



Info Day

Capacity Building in the Field of Youth

Erasmus+ Key Action 2

CBY 2024 Calls for proposals

ERASMUS-YOUTH-2024-CB

Brussels, 12 December 2023

*European Education and Culture
Executive Agency*



Info Day Capacity Building in the Field of Youth

WELCOME AND INTRODUCTION

Margaux Genachte, Head of Sector YOUTH



Technical arrangements

- The session will be recorded
- For the Q&A:
 - Write your questions in the dedicated **Q&A chat, and NOT in the meeting chat**
 - Questions will be answered during the Q&A sessions
- Mute yourself & switch off your camera if not a speaker
- The slides & recording will be available after the session in the info day page: [Info session – Capacity Building in the field of Youth - Call 2024 - European Commission \(europa.eu\)](#)

Agenda

10:00-10:05	Welcome and introduction <i>Margaux Genachte, Head of Sector, EACEA.A5.001</i>
10:05-10:20	Policy context <i>Pierre Seailles, EAC B.3</i>
10:20-10:50	How to write a good proposal <i>Linda Curzola, EACEA.A5.001</i>
10:50-11:15	Application checklist <i>Claudia Mondino, EACEA.A5.001</i>
11:15- 11:25	Eligibility quiz <i>Claudia Mondino, EACEA.A5.001</i>
11:25-11:55	Q&A session
11:55-12:00	Closing remarks <i>Margaux Genachte, Head of Sector, EACEA.A5.001</i>

CHANGES IN 2024 COMPARED TO 2023

- Cross regional partnerships are not eligible anymore
- Organisations from Region 2 Neighbourhood East are **ELIGIBLE** – Please note: Organisations from Belarus are not eligible and organisations from Armenia and Azerbaijan are eligible only as participants, but not as coordinators



Info Day

Capacity Building in the Field of Youth

Erasmus+ Key Action 2

The policy context

Brussels, 12 December 2023

*Directorate-General for Education,
Youth, Sport and Culture*

What are Capacity Building Youth (CBY) projects expected to achieve in Partner countries?

Raise the capacity of youth organisations

Enhance synergies and complementarities with formal education systems

Foster interregional cooperation

Support the development of youth work

Contribute to the promotion and implementation of the EU Youth Strategy

Promote non-formal learning

Strong focus on youth organisations in neighbouring countries

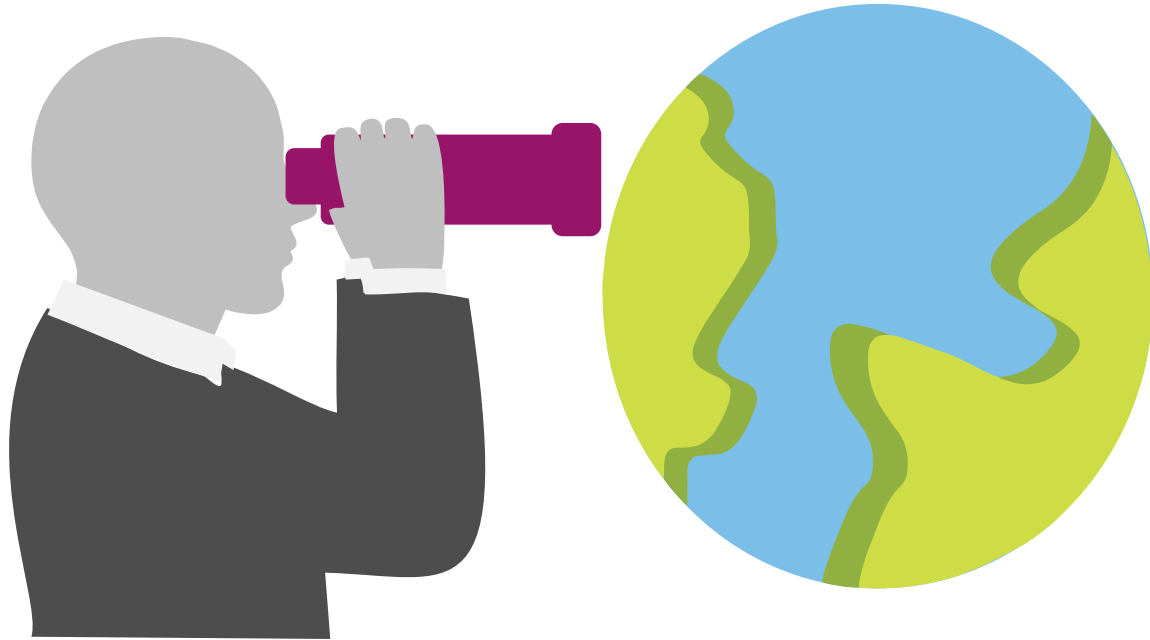
CBY is the only youth action of its kind



Young people are **not the direct target**, but they will eventually be the ones who will **benefit** from the **improved capacity of organisations**

The **Programme Guide 2024** has been updated to strengthen and clarify this focus

The change of the geographical scope



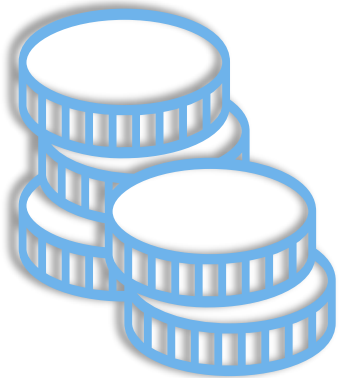
- **The Commission constantly reviews the scope of its actions, including CBY, to ensure that they are still fit for purpose in a rapidly changing geopolitical context**

In the case of CBY, this review has led to the **decision**, announced by VP Schinas in Kiev in June 2023, **to open up the action to organisations from Eastern Partnership countries**

The extension of the action to countries from the Eastern Partnership (Region 2)

The 2024 Annual Work Programme has been revised to **increase the 2024 budget allocations.**

Therefore the **2024 Budget is now 9.230.000 euros** for regions 1, 2 and 3 (instead of 6.350.000 euros for regions 1 and 3 only).



