



# Online Information Session

## Sport PPPA



European  
Commission



# Sport Pilot Projects and Preparatory Actions 2024

## Information Session

This info session will be recorded using **Webex** for the purpose of **publication on EACEA/ website until the closure of the Call.**

Please refer to the Data Protection Notice of the event for more information.

By turning on your camera and microphone, you consent to such recording and subsequent **publication**. Participants are reminded to keep their camera and microphone off/muted if they do not wish to appear in the recording.

For more details, you can contact us: **[EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu)**

# AGENDA

10:00-  
10:30

## Session 1

### Opening & Introduction

**Luciano di Fonzo**, Acting Head of Erasmus Mundus & Sport Unit - EACEA

## Session 1

### *The Pilot Projects & Preparatory Actions 2024*

- objectives
- themes and priorities
- expected impact

**Pier-Marcello Corrado**, European Commission, Directorate-General for Education, Youth, Sport and Culture

10:20-  
11:30

## Session 2

### *The Pilot Projects & Preparatory Actions 2024*

- funding rules
- application and selection procedure
- projects' administrative and financial aspects

France Dantin, EACEA  
Anne Spangemacher, EACEA  
Izabela Pelczynska, EACEA

### *Participant Identification Code*

11:20-  
11:30

PIC registration & validation

**Mariadomenica Cugnido** – European Research Executive Agency - Central Validation Service

11.30 –  
12:00

## Session 3

### Q&A

# Any questions ?

Join us on [www.slido.com](https://www.slido.com)

Use the code **#PPPASport2024**

Join at  
**slido.com**  
**#PPPASport2024**



# Session 1

European Commission,  
Directorate-General for  
Education, Youth, Sport and  
Culture

Pier-Marcello Corrado



## Online Information Session Sport PPPA



European  
Commission

# Session 2

## EACEA

- application and selection procedure
- funding rules
- projects' administrative and financial aspects



## Online Information Session Sport PPPA



European  
Commission

# Pilot Projects and Preparatory Actions

## Additional budget to Erasmus + Programme

- **Erasmus + 2024** budget for Sport:
  - 54 M€ for 2024 Call for proposals
  
- **PPPA 2024:**
  - 2 M€ for Call **PPPA-SPORT-2024-EMERGENCY-YOUTH:**

# Pilot Projects and Preparatory Actions

## Definitions

- Pilot Project

- A Pilot project is an initiative of an **experimental nature** designed to test the feasibility of an action and its usefulness. The duration of Pilot projects is limited to two consecutive years.

- Preparatory Action

- A Preparatory action, normally the successor of a successful pilot project on the same matter, is designed to **prepare proposals** with a view to the adoption of future actions (like EU policies, legislation, programmes and the like). It may receive funding for three successive years.

- **2024: only Pilot Project, no Preparatory Actions**

# Sport Pilot Projects and Preparatory Actions

## 2021 – 2023 ongoing projects managed by EACEA



### Refugees

Sport as a tool for integration and social inclusion of refugees

PPPA-SPORT-2021-INCLUSION-REFUGEES

- 10 projects -

### Grassroots

Grassroots sport programmes and infrastructure innovation

PPPA-SPORT-2021/2022-GRASSROOTS-INNOVATION

- 14 projects -

### Doping

Building capacity to better fight doping in sport in Europe

PPPA-SPORT-2021-FIGHT-DOPING

- 1 project -

### Planet

Sport for People and Planet – a new approach on sustainability through sport in Europe

PPPA-SPORT-2022/2023-PEOPLE-PLANET

- 10 projects -

### Youth

Sport supports – Emergency sport actions for youth

PPPA-SPORT-2023-EMERGENCY-YOUTH

- 7 projects -

# Emergency-Youth - Background

Influx of migrants due to war in Ukraine and other humanitarian crises palpable in Europe



**Sport identified as efficient tool** to support mental and physical well-being for traumatised youth

**This Pilot Project harnesses the potential of sport as a tool for inclusion,** overcoming trauma, adapting to new environment and eventually rebuilding lives

# Emergency-Youth - Objectives

- To promote community integration of children and young people affected by humanitarian crisis such as war in the hosting communities;
- To improve mental well-being and help overcoming trauma of such children and young people through sport;
- To facilitate adaptation and create bonds with the hosting communities;
- To inspire other sport clubs to set up support programmes by publishing and promoting experiences and good practices.

# Scope: Examples of eligible activities



Promoting, in and through sport, the direct engagement of young people affected by the war with meaningful activities at local level, in their host communities

Facilitating overcoming trauma, adapting to new environments and creating bonds with the temporary hosting communities

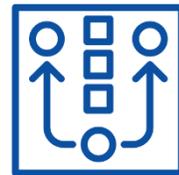
Improving physical and mental well-being of those displaced by attending sport sessions

Collecting experiences and good practices for dissemination and further inspiration to take up similar initiatives elsewhere in Europe

# Session Content

## Main Criteria

Admissibility, Eligibility,  
Selection and Award criteria



Funding Rules

Submission and  
Evaluation Process

# Main criteria



# Admissibility Criteria

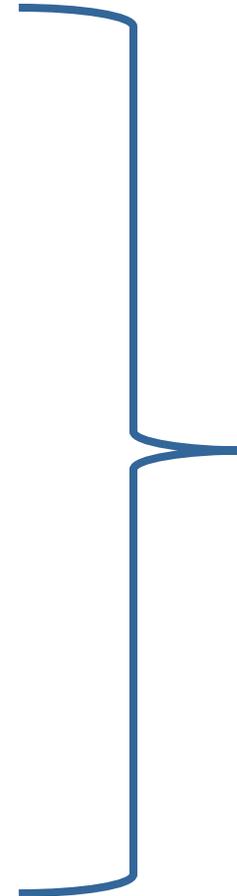


Call deadline

Electronic submission via  
[Funding & Tenders Opportunities Portal](#)

Correct forms *(use templates!)*

Complete application with  
mandatory annexes



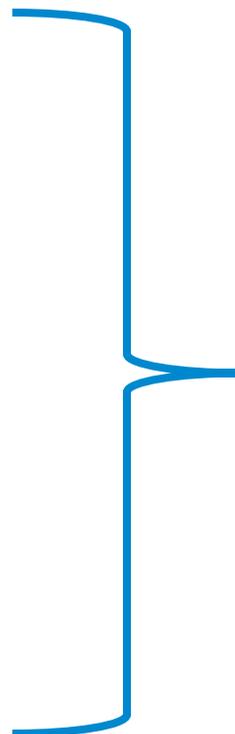
Only  
admissible  
projects  
can be  
evaluated

