



# Erasmus+ Sport Info Day 2024

## Session 3: How to apply?

*European Education and Culture  
Executive Agency-EACEA*

*Brussels, 30 January 2024*



## REA Central Validation Service

**Getting started -Registering your  
organisation**

**Radu SORA**  
**TEAM LEADER –VALIDATION PLANNING**

# Presentation Outline

REA Central  
Validation Service

Registration of  
participants

Legal validation and  
Legal entity  
appointed  
representative  
(LEAR)

Communication

Guidance documents

# REA Central Validation Service (REA CVS)

- Verifies **legal existence and legal statuses** of entities
- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**
- Validates **legal changes** of validated entities
- Assesses **universal takeovers (UTROs)** of validated entities
- Creates **Legal Entities and Bank Account Files**
- Prepares the **Financial Capacity Assessment** for RAO
- Performs **ownership control analyses** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

# Registration of an organisation (at proposal stage)

Participant Register

 Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

## Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

**Search for a  
registered  
organisation**

## Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

**New  
registration**

# How to register in the Participant Register

Participant's Register

Need help?

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

Identification

Legal name \* 240

Registration country \* 50

Registration number 50

VAT number \* 20 not applicable 500

Review the Form Next

Identification (duplicate check)

(e.g. Legal name, VAT number)

Organisation data

Legal information

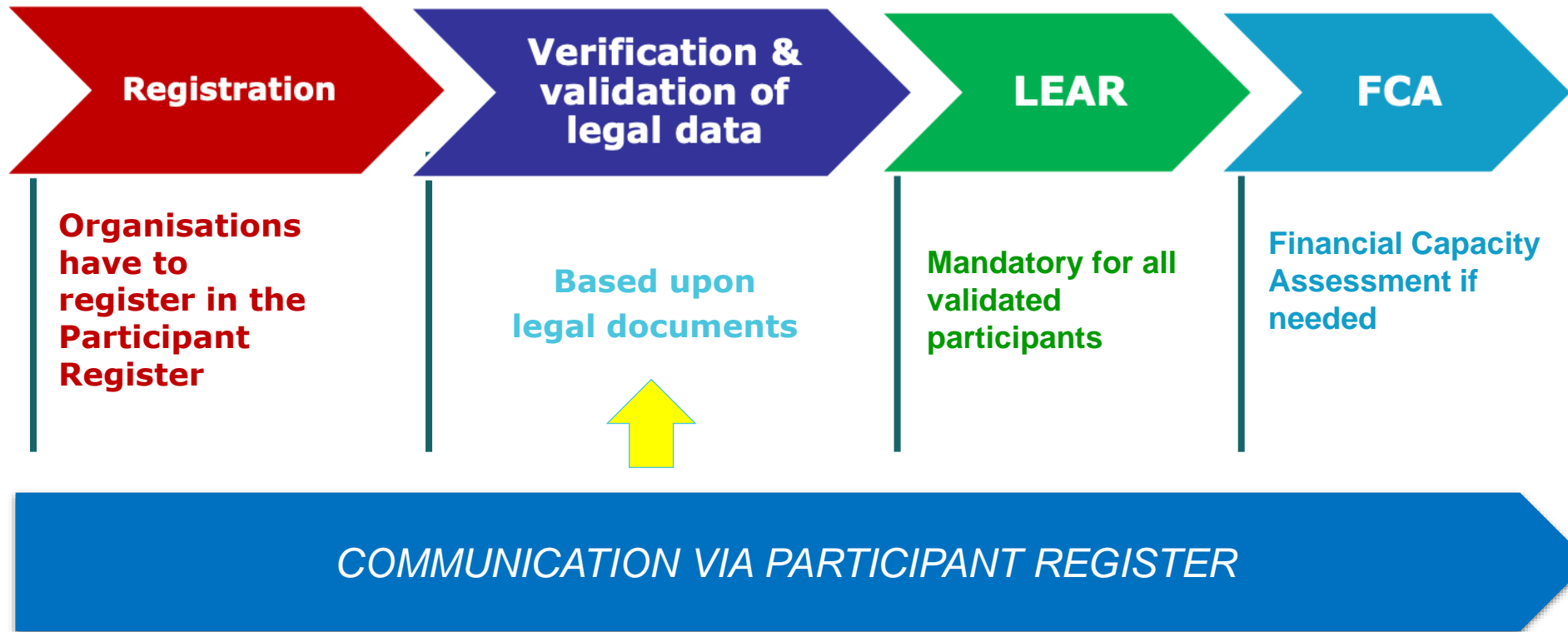
Authorised users

Registration completed

New Participant Identification Code (PIC)  
in a "declared" status

(e.g. Name, e-mail address of the self-registrant and the back-up)

## Validation Process Overview



# Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract
- The legal validation of a participant is done **once**, when the entity has to sign its first Grant Agreement or Contract and it is reused for future participations in EU grant and procurement actions
- Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders



# Legal validation documents

- ✓ **Legal entity form** (template to be completed, dated, stamped and signed)
- ✓ **VAT extract** (< 6 months)
  - ✓ *If not registered for VAT – proof of VAT exemption*
- ✓ **Registration extract** (<6 months) – for private law bodies
- ✓ **Law/decreed/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

# Communication

(e.g. request to submit legal documents or to appoint a LEAR)

**All communication is** exclusively managed **through the Participant Register**

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>

to me ▾

## Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the [programmes managed on the Funding & Tenders Portal](#).

