



# Erasmus+ Sport Info Day 2024

## Session 4: How to present your proposal?

*European Education and Culture  
Executive Agency*

*Brussels, 30 January 2024*

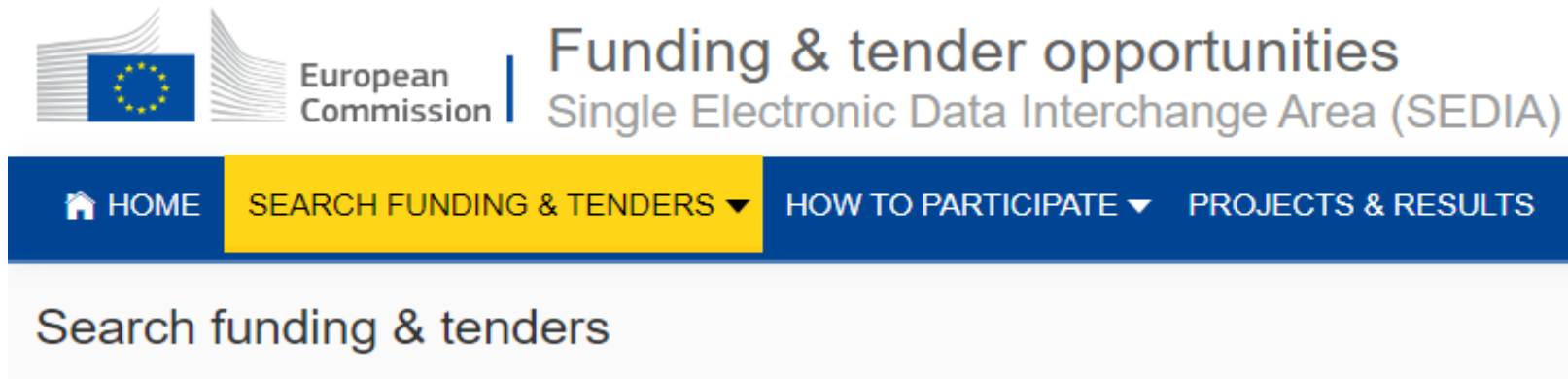


# Agenda

- Introduction
- Eligibility criteria / Consortium
- Funding mechanism
- Work packages and deliverables
- Award criteria
- Common mistakes

Actions: Cooperation partnerships (SCP), Small-scale partnerships (SSCP) and Not-for-profit European sport events (SNCESE)

# Where to start?



**Deadline:** 05 March 2024, 17:00 Brussels time

**Topics:**

ERASMUS-SPORT-2024-SSCP

ERASMUS-SPORT-2024-SCP

ERASMUS-SPORT-2024-SNCESE

ERASMUS + PROGRAMME  
GUIDE



Read carefully

# Different steps – application form

1. Create your consortium using the **PIC numbers** of all organisations

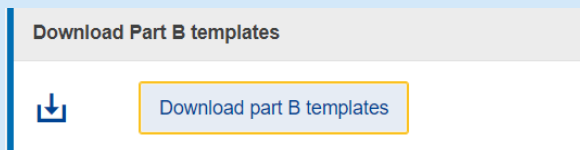
## 2. Edit part A

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

**Save & exit**

3. Download – fill in - upload the **Part B templates:**

**-Technical description**  
**-Budget calculator**



4. Tick the **priority** and choose the **type of organisation – Part C**

### SPORT SPECIFIC PRIORITIES

- Encouraging healthy lifestyle for all
- Supporting social inclusion through sport
- Volunteering in sport
- Fight against discrimination in sport, including gender equality

Supporting social inclusion through sport

- Supporting social inclusion through sport



# Programme criteria

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

# Admissibility criteria

# Admissibility criteria

Application is submitted electronically via the [Funding & Tender Opportunities Portal](#)