# Eligibility criteria



Applications  
by  
**SINGLE  
APPLICANTS  
or  
CONSORTIA**

- Be a legal entity (public or private)
- Be established in an EU Member State
- Be active in the field of sport



Only eligible projects can be selected

# Selection Criteria: **Operational capacity**



Applicants must demonstrate that they have :

- **Technical know-how**
- **Qualifications**
- **Resources**
- **Project experience**

Verification N/A to public bodies and International Organisations

## **Operational capacity check**

- **Profiles of staff** responsible for managing and implementing the project
- **List of previous projects**, including key projects for the last 4 years

# Selection Criteria: **Financial capacity**



Demonstrate **stable and sufficient resources** to successfully implement the project and pay their share

## **Financial capacity check**

- During grant preparation
- Profit and loss account and balance sheet
- Business plans
- Specific measures if financial capacity deemed weak (at GA signature stage)

- N/A to public bodies and International Organisations
- N/A if grant  $\leq$  60 000 EUR

# Award Criteria

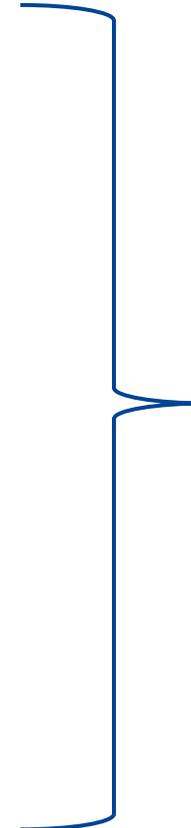


- 1. Relevance
- 2. Quality
- 4. Impact

# Award Criteria – Scoring



Award Criteria	Maximum points	Pass Score
Relevance	40	21
Quality – project design, project teams and partnership	40	21
Impact	20	11
<b>Total</b>	<b>100</b>	<b>60</b>



Double threshold:

- >50% of each criterion
- at least 60 points in total

# Award Criteria



## Relevance

Max 40 / Min 21 points

- Clarity and consistency of the action
- Objectives and extent to which they match the themes and priorities and objectives of the call
- Contribution to the EU strategic and legislative context
- European/trans-national dimension
- Impact/interest for a number of countries (EU or eligible non-EU countries); potential to develop mutual trust/cross-border cooperation

# Award Criteria



## Quality

Max 40 / Min 21 points

- Logical links between the identified problems, needs and solutions proposed (logical frame concept)
- Quality of the consortium and project teams
- Appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium
- Methodology for implementing the project (concept and methodology, organisation of the work (procedures and allocation of resources), management, involvement of subcontractors, timetable, risks and risk management, monitoring and evaluation)
- Cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money)

# Award Criteria



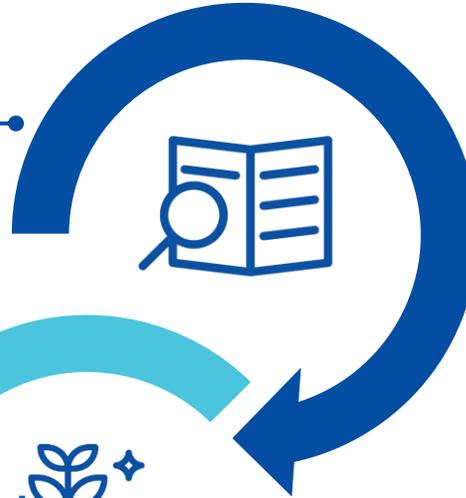
## Impact

Max 20 / Min 11 points

- Ambition and expected long-term impact of results on target groups/general public
- Appropriate dissemination strategy
- Possibility to use the results in other countries
- Sustainability of results after EU funding ends

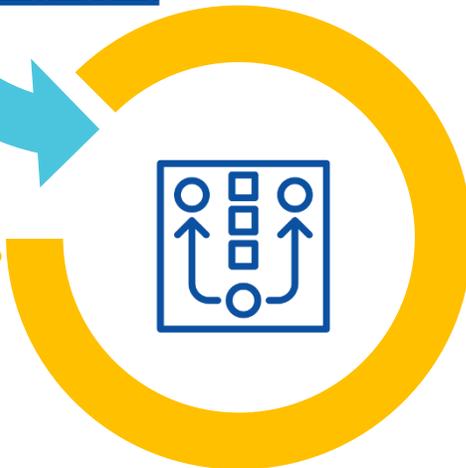
# Session Content

Admissibility, Eligibility,  
Selection and Award Criteria



**Budget &  
Funding rules**

Submission and  
Evaluation Process



# Available budget, maximum grant, projects' duration



Calls for proposals 2024	Duration (months)	Available Budget (EUR)	Maximum EU contribution (EUR)
PPPA-SPORT-2024-EMERGENCY-YOUTH	12-18	<b>1.92 M</b>	400.000
<i>Comment</i>	<i>(extensions possible via amendment if justified)</i>	<i>(budget for projects)</i>	<i>(no minimum)</i>

# Funding Rules



## Budget based grants

- Actual costs
- Unit costs
- Categories of eligible costs

## Funding rate

- 80% of total eligible costs

## Non-profit rule

- Profit will be deducted from the final grant

# Budget categories of eligible costs



- A. Personnel
- B. Subcontracting
- C. Purchase  
(travel, equipment, other goods and services)
- D. Financial support to 3<sup>rd</sup> parties – N/A
- E. Indirect costs

Reflected  
in the  
budget  
estimate

# Budget categories of eligible costs



**A. Personnel costs:** staff employed by the beneficiary and assigned to the project's implementation  
*(not freelance consultants or experts)*

**B. Subcontracting costs:** external services, freelance consultants (limited part of the project)

## **C. Purchase costs**

C.1 Travel and subsistence: project staff & participants in the activities

C.2 Equipment: only depreciation for the project's duration

C.3 Other goods, works and services: venue rental, interpretation, catering, logistics

