



Info Day

Capacity Building in the Field of Youth

Erasmus+ Key Action 2

CBY 2023 Calls for proposals

ERASMUS-YOUTH-2023-CB

Brussels, 12 December 2022

*European Education and Culture
Executive Agency*

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>Dearbhaile O'Callaghan, EACEA.A5.001</i>
10:50-11:15	Application checklist <i>Claudia Mondino, EACEA.A5.001</i>
11:15- 11:25	Eligibility quiz
11:25-11:55	Q&A session
11:55-12:00	Closing remarks <i>Margaux Genachte, Head of Sector, EACEA.A5.001</i>

EUROPEAN YEAR OF **YOUTH**

What's next?

*What's the Year's **legacy**?*



EACEA Online info session: Capacity
Building in the field of Youth (CBY) 2023
12 December 2022

EYY in a few numbers

120 Stakeholders co-creating the Year

35 National Coordinators / National Contact Points

8.500 Activities on the Map

52 Countries organising activities

100 Commission Policy initiatives

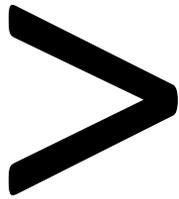
30 EU Commission and services contributed

127 EUR million budget mobilised

25 EU funding programmes and budget schemes

150 million

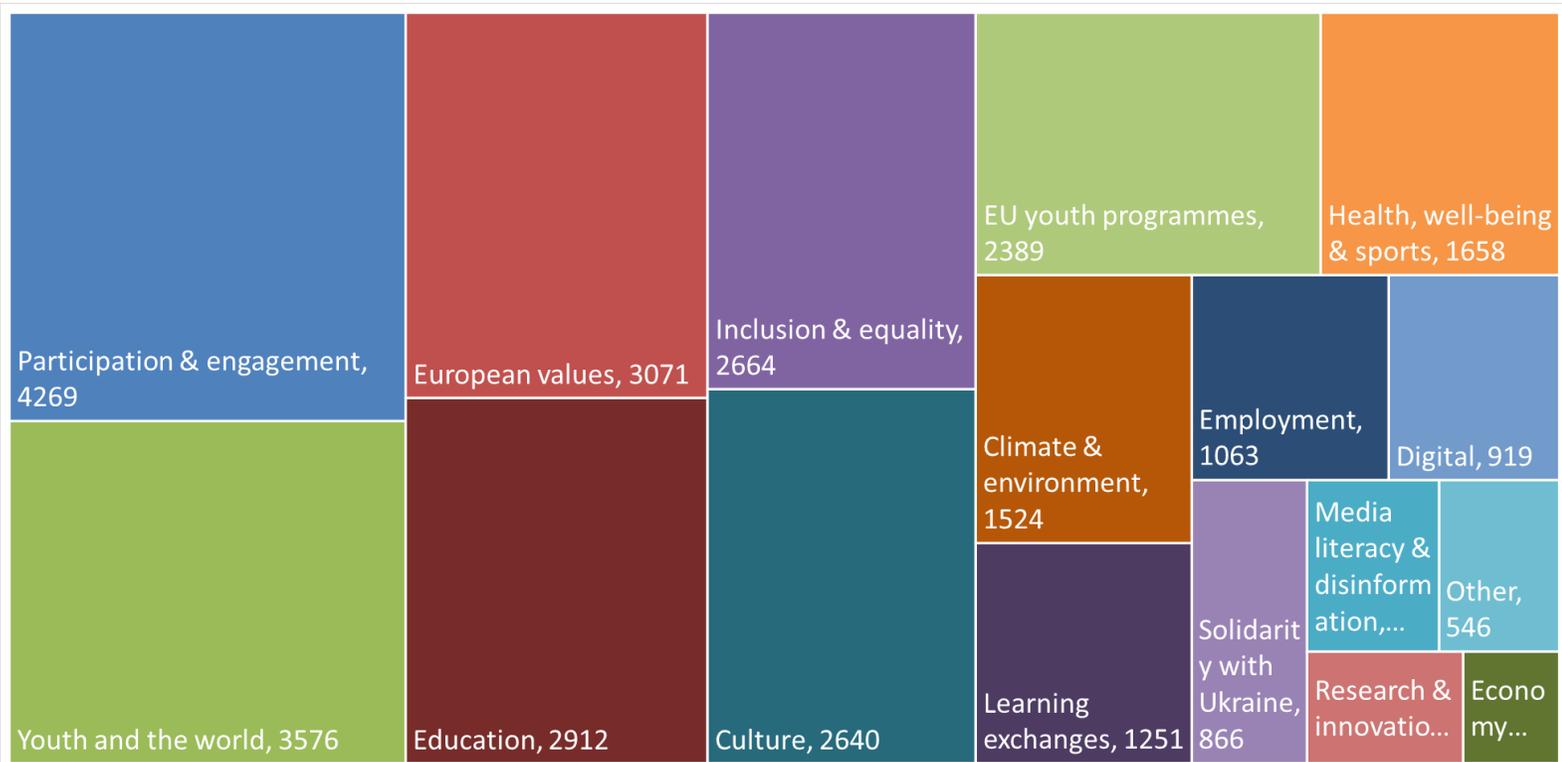
Europeans reached



8439 EYY activities (28/11)

Type of Activity	#
artistic performance	297
campaign	306
competition	365
concert	92
conference	584
debate	462
exhibition	293
festival	389
hackathon	29
meet-up	1031
mentoring	73
other	1290
studies & results	68
survey	19
training session	540
webinar	277
workshop	1630
Total	8439