Application is

- \* readable
- \* accessible
- \* in one of the official EU language

Application is complete containing all parts and **official mandatory annexes**

Mind the deadline

**\*5 March 17:00**  
**(Brussels time)**

-> *Preferable to submit in advance*

*Detailed in Erasmus+ Programme Guide under part C – Step 2:*

applicable to all actions

# Eligibility criteria



# Cooperation partnership

## Participating organisations

- Any public or private organisation established in an EU Member State or third country associated to the Programme can participate as coordinator\* or partner
- Organisations established in any country not associated to the Programme can participate (Belarus and Russian Federation excepted) if added value to the project

## Eligible consortium

Minimum 3 organisations from 3 different EU Member States and third countries associated to the Programme

## Project duration

Between 12 and 36 months

## Venue

All activities must take place in the countries of the organisations participating in the project (exceptions)

\* *applicant organisation must have been legally established at least 2 years before the application deadline*

# Small-scale partnership

## Participating organisations

Any public or private organisation established in an EU Member State or third country associated to the Programme

## Eligible consortium

Minimum 2 organisations from 2 different EU Member States and third countries associated to the Programme

## Project duration

Between 6 and 24 months

## Venue

All activities must take place in the countries of the organisations participating in the project (exception)

# Not-for-profit European Sport events

## Participating organisations

Any public or private organisation, with its affiliated entities, active in the field of sport established in an EU Member State or third country associated to the Programme

## Eligible consortium

Consortium conditions for 4 different types of events

## Project duration

12 or 18 months

## Venue

All activities must take place in the countries of the organisations involved (no exceptions)

# Not-for-profit European Sport events

## European local event (Type I)

- 3 to 5 partners
- Each organisation from different countries\*
- Events take place in the countries of each organisation
- EUR 200.000

## European local event (Type II)

- Minimum 6 partners
- From 6 different countries\*
- Events take place in the countries of each organisation
- EUR 300.000

## European-wide event

- Only one applicant
- Min 9 associated partners identified in Part A and B
- From 10 different countries\*
- Event take place in the country of the applicant organisation
- EUR 450.000

\* EU Member States and third countries associated to the Programme

# Consortium

# Consortium

## Eligible partnership

Check the minimum requirements of consortium for the chosen action

## Linked to the project objectives

Profile of the organisation

Diversity

Experience

Specific competences

Active Partnership

## Practical aspects

Manageable

Trustworthy

Sufficient size

Operational capacity of partners

# Exclusion and selection criteria



# Exclusion criteria

## *Where?*

- In the Part C of Erasmus+ Programme Guide

## *How?*

- Fields to tick in the application form (Part A)
- Declaration on honour to be signed if selected



# Selection criteria

<b>Operational capacity</b>	<ul style="list-style-type: none"><li>• General profiles (qualifications and experiences) of the staff responsible for managing and implementing the project</li><li>• Description of the consortium participants</li><li>• List of EU-funded projects for the last 4 years (if any)</li></ul>
<b>Financial capacity</b>	<p>Provide only upon request &gt; upload in Funding and Tender Opportunities Portal:</p> <ul style="list-style-type: none"><li>• Profit and loss accounts</li><li>• Balance sheet</li><li>• Other documents, if requested</li></ul> <p>Evaluation by the Validation Service (Research and Executive Agency – REA)</p>

# Funding mechanism

# Lump sum amounts

## LUMP SUM TYPE I - NO OTHER AMOUNT IS AUTHORISED



### Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR

### Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



### European Sport Events

- 200.000 EUR
- 300.000 EUR
- 450.000 EUR

# Funding Rules – Lump sum Type I



Estimated budget  
per each work  
package



Detailed list of  
work packages



Focus on results  
and outputs

# Funding Rules – Lump Sum Type I

## PART A of the Application Form

### 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	150000.00
2	Charama²	BE	250000.00
	Total		400000.00

## PART B Excel template (Tpl\_calculator)

**AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION.**  
 YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Cooperation partnerships (SCP)	120.000	250.000	400.000
Small-scale partnerships (SSCP)	30.000	60.000	
Not-for-profit European sport events (SNCESE)	200.000	300.000	450.000

