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**)

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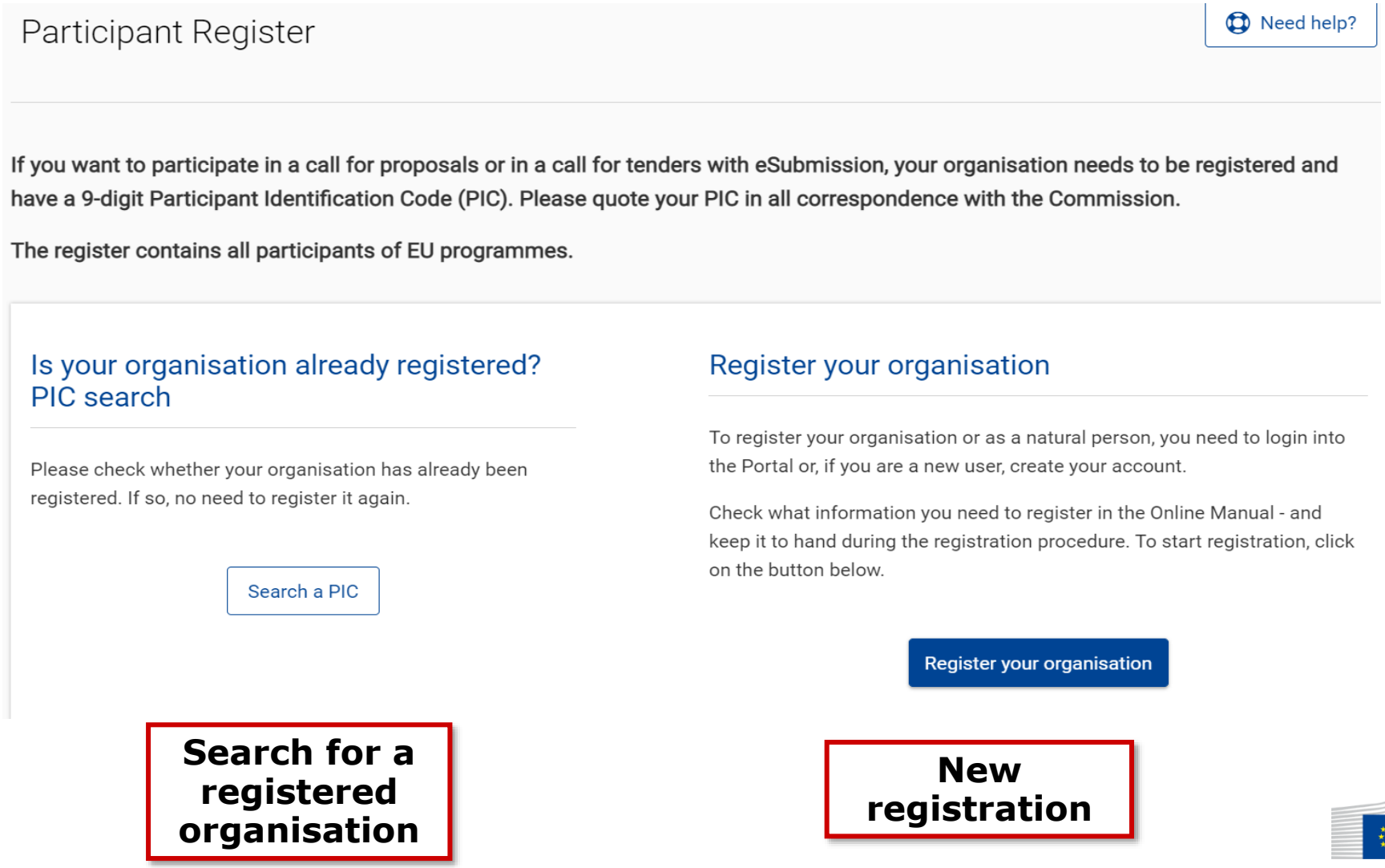
Registration of an organisation (at proposal stage)



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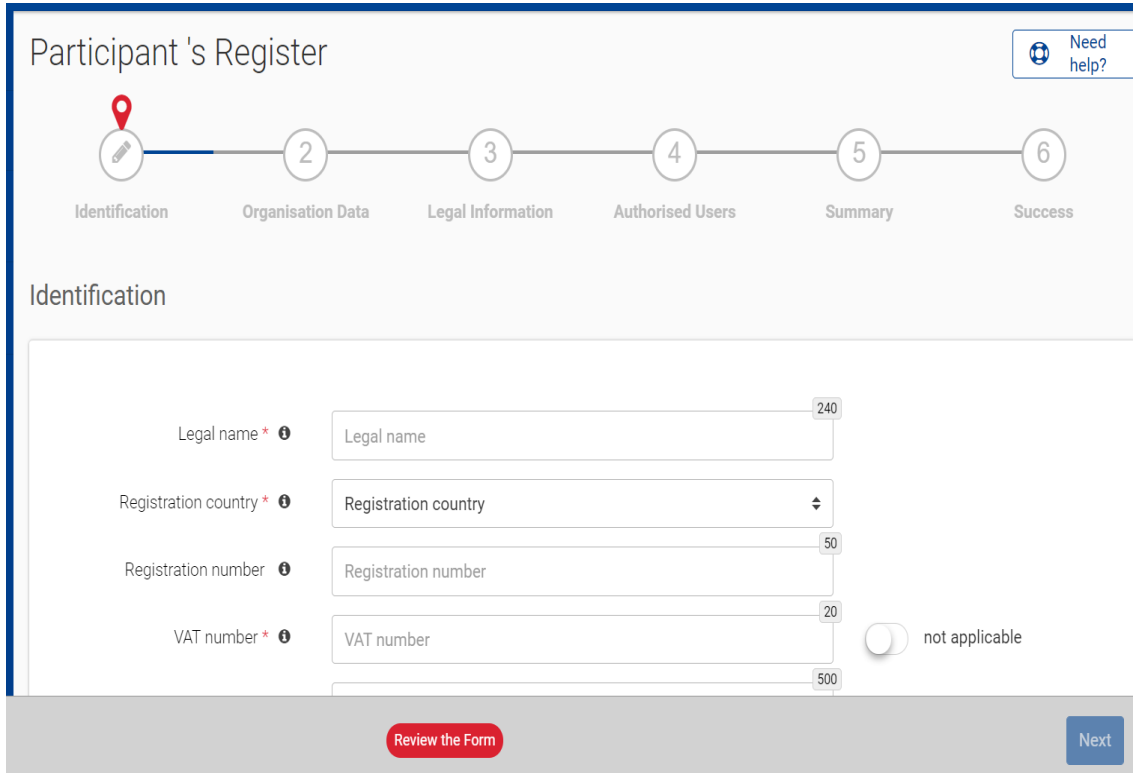
How to register in the Participant Register



Identification (duplicate check)

(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users

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

Registration completed

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

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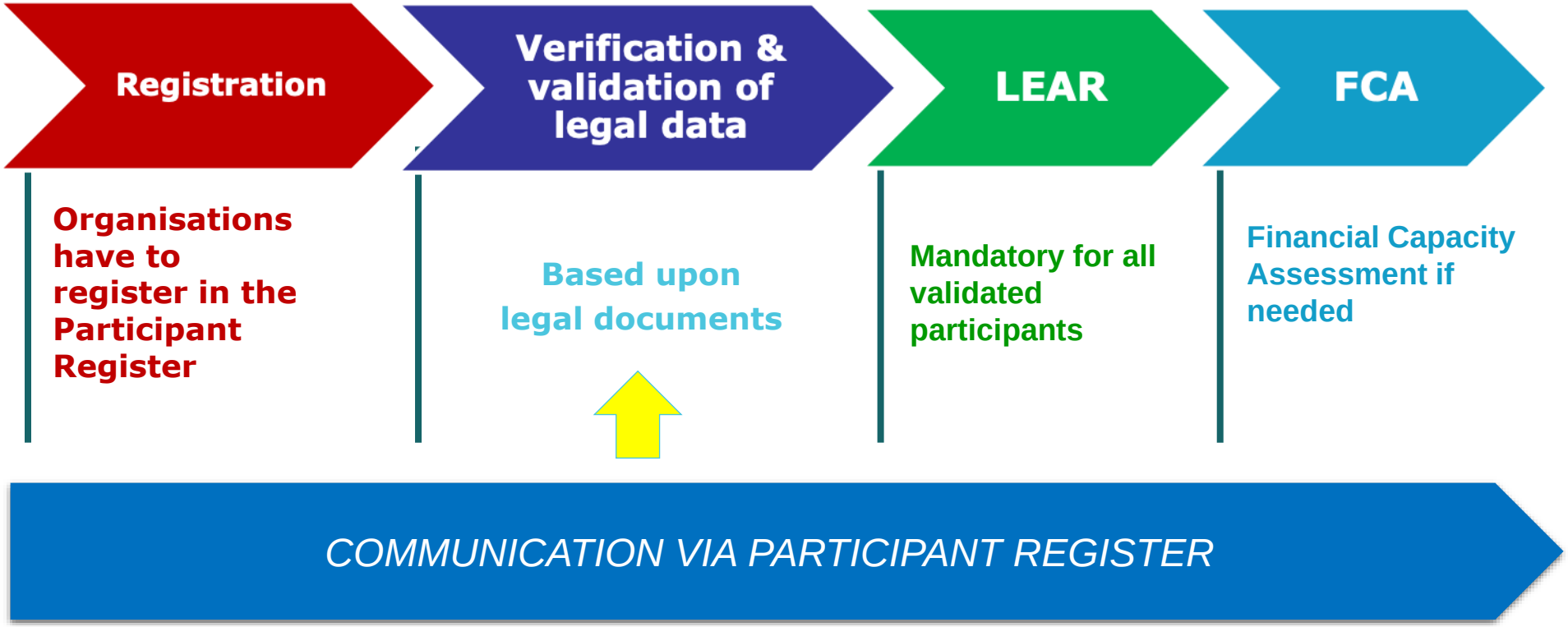
Validation Process Overview



Legal validation

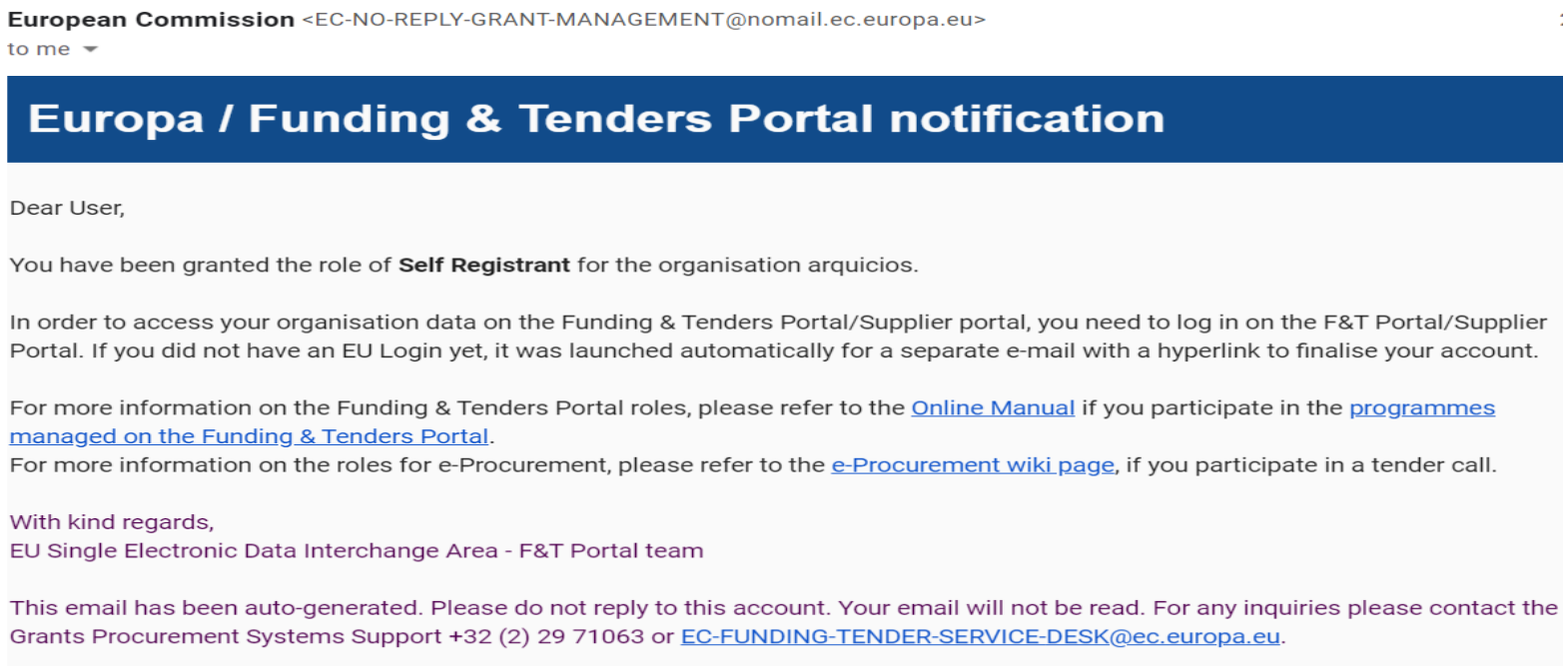
- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract
- The legal validation of a participant is done **once**, when the entity has to sign its first Grant Agreement or Contract and it is reused for future participations in EU grant 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/decree/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.