Format	#
face-to-face	6.705,00
hybrid	621,00
online	1.111,00
other	2,00
Total	8.439,00



EU Member States	#
Austria	353
Belgium	305
Bulgaria	160
Croatia	627
Cyprus	85
Czech Republic	195
Denmark	12
Estonia	122
Finland	109
France	515
Germany	560
Greece	157
Hungary	185
Ireland	125
Italy	530
Latvia	212
Lithuania	48
Luxembourg	49
Malta	146
Netherlands	83
Poland	229
Portugal	266
Romania	2077
Slovakia	19
Slovenia	154
Spain	415
Sweden	84
Total	7822

EYY activities
in 52
countries
(28/11)



Countries	Count of Name
Albania	4
Armenia	5
Bosnia and Herzegovina	2
Egypt	1
Georgia	10
Iceland	36
Kenya	1
Kosovo * UN resolution	2
Liechtenstein	14
Moldova (Republic of)	2
Montenegro	2
Nepal	1
Niger	1
North Macedonia	42
Norway	29
Peru	1
Rwanda	1
Serbia	31
Swaziland	2
Switzerland	10
Türkiye	380
Ukraine	11
United Kingdom	12
United States	2
Total	617

Youth participation n° 1

Voice your vision platform

Youth Policy Dialogues



- 2.095 voices so far
- European values (364) most popular followed by Green (303)

- With each EU commissioner



Pool of European young journalists

Young people

- from 18 to 30 years old;
- from the EU and the Erasmus+ associated countries (Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Türkiye)



Events!

- **Level Up! - Numbers**

- **3000+** Interest in 2 weeks (August)
- **40+** Policy Makers
- **25+** Experts/Trainers **10+** Partners
- **50+** Countries represented (All EU Member states)
- **220+ Activities (with workshops being repeated 8 times)**

General comments:

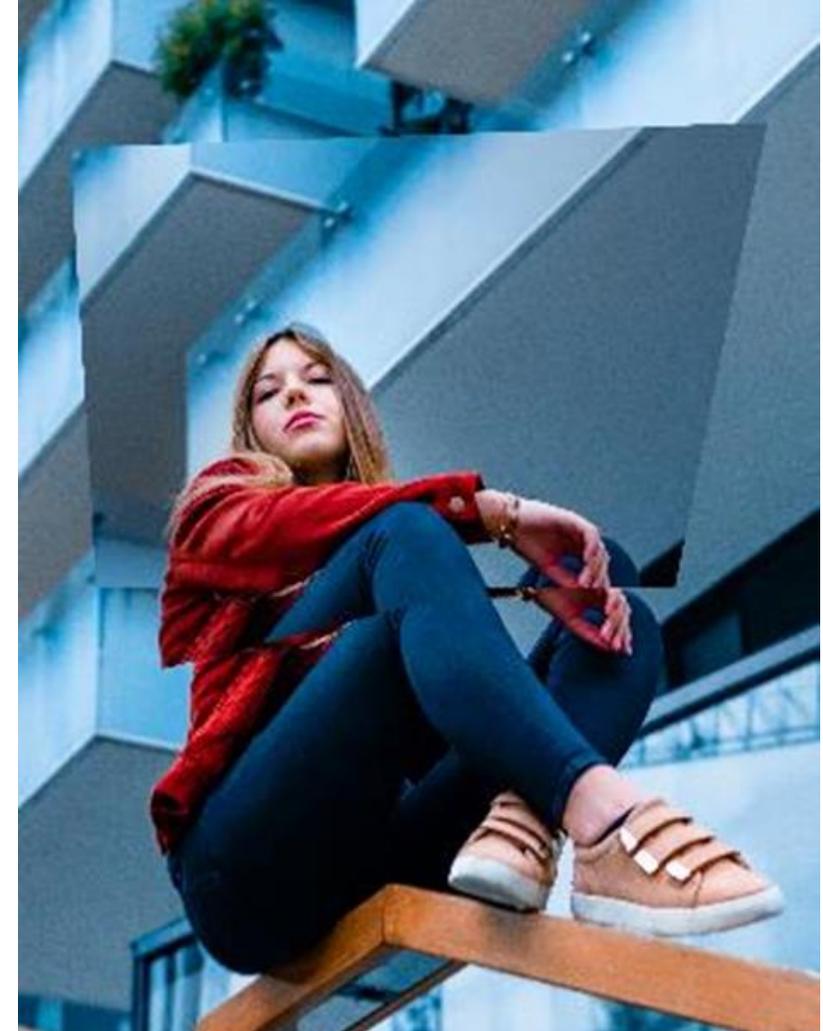
- *Unforgettable experience*
- *Best event of my life*
- *Please invite me again next time*
- *LevelUp 2*
- ***Better food***



What's next?

