



# Erasmus+ Sport Info Day 2023

## Session 5: How to present a Capacity building proposal?

*European Education and Culture  
Executive Agency*

*Brussels, 30 January 2023*

# Agenda

- Objectives and activities
- Consortium
- Funding mechanism
- Programme criteria
- Evaluation process in practice
- Application form and most common mistakes
- Conclusions
- Questions & Answers



# Objectives and activities

- Objectives
- Thematic areas/Specific objectives
- Activities



# Objectives

- Raising the capacity of grassroots sport organisations
- Encouraging the practice of sport and physical activity
- Promoting social inclusion through sport
- Promoting positive values through sport
- Fostering cooperation across different regions of the world through joint initiatives

# Thematic areas/Specific objectives



**Promotion of  
common values,  
non-discrimination  
and gender  
equality**



**Development of  
skills to improve  
social involvement  
of disadvantaged  
groups**

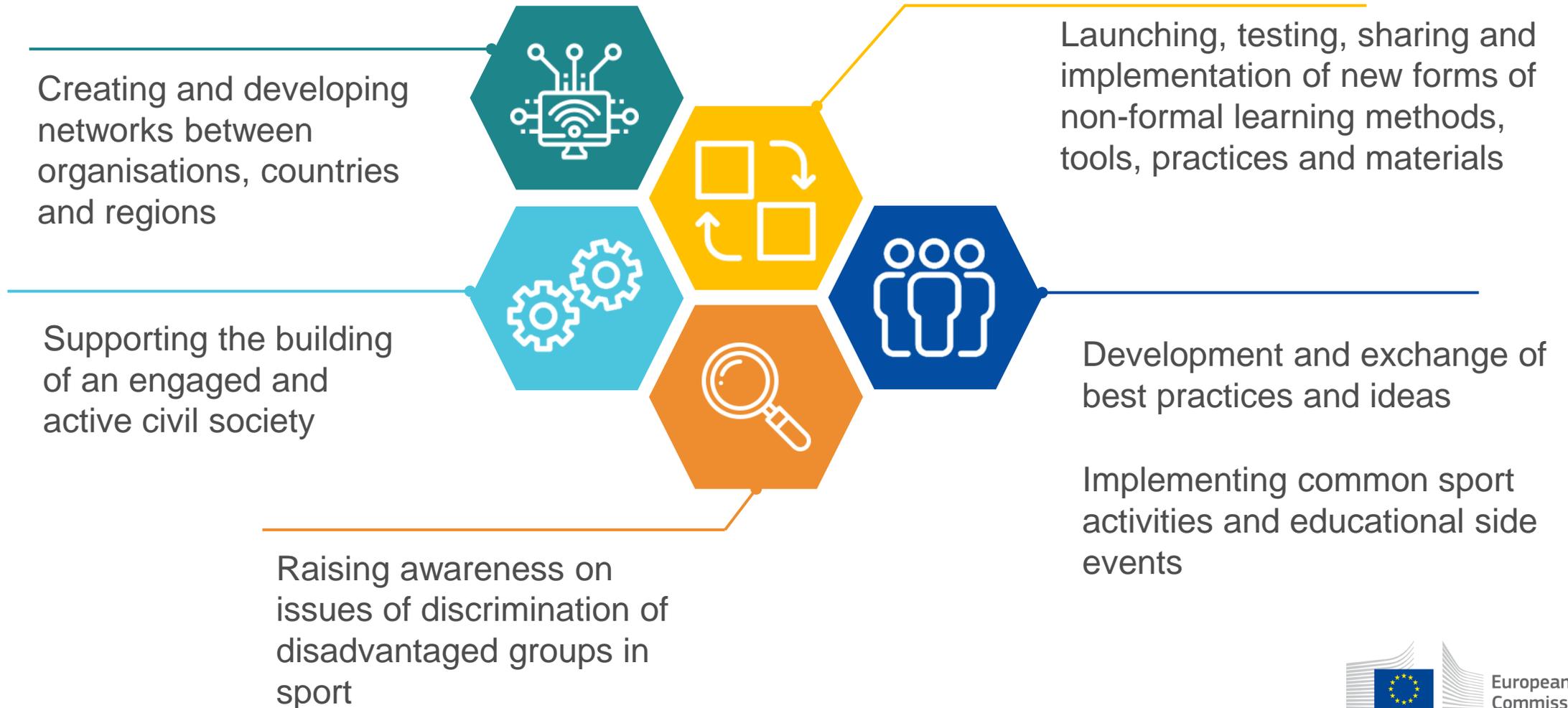


**Integration of  
migrants**



**Post-conflict  
reconciliation**

# Activities





# CONSORTIUM

- Who can apply?
- Consortium composition

# Who can apply?

- **Legal entities** (public or private bodies) active in the field of sport
- Established in
  - an EU Member State or
  - in a third country associated to the Programme (*Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey*) or
  - in a third country not associated to the Programme **from Region 1** (***Western Balkans - Albania, Bosnia and Herzegovina, Kosovo\****, *Montenegro*)
- The **coordinator** of the consortium must be a **non-for-profit organisation**

\* This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

# Consortium composition

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

- at least **1 organisation from 2 different EU Member States and third countries associated to the Programme**
- at least **2 organisations from at least 1 eligible third country not associated to the Programme from Region 1**

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



# FUNDING MECHANISM

- Lump sum Type II
- How is the project lump sum determined?
- Available budget

# Funding Rules – Lump sum Type II

- The EU grant amount per project should vary **between EUR 100 000 and 200 000 EUR**
- EACEA will fix the lump sum of each grant based on the proposal submitted by the applicant, the evaluation results, the funding rates and the maximum grant amount set in the call (**maximum 80% of the estimated budget after evaluation**).