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

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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

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

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Thank you for your attention!

Questions?

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Erasmus+ Sport Info Day 2024

Session 3: How to apply?

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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

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

European Commission

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:

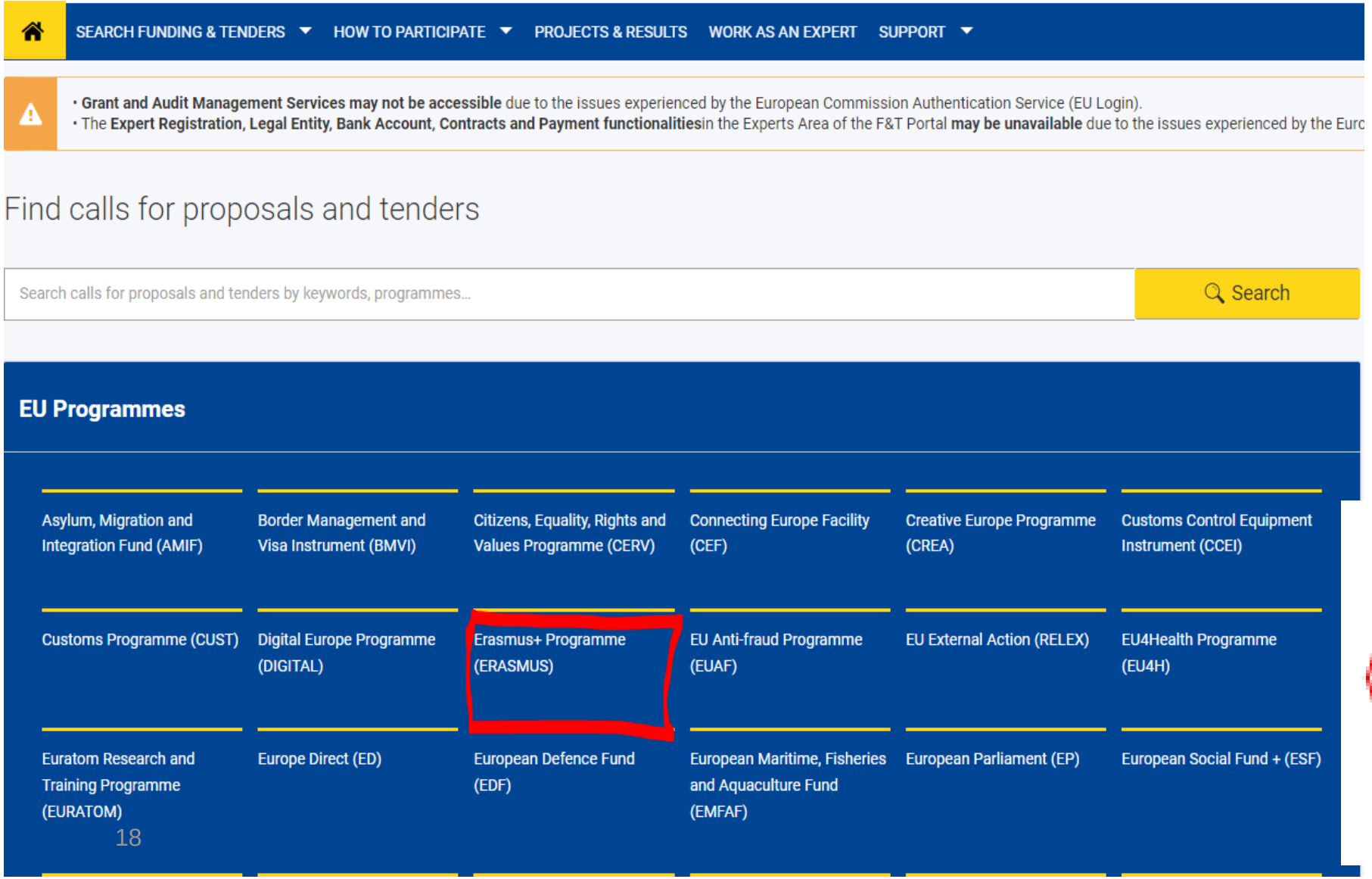
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

=>EU Programme: Erasmus+

=>Specific call identification (Call id)

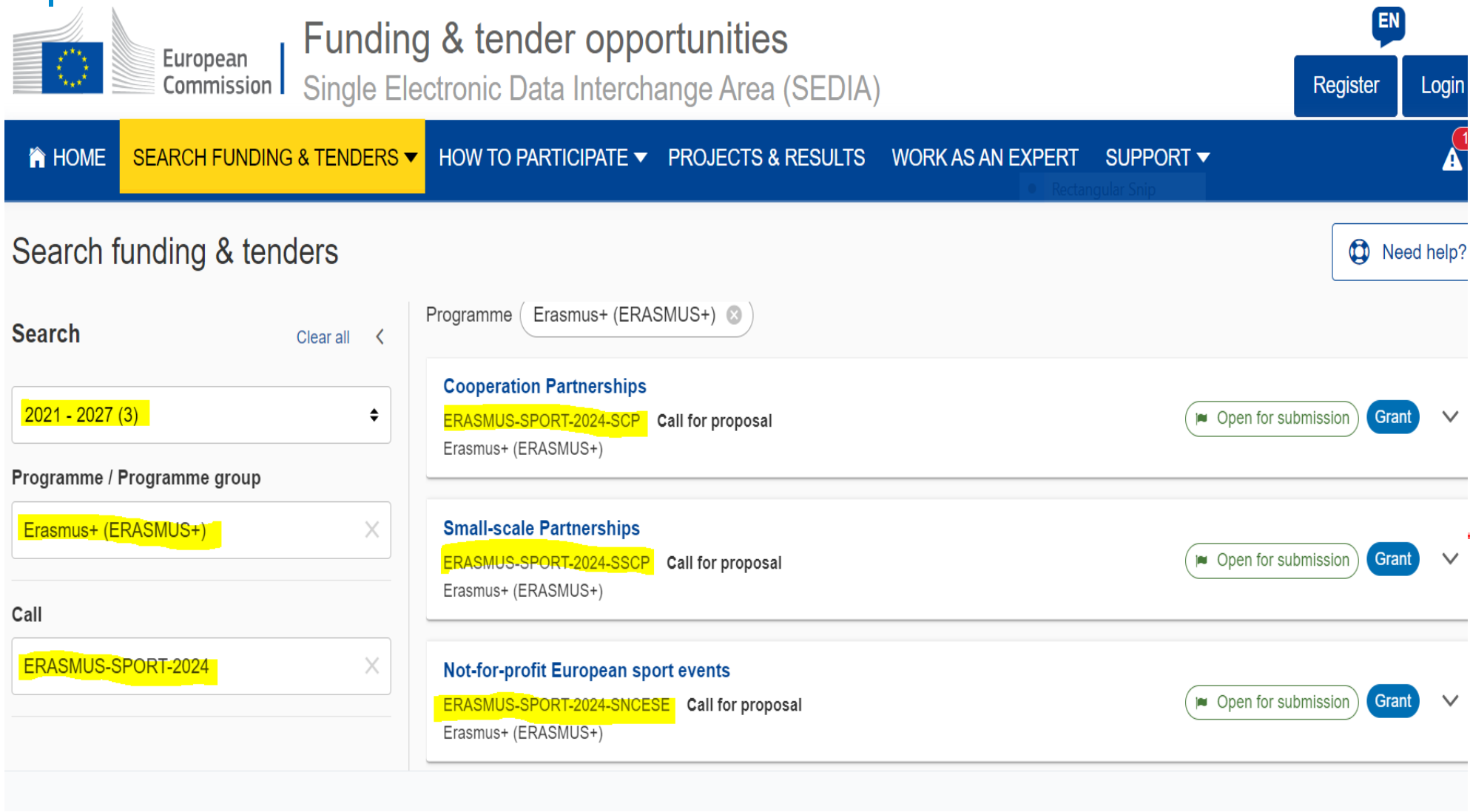
European Commission

Where can you find a Call



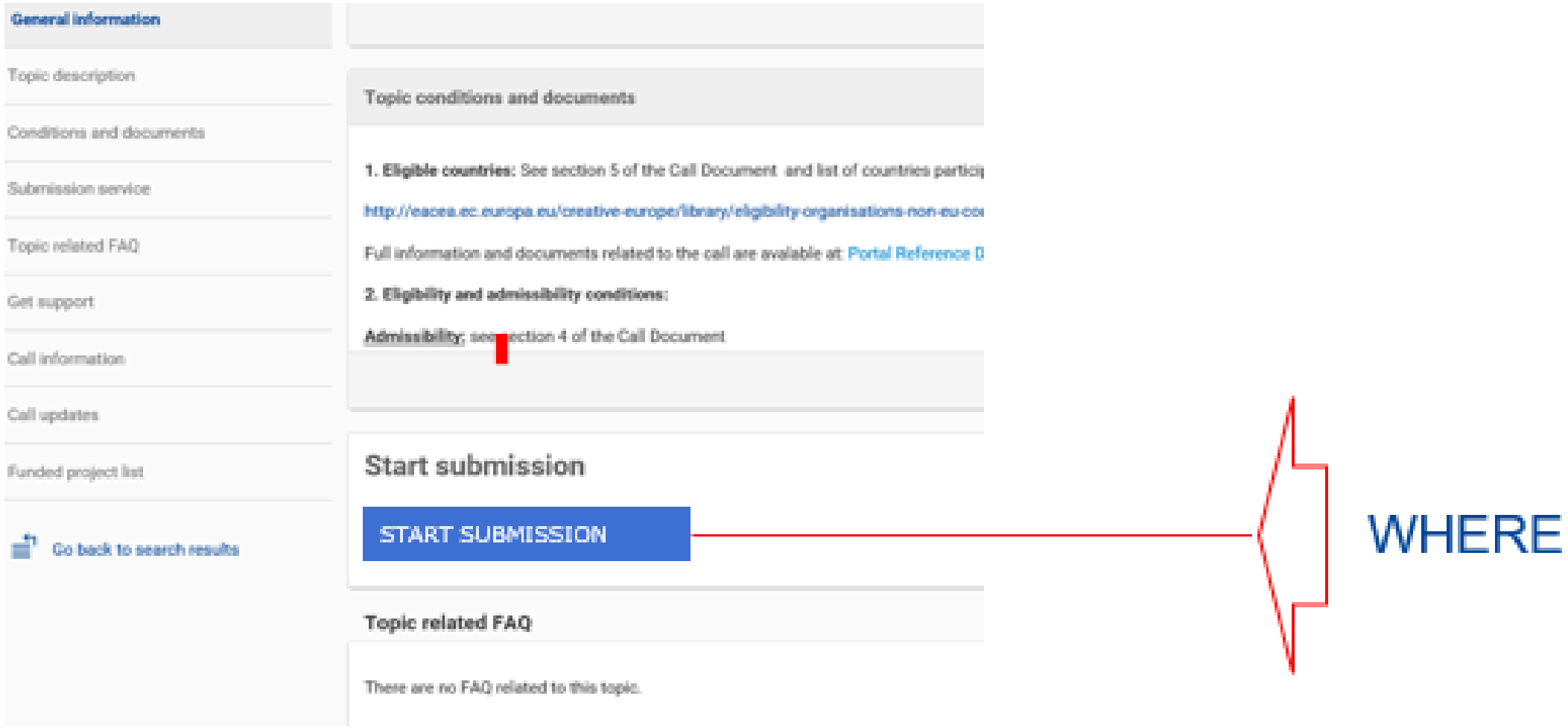
WHERE

Call id



Choose the right action

Start submission in the specific call



European Commission

How to apply?