The legacy of the EYY falls into:

- The broader policy context of the mid-term evaluation of the [EU Youth Strategy 2019-2027](#)
- Follow up of the **Conference on the Future of Europe**
- Interim evaluation of the 2021-2027 generation of the Erasmus+ and the European Solidarity Corps programmes
- 2023 European Year of **Skills**



What's next?

Mobilising EU Youth Strategy instruments:

- Mutual learning activities between Member States, the European Commission and relevant stakeholders
- Gathering evidence and mapping practices
- Youth Wiki
- EU Youth Strategy Platform
- Continued cooperation with Council Presidencies and Member States

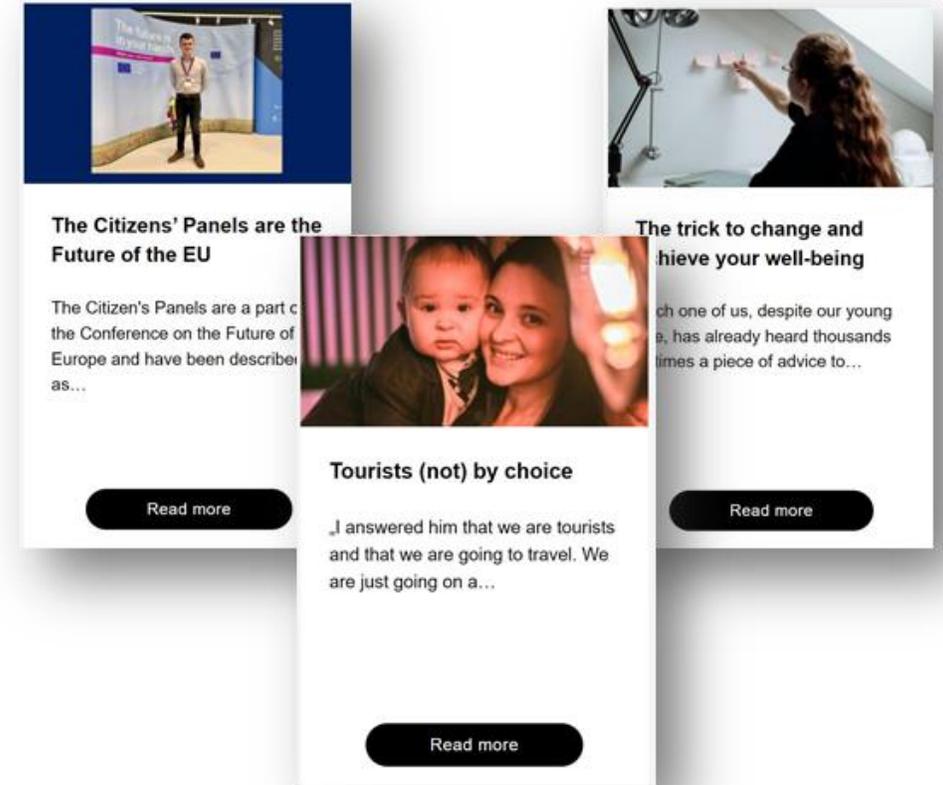


What's next?

- EU Youth dialogue
 - evaluation
 - increased participation, inclusion and transparency
 - policy areas, policy makers
 - increased ownership from the youth sector
- Commission Youth network
- Dissemination of results - European Youth Portal



- Creating youth information with young people
- Topics: climate change, LGBTQ, mental health, youth role models, mobility, Ukraine, Conference on the Future of Europe, etc
- Available on the [EYY page](#), [Spotify](#) and [YouTube](#)
- 34 pieces published so far: 19 articles, 8 podcasts, 5 interviews, 2 videos
- New participants for 2023



Social Media: activations

December activation

- Continuation of #EYY2022
- Instagram Contest
- Share your ideas for the future
- #VoiceYourVision



Thank you!!