- Focus put on the outputs of the project with emphasis on the quality and level of achievement of measurable objectives.

# Funding Rules – Lump sum Type II

## Important elements to fix the lump sum:

- Proposal must present a detailed budget organised in coherent work packages
- Activities covered by each work package must be described
- Proposal must include a breakdown of the estimated costs showing the share per work package
- Staff costs, travel and subsistence costs, equipment costs, subcontracting and other costs can be covered

# 2023 calls - Available Budget

Actions	Total amount
<b>Budget 2023</b>	
Cooperation Partnerships in the field of sport	38.635.621
Small-scale cooperation partnerships	10.500.000
Not-for-profit European Sport events	7.000.000
<b>Capacity building in the field of sport</b>	<b>992.990</b>
<b>TOTAL</b>	<b>57.128.611</b>



# PROGRAMME CRITERIA

- Admissibility criteria
- Eligibility criteria
- Exclusion criteria
- Selection criteria
- Award criteria

# Admissibility criteria

Applications must be submitted electronically via the [Funding & Tender Opportunities Portal](#)

Applications must be readable and accessible

Applications must be complete containing all parts and mandatory annexes

No later than  
**22 March 17:00**  
(Brussels time)

# Eligibility criteria

## Who

**Legal entities** (public or private) in the field of sport

### From

- EU Member States,
- Third countries associated to the Programme
- Third countries from Region 1

**Coordinator** = non-for-profit organisation

## Consortium

Minimum **4 organisations** from minimum **3 countries**:

- Minimum 2 different EU Member States and Third countries associated to the Programme
- Minimum 2 organisations from Region 1

**Same or higher number of organisations** from Region 1

## Venue

In the countries of the organisations participating in the activity

## Duration

Normally **1, 2 or 3** years

# Exclusion criteria

- Exclusion situations listed in Part C of the Erasmus+ Programme Guide 2023 (p.406-408)
- Apply to all participating members involved in the proposal
- Declaration to be ticked in the application form + Declaration of Honour to sign, if proposal selected for funding



# Selection criteria

## Operational capacity

Necessary know-how, qualifications and resources to successfully implement the proposed project:

- General profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- Description of the consortium participants
- List of EU-funded projects for the last 4 years (if any)

