



Sport Info Day 2022

Erasmus+ Sport – How to present your project? Funding mechanism, work packages and most frequent mistakes

*European Education and Culture
Executive Agency*

Brussels, 1 February 2022

Main points

- Funding rules and types of lump sum
- Part B – Narrative section of the proposal
- Work packages and budget
- Most common mistakes in 2021
- Questions & answers

Large simplification since 2021



- One single fixed amount

- ✓ It covers all costs of eligible activities linked to the implementation of the project



- Different single lump sums amounts

- ✓ They cover different type of partnerships and events with different level of complexity



- Different typology of partnerships

- ✓ Small, Cooperation, Events, Capacity building
- ✓ Different administrative and reporting requirements
- ✓ Type of selection process

Funding Rules – Lump sum Type I

Menu of lump sums from which applicants will choose according to the activities they want to undertake and the results they want to achieve

- Estimated budget per each work package that must satisfy the principles of economy, efficient and effectiveness to the objectives of the actions
- List of work packages to be detailed (project management, dissemination, events, etc.)
- Focus on results and outputs and not on the administrative and financial elements

Funding Rules – Lump sum Type I

Planning

- When planning their projects, the applicants need to choose the single lump sum amount more appropriate to cover the costs of the project, based on their needs and objectives.

Choice

- The choice needs to be adequate to the ambitions and expected results of their project.

Funding Rules – Lump sum Type II

- The amount of the single lump sum contribution will be determined for each grant based on the estimated budget of the action proposed by the applicant.
- The granting authority will fix the lump sum of each grant based on the proposal, evaluation result, 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.

Funding Rules – Lump sum Type II

How is the project lump sum determined?

- Proposal with a detailed budget organised in work packages
- Activities covered by each work package must be described
- Proposal with 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

LUMP SUM AMOUNTS



Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR



Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



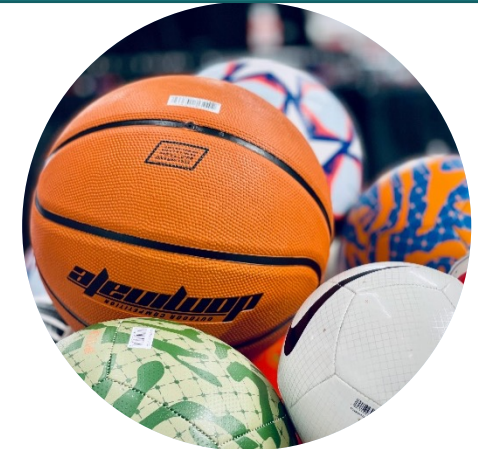
European Sport Events

- 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

Proposals must:

Describe

- Activities and efforts to be carried out



Submit

- Structure divided into work packages



Estimate

- Budget for each work package



Propose

- To implement activities directly linked to the objectives of the action



Provide

- Information on deliverables, outputs and indicators



Work packages

Capacity Building in the field of Sport / Not-for-profit European Sport Events

MIN 2 work packages

1 work package Project management compulsory
Last work package Impact and dissemination

Small-scale partnerships

1 work package



Cooperation partnerships

MAX 5 work packages

1 work package Project management compulsory
1 work package Impact and dissemination recommended

Application Form



Fill in the work packages



**Insert TASKS,
EVENTS/MEETINGS,
MILESTONES and
DELIVERABLES**



**Complete the estimated
budget per WP and per
partner**



See examples

Application Form

Example (Work package)

Work Package 1

Work Package 1: PROJECT MANAGEMENT AND COORDINATION ACTIVITIES – compulsory work package			
Duration:		Lead Beneficiary:	
Objectives <i>List the specific objectives to which this work package is linked.</i>			

Application Form

Example (TASKS)

Task No (continuous numbering linked to WP)	Task Name	Description	Participant		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	

Application Form

Example (MILESTONES & DELIVERABLES)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification		Due Date (month number)	Description
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)

Application Form

Example (EVENTS & MEETINGS)

Events meetings and mobility							
<i>This table is to be completed for events meetings and mobility that have been mentioned as part of the activities in the work packages above Give more details on the type, location, number of persons attending, etc.</i>							
Event No <small>(continuous numbering linked to WP)</small>	Participant	Description					Attendees
		Name	Type	Area	Location	Duration <small>(days)</small>	Total
E1.1	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city, country]	[number]	[number]

PART B – List of previous projects

- Detailed in the annex B – narrative part or a separate annex – if too many previous projects

Name	type	Compressed size	Password ...	size	ratio	Date modified
Tpl_Application Form (Part B SEP) (...	Rich Text Format	209 KB	No	2.618 KB	93%	25/01/2022 11:19
Tpl_Calculator (ERASMUS LS SPORT...	Microsoft Excel Worksheet	28 KB	No	41 KB	32%	25/01/2022 11:19

EU Grants, Application form (ERASMUS LS type), v.1.0 – 20.02.2021

LIST OF PREVIOUS PROJECTS

List of previous projects					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

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
Detailed budget table		Upload
CVs		Upload
List of previous projects		Upload
Other Annexes		Upload

PART B – Timetable

- Timetable in months / quarters – NO EXACT DATES

Timetable (projects up to 2 years)
Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - ...	■	■	■	■	■	■	■	■	■	■														
Task 1.2 - ...							■	■	■	■	■	■	■	■	■	■	■	■						
Task ...										■	■	■	■	■	■									

PART C (not applicable to Capacity Building in the field of sport)

- Erasmus+ Programme Guide – sport sectoral priority - Encouraging healthy lifestyles for all
- In the application form – slightly different wording