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,

EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

**Messages are notified via e-mail** to the contact person (i.e. self-registrant or the appointed LEAR)

# Access lost to non-valid/valid PICs

## Declared/Non valid PIC

- In case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed

## Valid PIC

- If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>

## Guidance documents



Rules on Legal validation, LEAR appointment and financial capacity assessment:  
[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf)



How to register in the Participant Register:  
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>



Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>



Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>

Thank you for your attention!

Questions?



# Erasmus+ Sport Info Day 2024

## Session 3: How to apply?

*European Education and Culture  
Executive Agency-EACEA*

*Brussels, 30 January 2024*

# TODAY'S SESSION: agenda

## 1. Focus on **where to find** the call and **how to apply** and submit your application

1A=> IT system, EU login/ PIC, validation workflow, concrete steps and screens.

1B=> How to apply? Concrete steps and screens

1C=> Structure of the application; content of the forms (focus on application part B: description and budget)

## 2. Tips for newcomers and successful application

=>Forms/eligible consortium /WP and budget / common mistakes /LEAR

## 3. Questions and Answers

# 1. Where to find the call and how to apply?



# 1B. How to apply? Concrete steps and screens

=> 1A. All info about EU login/PIC, etc. please refer to presentation of REA (Mr. Radu Sora).

*To summarise*

- All Agency's call for proposals are published in F&TP:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

=>EU Programme: Erasmus+

=>Specific call identification (Call id)

# Where can you find a Call



SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾



- Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login).
- The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the Euro

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

## EU Programmes

Asylum, Migration and Integration Fund (AMIF)

Border Management and Visa Instrument (BMVI)

Citizens, Equality, Rights and Values Programme (CERV)

Connecting Europe Facility (CEF)

Creative Europe Programme (CREA)

Customs Control Equipment Instrument (CCEI)

Customs Programme (CUST)

Digital Europe Programme (DIGITAL)

Erasmus+ Programme (ERASMUS)

EU Anti-fraud Programme (EUAF)

EU External Action (RELEX)

EU4Health Programme (EU4H)

Euratom Research and Training Programme (EURATOM)

Europe Direct (ED)

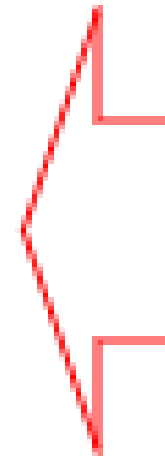
European Defence Fund (EDF)

European Maritime, Fisheries and Aquaculture Fund (EMFAF)

European Parliament (EP)

European Social Fund + (ESF)

18



WHERE

# Call id



EN

Register

Login

HOME

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT



## Search funding & tenders

Need help?

### Search

Clear all

2021 - 2027 (3)

### Programme / Programme group

Erasmus+ (ERASMUS+)

### Call

ERASMUS-SPORT-2024

Programme (Erasmus+ (ERASMUS+))

#### Cooperation Partnerships

ERASMUS-SPORT-2024-SCP Call for proposal  
Erasmus+ (ERASMUS+)

Open for submission

Grant



#### Small-scale Partnerships

ERASMUS-SPORT-2024-SSCP Call for proposal  
Erasmus+ (ERASMUS+)

Open for submission

Grant



#### Not-for-profit European sport events

ERASMUS-SPORT-2024-SNCESE Call for proposal  
Erasmus+ (ERASMUS+)


Open for submission

Grant



Choose the right action

# Start submission in the specific call

<b>General information</b>	
Topic description	
Conditions and documents	
Submission service	
Topic related FAQ	
Get support	
Call information	
Call updates	
Funded project list	
 <a href="#">Go back to search results</a>	

### Topic conditions and documents

**1. Eligible countries:** See section 5 of the Call Document and list of countries participating <http://eaces.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-coi>

Full information and documents related to the call are available at: [Portal Reference D](#)

**2. Eligibility and admissibility conditions:**

**Admissibility:** see section 4 of the Call Document

### Start submission

[START SUBMISSION](#)

### Topic related FAQ

There are no FAQ related to this topic.

WHERE

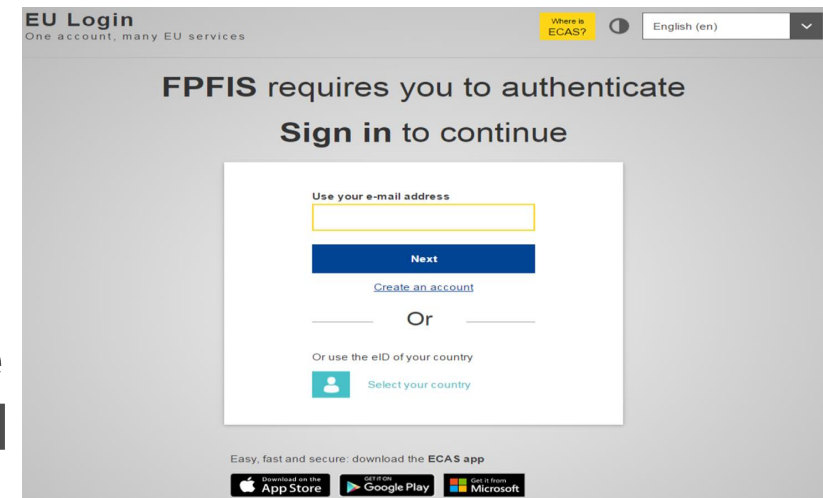
# How to apply?

