions

www.slido.com with

 # ENGO2023 code

or scan the **QR code**

What is a good proposal?

Proposal aligned to the objectives and policy priorities of the Action and field and fulfilling all the criteria set out in the call for proposals and complying with quality standards

Competitive call based on the quality of proposals and available budget

Remember!!

- A complete **APPLICATION PACKAGE** does not have to be a good **PROPOSAL**

- An **ADMISSIBLE** and **ELIGIBLE** proposal does not have to be a **GOOD** proposal

- The availability of **BUDGET** does not guarantee that all proposals will be funded, ONLY quality proposals

- Only proposals **ABOVE FUNDING THRESHOLDS** may be funded

- QUALITY of your proposal must be in line with your REQUESTED **LUMP SUM GRANT**

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9 Tips to succeed

1. Start **early**

2. Read the relevant **information**

3. Have a good **understanding** of the Action and the Call

4. Check the Call **requirements**

5. Choose your project **idea**, structure it and stick to it

6. Build a good **consortium**

7. **Write** a good proposal

8. Create a good **budget** and request the adequate lump sum grant

9. Final **polishing**

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Tip 1: Start early

- From the opening day: 29 November 2022

- To the submission deadline: **22 March 2023** 17:00:00 Brussels time

4 MONTHS

- *Do not leave it for the very last minute*

- *Any good proposal evolves and matures during the drafting process*

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Tip 2: Read the relevant information

To PREPARE your project proposal

2023 Erasmus+ Programme Guide

Application forms (Part B)

Lump sum funding F& TP section

Get inspired!: Projects & Results (europa.eu) (F&TOP) &
Erasmus+ project results platform

For former applicants: the Evaluation Summary Report with experts' feedback

To SUBMIT your project proposal

An introduction to the Funding & Tenders Portal IT tools: Business process flow video tutorial

F&TOP Online Manual

F & TOP IT How To

Presentation How to submit

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

Aims at awarding grants to **ACTIONS**	*Action* grant: it funds a <u>specific action</u> intended to help achieve one of our policy objectives.
	Operating grant: it funds the operating costs of an organisation pursuing an objective supporting our policies.

CENTRALISED Call	EACEA as funding body, different rules and submission system as at national level

ONE CALL with 2 TOPICS: 1) Education and Training 2) Youth	One topic = one application

Only for proposals **SUBMITTED by EUROPEAN NGOs**	For Cooperation Partnership proposals submitted by other type of organisations, check funding possibilities by National Agencies

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DISTINCTION	Objectives of the Action
	Priorities of the Programme / sector
	Objectives of the project

Supports **COOPERATION** projects	To develop and reinforce their networks of partners=> to open up European NGOs to cooperate with other organisations beyond their network
	Common needs and priorities

Supports **INTERNATIONALISATION** of organisations' activities	Transnational cooperation
	Applying at EU (centralised) level and not a national level does not bring an international value to the proposal

Supports **TRANSFORMATION** and **CHANGE**	A real change in the current state-of-art in the field of intervention
	Creativity, flexibility in the activities

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Tip 4: Check the call requirements