Total budget for 2024 : 9.230.000 €		
2.668.841 €	6.561.159 €	
Region 1 : Western Balkans	Region 3 : South Mediterranean	<i>Region 2 : Eastern Partnership</i>
2.668.841 €	3.681.159 €	2.880.000 €



HOW TO WRITE A GOOD PROPOSAL

What is a good proposal?

CONTENT
WISE

A proposal aligned to the **objectives** and policy **priorities** of the Action and fulfilling all the **award 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** is not automatically a **good PROPOSAL**
- An **ADMISSIBLE** and **ELIGIBLE** proposal is not automatically a **GOOD proposal**
- Only proposals **ABOVE QUALITY THRESHOLD (60 points)** may be funded depending on the budget availability
- The **BUDGET availability** defines the **FUNDING THRESHOLD**, i.e. **ONLY** highest ranked proposals will be funded

Key points to retain before starting to write & submit your proposal



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

To PREPARE your project proposal

[2024 Erasmus+ Programme Guide](#)

Application forms (Part B)

Eligibility and **admissibility** criteria are key

Award criteria are central to a well-written proposal

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

[Lump sum funding](#) F&TP section

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](#)

[CBY 2024 info-day page](#)



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

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



AWARD CRITERIA

Evaluation criteria and Thresholds

Min. Threshold overall:
60/100

Relevance	Quality of the project design and implementation	Quality of the partnership and cooperation arrangements	Impact
<ul style="list-style-type: none"> <input type="checkbox"/> The relevance of the proposal to the objectives of the Action; <input type="checkbox"/> The proposal is relevant for the respect and promotion of shared EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, as well as fighting any sort of discrimination. <input type="checkbox"/> The extent to which: <ol style="list-style-type: none"> i. the needs analysis is based on verifiable general and specific data linking to the concrete realities of applicants, partners and target groups; ii. the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups; iii. the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; iv. the capacity-building activities are clearly defined and aim at reinforcing the capacities of the participating organisations; <input type="checkbox"/> the project improves the capacity of youth organisations, particularly in eligible third countries not associated to the programme, to involve young people with fewer opportunities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clarity, completeness & quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination; <input type="checkbox"/> Appropriateness & quality of the methodology proposed for addressing the needs identified; <input type="checkbox"/> Consistency between project objectives and activities proposed; <input type="checkbox"/> Quality & effectiveness of the work plan, including the extent to which the resources assigned to work packages are in line with their objectives and deliverables; <input type="checkbox"/> Quality of the non-formal learning methods proposed; <input type="checkbox"/> Quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools; <input type="checkbox"/> Existence & relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget; <input type="checkbox"/> Extent to which the project is cost-effective and allocates appropriate resources to each activity. <input type="checkbox"/> Appropriateness of measures for selecting and/or involving participants in mobility activities, if any (please refer to "Protection, health and safety of participants" in part A of this Guide as well to other requirements and recommendations applicable to KA1 Mobility projects.) 	<p>The extent to which:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project; <input type="checkbox"/> the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations. <input type="checkbox"/> The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders 	<ul style="list-style-type: none"> <input type="checkbox"/> The quality of measures for evaluating the outcomes of the project; <input type="checkbox"/> The potential impact of the project: <ol style="list-style-type: none"> i. on participants and participating organisations, during and after the project lifetime; ii. as regards the capacity of participating organisations to empower young people and foster their active involvement in activities implemented outside the project; iii. outside the organisations and individuals directly participating in the project, at local, regional, national and/or international levels. <input type="checkbox"/> The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations; <input type="checkbox"/> If relevant, 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; <input type="checkbox"/> The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.

Min. Threshold per criterion: 15/30

Min. Threshold per criterion: 15/30

Min. Threshold per criterion: 10/20

Min. Threshold per criterion: 10/20

Criterion 1



Choose the most appropriate and clearly defined target group

- Clearly defined subjects to whom the project is dedicated
- Visible throughout ALL your proposal
- Don't forget!
“the project involves **young people with fewer opportunities**”
- Consider the groups you have access to



Evaluations 2023

“As a project aiming to develop social entrepreneurship initiatives led by young people from vulnerable backgrounds, their involvement is necessary to meet the objectives of the project. On the contrary, **an estimate and composition of the young people with fewer opportunities participating in the activities per country is not specified enough.** Moreover, the partnership has not demonstrated that it can secure an active engagement with a diverse youth population from the design phase of the planned activities.”

“The extent to which: - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups”

Target Group

Who is this project for?

Is your target group clearly defined & visible throughout your proposal?

Is your target group diverse enough i.e. including youth with fewer opportunities?

Problem

What problem are they experiencing?

What are their needs?

Objectives

How can you address this problem to bring solutions and meet these needs?

Are the objectives clearly defined, realistic and address issues relevant to the participating organisations and target groups?