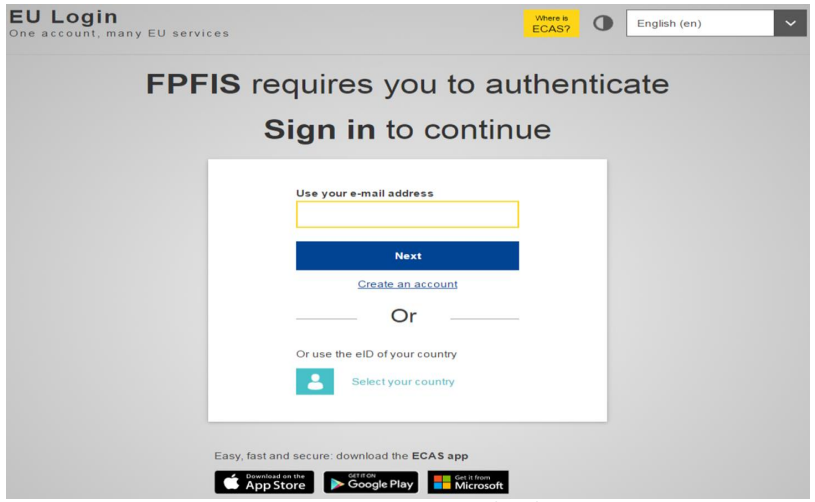
Before you can access the system and start your submission there are two prerequisites:

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



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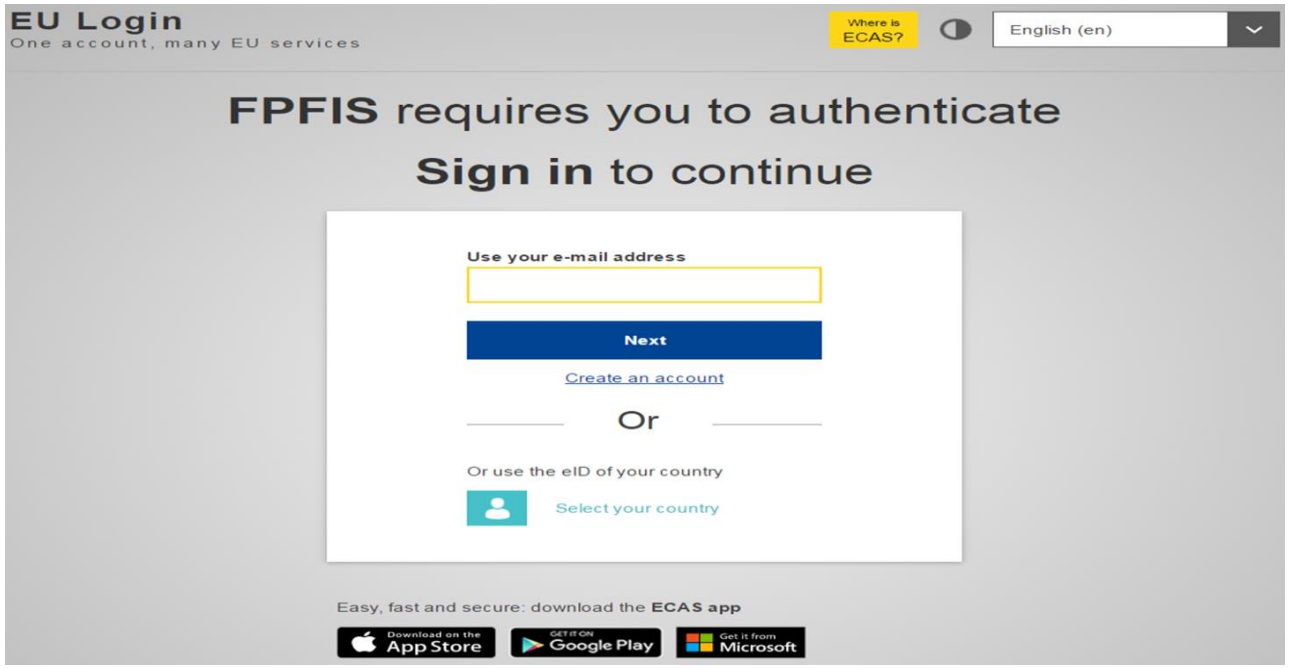
How to apply?

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



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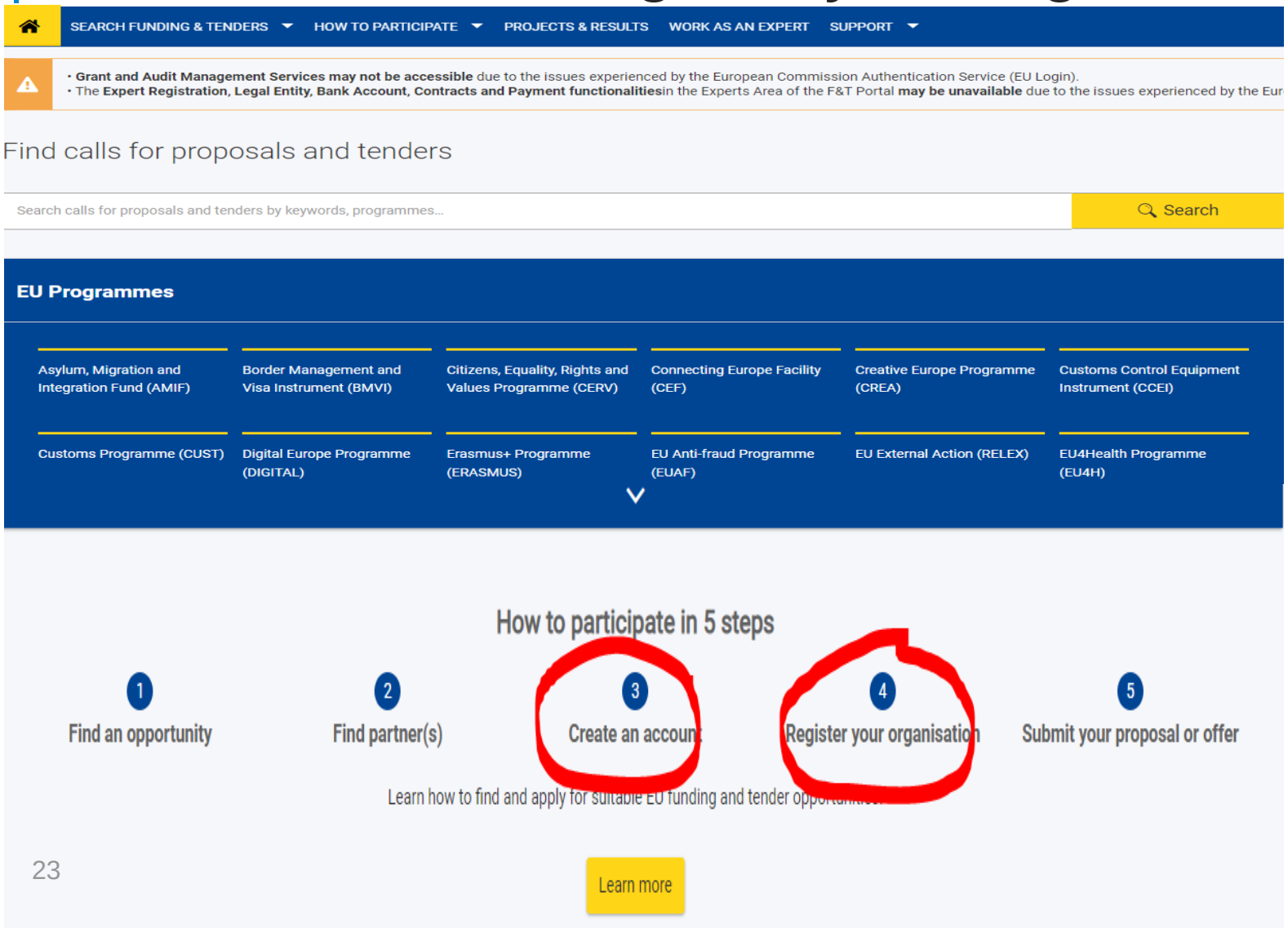
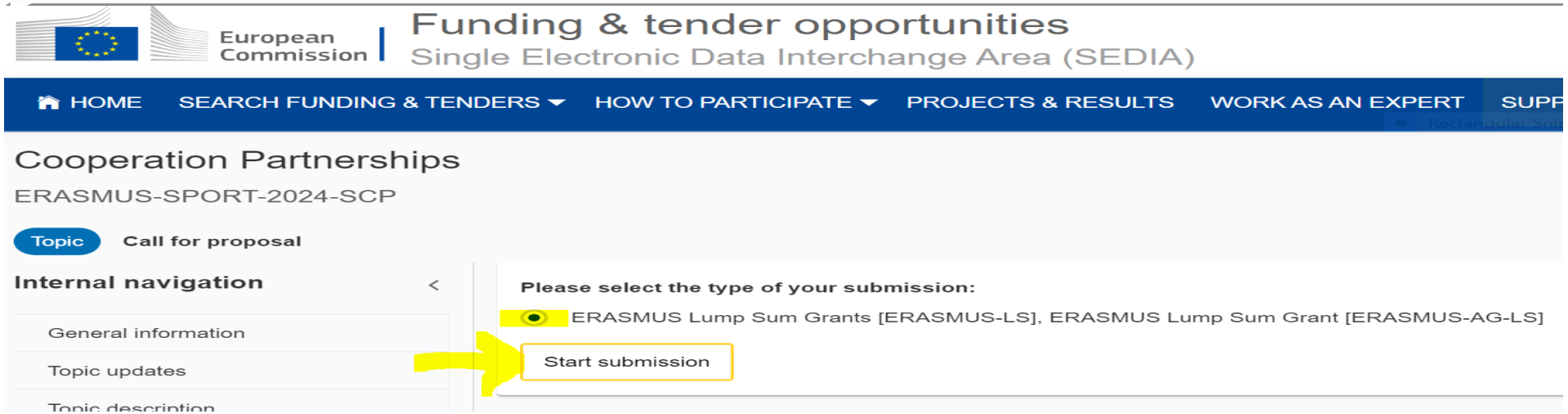
No EU Login => create an account
No PIC => register your organisation



