Erasmus+ Sport · INFO DAY 2025
16 December 2024

14:30 – 15:30
SESSION 5: ERASMUS+ SPORT: HOW TO APPLY FOR CAPACITY BUILDING FUNDING?

European Commission

Erasmus+ Sport INFO DAY 2025
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European Commission

Erasmus+ Sport
Info Day 2025

Session 5: Erasmus+ Sport - How to apply to the Capacity Building call?

European Education and Culture Executive Agency

Brussels, 16 December 2024

The action

Objectives of the action
Thematic areas & Specific Objectives
Activities
Funding rules
Available budget

Objectives of the action

- Raising the capacity of grassroots sport organisations

- Encouraging the practice of sport and physical activity

- Promoting social inclusion through sport

- Promoting positive values through sport

- Fostering cooperation across different regions of the world through joint initiatives

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Thematic areas & Specific objectives

Promotion of common values, non-discrimination and gender equality

Development of skills to improve social involvement of disadvantaged groups

Integration of migrants

Post-conflict reconciliation

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Activities

- The activities proposed must be directly linked to the general and specific **objectives of the action**.

- Project activities must focus on building and strengthening the capacities of sport organisations and principally in the countries not associated to the Programme from **Region 1** (Western Balkans) or from **Region 2 (**Neighbourhood East).

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Examples of activities

- Creating and developing networks between organisations/countries/ regions

- Developing and implementing exchange of best practices/ideas

- Implementing common sport activities and educational side events

- Launching, testing, sharing and implementation of new forms of non-formal learning methods, tools, practices and materials through practical training and mobility of sport staff

- Raising awareness on issues of discrimination of disadvantaged groups in sport

- Supporting the building of an engaged and active civil society

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Funding Rules – Lump sum Type II

- The EU grant amount per project should vary between **100 000 EUR** and **200 000 EUR**

- EACEA will fix the lump sum of each grant based on the proposal submitted by the applicant, the evaluation results, the funding rates and the maximum grant amount set in the call (**maximum 80% of the estimated budget** after evaluation).

- Focus put on the outputs of the project with emphasis on the quality and level of achievement of measurable objectives.

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Funding Rules – Lump sum Type II

- Proposal must present a detailed budget organised in coherent work packages

- Activities covered by each work package must be described

- Proposal must include a breakdown of the estimated costs showing the share per work package

- Staff costs, travel and subsistence costs, equipment costs, subcontracting and other costs can be covered

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Available Budget – 2025

Actions	Total amount
Budget 2025	
Cooperation Partnerships in the field of sport	EUR 40.200.000
Small-scale cooperation partnerships	EUR 11.000.000
Not-for-profit European Sport events	EUR 10.920.000
Capacity building in the field of sport	**EUR 2.170.000**
- Region 1 (Western Balkans)	EUR 1.250.000
- Region 2 (Neighbourhood East)	EUR 920.000
TOTAL	**EUR 64.290.000**