HOW TO DRAFT A GOOD PROPOSAL*

Key points to remember

- You should read the Programme Guide, the call information and the templates on FTOP multiple times
- Consider the checklist- you must keep the eligibility criteria in mind throughout the drafting



The award criteria are central to a well-written proposal



AWARD CRITERIA

Award criteria



Relevance of the project



Quality of the project design and implementation

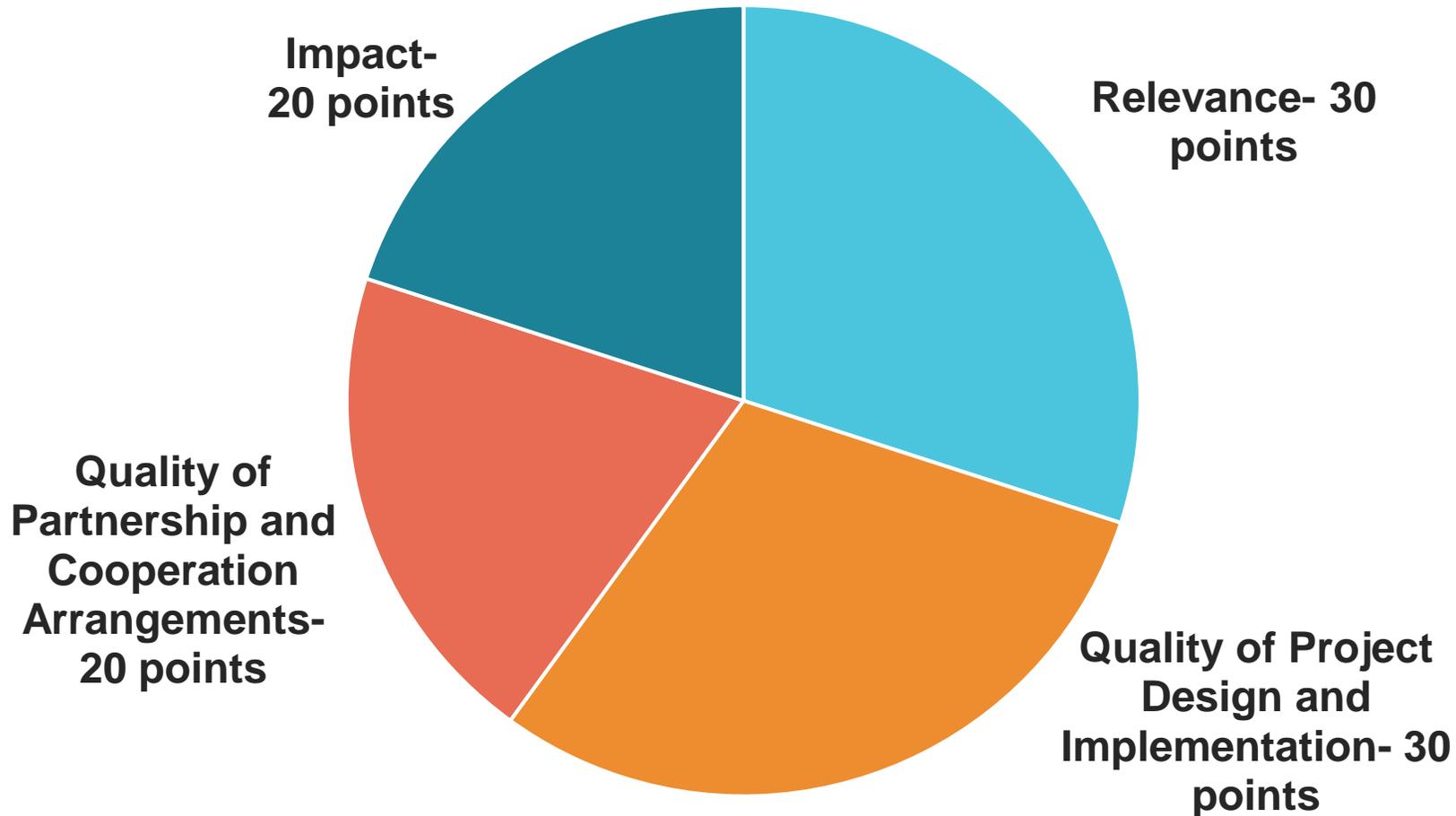


Quality of the partnership and the cooperation arrangements



Impact

Weighting of criteria



Threshold for funding:

- Minimum of 60 points overall
- Minimum pass score (50%) in each award criterion

Relevance of the project

- The relevance of the proposal to the objectives of the Action;
- The extent to which:
 - the objectives are clearly defined, realistic and address **issues relevant to the participating organisations and target groups**;
 - the proposal is **innovative and/or complementary to other initiatives** already carried out by the participating organisations;
 - the **capacity-building activities are clearly defined** and aim at reinforcing the capacities of the participating organisations;
 - the project involves **young people with fewer opportunities**.

Relevance of the project

“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?

Problem

What problem are they experiencing?
What are their needs?

Objectives

How can we address this problem and meet these needs?



Target group

- Clearly defined
- Visible throughout your proposal
- Don't forget!

“the project involves **young people with fewer opportunities**”
- Consider the groups you have access to



Where do you address this in your application?

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Please address the specific conditions/objectives set out in the Call document/ Programme Guide, if applicable.

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call.