SELECTION →

| ADMISSIBILTY | → | ELIGIBILITY | → | AWARD |

EXCLUSION →

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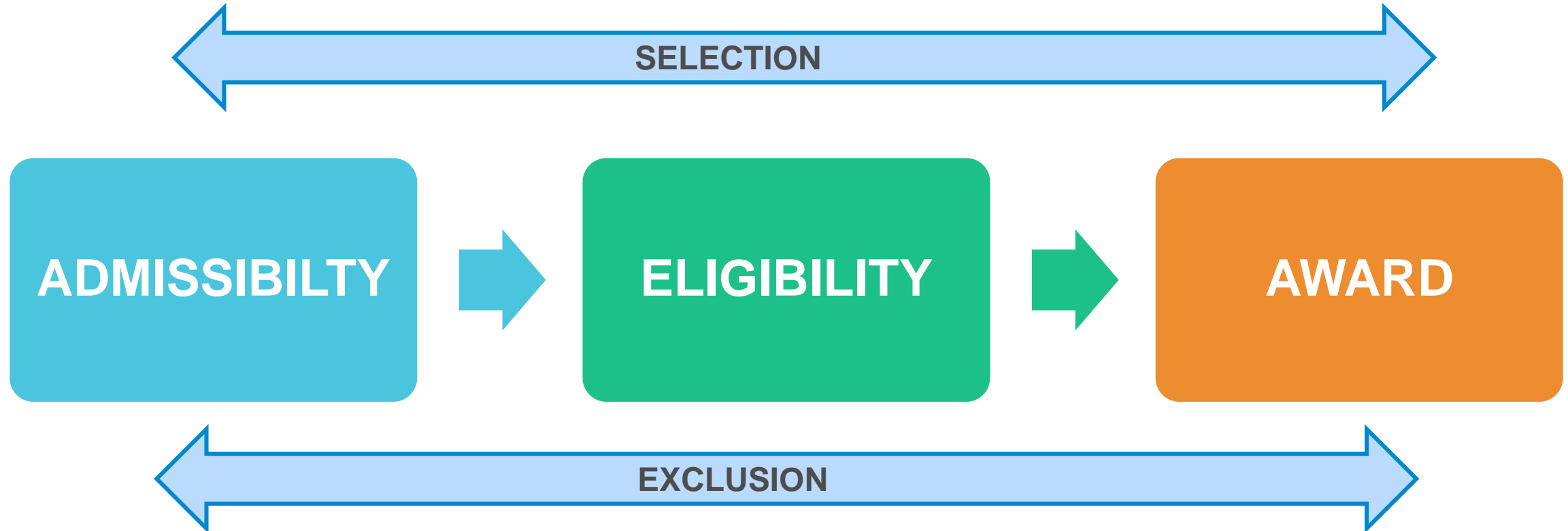
Admissibility conditions

Submit your application well **before the deadline** (48 h)

Use only **OFFICIAL** forms (available in the F&TP)

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 beyond **70 pages** are disregarded during evaluation

INADMISSIBLE PROPOSAL ➔ PROPOSAL EXCLUDED FROM EVALUATION PROCESS

ADMISSIBLE PROPOSAL ➔ ELIGIBILITY CHECK

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Eligibility conditions

ENGO APPLICANT

How can I check that my organisation is considered as an ENGO?:

➤ Check definition in **Part D** of the Programme Guide (Glossary)

➤ Check your status thanks to the checklist in the **Form C**

1. APPLICANT/COORDINATOR	YES	NO	Additional information
1.1. It is a public or private organisation **established in EU Member States and/or third countries associated to the Programme***	✔		
1.2. It is **European NGO** in accordance to the definition of Part D- Glossary of the Programme Guide*:	✔		
1.2.1. NGO that operate through a formally recognised structure composed of a European body/secretariat legally established for at least one year in an EU Member State or third country associated to the Programme and of national organisations/branches in at least nine EU Member States and third countries associated to the Programme*	✔		
1.2.2. The national organisations/branches which belong to your NGO:	✔		
a) have a proven statutory link with the European body/secretariat*	✔		
b) are active in the field of youth*	✔		

NO REDIRECTION: Non eligible applications are not re-directed to National Agencies

The applicant must be a legal independent entity registered in the F&TP with a **PIC**

MULTIPLE SUBMISSIONS: organisations may participate in several DIFFERENT proposals

DOUBLE FUNDING: the SAME proposal cannot be submitted under the same call round at centralised (EACEA) and at decentralised (National Agencies) levels

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What is an ENGO? = statutory link	What may NOT be an ENGO?
The national organisations / branches are linked to the central body/secretariat by a **formalised / documented** (economic or legal) relationship: - Affiliated entities - Membership	Informal EU wide **network**
	Grouping of NGOs which have signed a **Memorandum of Understanding** for the specific proposal (restricted in time)

Who can submit the application on behalf the ENGO?:

EXCEPTION

a) The Secretariat

b) A national organisation/branch on behalf of the ENGO:

    a. If all the criteria are fulfilled
    b. If the application is supported by a power by attorney by the members of the ENGO
    c. If a clear justification / explanation is provided

The involvement of the whole European NGO in the implementation of the project must be clear and justified in the application

How can the national organisations / branches can benefit from the participation in a Cooperation Partnership proposal?