- 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

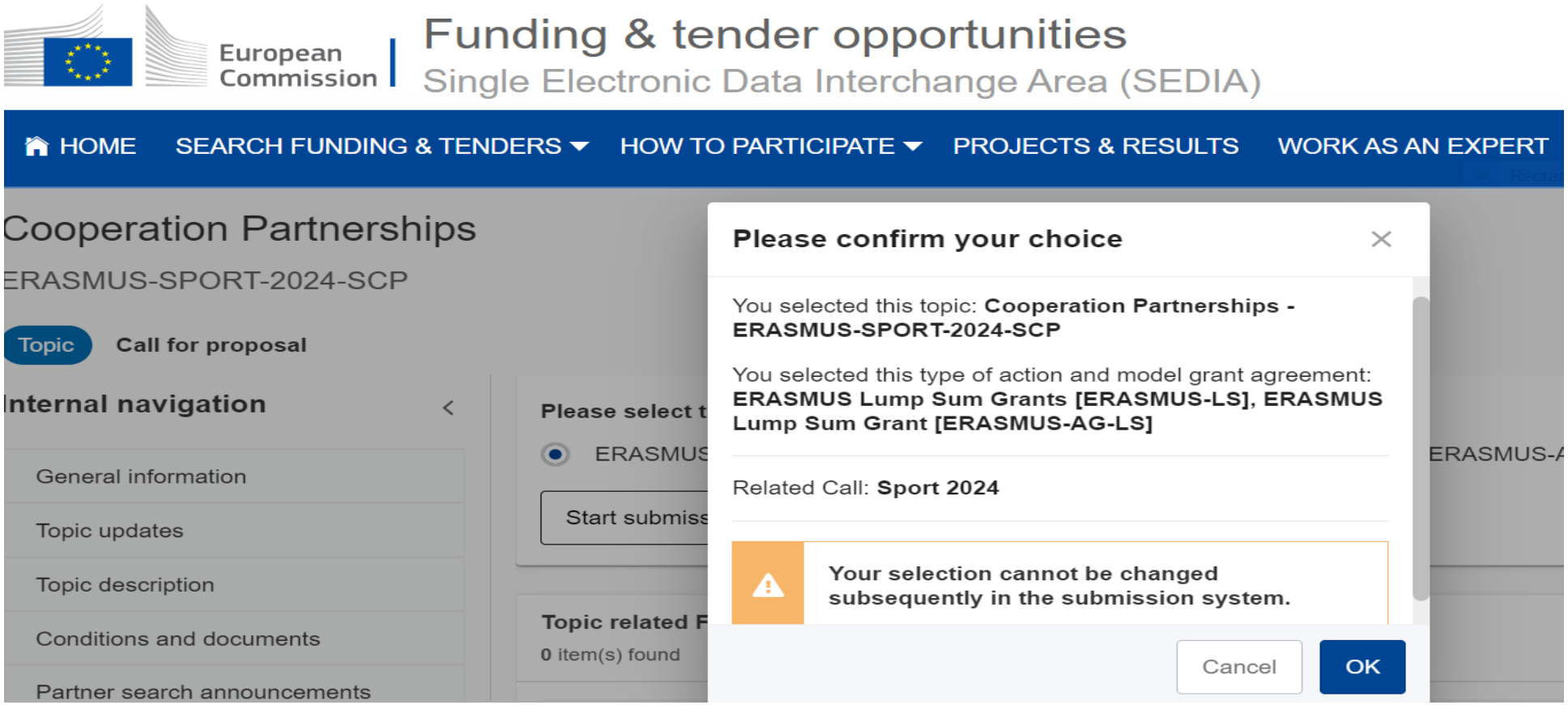
European Commission

Start Submission=> gives you access to concrete forms



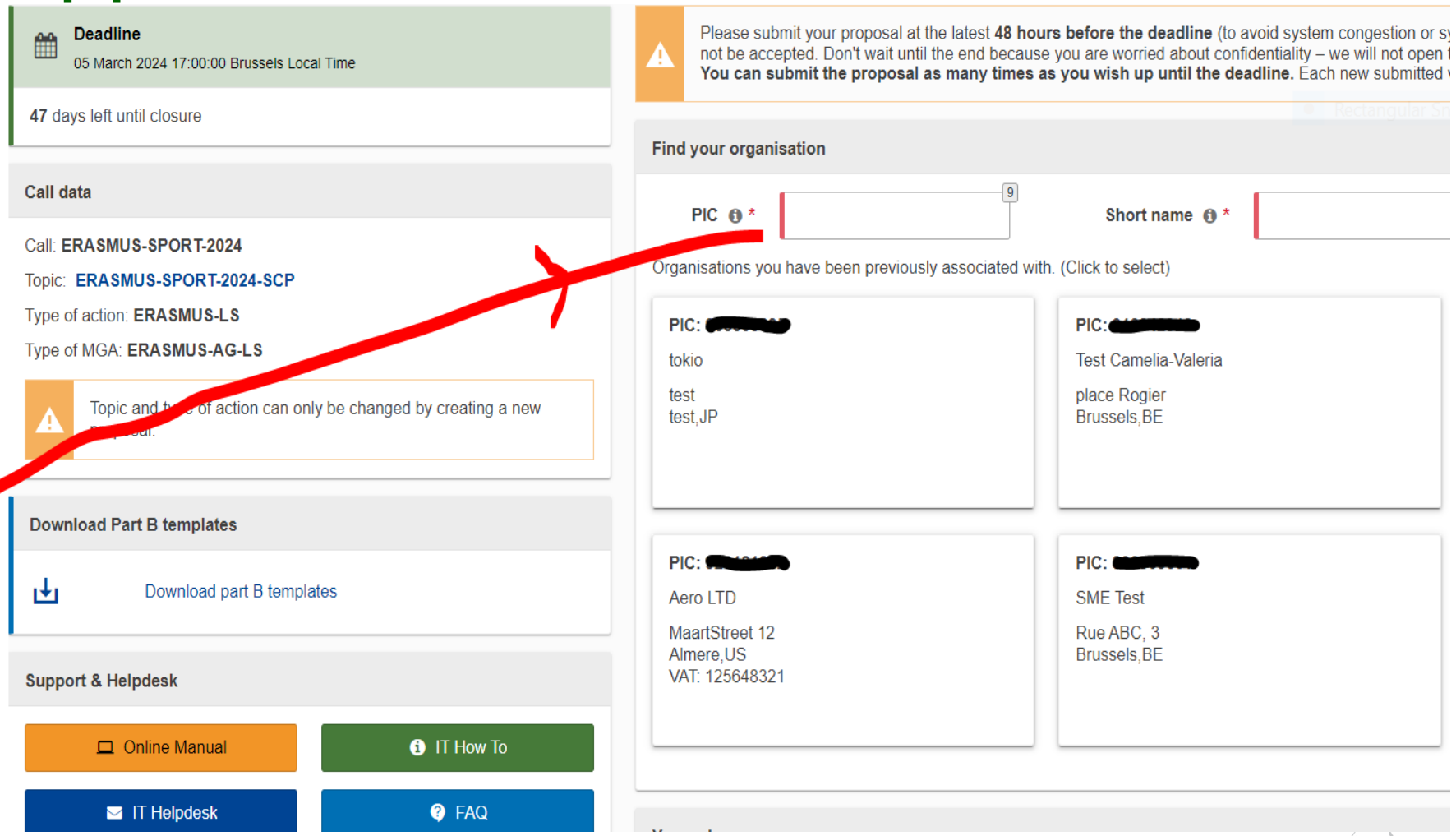
Start Submission=> gives you access to concrete forms

=>Mandatory: project description and Excel budget



Set up application

You need to enter your PIC



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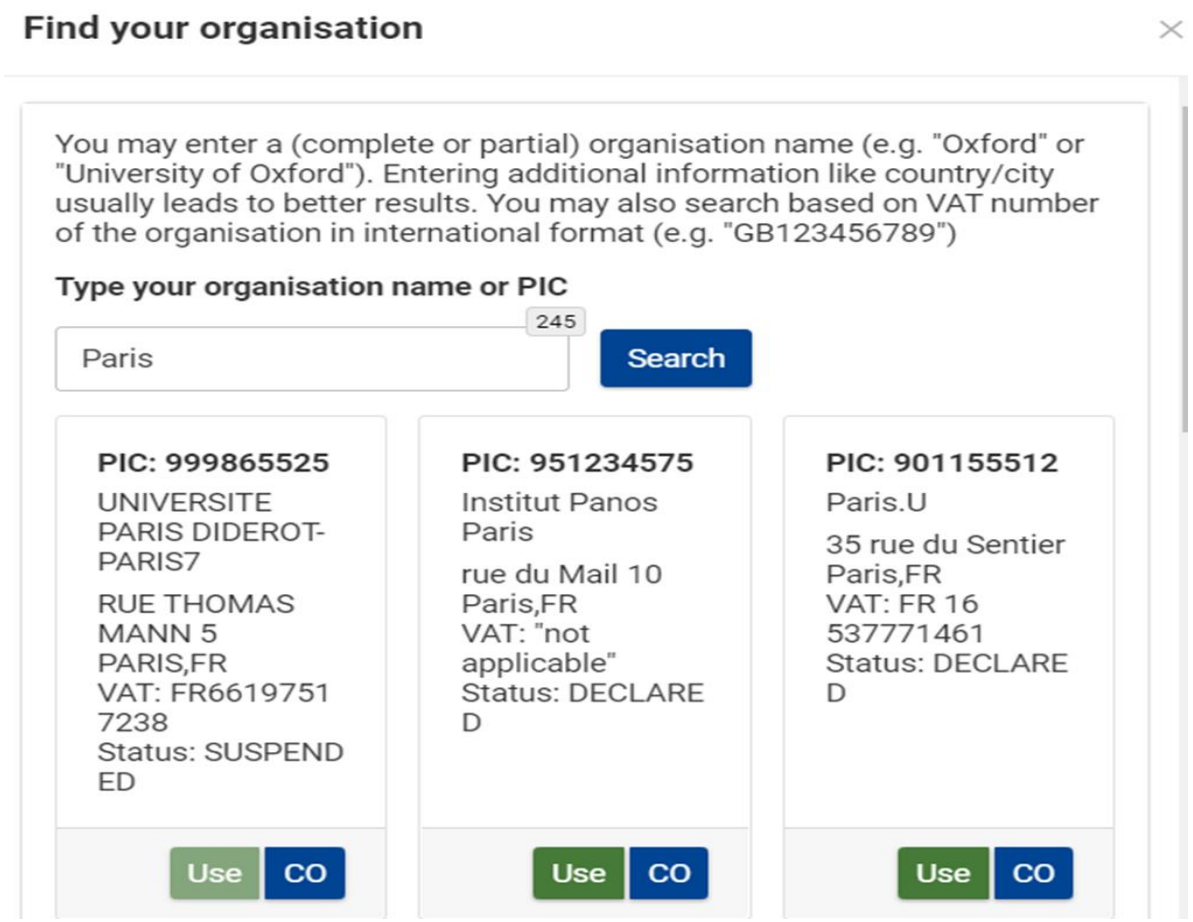
How to apply?



