



ONLINE JOINT INFO DAY

ERASMUS+ AND EUROPEAN SOLIDARITY CORPS

Capacity Building Youth
Volunteering Teams in High Priority Areas
European Youth Together

10 February 2022

*European Education and Culture
Executive Agency*

Please, note that the European Solidarity Corps Programme Guide 2022 and the Erasmus+ Programme Guide 2022 are the legally-binding document for these calls.



Technical arrangements

- The session will be recorded.
- The slides will be available after the session.
- For the Q&A sessions:
 - Write your questions in Slidoor
 - Contact our functional mailboxes:
 - EACEA-SOLIDARITY-CORPS@ec.europa.eu
 - EACEA-YOUTH@ec.europa.eu

Agenda

| Time | Topic |
|-------------|---|
| 09:30-10:00 | Connection of participants |
| 10:00-10:15 | Welcome and introduction |
| 10:15-10:45 | Policy context |
| 10:45-10:55 | Q&A session on the policy context |
| 10:55-11:25 | Moderated session with former beneficiaries |
| 11:25-11:40 | Coffee break |
| 11:40-12:15 | How to apply in the Funding and Tender Opportunities Portal? |
| 12:15-12:30 | Q&A session on the application process |
| 12:30-14:00 | Lunch break |

Agenda

| Time | Topic |
|-------------|---|
| 14:00-14:30 | Presentation of the call Capacity Building Youth |
| 14:30-15:00 | Q&A session on Capacity Building Youth |
| 15:00-15:30 | Presentation of the call Volunteering Teams in High Priority Areas |
| 15:30-16:00 | Q&A session on Volunteering Teams in High Priority Areas |
| 16:00-16:45 | Presentation of the calls European Youth Together |
| 16:45-17:15 | Q&A session on European Youth Together |
| 17:15-17:30 | Closing remarks |

Policy context

DG EAC



Youth and European Solidarity Corps Policy Context

Jadranka Vukovic Johnsson

DG EAC – Unit B3

Youth, Volunteer Solidarity and
Traineeships Office

2022 Youth 'policy context'

- ❑ EU Youth Strategy 2019-2027
- ❑ 11 EU Youth Goals
- ❑ EU Youth dialogue process (9th cycle)
- ❑ Youth Report 2021
- ❑ 2022 European Year of Youth
- ❑ 2022 E+ Youth and ESC Priorities



The EU Youth Strategy 2019-2027

The European Union Youth Strategy 2019-2027 (Engage, Connect, Empower)

- Fostering youth participation in democratic life;
- Supporting social engagement, solidarity and cross-border mobility;
- Aiming to ensure that all young people have the necessary resources to take part in society.

https://europa.eu/youth/strategy_en

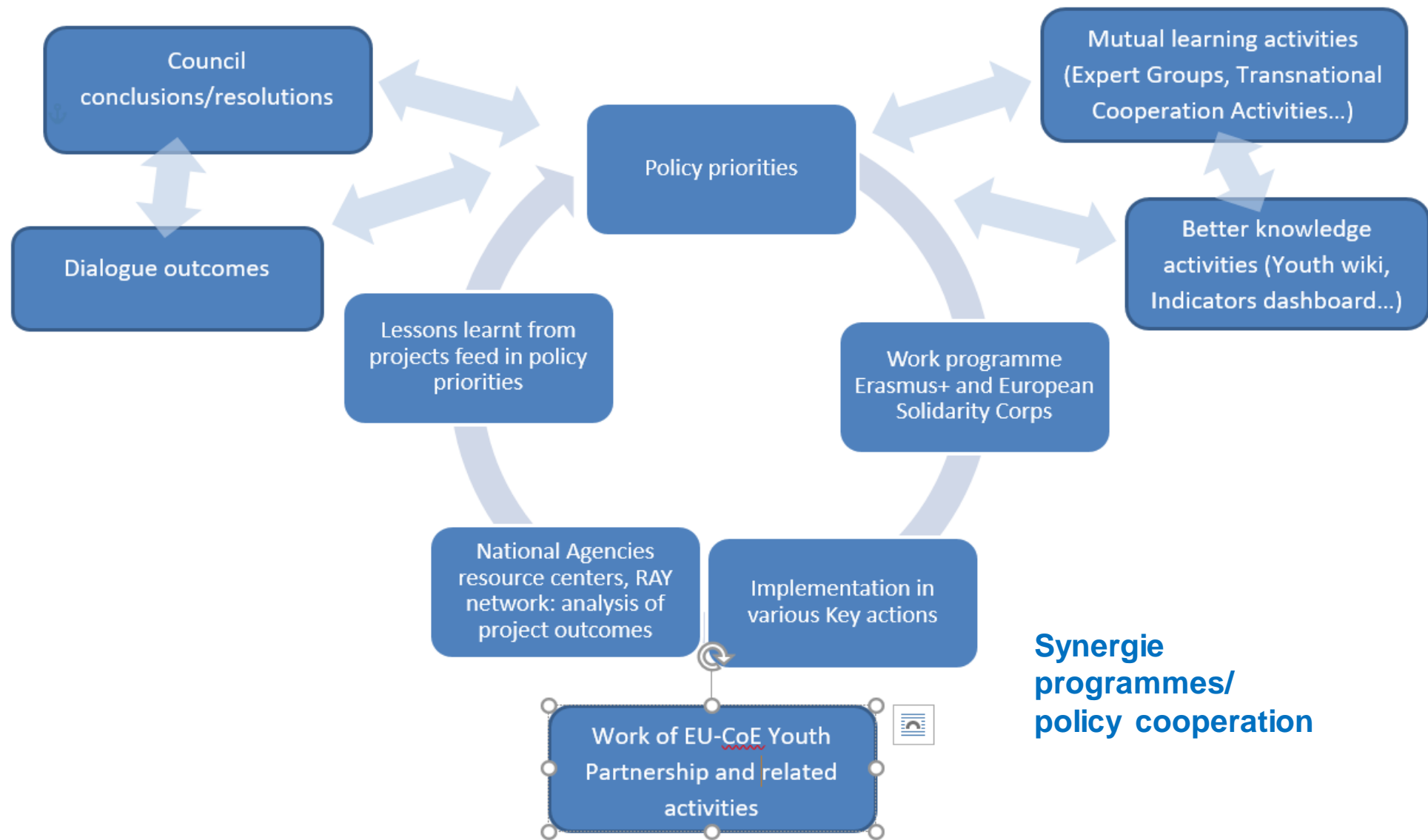
Tackling core areas of the youth sector, Reinforcing cross sector cooperation



ENGAGE
CONNECT
EMPOWER

Youth Goals: a vision from youth for Europe

- | | | | |
|---|--|--|---|
|  | 1. Connecting EU with Youth |  | 7. Quality employment for all |
|  | 2. Equality of all genders |  | 8. Quality learning |
|  | 3. Inclusive societies |  | 9. Space and participation for all |
|  | 4. Information and constructive dialogue |  | 10. Sustainable green Europe |
|  | 5. Mental health and wellbeing |  | 11. Youth organisations and European programmes |
|  | 6. Moving rural youth forward | | |



**Synergie
programmes/
policy cooperation**

Erasmus+ and European Solidarity Corps Transversal priorities

Green



**Inclusion and
diversity**



Digital



Participation



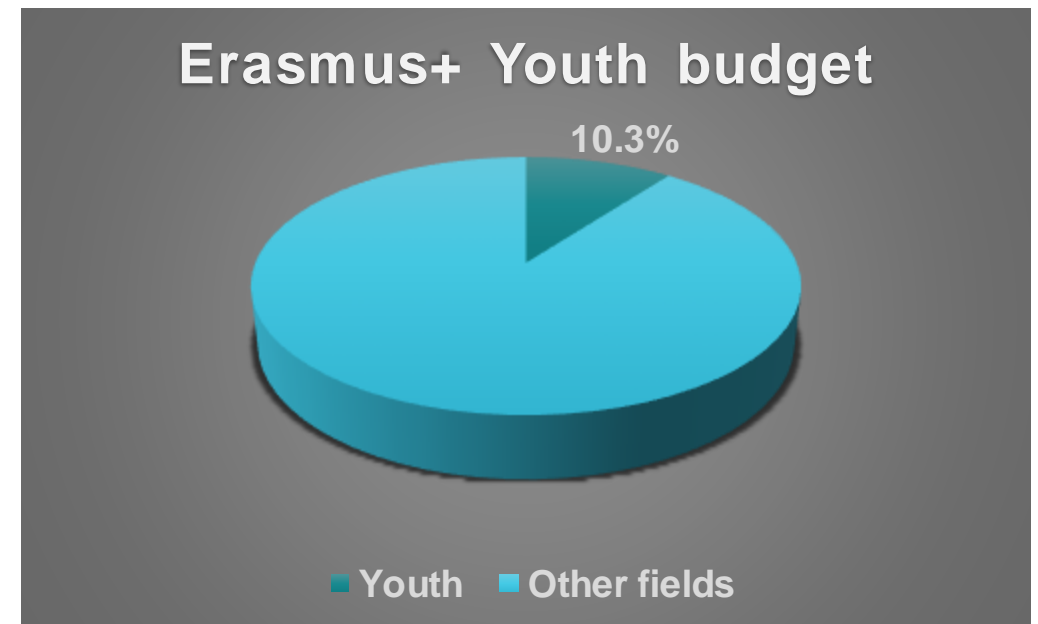
Erasmus+ Youth 2021-2027

Specific objectives of Erasmus+ in the field of youth

- Promote **non-formal and informal learning mobility and active participation** among young people;
- Promote **cooperation, quality, inclusion, creativity and innovation** at the level of organisations and policies in the field of youth.

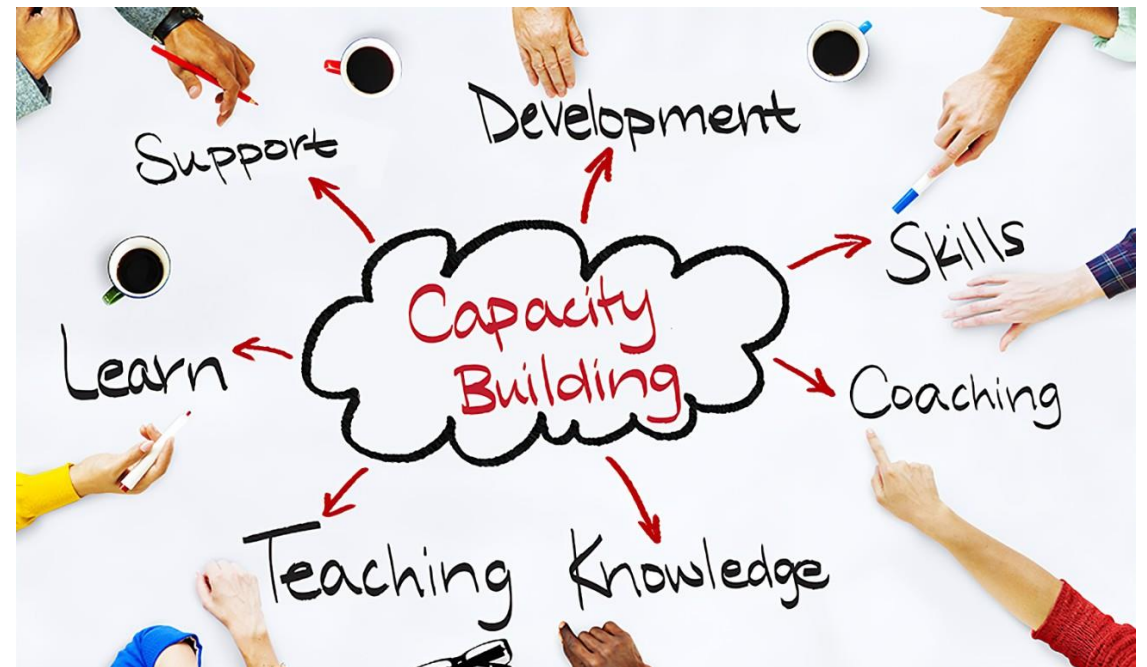
Erasmus+ Youth Budget

Out of the total 26.2 billion, 2.531 billion allocated to the Youth strand



Erasmus+ Key Action 2 Youth Capacity Building: Objectives

- **Raising the capacity** of organisations working with young people outside formal learning;
- Promoting **non-formal learning in third countries** (e.g. through the development, testing and launching of schemes and programmes of non-formal learning mobility);
- Supporting the development of **youth work in third countries** from **Regions 1 and 3**.



Erasmus+ Key Action 3: European Youth Together

- Stimulate innovative policy
- Increase policy impact
- Facilitate participation in policy design and reform
- Facilitate access and participation of youth in EU policy
- Create networks promoting cross-border partnerships
- Contribute to and promote EU Youth Policy
 - **EU Youth Strategy 2019-2027**
 - **EU Youth Goals**
 - **Youth Dialogue and its priorities**
- Contribute to the recovery of the youth sector from the COVID-19 crisis
- Consider challenges related to digital skills and green lifestyles

Erasmus+ Key Action 3

European Youth Together: Thematic priorities

- Active citizenship
- Network-building
- European values and European citizenship
- Democratic participation
- Democratic resilience
- Social inclusion related to youth

Erasmus+ Key Action 3

European Youth Together: Expectations

- This is a Key Action 3 project, therefore a **clear link** to policy reform and contribution **to the overall EU youth policy agenda** should be demonstrated.
- **Building on the outcomes of the New Narrative for Europe , the Youth Goals and last year's projects** and linking them to policy development at local/regional/national/European level.
- Improving the **involvement of young people in democratic life** and their engagement with decision makers (empowerment, new skills, involvement of young people in project design, etc.).



EUROPEAN SOLIDARITY CORPS

2021-2027



**EUROPEAN
SOLIDARITY
CORPS**

THE POWER OF TOGETHER.

OPPORTUNITIES FOR
270.000
YOUNG PEOPLE

€1.009M
BUDGET

2021-2027

Volunteering projects offer opportunities for young people to take part in solidarity activities contributing to the daily work of participating organisations, to the ultimate benefit of the communities within which the activities are carried out.

VISUAL: © EUROPEAN UNION, 2021 (CC BY-NC-ND 4.0) - SOURCE: ISTOCK.COM



2021 - 2027

VOLUNTEERING

- FOR PARTICIPANTS AGED **18-30**
- **HELPING** WHERE NEEDED AND **GAINING SKILLS**
- IN THE **EU** AND **NEIGHBOURING COUNTRIES**

Volunteering

Individual volunteering allows young people to participate in the daily activities of organisations for **2-12 months** (in cases for people with fewer opportunities as of 2 weeks) abroad or in their country of residence.

Volunteering teams are groups of 10-40 young people from at least two countries volunteering for a shorter period of 2 weeks to 2 months.