(to be described in Part B of the application form)

## Financial capacity

Documents to be uploaded in Funding & tender opportunities portal, if proposal selected for funding:

- Profit and loss accounts
- Balance sheet
- Other documents, if requested

Evaluation by the Central Validation Service (European Research and Executive Agency – REA)

# Award criteria



Detailed information on the award criteria and their sub-criteria in the Erasmus+ Programme Guide 2023 (p.348)

# Awards criteria - Scores and thresholds

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

To be considered for funding, proposals must score

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

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



# EVALUATION PROCESS IN PRACTICE

- What a proposal must do
- Use of external evaluators
- Evaluation of the award criteria
- Notification letter
- Indicative roadmap

# Proposals must:

## Describe

- Activities and efforts to be carried out

## Present

- Structure divided into work packages

## Estimate

- Budget for each work package

## Propose

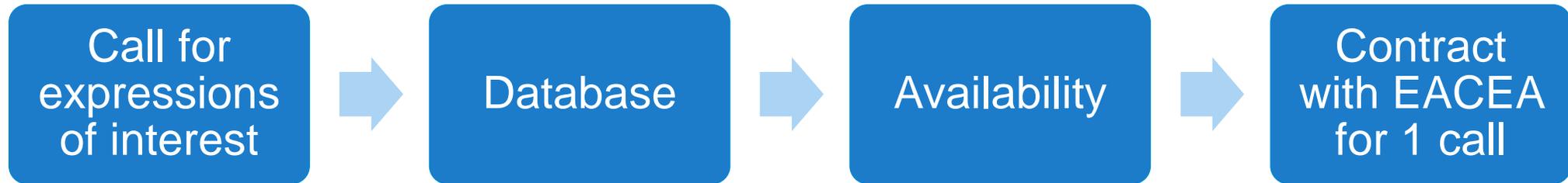
- To implement activities directly linked to the objectives of the action

