



Directorate General for
Education, Youth, Sport
and Culture
(DG EAC)

Directorate General for
Employment, Social
Affairs & Inclusion
(DG EMPL)

Directorate General for
International
Partnerships
(DG INTPA)

Directorate General for
Neighbourhood and
Enlargement Negotiations
(DG NEAR)

European Education and
Culture Executive
Agency
(EACEA)

Erasmus+

Capacity building in the field of Vocational Education and Training

Online Info Session

7/12/2022



Erasmus+ Capacity building in VET

Welcome

Online Info Session 7/12/2022

Michèle GROMBEER (EACEA)



Agenda

13:30 **Connection of participants**

14:00 **Welcome**

✓ *Michèle Grombeer (EACEA)*

14:10 **Policy priorities**

✓ *Fiorella PEROTTO (DG EAC), João SANTOS (DG EMPL), Heike BUERSKENS (DG INTPA) and Fanny SERÉE (DG NEAR)*

Objectives and activities

✓ *Pavol KREMPASKÝ (EACEA)*

Questions and answers – All speakers, moderation *Michèle GROMBEER (EACEA)*

15:30 **Example of project – “Green Waste Management and Micro Entrepreneurship VET programme in Nigeria and Ghana”**

✓ *Adriano MAURO (AREA s.a.s., Italy, Project Coordinator)*

15:45 **Break**

15:55 **Slido session**

✓ *Aleksa AGRINA (EACEA)*

16:00 **Admissibility, eligibility, exclusion, selection and award criteria**

✓ *Silvia HOMBERGER and Pavol KREMPASKÝ (EACEA)*

16:20 **Funding mechanisms**

✓ *Silvia HOMBERGER (EACEA)*

16:40 **Application form and submission procedure**

✓ *Alexander STELZ (EACEA)*

16:55 **Questions and answers**

✓ *All speakers, moderation Michèle GROMBEER (EACEA)*

17:00 **Closure of the event**



Questions



We invite you to contact our helpdesk

EACEA-EPLUS-CBVET@ec.europa.eu



How does CBVET fit into the Erasmus+ broader structure ?

Online Information Session 7/12/2022

DG Education, Culture Youth and Sport

The European Education Area (September 2020)



1



Quality in education and training

- Boost basic and transversal skills
- More mobility and cooperation opportunities
- Support lifelong acquisition of language competences
- Develop a European perspective in education



2



Inclusion and gender equality

- Pathways to School Success
- 50 centres of excellence for VET
- European Approach to micro-credentials
- Gender-sensitive teaching



3



Green and digital transitions

- Education for Climate Coalition
- Greening of education infrastructure
- Council Recommendation on education for environmental sustainability
- Digital Education Action Plan



4



Teachers and trainers

- 25 Erasmus Teacher Academies
- European guidance for national career frameworks
- European Innovative Teaching Award



5



Higher education

- European Universities full roll-out
- Development of a European Degree
- Legal statute for alliances of universities
- Erasmus+ Mobile App



6



Geopolitical dimension

- Team Europe approach
- Strengthen cooperation with strategic global partners
- Expand international dimension of Erasmus+

Erasmus+ 2021-2027 – Key features

Budget almost doubled compared to the 2014-2020

- Own budget of **26.2 billion €**
- Complemented by **2.2 billion €** from the Neighbourhood, Development and Cooperation Instrument (NDICI) and the Instrument for Pre-Accession (IPA III).

A variety of fields covered

- Higher education
- **Vocational Education and Training**
- Adult Education
- School education
- Youth (non-formal education)
- Sport

New Erasmus+ programme (2021- 2027)

Transversal priorities



Inclusion and diversity

Reaching out to all participants and fostering inclusive approaches for mobility and cooperation activities



Green

Building up knowledge on sustainability and climate action and promote the use of green travel



Digital

Developing accessible and high-quality digital learning and foster digital capacities



Active participation

Enhancing participation in democratic life and civic engagement

Erasmus+ Programme structure

Key Action 1

Mobility of
learners and staff

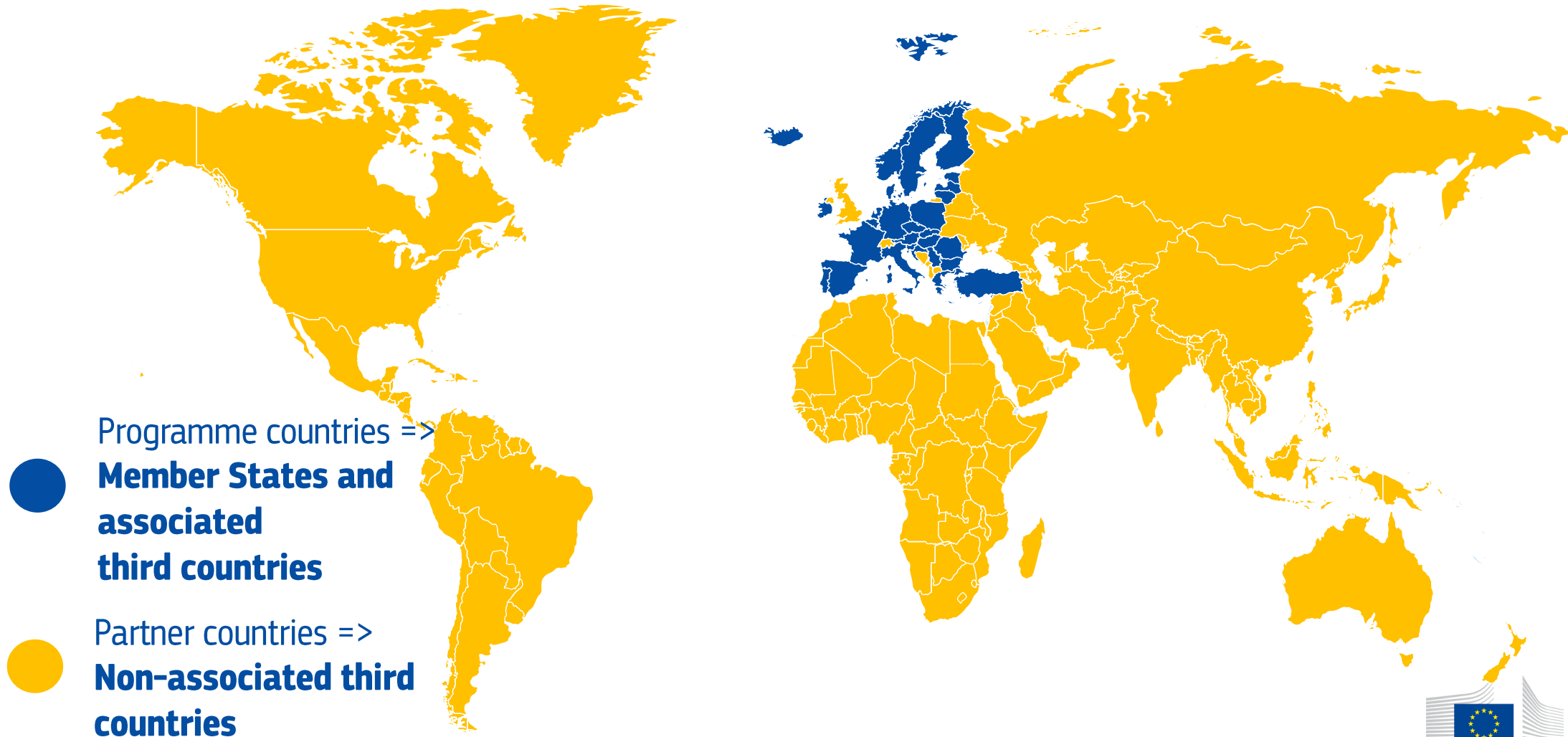
Key Action 2

Partnerships for
cooperation and
exchange of
practices

Key Action 3

Support to policy
development and
cooperation

International dimension of Erasmus+ 2021-2027



Overview of Erasmus+ international opening (depending on regions of the world)


HIGHER EDUCATION

- International Credit Mobility
- European Outgoing mobility
- Erasmus Mundus Joint Masters & Erasmus Mundus Design Measures
- **Capacity Building for Higher Education**
- Jean Monnet activities
- Cooperation Partnerships*
- Alliances for Innovation*
- Alumni Association

SCHOOL EDUCATION

- eTwinning Action

VOCATIONAL EDUCATION AND TRAINING

- **Capacity Building in VET** 
- European outgoing VET mobility
- Cooperation Partnerships*
- Centers of Vocational Excellence*
- Alliances for Innovation*

YOUTH

- Virtual Exchanges (+Higher educ.)
- Mobility of young people and youth workers
- Capacity building in the field of youth
- Youth Participation activities
- Cooperation Partnerships*

SPORT

- Capacity Building in the field of Sport

* Conditional access - Partners from Non-Associated countries must prove added-value to the project

Thank you



© European Union 2020

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.

Slide xx: [element concerned](#), source: [e.g. Fotolia.com](#); Slide xx: [element concerned](#), source: [e.g. iStock.com](#)





Internationalisation of Vocational Education and Training

**Online information session:
Erasmus+ 2023 call for
Capacity building in the field of VET**

7 December 2022

Joao SANTOS

Senior expert
European Commission,
Directorate General for Employment, Social Affairs and Inclusion
Unit B3 - Vocational Education and Training

joao.santos@ec.europa.eu



[linkedin.com/in/JoaoSantosEU](https://www.linkedin.com/in/JoaoSantosEU)



[@JoaoSantosEU](https://twitter.com/JoaoSantosEU)

[#SocialRights](https://twitter.com/JoaoSantosEU)



2023 European Year of Skills

#EYS2023

“

- **More focus in our investment on professional education and upskilling.**
- **Better cooperation with companies – they know best what they need.**
- **Matching these needs with people’s aspirations.**
- **Attract the right skills that strengthen Europe’s growth.**
- **Recognition of qualifications also of third country nationals.**

URSULA VON DER LEYEN
President, European Commission



CEDEFOP

European Centre for the Development
of Vocational Training



The policy context

➤ The EU Treaty – Article 166

“...foster cooperation with third countries and the competent international organisations...”

➤ The European Education Area

“Geopolitical dimension” and

“Education as part of a stronger Europe in the world”

➤ The Council Recommendation on VET

“Promoting VET in an international context”, and establishing a target

“8 % of learners in VET benefit from a learning mobility abroad”

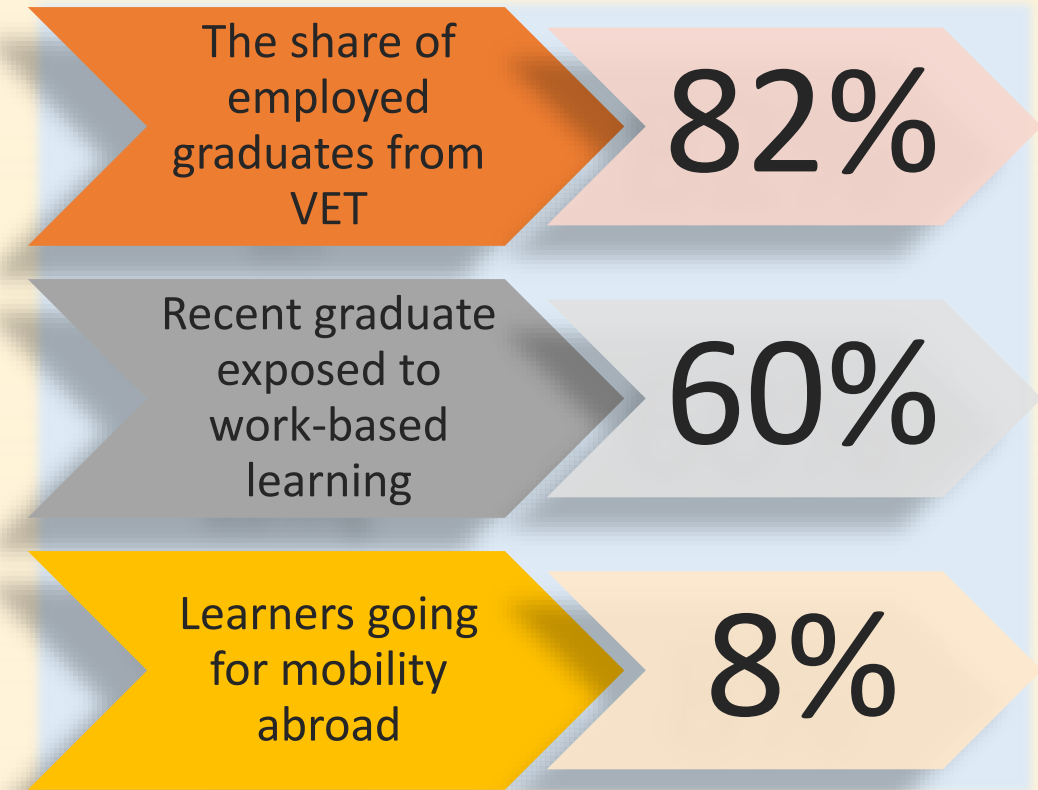
➤ The Osnabruck Declaration

“European Education and Training Area and international dimension of VET”