What issue/challenge/gap does the project aim to address? The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Needs analysis

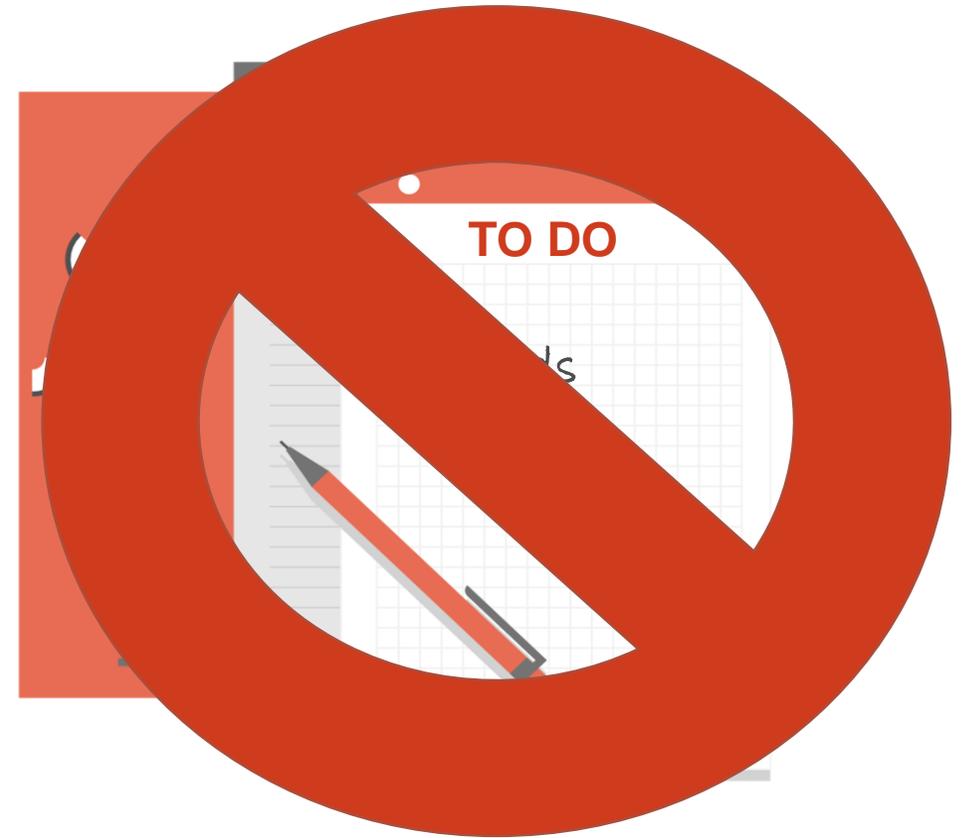
This is **not a project activity!**

Already completed:

- forms part of the application
- forms the foundation of the project

Evaluations 2022

“the needs analysis remains only at a superficial level. In fact, **this activity** is proposed in the form of research **in the development of the project**, an element that is a **point of weakness** of the proposal.”



Needs analysis



Should be based on **up to date, verifiable facts and figures**: cite, give sources, provide evidence from own research conducted

Evaluations 2022

“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 2022

“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”

Evaluations 2022

“Solid needs analysis of **official sources** regarding energy poverty in the partner countries is presented. Moreover, a needs analysis also has been carried out **among the main target group**, the rural youth, by the partners. This is important for their motivation and therefore the success of the project.”

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?
- Why do these problems persist?



Evaluations 2022

“The **needs** of the project's two main **target groups**, young people with fewer opportunities and youth workers, are **examined thoroughly**, and the proposal **convincingly demonstrates** that podcasting breaks down barriers to youth participation in society.”