# Budget categories of eligible costs



Unit costs  
for A.4  
and A.5

**A. Personnel costs**

**B. Subcontracting costs**

Unit costs  
for C1

**C. Purchase costs**

**D. Financial support to third parties - n/a**

**E. Indirect costs – flat rate 7%**

Flexibility within the  
awarded budget  
during  
implementation

- Transfers with or  
without  
Amendment –  
check with your  
PO

# Budget categories with unit costs



Unit costs  
for A.4  
and A.5

## A. Personnel costs:

- a) **SME owner/Natural person beneficiary;**
- b) **Volunteers** (additional eligibility requirements)

Unit costs  
for C1

## c. Purchase costs: Travel & subsistence

Consult  
EACEA/PPPA/Beneficiaries  
space/Reference documents at:

[Sport Supports - emergency  
sport actions for youth 2023 -  
European Commission  
\(europa.eu\)](#)



# Budget categories with unit costs – Travel & subsistence

PAGE CONTENTS

Rail calculator

Flight calculator

Table 1: Unit cost per distance band (reference Commission Decision C(2021)35)

Table 2: Unit cost per distance band (reference Commission Decision C(2023)4928)

## Flight calculator

For flights of more than 400 km:

Webtools + © EC-GISCO + Leaflet | © OpenStreetMap contributors | Disclaimer

**Table 2: Unit cost per distance band (reference Commission Decision C(2023)4928)**

for all calls with opening date as of 26/07/2023, and for projects ongoing on 01/01/2023 or with start date after that and where the beneficiary has voluntarily decided to use the amounts increased from those published in the original call and listed in table 1.

Distance Band (in km)	Amount in EUR per return trip
400-600	245
601-800	261
<b>801-1200</b>	<b>276</b>
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1.201
10001-Max	1.376

Consult F&TP to [Calculate unit costs for eligible travel costs \(europa.eu\)](https://europa.eu)

# Mind the reporting



**A. Personnel costs**

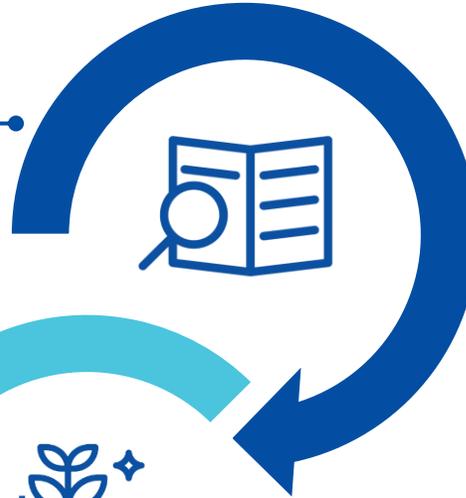
**B. Subcontracting costs**

**C. Purchase costs**

Detailed reporting required upon project's completion

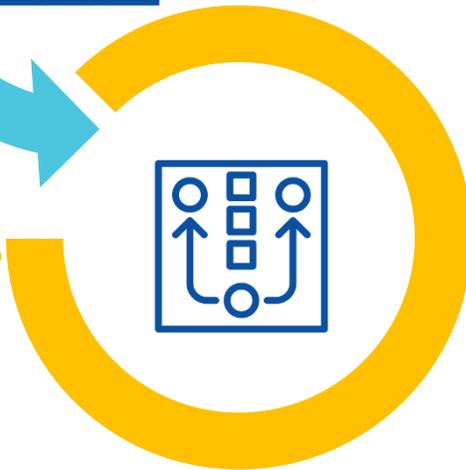
# Session Content

Admissibility, Eligibility,  
Selection and Award Criteria

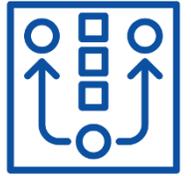


Funding Rules

Submission and Evaluation  
Process



# Submission Process: Funding and Tenders Portal



All Agency's calls for proposals are published in F&TP: [Access to Portal](#)

## Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

### Find calls for proposals



Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

### Find calls for tenders

Find business opportunities in the calls for tenders for institutions, bodies and agencies.

# Submission Process: Funding and Tenders Portal



Home Fun... Procure... Projects & re... News & ev... Work as an ex... Guidance & docum... Search... Q

### Filters

3 item(s) found

Calendar RSS Opening ... v Down arrow

#### Quick search

pppa Q

Programming period v

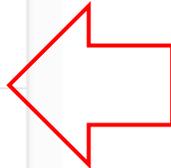
Programme v

Call v

Submission status v

All filters

- INNOVDEPLANT**  
PPPA -2024-INNOVDEPLANT | Call for proposal  
Opening date: 25 July 2024 | [Progress bar] Single-stage  
Type of action: **Pilot Projects and Preparatory Actions**  
[Open For Submission](#)
- Sport Supports - emergency sport actions for youth**  
PPPA -SPORT-2024-EMERGENCY-YOUTH | Call for proposal  
Opening date: 24 July 2024 | [Progress bar] Single-stage  
Type of action: **Pilot Projects and Preparatory Actions**  
[Open For Submission](#)



# Submission Process



All relevant information about the Call

## General information

Topic description

Conditions and documents

Submission service

Topic related FAQ

Get support

Call information

Call updates

 [Go back to search results](#)

## Topic conditions and documents

**1. Admissibility conditions:** Described in section 5 of the call document.

**Proposal page limits and layout:** Described in Part B of the Application Form available in the Submission System.

**2. Eligible countries:** Described in section 6 of of the call document.

**3. Other eligibility conditions:** Described in section 6 of the call document.

**4. Financial and operational capacity and exclusion:** Described in section 7 of the call document.

[show more...](#)

## 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** 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 se

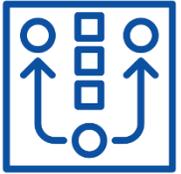
Please select the type of your submission:

Pilot Projects and Preparatory Actions [PPPA], Pilot Projects and Preparatory Actions [PPPA]

[Start submission](#)