INCLUSION AND DIVERSITY

- **Youth engagement:** active engagement with a diverse youth population including those from **remote/rural areas and/or with fewer opportunities**
- Consider the minorities/people with fewer opportunities you have access to & demonstrate you **promote inclusion and youth diversity** in your proposal:
 - What type of groups will you engage with and why are they relevant to the project? Is their inclusion credible?
 - How will you perform outreach to these groups? Have you considered obstacles to their participation? Are these reflected in your risk management strategy?
 - What will be their role in the project activities? How will you will select participants and engage with them?
 - What practical arrangements are needed in the activities planned with these participants (i.e. to facilitate their access, take into account special needs, impact on budget)?

Needs analysis



This analysis is **not a project activity!**

It shall already be completed by submission of the proposal:

- forms part of the application
- **forms the foundation of the project**
- based on **up to date, verifiable facts and figures**: cite, give sources, provide evidence from own research conducted

Examples of identified weaknesses from the evaluations 2023

“The needs analysis is confined to a **short narrative of the needs**, lacking in verifiable facts and figures.”

“The needs analysis is not based on verifiable facts and figures. This is **a major limitation.**”

“However, concrete data and documents that support these needs are not mentioned in the project, which does not help for a complete understanding of the problem (**general mentions to ‘primary research, reports and learning materials**).”

Multi-level needs analysis

Data relevant to all countries and organisations **in the consortium and the target groups**

Evaluations 2023

“the needs analysis is based mainly on statistics and external information related to the agricultural field and partially to the youth unemployment in the participating countries. Therefore, the needs analysis is based on an assessment of the situation in each country regarding this topic but **fails to make the link with the specific organisational needs and the organisation's target group.**”



Reflections from the experts:

“lots of figures and data from Eurostat etc. but not focused on target groups”



Needs ANALYSIS, NOT Needs Description

Critical engagement with the data

- Why are there gaps in the data?
- What has been done thus far/is being done to address these problems?
- Has 'X' policy worked? If it has not, any proposition to make it work? or new policy ideas?
- Why do these problems persist?



Examples of identified weaknesses during the evaluations 2023

Comments from Evaluations 2023

“Although the work plan contains an **adequate description** of the methods used, the overall methodological approach is **not** coherent and **underpinned by a solid research and evidence framework**”

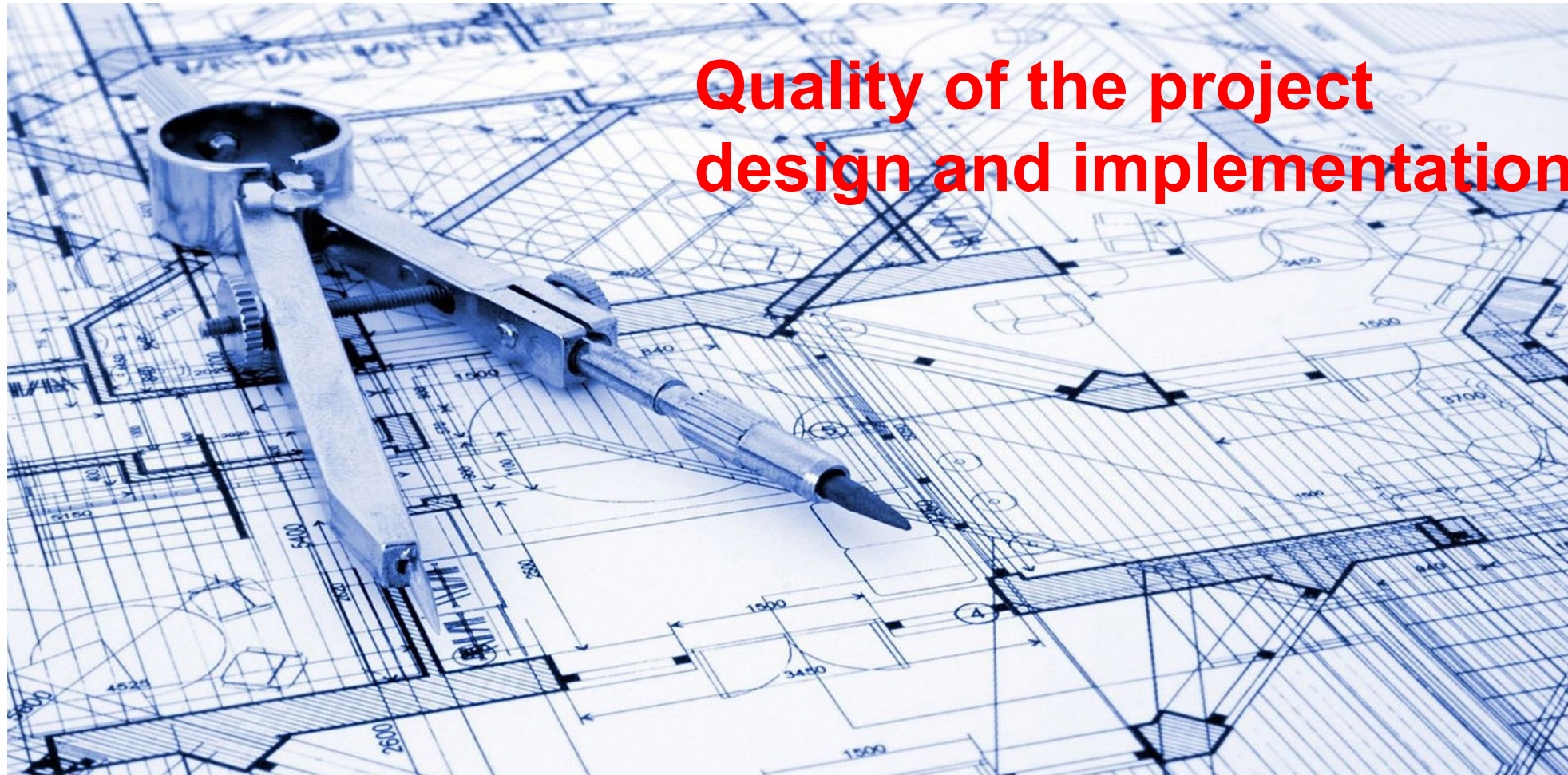
“Methodologically, the proposal describes the learning principles that will guide the training sessions **but fails to explain** how the chosen methods translate into practical activities that support young people in developing socio-emotional skills. As a result, there is **no close connection between the project objectives and the proposed activities.**”

Reflections from the experts:

"... many shortcomings in the logical framework of projects. There is **no link between the needs analysis and objectives**. Objectives are set according to the activities rather than the needs.“

“Difficult to understand the intervention logic as the **target groups are unclear**”.