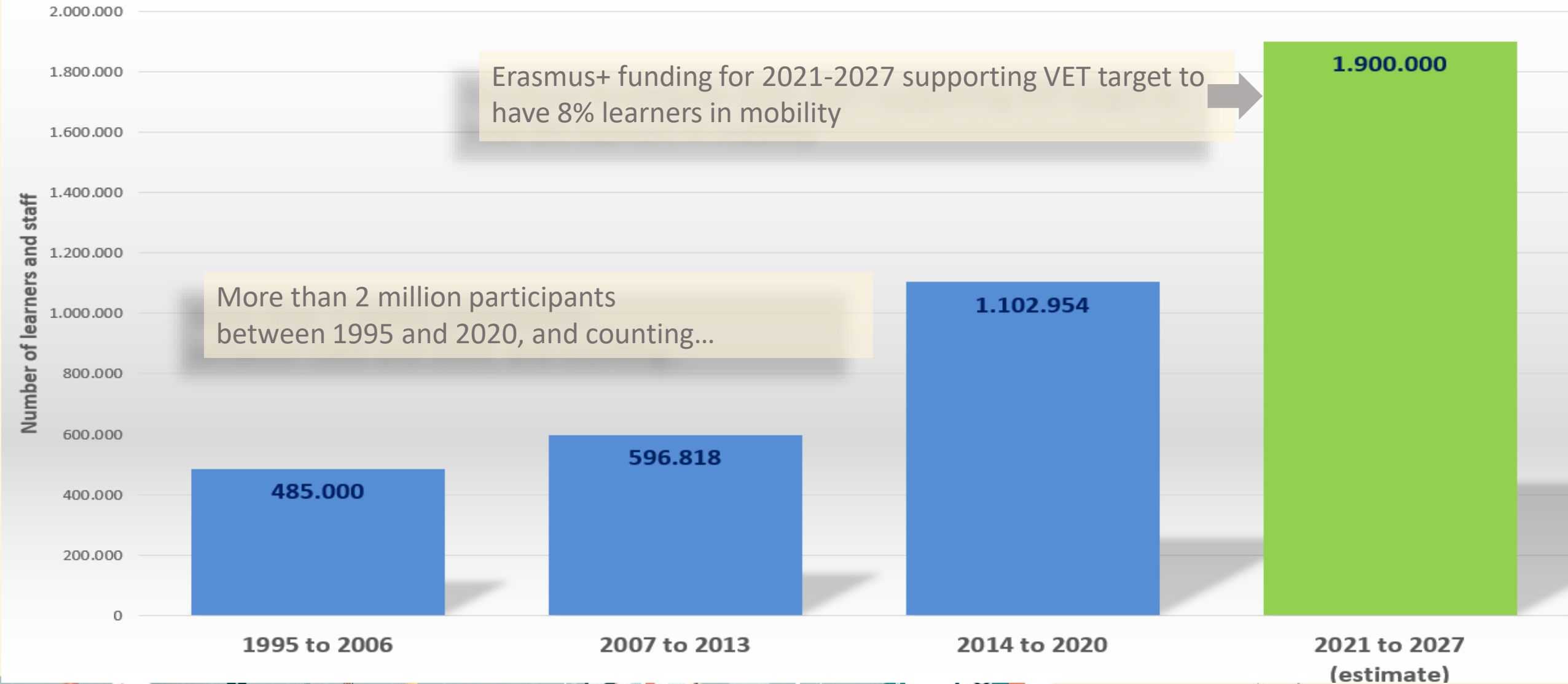


European
Commission

2020 Council Recommendation on VET



Number of VET mobility learners and staff supported by EU funding (since 1995)



Centres of Vocational Excellence

The initiative in a nutshell

The Goal

VET Excellence

- Innovative and responsive VET institutions capable of **rapidly adapting skills provision** to evolving economic and social needs, including the **digital and green transitions**

The partners

VET institutions, Universities of applied science, Research centres, Companies, Chambers, Professional or sector associations, Trade unions, Policy makers, Employment services, Regional development agencies, Municipalities, Qualification authorities, and others

How to get there

International collaborative networks of CoVEs

- **ACT LOCAL** – Establish strong local partnerships co-creating “**skills ecosystems**” for innovation, regional development, and social inclusion
- **THINK GLOBAL** – through **international collaborative networks** of CoVE in other countries to share experience and know-how, to foster mobility of learners and staff...

EU Support

Erasmus+ funding 2021-2027: €400 million for 100 CoVE networks

Technical support: Build evidence, Facilitate networking, Tools & Guidelines...

CoVE Erasmus+ call 2022: *Type of participating organisations*



2022 Erasmus+ call (Key stats)

- Budget available: €48 million for 12 projects
- Demand: €250 million for 76 Projects
- Participating organisations: 1.590
- Participating countries: 59

Capacity building for VET international cooperation (E+ Ka2)

Objectives:

- Build capacity of VET providers to strengthen private-public cooperation
- Improve quality and responsiveness of VET to economic and social developments
- Align VET provision to local, regional and national development strategies

The thematic areas:

- Work-based learning (for young people and/or adults)
- Quality assurance mechanisms
- VET teachers/trainers professional development
- Key competences, including entrepreneurship
- Public Private Partnerships in VET
- Innovation in VET
- Development of green and digital skills for the twin transition
- Skills-matching in forward-looking economic sectors



The key actions driving VET internationalisation

- Policy dialogues and cooperation with third countries (*including SDG*)
- Includes development cooperation policy (*EU largest donor for VET reforms*)
- International mobility of learners and staff (*Erasmus+*)
- Internationalisation “at home”
- Practitioner driven projects (e.g. CoVEs)
- Communication campaigns on attractiveness of VET
- Skills competitions (*Worldskills, Worldskills Europe, etc.*)
- Cooperation on transparency tools (EQF, Micro-credentials,)
- Cooperation with international organisations (OECD, UNESCO, ILO...)
- Cooperation with international VET organisations (WFCP, IVETA ...)



The European Training Foundation (ETF)

Supporting 29 transition and developing countries develop their human capital through **reforms of education, training, and labour market systems**, in the context of EU external relations policies.

Activities include:

- Skills and employment needs analysis
- System governance, including stakeholder engagement
- Social dialogue and private sector participation
- Qualification systems and quality assurance
- Work-based learning
- Teacher training
- Entrepreneurial learning and core competences, and
- Career guidance



Albania
Algeria
Armenia
Azerbaijan
Belarus
Bosnia and Herzegovina
Egypt
Georgia
Israel
Jordan
Kazakhstan
Kosovo*
Kyrgyzstan
Lebanon
Libya
Moldova
Montenegro
Morocco
North Macedonia
Palestine*
Russia
Serbia
Syria
Tajikistan
Tunisia
Turkey
Turkmenistan
Ukraine
Uzbekistan



More information

On [Skills and qualifications](#)

The [European Skills Agenda](#)

On [Centres of Vocational Excellence](#)

The [Erasmus+ programme](#)

The [European Training Foundation](#) (ETF)

The European Centre for the Development of Vocational Training [CEDEFOP](#)

The [European Associations of VET Providers](#) (EVTA, EVBB, EfVET, EUproVET, EURASHE, EUCEN)





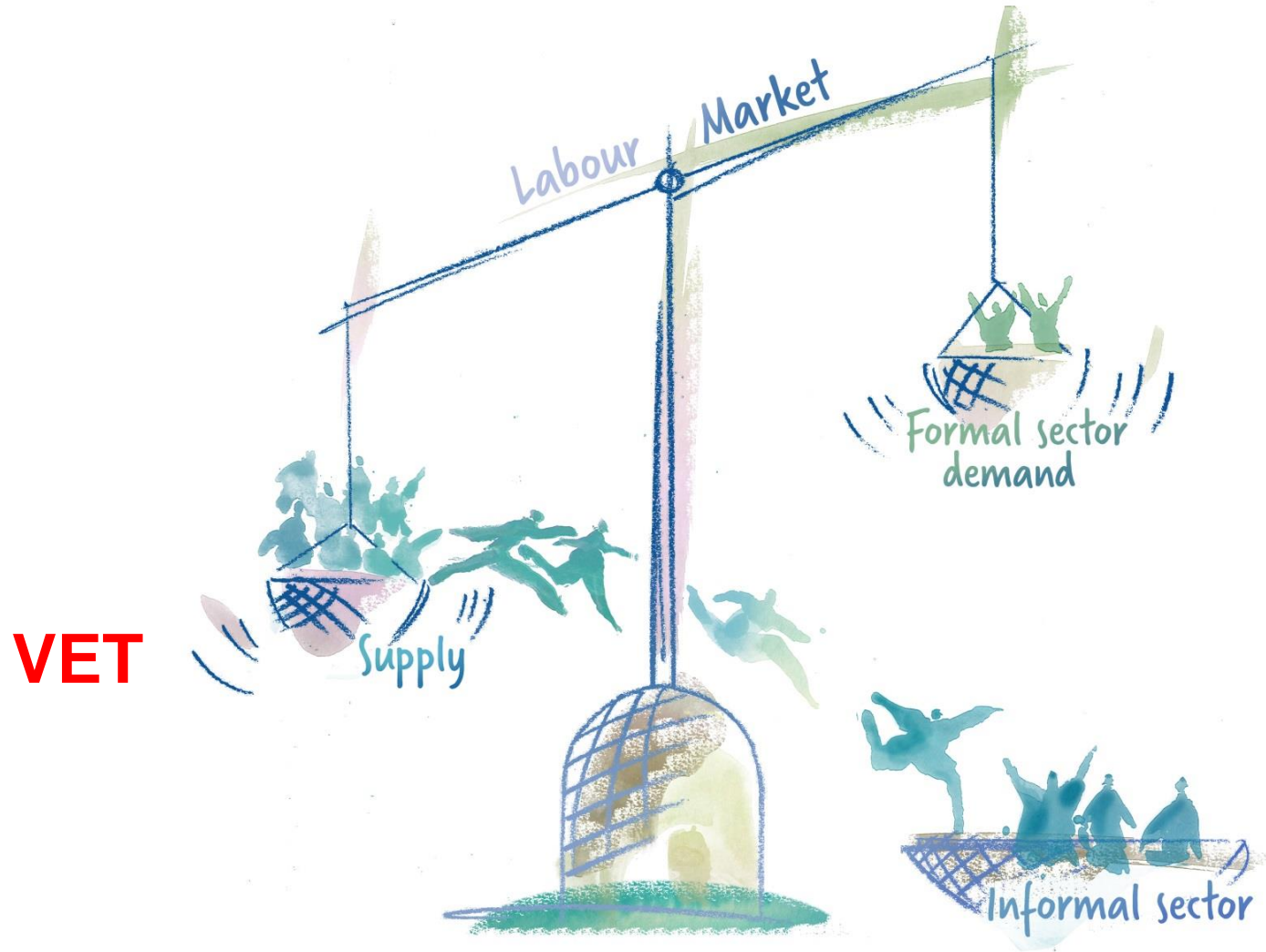
Erasmus+ Capacity Building in VET (CBVET)

Online Info Session 07/12/2022

INTPA E2 – Employment Team

07 December 2022

Employment as leading perspective

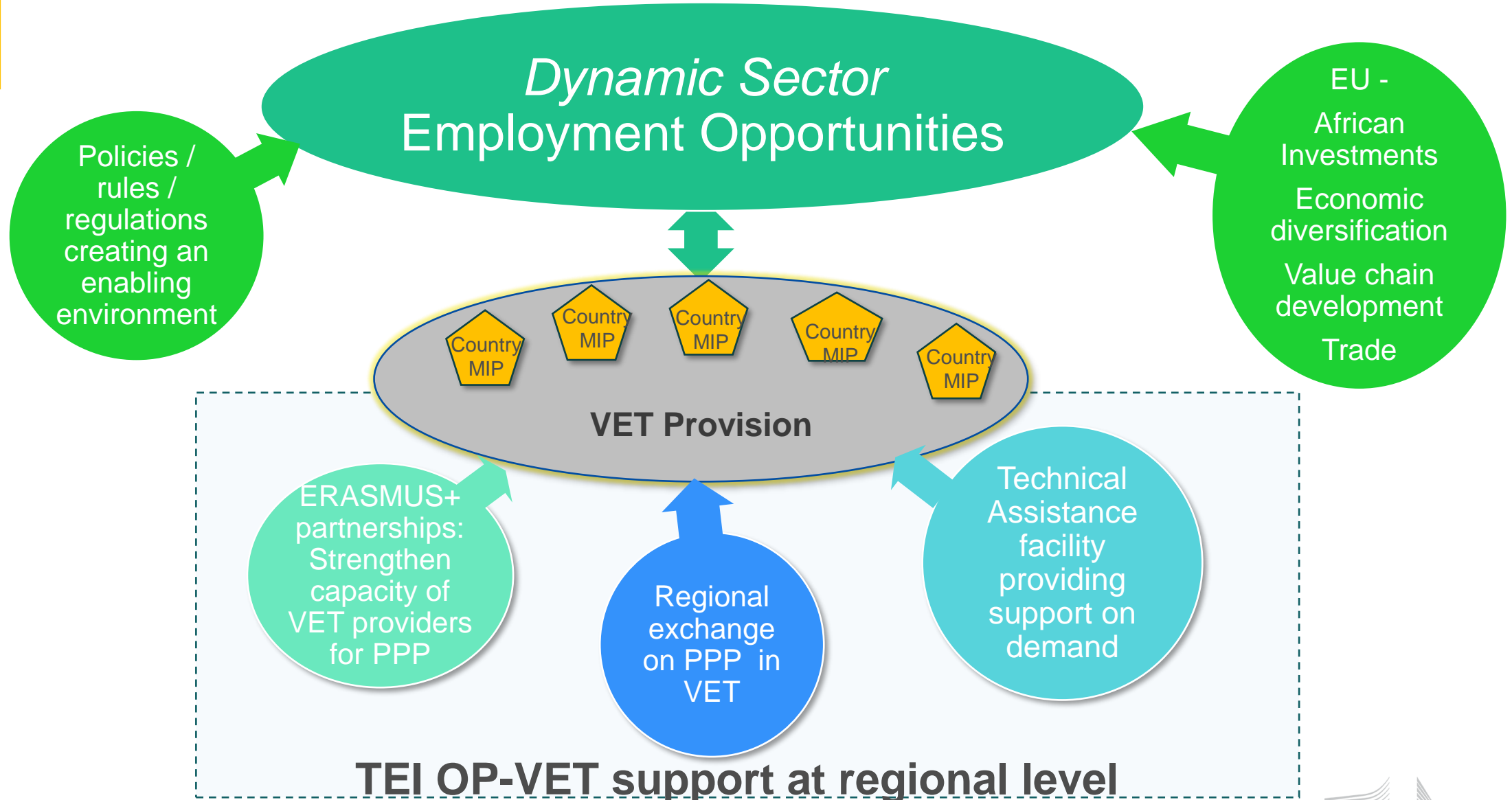


Investment

PSD

Trade

Opportunity-driven Skills & VET – a regional TEI for SSA



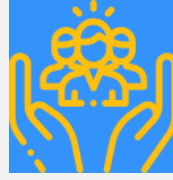
Building blocks of the support at regional level