## Provide

- Information on deliverables, outputs and indicators



# Use of external evaluators

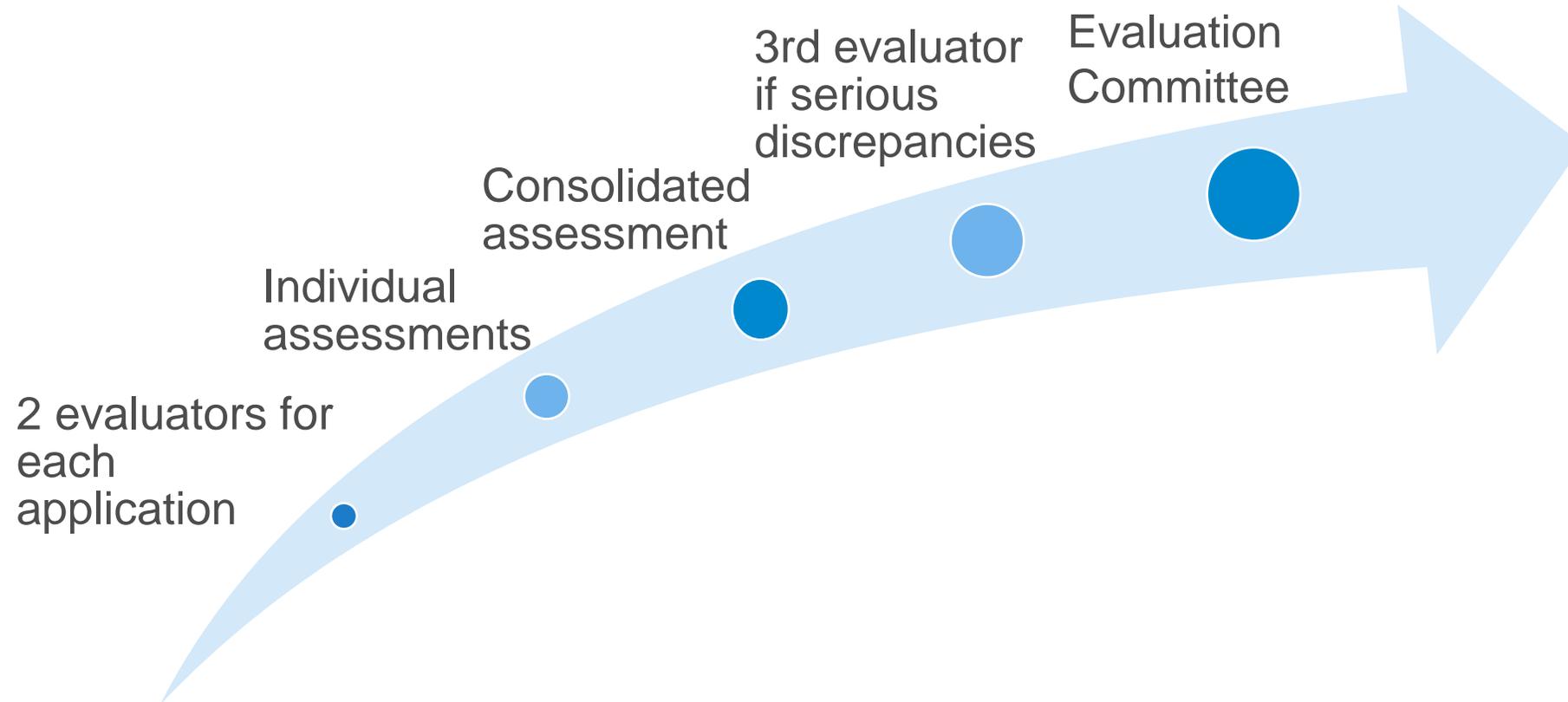


- Call for expressions of interest

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

- Evaluators who already applied to calls in past years: their data is automatically transferred into the new database, but they are advised to check and also fill in additional fields

# Evaluation of the award criteria



# Notification letter

## Evaluation result letter

- General information
- Evaluation results
- Funding threshold

## Annex to the letter: Evaluation summary report

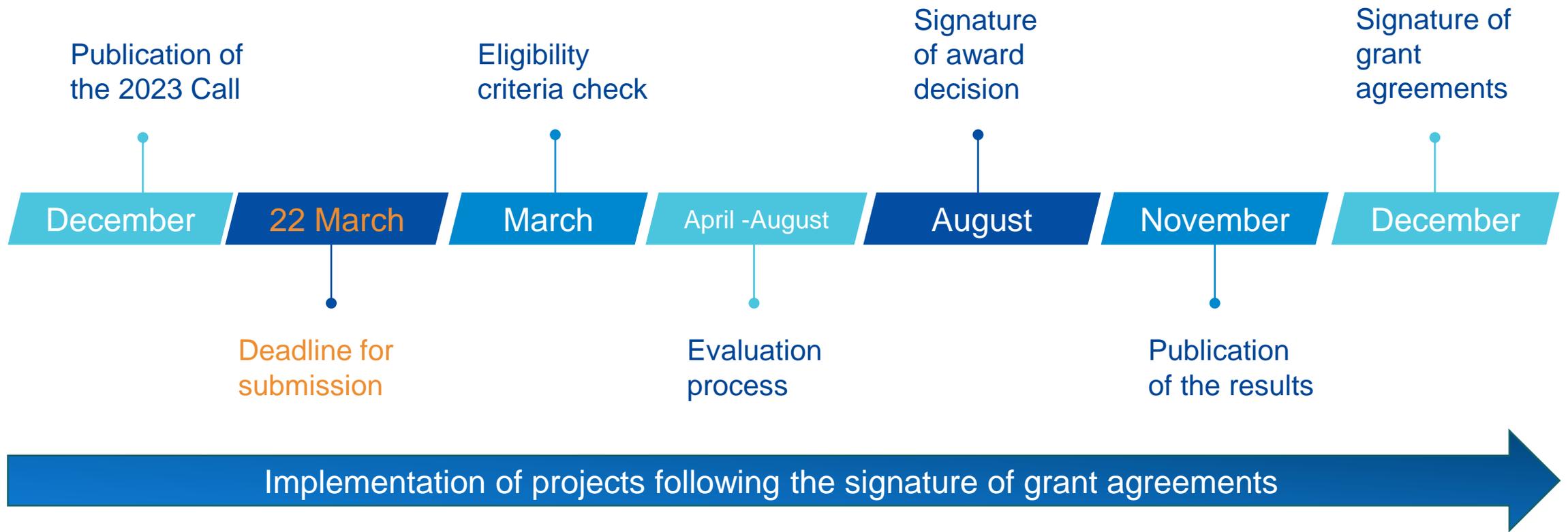
Per each award criterion:

- Scores
- Assessment

## Communication to proposals selected for funding

- PIC & LEAR validation
- Grant agreement preparation in Funding & tender opportunities portal
- Bank account
- Financial capacity documents (if requested)

# Indicative roadmap





# APPLICATION FORM AND MOST COMMON MISTAKES

- Application form
- Part A
- Part B
- Detailed estimation of costs

# Application form

**Deadline**  
22 March 2023 17:00:00 Brussels Local Time

73 days left until closure

**Call data**

Call: **ERASMUS-SPORT-2023-CB**  
Topic: **ERASMUS-SPORT-2023-CB**  
Type of action: **ERASMUS-LS**  
Type of MGA: **ERASMUS-AG-LS**

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

**Proposal data**

Acronym: **SPORT CB 2023 Test**  
Draft ID: **SEP-210911159**  
Final ID: **210911159**

**Download Part B templates**

 [Download part B templates](#)

Application form consists of

- **Part A** (General information, Participants, Budget) to be completed online;
- **Part B** (Technical description + Detailed estimation of costs for lump sums) to be downloaded, completed and submitted as part of the application form

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

# Part A – General information

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

## 1 - General information

?

Field(s) marked \* are mandatory to fill.

Topic	ERASMUS-SPORT-2023-CB	Type of Action	ERASMUS-LS
Call	ERASMUS-SPORT-2023-CB	Type of Model Grant Agreement	ERASMUS-AG-LS
Acronym	SPORT CB 2023 Test		
Language	English		
Proposal title *	Second submission of CB proposal in SEP Submission environment		
	Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &		
Duration in months	36		
Fixed keyword 1	Objct 2 - Encouraging the practice of sport and physical activity in Thirc	▼	Add
Fixed keyword 2	Theme 1 - Promotion of common values, non-discrimination and gender	▼	Add Remove
Free keywords	LGBTQIA rights		

# Part A - Participants

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

**Coordinator**  
Baird Consulting SCS

1 Baird Consulting SCS

Add Affiliated Entity +

Baird Consulting SCS  
Uccle, BE  
PIC: 956444445

Change organisation Contact organisation

Contacts: ⓘ Add contact +

Main contact  
Marc PATUZZO

Contact person  
Chiara Funari

**Partner**  
Test Camelia-Valeria

2 Test Camelia-Valeria

Add Affiliated Entity +

Test Camelia-Valeria  
Brussels, BE  
PIC: 913842918

Change organisation Contact organisation

Contacts: ⓘ Add contact +

Main contact  
Helena Kamencikova

Add Partner +

## Consortium

At least 4 organisations from minimum 3 countries:

- At least 1 organisation from 2 different EU Member States and Third countries associated to the Programme
- At least 2 organisations from at least 1 third country not associated to the Programme from Region 1

# Part A - Budget

## Section 3 – Budget of Part A

### 3 - Budget

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

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

## Detailed estimation of costs for lump sums

- Ensure that the total amount and the budget split per beneficiary are the same in both parts of the application
- Ensure that there are no error messages in the Excel workbook (*see Sheet 1 – Instructions*)

AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
	Services for Meetings, Seminars	Services for communication/promotion/dissemination	Website	Artistic Fees	Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 248.347 € or 200.000 €	Max EU CONTRIBUTION	Your maximal EU contribution corresponding to your budget = 198.678 €	Requested EU - CONTRIBUTION			
28.000	500	4.000	-	6.000	-	-	-	67.300	4.711	72.011	57.609	57.608	57.608	57.608			
28.000	1.000	-	-	6.000	-	-	-	51.600	3.612	55.212	44.170	44.169	44.169	44.169			
28.000	1.000	-	-	6.000	-	-	-	51.600	3.612	55.212	44.170	44.169	44.169	44.169			
28.000	1.000	-	-	6.000	-	-	-	61.600	4.312	65.912	52.730	52.729	52.729	52.729			
112.000	3.500	4.000	-	24.000	-	-	-	232.100	16.247	248.347	198.678	198.678	198.678	198.678			

# Part B: Technical description

## Work packages (WPs)

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

- Minimum 2 WPs (*Management and coordination activities; Impact and dissemination*)
- Further WPs to be used for other project activities

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

# Part B: Technical description

## Milestones and deliverables

Milestones not mandatory for sport actions

Deliverables to refer to **major outputs** of the project only

Number of deliverables **should be limited to 10-15** for the entire project

**PU – Public** or **SEN – Sensitive** (if deliverable not to be published for data protection reasons) to be used under ‘Dissemination Level’

Milestones and deliverables (outputs/outcomes)							
Milestone No <small>(continuous numbering not linked to WP)</small>	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date <small>(month number)</small>	Means of Verification
MS1		1					
Deliverable No <small>(continuous numbering linked to WP)</small>	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date <small>(month number)</small>	Description <small>(including format and language)</small>
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)		

# Part B: Technical description

## Estimated budget - Resources

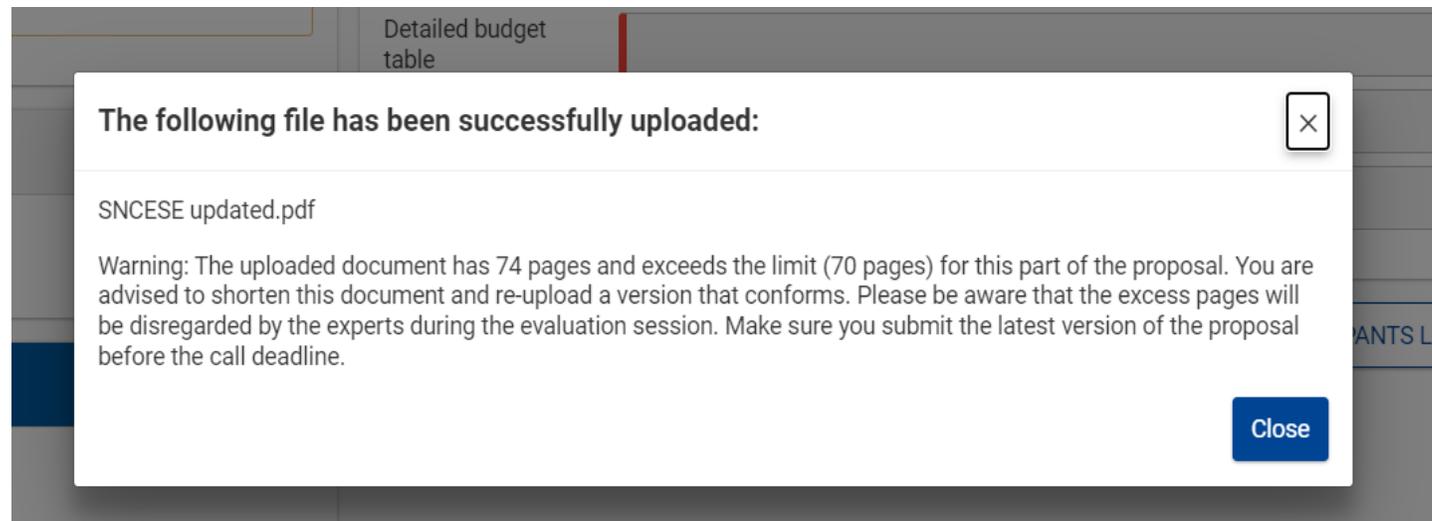
Table **not to be completed** as information already requested in the Excel workbook 'Detailed estimation of costs'