Geographical scope

EU Member States and third countries associated to the programme: EU Member States, Iceland, Liechtenstein, North Macedonia and Turkey – organisation can apply to the National Agency of the country they are established in

Third countries not associated to the programme: Norway, Serbia, Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, Russian Federation - can participate in projects as partners

Minimum two organisations covering host and support role (except for in-country and volunteering teams)

Prerequisite: hold a **Quality Label**

Volunteering teams in high priority areas

Volunteering Teams in high priority areas are projects supporting voluntary activities carried out in groups of young people coming together from abroad to express solidarity by implementing short-term high-impact interventions that **address societal challenges in policy areas defined each year at EU level**

- **EUR 3M in 2022: preservation of cultural heritage and promotion of healthy lifestyles**



Proposal for a Council Recommendation on mobility of young volunteers across the European Union

COM(2022) 15 final

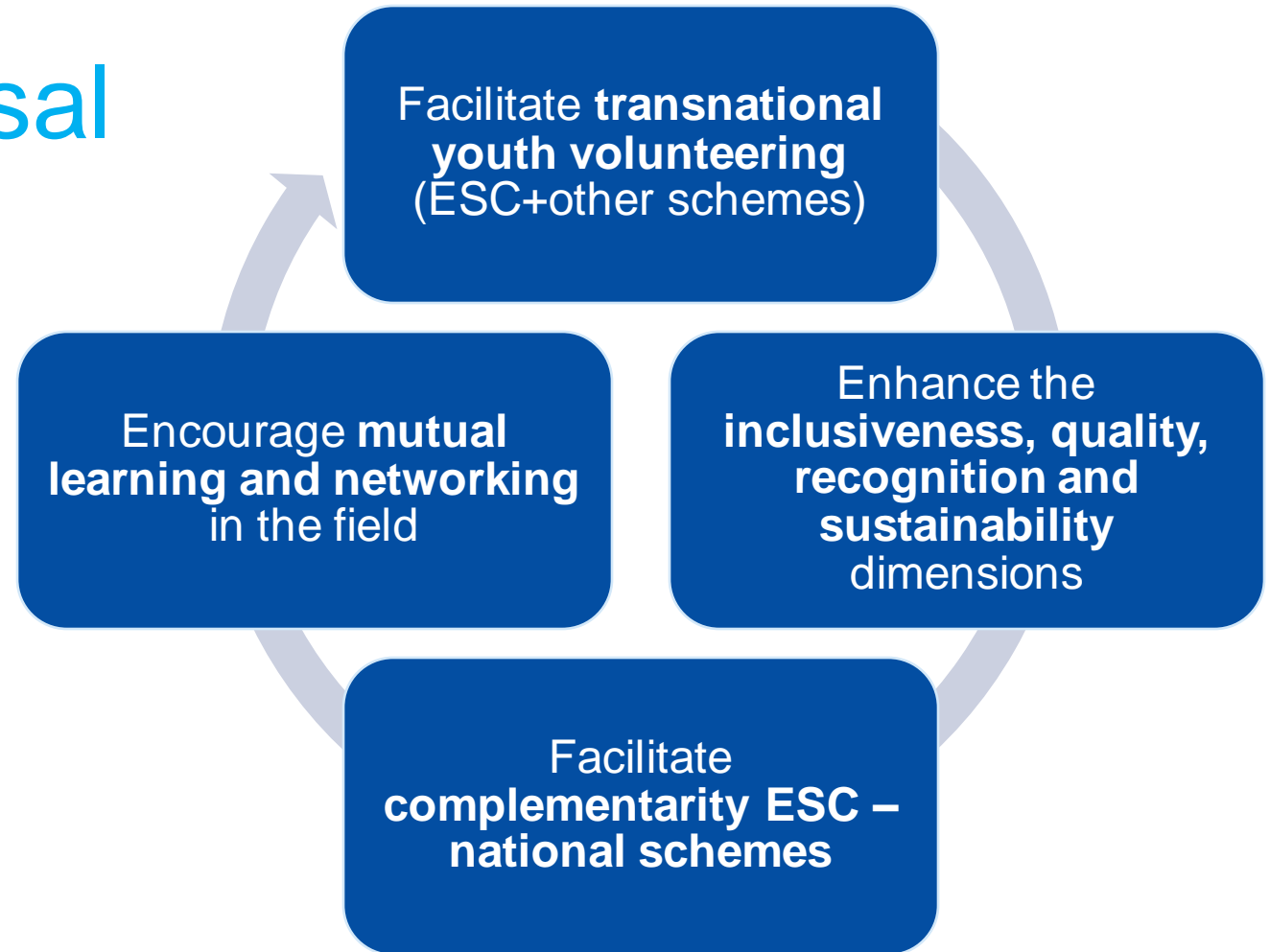
Accompanying Staff Working Document: SWD(2022) 4 final

Adopted 13/01/2022

Barriers to transnational volunteering

- Diversity of **national administrative and regulatory frameworks**
- **Lack of practical online information** on e.g. volunteers' social security entitlements
- Lack of awareness of the value of a volunteering experience in terms of **skills development; underuse of validation arrangements** (Europass, Youthpass)
- Lack of volunteering opportunities for **young people with fewer opportunities**
- Unclear rules for **support and protection of volunteers**
- **Lack of synergy** between EU and national schemes

Aims of the proposal



- ... whilst retaining most of the 2008 recommendations – still crucial

European Year of Youth – Objectives



- **Renewing the positive perspectives for young people**, while highlighting how the **green and digital transitions** and other Union policies offer opportunities for young people;
- **Supporting young people, especially young people with fewer opportunities**, from disadvantaged and diverse backgrounds or belonging to vulnerable and marginalised groups, to acquire relevant knowledge and competences and become **active and engaged citizens**;
- Supporting young people to acquire a **better understanding of, and actively promoting the various opportunities available to them**, be it from the EU, national, regional or local level;
- **Mainstreaming youth policy across all relevant Union policy fields** to encourage that a youth perspective is brought into policy-making at all levels.

Target audience

All young people, but especially
young people with fewer
opportunities



Across policy areas

- European Learning Mobility
- Employment and Inclusion
- Policy Dialogues and Participation
- Green
- Digital
- Culture
- Health, Well-being and Sports
- Youth and the World



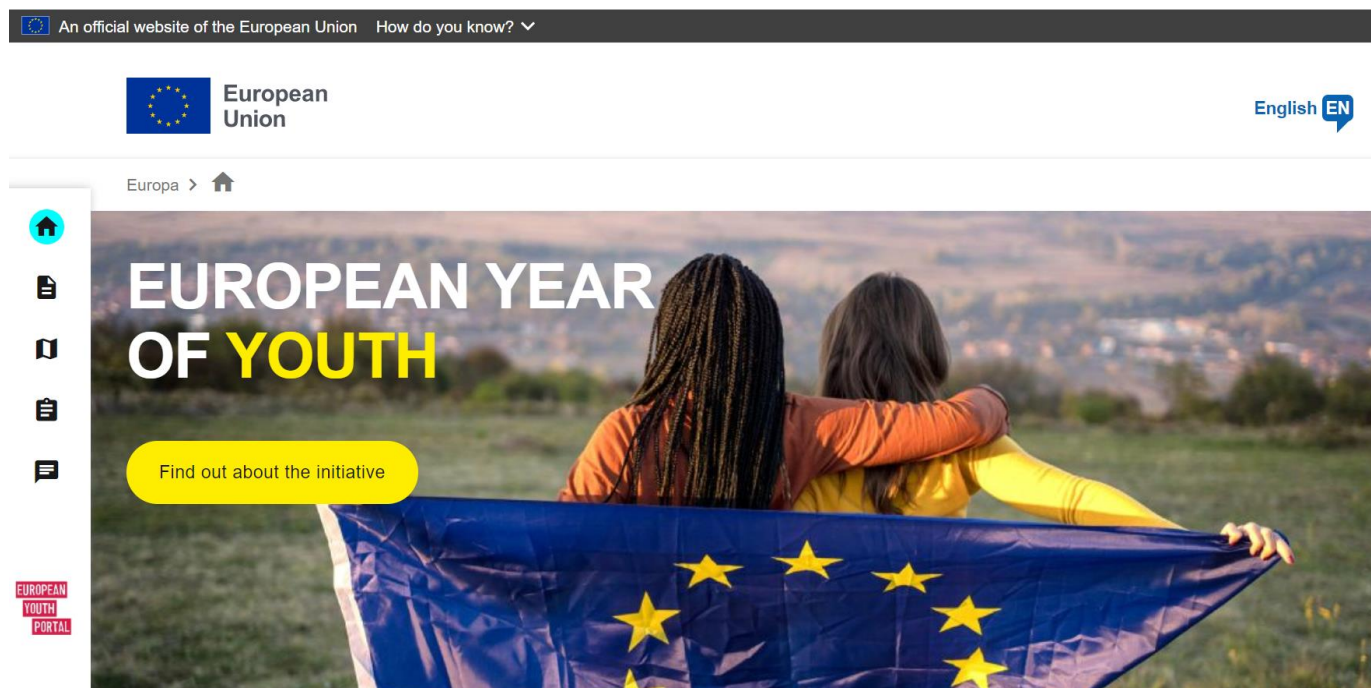
Examples of activity types for 2022

- Conferences, events, and policy initiatives
- Promoting youth participation: new tools, channels, programmes
- Gathering ideas using participatory methods
- Information, education and awareness-raising campaigns
- Creating spaces and tools for exchanges
- Studies and research on the situation of youth
- Promoting programmes, opportunities, projects, actions & networks








The European Youth Portal as a central hub

- 12 of January the EYY has been published! [What is the European Year of Youth? | European Youth Portal \(europa.eu\)](#)



European Youth Portal

-  HOME
-  ABOUT
-  ACTIVITIES
-  NEWS
-  VOICES OF YOUNG EUROPEANS

NEWS

Stay up-to-date with the latest on European Youth



Winners of the Music Moves Europe Awards 2022!

Fri, Jan 21

[Read more](#)



Conference on the Future of Europe: the third Plenary is here!

Thu, Jan 20

[Read more](#)



VOICES OF YOUNG EUROPEANS

Explore what young European journalists have to say



Social media unfold

[Read more](#)



A plea for culture

[Read more](#)

European Year of Youth Online

- The logo is available in 7 colours and 24 languages:
https://europa.eu/youth/year-of-youth/communication-material_en
- Social media channels:



@EuropeanYouthEU



EuropeanYouthEU



@european_youth_eu

#EuropeanYearOfYouth

Moderated session

Our former beneficiaries speak

Participants



**José Gutiérrez
Fernández**

Head of Sector

EACEA.A5.001
Erasmus+ Youth



**Rosalia
Marchese**

Project Manager

Scambieuropei



Tomasz Bilewicz

*Ex-volunteer under
ESC programme*

Mentor for ESC
volunteers in Poland



Florim Rexhepi

*Ex-volunteer under
EVS programme*

Center for Intercultural
Dialogue

Here are some pictures of my volunteering experience for the project 'Nothing new in the west? - African Perspectives on a Global Future'.

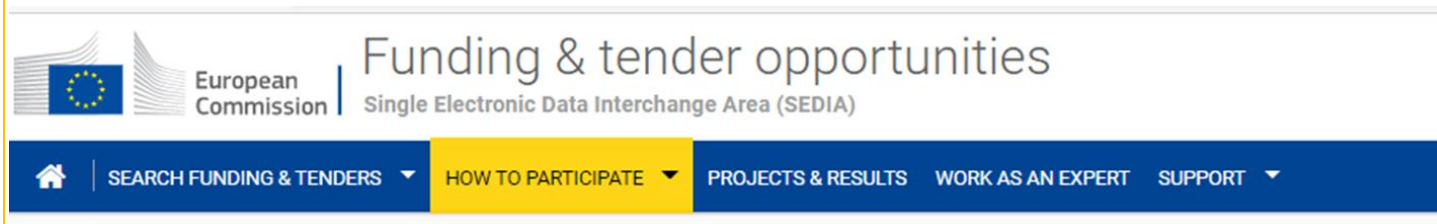


How to apply?

The Funding and tender opportunities Portal

Registration on the EU Funding & Tenders Portal

- ✓ The submission of the application form is managed by the [EU Funding & tender opportunities portal](#) (the **central electronic portal** for all EU funding and tenders)



3 Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

Register an EU login account

How to find the Programmes?

The screenshot shows the top navigation bar of the European Commission website. The main heading is "Funding & tender opportunities" with the subtext "Single Electronic Data Interchange Area (SEDIA)". Below this is a search bar with the placeholder text "Search calls for proposals and tenders by keywords, programmes...". A yellow search button is located to the right of the search bar. Below the search bar is a grid of 24 EU Programmes, arranged in 4 rows and 6 columns. The programmes listed are: Asylum, Migration and Integration Fund (AMIF); Border Management and Visa Instrument (BMVI); Customs Control Equipment Instrument (CCEI); Connecting Europe Facility (CEF); Citizens, Equality, Rights and Values Programme (CERV); Creative Europe (CREA); Customs Programme (CUST); Digital Europe Programme (DIGITAL); Europe Direct (ED); European Defence Fund (EDF); European Parliament (EP); EU Anti-fraud Programme (EUAF); European Solidarity Corps (ESC); Erasmus+ Programme (ERASMUS); EU4Health Programme (EU4H); European Social Fund + (ESF); European Maritime, Fisheries and Aquaculture Fund (EMFAF); Euratom Research and Training Programme (EURATOM); Fiscalis Programme (FISC); Innovation Fund (INNOVFUND); Internal Security Fund (ISF); Horizon Europe (HORIZON); Single Market Programme (SMP); and Social Prerogative and Specific Competencies Lines (SOCPL). The "European Solidarity Corps (ESC)" and "Erasmus+ Programme (ERASMUS)" are highlighted with a yellow background.

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

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

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

EU Programmes

| | | | | | |
|---|--|---|----------------------------------|---|--|
| Asylum, Migration and Integration Fund (AMIF) | Border Management and Visa Instrument (BMVI) | Customs Control Equipment Instrument (CCEI) | Connecting Europe Facility (CEF) | Citizens, Equality, Rights and Values Programme (CERV) | Creative Europe (CREA) |
| Customs Programme (CUST) | Digital Europe Programme (DIGITAL) | Europe Direct (ED) | European Defence Fund (EDF) | European Parliament (EP) | EU Anti-fraud Programme (EUAF) |
| European Solidarity Corps (ESC) | Erasmus+ Programme (ERASMUS) | EU4Health Programme (EU4H) | European Social Fund + (ESF) | European Maritime, Fisheries and Aquaculture Fund (EMFAF) | Euratom Research and Training Programme (EURATOM) |
| Fiscalis Programme (FISC) | Innovation Fund (INNOVFUND) | Internal Security Fund (ISF) | Horizon Europe (HORIZON) | Single Market Programme (SMP) | Social Prerogative and Specific Competencies Lines (SOCPL) |

The screenshot shows the authentication page for the European Commission's Single Electronic Data Interchange Area (SEDIA). The page is titled "ecas-login requires you to authenticate" and "Sign in to continue". It features a "Welcome" message, a "Sign in with a different e-mail address?" link, a "Password" input field, a "Lost your password?" link, and a "Choose your verification method" dropdown menu with "Password" selected. Below the dropdown is a computer monitor icon representing a verification method. A "Sign in" button is located at the bottom of the page.

ecas-login requires you to authenticate

Sign in to continue

Welcome

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password ▾

How to find the relevant call?



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

Erasmus+ Programme (ERASMUS) clear filter

capacity building

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming Open for submission (6) Closed (2)

Programming period

2021 - 2027 (8)

Erasmus+ Programme (ERASMUS)

Funding and tenders (8)

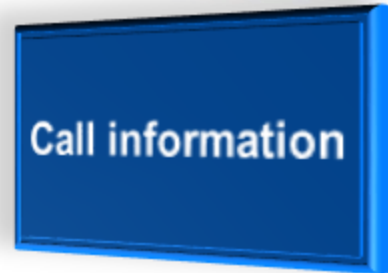
Need help? Sort by: Submission status

| | | | |
|---|------------------------------|----------------|--------------------------------------|
| Capacity building in the field of sport ERASMUS-SPORT-2022-CB <input type="button" value="Call for proposal"/> <input type="button" value="Grant"/> | | | |
| Programme | Erasmus+ Programme (ERASMUS) | Status | Open for submission |
| Type of action | ERASMUS Lump Sum Grants | Deadline model | single-stage |
| Opening date | 20 January 2022 | Deadline date | 07 April 2022 17:00:00 Brussels time |
| Capacity building in the field of youth ERASMUS-YOUTH-2022-CB <input type="button" value="Call for proposal"/> <input type="button" value="Grant"/> | | | |
| Programme | Erasmus+ Programme (ERASMUS) | Status | Open for submission |
| Type of action | ERASMUS Lump Sum Grants | Deadline model | single-stage |
| Opening date | 25 November 2021 | Deadline date | 07 April 2022 17:00:00 Brussels time |

Before starting your application (1)

The screenshot shows the European Commission's 'Funding & tender opportunities' portal. The main navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The current page is for the 'European Solidarity Corps (ESC)' and displays the call 'Volunteering Teams in High Priority Areas' with the topic ID 'ESC-SOLID-2022-VTHPA'. A 'Grant' tag is visible. The left sidebar contains a menu with 'General information', 'Conditions and documents', 'Partner search announcements', 'Submission service', 'Topic related FAQ', 'Get support', 'Call information', and 'Call updates'. The main content area shows the following details:

| | | |
|---|---|--|
| General information | | |
| Programme European Solidarity Corps (ESC) | | |
| Call Volunteering Teams in High Priority Areas (ESC-SOLID-2022-VTHPA) See budget overview | | |
| Type of action ESC-SOLID-UN ESC Solidarity Volunteering Unit Grants | | Type of MGA ESC Unit Grant [ESC-AG-UN] Open for submission |
| Deadline model single-stage | Opening date 01 December 2021 | Deadline date 06 April 2022 17:00:00 Brussels time |



Before starting your application (2)

The screenshot shows the European Commission website for funding and tender opportunities. The page title is 'Funding & tender opportunities' and the subtitle is 'Single Electronic Data Interchange Area (SEDIA)'. The language is set to English. The navigation menu includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'HOW TO PARTICIPATE' menu is open, showing options for 'Key steps', 'Reference documents', 'Participant register', and 'Partner search'. A warning message states: 'Proposal submission service may not be available from 03/02/2022 00:00 and 04/02/2022 13:00:00, while system maintenance is being performed. We apologize for any inconvenience this may cause.' An information message states: 'The participant register is now multilingual. Select your preferred language from the top right corner of the Portal.' The main content area is titled 'Participant Register' and includes a 'Need help?' button. Below this, there is a paragraph: '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.' The page is divided into two columns. The left column is titled 'Is your organisation already registered? PIC search' and contains the text: 'Please check whether your organisation has already been registered. If so, no need to register it again.' Below this text is a yellow button labeled 'Search a PIC'. The right column is titled 'Register your organisation' and contains the text: '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.' Below this text is a blue button labeled 'Register your organisation'. At the bottom of the right column, there is additional text: '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.'