Quality of the project design and implementation 1/2

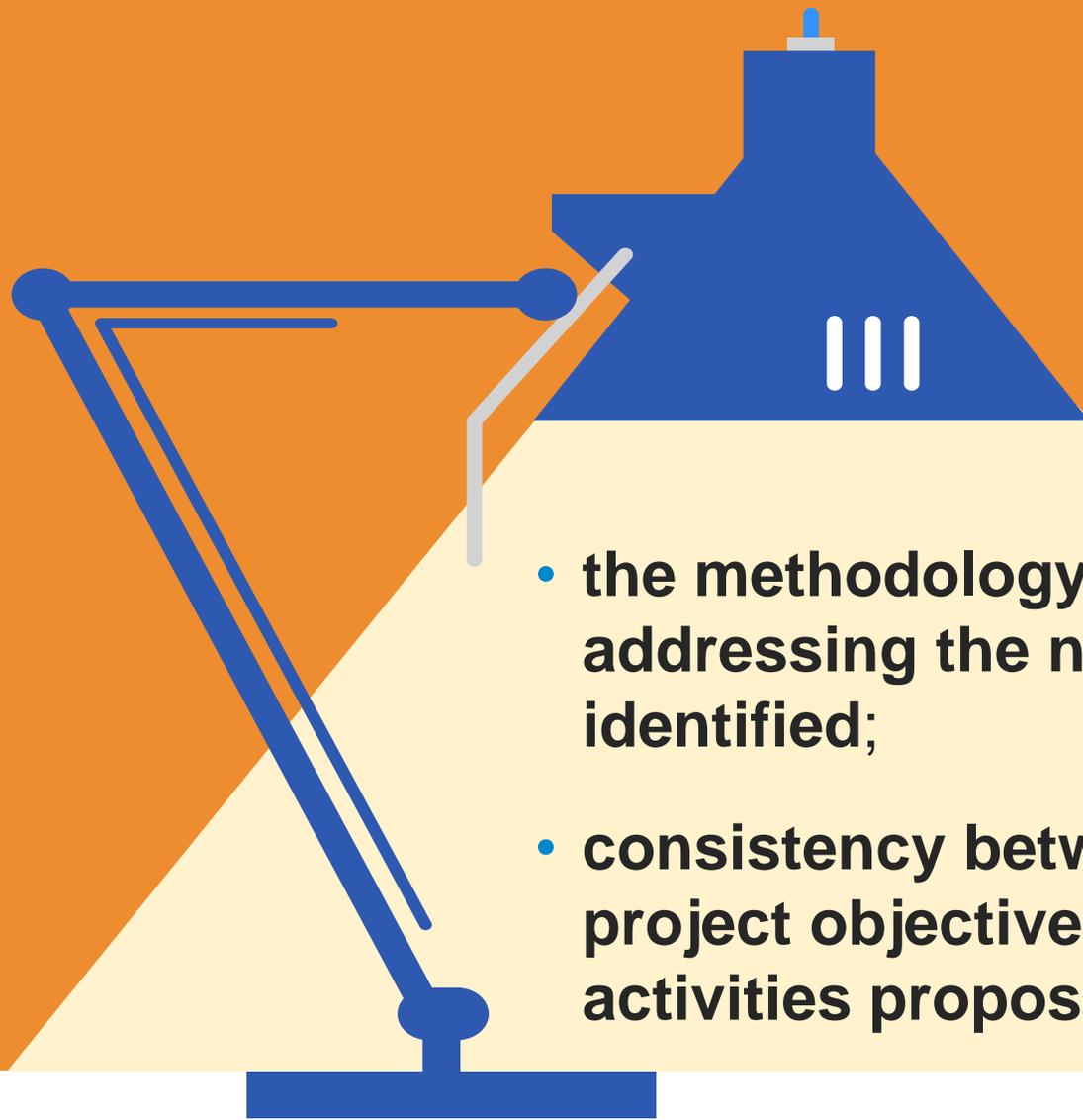
- The clarity, completeness and **quality of the work programme**, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination;
- The appropriateness and **quality of the methodology proposed for addressing the needs identified**;
- The **consistency between project objectives and activities proposed**;
- 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**;
- The **quality of the non-formal learning** methods proposed;

Evaluations 2022

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**".



- **the methodology for addressing the needs identified;**
- **consistency between project objectives and activities proposed;**

Evaluations 2022

“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.**”

Explain

What methodology is being used and why?

- Why is it suitable for achieving the project objectives?
- Why is it suitable for youth work or the specific target group?

How is the methodology applied in the activities?

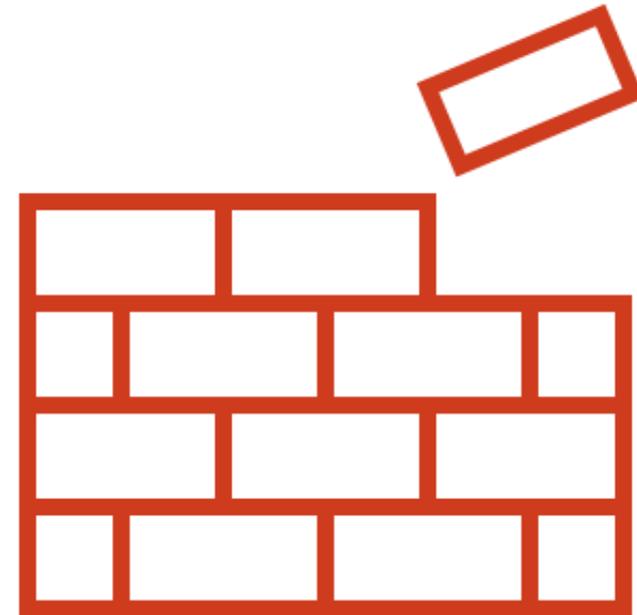
Evaluations 2022

“The logical framework of the project concept has not been developed in a consistent way that mirrors the proper links between objectives, activities and outputs”

Needs analysis as the foundation

Evaluations 2022

“The quality and effectiveness of the project’s conceptual and methodological approaches for the proposed activities are not sufficiently specified. **With the underdeveloped needs assessment, the logical links between the identified problems and the proposed solutions are not based on sound evidence.**”



Evaluations 2022

“The project design follows a simple and logical work package structure, and thus the internal logic and **sequence between the different sets of activities are evident**. The methodology is designed to align with the purpose of each activity and **needs to be addressed**. There is a considerable variety of tools and approaches to be applied for each activity, explaining their purposefulness within the context of the action.”