Before you can access the system and start your submission there are two prerequisites:

1. You, as the applicant-coordinator and organiser of the project, have a **valid EU Login**
2. Your Organisation has a **9-digit PIC (Participant Identification Code)**

We make the assumption that you have both these elements,

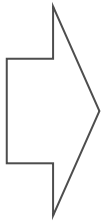
When selecting the link in the e-mail or select the submission button in the Portal you will be asked to enter your EU Login



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

# How to apply?

- Enter your email address in the field provided,
- then click the Next button.  
You will be prompted for your password



The screenshot shows the 'EU Login' interface with the tagline 'One account, many EU services'. At the top right, there is a language selector set to 'English (en)' and a button labeled 'Where is ECAS?'. The main heading reads 'FPFIS requires you to authenticate' followed by 'Sign in to continue'. The central form contains a text input field labeled 'Use your e-mail address' with a yellow border. Below the field is a blue 'Next' button. Underneath the button is a link that says 'Create an account'. A horizontal line with the word 'Or' in the center separates this section from the next. Below the line, it says 'Or use the eID of your country' and features a teal button with a person icon and the text 'Select your country'. At the bottom of the form, there is a promotional message: 'Easy, fast and secure: download the ECAS app', followed by three icons for downloading the app: 'Download on the App Store', 'GET IT ON Google Play', and 'Get it from Microsoft'.

No EU Login => create an account  
No PIC => register your organisation

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

• Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login).  
• The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the Eur

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... [Search](#)

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Control Equipment Instrument (CCEI)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Erasmus+ Programme (ERASMUS)	EU Anti-fraud Programme (EUAF)	EU External Action (RELEX)	EU4Health Programme (EU4H)

How to participate in 5 steps

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

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

[Learn more](#)

- Within the very first page of the portal, at the bottom you can find all necessary resources to both create an account or register your organisation to get a PIC

# Start Submission=> gives you access to concrete forms

## Cooperation Partnerships

ERASMUS-SPORT-2024-SCP

Topic Call for proposal

### Internal navigation

- General information
- Topic updates
- Topic description
- Conditions and documents
- Partner search announcements

### General information

**Programme**  
Erasmus+ Programme (ERASMUS)

€ Budget overview

**Call**  
Sport 2024 (ERASMUS-SPORT-2024)

**Type of action**  
ERASMUS-LS ERASMUS Lump Sum Grants

**Type of MGA**  
ERASMUS Lump Sum Grant [ERASMUS-AG-LS]



European Commission

## Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

## Cooperation Partnerships

ERASMUS-SPORT-2024-SCP

Topic Call for proposal

### Internal navigation

- General information
- Topic updates
- Topic description

Please select the type of your submission:

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

Start submission





Start Submission=> gives you access to concrete forms

=>Mandatory: project description and Excel budget

The screenshot shows the European Commission SEDIA website interface. At the top, there is a navigation bar with links: HOME, SEARCH FUNDING & TENDERS, HOW TO PARTICIPATE, PROJECTS & RESULTS, and WORK AS AN EXPERT. The main content area is titled "Cooperation Partnerships" and "ERASMUS-SPORT-2024-SCP". A "Topic" filter is set to "Call for proposal". On the left, there is an "Internal navigation" menu with items: General information, Topic updates, Topic description, Conditions and documents, and Partner search announcements. The main content area has a "Please select" section with a radio button selected for "ERASMUS". A "Start submission" button is visible. A confirmation dialog box is overlaid on the page, titled "Please confirm your choice". The dialog contains the following text: "You selected this topic: **Cooperation Partnerships - ERASMUS-SPORT-2024-SCP**", "You selected this type of action and model grant agreement: **ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]**", and "Related Call: **Sport 2024**". At the bottom of the dialog, there is a warning icon and the text: "Your selection cannot be changed subsequently in the submission system." There are "Cancel" and "OK" buttons at the bottom right of the dialog.

# Set up application

**Deadline**  
05 March 2024 17:00:00 Brussels Local Time

47 days left until closure

**Call data**

Call: ERASMUS-SPORT-2024  
Topic: ERASMUS-SPORT-2024-SCP  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

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

**Download Part B templates**

Download part B templates

**Support & Helpdesk**

Online Manual IT How To  
IT Helpdesk FAQ

Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system downtime) and your proposal will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the system until the deadline. **You can submit the proposal as many times as you wish up until the deadline.** Each new submitted proposal will be considered.

**Find your organisation**

**PIC** \*  **Short name** \*

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

<b>PIC:</b> ██████████ tokio test test,JP	<b>PIC:</b> ██████████ Test Camelia-Valeria place Rogier Brussels,BE
<b>PIC:</b> ██████████ Aero LTD MaartStreet 12 Almere,US VAT: 125648321	<b>PIC:</b> ██████████ SME Test Rue ABC, 3 Brussels,BE

You need to enter your **PIC**

# How to apply?

## Find your organisation



You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC

245

Paris

Search

**PIC: 999865525**

UNIVERSITE  
PARIS DIDEROT-  
PARIS7

RUE THOMAS  
MANN 5  
PARIS,FR  
VAT: FR6619751  
7238  
Status: SUSPEND  
ED

Use CO

**PIC: 951234575**

Institut Panos  
Paris

rue du Mail 10  
Paris,FR  
VAT: "not  
applicable"  
Status: DECLARE  
D

Use CO

**PIC: 901155512**

Paris.U  
35 rue du Sentier  
Paris,FR  
VAT: FR 16  
537771461  
Status: DECLARE  
D

Use CO

You can Search your PIC if you do not know it

# How to apply?

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:

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

+32 2 29 92222

### Your role

Please indicate your role in this proposal

Main contact  
 Contact person

### Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Sport test

Short Summary

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum!