Criterion 2



Quality of the project design and implementation

METHODOLOGY

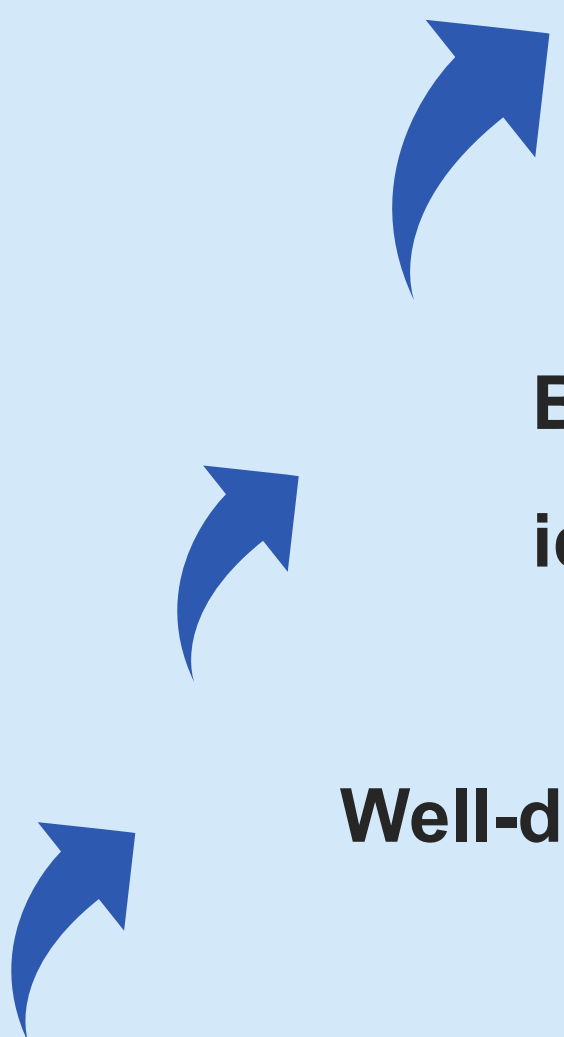
Justify your intervention: Explain

how the activities will meet
the objectives

Build objectives on the basis of
identified needs

Well-developed needs analysis

Clear target group



What methodology is being used and why?

- What and why will your methodology help you achieve the identified general and specific objectives? Use **SMART goals** (**Specific, Measurable, Achievable, Realistic, and Time-bound**) when starting your project design to better visualize where you are going. Be clear, complete and think about how you address and ensure quality of results
- Have appropriate phases for **preparation, implementation, monitoring, evaluation and dissemination** been **included**?
- Why is your methodology **suitable to** achieve the **project objectives** and the **identified needs**?
- Have you appropriately considered **links** between **methodology and needs analysis, objectives and activities** as the foundation?
- Why the **quality of the non-formal learning methods** proposed will be ensured?

How is the methodology applied in the activities?

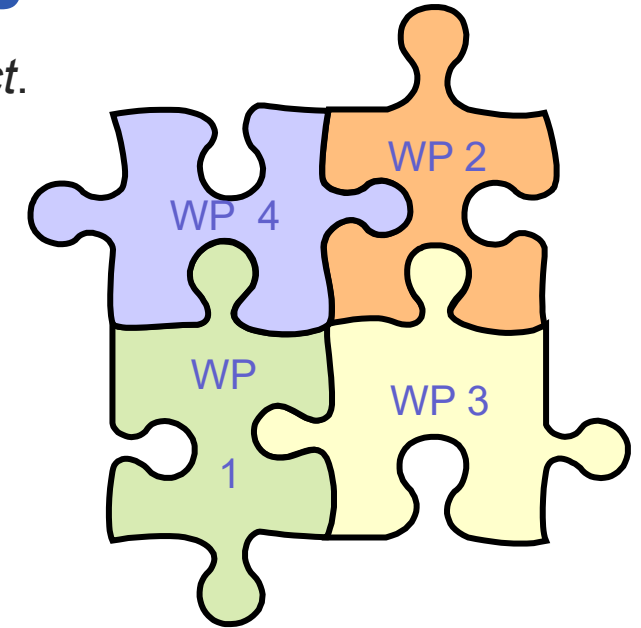
- Have you determined **expected outcomes**, and **how will you monitor their achievement** throughout the project's implementation?
- Have you created a **logical and consistent visual roadmap** for the project?
- Is there **consistency between project objectives and activities proposed? And the expected outcomes?**
- Quality and effectiveness of the work plan, including the extent to which the **resources assigned to work packages** are **in line with their objectives and deliverables. Cost-effectiveness**
- Have you **a)** included your **risk analysis** (identified critical risks) and therefore specified the likelihood and what risks specific to the achievement of the project's objectives, the project's deliverables and to tackling the needs of the target group have been identified? and **b)** explain how you are going to manage contingency (**risk mitigation measures**)?