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

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

# Part B: Technical description - Page limit

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



# Detailed estimation of costs

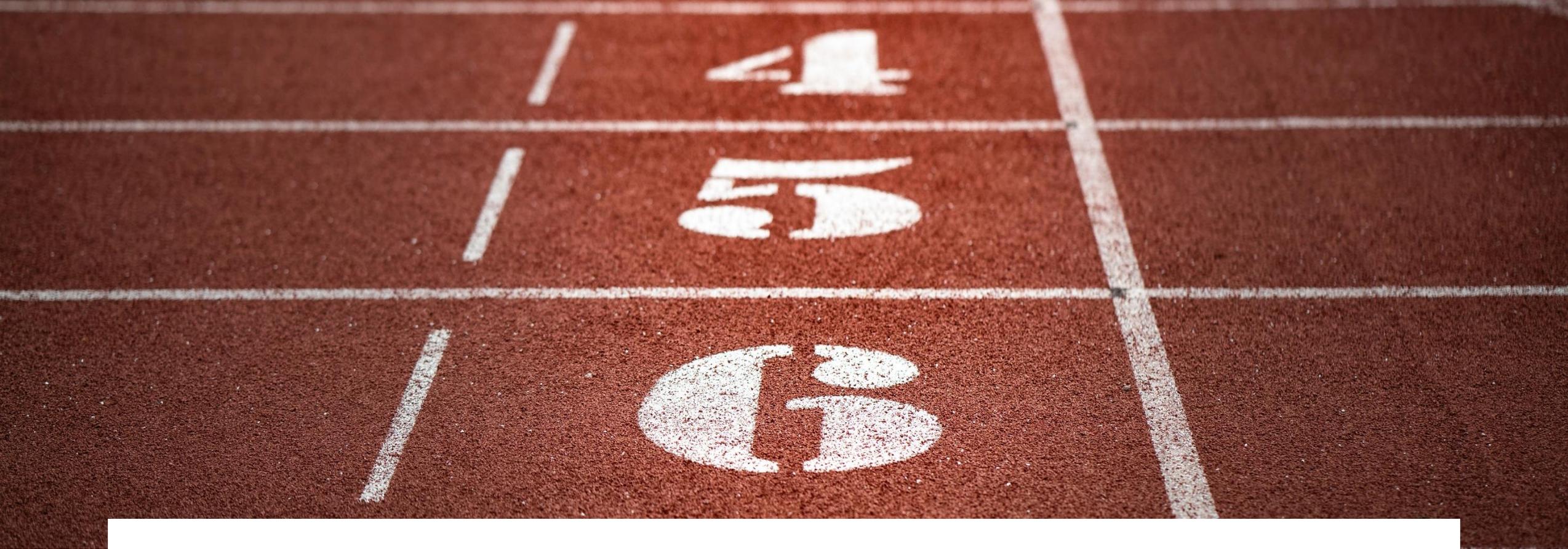
## ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums

### Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to <b>set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E)</b> . This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon

- Detailed instructions given in Sheet 1 of the Excel workbook
- Ensure that there are no error messages in the Excel workbook
- Excel workbook to be saved as an **.xlsx or .xls document** before being uploaded in the proposal submission tool

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



# Conclusions

# In a nutshell...

- Make sure that your consortium complies with the eligibility criteria
- Number of work packages and deliverables to be coherent with the project activities and proposed budget
- Use the official templates for Part B of the application
- Respect the formatting rules of the application form template
- Ensure that there are no error messages in the detailed estimation of costs
- Prepare and submit your proposal well in advance

# Questions & answers



# Keep in touch



[EACEA \(europa.eu\)](http://europa.eu)



[Funding & tender opportunities](#)



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# Thank you



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