A)		Directly: getting funding, as <u>affiliated entities in the grant agreement</u> (branches need to have a PIC)

B)		Indirectly: participating in the activities, hosting events, collaboration in the promotion and dissemination activities, etc (branches do not require to have a PIC)

It is expected that the **resources and expertise** available in the network of organisations composing the European NGO will benefit the project as a whole
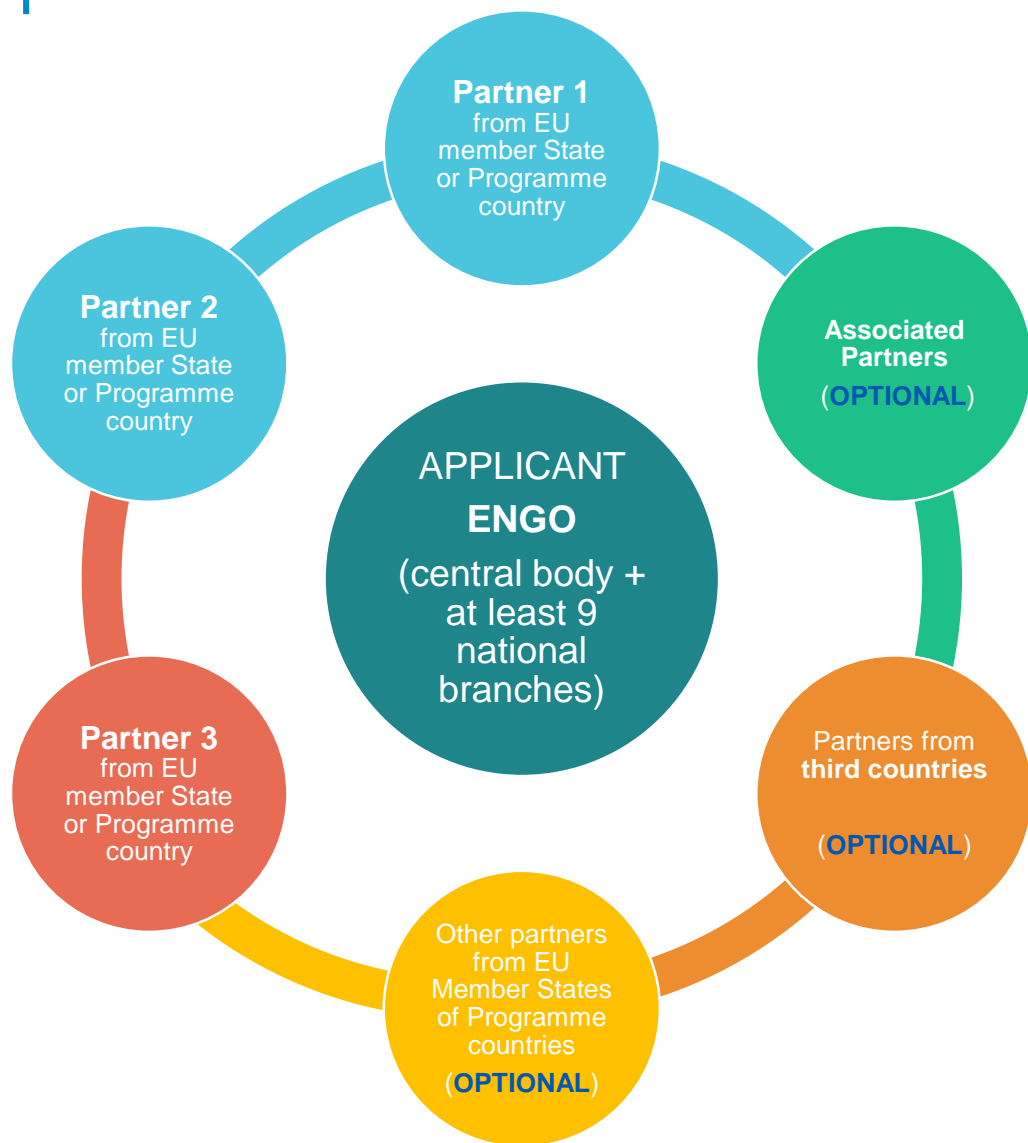
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ELIGIBLE COUNTRIES

	27 EU Member States	Third countries associated to the Programme	Third countries not associated to the Programme
		North Macedonia Iceland Norway Serbia Liechtenstein Turkey	Rest of the world e.g.: *United Kingdom, Albania, Bosnia and Herzegovina, Switzerland, Montenegro, Ukraine, Asia, Latin America, Africa, US, Canada, etc* *INELIGIBILITY OF BELARUSSIAN and RUSSIAN organisations*
APPLICANT	👍	👍	👎
PARTNER	👍	👍	⚠️
AFFILIATED ENTITIES	👍	👍	👍
ASSOCIATED PARTNERS	👍	👍	👍

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CONSORTIUM

APPLICANT
ENGO
(central body +
at least 9
national
branches)

Partner 1
from EU
member State
or Programme
country

Partner 2
from EU
member State
or Programme
country

Partner 3
from EU
member State
or Programme
country

**Associated
Partners**
(**OPTIONAL**)

Partners from
third countries
(**OPTIONAL**)

Other partners
from EU
Member States
of Programme
countries
(**OPTIONAL**)

Remember!!