What work packages are & how many?

❑ **What? Work package** means a major sub-division of the proposed project.

Therefore:

- ✗ A single activity is **not** a WP
- ✗ A single task is **not** a WP
- ✗ A % of progress of work is **not** a WP
(e.g. 50 % of the tests)
- ✗ A lapse of time is generally **not** a WP
(e.g. activities of year 1)



❑ **How many? Minimum of 3 WPs**

- ✓ **WP1** --- *management and coordination* activities and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages).
- ✓ **WP2** --- *project activities implementation*. You can create as many WPs as needed.
- ✓ **WP3** --- The last WP should be dedicated to *Impact and dissemination*

What deliverables are and how many?

- ❑ **What?** Expected **major tangible output** derived from the execution of a series of tasks/activities **to demonstrate progress and achievement of each WP's objectives**
 - ✓ **NOT** a task or an activity.
 - ✓ Do **NOT** include **minor sub-items**, internal working papers, meeting minutes, internal handbooks, guidelines on how to manage the project and monitoring of finances. The latter is part of project management internal and for the consortium ONLY.
 - ✓ **EU reporting documents** (progress and final reports) are **NOT** considered as deliverables.
 - ✓ For each deliverable, please indicate a **due month** by when you commit to upload the expected tangible output on the Portal.
 - ✓ The due month cannot be outside the duration of the work package the deliverable is linked to, and it must be in line **with the timeline of the project** you have provided
 - ✓ be as **complete**, **accurate** and **specific** as possible while providing the **description** of the activities implemented per each deliverable. Do NOT only refer to the format and language of the deliverable.
 - ✓ **EU funding visibility**: *the final grant may be reduced if project's materials do not comply with this rule!!*
 - ✓ Ensure that there is **no duplication of information**

- ❑ **How many?** It is recommended to limit them to **max 10-15** for the entire project.

Tips for the deliverables

- ❑ Define **clear roles** and **responsibilities for the activities** leading up to the acceptance of the deliverable
- ❑ Determine who is responsible for providing the necessary resources
- ❑ Identify the **stakeholders** who will validate the deliverable
- ❑ Define the specific **knowledge and skills** they require

**Attention!!
DATA PROTECTION**

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)

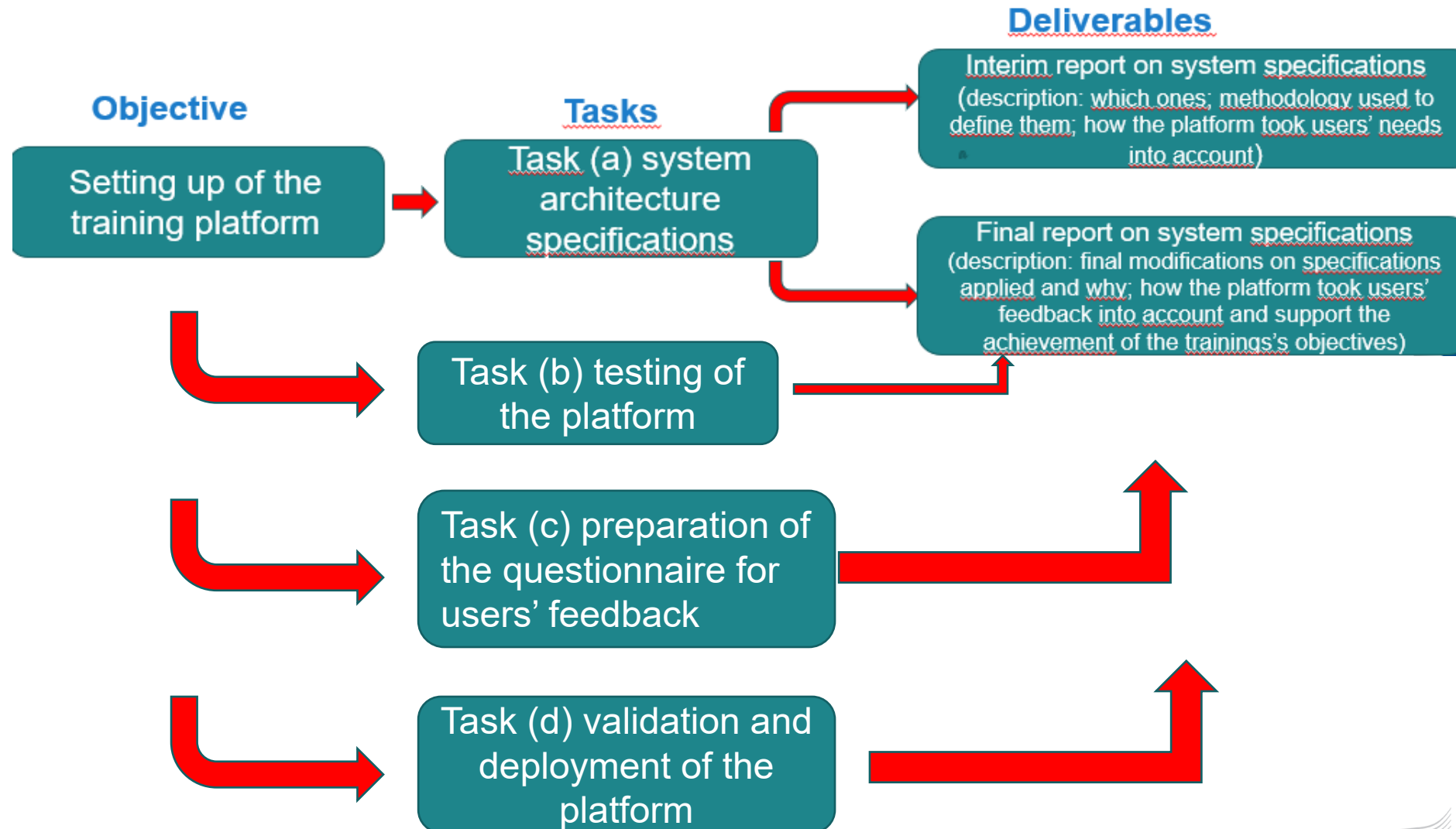
SEN — Sensitive: project management documents, only accessible to the Agency, for the Grant agreement purposes

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



Data Protection: Please be aware that for the information which will be made public, and therefore, for those deliverables flagged as public, you should avoid any reference to information that is not publicly accessible and not to include any confidential information or personal data (e.g. names and addresses).