Fill in the summary and move to the next step

# Add partners

Call: ERASMUS-SPORT-2024

Topic: ERASMUS-SPORT-2024-SCP

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.

## Proposal data

Acronym: TESTtest

Draft ID: SEP-211020267

## Download Part B templates



Download part B templates

Coordinator  
tokio

1 tokio

Contacts 1 Add contact +

Test Org  
test, JP  
PIC: 903605635

Main contact  
Miguel ROMERO

Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

**Add your Partners in the project, if needed, otherwise move to the next step**

Additional partners can be added via the appropriate icon

If selected, you will have to search partner PIC and follow the same steps

REM: For the Action Not-for-profit European Sport Wide event **NO formal Partners (associated partners in Eform)**

# How to apply?

Type of MGA: ERASMUS-AG-LS

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

## Administrative forms (Part A)

Edit forms

Edit Part C (KPI)

View history

Print preview

## Proposal data

Acronym: PRINTSCREENS

Draft ID: SEP-211020271

Download Part B templates



Download part B templates

## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B \*

Upload

Calculator \*

Upload

CVs

Upload

List of previous projects

Upload

**Edit and complete proposal. You need to fill:**

- the eForm
- the Part C
- the attachments (Part B and Budget Calculator)

# Edit and complete the eForm



**Call: ERASMUS-SPORT-2024**  
( Sport 2024)

**Topic: ERASMUS-SPORT-2024-SCP**

**Type of Action: ERASMUS-LS**  
(ERASMUS Lump Sum Grants)

**Proposal number: SEP-211020271**

**Proposal acronym: PRINTSCREENS**

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

## Table of contents

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Other questions	<a href="#">Show</a>

### How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

# Edit and complete the eForm=>Organisation type (NEW)

In participants section=> use menu for selecting type

=>For each entity of the consortium

## Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

### How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

### Application forms

Proposal ID **SEP-211020271**  
Acronym **PRINTSCREENS**  
Short name **tokio**

### Organisation data

PIC	Legal name	
903605635	Test Org	
Short name: tokio		
Address: test	Legal person: no	
Town: test	Public body: no	
Postcode:	Non-profit: yes	
Country: Japan		
<b>SME data</b>		
SME self-declared status: unknown	SME self-assessment: unknown	SME validation: unknown
Research organisation: no	Secondary or higher education: no	
International organisation: yes		

### Type of Organisation

Page 1



# Edit and complete the eForm=>Fixed keywords

In general information section=> use menu for selecting topic

=>Better allocation to the external experts

## Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

### How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

Topic	ERASMUS-SPORT-2024-SCP	Type of Action	ERASMUS-LS
Call	ERASMUS-SPORT-2024	Type of Model Grant Agreement	ERASMUS-AG-LS
Acronym *	PRINTSCREENS		
Proposal title *	Max 200 characters (with spaces). Must be understandable for non-specialists in your field. Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: <> " &		
Language	Romanian		
Duration in months	24		
Fixed keyword 1	Word or words that best describe(s) the subject of your project.		Add
Free keywords	Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).		
Abstract *	SCREENSHOTS		

Edit and complete the eForm=>Other questions (NEW)  
In « other question » section=> Simply validate (always « not applicable » for E+sport)

### Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

#### How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

Table of contents    Validate form    Save form    Save & exit form


Application forms

Proposal ID SEP-211020271

Acronym PRINTSCREENS

4 - Other questions

Not applicable for this topic



# Project description (Word) and budget calculator (Excel)



Funding: Submission Service

Call: ERASMUS-SPORT-2024

Topic: ERASMUS-SPORT-2024-SCP

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.