➢ NO **MAXIMUM N°** of partners

➢ Participating organisations can participate with **AFFILIATED ENTITES** (PIC required)

➢ Affiliated entities have access to **grant** (share to be included in budget calculator)

➢ Participation of **THIRD COUNTRIES** only if **added value**

➢ Participation of **ASSOCIATED PARTNERS** is not compulsory, no need of PIC

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PRIORITIES (HORIZONTAL & SECTOR)

> ➤ **DO NOT MIXED UP WITH THE OBJECTIVES OF THE ACTION AND YOUR PROPOSAL**
>
> ➤ **CROSS-CUTTING ASPECTS OF YOUR PROPOSAL**

- *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*

- *Check **consistency** between Part B and Form C*

Corrigendum 2023 E+ Programme Guide 21/12/2022: Addition of sector-specific priorities in the fields of education, training and youth, in relation to in
relation to supporting those affected by the war in **Ukraine**.

VENUE

- For face-to-face events, please specify venues in **Part B:**

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]

If venue in country different from a participating country, provide a motivated explanation and in line with the Call!!!

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Selection conditions

FINANCIAL CAPACITY

NON-PUBLIC APPLICANTS (ENGOs)
&
Project GRANTS higher than **60 000 EUR**

Financial capacity self-check simulator

OPERATIONAL CAPACITY

Joint responsability of the participating organisations in the performance of the project

The lump sum model conditions the **payment of the lump sum contributions** to the performance of the activities

Take into account when setting-up your consortium!!

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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 **start of 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 the make the difference or to bring an **added value**

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

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Tip 6: Build a good consortium

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

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

Choose well your partners – with diverse compétences

Involve partners in the preparation – avoid surprises after submission

Keep consortium **motivated** – agree a working method for the proposal phase, make a plan for their contributions

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

Do not cover the EU map **artificially**.

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 your 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

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

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

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

Beware 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

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ENGO2023 code

or scan the QR code

Part B

*SUBCONTRACTING is applicable
Fill in section 2.1.3 but not 4.2

- Fill in all the **applicable** sections

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]

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Part B

Erasmus+ Programme Guide – Award criteria

RELEVANCE OF THE PROJECT
- Aims and EU added value
- Contribution to the objectives and priorities of the Action
- Objectives
- Needs
- Innovation
- Complementarity
- Inclusion and diversity

QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION
- Work plan
- Methodology
- Cost effectiveness

QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS
- Set-up
- Geographic scope
- Participation of newcomers and grassroot organisations
- Commitment & tasks
- Cooperation arrangements
- Added value of third countries