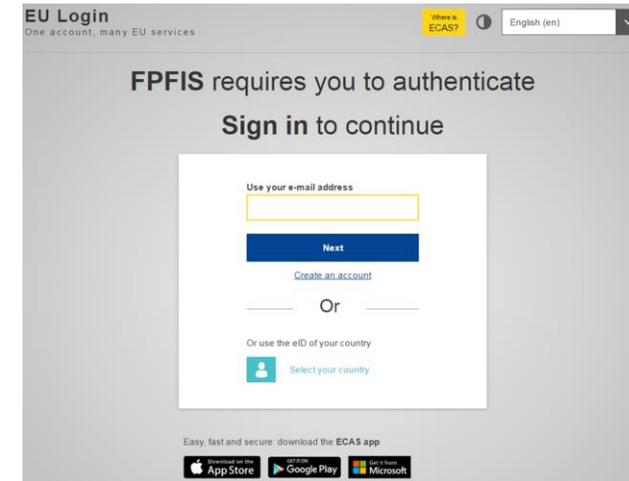
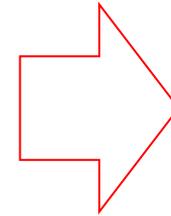
 [Need help?](#)

# Submission Process



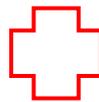
*After selecting the submission button in the F&T Portal you will be asked to enter your EU Login*

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



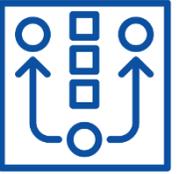
*To access the system and start your submission:*

A valid EU Login



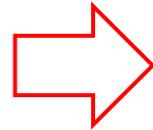
A Participant Identification Code:  
your Organisation has a **9-digit PIC**

# Submission Process



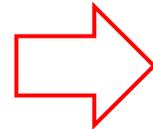
## Funding and Tenders Portal:

No EU Login



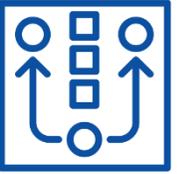
Create an account

No PIC



Register your organisation

# Submission Process – Guidance & Manuals



European  
Commission

EU Funding & Tenders Portal

Home > Fun... > Procure... > Projects & re... > News & ev... > Work as an ex... > **Guidance & docum...** > Search...

Home > **Guidance & documents** > Guidance & Manuals

## Guidance & Manuals

€ **Funding**

🛒 Procurement

### Reference documents

The page reference documents of the programmes managed on the EU Funding & Tenders Portal including legal documents, work programmes, model grant agreements and

### **Online Manual (2021-2027)**

Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

### **H2020 Online Manual (2014-2020)**

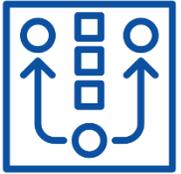
Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Only valid for Horizon 2020.

### **IT how to**

IT support guide with step-by-step walkthroughs and videos.

# Submission Process

No EU Login => create an account



[Online Manual](#)

My Area — User account and roles

**EU Login**

Roles and access rights

Accepting the Terms and Conditions of Use

Participant Register — Register your

Grants

Procurement

Prizes

Financial instruments

Working as an expert

Help

Online Manual / My Area — User account and roles

## EU Login

EU Login

Roles and access rights

Accepting the Terms and Conditions of Use



### EU Login

**EU Login** provides a single sign-on to a large number of services and tools available on the Portal.

To access to the functions available on My Area, you must have an EU Login account.

- To create an EU Login account, you click on the Register button on the Portal homepage; all you need is your **name** and **work e-mail address**.
- If you already have an EU Login account, you must use that one.

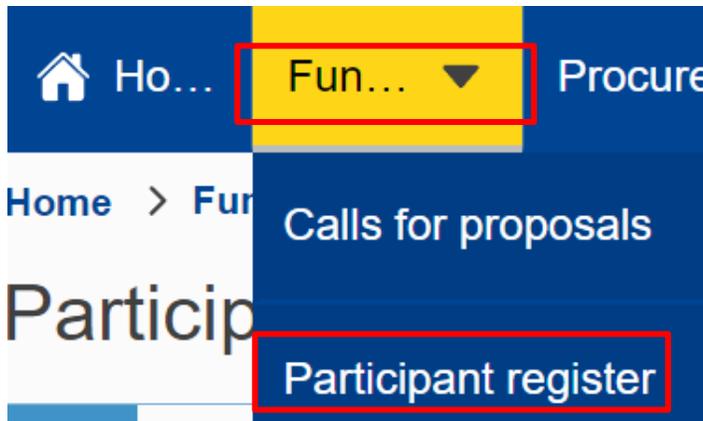
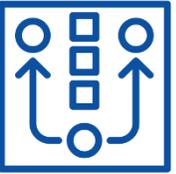
 EU Login is the new name for the previously used ECAS account (European Commission Authentication System); old accounts continue to work, there is no need to create new ones.

### Creating an EU Login account

- 1 Go to the [Portal Register page](#) and enter:
  - your first name, last name and e-mail address
  - the displayed security code.
- 2 Select Create an account  
You will receive an e-mail to the address that you specified, containing a link you should use to complete the registration process.
- 3 Click the link you will be asked to choose and confirm a password.
- 4 Go back to the [Portal homepage](#).
- 5 Click on Login and log in with your registered e-mail (user name) address and password.

# Submission Process

No PIC => register your organisation



## Is your organisation already registered? PIC search

Please check whether your organisation has already been registered.

## Register your organisation

To register your organisation or as a natural person, you need to create an account.

Check what information you need to register in the Online Manual for registration, click on the button below.

You can suspend the registration process at any time: the data entered during registration later. To return to your registration, please log in and draft registrations are automatically deleted after one year.



You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

42 days left until closure

### Call data

Call: PPPA-SPORT-2022-GRASSROOTS-INNOVATION

Topic: PPPA-SPORT-2022-GRASSROOTS INNOVATION

Type of action: PPPA

Type of MGA: PPPA



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

### Find your organisation

PIC \*

Short name \*

ABC

This field is required

Search

### 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

SAVE AND GO TO NEXT STEP

Enter your PIC

Or search for your organisation

# Submission process



**Call data**

Call: **PPPA-SPORT-2022-GRASSROOTS-INNOVATION**  
Topic: **PPPA-SPORT-2022-GRASSROOTS-INNOVATION**  
Type of action: **PPPA**  
Type of MGA: **PPPA**

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](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)  
 +32 2 29 92222

**Find your organisation**

PIC \*  0      Short name \*  242      [Search](#)

**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 \*  12

Short Summary \*  1996

[SAVE AND GO TO NEXT STEP](#)