You can Search your PIC if you do not know it

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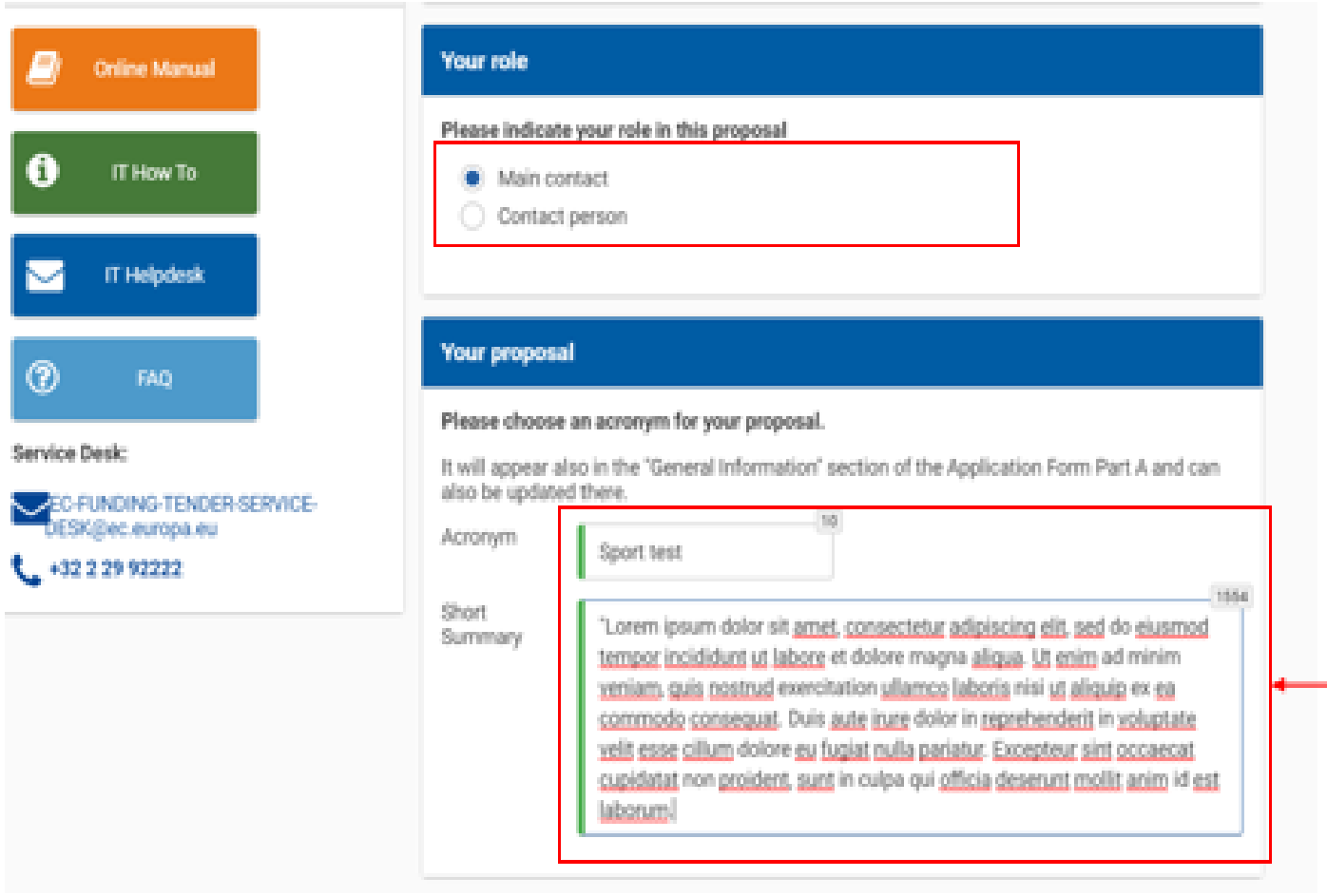
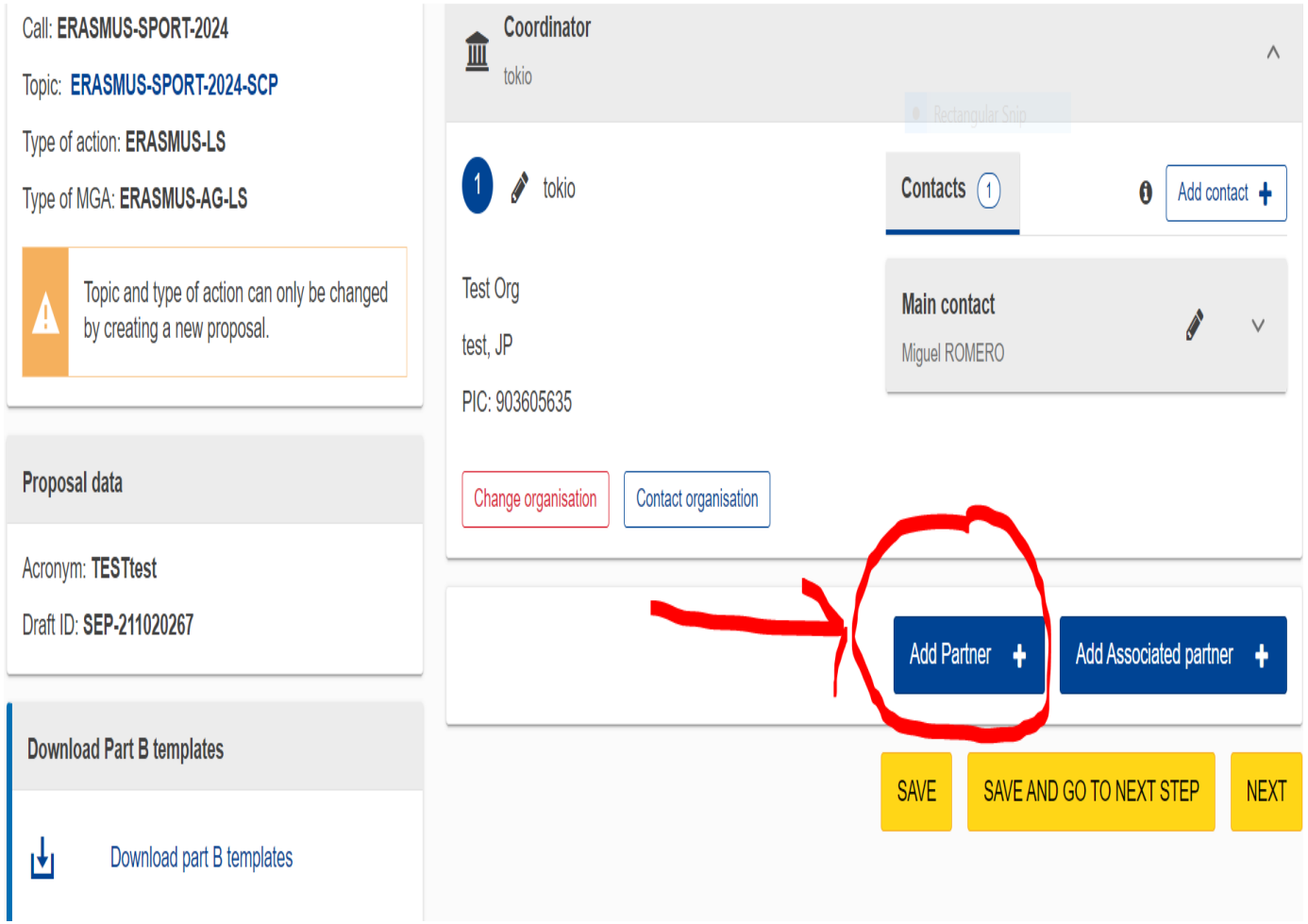
How to apply?



Fill in the summary and move to the next step

European Commission

Add partners



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

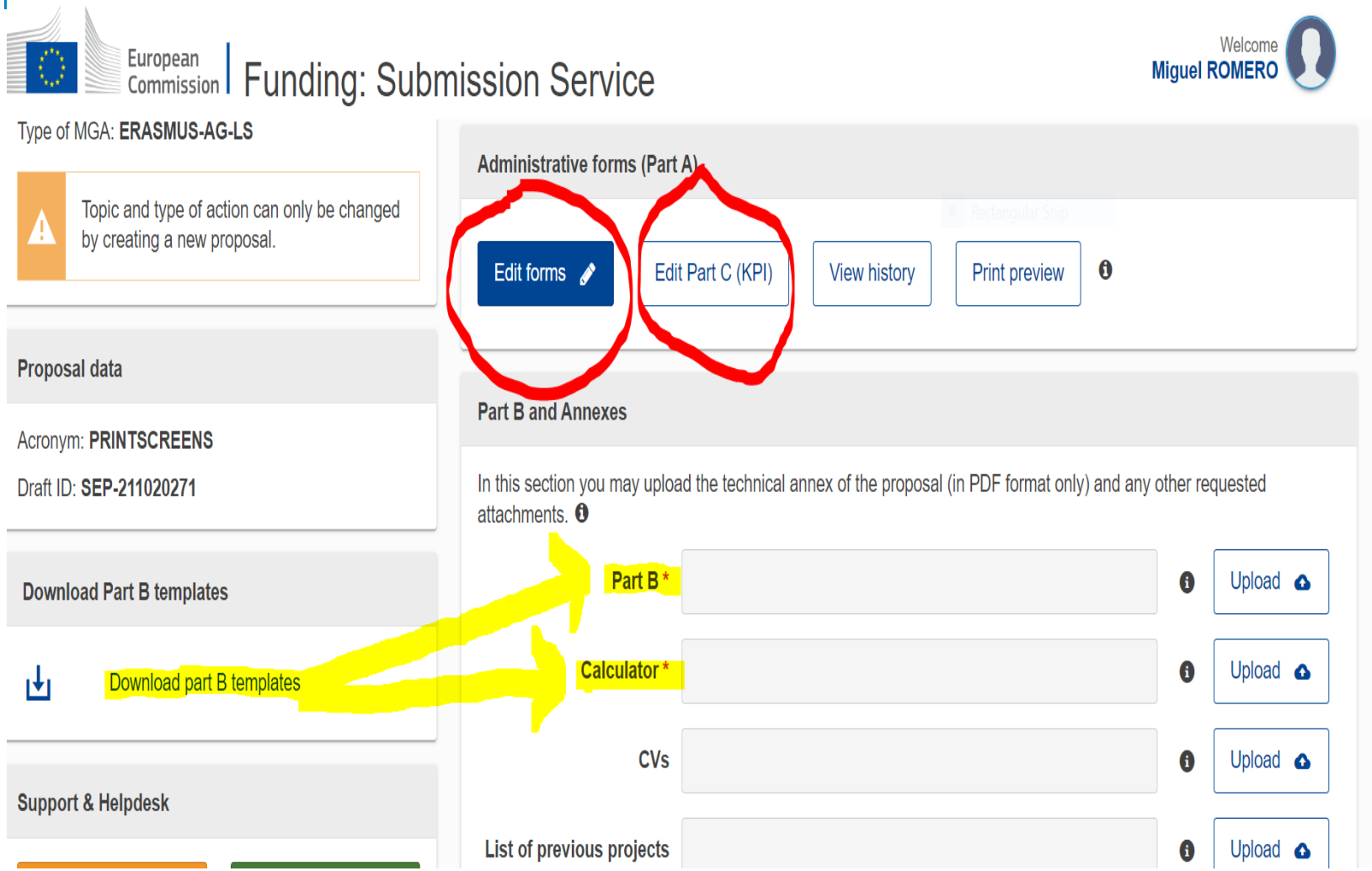
Additional partners can be added via the appropriate icon

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)**

European Commission

How to apply?

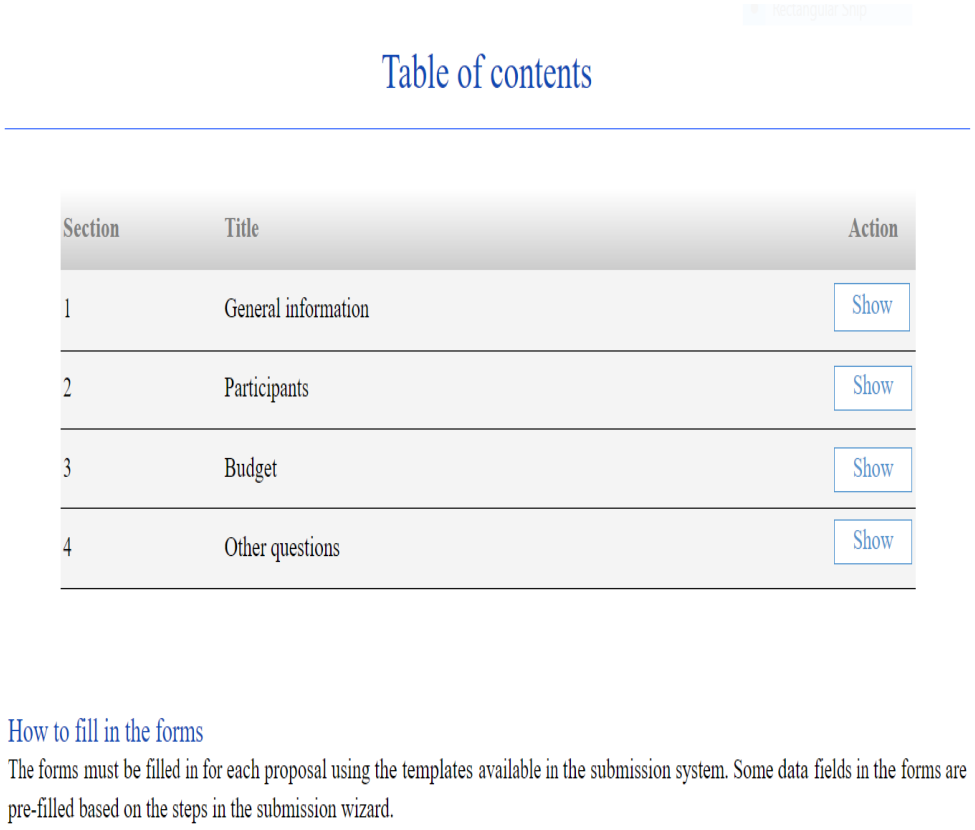


Edit and complete proposal. You need to fill:

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

European Commission

Edit and complete the eForm



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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 *903605635* | **Legal name** *Test Org*

Short name: tokio
Address: test
Town: test
Postcode:
Country: Japan

Legal person: no
Public body: no
Non-profit: yes

SME data

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

European Commission

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
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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).*

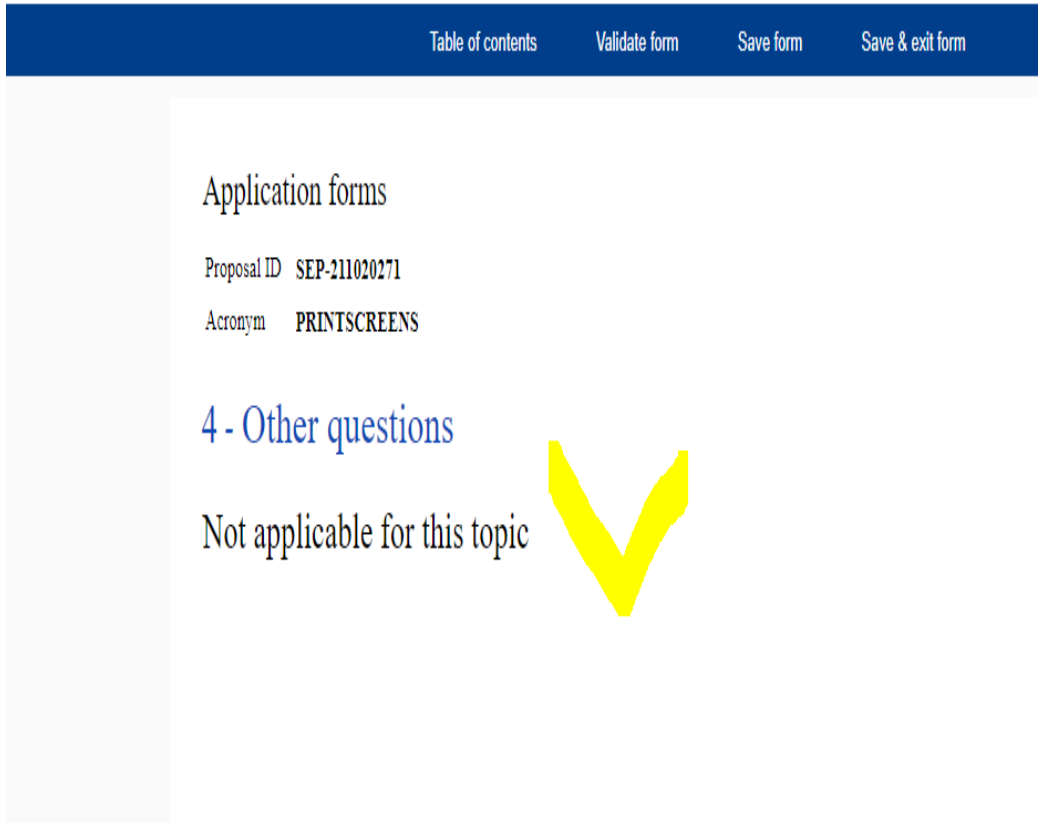
Abstract * ?