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
2.1.4. Cost effectiveness and financial management
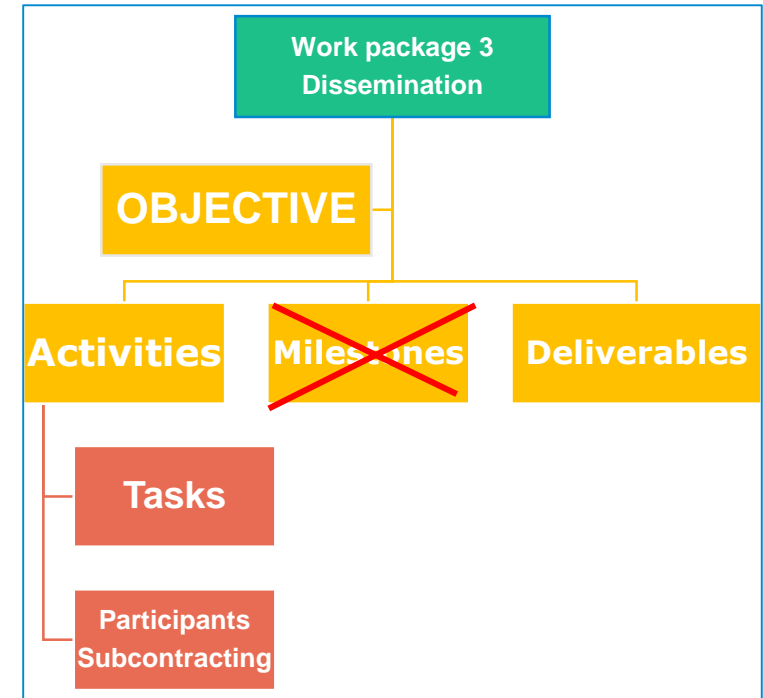2.1.5. Risk management
2.2.PARTNERSHIP AND COOPERATION ARRANGEMENTS
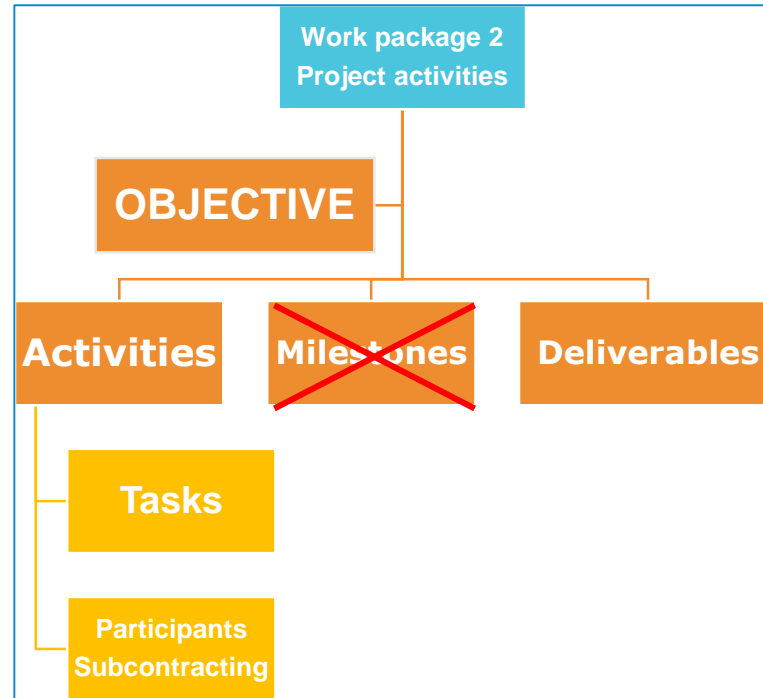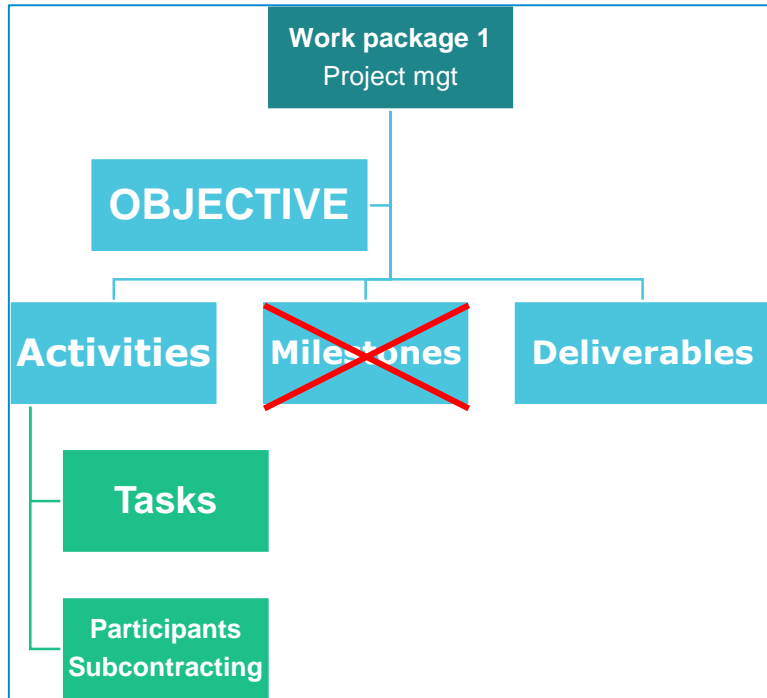2.2.1. Consortium set-up
2.2.2. Consortium management and decision-making

3. IMPACT
3.1 Impact and dissemination
3.2. Communication, dissemination and visibility
3.3. Sustainability and continuation

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Part B – Section 4: Work plan – Work packages

Minimum: 3
Maximum: linked to complexity of work plan (5)

Part B - Deliverables

> During the project's lifetime, your **performance** 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 size of your project and work packages

- Structure your deliverables and **do not multiply** them – try to gather similar deliverables (**5 per work package**).