Define your role and Acronym

Fill in the summary

Move to next step

# Submission process



## Part A

Administrative Forms

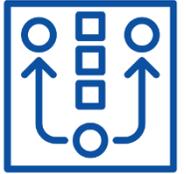
Generated through the submission system

## Part B

Technical description (max 70 pages)

To be filled in and then uploaded as PDF

# Submission Process – Edit and complete proposal



Proposal forms

**Deadline**  
26 October 2022 17:00:00 Brussels Local Time

42 days left until closure

Call data

Call: PPPA-SPORT-2022-GRASSROOTS-INNOVATION

Topic: PPPA-SPORT-2022-GRASSROOTS-INNOVATION

Type of action: PPPA

Type of MGA: PPPA

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

Proposal data

Acronym: Innovate

Draft ID: SEP-210895600

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

**i** 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.

**x** Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

**Edit forms** **View history** **Print preview** **i**

Part B and Annexes

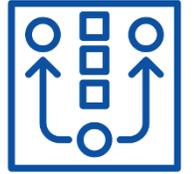
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. **i**

Part B *	<input type="text"/>	<b>i</b> Upload
Detailed Budget Table *	<input type="text"/>	<b>i</b> Upload
CVs	<input type="text"/>	<b>i</b> Upload
List of previous projects	<input type="text"/>	<b>i</b> Upload
Other annexes	<input type="text"/>	<b>i</b> Upload

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

1. Fill in the eForm (Part A)

2. Part B and Annexes (budget and list of previous projects)



# Submission process – Part A

Proposal acronym: Innovate

Type of Model Grant Agreement: Pilot Projects and Preparatory Actions

Table of contents

Edit and complete the eForms

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

# Submission Process – Edit and complete proposal –

## Part B



Proposal forms

**Deadline**  
26 October 2022 17:00:00 Brussels Local Time

42 days left until closure

### Call data

Call: PPPA-SPORT-2022-GRASSROOTS-INNOVATION  
Topic: PPPA-SPORT-2022-GRASSROOTS-INNOVATION  
Type of action: PPPA  
Type of MGA: PPPA

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

### Proposal data

Acronym: Innovate  
Draft ID: SEP-210895600

### Download Part B templates

Download part B templates

### Support & Helpdesk

- Online Manual
- IT How To
- IT Helpdesk
- FAQ

**i** 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

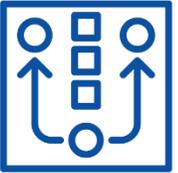
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

- Part B\*  Upload
- Detailed Budget Table\*  Upload
- CVs  Upload
- List of previous projects  Upload
- Other annexes  Upload

2. Part B and Annexes (budget and list of previous projects)

- BACK TO PARTICIPANTS LIST
- VALIDATE
- SUBMIT

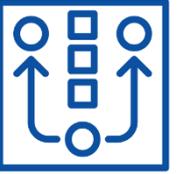
# Part B – Application Form



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# Part B – Application Form



Divided into different sections:

Sections  
1, 2 & 3

Award criteria

Section  
4

Activities, Work packages, Timing  
and Subcontracting

Annexes

List of projects  
Estimated budget

# Estimated Budget

DETAILED BUDGET TABLE FOR PPPA

ESTIMATED BUDGET FOR THE ACTION

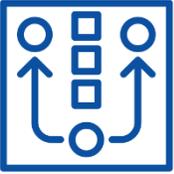
version 20220701

Estimated eligible costs (per budget category)														Estimated EU contribution				
Direct costs													Indirect costs	Total costs	EU contribution to eligible costs			
A. Personnel costs					B. Subcontracting costs	C. Purchase costs					D. Financial Support to Third Parties (only applicable if specifically allowed by the Call)	E. Indirect costs	Funding rate % Please indicate the maximum cofinancing rate as stipulated in the call		Maximum EU contribution	Requested EU contribution		
Form of funding	A.1 Employee (or equivalent)	A.2 Natural persons under direct contract	A.3 Secured persons	A.4 SME owners and natural persons beneficiary	A.5 Volunteer	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	D. Financial Support to Third Parties	E. Indirect costs					
	Travel	Accommodation	Subsistence	Flat-rate costs														
	Actual costs	Actual costs	Actual costs	Unit costs	Unit costs	Actual costs	Unit costs	Unit costs	Unit costs	Actual costs	Actual costs	Actual Costs	Flat-rate costs					
	a1	a2	a3	a4	a5	b	c1a	c1b	c1c	c2	c3	d	$e = \text{flat-rate} * (a1+a2+a3+a4+b+c1a+c1b+c1c+c2+c3+d)$	f = a+b+c+d+e	U	q = P*U%	h	
Beneficiary's Name																		



Unit costs for some cost categories!

# Submission process



Progress bar: Login (checked), Topic selection (checked), Create proposal (checked), Participants (checked), Proposal forms (active), Submit (pending).

### Proposal forms

**Deadline**  
28 October 2022 17:00:00 Brussels Local Time  
42 days left until closure

**Call data**  
Call: PPPA-SPORT-2022-GRASSROOTS-INNOVATION  
Topic: PPPA-SPORT-2022-GRASSROOTS-INNOVATION  
Type of action: PPPA  
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**Proposal data**  
Acronym: Innovate  
Draft ID: SEP-210895600