## Proposal data

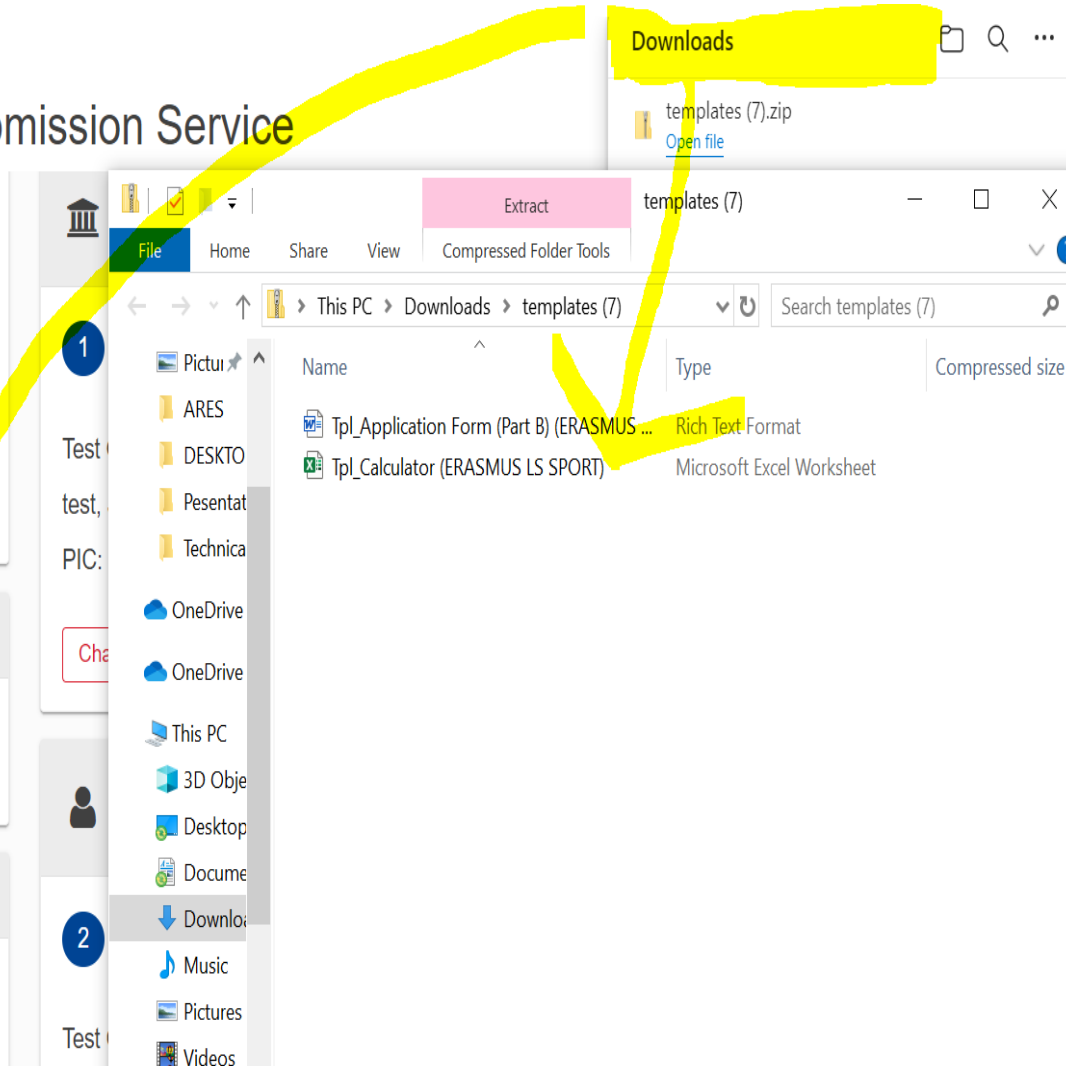
Acronym: TESTtest

Draft ID: SEP-211020267

## Download Part B templates



Download part B templates



**Edit and complete proposal. You need to fill:**

- the eForm
- the Part C
- the attachments (Part B and Budget Calculator)

# How to apply?

## Eform: Please pay attention to the Budget Tab

### 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	150000.00
2	Charama²	BE	250000.00
	Total		400000.00

Ensure that the amounts of the Excel Calculator of your Lump Sum are identical (and distributed among the same partners)

EACH ACTION HAS A PRE-FIXED LUMP SUM. **NO OTHER AMOUNT CAN BE AWARDED.**  
**TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION.**  
 AFTER YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Cooperation partnerships (SCP)	120.000	250.000	400.000
Small-scale partnerships (SSCP)	30.000	60.000	
Not-for-profit European sport events (SNCESE)	200.000	300.000	450.000

The total budget corresponds to a pre-fixed lump sum. Make sure that this table is consistent with "Section 3 - Budget" of the eForm (PartA)

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <i>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</i>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
		Design and set up	Implement	Disseminate	[title]	[title]	[title]	[title]
Test Camelia Valeria		150.000						150.000
Charama²		100.000	150.000					250.000


# PRIORITIES – part C (KPI)

Call: **ERASMUS-SPORT-2024**


Topic: **ERASMUS-SPORT-2024-SCP**

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.

Proposal data

 Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

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

## Horizontal Priorities

- Addressing digital transformation through development of digital readiness, resilience and capacity
- Common values, civic engagement and participation
- Encouraging healthy lifestyle for all
- Environment and fight against climate change
- Inclusion and diversity in all fields of education, training, youth and sport
- Promoting education in and through sport
- Promoting equality and European values in and through sport
- Promoting integrity and values in sport

### Promoting integrity and values in sport

- combating the usage of doping
- combating match fixing and corruption in sport
- improving good governance in sport
- promoting the positive values of sport

# PRIORITIES – part C (KPI) => Type of organisation

Call: **ERASMUS-SPORT-2024**


Topic: **ERASMUS-SPORT-2024-SCP**

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.

 Your proposal contains changes that have not yet been submitted.

**Administrative forms (Part A)**


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

## Proposal data

Please select the type of organisation:

Number	Name	PIC Number (if available)	Type of organisation
1	Test Org	-	-

Number	Name	PIC Number (if available)	Type of organisation
1	Test Org		<input type="text" value="Type of organisation"/> 

Horizontal Priorities

# PART B templates =>2 mandatory attachments

European Commission | Funding: Submission Service

Call: **ERASMUS-SPORT-2024**  
Topic: **ERASMUS-SPORT-2024-SCP**  
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.

**Proposal data**

Acronym: **TESTtest**  
Draft ID: **SEP-211020267**

**Download Part B templates**

**Download part B templates**

**Downloads**

templates (7).zip  
[Open file](#)

**templates (7)**

Name	Type	Compressed size
Tpl_Application Form (Part B) (ERASMUS ...)	Rich Text Format	1
Tpl_Calculator (ERASMUS LS SPORT)	Microsoft Excel Worksheet	

# DO NOT FORGET

**Part B => Downloading after completing the 2 attachments forms**


The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains a button labeled "Download Part B templates" with a download icon. The main content area has four rows, each with a label, a text input field, an information icon, and an "Upload" button. The labels are "Part B \*", "Calculator \*", "CVs", and "List of previous projects". Two yellow arrows originate from the "Download part B templates" button in the sidebar and point to the "Part B \*" and "Calculator \*" input fields.