Technical Assistance (TA) facility: Providing support on demand

Objectives

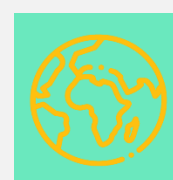
- **Orient & complement** country level VET & SD interventions towards employment
- Enhance **dialogue** on employment-oriented VET & SD
- Strengthen **structural & systemic effects** for VET & SD



Platform: Enhancing partnerships, sharing of experiences within Africa & Africa-EU

Objectives

- **Scale up** innovative initiatives
- Strengthen **regional** partnerships
- Capture **lessons learned & increase visibility** for good practices



Erasmus+ partnerships: Strengthening capacities of VET providers to engage with businesses

Objectives

- **Link** the Erasmus+ with **country-level programmes**
- Connect the **African-European partnerships** under Erasmus+ to opportunity-driven VET
- Learning from the **EU experience** with **PPPs in VET**

What does the TEI OP-VET intend to achieve?

- ensure that VET provisions in Sub-Saharan Africa are responsive to concrete and decent job opportunities created by European and / or African investments, trade, value chain developments and other market dynamics.
- support a paradigm shift where the VET offer is reverse engineered from concrete job opportunities



Key priorities of OP-VET



The **identification of employment opportunities** and related skills profiles



Engaging the **private sector** for opportunity-driven PPP for VET & skills development – as VET is not creating employment!



Build capacities of VET providers to **engage with private sector / business** – incl. learning from the **European experience**

→ **ERASMUS+!!!**



Political context

- The initiative is a key element under the **EU-Africa Global Gateway Investment Package** announced at the 2022 EU-Africa-Summit, supporting skills needed in sectors that are part of the package.
- **African Union's (AU) Vision 2063** ; African Continental Free Trade Agreement (AfCFTA); AU Continental Strategy for Technical and Vocational Education and Training (TVET) to Foster Youth Employment

Global Gateway priorities



Digital



Transport



Health



Climate & energy



Education & research

Thank you

Heike Buerskens

DG International Partnerships

E2 – Micro-economic Analysis, Investment Climate, Private Sector, Trade and
Employment

T: +32 2 299 9315

E: heike.buerskens@ec.europa.eu



Erasmus+ Capacity Building in VET

Policy Priorities

Online Info Session 7/12/22

Fanny Serée

Political context – Policy First



- Economic and Investment Plans for the three regions
- Economic and Reform Programmes Western Balkans



- **Important Focus on Human Capital Development**



Digital



Climate & Energy



Transport



Health



Education & Research



Target

EIP Western Balkans

 Development Roll-Out broadband infrastructure

 Set-up energy efficient/trustworthy data centres, cloud infrastructure

 ...and many more...

The Green Agenda for the Western Balkans: 16 Projects



Smart Mobility: Connecting East – West, North – South and the Coast: 19 Projects



EIP WB Communication: "Post Covid 19 pandemic, continued support public health systems' preparedness and resilience"

Youth Guarantee implemented by Western Balkans

SMEs competitiveness in the areas of green growth and innovation (Guarantee Facility)


Agri-food system, rural development

€20 billion

EIP South

 digital infrastructure, membership Horizon Europe

 e-governance

 internet/mobile

...and many more...


Southern Neighbourhood: Green Growth and climate action, Energy transition and energy security, Resource Efficiency: 6 Projects





 comprehensive aviation agreement


 sustainable public transport

...and many more...

 promote EU vaccine sharing mechanism

 renovation schools and health facilities

 promote higher education reform

 support vocational education and training

 support innovative Civil Society Platform

 support PAR

 investments in justice and prosecutorial reforms

€30 billion

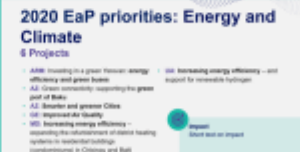
EIP East

 digital transformation investments

 high-speed broadband infrastructure in rural areas

...and many more...

2020 EaP priorities: Energy and Climate 6 Projects



2020 EaP priorities: Transport and Connectivity 6 Projects




EIP East Communication: "Mobilise investments of up to €600million in support of health resilience"

 investments for science/research for digital transformation

 National Education Strategy, preventing brain drain

...and many more...

economic transition for rural areas, direct support to 10.000 small farms

 direct support to 50.000 SMEs

...and many more...

€17 billion



All is implemented through TeamEurope.

Neighbourhood and Enlargement

Human Capital Development



Human Capital Development high priority. Support through:

- Education reform and VET including budget support (primary, secondary, VET)
- European Training Foundation Torino process
- ERASMUS+ Higher Education and VET
- Support to youth

Torino Process – European Training Foundation

- An evidence-based analysis of the vocational education and training (VET) policies in a country.
- A snapshot of the state of development of VET systems in the ETF's partner countries
- An overview of progress made and priorities for the future.

<https://www.torinoprocess.eu/>

Recommendations from the latest round Torino process

- **Build strong skills partnerships**, a must for socioeconomic prosperity and agile and resilient systems. Foster the establishment of a multilevel and multistakeholder governance ecosystem at national, sectoral and local levels [*reinforcement or sector skills councils, school autonomy*]
- **Diversify and sustain the financial mechanisms of VET** to address the various needs and ensure budget sustainability [*Costing methodology, diversify funding (including from private sources), move towards more performance-based approach*]
- **Establish a lifelong learning culture and reinforce adult education** to ensure economic growth, social inclusion and digital/green transition [*lifelong learning, adult learning*]
- Skills provision should **ease labour market transition**, support job creation and reinforce inclusion [*lifelong career guidance services, WbL, key competences*]
- **Data for better skills anticipation and matching**, and monitoring labour market outcomes

Thank you



Erasmus+ Capacity building in VET

Objectives and activities

Online Info Session 7/12/2022

Pavol KREMPASKÝ (EACEA)

AIM

Capacity building projects are **international cooperation projects** based on multilateral partnerships between organisations active in the field of VET in:

- EU Member States
- Third countries associated to the Programme
- Third countries not associated to the Programme

They aim to support the

- **Relevance**
- **Accessibility**
- **Responsiveness**

of VET institutions and systems in third countries not associated to the Programme

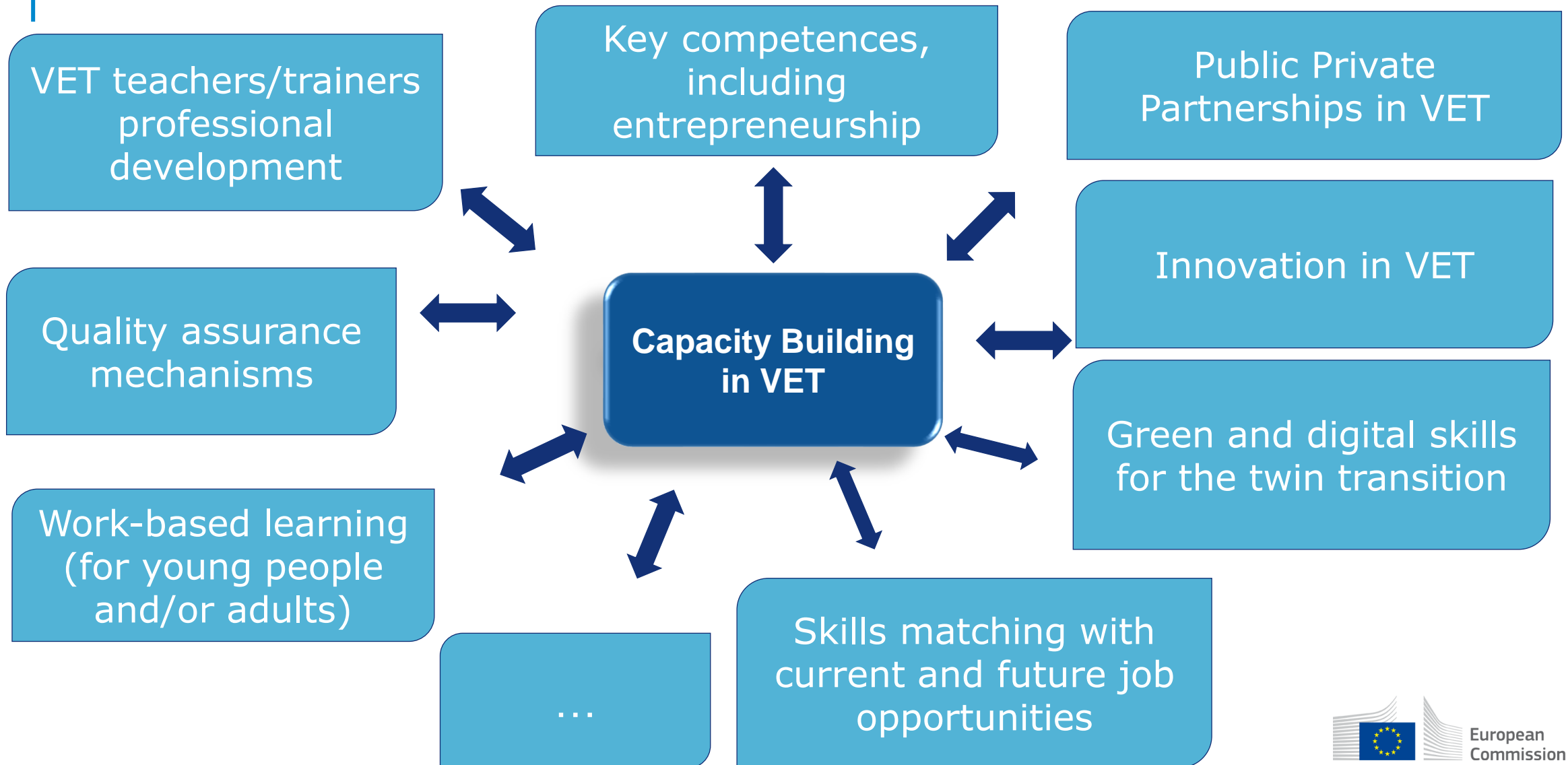


OBJECTIVES



- **Build capacity of VET providers to strengthen cooperation between private and public stakeholders** in VET for demand-oriented and opportunity-driven VET interventions
- Improve the **quality and responsiveness of VET** to economic and social developments to enhance the labour market relevance of skills provision
- Align VET provision to **local, regional and national development strategies**

THEMATIC AREAS – Focus on one or more



ACTIVITIES

Building and strengthening the capacities of organisations active in the field of VET **principally in the third countries not associated to the Programme covered by the action**



For example:

- Creating and developing **networks and exchanges of good practice** between VET providers
- Creating tools, programmes and other materials to build the **capacity of institutions** from third countries not associated to the Programme
- **Creating mechanisms to involve private sector** (design and delivery of curricula, work-based experience)
- **Developing and transferring pedagogical approaches, teaching and training materials and methods**, including work based learning, virtual mobility, open educational resources and better exploitation of the ICT potential
- Developing and implementing international (virtual) **exchange activities for staff** primarily

In case learner and staff mobility activities are proposed, these should contribute directly to the objectives of the project

WHAT COUNTRIES CAN PARTICIPATE ? WHAT IS THE AVAILABLE BUDGET?