- Refer only to **major outputs** - Do NOT include minor sub-items, internal working papers, meeting minutes, etc.

- Try to keep **balance** of the deliverables to be submitted all along the lifetime of the project

- **Horizontal** deliverables (all over the project): try to split it into two deliverables if possible (one in the first part of the project and other in the second part). If not possible, to be submitted at the end of the project.

- **EU reporting documents** (progress and final reports) are not considered as deliverables

- **EU funding visibility**: the final grant may be reduced if project's materials do not comply with this rule!!

- Be as **specific** as possible, e.g.:

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DELIVERABLES	DESCRIPTION application form
Risk management plan	how risks will be identified and assessed, what tools and techniques can be used,, the relevant roles and responsibilities, how often risks need to be revisited, mitigating measures, etc
Quality management plan	project's quality objectives, the quality management approach, process and responsibilities, the quality assurance and control activities, tools and techniques that will be 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, mintues, reports, agenda, etc
Intellectual outputs	Objectives, methodology, content, timetable, tools, etc In case of an explanation of a result, a report on a specific activity, a prototype, etc, a short-written description of the deliverable may be provided rather than the deliverable itself
Events	number of events, title, content, venue, duration, profile of participants, estimated n° of participants, n° of participants with fewer opportunities, lists of participants, feedback questionnaires, agenda, reports, etc
Publications, documents	number of pages, language, format (printed/electronic), linguistic versions, number of printed copies (in each language - participating organisations-), etc
Training modules	format, programme, 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, GDPR compliances, **EU funding disclaimer**, etc
Website	Minimum content, **EU funding disclaimer**, link ,etc It is strongly recommended to have a **project dedicated** website

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]

Dissemination levels

PU — Public : fully open (automatically 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]

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Award criteria

- Your Part B must give answer to all the **ALL** the aspects (**bullet points**) covered by each award criteria

AWARD CRITERIA

Relevance
 	
(maximum score 25 points)
	The extent to which:
	
	- the proposal is relevant for objectives and priorities of the Action. In addition the proposal will be considered as highly relevant if:
	   – it addresses the priority "inclusion and diversity";
	   – In case of projects managed by the Erasmus+ National Agencies: if it addresses one or more "European Priorities in the national context", as announced by the National Agency;
	   – In case of projects submitted by ENGOs in the fields of education, training, and youth to the European Education and Culture Executive Agency: the extent to which the applicant runs activities that support the implementation of EU policies in one of these sectors.
	- the profile, experience and activities of the participating organisations are relevant for the field of the application;
	- the proposal is based on a genuine and adequate needs analysis;
	- the proposal is suitable for creating synergies between different fields of education, training, youth and sport or it has potentially a strong impact on one or more of those fields;
	- the proposal is innovative;
	- the proposal is complementary to other initiatives already carried out by the participating organisations;
	- the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.

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

- **Needs analysis**:

  - Detailed description of the specific needs of **participating organisations** and target groups.

  - Avoid general statements, general statistics, studies. There must be a clear evidence of the **connection** between the project's background, the justified needs and the aims of the project.

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Award criteria - RELEVANCE

- **Inclusion and diversity**:

  - Describe **specific measures** to be put in place.

  - Participation of **young people with fewer opportunities**: give estimated numbers, specify activities, measures envisaged to ensure the accessibility .

  - Get inspired!: Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy 2021-2027

- **Innovation**: Give **detail**, concrete examples (new tools, new methodologies) of innovative aspects integrated in your proposal (it may related to the project management and activities' implementation or results). How and why is your project is innovative?

- **Complementarity**: How the proposal **capitalizes** previous results?