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

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
	Design and set up				[title]	[title]	[title]	[title]
Test Camelia Valeria		150.000						150.000
Charama²		100.000	150.000					250.000

# Work packages and deliverables

# Technical description – Part B

4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING .....	10
4.1 Work plan .....	10
4.2 Work packages, activities, resources and timing.....	10
<i>Work Package 1</i> .....	11
<i>Work Package</i> .....	13
<i>Events and meetings</i> .....	14
<i>Timetable</i> .....	14

Milestones not needed in Erasmus+ projects – Leave the section empty

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

# Requirements and recommendations (1/2)

	How many?	Examples of work packages
SSCP	1	<b>Work package - “Project implementation”</b> Deliverable 1 - communication package Deliverable 2 - outputs
SNCESE	2 to 3	<b>Work package - “Project implementation”</b> Deliverable - Outputs and results linked to objectives  <b>Work package - “Impact and dissemination”</b> Deliverable - Communication package  Work package - “Preparation of the event” Deliverable - Organisation

*Quality over quantity*



# Requirements and recommendations (2/2)

	How many?	Examples of work packages
SCP	2 to 5	<p><b>Work package - “Project implementation”</b> Deliverable - Outputs and results linked to objectives</p> <p><b>Work package - “Impact and dissemination”</b> Deliverable - Communication package</p> <p>Other work packages may contain following deliverables: Guide of best practices, Handbook, Online training course, ...</p>

*Quality over quantity*



# Deliverables

## ***What is a deliverable:***

Major output to show progress in the project

## ***Types of deliverables:***

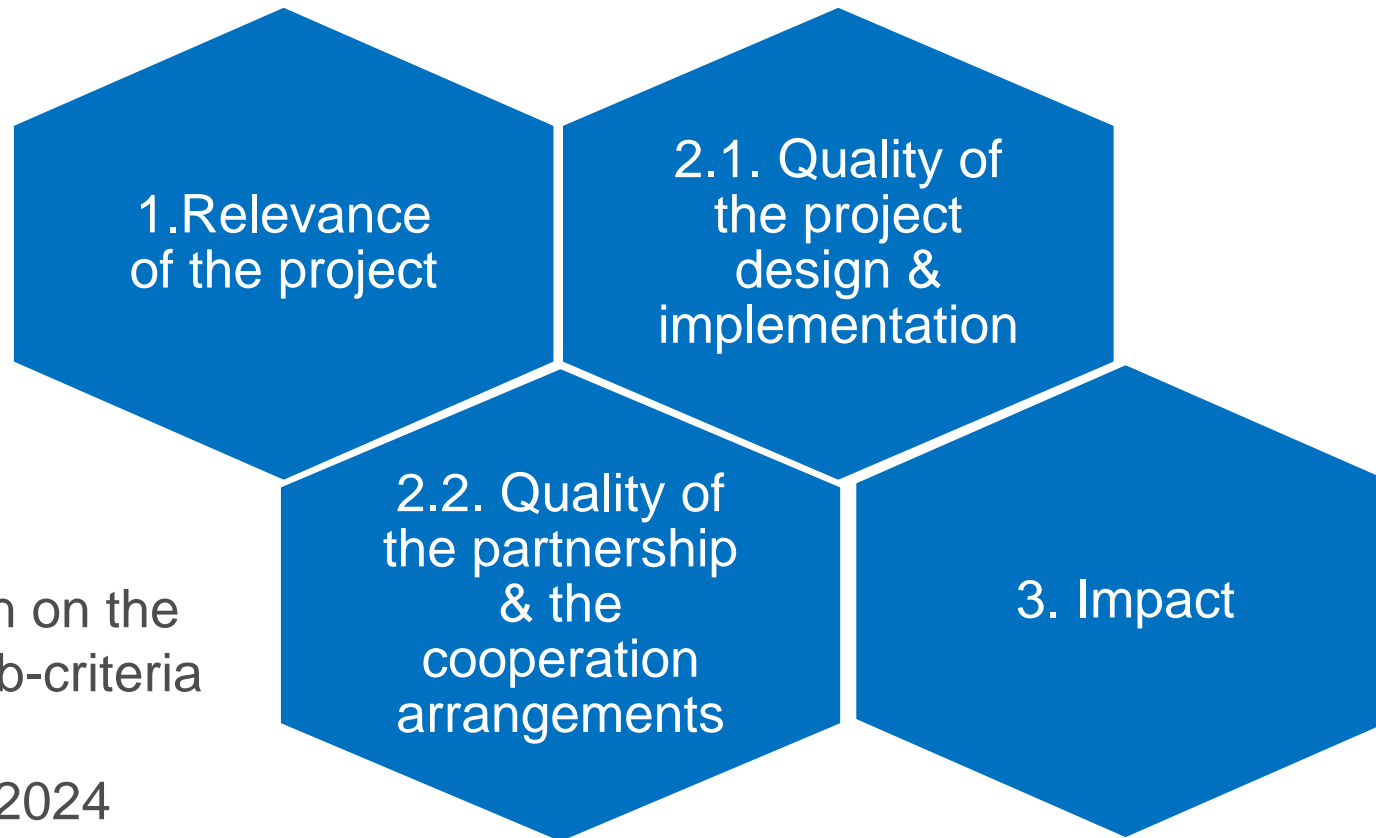
- ***Public:*** will be automatically posted on the platforms
- ***Sensitive:*** include sensitive data