# How to apply?



Acronym: **PRINTSCREENS**  
Draft ID: **SEP-211020271**

**Download Part B templates**


 Download part B templates


**Support & Helpdesk**

 Online Manual  IT How To


 IT Helpdesk  FAQ


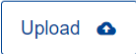
**Service Desk:**


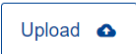
 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu



 +32 2 29 92222



**Part B and Annexes**



In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 




**Part B \***   

**Calculator \***   

**CVs**   

**List of previous projects**   

**Other annexes**   

**You can validate and submit**

**NB: at any moment you have access to different support resources/helpdesk**

# How to apply? Cooperation Partnership =>New eligibility criteria



- ***In order to be eligible, applicant organisation must have been legally established at least 2 years before the application deadline.***

This is part of the information to be put in the PIC data.

# Structure of the application: Project description and budget (PART B)

# 1C. Erasmus+Sport Calls under KA2: four actions

## Cooperation Partnerships

Ref. call: *ERASMUS-SPORT-2024-SCP*

## Small-scale Partnerships

Ref. call: *ERASMUS-SPORT-2024-SSCP*

## +Capacity building in the field of sport

Ref. call *ERASMUS-SPORT-2024-CB*

## Not-for-profit European sport events

Ref. call: *ERASMUS-SPORT-2024-SNCESE*

=>Local events Type I and II

=>European-Wide event

*\*Please refer to each action for full specific rules and funding.*

# Call id



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

EN

Register

Login

HOME

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

Rectangular Snip



### Search funding & tenders

Need help?

#### Search

Clear all

2021 - 2027 (3)

#### Programme / Programme group

Erasmus+ (ERASMUS+)

#### Call

ERASMUS-SPORT-2024

Programme (Erasmus+ (ERASMUS+))

#### Cooperation Partnerships

ERASMUS-SPORT-2024-SCP Call for proposal  
Erasmus+ (ERASMUS+)

Open for submission Grant

#### Small-scale Partnerships

ERASMUS-SPORT-2024-SSCP Call for proposal  
Erasmus+ (ERASMUS+)

Open for submission Grant


#### Not-for-profit European sport events

ERASMUS-SPORT-2024-SNCESE Call for proposal  
Erasmus+ (ERASMUS+)

Open for submission Grant

# Click on the relevant action for your project

## Start submission in the specific call

General information	
Topic description	
Conditions and documents	
Submission service	
Topic related FAQ	
Get support	
Call information	
Call updates	
Funded project list	
 <a href="#">Go back to search results</a>	

### Topic conditions and documents

1. **Eligible countries:** See section 5 of the Call Document and list of countries participating <http://ecoes.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-coi>

Full information and documents related to the call are available at: [Portal Reference 0](#)

2. **Eligibility and admissibility conditions:**

**Admissibility:** see section 4 of the Call Document

### Start submission

[START SUBMISSION](#)

### Topic related FAQ

There are no FAQ related to this topic.



WHERE

# Tick box « Erasmus lump sum grants » and confirm

The screenshot shows the European Commission's Single Electronic Data Interchange Area (SEDIA) website. The page is titled "Cooperation Partnerships" and "ERASMUS-SPORT-2024-SCP". The main content area displays a selection prompt: "Please select the type of your submission:" followed by a radio button and the text "ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]". The radio button is highlighted with a yellow circle, and the "Start submission" button below it is also highlighted with a yellow rectangle. The left sidebar contains an "Internal navigation" menu with items: "General information", "Topic updates", "Topic description", "Conditions and documents", and "Partner search announcements". The top navigation bar includes "HOME", "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". The top right corner features a language selector "EN", "Register", and "Login" buttons. A notification icon with the number "3" is visible in the top right corner.

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

EN Register Login

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

## Cooperation Partnerships

ERASMUS-SPORT-2024-SCP

Topic Call for proposal

### Internal navigation

- General information
- Topic updates
- Topic description
- Conditions and documents
- Partner search announcements

Please select the type of your submission:

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

Start submission

### Topic related FAQ

0 item(s) found

Search...

# 2 MANDATORY ATTACHMENTS

Type of MGA: ERASMUS-AG-LS

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

Administrative forms (Part A)

**Edit forms** | Edit Part C (KPI) | View history | Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

**Part B \*** [Upload]

**Calculator \*** [Upload]

CVs [Upload]

List of previous projects [Upload]

**Edit and complete proposal. You need to fill:**

- the eForm
- the Part C
- the 2 attachments (Part B and Budget Calculator)



# PART B templates =>2 mandatory attachments

- **Mandatory=>use only the 2 forms available in part B for the description of the project and the Excel budget**
- **=>common mistake: each year some applicants use other forms=>REJECTED**

# Application form: part B

## Project description (Word) – download - fill in - upload

### IMPORTANT NOTICE

#### What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

#### How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

#### Character and page limits

- page limit normally 40 pages for calls for low value grants (60 000 or below); 70 pages for all other calls (unless otherwise provided for in the Call document/Programme Guide)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers)