Before starting your application (3)

The screenshot displays the European Commission's 'Funding & tender opportunities' portal. The main navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'HOW TO PARTICIPATE' menu is open, showing options like 'Key steps', 'Reference documents', 'Participant register', and 'Partner search'. A yellow highlight is placed over the 'Partner search' link in the menu and the corresponding text on the page. Below the navigation, there is a search form with a search bar, a 'Search' button, and several filter sections: 'Programme / Topic', 'Location', 'Organisation', and 'Person profile'. The 'Organisations' and 'Persons' checkboxes are checked. The 'Location' section includes 'Country' and 'City' dropdowns. The 'Organisation' section includes 'Organisation type' and 'Person profile' dropdowns. At the bottom of the search form, there is a checkbox for 'Profiles with published Partner search announcements (8303)'. A notification banner at the top indicates a system maintenance period from 00:00 to 04/02/2022 13:00:00.

Admissibility and eligibility criteria

- **Admissibility criteria**

- **Maximum** 70 pages.
- Readable, accessible and complete.
- Do not change the layout.

- **Eligibility criteria**

- ✓ Verify the eligibility criteria as indicated in the [European Solidarity Corps Guide](#) and [Erasmus+ Guide](#).

Submission process

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?

Please confirm your choice

You selected this topic: **European Youth Together - ERASMUS-YOUTH-2022-YOUTH-TOG-LOT2**

You selected this type of action and model grant agreement: **ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]**

Related Call: **European Youth Together**



Your selection cannot be changed subsequently in the submission system.

CANCEL

CONFIRM

Filling in your application

Find your organisation

PIC Short name

Search for your organisation

Your role

Please indicate your role in this proposal

Main contact
 Contact person

Your proposal

Please choose an acronym for your proposal.
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

Terms and Conditions for the Submission of Applications

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

Proposal data

1. Confidentiality: Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary in Part A. Please avoid adding any confidential information in that section.

2. Access to pre-registration data: Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

- I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

Draft proposal created

The screenshot shows the European Commission's 'Funding & tender opportunities' portal. A notification window titled 'Draft proposal TEST created' is open, displaying a message to the user. The message states that a draft proposal 'TEST' has been successfully created for the call 'ESC-SOLID-2022-VTHPA'. It provides instructions on how to continue editing the proposal and mentions that an email has been sent to the user's account. Two buttons are visible at the bottom of the notification: 'Go to My Proposals' and 'Continue with this proposal'.

Below the notification, the 'My Proposal(s)' section is visible, showing a table of draft proposals. The table has the following columns: PROGRAMME, CALL, FUNDING SCHEME, PROPOSAL ID, ACRONYM, STATUS, REMAINING TIME, CLOSURE DATE (Brussels time), and ACTIONS. There are 4 results shown.

| PROGRAMME | CALL | FUNDING SCHEME | PROPOSAL ID | ACRONYM | STATUS | REMAINING TIME | CLOSURE DATE (Brussels time) | ACTIONS |
|-------------|------------------------------|----------------|---------------|---------|--------|----------------|------------------------------|---------|
| ERASMUS2027 | ERASMUS-YOUTH-2022-YOUTH-TOG | ERASMUS-LS | SEP-210833581 | TEST | Draft | 46 | 22/03/2022 17:00:00 | Actions |
| ESC2027 | ESC-SOLID-2022-VTHPA | ESC-SOLID-UN | SEP-210833574 | TEST | Draft | 61 | 06/04/2022 17:00:00 | Actions |
| ERASMUS2027 | ERASMUS-YOUTH-2022-CB | ERASMUS-LS | SEP-210833582 | TEST | Draft | 62 | 07/04/2022 17:00:00 | Actions |

Editing or deleting your application

The screenshot shows the 'Funding & tender opportunities' section of the SEDIA portal. A navigation menu on the left includes 'My Person Profile', 'My Organisation(s)', 'Grants', 'My Proposal(s)', and 'My Formal Notification(s)'. The main content area displays a table of proposals with columns for Programme, Call, Funding Scheme, Proposal ID, Acronym, Status, Remaining Time, and Closure Date. A dropdown menu is open over the 'Actions' column for the first proposal, showing 'Edit Draft' and 'Delete Proposal' options. A notification banner at the top provides best practices for submitting proposals.

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

Welcome [redacted]

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

Best practices to submit your proposal: check this [FAQ](#) to find out some best practices to prepare the forms for your proposal and submit it.

My Proposal(s)

Results: 4

| PROGRAMME | CALL | FUNDING SCHEME | PROPOSAL ID | ACRONYM | STATUS | REMAINING TIME | CLOSURE DATE (Brussels time) | ACTIONS |
|-------------|------------------------------|----------------|---------------|---------|--------|----------------|------------------------------|-------------------------------|
| ERASMUS2027 | ERASMUS-YOUTH-2022-YOUTH-TOG | ERASMUS-LS | SEP-210833581 | TEST | Draft | 43 | 22/03/2022 17:00:00 | Actions |
| ESC2027 | ESC-SOLID-2022-VTHPA | ESC-SOLID-UN | SEP-210833574 | TEST | Draft | 58 | 06/04/2022 17:00:00 | Edit Draft Delete Proposal |
| ERASMUS2027 | ERASMUS-YOUTH-2022-CB | ERASMUS-LS | SEP-210833582 | TEST | Draft | 59 | 07/04/2022 17:00:00 | Actions |

Creating your proposal





Web based form

Form A : Administrative information about the applicant organisations + the summarized budget for the proposal


Form B : Description of the action


Form C : Call related information (**only for Erasmus+ : EYT and CBY**)

Support & Helpdesk

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

Service Desk:

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

 +32 2 29 92222

Participants





In this step you as coordinator should manage and review the participants of your proposal. ×

i Only you as coordinator can edit the elements on this screen.
Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 ⊕

Coordinator

1  TEST EACEA Add Affiliated Entity + Contacts: ⊕ Add contact +

TEST EACEA AC
DDDDDD, CH Alfonso ALIBERTI - Main contact  >
PIC: 949039465

Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

Proposal forms



Proposal forms

Deadline
07 April 2022 17:00:00 Brussels Local Time

58 days left until closure

Call data:


Call: ERASMUS-YOUTH-2022-CB
Topic: ERASMUS-YOUTH-2022-CB
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: TEST
Draft ID: SEP-210833582

Download Part B templates

 Download part B templates

Administrative forms (Part A)

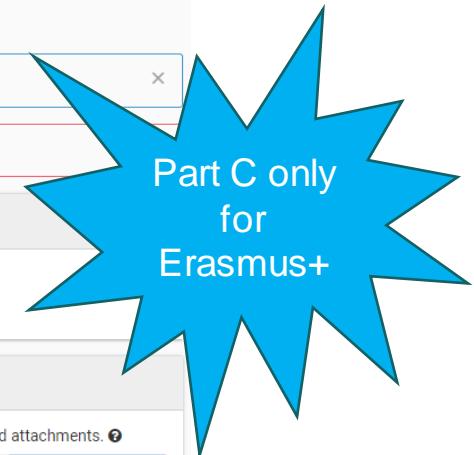
[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#)

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 Technical Annex | <input type="text"/> | Upload |
| Detailed budget table LSII | <input type="text"/> | Upload |
| Youth Coloured | <input type="text"/> | Upload |

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



Part A – Administrative forms

Call: ERASMUS-YOUTH-2022-CB

(Capacity Building in the field of Youth)

Topic: ERASMUS-YOUTH-2022-CB

Type of Action: ERASMUS-LS

(ERASMUS Lump Sum Grants)

Proposal number: SEP-210833582

Proposal acronym: TEST

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.

[Read more](#)

Part A – General information (1)

Application forms

Proposal ID SEP-210833574

Acronym TEST

1 - General information



Field(s) marked * are mandatory to fill.

| | | | |
|--------------------|--|-------------------------------|--------------|
| Topic | ESC-SOLID-2022-VTHPA | Type of Action | ESC-SOLID-UN |
| Call | ESC-SOLID-2022-VTHPA | Type of Model Grant Agreement | ESC-AG-UN |
| Acronym * | TEST | | |
| Proposal title * | Max 200 characters (with spaces). Must be understandable for non-specialists in your field. Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " & | | |
| Duration in months | Estimated duration of the project in full months. | | |
| Free keywords | Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces). | | |

Abstract



TEST

Application forms

Proposal ID SEP-210833574

Acronym TEST

Declarations



Field(s) marked * are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).
- 3) We declare:
 - to be fully compliant with the eligibility criteria set out in the call
 - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
 - to have the financial and operational capacity to carry out the proposed project.
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Part A – Participants (2)

Application forms

Proposal ID **SEP-210833581**

Acronym **TEST**

2 - Participants

List of participating organisations

| # | Participating Organisation Legal Name | Country | Role | Action |
|---|---------------------------------------|---------|-------------|---------------------------|
| 1 | Test Camelia-Valeria | Belgium | Coordinator | Show Participants Details |

Organisation data

| | |
|----------------------------------|----------------------|
| PIC | Legal name |
| 913842918 | Test Camelia-Valeria |
| Short name: Test Camelia-Valeria | |
| Address | |
| Street | place Rogier |
| Town | Brussels |
| Postcode | 1000 |
| Country | Belgium |
| Webpage | |
| Specific Legal Statuses | |

Departments carrying out the proposed work

Add a Department

Department 1

Department name *Name of the department/institute carrying out the work.*

not applicable

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Part A – Budget (3)

Application forms

Proposal ID **SEP-210833581**

Acronym **TEST**

3 - Budget

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

Error verification

Application form

Table Of Contents

Save

Save&Close

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

General Information

Title - missing entry

Show Error

Test Camelia-Valeria

This section has not been validated yet

Show Error

General Information

Similar Proposal submitted - missing entry

Show Warning




Declaration




Declaration 5 acceptance is missing

Show Warning

Annexes

| Capacity Building Youth and European Youth Together | Volunteering Teams in High Priority Areas |
|---|---|
| Budget table (Lump sum) | Budget table (Unit costs) |
| Youth coloured | Participant Quality Label Info |

-  A5_2022_Youth_Coloured_20211215.xlsx
-  Tpl_Application Form (Part B SEP) (ERAS...
-  Tpl_Detailed Budget Table (ERASMUS LSII...

-  Tpl_Application Form (Part B) (ESC).rtf
-  Tpl_Detailed Budget Table and Calculator ...
-  Tpl_Participant Quality Label Info (ESC).xlsx

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — mandatory for certain Lump Sum Grants (see [Portal Reference Documents](#))

CVs (annex 2 to Part B) — mandatory, if required in the Call document/Programme Guide

Annual activity reports (annex 3 to Part B) — not applicable

List of previous projects (annex 4 to Part B) — mandatory, if required in the Call document/Programme Guide

Special

Other annexes — mandatory, if required in the Call document/Programme Guide

Part B – Technical description (1)

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

Proposal forms

Deadline
22 March 2022 17:00:00 Brussels Local Time
43 days left until closure

Call data:
Call: ERASMUS-YOUTH-2022-YOUTH-TOG
Topic: ERASMUS-YOUTH-2022-YOUTH-TOG-LOT2
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: TEST
Draft ID: SEP-210833581

Download Part B templates
Download part B templates

Administrative forms (Part A)
Edit forms | Edit Part C | 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.

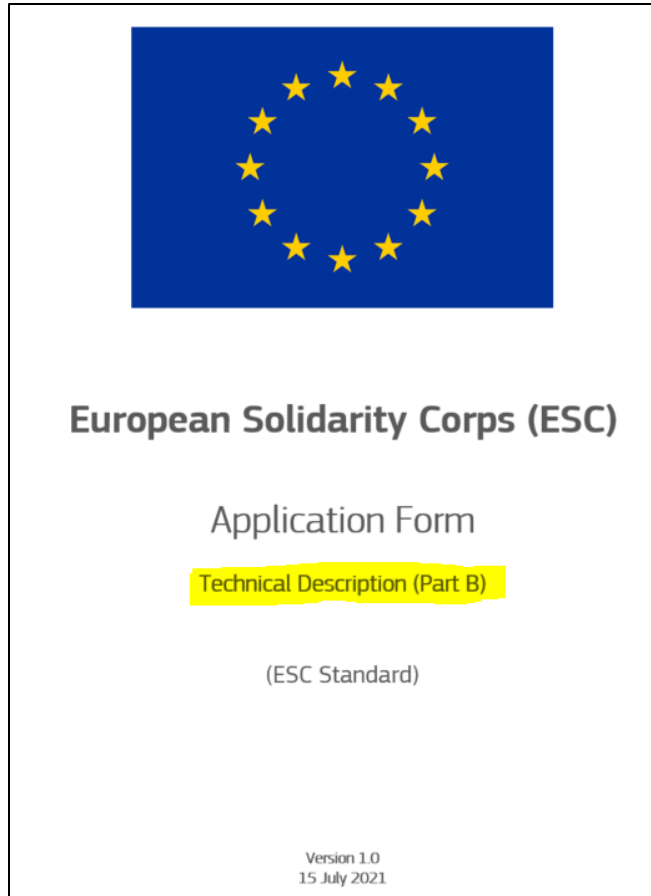
| | | |
|-----------------------|----------------------|--------|
| Part B | <input type="text"/> | Upload |
| Detailed Budget Table | <input type="text"/> | Upload |
| Other annexes | <input type="text"/> | Upload |

Info: In this step you can edit the Administrative Forms and upload the proposal itself.

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

Navigation: < BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

Part B – Technical description (2)



IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally **70** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.

Part B – Technical description (3)

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.

Note: Please read carefully the conditions set out in the Call document (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] |

PROJECT SUMMARY

| |
|---|
| Project summary |
| See Abstract (Application Form Part A). |

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| 2.1.2 Project management, quality assurance and monitoring and evaluation strategy | 6 |
| 2.1.3 Project teams, staff and experts | 6 |
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| 2.1.5 Risk management | 7 |
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Part B – Award criteria

| Capacity Building Youth and European Yout Together | Volunteering Teams in High Priority Areas |
|---|---|
| 1. Relevance | 1. Relevance, rationale and impact |
| 2. Quality <ul style="list-style-type: none">• Project design and implementation• Partnership and cooperation arrangements | 2. Quality of project design |
| 3. Impact | 3. Quality of project management |



Part B – Work plan

4. WORKPLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

| |
|---|
| Work plan <i>Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).</i> |
| Insert text |

4.2 Work packages and activities

| |
|--|
| WORK PACKAGES |
| <p><i>This section concerns a detailed description of the project activities.</i></p> <p><i>Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable deliverables/outputs.</i></p> <p><i>Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc.) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1. <u>The last WP should be dedicated to Impact and dissemination</u></i></p> <p><i>Please refer to the Call document/Programme Guide for specific requirements concerning the number and the typology of work packages.</i></p> <p><i>Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document/Programme Guide) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts; types of activity that qualify (closed list); persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria; amount of the prize and payment arrangements).</i></p> <p><i>⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</i></p> |

Only for
CBY and
EYT

Part B - Subcontracting

Only for CBY and EYT

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).


| Work Package No | Subcontract No (continuous numbering linked to WP) | Subcontract Name (subcontracted action tasks) | Description (including task number and BEN to which it is linked) | Estimated Costs (EUR) | Justification (why is subcontracting necessary?) | Best-Value-for-Money (how do you intend to ensure it?) |
|-----------------|---|--|--|--------------------------|---|---|
| | S1.1 | | | | | |
| | S1.2 | | | | | |

Other issues:
If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.