## **Do not include:**

- Compulsory reports to EACEA (final report, interim report)
- Grant agreement
- Partnership agreement

# Evaluation process

# Award criteria



Detailed information on the criteria and their sub-criteria in the Erasmus+ Programme Guide 2024

# Award criteria – Scoring

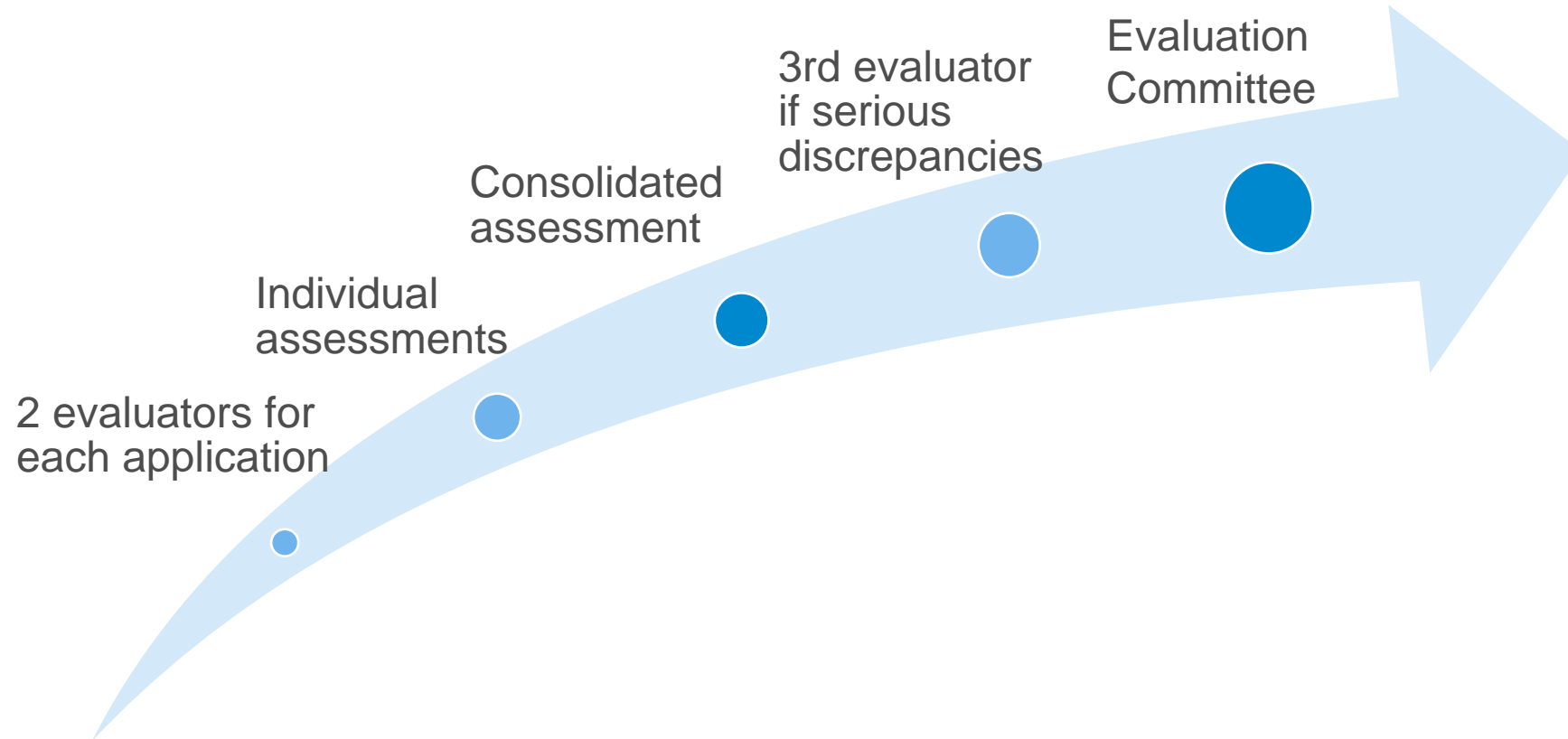


Award Criteria	Cooperation partnerships	Small-scale partnerships	Events
Relevance of the project	25 p	30 p	30 p
Quality of the project design and implementation	30 p	30 p	20 p
Quality of the partnership and cooperation arrangements	20 p	20 p	20 p
Impact	25 p	20 p	30 p
<b>Total</b>	<b>100 p</b>	<b>100 p</b>	<b>100 p</b>

Double threshold:

- 50% of each criterion
- at least 60 points in total for SSCP and SNCESE
- at least 70 points in total for SCP