- **Participating organisations**: transnational cooperation, **opening up** of networks

Award criteria - RELEVANCE

- **Synergies with other sectors**: potential of the proposal to have an **impact on fields other than the one addressed** by it (e.g., expected impact of a youth proposal in the field of education and training)

- **Support to the implementation of EU policies**: concrete **examples** of specific initiatives, projects, activities policy oriented in the sector

- **EU added value**:

  - Not restricted exclusively to the geographical coverage of the consortium and network(s)

  - How the results will translate to an **EU-wide change outside the networks**, 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** - how the project it will be developed afterwards

Principle of proportionality - the higher the amount requested, 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 quantitive 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/deliverables/results) following recommendations (part B)

- **Cost-effectiveness**

  - The **requested lump sum is reasonable** according to the work plan, the allocation of resources among partners are coherent according to the distribution of tasks.

  - **Outsourcing** – Remember capacity building dimension of the Action

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Inclusion and diversity:

- Inclusive and accessible **design of activities**

- Specific arrangements and **measures** to integrate fewer opportunities people

- Definition and **profile** of participants with fewer opportunities

Use of digital tools:

- Within the **consortium** - how they enhance the organisations' capacities?

- For the activities' implementation- **connections** between digital and in-person

- Details on the **digital tools** to be used

Training and 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,

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Green aspects: Environmental responsability in the projects; e.g.

Greener means of travel

Ecological choices during the periods abroad and when organising events, for example, with catering

Virtual events and meetings

Specific measures

Green issues as the theme of your project

Discussion of environmental responsibility in different context

Get inspired!:

European Green Deal

GreenComp: the European sustainability competence framework

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Award criteria – PARTNERSHIP AND COOPERATION arrangements

Composition of 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 cultural **diversity**

- Participation of **newcomers** - in the Action- and **grassroots** organisations

- **Transnationality**, opening up of networks

- Evidence of added value of participation of **third countries** (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

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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	Dissemination	Exploitation
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 you do it?

  - 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

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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**, where and with who?

- How will you ensure the continuity of **funding**?

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

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Tip 8: Create a budget

Define your budget « bottom-up »

➤ First describe the **tasks** – then define the **budget**

➤ Check **consistency** regularly while working on your work plan:

  ➤ Share of resources

  ➤ Appropiate allocation between partners

➤ Choose the **suitable lump sum grant**

LUMP SUM

⬆

COSTS

⬆

RESOURCES

⬆

TASKS

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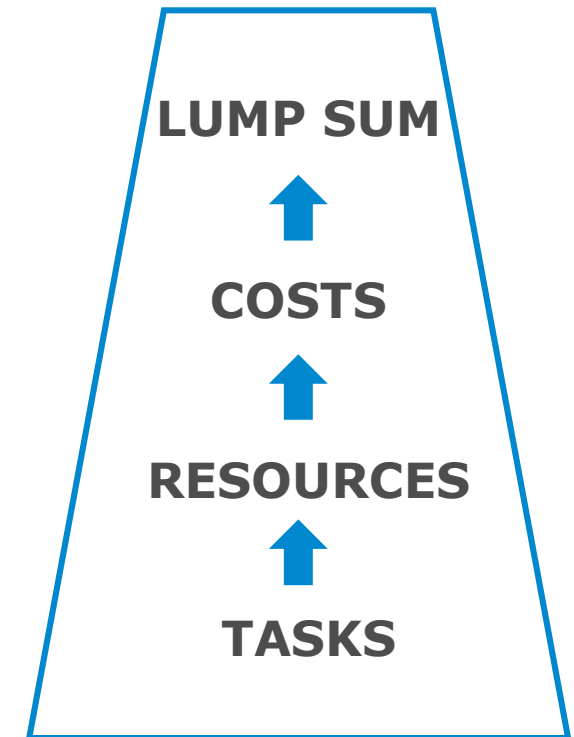
How to choose the right lump sum?

- Based on the **overall cost of the project** - which would be the lump sum more suitable for the project's needs?

- **Co-financing principle-** the expected overall cost of the project shall be higher than the fixed lump sum amount requested

- Elements to take into consideration:

    - Adequacy of the number, scope and complexity of the activities

    - Relevance of the project's activities to the project objectives

    - Size of the consortium

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 be rejected as a whole**

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Tip 9: Final polishing

- Check the **completeness** of the proposal

- Check **consistency** of your description of activities and budget

- Ask someone for **critical reading** and feedback

- If you have the chance, have a native speaker for **proofreading**

- And, last but not least….. **SUBMIT IT ON TIME!!!**

Remember!!

KEEP REACHABLE – keep Coordinator's contact details updated during the whole evaluation process

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Thank you and good luck!

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