EU Member States (27 countries)



Third countries associated to the Programme (6 countries)

- North Macedonia, Iceland, Norway, Serbia, Lichtenstein and Türkiye

Third countries not associated to the Programme (102 countries)

- regions 1,2,3,9,10 and 11



**Indicative total EU budget
EUR 27 116 244**

REGIONS COVERED - THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME

- Western Balkans (Region 1) - 8.028.496 €
- Neighbourhood East (Region 2) - *except Belarus* - 3.779.059 €
- South-Mediterranean countries (Region 3) - 4.198.955 €
- Sub-Saharan Africa (Region 9) - 8.695.335 €
- Latin America (Region 10) - 2.099.477 €
- Caribbean (Region 11) - 314.922 €



Indicative budget for **each region** is published in the [FTOP portal](#) (in the section « Call updates »)

For countries belonging to regions see [the Programme guide](#) – section “Eligible countries”

REGIONAL PRIORITIES



You are encouraged to work with partners in the **poorest and least developed third countries not associated to the Programme**

Western Balkans

- Economic and Investment Plan and/or the European Training Foundation recommendations under the Torino process
- Mobility of learners and staff

Neighbourhood East

- Economic and Investment Plan and/or the European Training Foundation recommendations under the Torino process

South - Mediterranean countries

- Economic and Investment Plan and/or the European Training Foundation recommendations under the Torino process

If one or more ETF (European Training Foundation) partner countries, the proposal should provide evidence of responding to ETF recommendations formulated in the relevant Torino process regional reports. (Links to the reports are in the Programme guide)

REGIONAL PRIORITIES



You are encouraged to work with partners in the **poorest and least developed third countries not associated to the Programme**

Sub-Saharan Africa

- Least developed countries; migration priority countries; no country will access more than 8% of funding foreseen for the Region
- Respective geographic Multi-annual Indicative Programmes at country or regional level

Latin America

- Regional projects (projects involving more than one eligible third country not associated to the Programme) or projects in lower and upper middle income countries
- Respective geographic Multi-annual Indicative Programme at country or regional level

Caribbean

- Regional projects (projects involving more than one eligible third country not associated to the Programme) or projects in least developed, lower and upper middle income countries
- Respective geographic Multi-annual Indicative Programme at country or regional level

For least developed countries; migration priority countries, lower and upper middle income countries see [the Programme guide](#) – section “Eligible countries”

HORIZONTAL ASPECTS

Applicants are required to take into account



Inclusion and diversity



Environmental sustainability

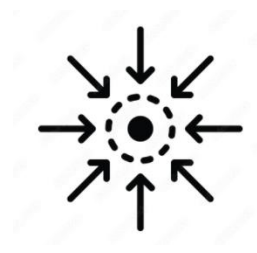


Digital dimension



Common values, civic engagement
and participation

IMPACT



- Tighter links between the third countries not associated to the Programme **VET system and its labour market**
- Improved links between **VET profiles** and local/regional/national **strategies and priorities**
- Improved **capacities of VET providers** especially in the fields of management, governance, inclusion, quality assurance, innovation and internationalisation
- Increased exposure of **staff, managers, policy makers and senior teachers** to approaches bringing the **labour market and VET closer**
- Improved knowledge, technical, managerial and pedagogical **skills of VET teachers and trainers**;
- Better input of teachers/trainers, VET learners and employers into **curriculum, profile design and training reform**
- Improved level of competences, skills and employability **potential of VET learners**
- Increased **cooperation across different regions** of the world through joint initiatives
- Development of competences of the participating organisations regarding **environmental sustainability**
- Improved **digital skills** and competences of the target public through appropriate activities and initiatives
- Increased **social and intercultural competences** in the VET field

TIPS FOR NEWCOMERS – HOW TO START



- Read the [Programme guide](#) (action CB VET)
- [Info session CB VET – 7/12/2022](#) – watch video
- [How to find applicant/coordinator](#) (advice) – will be update in December 2022
- Check in January 2023 selected CB VET projects in [FTOP portal](#)
- Help desk: EACEA-EPLUS-CBVET@ec.europa.eu

Thank you



Photos and icons from <https://stock.adobe.com/> and <https://www.flaticon.com/>

© European Union 2022

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.





Questions and answers



We invite you to contact our helpdesk

EACEA-EPLUS-CBVET@ec.europa.eu



Erasmus+ Capacity building in VET

Example of project

“Green Waste Management and Micro Entrepreneurship
VET programme in Nigeria and Ghana”

Online Info Session 7/12/2022

Adriano MAURO
(AREA s.a.s., Italy, project coordinator)



Break





Join us on Slido



**Participants can join at [slido.com](https://www.slido.com)
with the code: **CBVET****

Or anytime at [this link](#)



Erasmus+ Capacity building in VET

Admissibility, Eligibility, Exclusion and Selection criteria

Online Info Session 7/12/2022

Silvia HOMBERGER

Admissibility Criteria

- ✓ Applications must be submitted electronically via the Funding & Tenders Portal Electronic Submission System no later than 28/02/2023 – 5.00 pm (Brussels time, CET)
- ✓ Using the forms provided by the Submission system
- ✓ Page limit (*read instructions in part B of an Application form and Programme Guide, part C “Admissibility criteria)* – maximum **70 pages** (part B)
- ✓ The applications must be readable and accessible
- ✓ Applications must be complete containing all parts and mandatory annexes
- ✓ Only clerical errors can be corrected after the submission deadline upon request of the Agency



Eligibility Criteria

- Role of participating organisation
- Who can apply/participate?
- Types of organisations
- Eligible countries and minimum requirements
- Duration of the project
- Where to apply?
- Deadline

What is the role of participating organisations (1)

The transnational consortium shall be made of 4 different roles (2 compulsory and 2 optional):

- **Coordinator/Applicant (compulsory)** - a participating organisation that submits the project proposal on behalf of all the partners
- **Full Partners (compulsory)** participating organisations which contribute actively to the accomplishment of the project

What is the role of participating organisations (2)

- **Affiliated entities (optional):** organisations which contribute to the achievement of project objectives and activities. **They are not counted for the minimum number of partners and partnership composition.** *They are receiving a grant and are listed in the financial table (budget)*
- **Associated partners (optional):** organisations which participation brings an essential added value to the project (i.e promotion and sustainability of the project). **They are not counted for the minimum number of partners and partnership composition.** *They are **not** receiving a grant and are **not** listed in the financial table (budget)*

Who can apply? Who can be a coordinator?

Any public or private organisation active in VET field and legally established in an EU Member State or third country associated to the Programme

ATTENTION:
Organisations from third countries not associated to the Programme cannot be coordinators

Who can participate?

*Each participating organisation must be active in the field of VET
or
in the labour market

and
legally established in an EU Member State
or
eligible third country associated to the Programme
or
in an eligible third country not associated to the Programme*

What types of organisations can participate?

Eligible participating organisations:

Erasmus+ Programme Guide

- **Vocational education and training providers**
- Other **public or private organisations active in the field of VET or in the labour market (non-exhaustive list):**
 - * VET providers;
 - * Companies, industry or sector representative organisations;
 - * National/regional qualification authorities;
 - * Employment services ;
 - * Research institutes;
 - * Innovation agencies;
 - * Regional development authorities etc.

**Novelty: At least one VET provider
at non-tertiary level must be included**

Who can apply/participate?

APPLICANT/ COORDINATOR

EU Member States (27)



+

Third countries associated to the
Programme (6)

Iceland

Liechtenstein

Norway

North Macedonia

Serbia

Türkiye

PARTICIPANT (full partner, affiliated entity or associated partner)

EU Member States (27)



+

Third countries associated to the
Programme (6)

+

Third countries **not** associated to the
Programme

in Regions 1, 2, 3, 9, 10 and 11

(see section “Eligible countries” in Part A of the
[Erasmus+ Programme guide](#))

Exception: Organisations from Belarus (Region 2) are not eligible

Minimum requirements to participate

	At least 4 organisations	From minimum 3 countries
Scenario 1	2 organisations (coordinator+ full partner) + 2 organisations (full partners)	2 EU MSs + 1 eligible Third country not associated to the Programme
Scenario 2	2 organisations (coordinator+ full partner) + 2 organisations (full partners)	2 Third countries associated to the Programme + 1 eligible Third country not associated to the Programme
Scenario 3	2 organisations (coordinator+ full partner) + 2 organisations (full partners)	1 EU MS + 1 Third country associated to the Programme + 1 eligible Third country not associated to the Programme
NOT POSSIBLE	Number of organisations from EU MSs and Third countries associated to the Programme CAN NOT BE HIGHER than number of organisations from eligible Third country not associated to the Programme Example: 3 organisations from 2 EU MSs + 2 organisations from 1 Third country not associated to the Programme (not possible)	

ATTENTION: Affiliated entities and associated partners are not counted in these above requirements

Call ID: ERASMUS-EDU-2023-CB-VET



Duration

1 or 2 or 3 years



Budget

Total EU grant per project: from **100.000 €** to **400.000 €**

Total EU grant for all projects: **27 116 244 €**

EU grant can cover maximum of **80%** of a total budget of a project



Where to apply

Call ID: ERASMUS-EDU-2023-CB-VET

[Funding and Tenders opportunities portal](#)



Deadline

28 February 2023 at 17:00:00
(Brussels time - CET)

In August 2023, the notification of the selection results will be sent. If your project is proposed for acceptance, we will sign a contract in November 2023

Venues of the activities: The activities must take place in the countries of the organisations participating in the project (exception: seats of EU institutions, or in EU MSs, third countries associated or not associated in duly justified cases – relevant events)

Financial mechanism: Lump sums Type II (no tables with costs, use actual costs)

Exclusion criteria

Part C of Programme Guide

Exclusion situations linked to legal issues

Fields to **tick in application form + declaration on honour** if selected



Selection criteria

See part C of Programme Guide

OPERATIONAL CAPACITY

*Appropriate professional competencies
and qualifications*

Insert in **Part B of application form**:

- Description of relevant skills and experience of project staff (**no annexed CVs**)
- Description of the consortium participants
- List of previous and running EU-funded projects

FINANCIAL CAPACITY

Stable and sufficient sources of funding

Provide **upon request** and upload in Funding and Tender Opportunities portal:

- Profit and loss account
- Balance sheet
- Other documents if requested

Does not apply to
public
organisations

Overview of the 2022 selection process

(deadline for submission of applications: 31/3/2022)

Number of submitted projects:	121	
Number of inadmissible projects:	4	(<u>reason</u> : not correct applications form used)
Number of ineligible projects:	23	(<u>reasons</u> : applicant/coordinator from not eligible country; not enough countries/partners; more organisations from EU and third countries associated to the Programme THAN organisations from third countries not associated to the Programme)
Number of duplicates:	1	
Number of evaluated projects:	93	
Number of projects selected for funding:	58	

TIPS



- Help desk: EACEA-EPLUS-CBVET@ec.europa.eu
- Do not wait until the **last hour/day** to submit your application
- Make sure you read **all parts of the Programme Guide**
- Make sure you apply under the correct Call ID
(**ERASMUS-EDU-2023-CB-VET**)
- Make sure you include the right **number and profile of participating organisations**



Erasmus+ Capacity building in VET

Award criteria

Online Info Session 7/12/2022

Pavol KREMPASKÝ (EACEA)

Award Criteria

- ✓ Scoring system
- ✓ 4 award criteria



Scoring system and award criteria

Criteria	Maximum points	Minimum pass points
Relevance of the project	30	15
Quality of the project design and implementation	30	15
Quality of the partnership and the cooperation arrangements	20	10
Impact	20	10
<p>Total score: Maximum 100 points To be considered for funding:</p> <ol style="list-style-type: none">1. Minimum total score 60 points AND2. Minimum pass points		

Each proposal must answer in part B of the application all points listed under all four award criteria presented above

More details on each criterion in Programme Guide, pages 334 – 335

Relevance

- Link to thematic areas
- Regional priorities
- Local context
- Consistency
- Innovation
- Complementarity
- Capacity building
- Link to strategies
- Horizontal aspects

More details on each bullet point in Programme Guide (version 1) pages 334-335



<p>Relevance of the project (maximum score 30 points)</p>	<ul style="list-style-type: none"> ▪ Link to thematic areas: the relevance of the proposal to the objectives and thematic areas of the action; ▪ Regional priorities: the proposal addresses the regional priorities, including relevant policy documents listed under this action; ▪ Local context: the proposal is based on an adequate needs analysis and feasible in the local context of the targeted country(/ies); ▪ Consistency: the objectives of the application are clearly defined, realistic and address issues relevant to the participating organisations and target groups; ▪ Innovation: the proposal considers state-of-the-art methods and techniques, and leads to innovative results and solutions for its field in general, or for the geographical context in which the project is implemented (e.g. content; outputs produced, working methods applied, organisations and persons involved or targeted); ▪ Complementarity: the proposal is complementary to other initiatives already carried out by the participating organisations; ▪ Capacity building: the capacity building activities are clearly defined and aim at reinforcing the capacities, principally of the participating organisations from third countries not associated to the Programme; ▪ Link to strategies: the activities inscribe themselves in the development strategies of the targeted VET providers and support strategies at country level, including a greater attention to employability, inclusion, diversity and socio-economically disadvantaged participants where relevant; ▪ Horizontal aspects: the horizontal aspects of the Programme are taken into consideration.
---	--