Example of deliverables linked to an objective



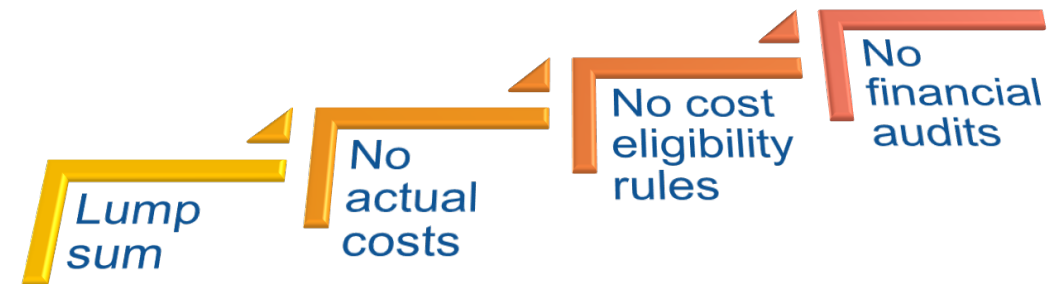
Cost-effectiveness

“The extent to which the project is **cost-effective** and allocates appropriate resources to each activity”.



What is meant by "cost-effectiveness" exactly?

- ✓ Value for money
- ✓ Allocation between the partners ensures commitment
- ✓ Coherence of the budget in relation to the deliverables and objectives
- ✓ **Justifications in case of high budget, especially staff costs** (countries have a different salary scale)
- ✓ **Management and coordination costs proportionate to the number of partners to coordinate, size and geographical coverage of the project**



What is meant by "cost-effectiveness" exactly?

- ✓ Budget meeting the needs of the beneficiary and which enhances inclusion in the ERASMUS + programme
- ✓ Proposed budget is **proportional to the project outputs, expected results** and with the proposed action
- ✓ Justifications must be provided especially for **subcontracting**
- ✓ **Budget** must be **detailed, clear** and **justified**

Lump sum grant – Budget allocation

Annex 2

Lump sum = Maximum grant amount

Max. liability of the beneficiary after payment of balance

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Share of the lump sum per WP

Disclaimer: Information not legally binding

Recommendations on....



- how to know whether costs encoded are eligible?
- how to know what subcontracting is?
- how to know more on examples of employment type of contracts? What is eligible and permitted in this respect?

CHECK

the latest version of the Annotated Grant Agreement:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

(in particular **art.6 (d) for lump sums** on costs; **art.6.2.A.2 for in-house consultants** and their employment contract; **art. 7 on beneficiaries and 7.b for the coordinator**; **page 10 of the AGA to distinguish between subcontracts and contracts/purchases**)

Comments from Evaluations 2023

“The project’s cost effectiveness is low because **the project assigns disproportionate resources to certain activities** (e.g., **personnel costs for all work packages** and other goods, works and services for work package 5) and resources allocated to work packages are not properly justified.”

“The project is not deemed to be cost effective and **does not provide value for money in terms of the results planned as compared to the grant requested.**”

“The overall cost-effectiveness of the budget is not sufficiently convincing. For example, the **project’s management budget of more than 25% of the whole budget needs justification.**”

“Even though the potential multiplying effect of the intended entrepreneurship projects is undeniable, the limited outreach estimated for the direct beneficiaries contests the cost-efficiency of the proposal, especially when **almost one third of the costs are concentrated in one work package devoted to the development of foreseen youth projects that cannot be assessed presently.** Hence, except for this issue other costs are coherently distributed and proportionate.”

“Taken as a whole the project provides value for money in terms of the results planned as compared to the grant requested; appropriate resources are allocated to each work package”



Where do you include the financial resources and human effort needed in your application?

- Excel file « Detailed Budget Table (ERASMUS LSII) » annex to the technical part B of the proposal template
 - please make sure that the « **any comment** » **tab** of such an excel file is filled in and **includes all the detailed explanations** per beneficiary per costs encoded per work package
- Budget tables in part B should not be filled in.

Criterion 3



Quality of the partnership and the cooperation arrangements

- Is there an appropriate mix of complementary organisations **with the necessary profile, experience and expertise** to successfully deliver all aspects of the project?
- Does the distribution of responsibilities and tasks demonstrate the commitment and active contribution of **ALL** participating organisations?
- Have **effective mechanisms for coordination and communication** between the participating organisations been appropriately conceived, as well as vis-à-vis other relevant stakeholders?

Reflections from the experts in the 2023 Evaluations:

“**The descriptions of organisations involved were too short or poor overall.** They should be describing what they are good at, i.e., what capacity they can transfer to the partners, they should show that they know what they are talking about.”