SCREENSHOTS

European Commission

Edit and complete the eForm=>Other questions (NEW)

In « other question » section=> Simply validate (always « not applicable » for E+sport)



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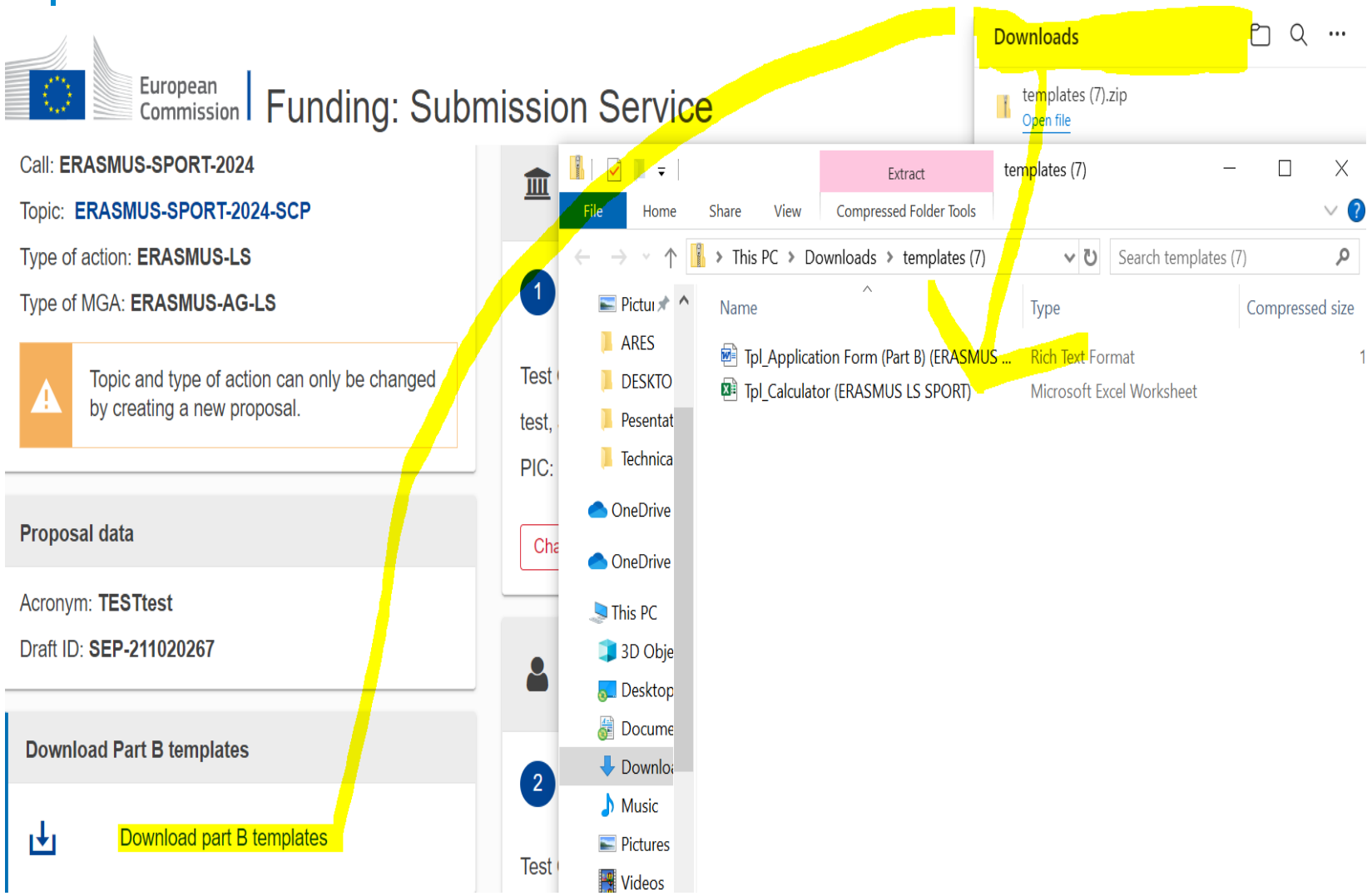
Project description (Word) and budget calculator (Excel)



Edit and complete proposal. You need to fill:

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

European Commission

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.**
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.
UR 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

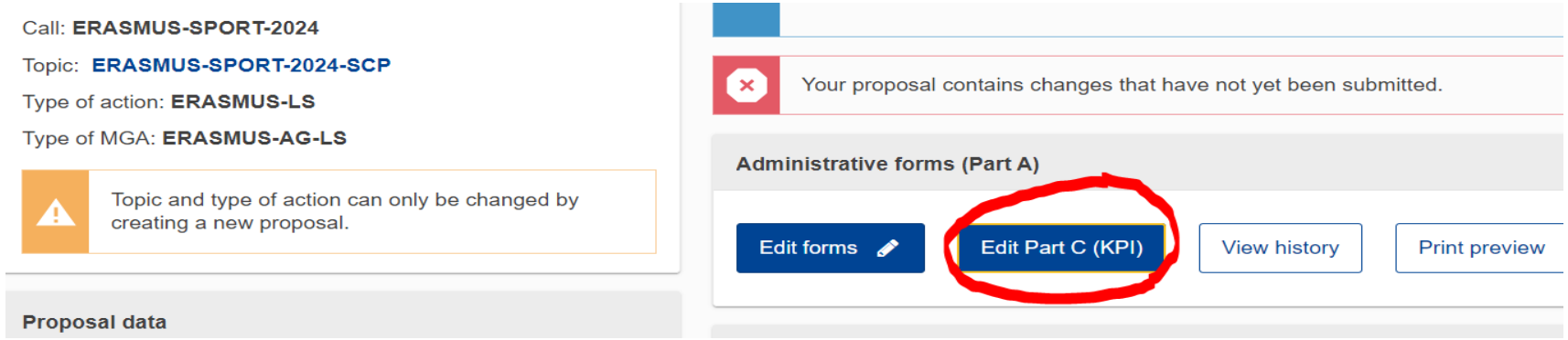
The total budget corresponds to a pre-fixed lump sum. Make sure that this table is consistent with "Section 3 - Budget" of the eForm (PartA)

DETAILED BUDGET TABLE ERASMUS SPORT

Estimated budget — Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

Participants *(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)*	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]	**400.000**
Test Camelia Valeria		150.000						150.000
Charama²		100.000	150.000					250.000

PRIORITIES – part C (KPI)



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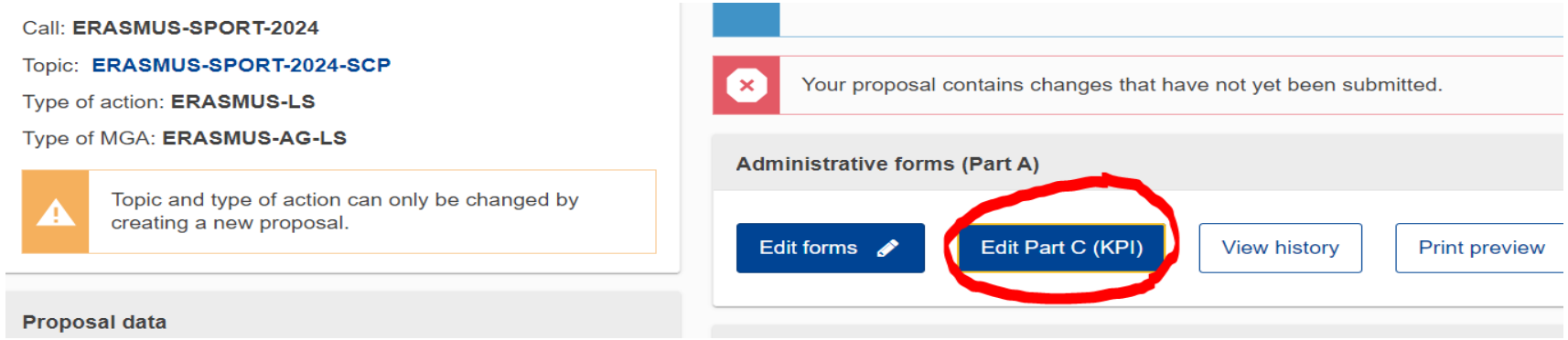
PRIORITIES – part C (KPI) =>Type of organisation



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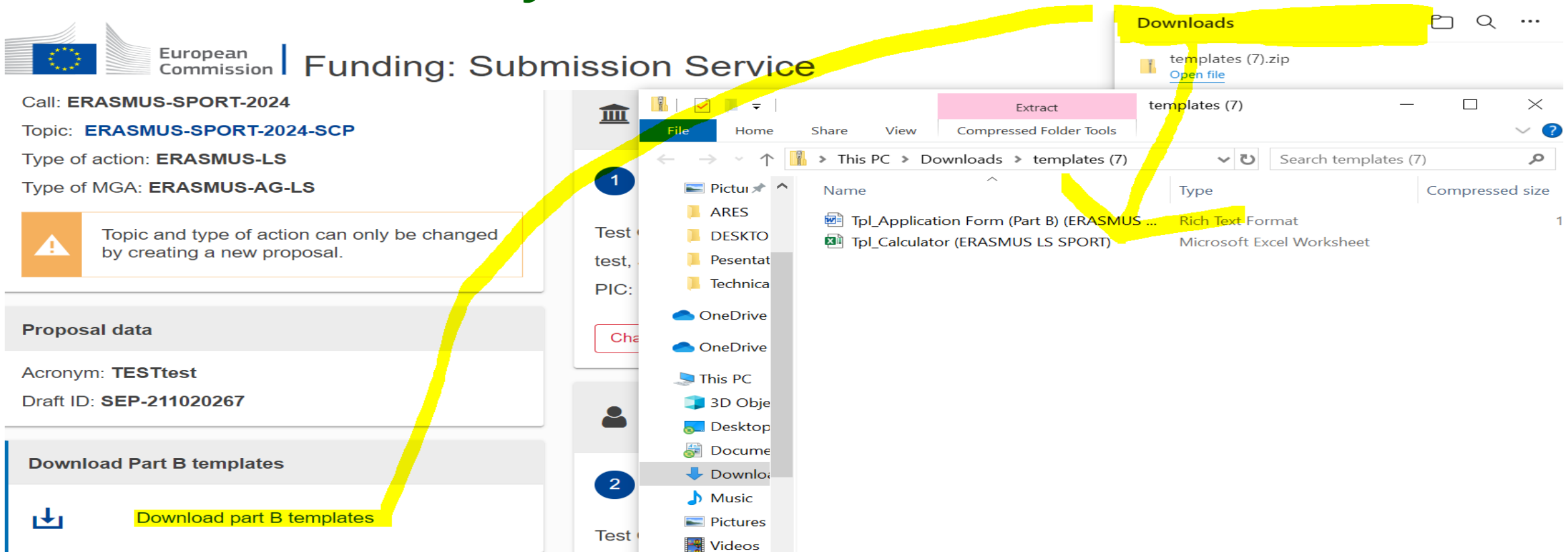
PART B templates
=>2 mandatory attachements