Application

Components of an application

Part A	Part B	Part C

Part A

- **General info** of the project

- **Identification** of consortium

- **Overall budget** per organisation

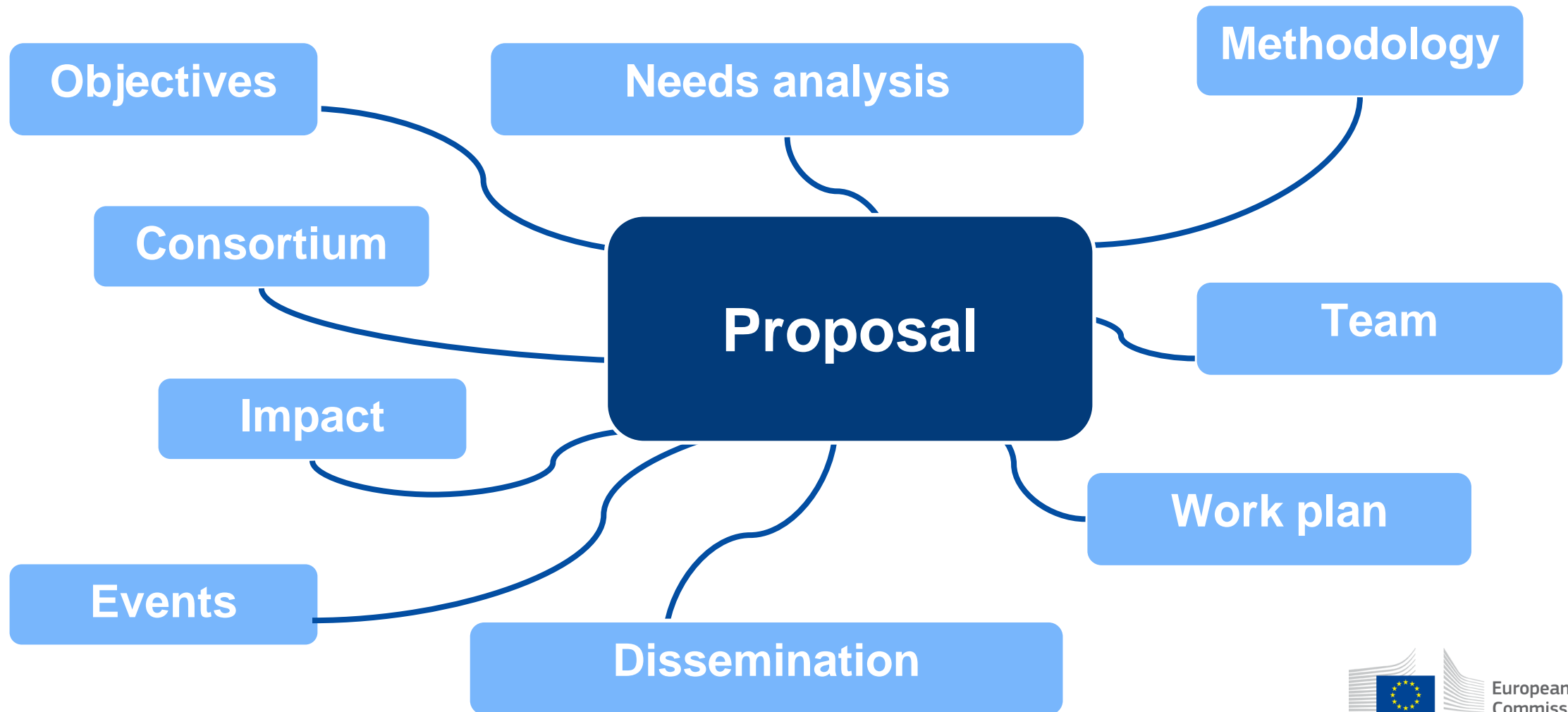**Online** form

Part B

- **Technical description** of the proposal.

- **Detailed budget table**

Official templates to download

Part C

- **KPI** Tool

Online form

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Part B – Technical description

Task and responsibilities

Organisation	Amount	Deliverable
O1	1000	no
O2	2000	no
O3	3000	yes

WP 1

⚠️ If you sign the **partnership agreement**, you have to be sure that it is **compatible with the grant agreement!** The amount must be the same as in the proposal.

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Work packages

Work Package 1: [Name, e.g. Project management and coordination]					
Duration:	MX - MX	**Lead Beneficiary:**	1-Short name		
Objectives					
.					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

- Minimum 2 WPs (Management and coordination activities; Impact and dissemination)

- Additional WPs to be used for other project activities

- WPs to be coherent with the proposed activities and budget

Deliverables

Deliverables are key to ensure:

- proper **continuous monitoring** of projects

- good **dissemination of results**

- **transparency** regarding the use of EU funding

…while **respecting data protection** rules

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Deliverables

The following deliverables **are needed**:

- **Implementation progress**: Submission date approximately at mid-term of the project. This document is PUBLIC – Please avoid pictures or personal data.

- **Communication material**: Submission date approximately at mid-term of the project. This document is PUBLIC – Please avoid pictures or personal data.

- **Partners' cooperation and meetings:** Submission date before the end of the project. This document is SENSITIVE and can contain pictures or personal data.

- **Projects outputs (at least one):** to be submitted during the implementation and before the end of the project. These are PUBLIC and must be free of any personal data.

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Deliverables - outputs

What is a deliverable?
Major output to show progress in the project

Examples:
Workshops, events, manuals, training materials etc.