Quality of the project design and implementation

More details on each bullet point in Programme Guide (version 1) pages 334-335

- **Coherence**
- **Methodology**
- **Work plan**
- **Non-formal learning methods - if applicable, i.e. if the non-formal learning methods are proposed in the application;**
- **Selection of participants**
- **Recognition and validation**
- **Quality control measures**
- **Cost-effectiveness**
- **Mobility activities - if applicable, i.e. if mobility activities are part of the application**



Quality of the partnership and the cooperation arrangements

More details on each bullet point in Programme Guide - (version 1) pages 334 - 335

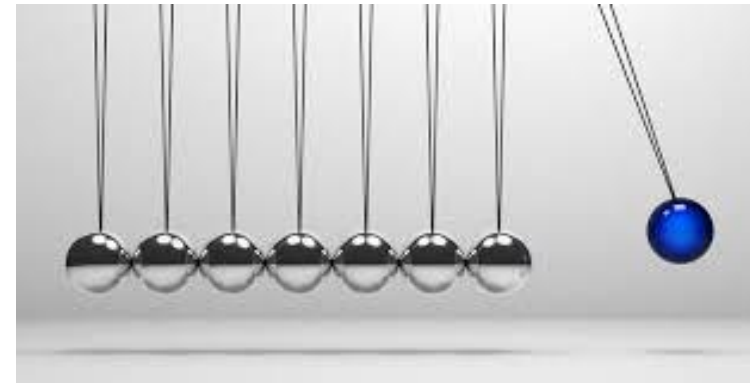
- **Configuration**
- **Commitment**
- **Collaboration**



Impact

- **Impact**
- **Dissemination**
- **Exploitation**
- **Open access**
- **Sustainability**

More details on each bullet point in
Programme Guide (version 1)
page 334 - 335



“Impact” has a specific section in
the Programme Guide (page 333)

Tips



- Read description of selected CB VET projects in FTOP portal (« in the section Funded project list »)

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

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

Due to a system maintenance, Submission of tenders services applications will be unavailable Monday, 05/12/2022 from 18:00 until 18:30 (Brussels time). We apologize for the inconvenience caused.

The document repository system will be under maintenance and all operations on documents will not be possible on Monday, 5 December 2022 between 19:00 and 21:00 CET. Please refrain from launching any document-related process, since it may cause inconvenience.

Capacity Building in the field of Vocational Education and Training (VET)

TOPIC ID: ERASMUS-EDU-2022-CB-VET

Grant

General information	General information	
Topic updates		
Topic description	Programme Erasmus+ Programme (ERASMUS)	Work programme part ERASMUS-2022
Conditions and documents	Call Capacity building in the field of Vocational Education and Training (VET) (ERASMUS-EDU-2022-CB-VET)	Work programme year ERASMUS-2022
Submission service	Type of action ERASMUS-LS ERASMUS Lump Sum Grants	Type of MGA ERASMUS Lump Sum Grant [ERASMUS-AG-LS]
Topic related FAQ	Deadline model single-stage	Opening date 25 November 2021
Get support		Deadline date 31 March 2022 17:00:00 Brussels time
Call information		
Call updates		
Funded project list		



Tips



- Read description of selected CB VET projects in FTOP portal (in the section « Funded project list »)



Projects funded under this topic


Results: 6 In January 2023 we expect 58 projects visible

TITLE ↕	ACRONYM ^	PROJECT ID ↕
3D Garment design Training	3DGarT	101092406
Advanced Competencies of Teachers to Improve Vocational Education in Applied Technology Schools	ACTIVE- ATS	101091636
Competence-based VET as a Key Driver for Sustainable Socio-Economic Growth in Egypt	Compete Egypt	101092476
Digi Womunication	DW	101092394
Grow-in VET: A capacity building for WB VET schools and learners	GVET	101092501
VET-WEB - Valorising Experiences for Training in Western Balkans	VET-WEB	101092483

Tips




- Read description of selected CB VET projects in FTOP portal (in the section « Funded project list »)

 Project details:
Advanced Competencies of Teachers to Improve Vocational Education in Applied Technology Schools (ACTIVE-ATS)

Project ID:	101091636	Call:	ERASMUS-EDU-2022-CB-VET
Programme:	ERASMUS2027	DG/Agency:	EACEA

Keywords

Main collaboration partners

 Back

Abstract

The ACTIVE-ATS project's objective is strengthening TVET teachers' and trainers' capacity to work in competence-based TVET, which is implemented in a cooperation with the world of work. The project will enhance the teachers' and trainers' competencies in pedagogy, student-centered approach and technical specialist work-based learning. This is done by a) clarifying the teachers' and trainers' roles in the new learning culture, b) piloting a pedagogical enhancement programme and c) implementing new kind of collaboration between schools and companies to support technical specialist competence of teachers through work-based learning in TVET. The actions will support both the pedagogical and technical competencies of teachers. The project will be piloted in cooperation with Applied Technology Schools (ATS). The ATS private sector partners will be involved in the activities in several work packages. ATS are the Flagship Brand of Schools by the Ministry of Education and Technical Education (MoETE), which is the biggest TVET provider in Egypt and partner in the project. 5 out of 27 ATS are associate partners in the project. 50 teachers and trainers will take part into pilot activities of the projects. There are altogether 1300 students and 175 staff in these five schools. ATS have competence-based curriculum and implement work-based learning for TVET learners. ATS are included in Egypt's educational TVET strategy and identified to have potential in other African countries. The commitment of MoETE and ATS enables the grounds for genuine medium and long-term impacts of the project's outputs. Based on the activities in the project, the partners will prepare guidelines for in-service teachers' and trainers' competence development and implementation of work-based TVET for both authority- and school-level use. Guidelines will include the aspects to carry out the engagement of the private sector to promote the relevance of technical and vocational education.



Activity

No activity available


Keywords:

on the job learning

Organisation:
HAMEEN AMMATTIKORKEAKOULU OY

PIC: 949666473

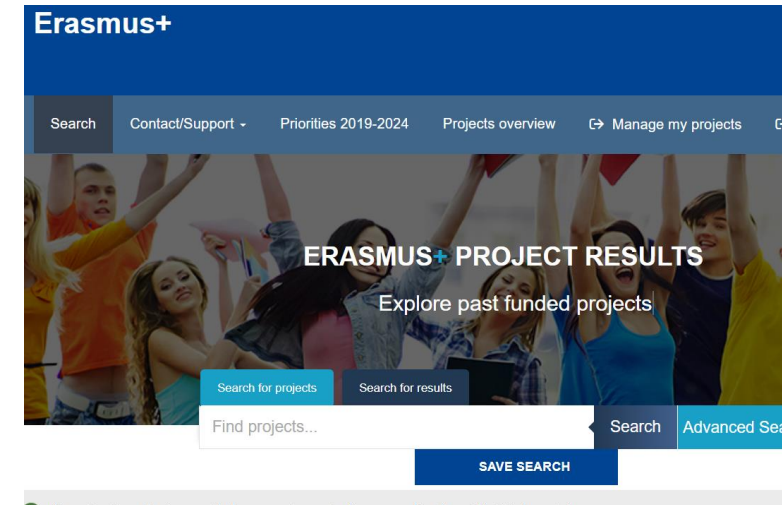
 Contact project person

Participants

- HAMEEN AMMATTIKORKEAKOULU OY - HAME UNIVERSITY OF APPLIED SCIENCE LTD(949666473) - **COORDINATOR**
- MINISTRY OF EDUCATION - MINISTRY OF EDUCATION(935113078) - **BENEFICIARY**
- HELWAN UNIVERSITY - HU(990143991) - **BENEFICIARY**
- IHK- PROJEKTGESELLSCHAFT MBH - (948461636) - **BENEFICIARY**

Tips

- **Consider** the main aim of this action
- **Make clear reference** to policy documents and respect Regional priorities
- **Understand** the situation of your partners from third countries not associated to the Programme and base your reflection on a good knowledge of their VET reality
- **Download the template of part B** of the application form **today**. Read it and when filling it in have next to you the Programme Guide (4 Award criteria, pages 334 -335)
- **Answer in part B of the application form to all points listed under each Award criterion in the Programme Guide (pages 334-335)**
- **Explore already funded CB VET projects** e.g. in the [FTOP portal](#) now and in January 2023 OR **other VET projects** [Erasmus + project results platform](#)
- **Consult** the section “*Setting up a project*” when drafting your application (pages 330-331 of the Programme Guide)



Tips – application should be:



- **Coherent** in its entirety; avoid contradictions, avoid "patchwork"
- **Concrete:** use examples, justify your statements, bring evidence
- **Clear:** follow the questions and answer them in the right order
- **Simple language:** also complex subjects can be explained in a plain language. Keep sentences short
- **Explicit:** do not take anything for granted; avoid abbreviations or explain them the 1st time
- **Rigorous:** the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
- **Focused:** stick to what is asked
- **Complete:** ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements



Erasmus+ Capacity building in VET

Funding mechanisms

Online Info Session 7/12/2022

Silvia HOMBERGER (EACEA)

Lump Sum and concept of work package



- **Simplification – Lump sum system** focuses on **performance, content and quality of the project** (implemented activities, deliverables = work packages) and not on detailed financial reporting. Several categories of budget converted into a **simple lump sum amount** (fixed amount) **per work package and per partner**
- **Budget** - based on **work packages (WP)**

A work package:

- Is a major sub-division of the project
- Having objectives, milestones and activities
- Having multiple deliverables

A work package is NOT:

- A single activity (e.g. conference)
- Period of time (e.g. first half year of your project)



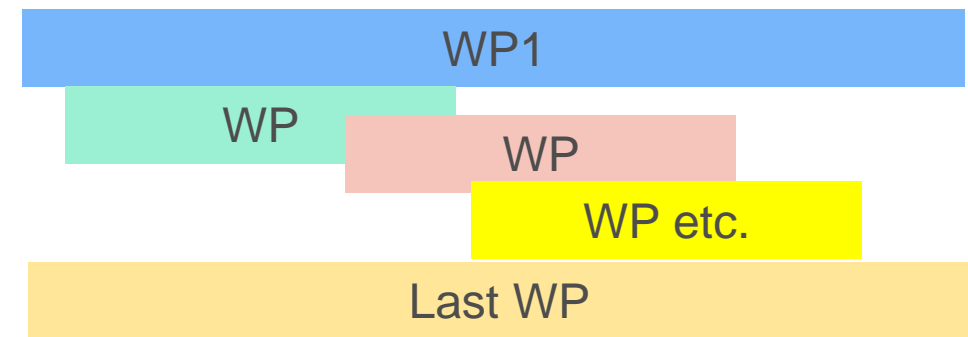


Lump Sum and concept of work package

Number and type of work packages (WPs)

(see part B, section 4.2. Work packages and activities):

- Minimum 3 and maximum should be manageable (e.g.10)
- Minimum number + type:
 - 1 - WP1 “Management and coordination activities”
 - 2 - WP/s “Project activities”
 - *Training, organisation of events, preparation and implementation, quality assurance etc.*
 - 3 - last WP “Impact and dissemination”



Lump Sum and concept of work package



- **Evaluators:**

- Assess budget” *The extent to which the project is cost-effective and allocates appropriate resources to each activity”*
- Recommendations on budget (if need be) to Evaluation Committee
- **New** - During the **application assessment**, budget may be **confirmed or modified**:
 - **Ineligible** costs will be removed
(outside eligibility period, activities already implemented, non eligible partnership etc.)
 - **Inflated costs** will be reduced
- Budget/EU grant **fixed** during preparation of Grant Agreement. The amounts per partner per each WP will be **displayed in your Grant Agreement** (*indicative date November 2023*)



Assessment at **FINAL reporting** stage focused on delivery and completion of WPs (work packages)
If you manage to **implement a WP**, you will receive the corresponding **amount**



Payments of an EU grant



	First pre-financing	Second pre-financing	Balance payment
Duration	Beginning of a project	Mid-term of a project (Progress report)	End of a project (Final report)
1 year	80%	na	20%
2 or 3 years	40%	40%	20%

The table shows percentage of an EU grant

If a financial capacity check of an applicant shows weak results

-> more than one/two pre-financing payment/s

Type of costs, basic documents and rules



1. [Programme Guide](#)
(Page 335 - What are the funding rules?
Page 412 – Check the financial conditions)
2. [Annotated Model Grant Agreement](#)
3. **EU grant is maximum 80%** of the estimated budget.
Maximum EU grant: 400 000 EUR
4. 20% - Contribution from sources other than the EU grant (own resources, financial contributions from third parties or income generated by the project)

A. DIRECT PERSONNEL COSTS	
A1. Employees (or equivalent) person months	
Type 1	With partners agree on 4 common types of staff
Type 2	
Type 3	
Type 4	
Other	
A.2 Natural persons under direct contract	
A.3 Seconded persons	
A.4 SME Owners without salary	
A.5 Volunteers	
B. Subcontracting costs	
C. Purchase costs	
C.1 Travel and subsistence per travel or day	
Travel	
Accommodation	
Subsistence	
C.2 Equipment (please refer to the Depreciation Cost sheet)	
C.3 Other goods, works and services	
Consumables	
Services for Meetings, Seminars	
Services for communication/promotion/dissemination	
Website	
Artistic Fees	
Other (please specify details under worksheet "Comments")	
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	
E. Indirect costs 7% (rounded to zero decimals)	
TOTAL COSTS (A+B+C+D+E) -	