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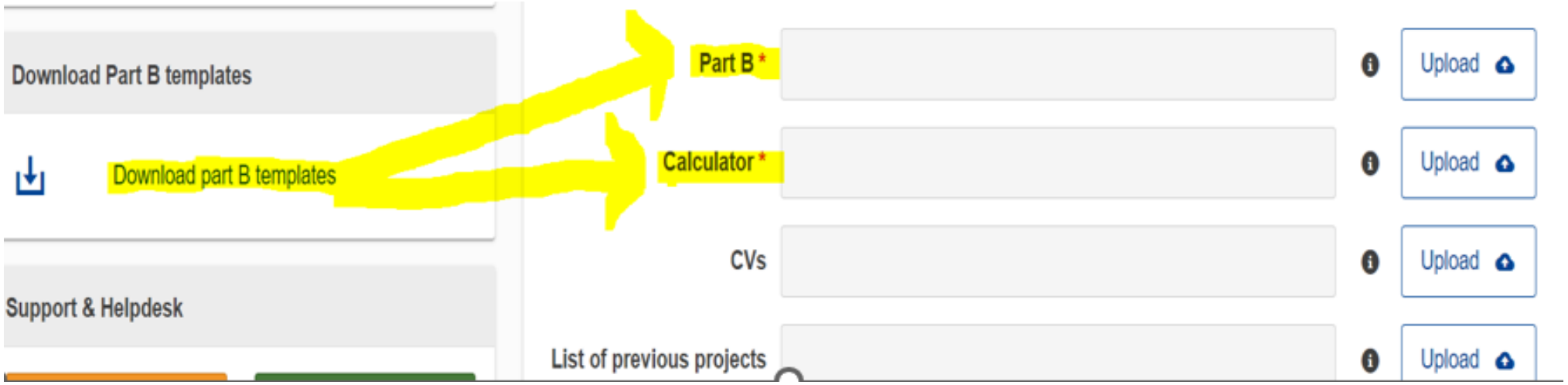
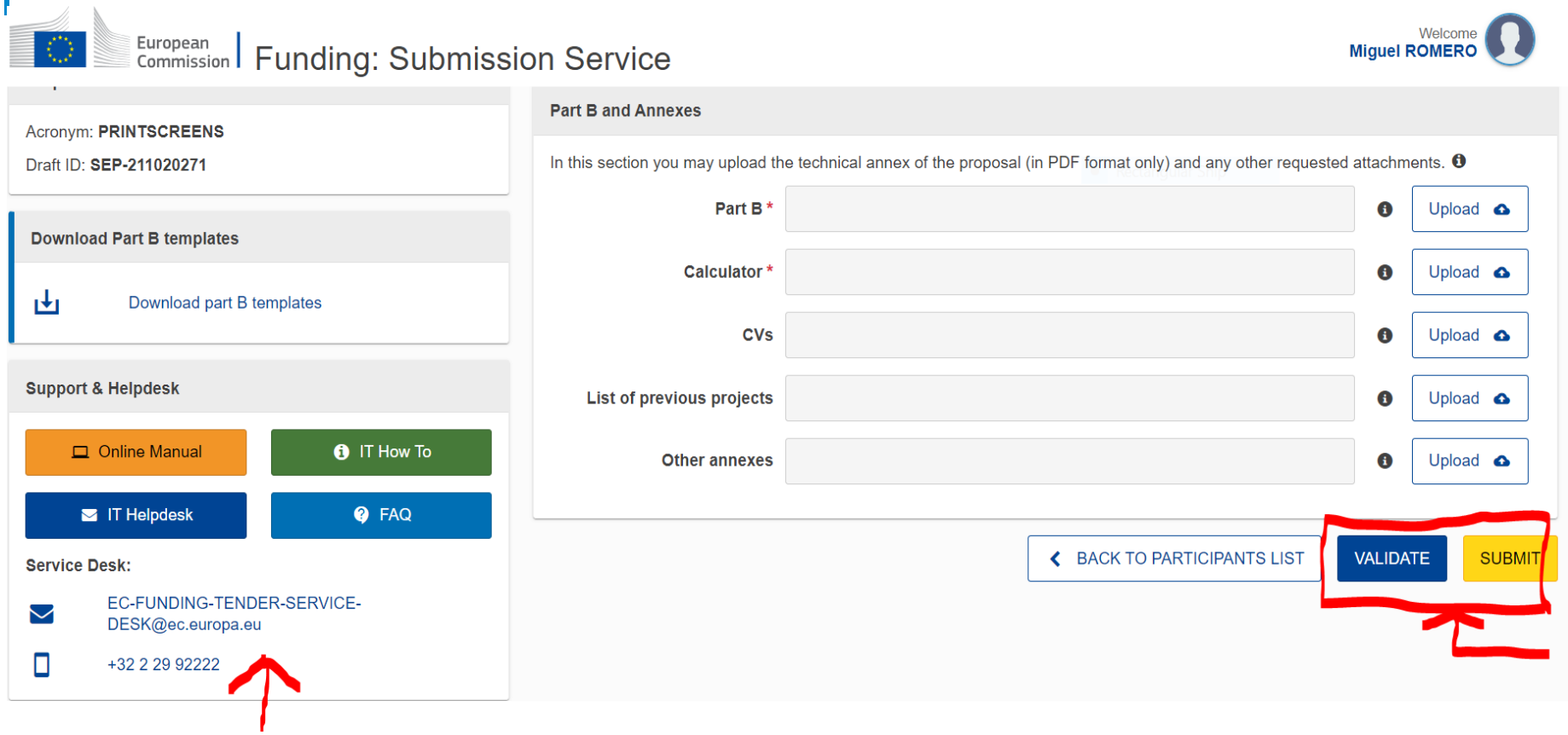
DO NOT FORGET

Part B =>Downloading after completing the 2 attachments forms



European Commission

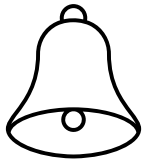
How to apply?



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.

European Commission

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

European Commission

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*

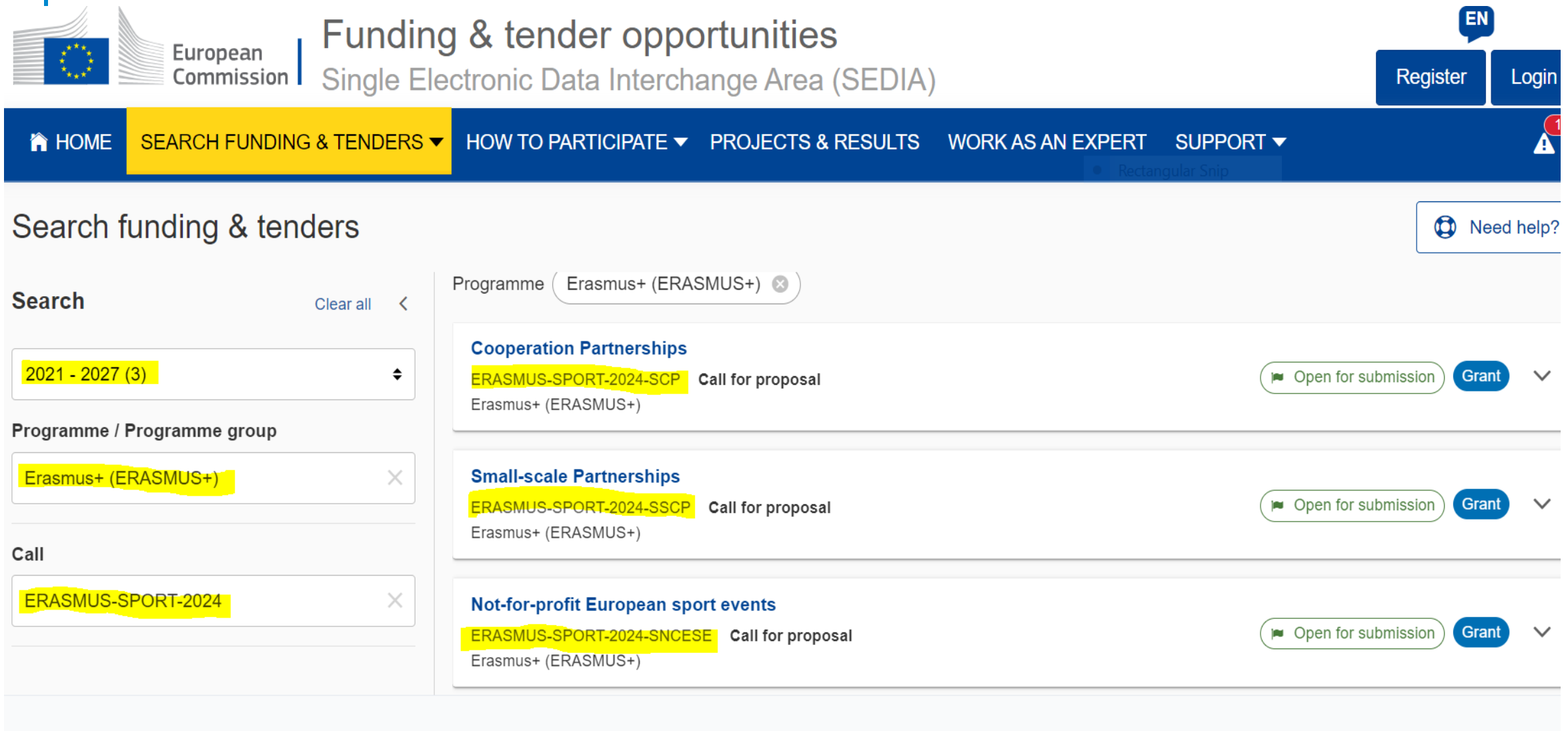
=>Local events Type I and II

=>European-Wide event

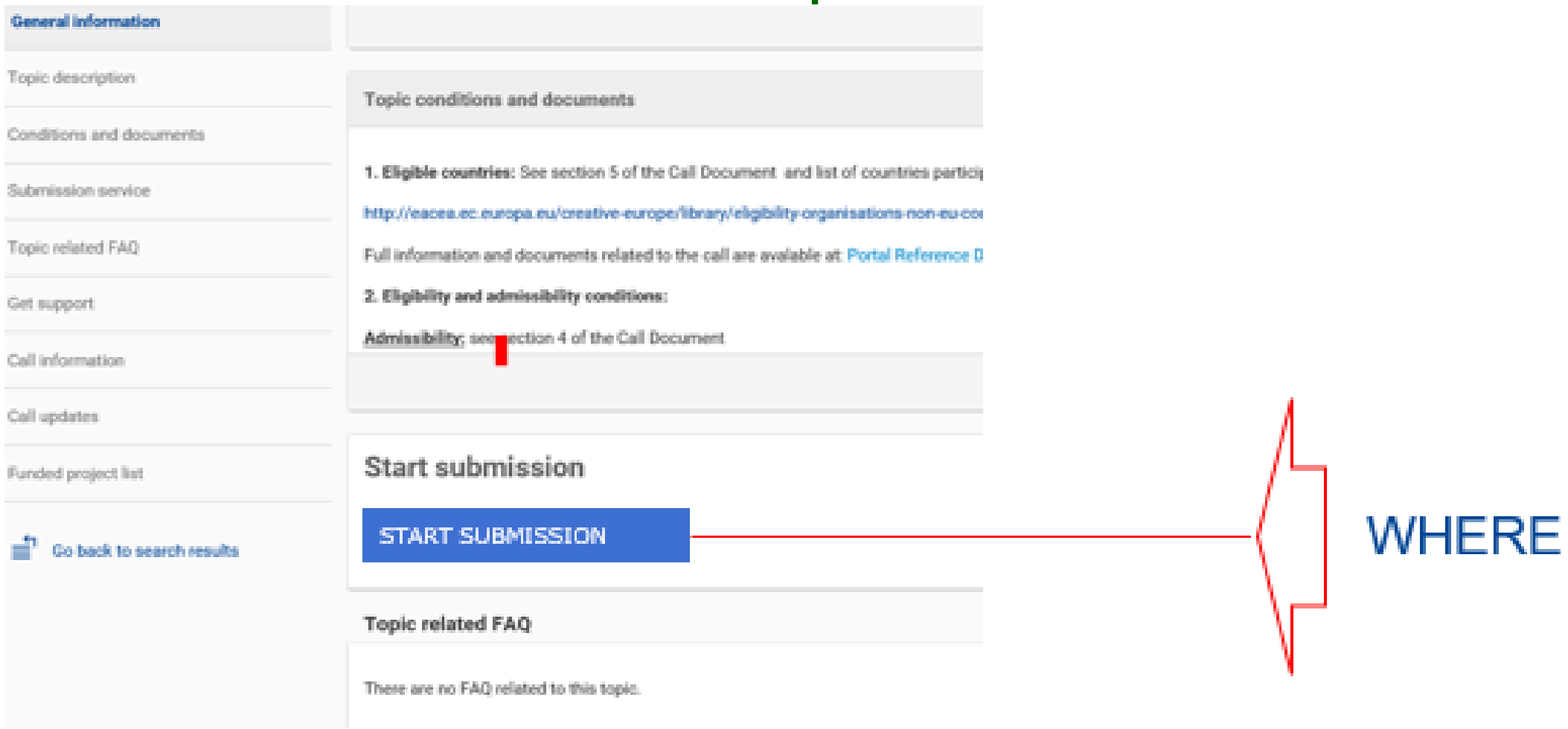
**Please refer to each action for full specific rules and funding.*