**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

**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.

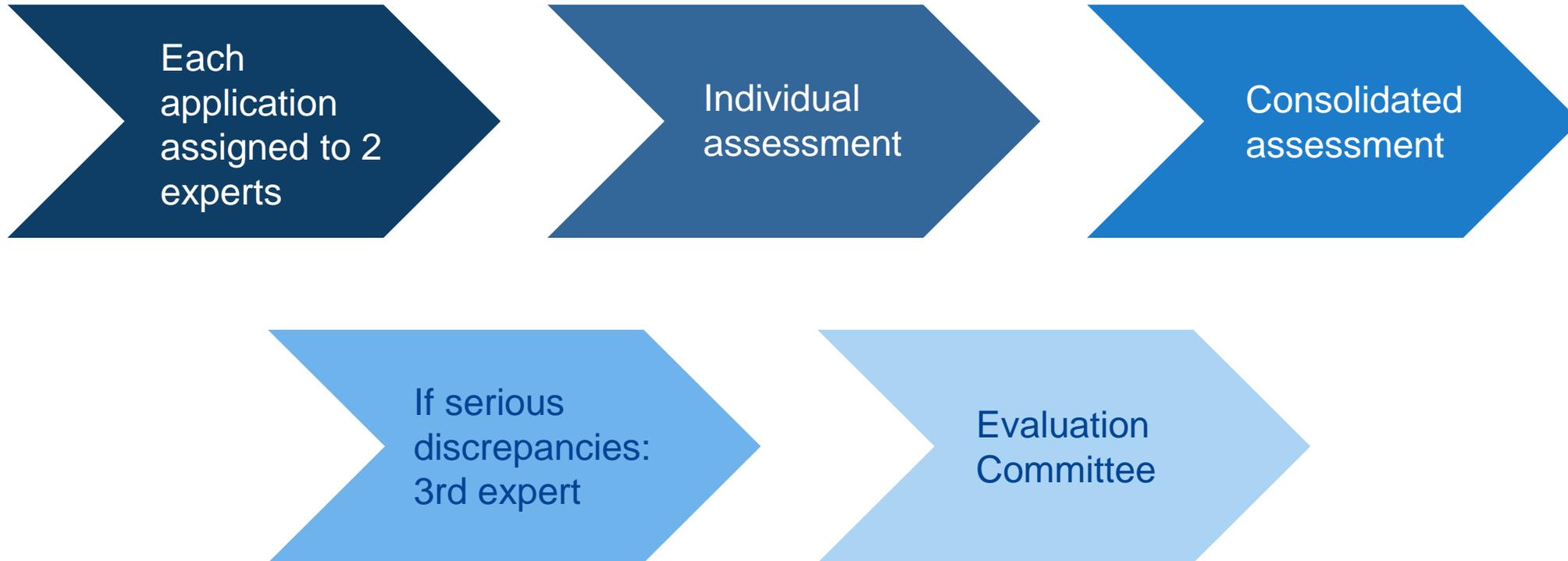
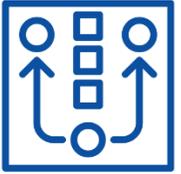
Part B *	Application_Form_Part_B_SEP.pdf	Delete
Detailed Budget Table *	Detailed_Budget_Table_PPPA_EACEA.xlsx	Delete
CVs		Upload
List of previous projects		Upload
Other annexes		Upload

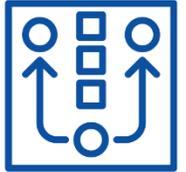
Navigation: BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

Validate & Submit

Various support sources

# Evaluation Process





# Notification of results

## Notification letter

- General information
- Evaluation result
- Funding thresholds

## Annex: Evaluation report

For each award criterion:

- Scores
- Assessment

## *If project selected:* E-mail requesting actions/documents

- PIC validation
- Grant agreement preparation
- Bank account
- Financial capacity documents

European Research Executive  
Agency - Central Validation  
Service

**Mariadomenica Cugnidoro**



# Online Information Session

## Sport PPPA



European  
Commission

This Session will not be recorded



## REA Central Validation Service

Getting started -Registering your organization

**Mariadomenica Cugnido**  
**VALIDATION PLANNING Team**





# REA Central Validation Service

Getting started -Registering your organization

Mariadomenica Cugnidoro  
VALIDATION PLANNING Team

# Presentation Outline

REA Central  
Validation Service

Registration of  
participants

Legal validation and  
Legal entity  
appointed  
representative  
(LEAR)

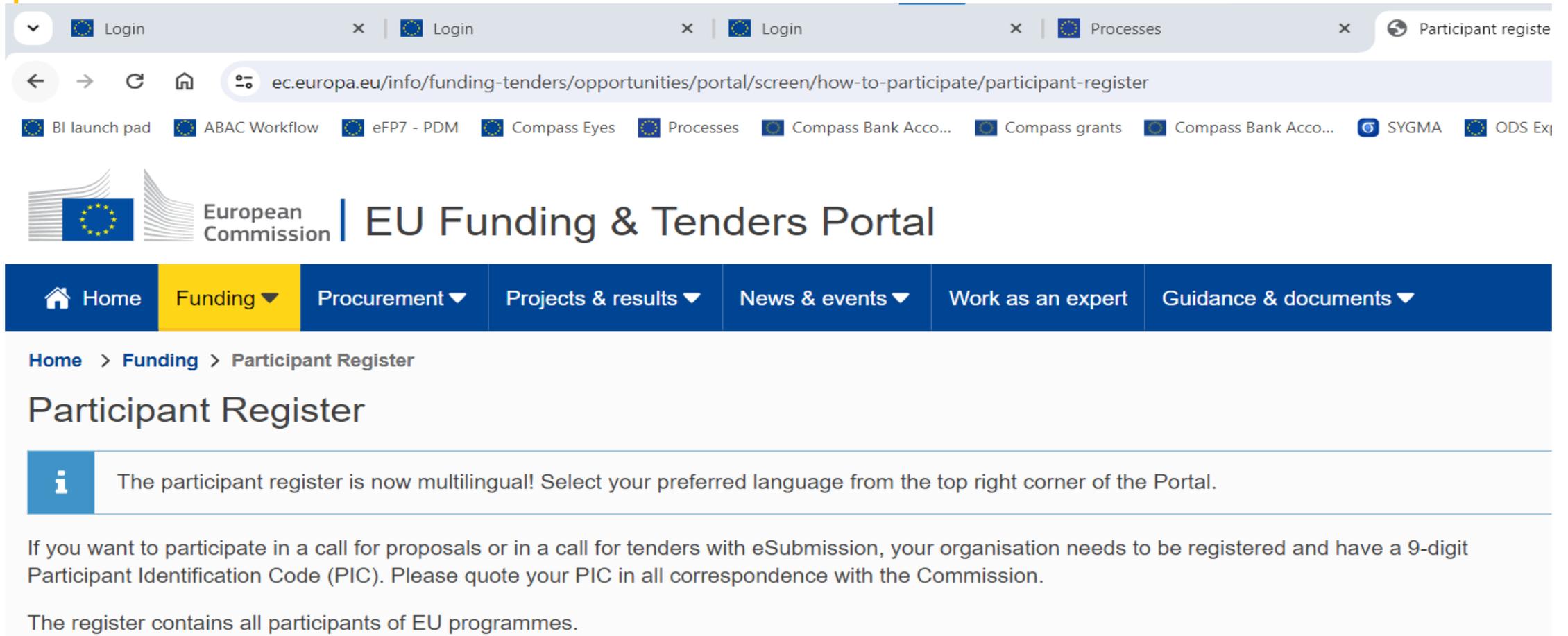
Communication

Guidance  
documents

# REA Central Validation Service (REA CVS)

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

# Registration of an organisation (at proposal stage)



The screenshot shows a web browser window with multiple tabs. The active tab is titled "Participant register" and the address bar shows the URL: [ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register). The browser's bookmark bar contains various links, including "BI launch pad", "ABAC Workflow", "eFP7 - PDM", "Compass Eyes", "Processes", "Compass Bank Acco...", "Compass grants", "Compass Bank Acco...", "SYGMA", and "ODS Ex".