5. Use actual costs for all type of costs (estimation)
6. No percentage limits (for costs categories A, B or C)
7. Recommendation: Prepare your total budget with all actual costs and then transfer it to work packages with lump sum system. You will do it with the help (if need be) of calculating an average amounts of actual costs

Lump Sum Type II, the mechanism - example

BUDGET BASED

LUMP SUM BASED

Cost categories

Estimated eligible costs (per budget category)									
Forms of funding	Direct costs						Indirect costs		Total costs
	A. Personnel costs		B. Subcontracting	C. Purchase costs			E. Indirect costs		
	A.1 Employees (or equivalent)	A.2 Volunteers	B. Subcontracting	C.1 Travel and subsistence		C.2 Equipment		C.3 Other goods, works and	
Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs	
Victory	80.000						13.458	6.542	100.000
Super Nova	140.000	-	-	-	-	30.000	16.916	13.084	200.000
Widget ltd	90.000						3.458	6.542	100.000
Total	310.000	-	-	-	-	-	33.832	26.168	400.000

Work Packages

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution									Maximum grant amount ¹
	Estimated eligible lump sum contributions (per work package)									
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	
	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	$l = a + b + c + d + e + f + g + h + i + j + k$
	a	b	c	d	e	f	g	h	i	
Victory	30 000	20 000		10 000					20 000	80 000
Super Nova	20 000			30 000	30 000	30 000		20 000	30 000	160 000
Widget ltd	20 000		10 000					50 000		80 000
2.1 - [short name affiliated entity]										
X - [short name associated partner]										
Total consortium	70 000	20 000	10 000	40 000	30 000	30 000	50 000	20 000	50 000	320 000

80% of estimated total costs of 400 000 EUR

Where is a model of a budget excel table



- FTOP portal – Funding and tender opportunities portal

Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

General information

Programme

Erasmus+ Programme (ERASMUS)

Call

Capacity building in the field of Vocational Education and Training (VET) (ERASMUS-EDU-2023-CB-VET)

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA

ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Deadline model

single-stage

Planned opening date

29 November 2022

Deadline date

28 February 2023 17:00:00 Brussels time

1



2



Topic conditions and documents

3



Example of budget table

5. Proposal templates, guidance and model grant agreements (MGA):

Standard proposal template

Detailed budget table

Guidance for actions using Lump Sum II (LS II)

Call document

Programme guide 2023

Guide for applicants

Model Grant Agreement LS II

Where to find your Budget table (Excel) once I start an online Submission process

Deadline
28 February 2023 17:00:00 Brussels Local Time

84 days left until closure

Administrative forms (Part A)

[Edit forms](#) [View history](#) [Print preview](#) ⓘ

Call data

Call: **ERASMUS-EDU-2023-CB-VET**
Topic: **ERASMUS-EDU-2023-CB-VET**
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: **hh**
Draft ID: **SEP-210912133**

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_C * ⓘ [Upload](#)

Part B * ⓘ [Upload](#)




Detailed budget table * ⓘ [Upload](#)

Other annexes ⓘ [Upload](#)

CLICK HERE

1. Where to find the Budget Excel table

Name

-  Tpl_Detailed Budget Table (ERASMUS LSII).xlsm
-  Tpl_Application Form (Part B) (ERASMUS BB and LSII).rtf
-  Part C ERASMUS-EDU-2023-CB-VET.xlsx

Here is the budget Excel file to be filled in based on estimated actual costs

2. Presentation of the Excel table

[Vozrian LUMP SUM II - ERASMUS - v3.6_002, of 14/11/2022 18:00]

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

Instructions

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

Read carefully the tab instructions where you will find the information needed to fill in this Excel file

Instructions

Beneficiaries List

Work Packages List

BE 001

BE

2. Presentation of the Excel table

Please indicate the **EU Co-financing rate** 80%

Insert the name of your call :
Insert the acronym of your project :
Maximum grant amount for the EU contribution as stipulated in the call :
Maximum cofinancing rate as stipulated in the call :

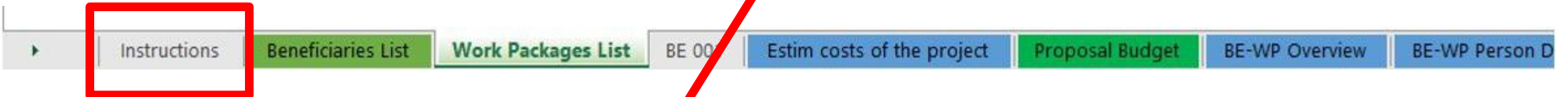
The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

FILL IN THE BELOW VALUES BEFORE STARTING:

TYPE HERE THE MAXIMUM EU CONTRIBUTION
TYPE HERE THE CO-FINANCING RATE

Create XLSX document
Double-Click to activate

Maximum EU contribution =
EU grant
400 000 EUR



You will first have to fill in that information in the tab « Instructions » based on the information mentioned in the Erasmus+ Programme Guide

2. Presentation of the Excel table

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) person months (you can change the types based on your structure)

Type 1

Type 2

Type 3

Type 4

Other

Explain the staff category « Other » in the sheet « Any comments »

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person D

Any comments

Agree with partners and mention the type of staff that will be identical for all partners that will work on the project. You can split your staff in maximum 5 types (See slide further on 'tab BE 001')

3. Beneficiaries list

[Version LUMP SUM II - ERASMUS - v3.6_002 of 14/12/2022 19:00]

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum % of co-financing (in row 35, both in column E) applicable for the call. This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount
7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, double-click on 'Add an Affiliated Entity'. <i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i>
8	Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages. To add a work package, please double-click on 'Add a Work Package'.
9	Once you have completed the 'Beneficiaries List' and 'Work Packages list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "Apply changes" buttons to generate the related sheets in the Excel workbook.
	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages

Instructions

Beneficiaries List

Work Packages List

BE 001

BE 002

BE 003

Estim costs of the project

Proposal Budget

E-WP Overview

BE-WP Person Months

Depreciation Costs

These 4 tabs will have to be filled in in order for your Detailed budget table to be complete, before uploading it into the Submission system

3. Beneficiaries list

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	VET organisation AAA	I	AL

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project
---	--------------	---------------------------	--------------------	--------	----------------------------

Complete the information related to your organisation:
(applicant, full partners) beneficiaries and if relevant affiliated entities

3. Beneficiaries list

List of Beneficiaries and Affiliated Entities				
BE NR/AE	BE/TP name	Acronym	Country	
BE 001	VET organisation AAA	I	AL	APPLY CHANGES Remove this Beneficiary

► | Instructions | **Beneficiaries List** | Work Packages List | BE 001 | Estim costs of the project

Double click on « apply changes »
once the information is duly
completed or after any change

3. Beneficiaries list

The screenshot displays a software interface with a task list on the left and a dialog box on the right. The task list, titled 'TASKS IN PROGRESS', contains seven items, each with a green checkmark and a description: 'Update from BENEFICIARIES LIST', 'Update from WORK PACKAGES LIST', 'Update DETAILED SUMMARY TABLE', 'Update BE-WP Person Days', 'Update TECHNICAL CALCULATIONS', 'Update PROPOSAL BUDGET', and 'Update BE-WP Overview'. The dialog box, titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists', shows a message 'Job done!' with an information icon and an 'OK' button. A red box highlights the 'OK' button, and a red arrow points from it to another red box containing the text 'Click here'. At the bottom of the interface, a tab labeled 'Beneficiaries List' is highlighted with a red box. The bottom right corner features the European Commission logo.

Task ID	Status	Description
1	✓	Update from BENEFICIARIES LIST
2	✓	Update from WORK PACKAGES LIST
3	✓	Update DETAILED SUMMARY TABLE
4	✓	Update BE-WP Person Days
5	✓	Update TECHNICAL CALCULATIONS
6	✓	Update PROPOSAL BUDGET
7	✓	Update BE-WP Overview

PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists

Job done!

OK

Click here

Beneficiaries List

European Commission

4. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Management and coordination activities	Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
---	--------------	--------------------	---------------------------	--------	----------------------------	-----------------	----------------	----------------



**Complete the information related to your different work packages
Coherently with Part B**

4. Work Packages list

List of Work Packages	
WP Nbr	WP Label
WP 001	Management and coordination activities
Last WP	Impact and dissemination

Actions (double-click to activate)

APPLY CHANGES	Add a Work Package
Remove this Work Package	
Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001
---	--------------	--------------------	---------------------------	--------

Double click here to add a Work Package

Add a Work Package

Remove this Work Package

Work Packages List

Double click here to remove the Work Package

4. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Management and coordination activities	Remove this Work Package	
Last WP	Impact and dissemination	Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001
---	--------------	--------------------	---------------------------	--------

**Double click on « apply changes »
once the information is duly
completed or after any change**

4. Work Packages list

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet has columns A through G and rows 1 through 19. A blue-bordered box titled 'TASKS IN PROGRESS' is overlaid on the spreadsheet, containing a list of seven tasks, each with a green checkmark:

- 1 Update from BENEFICIARIES LIST
- 2 Update from WORK PACKAGES LIST
- 3 Update DETAILED SUMMARY TABLE
- 4 Update BE-WP Person Days
- 5 Update TECHNICAL CALCULATIONS
- 6 Update PROPOSAL BUDGET
- 7 Update BE-WP Overview

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from this button to another red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Work Packages List' tab is highlighted with a red box. The bottom right corner features the European Commission logo and the text 'European Commission'.

5. Report of the estimated actual costs

BE 001		BE 001		BE 001
VET organisation AAA		VET organisation AAA		
UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL CO	
Total WORK PACKAGES:				
Management and coordination activities				
A. DIRECT PERSONNEL COSTS				
A1. Employees (or equivalent) person months				
Type 1		-		
Type 2		-		
Type 3		-		
Type 4		-		
Other		-		
A.2 Natural persons under direct contract				
A.3 Seconded persons				
A.4 SME Owners without salary				
A.5 Volunteers				
B. Subcontracting costs				
C. Purchase costs				
C.1 Travel and subsistence per travel or day				
Travel		-		
Accommodation		-		
Subsistence		-		
C.2 Equipment (please refer to the Depreciation Cost sheet)				
C.3 Other goods, works and services				
Consumables		-		
Services for Meetings, Seminars		-		
Services for communication/promotion/dissemination		-		
Website		-		
Artistic Fees		-		
Other		-		

Reference to the Work Package

Just go down in the Excel sheet to see the other Work Packages

You have to fill in the estimated actual cost per Work Package

Cells that need to be filled in

For each cost (line) both columns have to be filled in

The other columns will be automatically calculated

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)

These cells are calculated automatically

WVP 001

5. Report of the estimated actual costs

BE 001		BE 001 VET organisation AAA		BE 001
VET organisation AAA		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:				
Management and coordination activities				
A. DIRECT PERSONNEL COSTS				
A1 Employees (or equivalent) person months				
Senior experts				-
Type 2				-
Type 3				-
Type 4				-
Other				-
A.2 Natural persons under direct contract				-
A.3 Seconded persons				-
A.4 SME Owners without salary				-
A.5 Volunteers				-

See initial slides 'Instructions' to update the type of staff.

You have to encode your real costs using the following unit: 1 unit is 1 one person-month

You first have to calculate average amounts if you have different costs per staff member
Afterwards, you insert the amount to « Cost per unit »

A. DIRECT PERSONNEL COSTS				
A1. Employees (or equivalent) person months (you can choose the types based on your structure)				
Senior experts				
Type 2				
Type 3				
Type 4				
Other				

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project
--------------	--------------------	--------------------	--------	----------------------------

6. Proposal Budget

[Click here to go to the column Requested EU Grant Amount](#)

	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 356.238 € or 400.000 €
aa	66	-	-	-	-	-	-	115.466	7.733	123.199	98.559
bb	-	-	-	-	-	-	-	167.770	11.744	179.514	143.611
ccc	-	-	-	-	-	-	-	5.579	391	5.970	4.776
c1	-	-	-	-	-	-	-	44.444	3.111	47.555	38.044
TOTAL	66	-	-	-	-	-	-	333.259	22.979	356.238	284.990

This is total Maximal EU grant and an EU grant per partner

8. Upload the file in the application

FILL IN THE VALUES BELOW BEFORE STARTING:

Insert the name of your call :	yyy
Insert the acronym of your project :	BBB
Maximum grant amount for the EU contribution as stipulated in the call :	400.000,00 €
Maximum cofinancing rate as stipulated in the call :	80,00%

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

Create XLSX document

Double-Click to activate

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) person months (you can change the types based on your structure)

Type 1
Type 2
Type 3
Type 4
Other

The format of this Excel workbook is .xlsm because it uses macros. However, this format cannot be uploaded to the submission system for security reasons. Only XLSX format is allowed. Therefore, please save a copy as an .xlsx document to upload it to the proposal submission tool.

To save this workbook as .xlsx document:

- double-click on the button 'Create XLSX Document' in cell E37 of this Instructions sheet.