# Evaluation of the award criteria



# Notification of evaluation results

## Notification letter

### Evaluation outcome

- Selected
- Rejected
- Reserve list

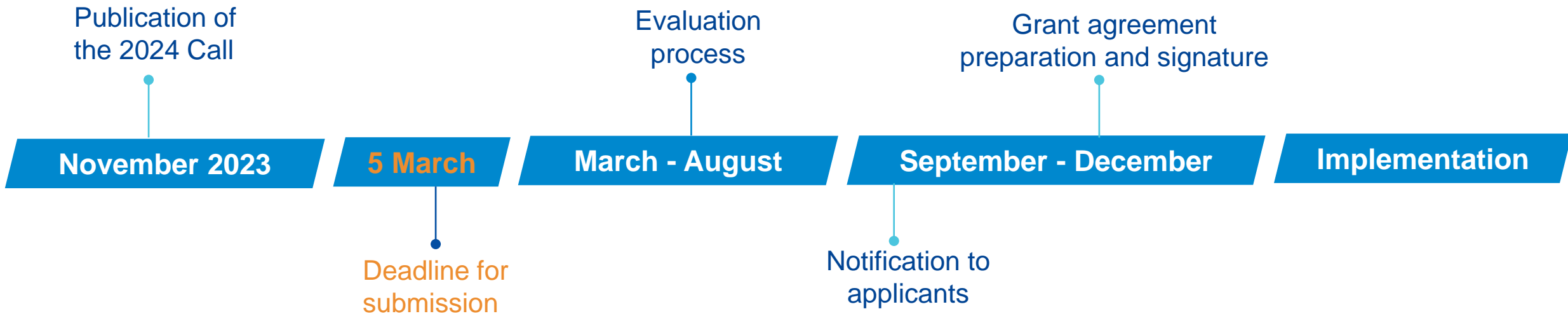
## Successful proposals

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

## Rejected proposals

Scores and  
assessment per  
criterion

# Indicative roadmap






# Common mistakes

# Common mistakes 1/9

## Incorrect topic chosen


### Cooperation Partnerships

ERASMUS-SPORT-2024-SCP **Call for proposal**  
Erasmus+ (ERASMUS+)

 Open for submission


### Small-scale Partnerships

ERASMUS-SPORT-2024-SSCP **Call for proposal**  
Erasmus+ (ERASMUS+)

 Open for submission

### Not-for-profit European sport events

ERASMUS-SPORT-2024-SNCESE **Call for proposal**  
Erasmus+ (ERASMUS+)

 Open for submission

# Common mistakes 2/9

## Incorrect annexes uploaded to the application form in the system

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

**Call data:**  
Call: ERASMUS-SPORT-2022-SSCP  
Topic: ERASMUS-SPORT-2022-SSCP  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

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

**Support & Helpdesk**

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

**Find your organisation**  
PIC  Short name    
**Organisations you have been previously associated with. (Click to select)**

**PIC: 913842918**  
Test Camelia-Valeria  
place Rogier  
Brussels,BE

**PIC: 923131832**  
Aero LTD  
MaartStreet 12  
Almere,US  
VAT: 125648321

**PIC: 892863661**  
SME Test  
Rue ABC, 3  
Brussels,BE

**PIC: 933341955**  
Charalampos Xenogiannis  
champ du champ de mard 5  
brussels,BE  
VAT: BE0820975039

# Common mistakes 3/9

Missing information on partner organisations in the application form

**Coordinator**

1 **Aero LTD** Add Affiliated Entity + Contacts: ? Add contact +

Aero LTD - test company  
Almere, US  
PIC: 923131832

Change organisation Contact organisation

**Helena KAMENCIKOVA - Main contact** >

**Zanete Tifentale - Contact person** >

**Partner**

2 **JANITOM Tomasz Janisz** Add Affiliated Entity + Contacts: ? Add contact +

JANITOM Tomasz Janisz  
Gdansk, PL  
PIC: 952853893

Change organisation Contact organisation

**Helena Kamencikova - Contact person** >

**Affiliated Entity**

3 **Test Camelia-Valeria**

Test Camelia-Valeria

# Common mistakes 4/9

No lump sum requested in the budget in Part A

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

## 3 - Budget

NB: Only the official lump sum amounts are accepted

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

# Common mistakes 5/9

## Incorrect lump sum in the budget calculator

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

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Not-for-profit European sport events (SNCESE)	200.000	300.000	450.000

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

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	VP 1	VP 2	VP 3	VP 4	VP 5	VP 6	VP 7	TOTAL (in €)
[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]	- invalid lump sum
[name]								0
[name]								0

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
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Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	VP 1	VP 2	VP 3	VP 4	VP 5	VP 6	VP 7	TOTAL (in €)
[title]	[title]	[title]	[title]	[title]	[title]	[title]	[title]	60.000
h	10.000	20.000	30.000					60.000
name]								0

# Common mistakes 6/9

Discrepancies in the requested grant amount Part A – Part B

## PART A of the Application Form

### 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	150000.00
2	Charama²	BE	250000.00
	Total		400000.00

## PART B Excel template (Tpl\_calculator)

EACH ACTION HAS A PRE-FIXED LUMP SUM. **NO OTHER AMOUNT CAN BE AWARDED.**  
**TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION.**  
 AFTER YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