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

### TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART-A)	3
TECHNICAL DESCRIPTION (PART-B)	4
COVER PAGE	4
PROJECT SUMMARY	5
<b>1. RELEVANCE</b>	5
1.1 Background and general objectives	5
1.2 Needs analysis and specific objectives	5
1.3 Complementarity with other actions and innovation — European added value	5
<b>2. QUALITY</b>	6
<b>2.1 PROJECT DESIGN AND IMPLEMENTATION</b>	6
2.1.1 Concept and methodology	6
2.1.2 Project management, quality assurance and monitoring and evaluation strategy	6
2.1.3 Project teams, staff and experts	6
2.1.4 Cost effectiveness and financial management	7
2.1.5 Risk management	7
<b>2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS</b>	7
2.2.1 Consortium set-up	7
2.2.2 Consortium management and decision-making	8
<b>3. IMPACT</b>	8
3.1 Impact and ambition	8
3.2 Communication, dissemination and visibility	8
3.3 Sustainability and continuation	8
<b>4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING</b>	10
4.1 Work plan	10
4.2 Work packages, activities, resources and timing	10
Work Package 1	11
Work Package	13
Events and meetings	14
Timetable	14
<b>5. OTHER</b>	16
5.1 Ethics	16
5.2 Security	16
<b>6. DECLARATIONS</b>	16
<b>ANNEXES</b>	18

# Application form: part B – Budget (Excel)

	A	B	C	D	E	F	G	H	I	J
2										
3	CHOSEN ACTION		PRE-FIXED LUMP SUM AS PER CALL (in €)							
4	Cooperation partnerships (SCP)		120.000	250.000	400.000					
5	Small-scale partnerships (SSCP)		30.000	60.000						
6	Not-for-profit European sport events (SNCESE)		200.000	300.000	450.000					
7										
8	WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected									
9										
10	DETAILED BUDGET TABLE ERASMUS SPORT									
11	Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.									
12	Participants <i>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</i>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)	
13		[title]	[title]	[title]	[title]	[title]	[title]	[title]	-	Invalid request as no valid lump sum requested
14	[name]								0	
	[name]								0	

# Application form: part B

## Project description (Word) – download - fill in - upload

### 1.-RELEVANCE¶

#### 1.1-Background-and-general-objectives¶

**Background-and-general-objectives¶**

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

*Describe the background and rationale of the project.¶*

*How is the project relevant to the scope of the call? How does the project address the general objectives of the call?¶*

*What is the project's contribution to the priorities of the call?¶*

Insert-text¶

⌘

#### 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).¶*

*For low value grants (less or equal to 60.000 EUR), it is not necessary to describe sound needs analysis and to define indicators for measuring achievement.¶*

Insert-text¶

⌘

#### 1.3-Complementarity-with-other-actions-and-innovation—European-added-value¶

**Complementarity-with-other-actions-and-innovation¶**

*Explain how the project builds on the results of past activities carried out in the field, and describe its innovative aspects (if any).¶*

*Explain how the activities are complementary to other activities carried out by other organisations (if applicable). Illustrate the trans-national dimension of the project; its impact/interest in the EU area; possibility to use the results in other*

# Application form: part B

## Project description (Word) – download - fill in - upload

Work-Package-1

Work-Package-1: [Name, e.g. Project-management-and-coordination]						
Duration:	M - M	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					n/a	
T1.2					n/a	
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
n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a

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]		
D1.2		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]		

# LUMP SUM AMOUNTS



## Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR



## Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



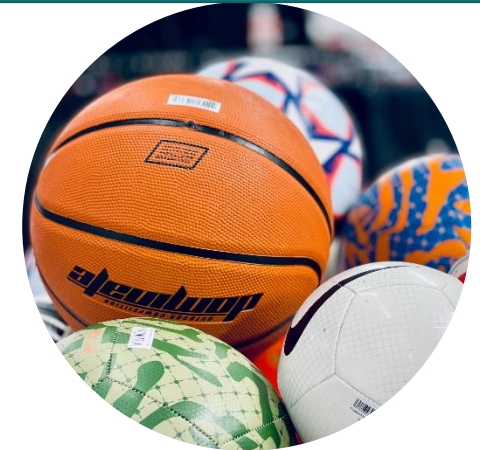
## European-not-for-Profit Sport Events

- 200.000 EUR
- 300.000 EUR
- 450.000 EUR

## Capacity building in sport

From 100.000 EUR  
(estimated budget – 125.000 EUR)  
To 200.000 EUR

LUMP SUM II BASED  
ON BUDGET



# To conclude: proposals must

## Describe

- Activities and efforts to be carried out



## Submit

- Structure divided into work packages



## Estimate

- Budget=>amount for each work package



## Provide

- Information on deliverables, outputs and indicators



- To implement activities directly linked to the objectives of the action=>**CONSULT Erasmus+ Programme Guide and dedicated part of each action**



## 2. Tips for newcomers

- > Common mistakes
- > Key elements: Consortium/Partners/LEAR



## 2. Most common mistakes

**Encode correct e-mails and phones**=>needed for sound communication during application and selection process (and between partners)=>EU login=>PIC

**\*WRONG ANNEXES** attached

**\*WRONG/MISSING INFORMATION ON PARTNER ORGANISATIONS** in PART A (e-form) – PART B (description)

**\*DISCREPANCIES in BUDGET SECTIONS** – BUDGET - PART A (e-form) and PART B (Excel)

**\*EXCESS PAGES in PART B – NOT EVALUATED**

**MAX 70 pages for SCP-SNCESE-CB / MAX 40 pages for SSCP**

# Most common mistakes / Tips

\***WRONG LUMP SUM amount**=>applicants need to choose the single pre-defined lump sum amount more appropriate to cover the costs of the project, based on the needs and objectives of the project.