Insert text

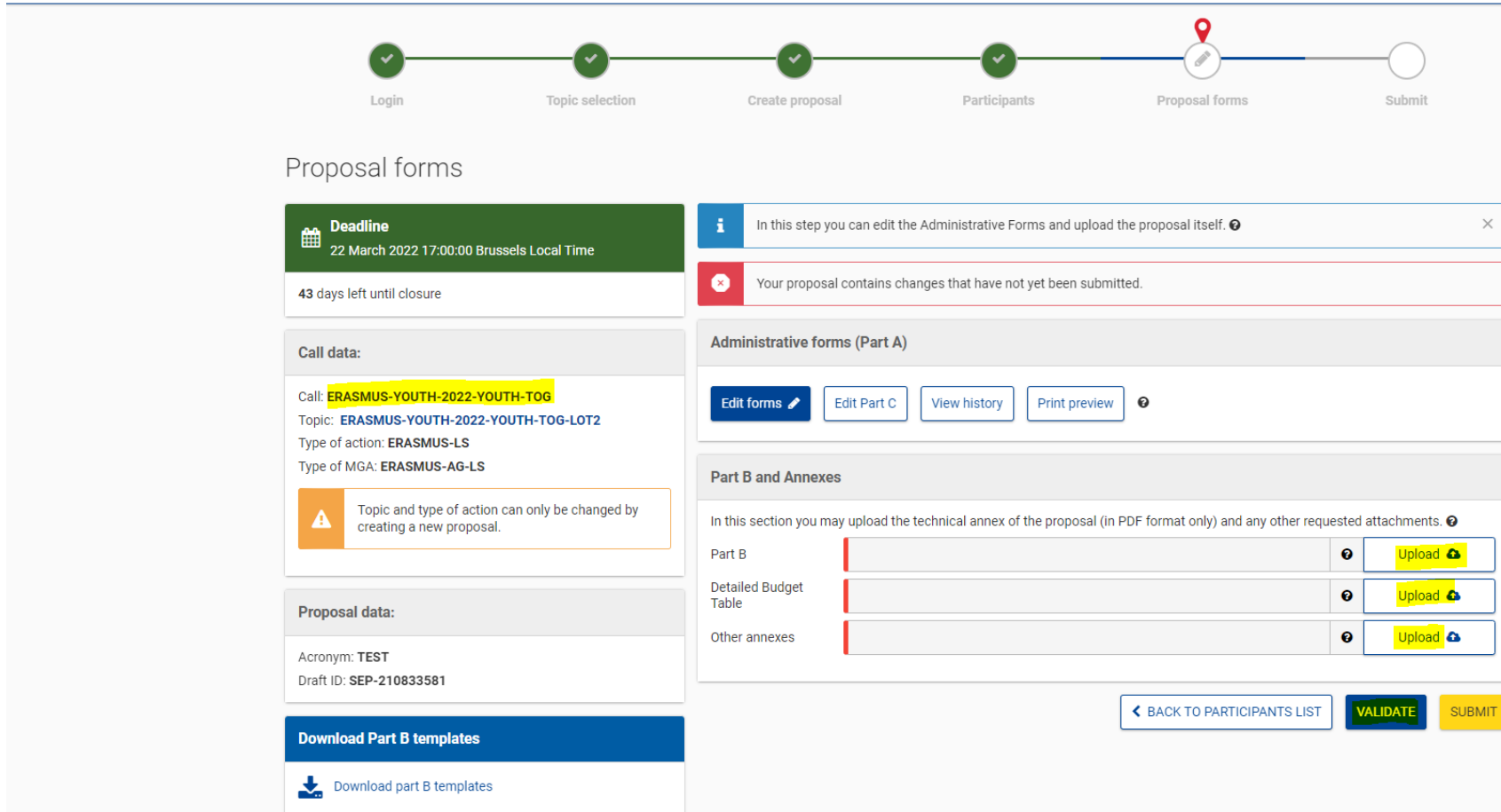
Part B – Declarations

6. DECLARATIONS

| Double funding | |
|---|---------------|
| Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). | YES/NO |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details. | |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details. | |

| Financial support to third parties (if applicable) |
|--|
| Not applicable |

Completing your application



The screenshot shows the 'Proposal forms' step in a six-step application process. The steps are: Login, Topic selection, Create proposal, Participants, Proposal forms (current step), and Submit. The 'Proposal forms' step is highlighted with a red location pin icon. Below the progress bar, the 'Proposal forms' section contains several panels:

- Deadline:** 22 March 2022 17:00:00 Brussels Local Time. 43 days left until closure.
- Call data:** Call: ERASMUS-YOUTH-2022-YOUTH-TOG; Topic: ERASMUS-YOUTH-2022-YOUTH-TOG-LOT2; Type of action: ERASMUS-LS; Type of MGA: ERASMUS-AG-LS. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.'
- Proposal data:** Acronym: TEST; Draft ID: SEP-210833581.
- Administrative forms (Part A):** Includes buttons for 'Edit forms', 'Edit Part C', 'View history', and 'Print preview'.
- Part B and Annexes:** Includes upload fields for 'Part B', 'Detailed Budget Table', and 'Other annexes', each with an 'Upload' button.
- Buttons:** 'BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT'.

Validating and submitting your proposal

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 | TplApplication_Form_Part_BESC0508.pdf | | Delete |
| Detailed budget table and calculator | TplDetailed_Budget_Table_and_Calculator_ESC_UN_VHTPA_aligned_cells.xlsx | | Delete |
| Participant Quality Label Information | Participant_Quality_Label_Info.xlsx | | Delete |

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

Your proposal cannot be submitted until the errors below are corrected

Eligibility errors

Part C form has not been updated

Part A Form

- > Budget - 1 error(s)
- > General Information - 1 error(s)

Part B and annexes

This mandatory attachemnt is missing: **Part B**

The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

> Test Camelia-Valeria - 12 warning(s)

Presentation of the calls

EACEA

Capacity Building Youth

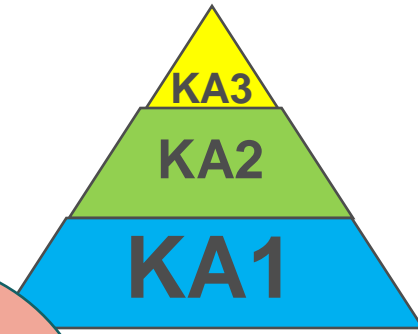
ERASMUS-YOUTH-2022-CB



Capacity building in the field of youth

Background, Priorities and Objectives

Erasmus+ Youth actions



MOBILITY / INDIVIDUALS

- Youth exchanges
- Youth workers mobility
- Youth Participation Activities
- Discover EU

COOPERATION / ORGs / INSTITUTIONS

- Cooperation partnerships
- **Capacity building in the field of youth**

POLICY / SYSTEMS

- EU Youth Dialogue
- Youth Wiki
- European Youth Together (Grassroots)

Background

KA 2: COOPERATION AMONG ORGANISATIONS AND INSTITUTIONS



Aims:

- To bring positive and **long-lasting** effects on the participating organisations and the persons directly involved in the project.
- To contribute to the development, transfer and/or implementation of **innovative practices** at organisational, local, regional, national or European levels.
- To support exchanges of experiences and best practices with a view to **modernize and strengthen the organisations involved** / the sector concerned.

'Alone we go faster, together we go further'

General objectives

- **Raising the capacity** of organisations working with young people outside formal learning
- Promote **non-formal learning in Partner countries** (e.g. through the development, testing and launching of schemes and programmes of non-formal learning mobility in Partner countries)
- Support the development of **youth work in Partner countries**
- Contribute to the promotion and implementation of the **EU Youth Strategy (2019-2027)** including the **11 European Youth goals**
- Foster interregional cooperation
- Enhance **synergies and complementarities with formal education systems**

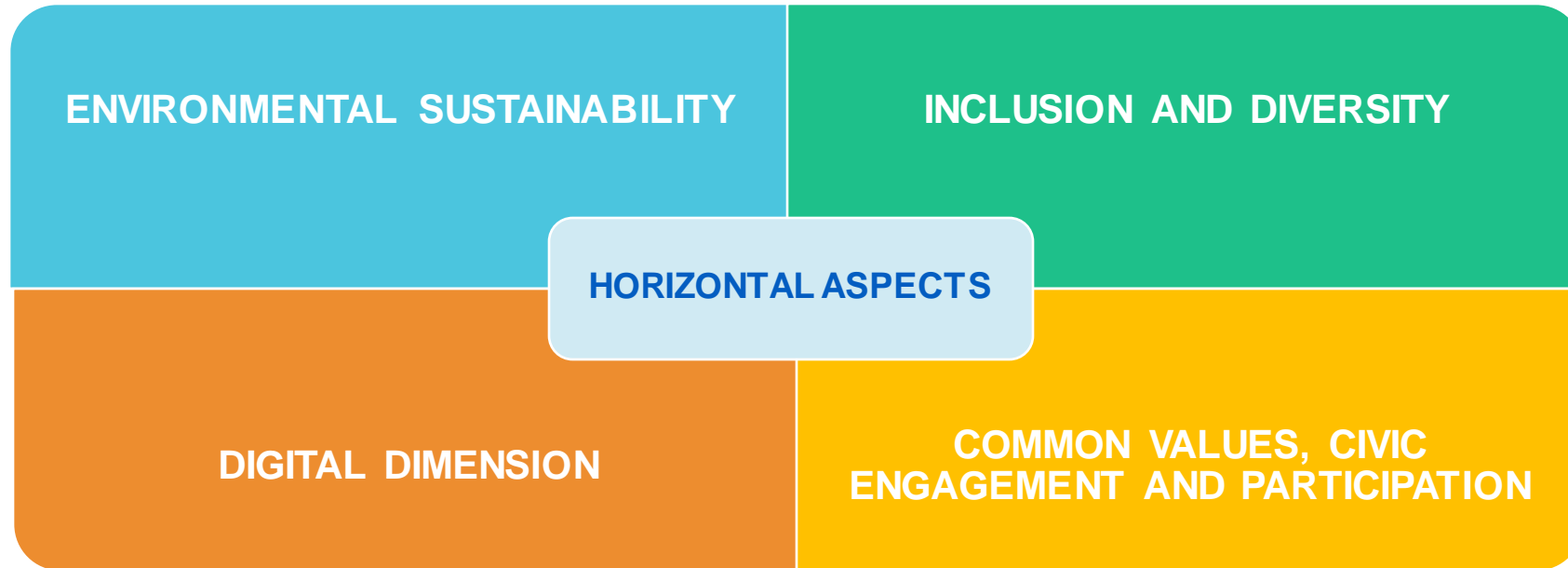
Specific objectives / thematic areas

- Improve **political participation & dialogue**
- Inclusion of **young people with fewer opportunities**
- Encourage **democracy, rule of law** and values,
- **peace and post-conflict reconciliation**
- Support **empowerment, engagement and employability** of young people
- Protect **environment** and combat **climate change**
- Support **anti-discrimination and gender equality**
- Develop **digital and entrepreneurial skills**



Horizontal aspects

DO NOT FORGET!!



OPEN EDUCATIONAL
RESOURCES (OER)

PROTECTION, HEALTH AND
SAFETY OF PARTICIPANTS

MULTILINGUALISM

INTERNATIONAL DIMENSION

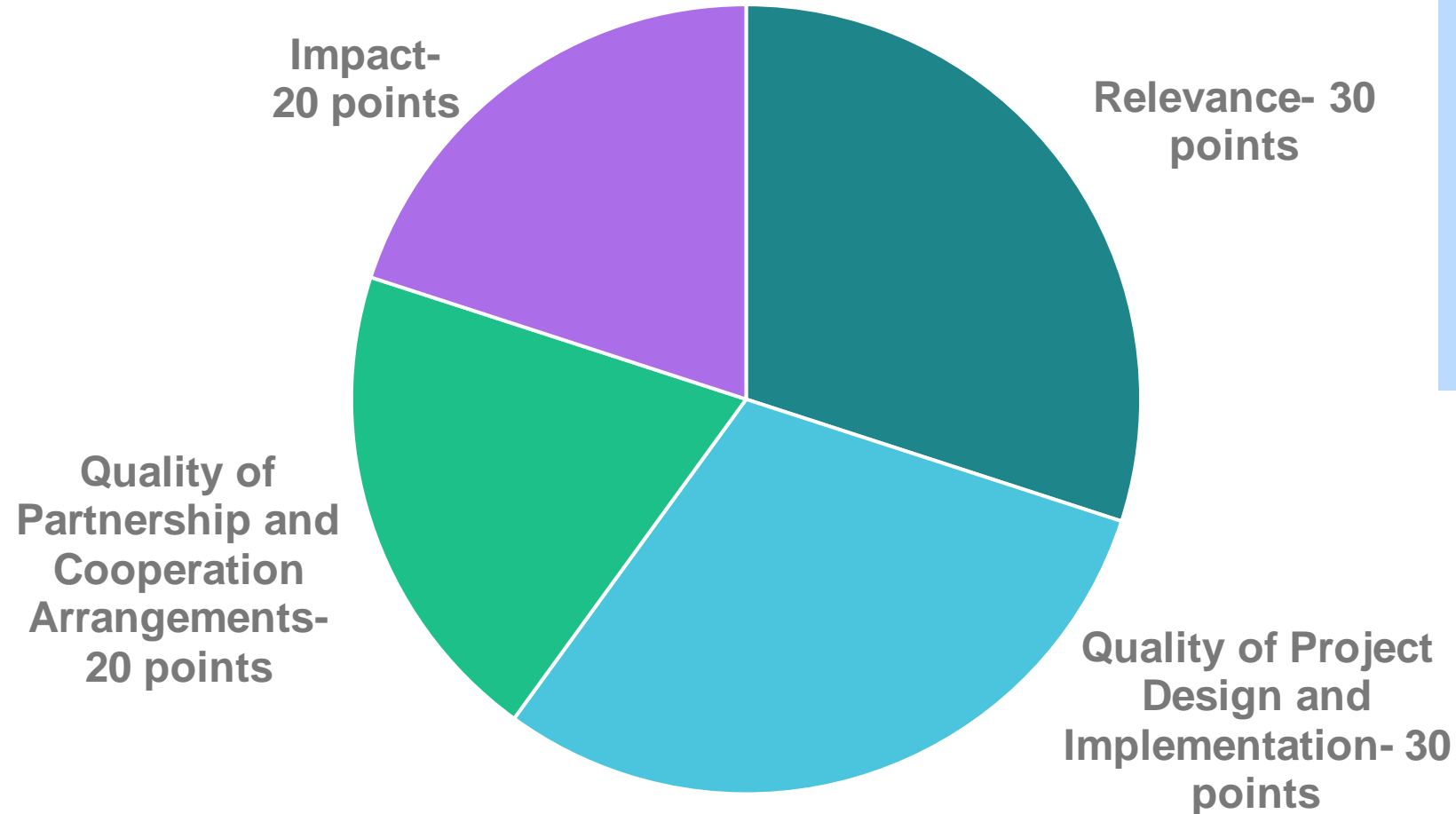
RECOGNITION AND VALIDATION
OF SKILLS AND QUALIFICATIONS



Capacity building in the field of youth

Award criteria

Weighting of criteria

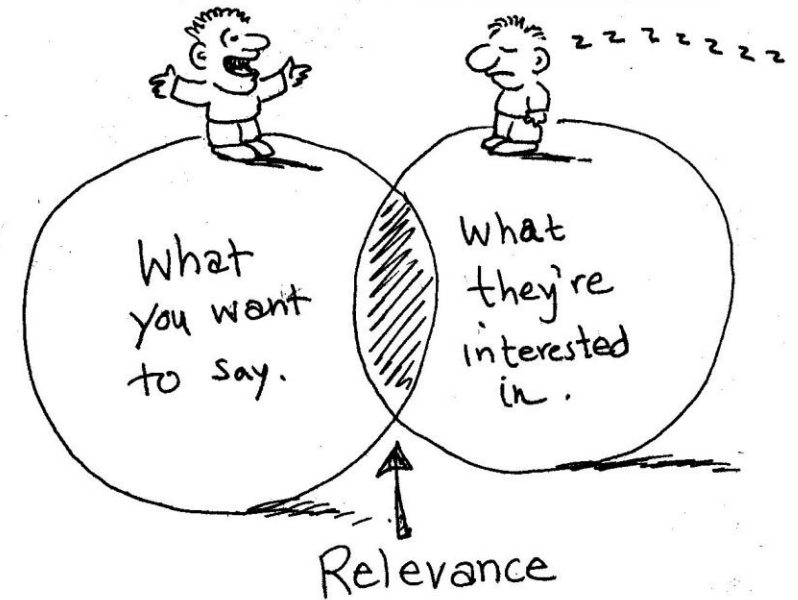


Threshold for funding:

- Minimum of 60 points overall
- Minimum pass score (50%) in each award criterion

Relevance (30 points)

- ✓ The proposal is **relevant to the call**
- ✓ The **objectives** are clearly defined, realistic and address issues relevant to the participating organisations and target groups;
- ✓ The proposal is **innovative** and/or complementary to other initiatives already carried out by the participating organisations (in particular in partner countries);
- ✓ The capacity-building activities are clearly defined and aim at **reinforcing** the capacities of the participating organisations (in particular in partner countries);
- ✓ The project involves **young people with fewer opportunities**.