The website header features the European Commission logo and the text "EU Funding & Tenders Portal". Below the header is a navigation menu with the following items: Home, Funding (highlighted in yellow), Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents.

The breadcrumb trail reads: [Home](#) > [Funding](#) > [Participant Register](#).

## Participant Register

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

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.

### 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.

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 EIC Accelerator) 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 Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

# How to register in the Participant Register

The screenshot shows the 'Participant's Register' interface. At the top, there is a progress bar with six steps: 1. Identification (highlighted with a red location pin), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. Below the progress bar, the 'Identification' section contains the following fields:

- Legal name \* (text input, 240 characters)
- Registration country \* (dropdown menu)
- Registration number (text input, 50 characters)
- VAT number \* (text input, 20 characters) with a toggle switch for 'not applicable' (500 characters)

At the bottom of the form, there are two buttons: 'Review the Form' (red) and 'Next' (blue).

Identification

(e.g. Legal name, VAT number)

Organisation data

Legal information

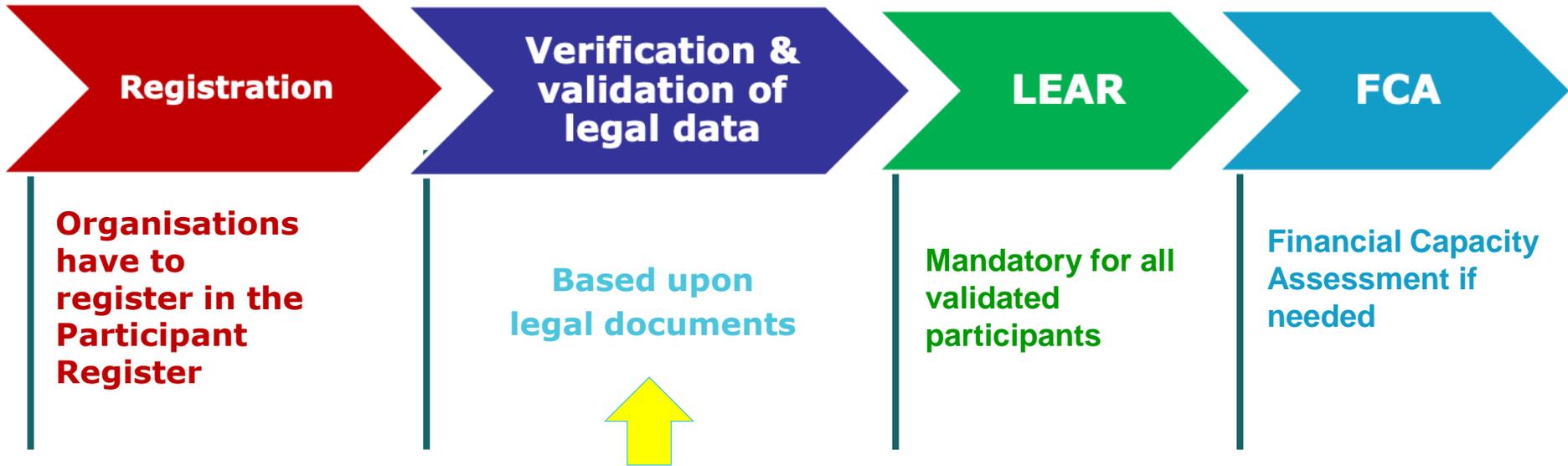
Authorised users

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

Registration completed

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

Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER

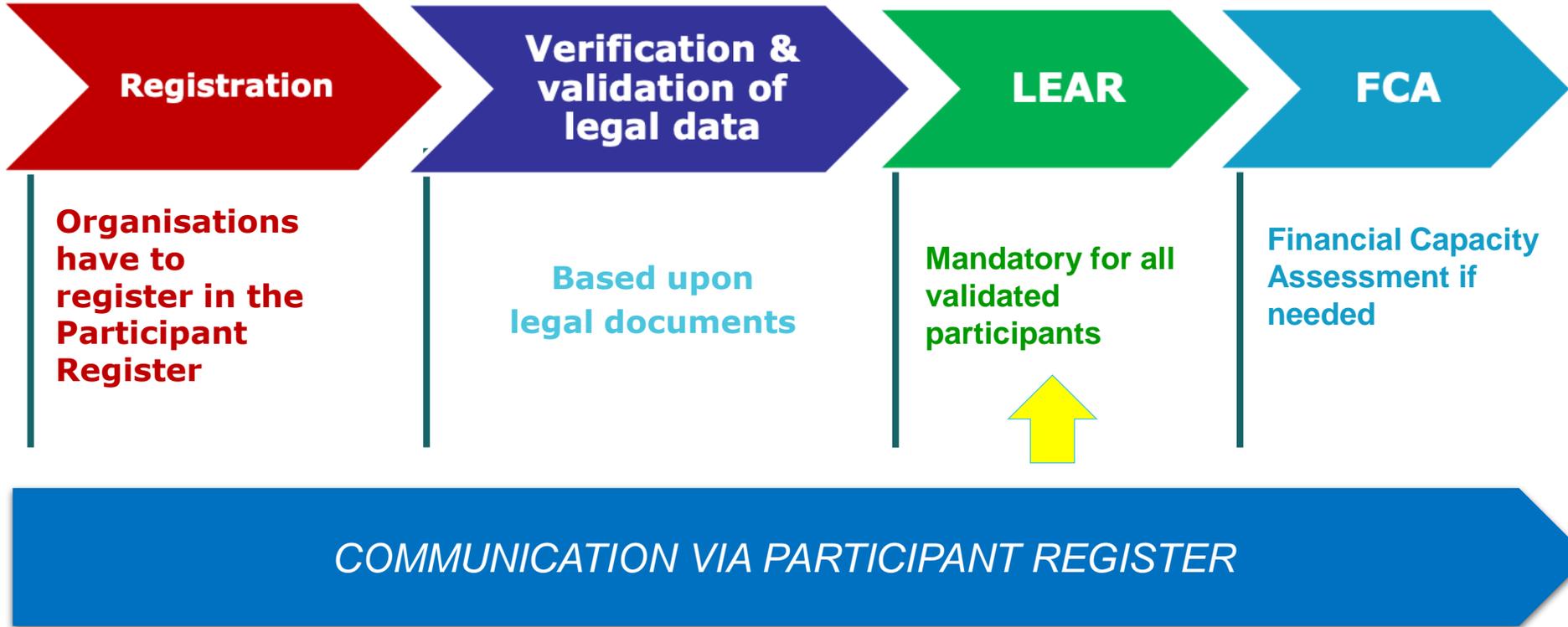
# Legal validation

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

# Legal validation documents

- ✓ **Legal entity form** (template to be completed, dated, stamped and signed)
- ✓ **VAT extract** (< 1 year)
  - ✓ *If not registered for VAT – proof of VAT exemption*
- ✓ **Registration extract** (< 1 year) – for private law bodies
- ✓ **Law/decreed/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

## Validation Process Overview



# LEAR role and duties

In the Single Electronic Data Interchange Area, the appointment of the Legal Entity Appointed Representative (LEAR) is mandatory.

The LEAR:

- Notifies the EU of changes in legal data/status