\***Number of WORK PACKAGES** not in line with project

Recommended =>1 or 2 for SSCP =>between 3 and 5 for SCP =>3 for SNCESE

\***OVERESTIMATED or UNDERESTIMATED budget** in relation with activities proposed

\***Lack of description of the role of the partners**=>all partners shall have an active role within the project

# Small-scale partnerships

We expect the projects to present one **Work package with two deliverables**

Work package - “Project implementation”

D1 communication package (website, leaflets, etc.)

D2 outputs (guide, best practice, target groups reached)

# Not-for-profit European Sport events

We expect the projects to present two to three work packages

## *Work package - “Project implementation”*

Deliverable - Outputs and results linked to objectives (description who did what in the project)

## *Work package - “Impact and dissemination”*

Deliverable - Communication package (summary of the event, video, photo)

## *Work package - “Preparation of the event”*

Deliverable - Organisation (work plan, registration platform, online satisfaction report)

# Cooperation partnerships

We expect the projects to present two to three work packages

## ***Work package - “Project implementation”***

Deliverable - Outputs and results linked to objectives (description who did what in the project)

## ***Work package - “Impact and dissemination”***

Deliverable - Communication package

*Other work packages may contain following deliverables:*

Guide of best practices, Handbook,

# Beyond submission

Application is submitted electronically via the [Funding & Tender Opportunities Portal](#)

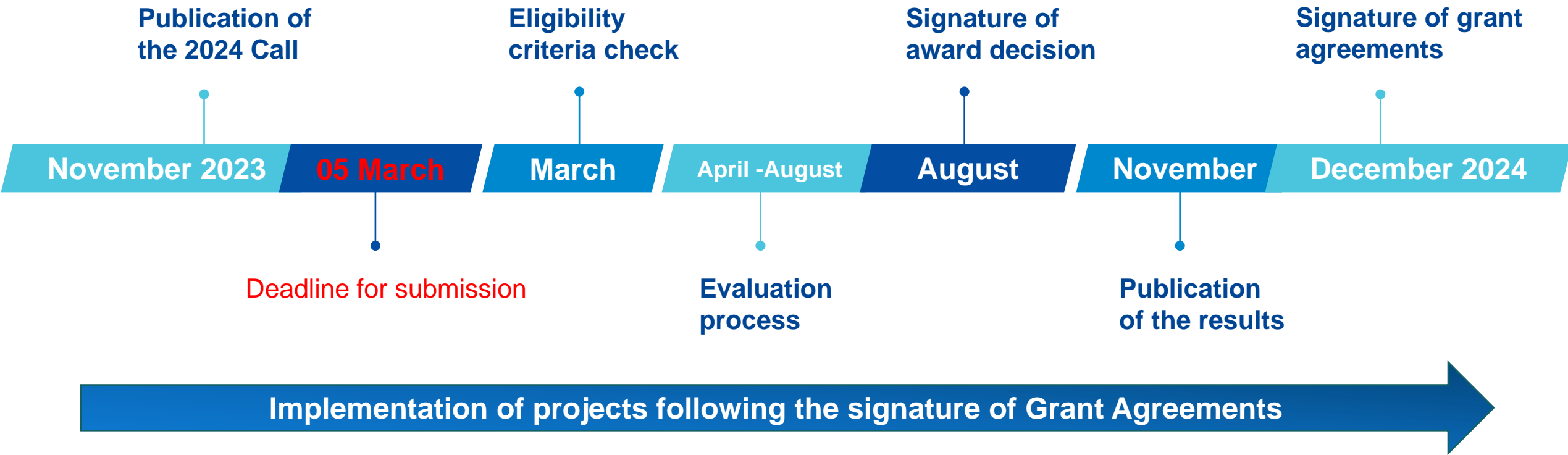
Selection process by EACEA and external evaluators

Notification of the results

**Grant agreement preparation-GAP**

=>Several additional steps which will lead to the funding of the project and its implementation

# Indicative roadmap



# Preparing the future: PIC validation and the LEAR

1) If your proposal is successful, you will be contacted by the CENTRAL VALIDATION SERVICE (REA) for the validation of your PIC registration data. Validation is needed only for certain types of participants Beneficiaries and Affiliated Entities; it is not needed for Associated Partners, Subcontractors or other participants.

- The Central Validation Service will contact the person who registered the organisation (Self-registrant) and ask them to:
- -Upload official supporting documents (via the My Organisations page) and the documents that are required will be listed in the notification you receive.

2) Parallel to the validation of your organisation, you will be requested by the Central Validation Service to appoint your Legal Entity Appointed Representative (LEAR).

- The LEAR (Legal Entity Appointed Representative) is a person, usually an administrative staff member in the central administration, appointed by the legal representative of the organisation (CEO, rector, Director-General, etc.).
- His/her tasks are to manage the legal and financial information of the organisation in the Participant Register on the Funding & Tenders Portal and to provide and update the list of persons in his/her organisation who are authorised to sign grant agreements (LSIGN) or financial statements (FSIGN). For more details see the Online Manual in the F&TP of the EC.

- <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation>



# Thank you

© European Union 2024

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.