Quality of the project design and implementation (30 points)



- ✓ The quality and appropriateness of the **work programme and methodology** proposed for addressing the needs identified
- ✓ The consistency between project **objectives and activities**
- ✓ The quality of the **non-formal learning** methods proposed and the consistency of the **recognition and validation of participants' learning outcomes** with European transparency and recognition tools
- ✓ The existence and relevance of **quality control** measures
- ✓ The project **cost-effectiveness**
- ✓ The appropriateness of measures for selecting and/or involving participants in **mobility activities**

Quality of the partnership and the cooperation arrangements (20 points)

- ✓ Appropriate **mix of complementary participating organisations** with the necessary profile, experience and expertise to successfully deliver all aspects of the project
- ✓ Appropriate **distribution of responsibilities** and tasks demonstrates the commitment and active contribution of all participating organisations
- ✓ Effective mechanisms for **coordination and communication** between the participating organisations, as well as with other relevant stakeholders



Impact (20 points)



- ✓ Quality of measures for evaluating the **outcomes** of the project
- ✓ Potential **impact**
 - ✓ on participants and participating organisations (during and beyond the project lifetime)
 - ✓ outside and beyond the organisations, at local, regional, national and/or international levels
- ✓ The quality of the **dissemination** plan
- ✓ If relevant, the proposal describes how the **materials**, documents and media produced will be made freely available and promoted through open licences
- ✓ The quality of the plans for ensuring the **sustainability** of the project: its capacity to continue having an impact and producing results after the EU grant has been used up



Capacity building in the field of youth

ERASMUS-YOUTH-2021-CB

Preparing the Application

Specificity of this call

Applicant = from Programme countries and Partner countries

- **Global budget:** 6,5 million euros
 - **Region 1 - Western Balkans** 3 million euros
 - **Region 3 - South Mediterranean countries** 3.5 million euros
- **Minimum of 4 organisations from at least 3 different countries**
 - 1 organisation from 2 different Programme countries and
 - 2 organisations from at least 1 eligible Partner country;
 - The number of organisations from Programme countries may not be higher than the number of organisations from Partner countries;
 - Crossregional partnerships are allowed
- **Duration:** 1, 2 or 3 years
- **Grant per project:** Min 100.000 € / Max 300.000 EUR

Before starting your application



ADMISSIBILITY CRITERIA

- Applications must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System
- Applications (including annexes and supporting documents) must be submitted using the **forms** provided in the Submission System
- Page limit: **70 pages**
- The applications must be **readable** and **accessible**
- Applications must be **complete** containing all parts and mandatory annexes

ELIGIBILITY CRITERIA

- **Applicant organisation** (coordinator) profile and origin
- Profile and origin of **participating organisations**
- Minimum **number** of participating organisations
- **Geographical composition** of the partnership
- **Venue** of activities
- **Duration** of the project
- Submission **deadline**
- Only 1 application per applicant

Application form – Part B

Erasmus+ Programme Guide – Award criteria

RELEVANCE OF THE PROJECT

- Purpose and EU added value
- Objectives
- Needs
- Youth engagement

QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

- Planning
- Methodology
- Cost effectiveness

QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS

- Configuration
- Geographic composition
- Commitment & tasks
- Cooperation arrangements

IMPACT

- Impact
- Dissemination
- Sustainability



Part B - Technical description

1.RELEVANCE

- 1.1. Background and general objectives
- 1.2. Needs analysis and specific objectives
- 1.3. Complementarity with other actions and innovation – European added value

2.QUALITY

2.1. PROJECT DESIGN AND METHODOLOGY

- 2.1.1. Concept and methodology
- 2.1.2. Project management, quality assurance and monitoring and evaluation strategy
- 2.1.3. Project teams, staff and experts
- 2.1.4. Cost effectiveness and financial management
- 2.1.5. Risk management

2.2.PARTNERSHIP AND COOPERATION ARRANGEMENTS

- 2.2.1. Consortium set-up
- 2.2.2. Consortium management and decision-making

3. IMPACT

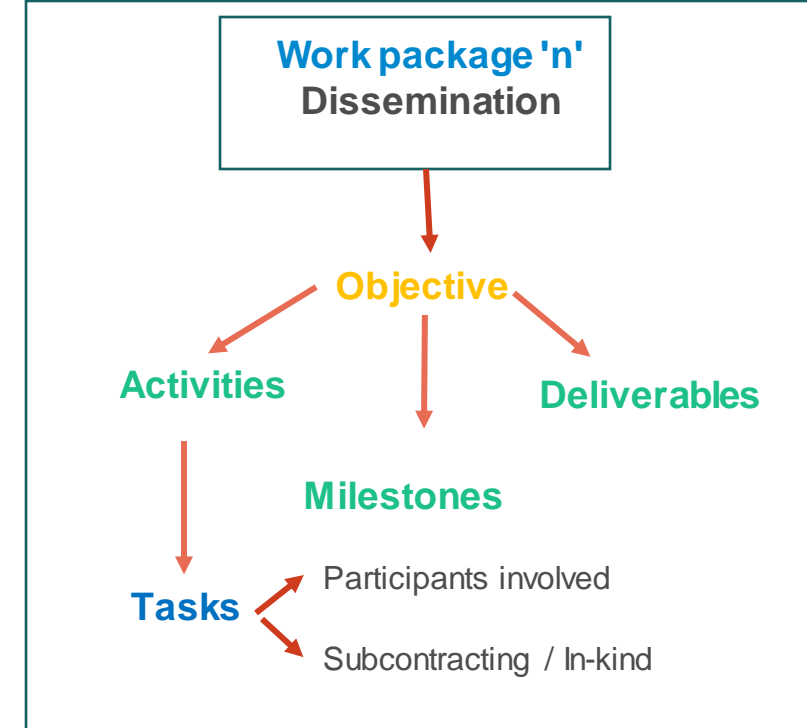
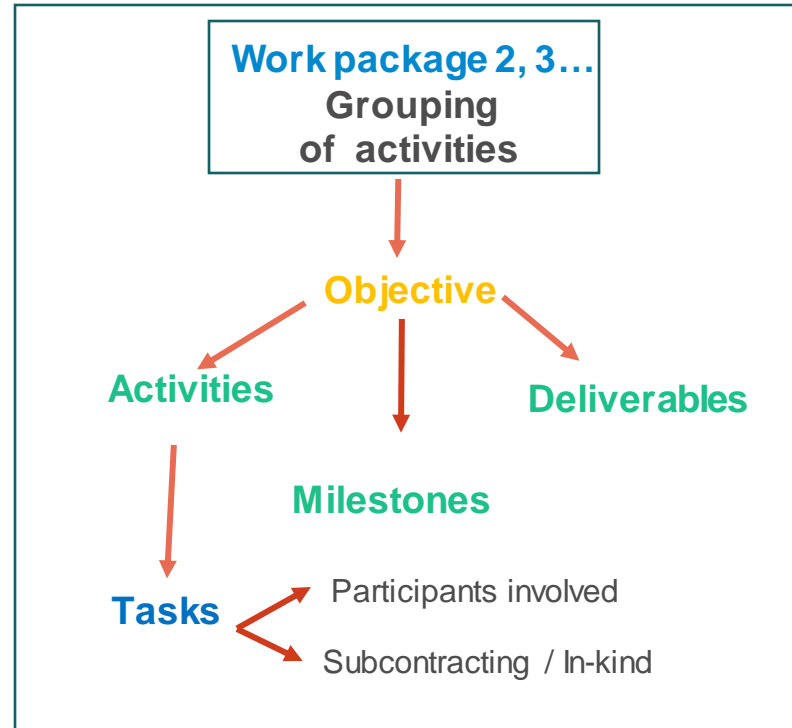
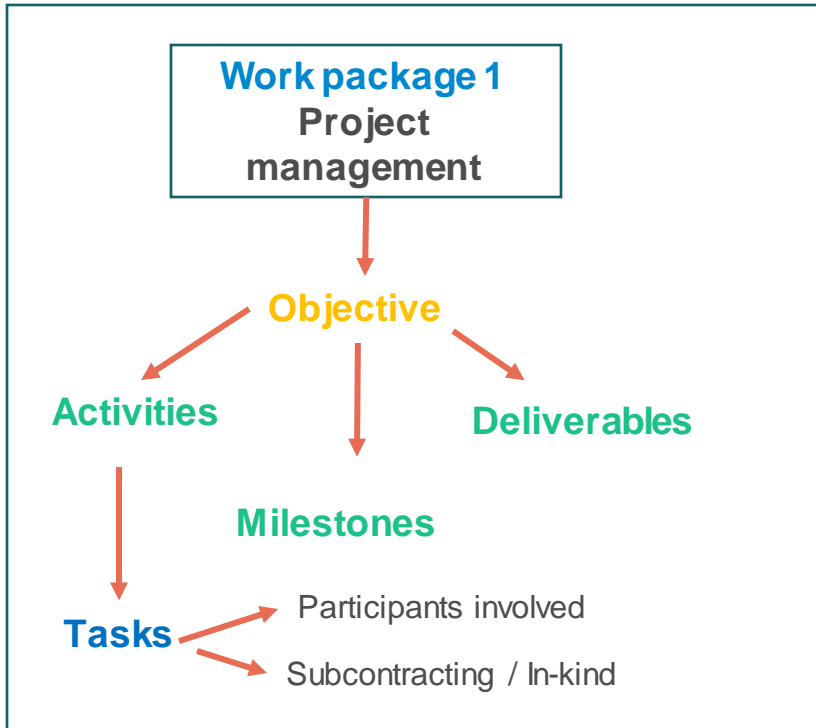
- 3.1 Impact and dissemination
- 3.2. Communication, dissemination and visibility
- 3.3. Sustainability and continuation

Part B – Narrative part

- Be **RELEVANT**
- Be **COHERENT**
- Be **COMPLETE**
- Be **CLEAR & CONCISE**
- **RESULTS / IMPACT ORIENTED**
- **REMAIN FOCUSED ON PROGRAMME GUIDE AND ON YOUR ACTION**
- **REMEMBER: no limit on characters but limit on the n° of pages (max. 70)!!**



Part B – Work packages (1)



RECOMMENDATION: MINIMUM 3 WORK PACKAGES

Part B – Work packages (2)

Work Package 1: [Name, e.g. Project management and coordination]

Duration: Lead Beneficiary:

Objectives
List the specific objectives to which this work package is linked.

▪

Activities (what, how, where) and division of work
Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.
Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating **in bold** the task leader.
Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.
The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.

| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) |
|--|-----------|-------------|--------------|-----------------------------------|--|
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |
| | | | | | |

ALIGNED with Part B BUDGET



GLOSSARY Programme Guide

Part B – Work packages (3)

EVENTS

DISSEMINATION MATERIAL

DELIVERABLES = OUTPUTS

EDUCATIONAL MATERIAL (OER)

Be as **SPECIFIC** as possible in the description of deliverables

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.

It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

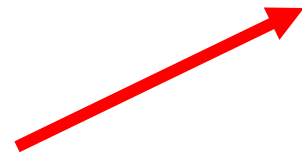
Public — fully open (🚩 automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

| Milestone No (continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | | Due Date (month number) | Means of Verification |
|--|------------------|----------------------|------------------|--------------|-------------------------|----------------------------|---|
| MS1 | | 1 | | | | | |
| MS2 | | 1 | | | | | |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No 1 | Lead Beneficiary | Type | Dissemination Level | Due Date (month number) | Description (including format and language) |
| D1.1 | | 1 | | FREE TEXT | LOCAL NATIONAL EU | | |

Section '3.2 Communication, dissemination and visibility'



Part B – Work packages (4)

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

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

NO NEED TO FILL IT IN

*If you still fill it in, please be coherent with the **Annex Budget***

Part B – Work plan (1)

| Events meetings and mobility | | | | | | | |
|---|-------------|-------------|---|---|-----------------|--------------------|-----------|
| <i>This table is to be completed for events meetings and mobility that have been mentioned as part of the activities in the work packages above. Give more details on the type, location, number of persons attending, etc.</i> | | | | | | | |
| Event No (continuous numbering linked to WP) | Participant | Description | | | | | Attendees |
| | | Name | Type | Area | Location | Duration (days) | Total |
| E1.1 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc.] | [city, country] | [number] | [number] |
| E1.2 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc.] | [city, country] | [number] | [number] |



| Timetable (projects up to 2 years) | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVITY | MONTHS | | | | | | | | | | | | | | | | | | | | | | | |
| | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 | M 13 | M 14 | M 15 | M 16 | M 17 | M 18 | M 19 | M 20 | M 21 | M 22 | M 23 | M 24 |
| Task 1.1 - ... | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |
| Task 1.2 - ... | | | | | | | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |
| Task ... | | | | | | | | | | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |

ALIGNED WITH INFORMATION PROVIDED FOR EACH WORK PACKAGE



Part B – Work plan (2)

| Subcontracting | | | | | | |
|--|---|--|--|--------------------------|---|---|
| <p>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p>Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).</p> | | | | | | |
| Work Package No | Subcontract No (continuous numbering linked to WP) | Subcontract Name (subcontracted action tasks) | Description (including task number and BEN to which it is linked) | Estimated Costs (EUR) | Justification (why is subcontracting necessary?) | Best-Value-for-Money (how do you intend to ensure it?) |
| | S1.1 | | | | | |
| | S1.2 | | | | | |
| <p>Other issues:</p> <p><i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i></p> | | | <p>Insert text</p> | | | |

CORE TASKS of the project (management) **CANNOT** be subcontracted

Part B and annexes

5. OTHER

5.1 Ethics

| |
|---|
| <p>Ethics (if applicable)</p> <p><i>If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.</i></p> <p><i>Describe how you will ensure gender mainstreaming and children's rights in the project activities.</i></p> |
| <p>Insert text</p> |

5.2 Security

| |
|------------------------|
| <p>Security</p> |
| <p>Not applicable</p> |

6. DECLARATIONS

| Double funding | YES/NO |
|--|--------|
| <p>Information concerning other EU grants for this project</p> <p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p> | |
| <p>We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.</p> | |
| <p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.</p> | |

| |
|---|
| <p>Financial support to third parties (if applicable)</p> <p><i>If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/Programme Guide, justify and explain why this is necessary in order to fulfil your project's objectives.</i></p> |
| <p>Insert text</p> |

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — mandatory for certain Lump Sum Grants (see [Portal Reference Documents](#))

CVs (annex 2 to Part B) — mandatory, if required in the Call document/Programme Guide

Annual activity reports (annex 3 to Part B) — not applicable

List of previous projects (annex 4 to Part B) — mandatory, if required in the Call document/Programme Guide

Special

Other annexes — mandatory, if required in the Call document/Programme Guide

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 Technical Annex |  | <input type="button" value="Upload"/> |
| Detailed budget table LSII |  | <input type="button" value="Upload"/> |
| Youth Coloured |  | <input type="button" value="Upload"/> |

Part B – Budget and funding mechanism

- Decision of the European Commission to use **simplified forms of grants** in the implementation of EU programmes
- CBY grant = **lump sum contribution** to the project costs
- **Calculation** of lump sum grant:

- Estimated budget submitted by the partnership
- Evaluation results
- Funding rates set in the Call

Max. 300.000,00 €

80% of estimated costs



Part B – Budget form (1)

- PROTECTED **EXCEL** WORKBOOK TO BE DOWNLOADED FROM E-FORM AND TO BE UPLOADED IN PDF
- READ CAREFULLY THE **INSTRUCTIONS** IN THE FIRST WORKBOOK SHEET
- ONLY COSTS IN **EUR**
- DO NOT FORGET TO SAVE AND **APPLY CHANGES** EVERY TIME YOU UPDATE IT
- USE THE '**ANY COMMENTS**' SHEET FOR EXPLANATIONS
- **ONLY FILL** THE FOLLOWING SHEETS:



Part B – Budget form (2)

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

Instructions

| | |
|---|--|
| 1 | This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit). |
| 2 | According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed. |
| 3 | We recommend using Excel 2010 or more recent. |
| 4 | The only currency used in this worksheet is EURO. |
| 5 | The first thing you need to do is to set the appropriate <u>Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E)</u> . This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA) |

Aligned with 'Proposal budget'



| | |
|--|--------------|
| <i>FILL IN THE BELOW VALUES BEFORE STARTING:</i> | |
| Insert the name of your call : | YOUTH-CB |
| Insert the acronym of your project : | |
| Maximum amount for the EU CONTRIBUTION : | 300.000,00 € |
| Co-financing rate : | 80,00% |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>PRINT PDF</p> <p style="font-size: small; color: red;">Double-Click to activate</p> </div> | |

To be encoded manually

A. DIRECT PERSONNEL COSTS

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

| |
|------------|
| Manager |
| Assistant |
| Trainer |
| Technician |
| Other |

Part B – Budget form (3)

Beneficiaries List

| List of Beneficiaries and Affiliated Entities | | | | Actions (double-click to activate) | |
|---|-----------------|---------|---------|------------------------------------|--------------------------|
| BE NR/AE | BE/TP name | Acronym | Country | APPLY CHANGES | Add a Beneficiary |
| BE 001 | Beneficiary 1 | ABC | DE | Remove this Beneficiary | Add an Affiliated Entity |
| BE 003 | Beneficiary 3 | GHI | ES | Remove this Beneficiary | |
| BE 003 / AE 001 | Beneficiary 3.1 | JKL | PT | Remove this Affiliated Entity | Add an Affiliated Entity |

Added automatically,

Enter official name of beneficiary organisation

ALWAYS DOUBLE CLICK FOR **APPLYING CHANGES** AND ACTIONS (add, remove)

Part B – Budget form (4)