OR

- in Excel, click on "File" and then "Save as"; in the "Save as" dialog box, choose ".xlsx" from the "Save as type" dropdown list.

Instructions | Beneficiaries List | Work Packages List | BE 001 | BE 002 | BE 003 | Estim costs of the project | Proposal budget | BE-WP Overview | BE-WP Person Months | Depreciation Costs | Any comments

8. Upload the file in the application

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_C *



Upload

Part B *



Upload

Detailed budget table *



Upload

Other annexes



Upload

The budget table
can be uploaded
as Excel file

9. Insert EU grant in PART A

Excel budget table

14	Indirect costs will be calculated automatically in each 'BE XXX' sheet.
15	The summary tables 'BE-WP Overview', 'Estim costs of the project', 'Proposal Budget', and 'BE-WP Person Months' will be produced automatically.
16	The amount calculated in the 'BE-WP Overview' sheet of this Excel workbook under the heading 'Maximum EU Grant Amount' must be identical to the Requested Grant Amount in the "Section 3 - Budget", in the application.
17	The 'Estim costs of the project', 'Proposal Budget' and 'BE-WP person months' sheets are there for your information and will be used during evaluation of your application.

Part A of an application

Application forms

Proposal ID SEP-210903849

Acronym test

3 - Budget

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

ATTENTION

A total EU grant and an EU grant per partner from an excel budget table sheet « BE-WP Overview » under the heading « MAXIMUM EU GRANT AMOUNT » has to be inserted in « PART A » of an application (Edit forms / 3. Budget), **They must be identical**

TIPS



HELPFUL
TIPS

- Very first thing to do: Make sure you carefully read the *Instructions*
- Do not search for staff costs/travel costs etc. tables per country in the Programme guide. They do not exist for CB VET action. Insert actual costs.
- Your partners have to approve the budget/EU grant before submission of an application.
- Make sure your amounts are coherent in all parts of the application (e.g. *EU grant in the excel budget table and in the part A*)
- Make sure your budget is sound, detailed, organised and coherent with the work packages
- Make sure you regularly save your document and double click to apply the changes
- Do not forget: this action should strengthen capacity of VET of third countries
NOT associated to the Programme

Common mistakes and solutions

- Total estimated costs ARE equal to EU grant. If EU grant is e.g. 400 000 EUR (80% of total estimated costs) then the total estimated costs are 500 000 EUR (400 000 EUR + 100 000 EUR). NB: 400 000 EUR is a maximal EU grant
- It is not correct that each organisation can have its own name for each staff category. All partners will have identical commonly agreed names of each staff category
- Staff costs – “unit” and “cost per unit “ in Lump sum ARE not the same terms as in unit costs system. In Lump sum “Unit” is one person month. “Cost per unit” is an actual (average if need be) costs of one staff category per one month. For “Services for meetings, seminars” a “unit” means number of meetings/seminars and “cost per unit” is an actual (average if need be) costs of one meeting/seminar
- The EU grant in part A is not filled in OR it is different than in an excel budget table. EU grant in part A should be filled in and it must be identical with an EU grant in an excel budget table.
- The tables (e.g. part B - 2.1.4 Cost effectiveness and financial management or Estimated budget — Resources), are not filled in, because it is written (n/a for prefixed Lump Sum Grants). They should be filled in as Lump sum type II ARE NOT prefixed Lump Sum
- The table “Staff effort” in part B is filled in, despite the fact it is written (n/a for Lump Sum Grant). It should not be filled in as Lump Sum type II are Lump Sum Grant.



Erasmus+ Capacity building in VET

Application form and submission procedure

Online Info Session 7/12/2022

Alexander STELZ (EACEA)

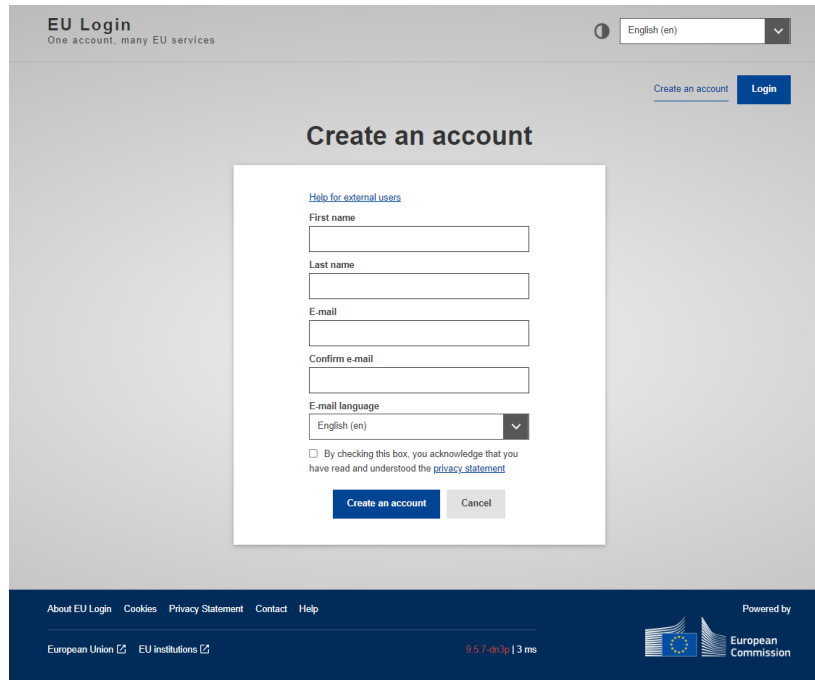
Application Form & Submission

- How to participate: creating and submitting a proposal
- Application form
- Useful information & links
- Tips

How to participate: Before creating your proposal

Valid EU Login

If you do not have EU Login yet, you can create it [here](#).



The screenshot shows the 'EU Login' interface with the 'Create an account' form. The form includes fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown for 'E-mail language' set to 'English (en)'. A checkbox for 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)' is present. The form has 'Create an account' and 'Cancel' buttons. The footer contains links for 'About EU Login', 'Cookies', 'Privacy Statement', 'Contact', and 'Help', along with the European Union and European Commission logos and the text 'Powered by European Commission'.



PIC

Your organisation must have a **9-digit PIC** (Participant Identification Code). If your organization is not registered yet in the Participant Register, you can register [here](#).

How to participate: Before creating your proposal – PIC



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

English **EN**

Register Login

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

Get started

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

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

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

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

How to participate: **Funding & Tender Opportunities Portal (FTOP)**

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

How to participate: Funding & Tender Opportunities Portal (FTOP)



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT



Get started

erasmus-edu-2023-cb-vet





Match whole words only

GRANTS

TENDERS


Submission status

 Forthcoming (1)

 Open for submission

 Closed



Programming period

Select a Programme period...  

Filter by Programme / Programme group


Select a Programme... 

Filter by call

Select a Call...  

Type of grants calls

Funding and tenders (1)

 Need help?



Sort by:

Submission status 

Capacity building in the field of Vocational education and training (VET)

[ERASMUS-EDU-2023-CB-VET](#)

[Call for proposal](#)

[Grant](#)

Programme Erasmus+ Programme (ERASMUS)
Type of action ERASMUS Lump Sum Grants
Opening date 29 November 2022

Status **Forthcoming**
Deadline model single-stage
Deadline date 28 February 2023 17:00:00 Brussels time

How to participate: Funding & Tender Opportunities Portal (FTOP)



Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

General information

Programme

Erasmus+ Programme (ERASMUS)

Call

[Capacity building in the field of Vocational Education and Training \(VET\) \(ERASMUS-EDU-2023-CB-VET\)](#)

 See budget overview

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA

ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Forthcoming

Deadline model

single-stage

Planned opening date

29 November 2022

Deadline date

28 February 2023 17:00:00 Brussels time

Topic updates

Nov 28, 2022 3:40:05 PM

28/11/2022



Go back

How to participate: Funding & Tender Opportunities Portal (FTOP)



Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back

5. Proposal templates, guidance and model grant agreements (MGA):

[Standard proposal template](#)

[Detailed budget table](#)

[Guidance for actions using Lump Sum II \(LS II\)](#)

[Call document](#)

[Programme guide 2023](#)

[Guide for applicants](#)

[Model Grant Agreement LS II](#)

How to participate: Funding & Tender Opportunities Portal (FTOP)

Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

 [Go back](#)

Partner search announcements

Searches of partners to collaborate on this topic

12

[View / Edit](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

How to participate: Funding & Tender Opportunities Portal (FTOP)



Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

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

Start submission

 Need help?

How to participate: Start your proposal!



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

Create proposal

Deadline
28 February 2023 17:00:00 Brussels Local Time

84 days left until closure

Call data

Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS


Warning: 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](#)


Service Desk:

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

Warning: 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 the previous one.

Find your organisation

PIC  *

Short name  *

[Search](#)

• **Insert PIC (9 digits)**

Your role

Please indicate your role in this proposal *

- Main contact
 Contact person

Your proposal

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

Acronym *

Enter value

Short Summary *

Enter value

How to participate: Find your PIC

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 *

Stelz 245 Search

PIC: f
Use CO

PIC: f
Use CO

PIC: f
Use CO

PIC: f
Use CO


More results were found


[View complete list](#)

To register your organisation for a Participant Identification Code (PIC) [Click here](#)

- PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement


How to participate: Your role

 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 the previous one.

 **Deadline**
28 February 2023 17:00:00 Brussels Local Time

Call data

Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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

Service Desk:

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

 +32 2 29 92222

Find your organisation

PIC  * 123456789

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

PIC: 123456789
Steiz

Rue Joseph II 59
Brussels, BE

Your role

Please indicate your role in this proposal *

- Main contact
 Contact person

Your proposal

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

Acronym *

ABC-Project

Short Summary *

990
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. 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.

- Indicate your role in the application process:

Main contact:
Proposal coordinator (mandatory)

Contact person:
Role delegated by the main contact (optional)

SAVE AND GO TO NEXT STEP

How to participate: Your proposal

Deadline
28 February 2023 17:00:00 Brussels Local Time

Call data

Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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

Service Desk:

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

+32 2 29 92222

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 the previous one.

Find your organisation

PIC * 123456789

Short name * Stelz

Search

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

PIC: 123456789
Stelz

Rue Joseph II 59
Brussels, BE

- Fill in the **acronym** of your project
- Include a **summary** of your proposal
- **Save and go to next step**

Your role

Please indicate your role in this proposal *

- Main contact
 Contact person

Your proposal

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

Acronym *

ABC-Project

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. 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.

SAVE AND GO TO NEXT STEP

How to participate: Add partners

European Commission | Funding: Submission Service

Welcome Alexander STELZ

Progress: Login (✓) | Topic selection (✓) | Create proposal (✓) | Participants (✎)

Participants

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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: ABC-Project
Draft ID: SEP-210912254

Download Part B templates
Download part B templates

Support & Helpdesk

Information: In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.

Warning: The duration of the project can be 12 or 24 or 36 months

Number of participants: 1 ⓘ

Coordinator
[Name]

1 Add Affiliated Entity +

Contacts: ⓘ
Main contact: Alexander STELZ

Change organisation | Contact organisation


Reorder ↕

Add contact +

SAVE | SAVE AND GO TO NEXT STEP | NEXT

- All partners **must have a PIC** (validated or not validated! Both are acceptable for the submission of proposal)
- **Add ("full") partners**
- Add affiliated entities and/or associated partners if relevant

How to participate: Submit the application form

European Commission | Funding: Submission Service Welcome Alexander STELZ 

Progress bar: Login ✓ | Topic selection ✓ | Create proposal ✓ | Participants ✓ | **Proposal forms** (active) | Submit ○

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

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

Proposal data
Acronym: A...
Draft ID: SE...

Download part B templates

Administrative forms (Part A)
[Edit forms](#)

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_C *	<input type="text"/>	<input type="button" value="Upload"/>
Part B *	<input type="text"/>	<input type="button" value="Upload"/>
Detailed budget table *	<input type="text"/>	<input type="button" value="Upload"/>
Other annexes	<input type="text"/>	<input type="button" value="Upload"/>

Navigation: [BACK TO PARTICIPANTS LIST](#)


Application Form Overview


Part A

(An eForm, generated from information provided on FTOP)

- = Structured Administrative Forms with data on:
 - Participants
 - Legal declarations
 - Contact persons
 - Programme priorities and requested grant



 Part C ERASMUS-EDU-2023-CB-VET.xlsx

 Tpl_Application Form (Part B) (ERASMUS BB and LSII).rtf

Part B


(A Word and an Excel file to be uploaded to FTOP)

- = Narrative part & Budget table:
 - Technical description
 - Estimated budget of the proposal


Part C

(An Excel file to be uploaded to FTOP)

- = Additional, call-relevant information on:
 - Consortium composition
 - Type of organisation
 - Thematic areas & Horizontal aspects

 Part C ERASMUS-EDU-2023-CB-VET.xlsx

How to participate: Submit the application form – Part A

European Commission | Funding: Submission Service Welcome Alexander STELZ 

Progress bar: Login ✓ | Topic selection ✓ | Create proposal ✓ | Participants ✓ | **Proposal forms** (active) | Submit ○

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Proposal data
Acronym: ABC-Project
Draft ID: SEP-210912254

Download Part B templates
Download part B templates

Support & Helpdesk

Part A



In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.


Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.



Proposals submitted after the call closure date to the proposal will not be available to the European Commission service unless resubmitted before the call closure.



Administrative forms (Part A)



Edit forms  | 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_C *  Upload 

Part B *  Upload 

Detailed budget table *  Upload 

Other annexes  Upload 

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

How to participate: Submit the application form – Part A



< Exit form

Table of contents

General Information >

Table of contents

Validate form

Save form

Save & exit form

Application forms



- Fill in the eForm (Part A): **General Information, Participants, Budget**
- Click on 'Table of Contents' to see the parts that you need to complete
- Make sure to click the '**Save form**' button before closing any part of your proposal

Call: ERASMUS-EDU-2023-CB-VET

(Capacity building in the field of Vocational Education and Training (VET))

Topic: ERASMUS-EDU-2023-CB-VET

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

Proposal number: SEP-210912254

Proposal acronym: ABC-Project

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

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

How to fill in the forms

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

How to participate: Submit the application form – Part B & C

European Commission | Funding: Submission Service Welcome Alexander STELZ

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **✎** Submit ○

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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.

Part B **Part C**

Download Part B templates
[Download part B templates](#)

Support & Helpdesk

Information: In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure. Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible. Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Warning: Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)
[Edit forms](#) [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_C *	<input type="text"/>	Upload
Part B *	<input type="text"/>	Upload
Detailed budget table *	<input type="text"/>	Upload
Other annexes	<input type="text"/>	Upload

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

How to participate: Submit the application form – Part B

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal) [Pay](#) particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME] [organisation name]

TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A)	3
TECHNICAL DESCRIPTION (PART B).....	4
COVER PAGE.....	4
PROJECT SUMMARY	5
1. RELEVANCE	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
2. QUALITY	6
2.1 PROJECT DESIGN AND IMPLEMENTATION	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
2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS	7
2.2.1 Consortium set-up.....	8
2.2.2 Consortium management and decision-making.....	8
3. IMPACT	8
3.1 Impact and ambition.....	8
3.2 Communication, dissemination and visibility.....	8
3.3 Sustainability and continuation	9
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING.....	10
4.1 Work plan.....	10
4.2 Work packages, activities, resources and timing	10
Work Package 1	11
Work Package	14
Staff effort (n/a for Lump Sum Grants).....	14
Subcontracting (n/a for prefixed Lump Sum Grants).....	15
Events meetings and mobility.....	16
Timetable.....	17

- Template to be downloaded from the submission system (FTOP)
- Completed form to be uploaded in **PDF format**
- Instructions provided on page 2 of the template, including character and page limits (e.g. maximum **70 pages**; excess pages will not be readable)
- Including sections corresponding to the **four award criteria and a section on the work plan / packages**
- List of **previous projects** to be filled at the end of the form

ANNEX 1 to Part B

Detailed Estimation of Costs for Lump Sums

Instructions

- This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.
Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
- According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only if the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify when the action has been completed.
- We recommend using Excel 2010 or more recent.
- The only currency used in this worksheet is EURO.
- The first thing you need to do is to set the relevant **Maximum Grant Amount** (in row 34 of this sheet), and the **maximum % of co-financing** (in row 35, both in column E) applicable for the call.
This data can be found on the Portal under Topic Conditions and in the Call document.
- You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount.
- You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities.
To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, do double-click on 'Add an Affiliated Entity'.
NOTE: the costs of Associated Partners cannot appear in any part of this budget.
- Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages in the project.
To add a work package, please double-click on 'Add a Work Package'.
- Once you have completed the 'Beneficiaries List' and 'Work Package list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "Apply changes" buttons to generate the related sheets in the Excel workbook.

At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages concerned.
You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage.

How to participate: Submit the application form – Part B

- Template to be downloaded from the submission system (FTOP)
- Fill in the budget of the proposal following the instructions given in the first tab of the file
- Completed table to be uploaded to the submission system in the format indicated in the instructions in the Budget Table

BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES	Add a Beneficiary
BE 001	Beneficiary 1			Remove this Beneficiary	Add an Affiliated Entity
BE 002	Beneficiary 2			Remove this Beneficiary	Add an Affiliated Entity
BE 003	Beneficiary 3			Remove this Beneficiary	Add an Affiliated Entity
BE 004	Beneficiary 4			Remove this Beneficiary	Add an Affiliated Entity

How to participate: Submit the application form – Part C

- Template to be downloaded from the submission system (FTOP)
- Fill in the requested details under the tabs Information, Consortium and Areas
- Completed table to be uploaded to the submission system in the format indicated in the instructions

Annex to Part B

Instructions on how to complete this excel worksheet

The 3 parts/tabs "Information", "Consortium" and "Areas" (which can be accessed from the "Information" tab of this file) must be completed for the application form to be valid. Please find more details in the information:

Tab "Information": Insert in the yellow box the proposal ID. The proposal ID was sent by the Funding & Tenders submission system.

Tab "Consortium": Complete the blue rows with the information requested for EACH organization. The composition of the consortium reflects the conditions for its eligibility. These conditions are detailed in the tab "Consortium" and the Programme Guide.

Kind reminder: Affiliated entities and associated partners are not counted in the required number of organizations in the consortium; however, affiliated entities and associated partners **must be** included in the list of organizations in Part A of your application.

Tab "Areas": Complete this tab for the Areas addressed in your application. Area(s) must be selected for "Horizontal aspects". Ensure that the number of areas selected is coherent with the number of areas in the "Areas" and the Programme Guide.

Complete also the additional information requested for "Applicants" and "Consortium" in the "Information" tab.

How to participate: Submit the application form – Part C (Information)

PROGRAMME: ERASMUS +

CALL: ERASMUS-EDU-2023-CB-VET

TOPIC: ERASMUS-EDU-2023-CB-VET

YOUR APPLICATION REFERENCE ID: << Please, type here the reference of your application (Proposal ID) specified in the email you received.

How to participate: Submit the application form Part C (Areas)

- **Thematic Area(s)**
> At least one!
- **Horizontal aspect(s)**
> Optional
- **Applicant**
> See eligibility requirements
- **Consortium**
> Must include at least one VET provider at non-tertiary education level

Thematic Areas	
Areas included in the project (select at least 1) ✖	
Work-based learning (for young people and/or adults)	<input type="checkbox"/>
Quality assurance mechanisms	<input type="checkbox"/>
VET teachers/trainers professional development	<input type="checkbox"/>
Key competences, including entrepreneurship	<input type="checkbox"/>
Public Private Partnerships in VET	<input type="checkbox"/>
Innovation in VET	<input type="checkbox"/>
Green and digital skills for the twin transition	<input type="checkbox"/>
Skills matching with current and future job opportunities	<input type="checkbox"/>

Horizontal aspects	
Horizontal aspects included in the project (optional)	
Inclusion and diversity	<input type="checkbox"/>
Environmental sustainability	<input type="checkbox"/>
Digital dimension	<input type="checkbox"/>
Common values, civic engagement and participation	<input type="checkbox"/>

Applicant	
Mandatory ✖	
I confirm the applicant organisation is public or private organisation active in the VET field and legally established in an EU Member State or eligible third country associated to the Programme.	<input type="checkbox"/>

Consortium	
Mandatory ✖	
I confirm the consortium includes at least one VET provider at non-tertiary education level.	<input type="checkbox"/>

How to participate: Submit the application form – Part B & C

European Commission | Funding: Submission Service Welcome Alexander STELZ

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **✎** Submit ○

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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: ABC-Project
Draft ID: SEP-210912254

Download Part B templates
Download part B templates

Support & Helpdesk

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal is currently in progress.

Obligatory!

Part B **Part C**

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_C *	<input type="text"/>	ⓘ	Upload
Part B *	<input type="text"/>	ⓘ	Upload
Detailed budget table *	<input type="text"/>	ⓘ	Upload
Other annexes	<input type="text"/>	ⓘ	Upload

← BACK TO PARTICIPANTS LIST **VALIDATE** **SUBMIT**

How to participate: Validate & submit!



Proposal forms

TEST MODE

Deadline
28 February 2023 17:00
84 days left until closure

Call data

Call: ERASMUS-EDU-2023-
Topic: ERASMUS-EDU-202-
Type of action: ERASMUS-L
Type of MGA: ERASMUS-A

Topic and type of a

Proposal data

Acronym: ABC-Project
Draft ID: SEP-210912254

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

- When ready, **validate and submit your proposal!**
- Until the closing of the call, **you can always update your proposal and submit again**
- You can access numerous support resources **directly here!**

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms

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_C *

Upload

Part B *

Upload

Detailed budget table *

Upload

Other annexes

Upload

BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

How to participate: How to access the draft proposal

The screenshot shows the 'Funding & tender opportunities' portal. The top navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A left-hand menu is open, with 'My Proposal(s)' highlighted by a red box. The main content area displays 'My Proposal(s)' with a search bar and a table of results. The table has columns for PROGRAMME, CALL, FUNDING SCHEME, PROPOSAL ID, ACRONYM, STATUS, REMAINING TIME, CLOSURE DATE (Brussels time), and ACTIONS. A single proposal is listed with a status of 'Draft' and a remaining time of 99.

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

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Grants
My Proposal(s)
My Formal Notification(s)

My Proposal(s) | Results: 21 | Search.. | Need help?

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
ERASMUS2027	ERASMUS-EDU-2023-CB-VET	ERASMUS-LS	SEP-210754086	new test	Draft	99	28/02/2023 17:00:00	Actions

10

Useful links

- **Recording and presentations** of the info-session on Capacity Building in the field of Vocational Education and Training 07/12/2022: https://www.eacea.ec.europa.eu/news-events/events/online-info-session-new-action-capacity-building-field-vocational-education-and-training-vet-2022-12-07_en
- **FTOP Portal to submit your Capacity Building in the field of Vocational Education and Training (VET) proposal** including standard proposal templates, budget table, model grant agreement, etc.: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erasmus-edu-2023-cb-vet>
- **Erasmus+ Programme Guide in all official EU languages** (consult p. 309 – 316 of the EN version to find details on CB VET): <https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>
- **How to participate:** <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>
- **FTOP online manual (PDF version):** <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- **FTOP support section:** <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- **The Funding & Tenders Opportunities Portal for beginners (webinar recording):** <https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm>
- **Short guide on submission system:** <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Submission+system>
- **EACEA video tutorials:** https://www.eacea.ec.europa.eu/grants/how-get-grant_en

Tips I



- The requested EU grant amount in **Part A** has to correspond to the requested EU grant in the Excel budget table (and cannot be higher than € 400.000 in total)
- **Part B** is a template; verify which parts you have to fill in:
 - > n/a prefixed lump sum (**must be completed**)
 - > n/a Lump Sum Grants (**don't complete**)
 - > 5.1 Ethics and 5.2 Security (**don't complete**)
- Fill in Part B based on **information reflecting the Programme Guide:**
 - > Include at least 3 Work Packages
 - > Financial support to third parties is not eligible
 - > And:

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*

Overview of Work Packages/ (n/a for Lump Sum Grants)

Tips II



- Address in your proposal each guiding point under the four award criteria from the Programme Guide

Erasmus+ Programme Guide



Part B

AWARD CRITERIA

Each proposal must answer in part B of the application all points listed under all four award criteria presented below.

Relevance of the project (maximum score 30 points)	<ul style="list-style-type: none">▪ Link to thematic areas: the relevance of the proposal to the objectives and thematic areas of the action;▪ Regional priorities: the proposal addresses the regional priorities, including relevant policy documents listed under this action;▪ Local context: the proposal is based on an adequate needs analysis and feasible in the local context of the targeted country(/ies);▪ Consistency: the objectives of the application are clearly defined, realistic and address issues relevant to the participating organisations and target groups;▪ Innovation: the proposal considers state-of-the-art methods and techniques, and leads to innovative results and solutions for its field in general, or for the geographical context in which the project is implemented (e.g. content; outputs produced, working methods applied, organisations and persons involved or targeted);▪ Complementarity: the proposal is complementary to other initiatives already carried out by the participating organisations;▪ Capacity building: the capacity building activities are clearly defined and aim at reinforcing the capacities, principally of the participating organisations from third countries not associated to the Programme;▪ Link to strategies: the activities inscribe themselves in the development strategies of the targeted VET providers and support strategies at country level, including a greater attention to employability, inclusion, diversity and socio-economically disadvantaged participants where relevant;▪ Horizontal aspects: the horizontal aspects of the Programme are taken into consideration.
--	--

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 (if applicable)?

Insert text

Tips III



- **Partners have to be relevant for your proposal and correspond to the Call requirements.** All participating organisations must have PIC (not validated is fine at application level)
- Ensure that **Part B (Technical Description) is not longer than 70 pages** as the text on excess pages will not be visible for evaluators
- Check in advance the **recommended system configuration**
- Validate and **submit the form well in advance (at least 48 hours before deadline).** You will be able to update your proposal until the call closure and submit updated versions



Questions



We invite you to contact our helpdesk

EACEA-EPLUS-CBVET@ec.europa.eu

Thank you and good luck with your application



Photos and icons from <https://stock.adobe.com/> and <https://www.flaticon.com/>

© European Union 2022

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.