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Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
	Design and set up	Implement	Disseminate	[title]	[title]	[title]	[title]	
Test Camelia Valeria		150.000						150.000
Charama²		100.000	150.000					250.000

# Common mistakes 7/9

## Incorrect budget distribution in SNCESE

### Type I and Type II

Budget split among all organisations of the consortium – full partners

### EU-wide event

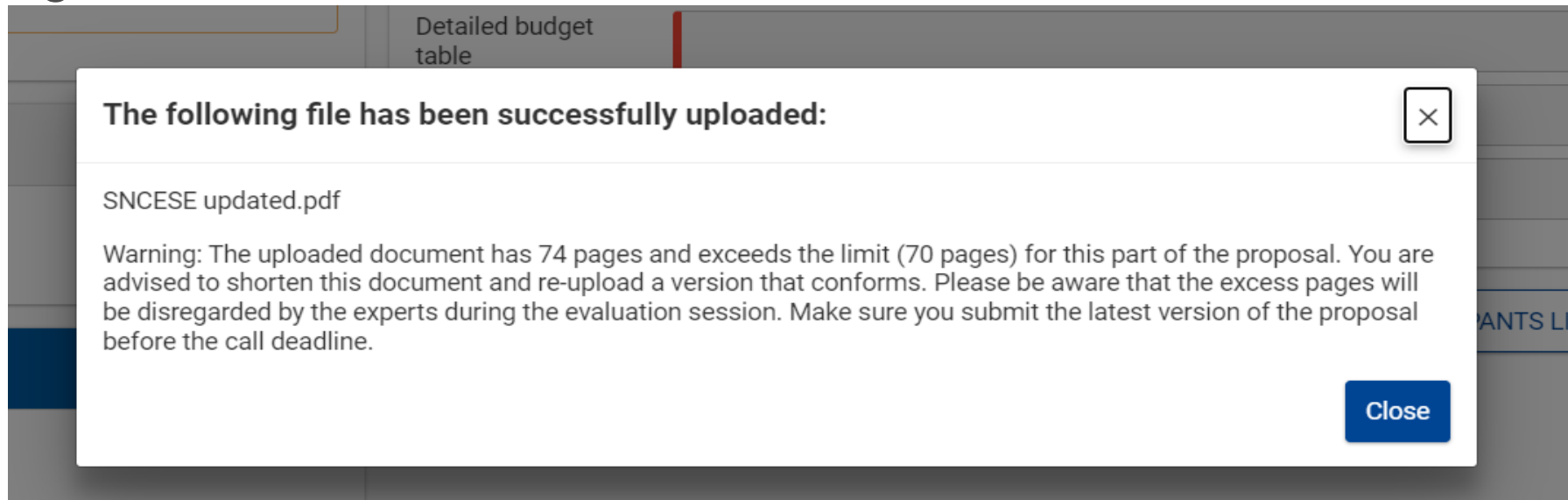
Budget only goes to the applicant, all other organisations are associated partners in the project



# Common mistakes 8/9

## Excess pages in Part B – Technical description – not evaluated

- 70 pages for SCP-SNCESE
- 40 pages for SSCP



# Common mistakes 9/9

Failed submission because of last minute submission

- 5 March 2024 17:00 Brussels time
- Technical errors difficult to solve 10 minutes before the deadline
- Start well in advance and consult the different technical guidelines

# Conclusions

# In a nutshell...

Read carefully E+  
Guide + material at  
your disposal

Coherent number of  
WP and deliverables  
- quality over  
quantity

Choose trustful  
partners

Official templates  
Part B+ Formatting  
rules

No error messages  
in the budget

Don't wait until 5  
March

# Useful links

E+Programme Guide 2024: [E+ Programme Guide](#)

Where to find the application forms?:  
[Funding & tenders \(europa.eu\)](#)

Online manual: [Online manual on submission of the proposal](#)

IT how to: [IT how to on submission of the proposal](#)

# Thank you



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