Workpackages

| List of Work Packages | | 5 Actions (double-click to activate) 2 | |
|-----------------------|--------------------|--|--------------------|
| WP Nbr | WP Label | APPLY CHANGES | Add a Work Package |
| WP 001 | Project management | Remove this Work Package | |
| 3 WP 002 | Dissemination | Remove this Work Package | |

1

4

WP Nbr are automatically generated once you click on 'Add a Work Package'

WP Label must be encoded manually (in line with Part B narrative)

ALWAYS DOUBLE CLICK FOR **APPLYING CHANGES** AND ACTIONS (add, remove)

Part B – Budget form (5)

- You have to **estimate the costs** of your proposal using the same methodology you would use declaring costs under a « real cost-based » grant agreement
- **Beneficiaries' budget templates** are generated automatically when you fill in the Beneficiaries List and Work Packages List
- The 'Be 00n' budget sheets include also costs of **linked Affiliated Entities**
- A budget must be entered **per each work package**

1 BUDGET X BENEFICIARY & 1 BUDGET X WORK PACKAGE

Part B – Budget form (6)

| Column | Budget category | Budget subcategory | How to fill in |
|-----------|---|---|--|
| A | DIRECT PERSONNEL COSTS | | Enter n° units x BE and AE For persons exclusively working in the action : N° OF DAYS WORKED IN THE ACTION X DAILY RATE |
| | | A.1. Employees (or equivalent) man days | employment contract (or equivalent appointed act) and assigned to the action. Salaries + social security contributions, taxes and other costs included in the remuneration |
| | | A.2. Natural persons under direct contracts | Other than an employment contract, if : |
| | | A.3. Seconded persons | - Working conditions assimilated to employees - Result of work belongs to the beneficiary - Remuneration assimilated to employee with same tasks |
| | | A.4. SME Owners without salary | NOT APPLICABLE, otherwise, justify |
| | | A.5. Volunteers | NOT APPLICABLE, otherwise, justify |
| B. | SUBCONTRACTING | | Indicate costs for subcontracted action tasks Refers to services, for purchases must be declared either under category C.2 'equipment' or C.3 'other goods and services'. Equipment is for assets, while other goods and services is for consumables. |
| C. | PURCHASE COSTS | C.1. Travel and subsistence for travel or day | Specify the unit used (travel or day) in the « Any comments » sheet Local transport to be included under subsistence Subsistence : actual or per diems |
| | | C.2. Equipment | To be calculated using the « Depreciation costs » sheet |
| | | C.3. Other goods, works and services | Examples of purchases : Dissemination of information, evaluation, audits, translations, reproduction, purchase of tickets, renting of rooms and accommodation, purchase of consumables and supplies, website development. |
| D. | Other cost categories | D.1. Financial support to third parties | NOT APPLICABLE |
| A+B+C+D | TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING | | Calculated automatically |
| E. | Indirect costs 7% | | Calculated automatically |
| A+B+C+D+E | TOTAL COSTS | | Calculated automatically |

| BE 001 | | BE 001 | | BE 001 | |
|--|--|---------------|-------------------------|-------------------|-------|
| Beneficiary 1 | | Beneficiary 1 | | BE+AE TOTAL COSTS | |
| | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | | |
| Total WORK PACKAGES: | | | | | |
| Management and coordination | | | | | |
| A. DIRECT PERSONNEL COSTS | | | | 1.000 | 1.000 |
| A1. Employees (or equivalent) man days | | | | 600 | 600 |
| | Type 1 | 1 | 200 | 200 | 200 |
| | Type 2 | 1 | 200 | 200 | 200 |
| | Type 3 | 1 | 200 | 200 | 200 |
| | Type 4 | | | - | - |
| | Other | | | - | - |
| A.2 Natural persons under direct contract | | | | 100 | 100 |
| A.3 Seconded persons | | | | 100 | 100 |
| A.4 SME Owners without salary | | | | 100 | 100 |
| A.5 Volunteers | | | | 100 | 100 |
| B. Subcontracting costs | | | | 100 | 100 |
| C. Purchase costs | | | | 1.400 | 1.400 |
| C.1 Travel and subsistence per travel or day | | | | 600 | 600 |
| | Travel | 2 | 100 | 200 | 200 |
| | Accommodation | 2 | 100 | 200 | 200 |
| | Subsistence | 2 | 100 | 200 | 200 |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | | | 200 | 200 |
| C.3 Other goods, works and services | | | | 600 | 600 |
| | Consumables | 1 | 100 | 100 | 100 |
| | Services for Meetings, Seminars | 1 | 100 | 100 | 100 |
| | Services for communication/promotion/dissemination | 1 | 100 | 100 | 100 |
| | Website | 1 | 100 | 100 | 100 |
| | Artistic Fees | 1 | 100 | 100 | 100 |
| | Other | 1 | 100 | 100 | 100 |
| D. Other cost categories | | | | 200 | 200 |
| D.1 Financial support to third parties | | | | 200 | 200 |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | | 2.700 | 2.700 |
| E. Indirect costs 7% (rounded to zero decimals) | | | | 189 | 189 |
| TOTAL COSTS (A+B+C+D+E) | | | | 2.889 | 2.889 |
| Research | | | | | |
| A. DIRECT PERSONNEL COSTS | | | | 1.550 | 1.550 |
| A1. Employees (or equivalent) man days | | | | 500 | 500 |
| | Type 1 | 1 | 100 | 100 | 100 |
| | Type 2 | 1 | 100 | 100 | 100 |
| | Type 3 | 1 | 100 | 100 | 100 |
| | Type 4 | 1 | 100 | 100 | 100 |
| | Other | 1 | 100 | 100 | 100 |
| A.2 Natural persons under direct contract | | | | 200 | 200 |
| A.3 Seconded persons | | | | 200 | 200 |
| A.4 SME Owners without salary | | | | 600 | 600 |
| A.5 Volunteers | | | | 50 | 50 |
| B. Subcontracting costs | | | | 200 | 200 |



Part B – Budget form (7)

TOOL: DEPRECIATION COSTS LIST

| BE nr | Beneficiary name | WP nr | Work Package name | Resource type | Short name of the investments | Date of purchase | Purchase cost | % used for the project | % use for lifetime of the investment | Charged depreciation costs per investment | Justification: Needed info for depreciation |
|-------|------------------|-------|-------------------|---------------|-------------------------------|------------------|---------------|------------------------|--------------------------------------|---|---|
| 1 | Beneficiary 1 | 2 | Research | Equipment | PC | 1/01/2021 | 1.500 | 50% | 25% | 188 | |
| 1 | Beneficiary 1 | 3 | Activities | Equipment | Beamer | 1/01/2021 | 900 | 75% | 10% | 68 | |
| | | | | | | | | | | - | |



Part B – Budget form (8)

Automatically
calculated

Manually
encoded

Proposal budget sheet



| | | 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 22.691 € or 150.000 € | Your maximal EU contribution corresponding to your budget = 18.153 € |
|-----------------|-------------------|------------|--------------------------------|--|--|---|----------------------------|---|--|
| | | | | | | | | Max EU CONTRIBUTION | Requested EU - CONTRIBUTION |
| Beneficiary 1 | ABC | 250 | 2.300 | 2.300 | 11.606 | 813 | 12.419 | 9.935 | 9.935 |
| Beneficiary 3 | GHI | 700 | 200 | 200 | 9.600 | 672 | 10.272 | 8.218 | 8.218 |
| Beneficiary 3.1 | JKL | - | - | - | - | - | - | - | - |
| TOTAL | Consortium | 950 | 2.500 | 2.500 | 21.206 | 1.485 | 22.691 | 18.153 | 18.153 |

Enter amount with **decimals**

Aligned with Section 3 of Part A

Part C (Youth Goals)

Subjects (Select max 3 choices)

- Connecting EU with Youth
- Equality of All Genders
- Inclusive Societies
- Information & Constructive Dialogue
- Mental Health & Wellbeing
- Moving Rural Youth Forward
- Quality Employment for All
- Quality Learning
- Space and Participation for All
- Sustainable Green Europe
- Youth Organisations & European Programmes

I hereby confirm that our organization is active in the field of youth

Administrative forms

Edit forms 


Edit Part C

View history

Print preview 

 View PDF

 Cancel changes

 Save data

Annex – Youth coloured

Please fill in the information in the relevant tab referring to the call for which you apply

This template should be completed by the applicant organisation only and the data only concerns the applicant organisation. It should refer to the project

To activate a check-box next to a text field, please move the cursor into the field with the check-mark and change the un-checked box via the drop-down list to a checked box.

Fields which require numbers should not include decimals, but entire numbers only

Text fields should be completed in the same language as the application itself

README

Capacity Building YOUTH

PCOOP YOUTH ENGO

YOUTH Together Lot 1

YOUTH Together Lot 2

Validating and submitting your proposal

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 Technical Annex | <input type="text"/> | ? | Upload |
| Detailed budget table LSII | <input type="text"/> | ? | Upload |
| Youth Coloured | <input type="text"/> | ? | Upload |

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

Your proposal cannot be submitted until the errors below are corrected

Eligibility errors

- Part C form has not been updated

Part A Form

- > Budget - 1 error(s)
- > General Information - 1 error(s)

Part B and annexes

This mandatory attachemnt is missing: **Part B**

The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

Part C Form

- > Test Camelia-Valeria - 12 warning(s)

Selection Timeline



7 April 2022

Submission
deadline

September 2022

Information to
applicants

April – August 2022

Evaluation period

December 2022

Signature grant
agreements

Useful information

E+ 2022 Programme Guide: https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

The screenshot shows the top navigation bar of the E+ 2022 Programme Guide website. The 'SUPPORT' menu item is highlighted with a red box. Below the navigation bar, there are two orange warning messages. The main content area is titled 'Support overview' and has tabs for 'GRANTS' and 'TENDERS'. A 'Support by type' section is highlighted with a red box, containing three icons: 'GUIDANCE' (book icon), 'FAQ' (question mark icon), and 'HELPDESKS' (headset icon). To the right, there is a 'Popular support topics' section with a list of topics and their corresponding icons (FAQ, Online manual, IT how to, Helpdesks).

| Topic | Icon | Link |
|--|---------------|---|
| EU Login | Online manual | How can I acquire roles and access rights for proposals, projects or organisations? |
| How to change the EU Login account details? | FAQ | |
| What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks? | FAQ | |
| How to assign PLSIGN? | FAQ | |
| How do I fill in my bank account as an expert? | FAQ | |
| | | How can I acquire roles and access rights for proposals, projects or organisations? |
| | | How to update my organisation data? |
| | | Where can I find more user guidance related to proposal submission? |
| | IT how to | SME Self Evaluation |
| | Helpdesks | Where can I find the National Contact Points (for Horizon 2020)? |

Any question about the action or the application process? EACEA-YOUTH@ec.europa.eu

Useful links

- [The Erasmus+ Programme Guide 2022](#)
- [Guide for applicants](#)
- [Mono/Multi-beneficiary Model Grant Agreement : Lump Sum MGA](#)
- Apply for:
 - [Capacity building in the field of youth](#)

Any question about the action or the application process?=> EACEA-YOUTH@ec.europa.eu

Volunteering Teams in High Priority Areas


ESC-SOLID-2022-VTHPA

Volunteering Teams in the Corps

Strand 1: Solidarity activities



 Volunteering Projects

 Volunteering Teams in High Priority Areas

 Solidarity Projects

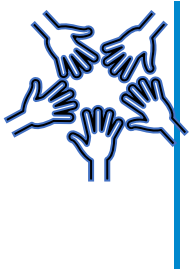
Quality Label for Volunteering in Solidarity Activities

Strand 2: Humanitarian aid related solidarity activities

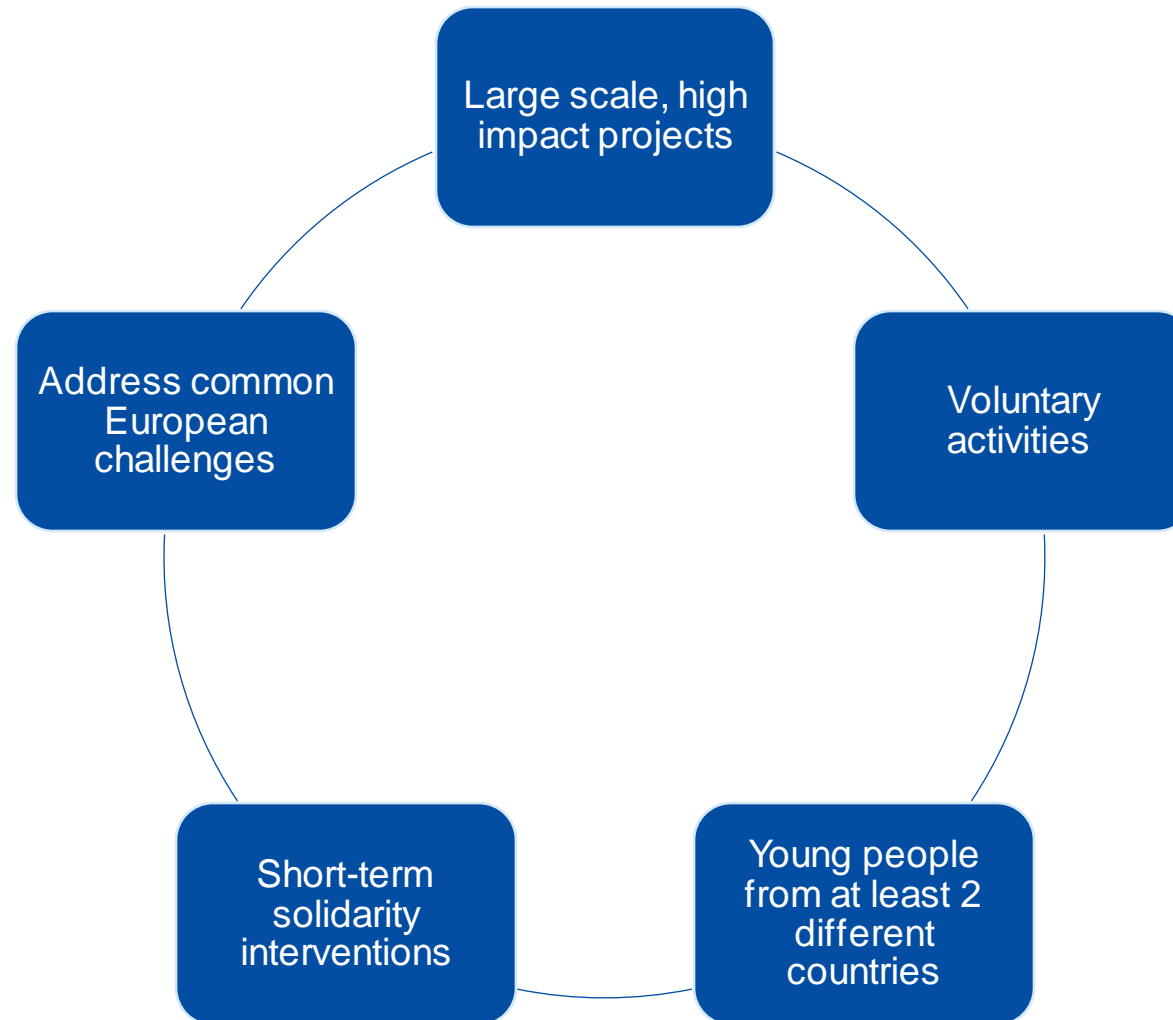


 Humanitarian Aid Volunteering Projects

Quality Label for Humanitarian Aid Volunteering

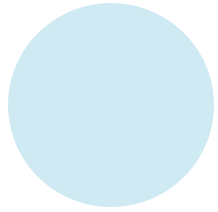


What are Volunteering Teams in High Priority Areas?