European Commission

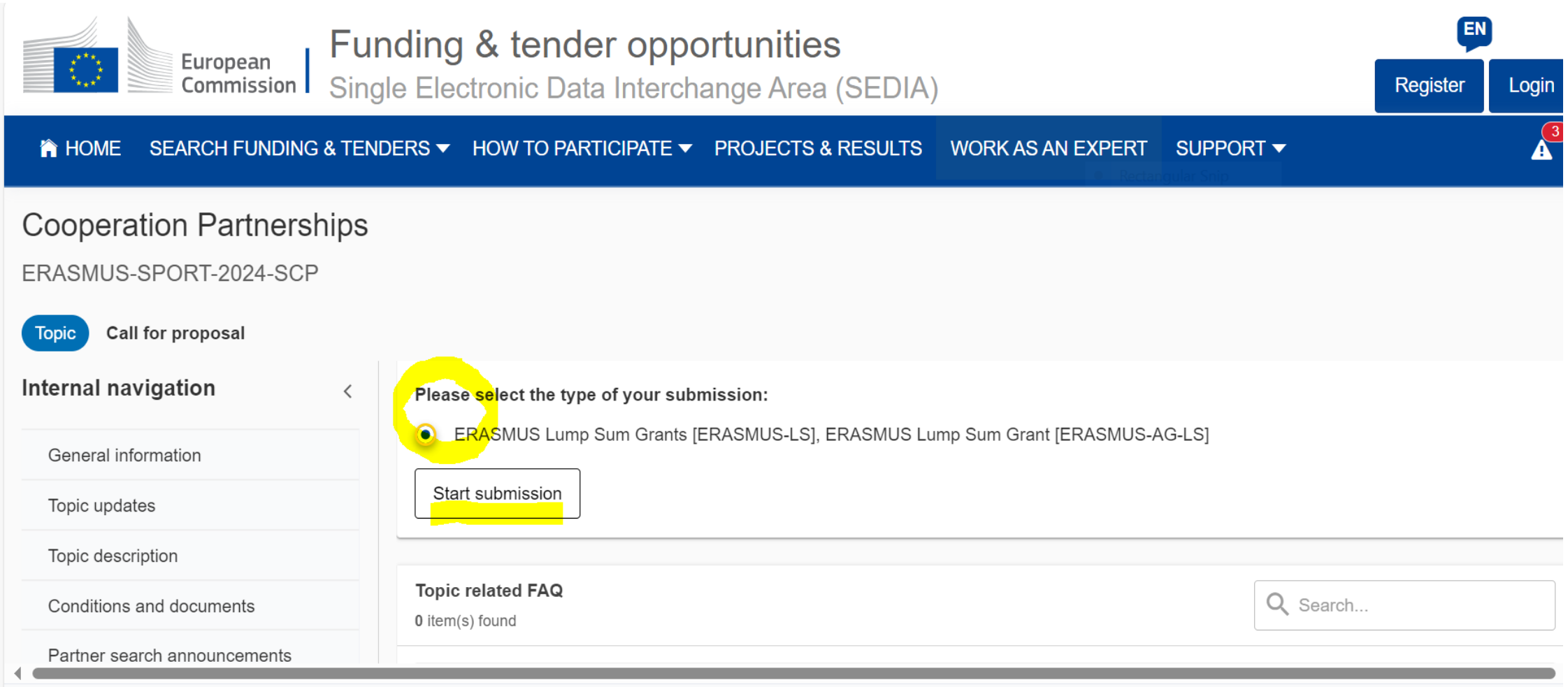
Call id


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
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

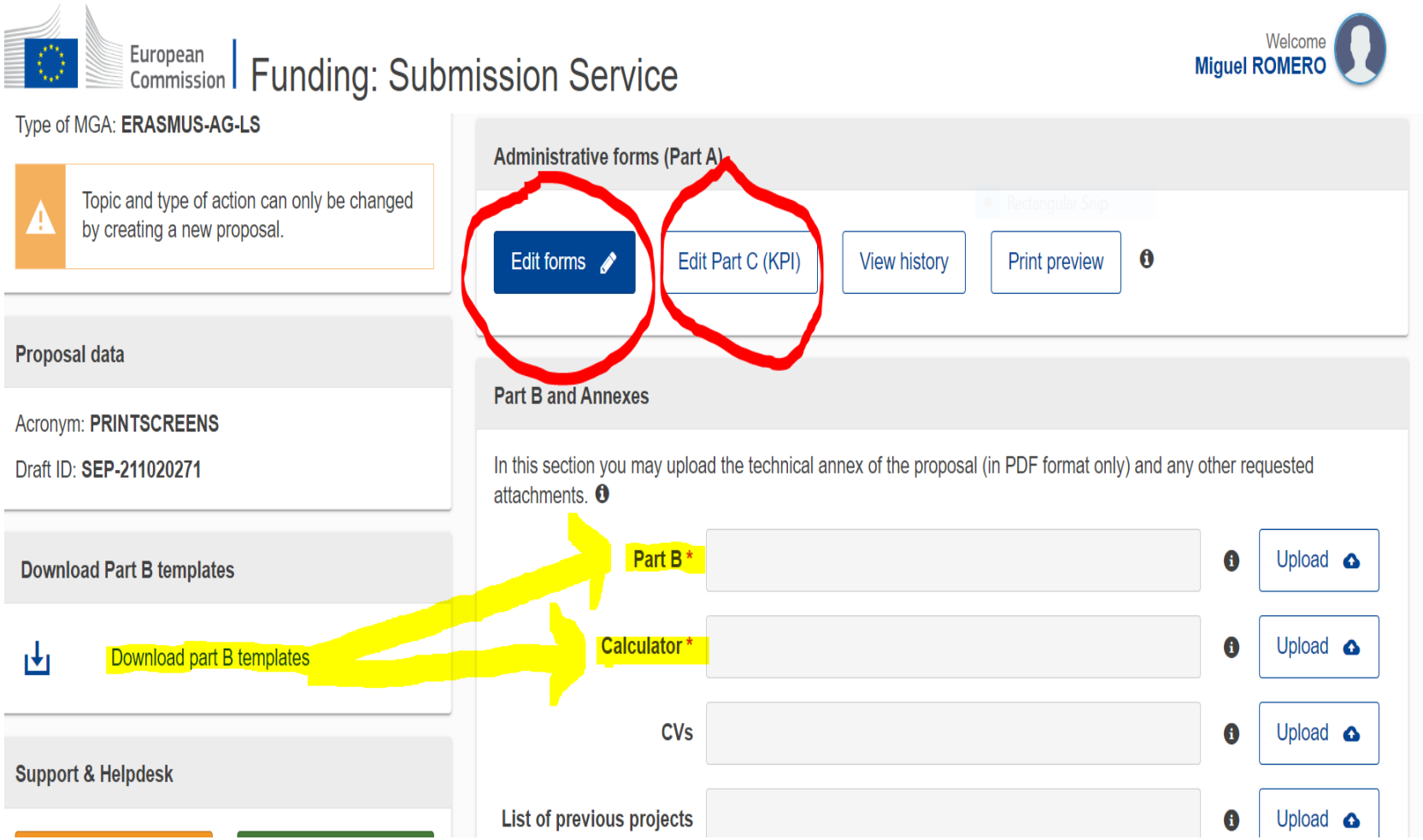
Click on the relevant action for your project
Start submission in the specific call



Tick box « Erasmus lump sum grants» and confirm



2 MANDATORY ATTACHMENTS



Edit and complete proposal. You need to fill:

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

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PART B templates
=>2 mandatory attachements

- **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**

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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.

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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** *(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)*	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	

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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,·measureable,· 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·*

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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:	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					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	[PU – Public] [SEN – Sensitive] [R-UE/EU-R – EU Classified] [C-UE/EU-C – EU Classified]		

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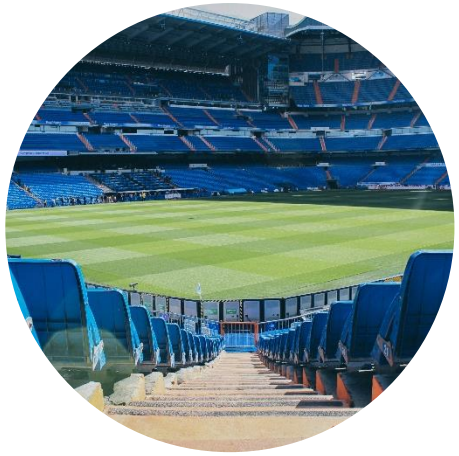
LUMP SUM AMOUNTS

Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR

Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



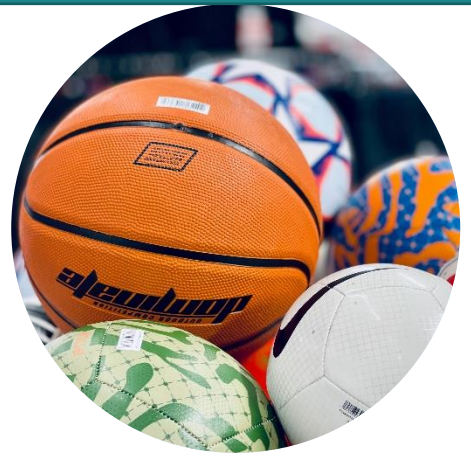
European-not-for-Profit Sport Events

- 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



LUMP SUM TYPE I - NO OTHER AMOUNT IS AUTHORISED

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To conclude: proposals must

Describe

- Activities and efforts to be carried out

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

Provide

- Information on deliverables, outputs and indicators

Submit

- Structure divided into work packages

Estimate

- Budget=>amount for each work package

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2. Tips for newcomers

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

European Commission

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

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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

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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)

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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,

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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

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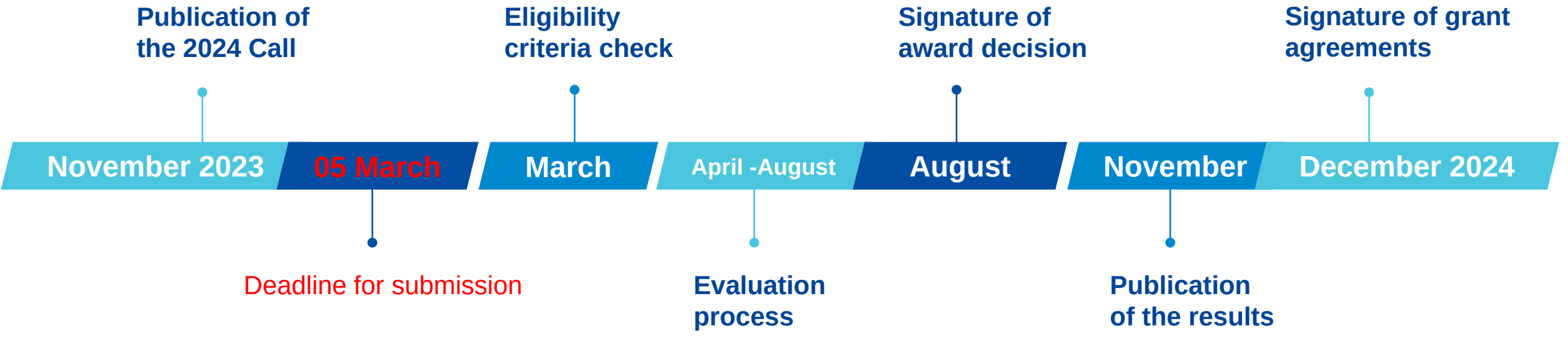
Indicative roadmap



Implementation of projects following the signature of Grant Agreements

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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

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Thank you

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