Horizontal Priorities

- Inclusion and diversity in all fields of education, training, youth and sport
- Environment and fight against climate change
- Addressing digital transformation through development of digital readiness, resilience and capacity
- Common values, civic engagement and participation
- Encouraging the participation in sport and physical activity
- Promoting integrity and values in sport
- Promoting education in and through sport
- Combating violence and tackling racism, discrimination and intolerance in sport
- implementation of the Council Recommendation on health-enhancing physical activity, the EU Physical Activity Guidelines and the Tartu Call for a Healthy Lifestyle
- the support to the implementation of the European Weeks of Sport
- the promotion of sport and physical activity as a tool for health
- the promotion of all activities encouraging the practice of sport and physical activity including traditional sport and games and intergenerational sport

Most common mistakes

- WRONG ANNEXES attached

Deadline
23 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-SPORT-2022-SSCP
Topic: ERASMUS-SPORT-2022-SSCP
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


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

Find your organisation

PIC Short name

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

<p>PIC: 913842918 Test Camelia-Valeria place Rogier Brussels,BE</p>	<p>PIC: 923131832 Aero LTD MaartStreet 12 Almere,US VAT: 125648321</p>	<p>PIC: 892863661 SME Test Rue ABC, 3 Brussels,BE</p>
<p>PIC: 933341955 Charalampos Xenogiannis champ du champ de mard 5 brussels,BE VAT: BE0820975039</p>		

 European Commission

Most common mistakes

- MISSING INFORMATION ON PARTNER ORGANISATIONS in PART A - portal

The screenshot displays the PART A portal interface, organized into three main sections: Coordinator, Partner, and Affiliated Entity.

Coordinator Section:

- 1 Aero LTD** (with edit icon): Includes an "Add Affiliated Entity +" button, "Contacts: ⓘ" link, and an "Add contact +" button. Details: "Aero LTD - test company", "Almere, US", "PIC: 923131832".
- Contacts:** "Helena KAMENCIKOVA - Main contact" (with edit, delete, and right arrow icons) and "Zanete Tifentale - Contact person" (with edit, delete, and right arrow icons).
- Buttons: "Change organisation" (red border) and "Contact organisation".

Partner Section:

- 2 JANITOM Tomasz Janisz** (with edit icon): Includes an "Add Affiliated Entity +" button, "Contacts: ⓘ" link, and an "Add contact +" button. Details: "JANITOM Tomasz Janisz", "Gdansk, PL", "PIC: 952853893".
- Contacts:** "Helena Kamencikova - Contact person" (with edit, delete, and right arrow icons).
- Buttons: "Change organisation" (red border) and "Contact organisation".

Affiliated Entity Section:

- 3 Test Camelia-Valeria** (with edit icon): Details: "Test Camelia-Valeria".

Most common mistakes

- DISCREPANCIES in BUDGET SECTIONS – BUDGET - PART A

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	0.00
	Total		0.00

Most common mistakes

- DISCREPANCIES in BUDGET SECTIONS – BUDGET - PART B

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
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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

WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	VP1	VP2	VP3	VP4	VP5	VP6	VP7	TOTAL (in €)
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]
[name]								0

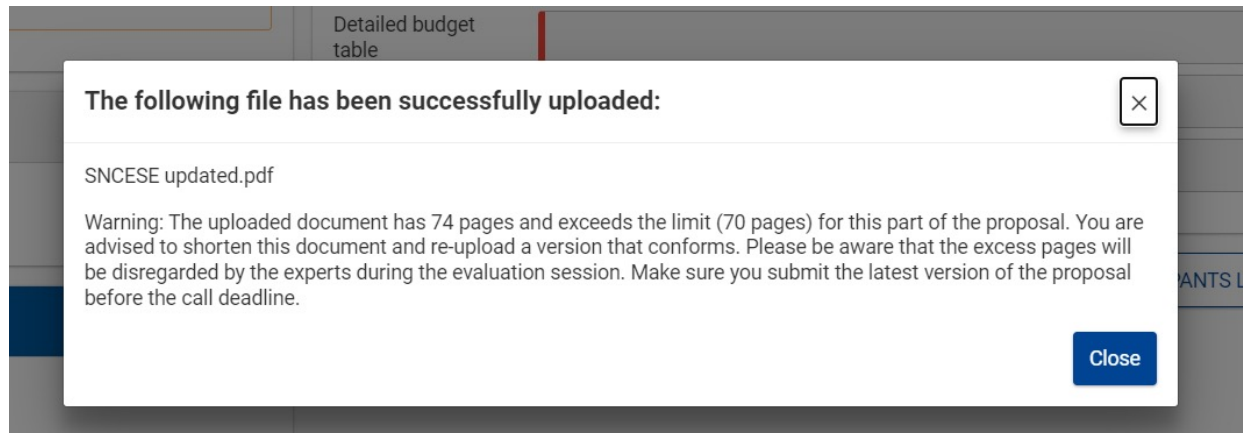
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The total budget corresponds to a pre-fixed lump sum. Make sure that this table is consistent with "Section 3 - Budget" of the eForm (PartA)

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	VP1	VP2	VP3	VP4	VP5	VP6	VP7	TOTAL (in €)
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]
[name]	10.000	20.000	30.000					60.000
[name]								0

Most common mistakes

- **EXCESS PAGES** in PART B – **NOT EVALUATED**
- 70 pages for SCP-SNCESE-CB
- 40 pages for SSCP



Questions & answers



Keep in touch



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[EU Spotify](https://open.spotify.com/playlist/37i9dQZF1DX0XUx1Q8WjY9)

Thank you



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