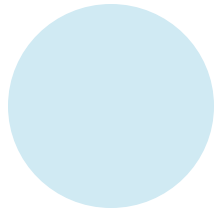




Priorities and objectives 2022



PROMOTING
HEALTHY
LIFESTYLES

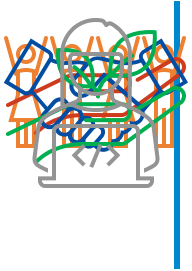


PRESERVING
CULTURAL
HERITAGE

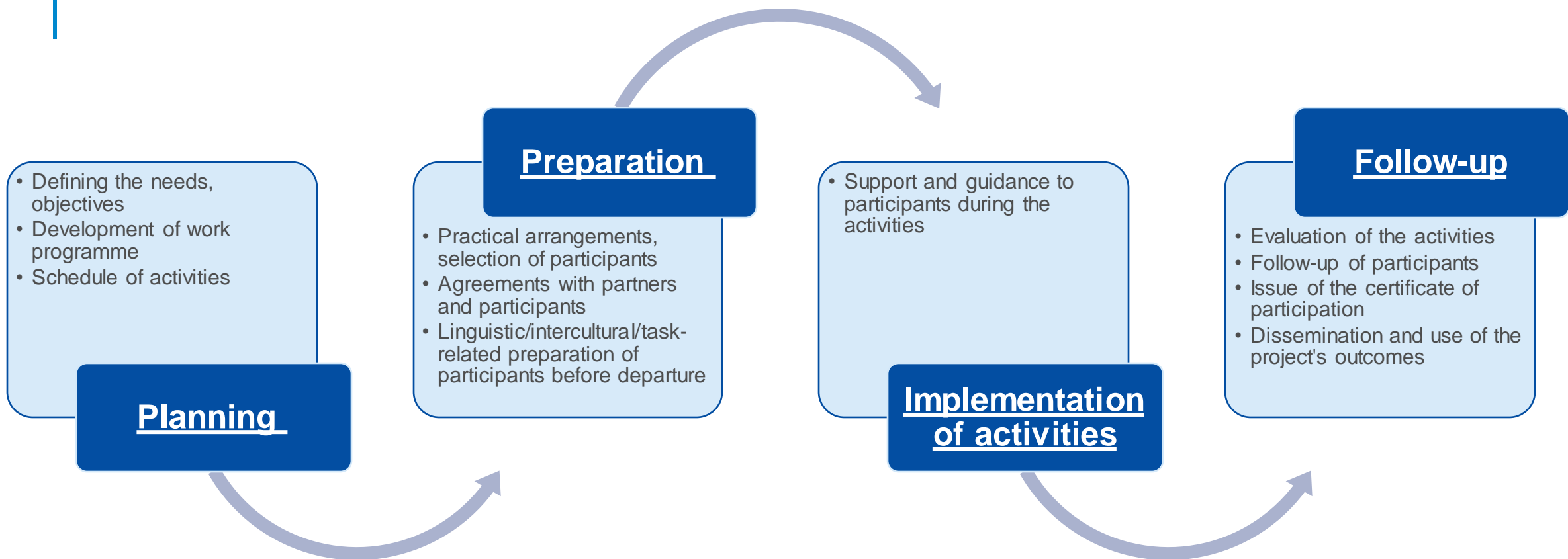
- ✓ **Address unmet societal challenges related to the priorities.**
- ✓ **Promote solidarity**, diversity, intercultural and inter-religious dialogue and EU values of human dignity, freedom, equality and respect for human rights.
- ✓ **Reach out to young people with fewer opportunities and enable the young volunteers** to gain skills and competences, and to actively participate in society and to develop a sense of European citizenship and identity.
- ✓ **Provide tangible benefits** to local communities.
- ✓ **Ensure a direct contact between the participant and the beneficiaries** of the activities.
- ✓ **Reinforce the capacities and international scope** of the participating organisations.

Supported activities





How to set up a project?



Selection of participants

Environmental protection,
sustainable development

Quality and support measures

Digital transition

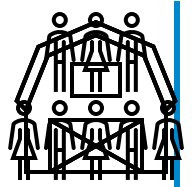
Criteria* for assessing projects

Admissibility

Eligibility

Award

*See Part E of the [Programme Guide 2022](#) (p. 32-37) for more detailed information.



Eligibility and admissibility criteria (1)

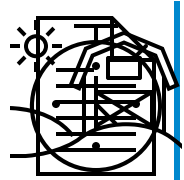


Eligible
participating
organisations

- **At least three eligible organisations**, from at least two different EU Member States or third countries associated to the Programme.
- **Eligible participating organisations:** any organisation legally established in an EU Member State, a third country associated to the Programme or a third country not associated to the Programme* that holds a valid volunteering **Quality Label for Volunteering in Solidarity Activities**.
- **Eligible applicants:** organisations legally established in an EU Member States or third country associated to the Programme, and any international organisation can apply on behalf of all participating organisations involved.

Eligible
participants

- Young people between **18 and 30 years old**.
- **Legally residing** in an EU Member State or in a third country associated to the Programme.
- Registered in the **European Solidarity Corps Portal**.
- Each project should organise volunteering teams for **at least 40 participants or more**.



Eligibility and admissibility criteria (2)

Venue and number of activities

- **Activities** have to take place in the country of one of the participating organisations.
- At least **one volunteering team** activity must be implemented.

Duration of the project

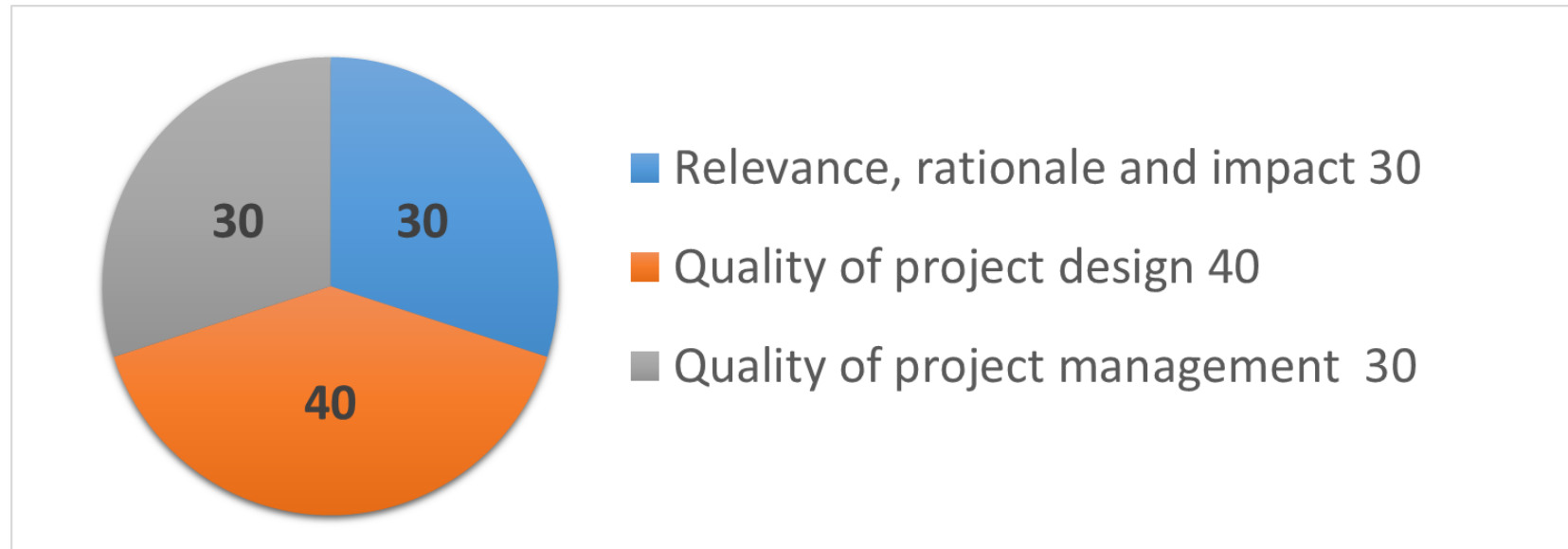
- **12, 24 or 36 months** (chosen at application stage)
- **Start of the project only after Grant Agreement signed by the Agency**

Where and when to apply

- To **EACEA**, through the **Funding and Tenders Portal** (see Part E of the [Programme Guide 2022](#))
- **Deadline: 06.04.2022 at 17:00 (Brussels time)**

Weighting of the Award Criteria

- To be considered for funding, proposals must score **at least 60 points**
- Proposals must score **at least half of the maximum points** in each of the categories.



In *ex aequo* cases, priority will be given to highest scores for 'relevance', then 'project design' and finally 'project management'



Relevance, rationale and impact

Relevance

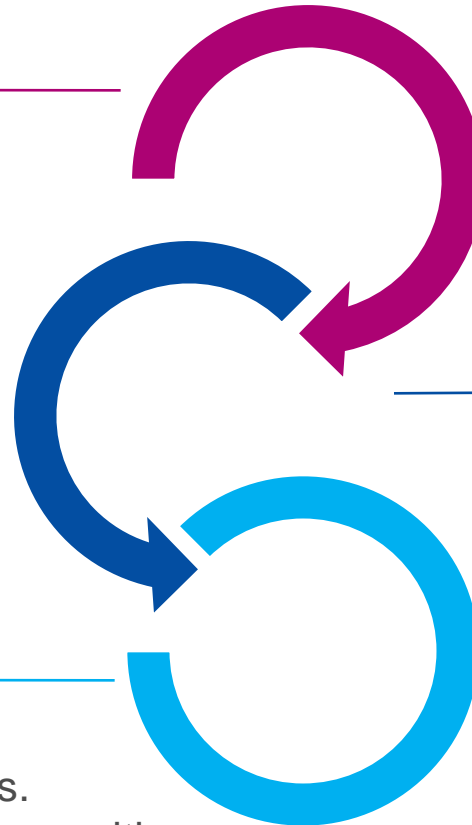
- To the objectives of the European Solidarity Corps.
- To the action's specific objectives.
- Of the activities.
- To the needs and objectives of the involved organisations and individual participants.

Impact

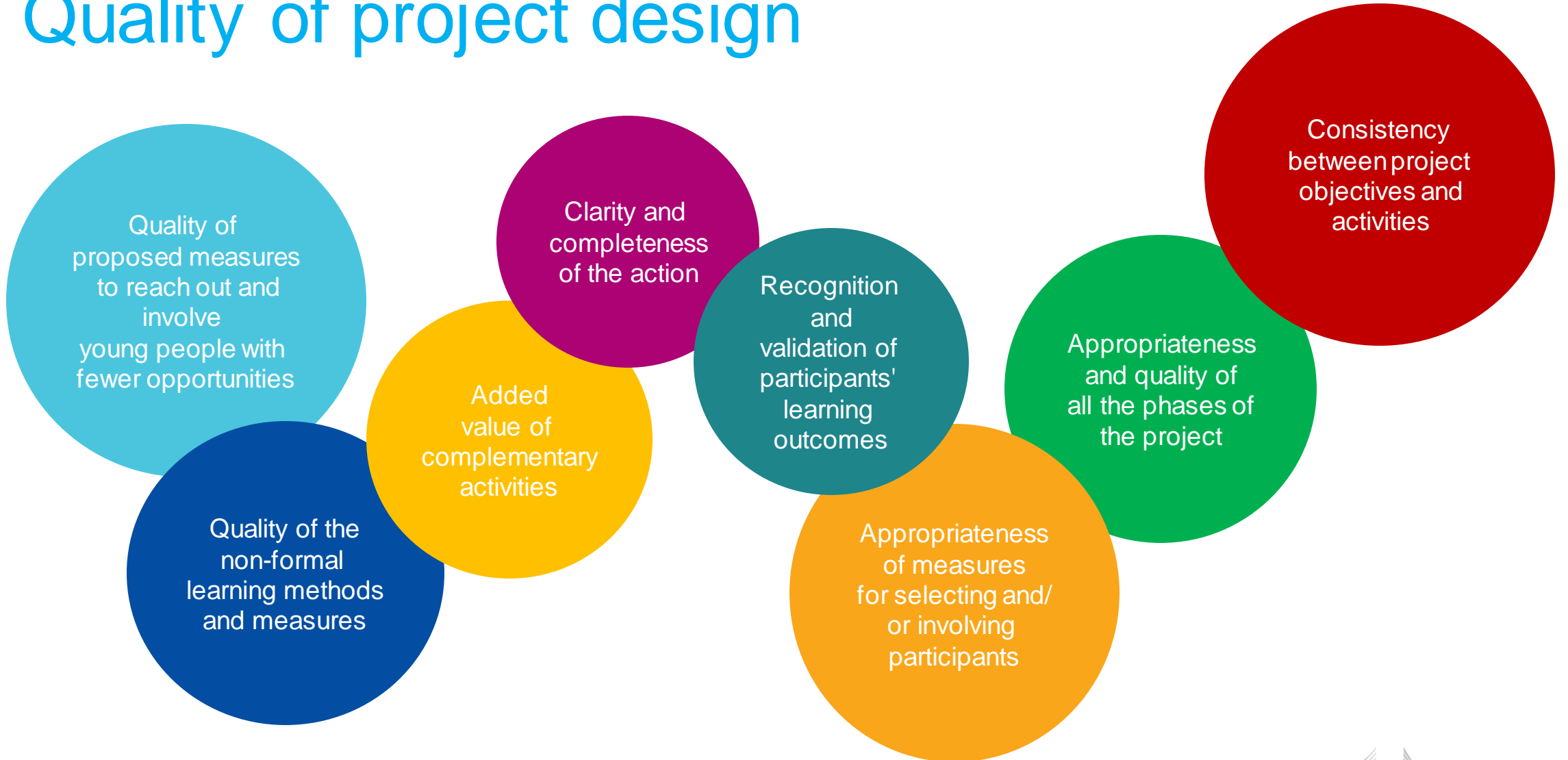
- Young people with fewer opportunities.
- Added value and benefits for local communities.
- At local, regional, national and European levels.

Rationale

- The proposal addresses well defined and important societal needs.
- Involvement of young people with fewer opportunities as participants.
- The proposal relates and integrates the relevant activities in the project set-up



Quality of project design



Quality of project management



Practical arrangements,
management and
support modalities



Cooperation and communication
between organisations and
stakeholders



Measures for evaluating
and disseminating the
outcomes of the project

Application form – Part B

Part B - Technical description

1. RELEVANCE

- 1.1. Background and general objectives
- 1.2. Needs analysis and specific objectives
- 1.3. Complementarity with other actions and innovation – European added value

2. QUALITY

- 2.1. PROJECT DESIGN AND METHODOLOGY
 - 2.1.1. Concept and methodology
 - 2.1.2. Project management, quality assurance and monitoring and evaluation strategy
 - 2.1.3. Project teams, staff and experts
 - 2.1.4. Cost effectiveness and financial management
 - 2.1.5. Risk management

2.2. PARTNERSHIP AND COOPERATION ARRANGEMENTS

- 2.2.1. Consortium set-up
- 2.2.2. Consortium management and decision-making

3. IMPACT

- 3.1 Impact and dissemination
- 3.2. Communication, dissemination and visibility
- 3.3. Sustainability and continuation

•Be **RELEVANT**

•Be **COHERENT**

•Be **COMPLETE**

•Be **CLEAR & CONCISE**

•**RESULTS / IMPACT ORIENTED**

•**REMAIN FOCUSED ON THE PROGRAMME GUIDE AND ON YOUR ACTION**

•**REMEMBER: no limit on characters but limit on the n° of pages (70!!!)**



Part B - WORKPLAN, WORK PACKAGES and TIMING

- **Work Plan:** Provide a brief description of the overall structure of the work plan
- **Work Packages is a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.
- Minimum of 2 work packages.
- **WP1** should cover the **management and coordination activities** (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc)
- **WP2 and further WPs should be used for the other project activities.** You can create as many work packages as needed by copying WP1.