Programme criteria

Admissibility criteria
Eligibility criteria
Exclusion criteria
Selection criteria
Award criteria

Admissibility criteria

Applications must be submitted electronically via the Funding & Tender Opportunities Portal

Applications must be readable and accessible

Applications must be complete containing all parts and mandatory annexes

Applications must be submitted by the deadline

Please check the Funding & Tender Portal for the latest update

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Eligibility criteria - organisations

- Any public or private organisation active in the field of sport

- Established in an EU Member State or third country associated to the Programme; and in a third country not associated to the Programme which is eligible for participation in this action (i.e. **Region 1** – **Western Balkans** or **Region 2 – Neighbourhood East**)

- Coordination tasks must be carried out by non-for-profit organisations

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Eligibility criteria – consortium 1/2

At least **4 organisations from minimum 3 countries**:

- **At least 1** and **a maximum of 2** organisations from **different** EU Member States or third contries associated to the Programme.

- **At least 2** organisations from **at least 1** third countries not associated to the Programme from Region 1 OR Region 2

Eligibility – consortium 2/2

- Number of organisations from EU Member States and third countries associated to the Programme **not higher than** the number of organisations from third countries not associated to the Programme from Region 1 **OR** Region 2

- Affiliated entities and associated partners do not count for the consortium composition.

- Organisations from **Belarus** are not eligible to participate. Organisation from **Armenia** and **Azerbaijan** eligible to participate, but not as coordinators

- Partnerships including Regions 1 **AND** Region 2 **not eligible**

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Eligibility – Venues and duration

- All activities must take place in the countries of the partners organisations involved (exceptions in the Programme Guide)

- Normally between **12** and **36 months** with possibility of extension (amendment of the grant agreement)

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Exclusion criteria

- Exclusion situations listed in Part C of the Erasmus+ Programme Guide 2025

- Apply to all participating members involved in the proposal

- Declaration to be ticked in the application form + Declaration of Honour to sign, if proposal selected for funding

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Selection criteria – operational capacity

The applicant needs to have the **necessary know-how, qualifications and resources to successfully** implement the proposed project.

It will be assessed in parallel to the **'Quality' award criterion** based on the information in Part B of the application form (i.e. general profile of the staff, description of the consortium and list of EU funded projects for the last 4 years)

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Selection criteria – financial capacity

The applicant needs to have **stables and sufficient sources of funding** to maintain its activity throughout the period for which the grant is awarded and to participate in its finding

Checks done by the **Central Validation Service** (European Research and Executive Agency – REA) based on documents (profit and loss account, balance sheet, etc) to be uploaded in Funding & tender opportunities portal