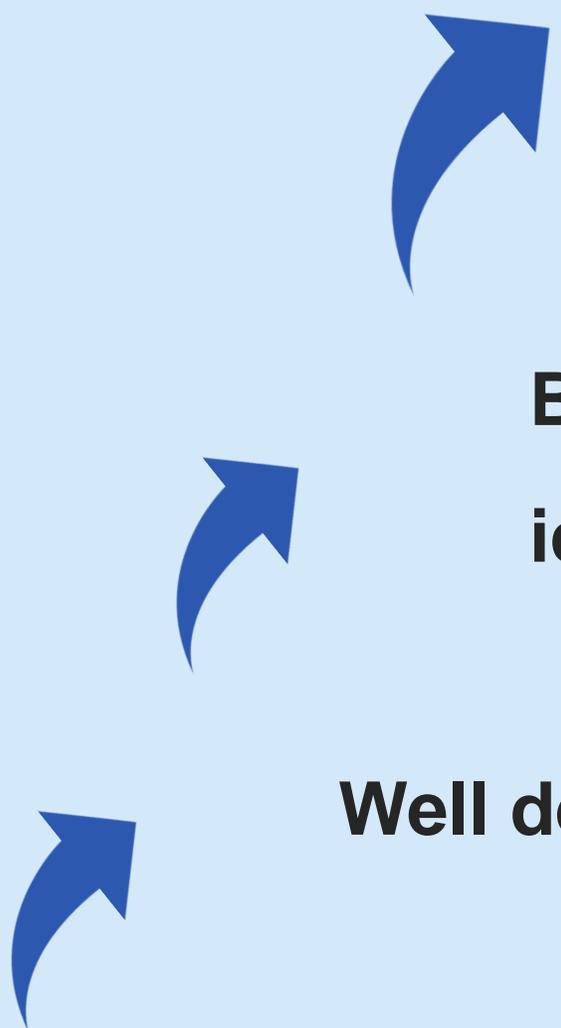
Justify your intervention: Explain

**how the activities will meet
the objectives**

**Build objectives on the basis of
identified needs**

Well developed needs analysis

Clear target group



Quality of the project design and implementation 2/2

- The quality of arrangements for the **recognition and validation of participants' learning outcomes** as well as the consistent use of European transparency and recognition tools;
- The existence and relevance of **quality control measures** to ensure that the project implementation is of high quality, completed in time and on budget;
- The extent to which the project is **cost-effective** and allocates appropriate resources to each activity;
- The appropriateness of measures for **selecting and/or involving participants in mobility activities.**

Quality control measures: Risk management

2.1.5 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

- Likelihood of risk (even after mitigation)
- Risks specific to the project, the target group

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

Evaluations 2022

“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.**”

Evaluations 2022

“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”

Quality of the partnership and the cooperation arrangements

- The extent to which:
 - 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;
 - the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations.
- The existence of **effective mechanisms for coordination and communication** between the participating organisations, as well as with other relevant stakeholders.

Evaluations 2022

Reflections from the experts:

“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.”

2.2.1 Consortium set up

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

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

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

Impact

- The quality of measures 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.
- 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;
- 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;
- 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.

Impact

Sustainability

“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**”

Sustainability

- Not merely ensuring that the project results will be sustained beyond the project lifetime.

Evaluations 2022

“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.”

"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**."



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)?

Where to address this?

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

Key messages

- Don't try to meet every objective of the Action.
- The **target group** should be clear and well defined.
- A well developed needs **analysis** will help in designing the project and will impress the experts!
- Do not plan to have a plan.
- Follow the prompts in the template.
- Don't just describe, justify!

Key words to retain

Justified
Substantiated
Well reasoned
Evidenced
Logical
Argued
Supported up by
Backed up by
Explained
Proven