“The consortium is comprised of a **strategic collection of partners from the EU and Third Countries**. The participants have been selected on the basis of their profiles which match a range of key criteria. These are overtly specified and illustrate that the whole group will have access to a large target group, is **capable of a range of networking directly relating to the youth field**, has **experience and the skills necessary to deliver a high-profile multi-country initiative**. The individual partner descriptions provide a **very detailed and incisive account** of the way that those selected as organisations fit this preferred profile. As stated, concrete detail is provided regarding the capabilities of each partner and resulting in a demonstration of **synergy in the competences available to the consortium**.

Criterion 4

IMPACT

What is impact?

- Define the **expected short, medium and long-term effects of the project**
- How will the **target groups benefit concretely** from the project and what would change for them?
- **Quality indicators** that will be considered **for** evaluating the **outcomes** of the project
- The **potential impact** of the project:
 - ❑ **on participants and participating organisations**, during and after the project lifetime;
 - ❑ **outside** the organisations and individuals directly participating in the project, at local, regional, national and/or international levels.
- Appropriateness and quality of **dissemination measures and plan** aimed at sharing the outcomes of the project within and outside the participating organisations;
- If relevant, the proposal shall describe how **the materials, documents and media** produced will be made **freely available** and promoted through open licence, or do not include disproportionate limitations;
- How **sustainability** of the project is guaranteed: its capacity to **continue having an impact** and producing results after the EU grant has been used up.

Tips for IMPACT



Analyse what you have produced.



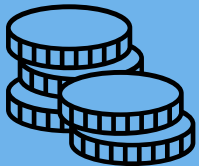
**Who should it be shared with?
Why? How? When?**



Consider the connections you have made.



How can this collaboration be continued?



Identify elements that will require funding to be sustained.



How can our own resources be used? How can we generate further funding (internal or external)?

Comments from the Evaluations 2023

“The plan for ensuring the sustainability of the project is insufficiently addressed. For example, the consortium can produce results after the funding (i.e., sharing the digital content, maintaining the website), yet the **plans for transferring the project results to other organisations** are insufficiently addressed.”

Impact on the project's participants is considered in good detail, with focused consideration being given to the potential effects on young people involved, to youth workers, to the local community and on an environmental level, by creating expertise in green international projects' management and implementation. The impact is **measurable, on participants and on participating organisations**. Both **short-term and mid-term impacts are presented**, and these are **logical and directly related to the project's focus and its objectives**. The level of detail make this part of the proposal highly convincing whilst also **demonstrating good multi-sectoral coverage of impact**.

"The basic ideas for the sustainability plan are described, but the **final plan is not available and will only be developed at the end of the project**. The proposal does not sufficiently define a sustainability plan meant to ensure the actual exploitation of the outputs."

Not a project activity!

"Some activities for the sustainability of project results are described, but the plan is not very convincing as it gives **little information on how these objectives will be ensured or achieved**."

The level of **impact for the participants**, including youth professionals, young people and organisations, is **well described and measurable**. On the other hand, **exploitation and impact outside the organisations is less elaborated and concrete**, referring generically to spillover effects at community and international levels, (e. g. on EU policy, awareness raising, intercultural learning, etc). Despite a **clear categorization of target groups, channels, and tools to reach them out**, the dissemination plan is **not sufficiently detailed in terms of indicators, and outreach targets**. Conversely, the steps and distribution of tasks for the development of the plan, are convincingly described in the dedicated work packages.



How to write a good application CHECKLIST

CBY infoday 2024

*European Education and Culture
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THE PROJECT IDEA

- The idea lines up with the objectives of the call
- The idea makes sense for the organisations involved and their core business



THE PARTNER SEARCH

- I have read the eligibility criteria relating to the partnership composition and eligible organisations in the call/[programme guide](#)/[on FTOP](#) multiple times
- I have conducted a considered, targeted partner search as much as possible
- I have checked the eligibility of the partnership
 - ✓ I have checked that the application involves the minimum eligible number of partners.
 - ✓ I have verified that the partners themselves are eligible to participate (eligible type of organisation/legal entity, eligible country).
 - ✓ I have checked that the geographical composition of the partnership respects the relevant eligibility criterion.

- I trust that the partners share in the overall vision of the project
- I have ensured that the partners will willingly contribute to the design of the project and to the completion of the application
- I am familiar with the expertise and operational capacity of each partner
- I am aware of any potential operational limitations of working with any partner
- The nature of the partnership and the capacities of each member, have been taken into account throughout the drafting of the proposal



COMPLIANCE WITH ADMISSIBILITY AND ELIGIBILITY CRITERIA

- I have read and understand the admissibility, eligibility and exclusion criteria in the [call/Programme Guide](#)
- If, after the above, I have doubts concerning an aspect of the admissibility, eligibility and exclusion criteria, I have asked EACEA for clarification
- I have verified the eligibility of my partners and the composition of the consortium
- I have kept the eligibility criteria in mind throughout the drafting of the proposal, including in the design of activities, the venue of activities, the duration of the project

- I have re-read the proposal a final time, to check against the eligibility criteria
- I have verified that my proposal and all mandatory annexes respect the templates provided, are the required length and are readable and accessible
- I have respected the deadline (my project is submitted **on time**)
- I have submitted my proposal electronically through the [Funding and Tender Opportunities Portal](#)



THE TECHNICAL AND ADMINISTRATIVE ELEMENTS

- I have watched/read the information on “[How to submit a proposal](#)” provided by EACEA
- I have watched/read the information on “[How to submit a proposal](#)” available on the Funding & Tender Opportunities Portal
- I have begun the submission process as early as possible in order to familiarise myself with the workings of the portal
- I have downloaded and read the template of the application and the necessary annexes
- I have consulted the [troubleshooting information](#) when I have encountered a problem
- I have allowed myself enough time to submit the proposal in case of technical difficulties, i.e., at least one day before the deadline.