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Award criteria

1.Relevance of the project

2.1. Quality of the project design & implementation

2.2. Quality of the partnership & cooperation arrangements

3. Impact
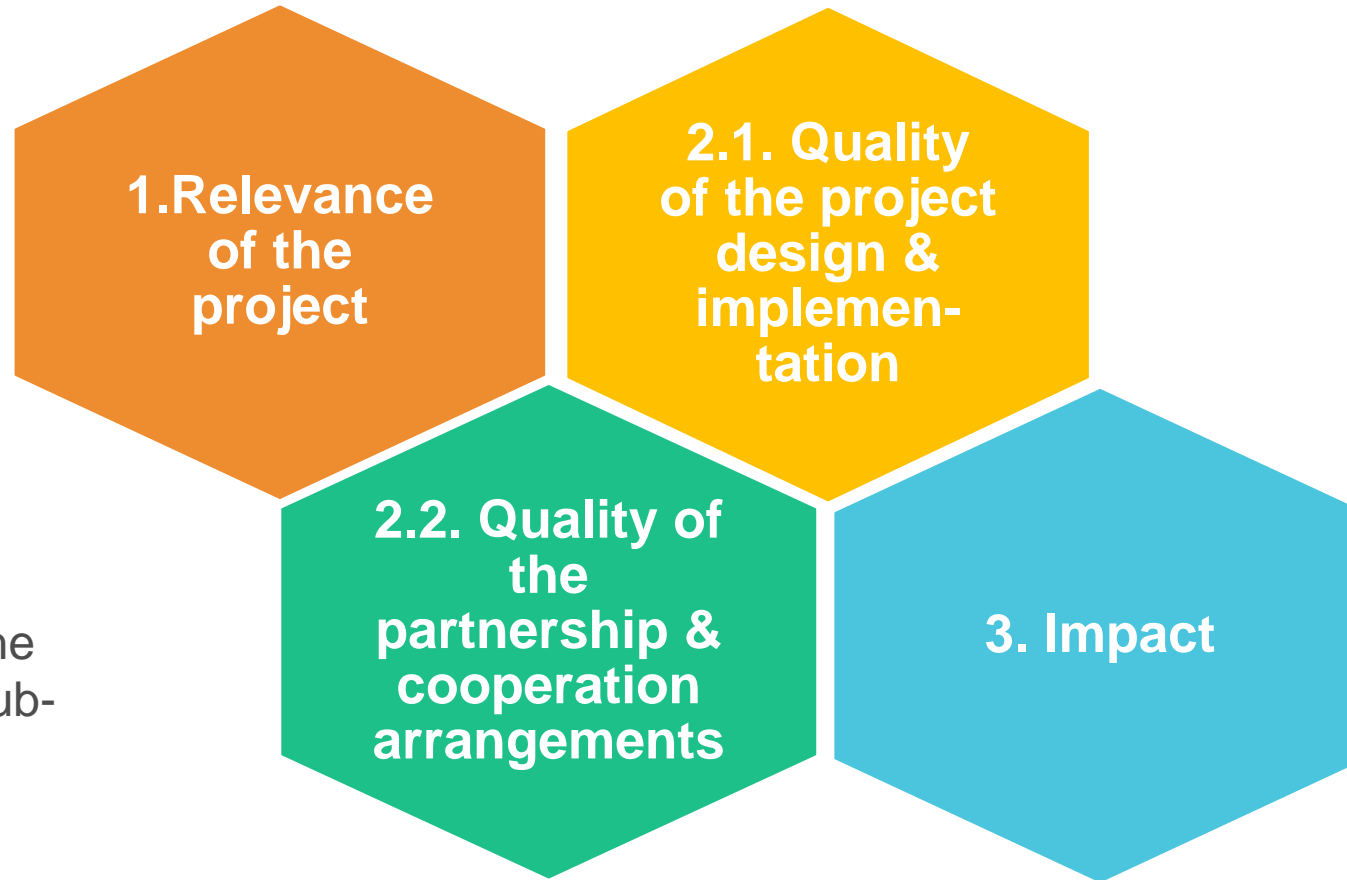
- Detailed information on the award criteria and their sub-criteria in the Erasmus+ Programme Guide 2025

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Award criteria - Scores and thresholds

Award criteria	Scores	Thresholds
1. Relevance of the project	Maximum 30 points	Minimum 15 points
2.1 Quality of the project design and implementation	Maximum 20 points	Minimum 10 points
2.2 Quality of the partnership and cooperation arrangements	Maximum 20 points	Minimum 10 points
3. Impact	Maximum 30 points	Minimum 15 points

To be considered for funding, proposals must score

➢ at least **half of the maximum score points** of each award criterion
➢ at least **60 points** in total

In case of ex aequo, priority will be given to projects scoring highest under the criterion '**Relevance of the project**', then under '**Quality of the project design and implementation**' and finally under '**Impact**'.

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Evaluation process

Evaluation of the award criteria

EQUAL TREATMENT
All interested parties must be treated the same way.

TRANSPARENCY
Inform EU citizens about potential opportunities for grants and about who has received them.

01 Evaluation Committee

02 External Experts: 2 per application

03 Consensus Report

04 3rd Expert when needed

05 Final Decision: Ranking List, Reserve List and Proposals scored below threshold

Successful Candidates

Evaluation Result Letters

Rejection Decision

Evaluation (Summary) Report

Evaluation report

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Results

- Based on the **information provided at application stage**

- **Comparative merits** with other grant applications

- Factors **influencing selection results**
  - Level of competition (general quality of applications submitted)
  - Available budget

- Comparisons with **previous calls is not relevant**

- Success rate: **2022 of 5%; 2023 of 8%; 2024 of 14%**

Positive results

- **Successful candidates** will be invited to prepare for the Grant Agreement in FTOP:

  - PIC validation

  - Bank account

  - Financial capacity documents

- **Be careful with your consortium** → if it cannot be validated, it will question the overall evaluation of the project

- Each year **grant agreement preparations are cancelled** due to problems within the consortium

Negative results

Rejected candidates can:

- Request **additional information** contacting the FMB EACEA-SPORT@ec.Europa.eu

- Submit an **appeal if a manifest error of assessment has occurred.** Disagreement with the evaluators' opinion is not a valid reason for an appeal.