- Submits legal and financial documents if required
- Manages access rights of persons in the organisation (but *not* at the project level)
- Nominates 'Account Administrators' and individuals authorised to sign:
  - ✓ Contracts/grant agreements and their amendments (Legal signatories, i.e. **LSIGN**)
  - ✓ Financial statements (Financial signatories, i.e. **FSIGN**)

# LEAR appointment documents

1. LEAR appointment letter and Roles and Duties of LEARs (duly signed by both the legal representative and the LEAR)
2. Declaration of Consent to the EU Funding & Tenders Portal Terms and Conditions (duly signed by legal representative)
3. Official proof of identity (ID-card/passport with photo and signature) of the legal representative and the LEAR
4. Proof of empowerment of the legal representative

*Scanned version of these documents shall be uploaded in the Participant Register. Originals of 1 and 2 must be kept in the entity's premises.*

# Communication

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

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

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

to me ▾

## Europa / Funding & Tenders Portal notification

Dear User,

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

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

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

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

With kind regards,  
EU Single Electronic Data Interchange Area - F&T Portal team

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

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

# Access lost to a declared or valid PIC

## Declared PIC

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

## Valid PIC

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

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

# Guidance documents



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



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

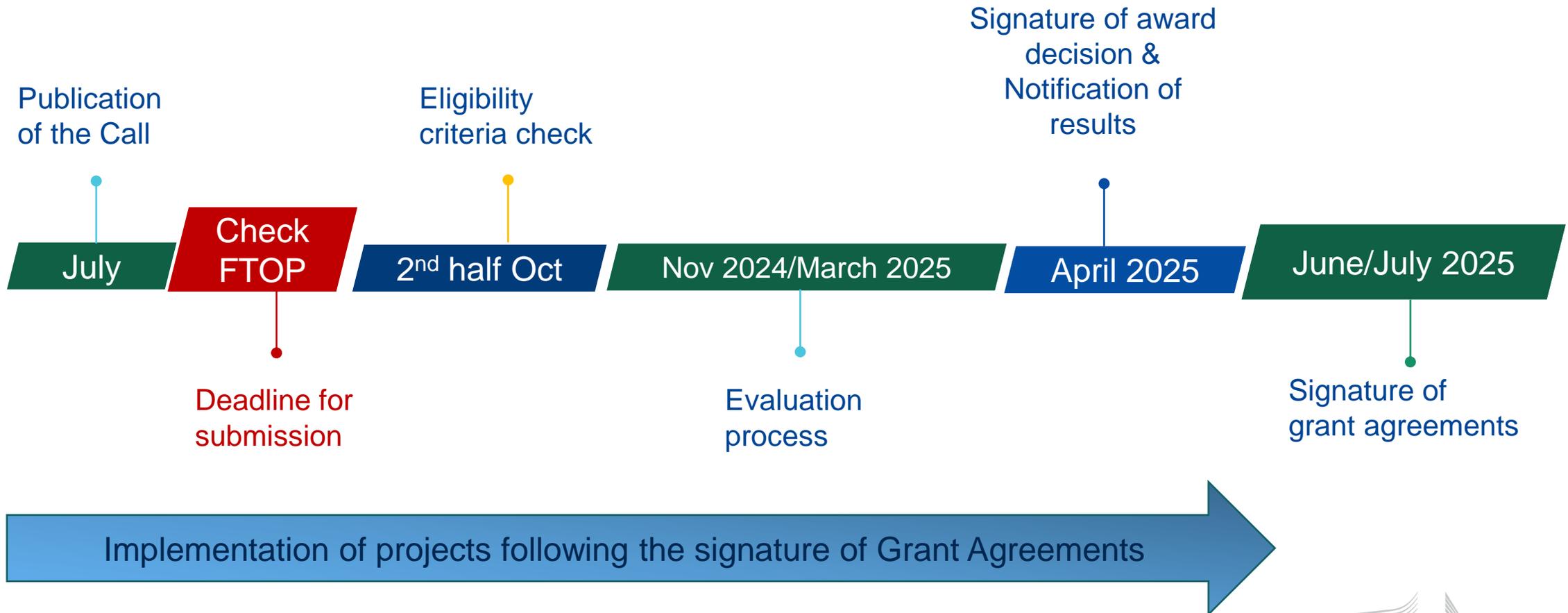


Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>



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

# Roadmap



# Session 3

## Q & A



## Online Information Session Sport PPPA



European  
Commission

# Any questions ?

Join us on [www.slido.com](https://www.slido.com)

Use the code **#PPPASport2024**

Join at  
**slido.com**  
**#PPPASport2024**



# Thank you & Good luck!



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