WRITE A GOOD PROPOSAL

- I have attended the EACEA Info Day or watched the recording and the support information available here: [Info session – Capacity Building in the field of Youth - Call 2024 - European Commission \(europa.eu\)](#)
- I have read and understood [the action and its policy objectives](#)
- I have read and understood the [award criteria](#)
- I have read the application templates and have understood which section addresses which award criterion

- I have drafted the proposal with the collaboration of all partners
- I have addressed each and every element of the award criteria
- I have kept [eligibility criteria](#) in mind while designing the project
- I have not lost sight of the big idea. The idea is a central element visible throughout the proposal

- I have kept the target group at the centre of the proposal
- My proposal is written in clear, accessible language
- I have asked someone who is not involved in the application to read it with fresh eyes as if they were assessing it: is it clear? Are there enough details?
- The budget is coherent and cost effective
- I have filled in all mandatory sections in full
- I have filled in the mandatory annexes in full



WHO CAN APPLY

GEOGRAPHICAL COMPOSITION

CBY infoday 2024

*European Education and Culture
Executive Agency*

CHANGES IN 2024 COMPARED TO 2023

- **Cross regional partnerships are not eligible anymore**
- **Organisations from Region 2 Neighbourhood East are ELIGIBLE – Please note: Organisations from Belarus are not eligible and organisations from Armenia and Azerbaijan are eligible only as participants, but not as coordinators**

Minimum geographical composition of the application

For your convenience, information is colour coded, i.e. different colours correspond to different categories)

Proposals must be submitted by a consortium of **at least 4 applicants** (coordinator and full partners), including:

➤ **At least 1 EU Member State or third country associated to the Programme**



➤ **At least 2 eligible third countries not associated to the Programme**

Organisations must be **legally established** in one of the following eligible countries:

- **EU Member States** (Belgium, Bulgaria, Czechia, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden)
- **Erasmus+ third countries associated to the Programme** (Iceland, Norway, Liechtenstein, North Macedonia, Serbia and Türkiye)

- **Eligible third countries not associated to the Programme:**
 - **Region 1 - Western Balkans** (Albania, Bosnia and Herzegovina, Kosovo, Montenegro)
 - **Region 2 - Neighbourhood East*** (Armenia, Azerbaijan, Georgia, Moldova, Territory of Ukraine as recognised by international law) (*Please note: Organisations from Belarus are not eligible to participate in this action. Organisations from Armenia and Azerbaijan are eligible to participate, but not as coordinators)
 - **Region 3 - South-Mediterranean countries** (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia)

Countries not listed in the slide before ARE **INELIGIBLE for CBY 2024.**

Including an ineligible country (= any country that is not listed in the previous slide) in your partnership might not make your application automatically ineligible (if the minimum requirements are respected) but certainly compromises its chances of success.

In other words, an eligible geographical composition is made of at least 4 organisations, of which

At least 1 is legally established in one country from the green list

(EU Country or an Erasmus+ third country associated to the Programme)

At least 2 are established in 2 different countries from the orange list

(2 countries from the Western Balkan list, or 2 countries from the South Mediterranean list, or 2 countries from the Eastern Neighbourhood list)

Eligible consortia are composed of eligible countries, of which at least 1 **green** and 2 **orange** from 2 different countries).

Which of the following geographical compositions respect the minimum eligibility requirements?

Partner 1 is the coordinator

1

1. Belgium (EU)
2. Belgium (EU)
3. Armenia (Region 2)
4. Lebanon (Region 3)

2

1. Albania (Region 1)
2. Albania (same country Region 1)
3. Austria (EU)
4. Latvia (EU)

3

1. Serbia (Associated)
2. Albania (Region 1)
3. Montenegro (Region 1)
4. Kosovo (Region 1)

4

1. Türkiye (Associated)
2. Egypt (Region 3)
3. Ireland (EU)
4. Poland (EU)

1. Türkiye (Associated)
2. Norway (Associated)
3. Azerbaijan (Region 2)
4. Georgia (Region 2)

1. Azerbaijan (Region 2)
2. Georgia (Region 2)
3. Türkiye (Associated)
4. Norway (Associated)

1. Malta (EU)
2. Croatia (EU)
3. Argentina (ineligible)
4. Mexico (ineligible)

1. Spain (EU)
2. Sweden (EU)
3. Jordan (Region 3)
4. Morocco (Region 3)
5. Armenia (Region 2)
6. Ukraine (Region 2)

5

6

7

8

ANSWERS

1. Ineligible because involves partners from eligible third countries not associated to the programme from 2 different regions, but in 2024 cross-regional projects are not eligible anymore
2. Ineligible because it involves 2 partners from eligible third countries not associated to the programme but from 1 single country and not from at least 2 different countries
3. Eligible
4. Ineligible because it does not involve at least 2 partners from 2 different eligible third countries not associated to the programme
5. Eligible
6. Ineligible because Azerbaijan can participate only as partner but not as coordinator
7. Ineligible because it does not include at least 2 partners from 2 different eligible third countries not associated to the programme
8. Eligible because it respects the minimum requirements – at least 1 partner from 1 EU country or countries associated to the programme and 2 partners from 2 different eligible third countries not associated to the programme - but as cross-regional applications are not allowed in 2024, 2 partners (either the two from region 2 or the two from region 3) will be considered ineligible as all the activities organised by them. This will have an impact at evaluation stage. Avoid such a partnership composition to give your application more chances of success.