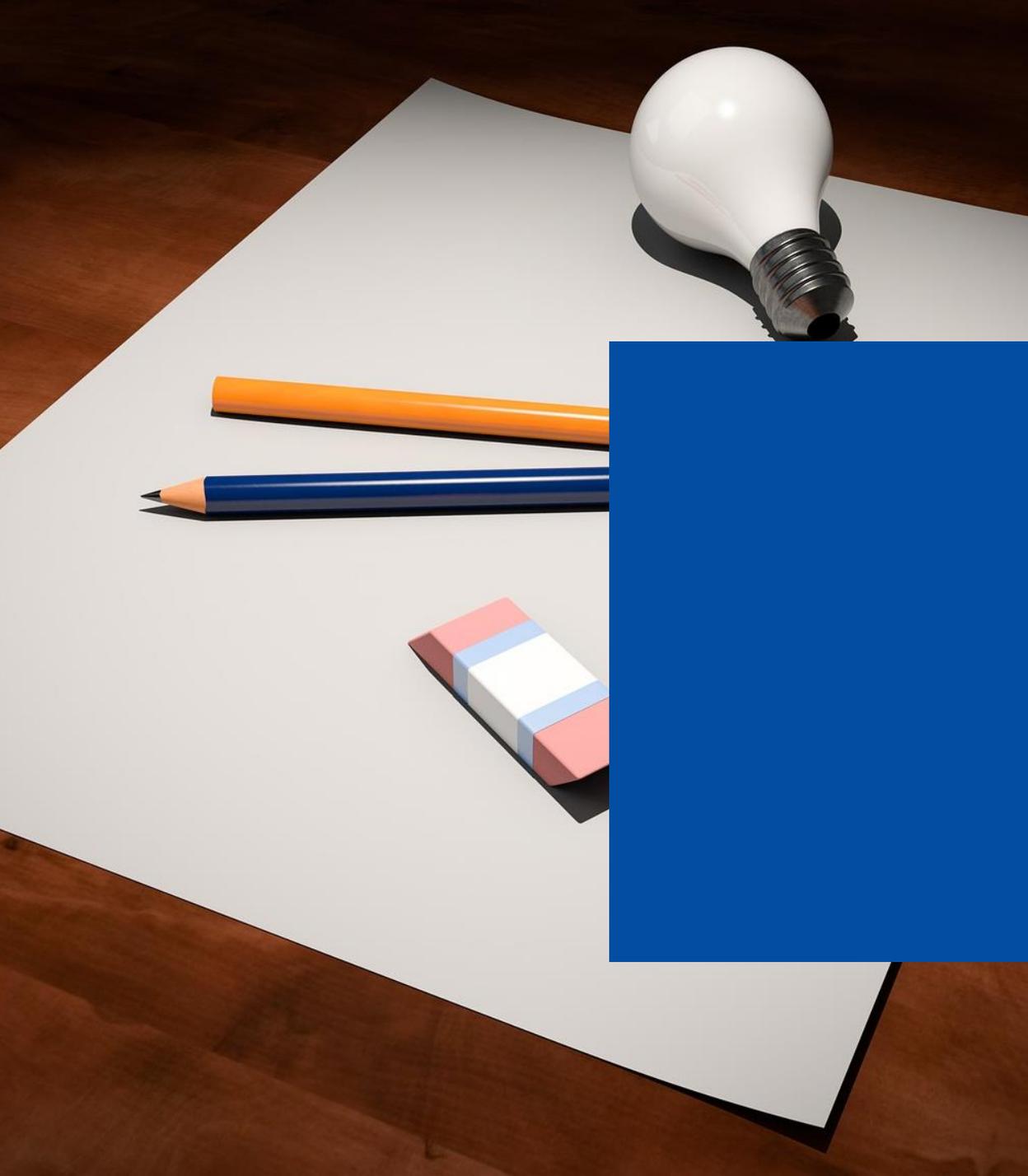
Test

For each objective

- Why?
- How? Why?
- Which tools? Why?
- When? Why?
- Which resources? Why?

How to submit a good application CHECKLIST

CBY Info Day 2023



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 on “How to draft a good proposal”
- 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

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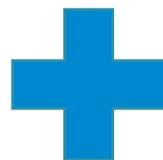
*European Education and Culture
Executive Agency*

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** (Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden)
- **Erasmus+ third countries associated to the Programme** (Iceland, Norway, Liechtenstein, North Macedonia, Serbia and Turkey)
- **Eligible third countries not associated to the Programme:**
 - **Region 1 - Western Balkans** (Albania, Bosnia and Herzegovina, Kosovo, Montenegro)
 - **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 2023.

Including an ineligible country (not listed in the previous slide) in your partnership will automatically make your application **INELIGIBLE.**

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 1 from WB+1 from SMED)

Eligible consortia are composed EXCLUSIVELY 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?

1. Belgium (EU)
 2. Belgium (EU)
 3. Bosnia and Herzegovina (Region 1)
 4. Lebanon (Region 3)
- ELIGIBLE

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

1. Serbia (EU)
 2. Albania (Region 1)
 3. Montenegro (Region 1)
 4. Kosovo (Region 1)
- ELIGIBLE

1. Türkiye (Associated)
 2. Egypt (Region 3)
 3. Ireland (EU)
 4. Poland (EU)
- NOT ELIGIBLE

1. Türkiye (Associated)
 2. Norway (Associated)
 3. Syria (Region 3)
 4. Palestine (Region 3)
- ELIGIBLE

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

1. Spain (EU)
 2. Sweden (EU)
 3. Jordan (Region 3)
 4. Morocco (Region 3)
 5. Armenia (ineligible)
 6. Azerbaijan (ineligible)
- NON-ELIGIBLE

Thank you



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