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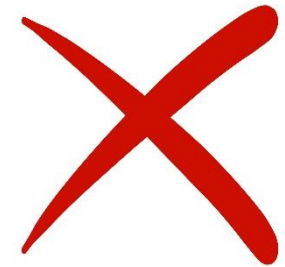
Indicative roadmap

Publication of the Call Documents
November 2024

Deadline for Submission of proposals

Evaluation
March – August 2025

Notification
September 2025

Grant Agreement Preparation and Signature
September – November 2025

4.
INFORMATION OF SUCCESSFUL AND NON-SUCCESSFUL

2.
SUBMISSION OF PROPOSALS

1.
PUBLICATION OF THE CALL DOCUMENTS

6.
SIGNATURE OF THE GRANT AGREEMENT

5.
AWARD

3.
EVALUATION

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How to apply

Funding & tender portal

Components of an application

Part A

- **General info** of the project

- **Identification** of consortium

- **Overall budget** per organisation

Online form

Part B

- **Technical description** of the proposal.

- **Detailed budget table**

Official templates to download

Part C

- **KPI** Tool

Online form

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Part A – General information

The activities proposed must be linked to the objectives and thematic areas of the action.

1 - General information

Field(s) marked * are mandatory to fill.

Topic ERASMUS-SPORT-2023-CB	**Type of Action** ERASMUS-LS
Call ERASMUS-SPORT-2023-CB	**Type of Model Grant Agreement** ERASMUS-AG-LS

Acronym SPORT CB 2023 Test

Language English

Proposal title * Second submission of CB proposal in SEP Submission environment

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months 36

Fixed keyword 1 Objct 2 - Encouraging the practice of sport and physical activity in Third [Add]

Fixed keyword 2 Theme 1 - Promotion of common values, non-discrimination and gender [Add] [Remove]

Free keywords LGBTQIA rights

Part A – Participants

All information fields on coordinator and partner organisations to be filled in

Consortium

At least **4 organisations from minimum 3 countries**:

- **At least 1 organisation maximum 2 from different EU Member States and third countries associated to the Programme**

- **At least 2 organisations from at least 1 third country not associated to the Programme from Region 1 or Region 2**

Part B - Templates

Deadline
05 March 2025 17:00:00 Brussels Local Time

92 days left until closure

Call data

Call: **ERASMUS-SPORT-2025-CB**
Topic: **ERASMUS-SPORT-2025-CB**
Type of action: **ERASMUS-LS**
Type of MGA: **ERASMUS-AG-LS**

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

Download Part B templates

↓ **Download part B templates**

Support & Helpdesk

🖵 Online Manual	ℹ IT How To
✉ IT Helpdesk	❓ FAQ

Service Desk:

✉ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

☐ +32 2 29 92222

Make sure you use and submit the official templates for Part B

Part B – Technical description: work packages (WPs)

Work Package 1: [Name, e.g. Project management and coordination]					
Duration:	MX - MX	**Lead Beneficiary:**		1-Short name	
Objectives					
•					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

- Minimum 2 WPs (*Management and coordination activities*; *Impact and dissemination*)

- Further WPs to be used for other project activities

⚠️ WPs **to be coherent with** the proposed activities and budget

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Part B – Technical description: milestones and deliverables

Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		1				
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[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]	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]		

Milestones **not mandatory** for sport actions
Deliverables to refer to **major outputs** of the project only
Number of deliverables **should be limited to 10-15** for the entire project
PU – Public or **SEN – Sensitive** (if deliverable not to be published for data protection reasons) to be used under 'Dissemination Level'
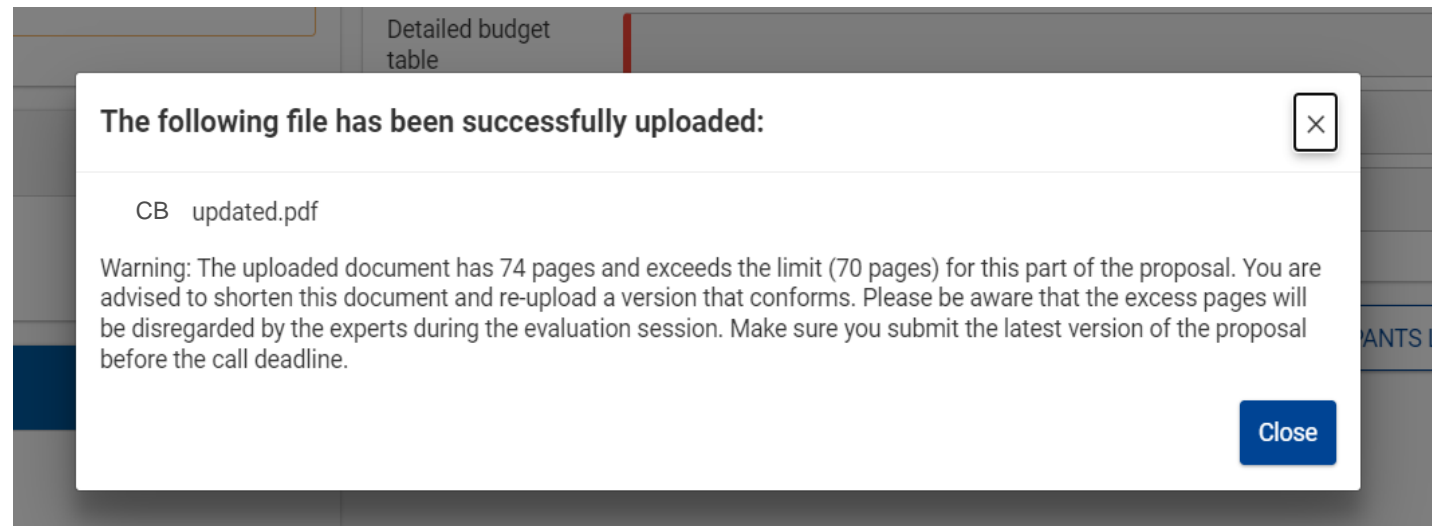
Part B – Estimated budget: Resources

Table **not to be completed** as information already requested in the Excel workbook 'Detailed estimation of costs'

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accomodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR/

For certain Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; *see Portal Reference Documents*).

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Part B – Technical description: Page limit

Applications limited to **70 pages**. Evaluators **will not** consider any additional pages.

Detailed budget table

The following file has been successfully uploaded:

CB   updated.pdf

Warning: The uploaded document has 74 pages and exceeds the limit (70 pages) for this part of the proposal. You are advised to shorten this document and re-upload a version that conforms. Please be aware that the excess pages will be disregarded by the experts during the evaluation session. Make sure you submit the latest version of the proposal before the call deadline.

Close

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Part B - Detailed estimation of costs

ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to **set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum % of co-financing (in row 35, both in column E) applicable for the call.** This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount

- Detailed instructions given in Sheet 1 of the Excel workbook

- Ensure that there are no error messages in the Excel workbook

- Excel workbook to be saved as an .xlsx or .xls document before being uploaded in the proposal submission tool

⚠ The proposal cannot be submitted if the Excel workbook is not uploaded in the proposal submission tool

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Budget

Section 3 – Budget of Part A

3 - Budget

No.	Name of Beneficiary	Country	Requested grant amount
1		RS	57608.00
2		ME	44169.00
3		ME	44169.00
4		MK	52729.00
	Total		198675.00

⚠️ Maximum EU contribution = **80%** of the total costs of the proposal

Detailed estimation of costs for lump sums (Part B)

- Ensure that the total amount and the budget split per beneficiary are the same in both parts of the application

- Ensure that there are no error messages in the Excel workbook (*see Sheet 1 – Instructions*)

In a nutshell

In a nutshell…1/2

- Prepare and submit your proposal **well in advance**

- Make sure that your consortium complies with the **eligibility criteria** (in particular consortium composition)

- Number of **work packages and deliverables** to be coherent with the project activities and proposed budget

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In a nutshell…2/2

- Use the **official templates for Part B** of the application (technical description and detailed estimation of costs).

- Respect the **formatting rules** of the application form template

- Ensure that there are **no error messages** in the detailed estimation of costs (Maximum EU contribution **= 80%** of the total costs of the proposal)

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Useful links

Erasmus+ Programme Guide 2025: [E+ Programme Guide](#)

Where to find the application forms? [Funding & tenders (europa.eu)](#)

Online manual: [Online manual on submission of the proposal](#)

Technical Support: [IT how to on submission of the proposal](#)

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Questions and Answers

Thank you!