Funding rules (Maximum EU grant: 400.000 EUR/project)

Total available budget for 2022 – 3M EUR

| Eligible costs | Contribution to | Contribution on the basis of unit costs | Rule of allocation |
|-------------------------------|---|---|---|
| Volunteer support | <ul style="list-style-type: none"> • Travel costs • Exceptional costs (visa and vaccinations costs) • Personal insurance for in-country activities • Residence permits • Medical certifications • Pocket money | 23 EUR day/volunteer | Based on the duration of the volunteering team activity per volunteer (including accompanying persons) |
| Organisational support | <ul style="list-style-type: none"> • Management costs (e.g. planning, finances, coordination and communication between partners, administrative costs) • Costs directly linked to the implementation of volunteering activities (e.g. preparation, monitoring and support of participants, validation of learning outcomes) • Costs linked to the subsistence of participants (e.g. boarding, lodging and local travel) • Complementary activity costs • Other costs (e.g. financial guarantee and audit report) | 37 EUR day/volunteer | Based on the duration of the volunteering team activity per volunteer (including accompanying persons) |
| Inclusion support | <ul style="list-style-type: none"> • Costs incurred by organisations to support the participation of young people with fewer opportunities on equal terms as others (e.g. investment in physical assets, reinforced mentorship, preparatory visits) | 20 EUR day/volunteer | Based on the duration of the volunteering team activity per volunteer with fewer opportunities (excluding accompanying persons) |

Budget calculator

| ESC VTHPA UNIT COST GRANT DETAILED BUDGET TABLE/CALCULATOR | | | | | | | | | |
|--|--------------------------------------|---|--|---|---|---|---|-------|----------------------|
| Estimated EU contribution | | | | | | | | | |
| Estimated eligible unit contributions | | | | | | | | | |
| | Number of volunteers per beneficiary | Number of days spent on volunteering activities per volunteer | A. Contributions for volunteers (23 EUR/DAY) | B. Contributions for organisations (37 EUR/DAY) | Number of volunteers with fewer opportunities per beneficiary | Number of days spent on volunteering activities per volunteer | C. Contributions for inclusion support (20 EUR/DAY) | Total | Maximum grant amount |
| 1 – [short name beneficiary] | | | 0 | 0 | | | 0 | 0 | 0 |
| 1.1 – [short name affiliated entity] | | | 0 | 0 | | | 0 | 0 | 0 |
| 2 – [short name beneficiary] | | | 0 | 0 | | | 0 | 0 | 0 |
| 2.1 – [short name affiliated entity] | | | 0 | 0 | | | 0 | 0 | 0 |
| Total consortium | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Timeline



Useful links

- [The European Solidarity Corps Programme Guide 2022](#)
- [Call for proposals 2022 - EAC/A10/2021](#)
- Apply for:
 - [Volunteering Teams in High Priority Areas](#)
 - [Quality Label for Volunteering in Solidarity Activities](#)
- [Legal basis of the European Solidarity Corps](#)
- [Examples of previous projects - Volunteering Teams in High Priority Areas](#)

European Youth Together

ERASMUS-YOUTH-2022-YOUTH-TOG-LOT1

ERASMUS-YOUTH-2022-YOUTH-TOG-LOT2



European Youth Together

Background, priorities and objectives

Background

KEY Action 3: Support To Policy Development And Cooperation

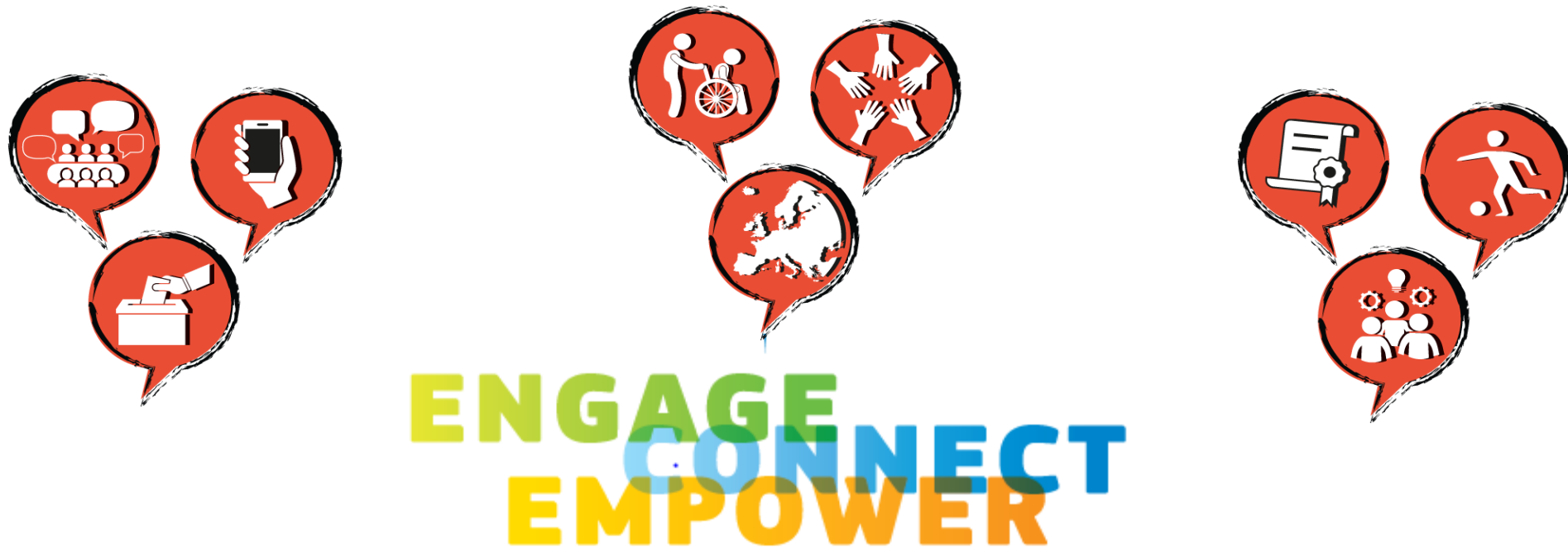
Aims:

- To facilitate access and participation of youth in EU policy.
- To facilitate participation in policy design and reform.
- To stimulate innovative policy.
- To increase policy impact.


- 
- **Demonstrate a clear link to policy reform & contribution to the overall EU youth policy!**
 - **Have a voice and to raise it at EU level!**

EU Youth Strategy 2019-2027

Tackling core areas of the youth sector, reinforcing cross sector cooperation

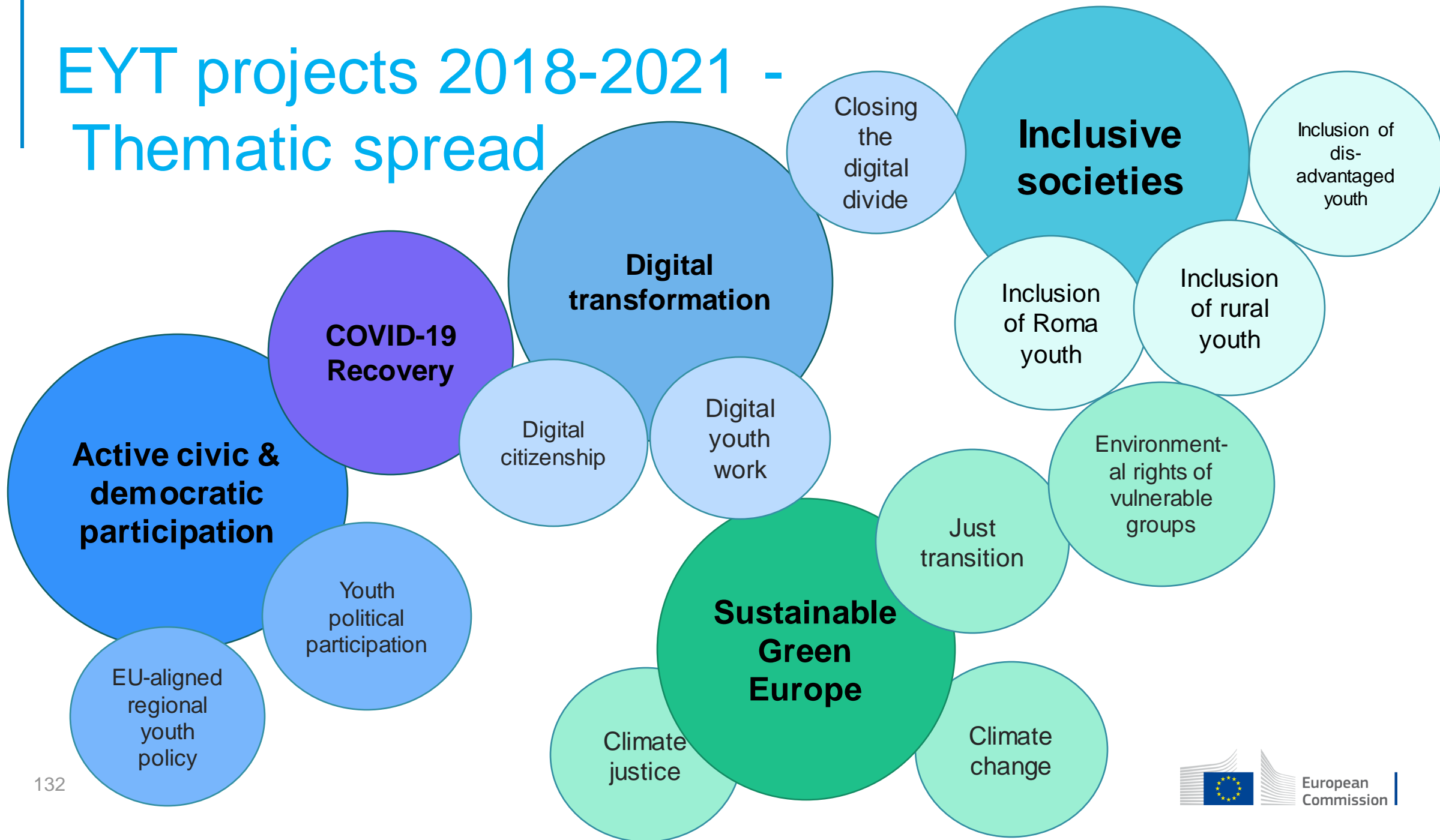


Youth Goals: a vision from youth for Europe

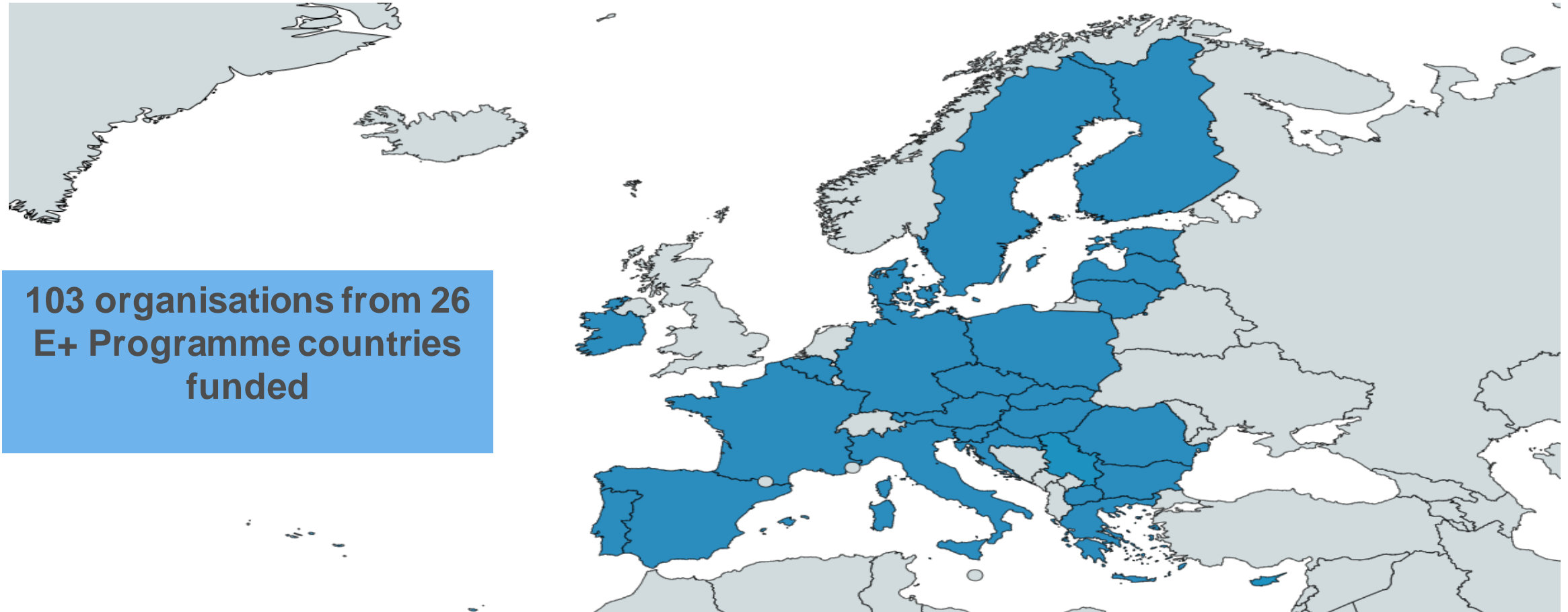
-  1. Connecting EU with Youth
-  2. Equality of all genders
-  3. Inclusive societies
-  4. Information and constructive dialogue
-  5. Mental health and wellbeing
-  6. Moving rural youth forward

-  7. Quality employment for all
-  8. Quality learning
-  9. Space and participation for all
-  10. Sustainable green Europe
-  11. Youth organisations and European programmes

EYT projects 2018-2021 - Thematic spread



EYT projects 2018-2021 - Funding spread



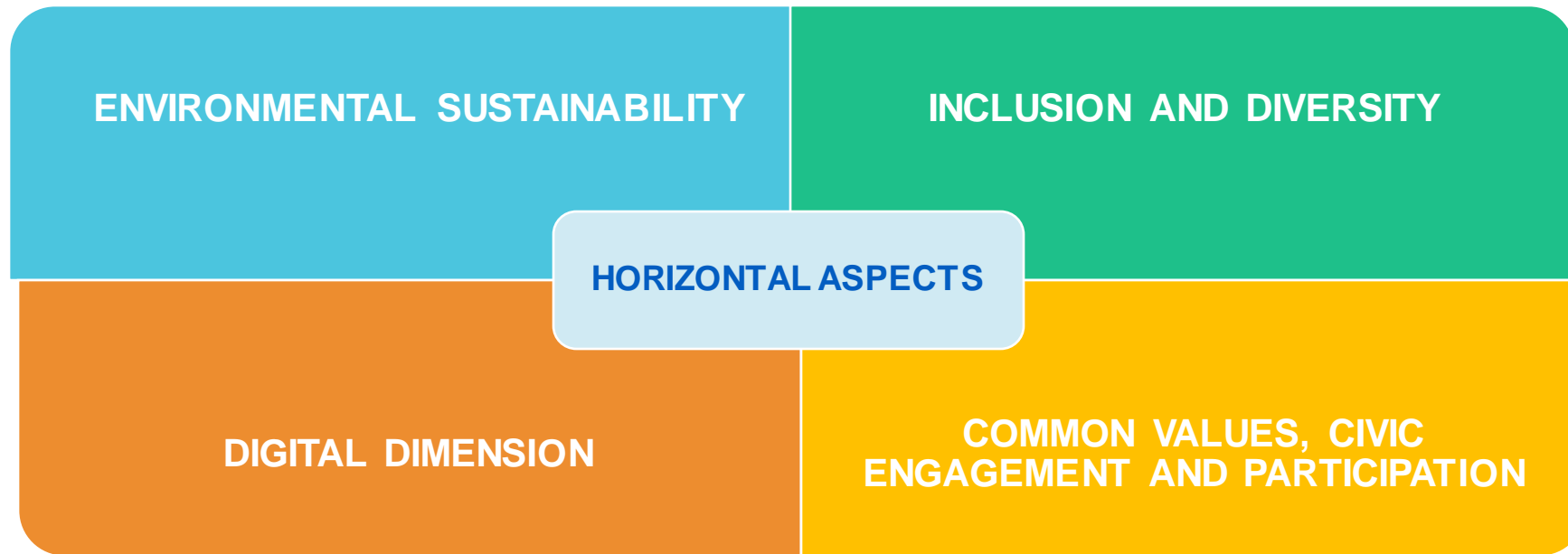
General objectives of EYT

- Create networks promoting cross-border partnerships
- Cooperation with a European dimension affecting youth
 - E.g. themes from European Green New Deal, New European Bauhaus initiative, 'Conference for the Future of Europe'
- Contribute to and promote EU Youth Policy
 - **EU Youth Strategy 2019-2027**
 - **EU Youth Goals**
 - **EU Youth Dialogue**
- Contribute to the recovery of the youth sector from the COVID-19 crisis
- Consider challenges related to digital skills and green lifestyles

Specific objectives of EYT

- Build or strengthen partnerships focusing on solidarity and inclusive democratic participation
- Support implementation of EU Frameworks and initiatives e.g. country specific recommendations from the **European Semester**
- Encourage young people to participate in the **democratic process**
- Support the participation of **under-represented groups of young people**
- Develop new ways to empower youth organisations in dealing with the **Covid-19 pandemic**
- Reinforce the **European dimension** of the activities of youth organisations

Horizontal aspects



**OPEN EDUCATIONAL
RESOURCES (OER)**

EYT- 2 sub-actions

Sub-action 1

- Targets youth organisations at grassroots level aiming to add a European dimension to their activities
- Encourages new applications from organisations that are not already well established at European level

Grant: Max. 150.000 EUR

Sub-action 2

- Large-scale partnerships action
- Targets youth organisations with the capacity to work together in large-scale partnerships

Grant:
Min. 150.000 EUR
Max. 500.000 EUR



Budget - Funding mechanism

- **Total budget 8 000 000 EUR**
- **Simplified forms of grants** in the implementation of EU programmes
- EYT grant = **lump sum contribution** to the project costs
- **Calculation of lump sum grant :**
 - Estimated budget submitted by the partnership



- Evaluation results
- Funding rates set in the Call





European Youth Together

Eligibility criteria

Eligibility criteria (1)

Who can apply?

- ✓ (E)NGOs working in the field of Youth
- ✓ Public authorities at local, regional, national level

Legally established & located in a Programme country

Who can participate?

- ✓ Any organisation, public or private, with its affiliated entities (if any), working with or for young people outside formal settings established in a Programme country.
 - ✓ E.g. NGO, national Youth Council, education or research institution, foundation

Eligibility criteria (2)

Venue of activities

- Activities must take place in Programme countries

Duration of project

- 24 months

Where to apply?

- The same organisation can submit only one application by the deadline through the **F&TOP**
- Pay attention to the call ID

ERASMUS-YOUTH-2022-YOUTH-TOG-1

ERASMUS-YOUTH-2022-YOUTH-TOG-2

When to apply?

- Deadline 22 March at 17:00:00 Brussels time

Eligibility criteria (3)

SUB-ACTION 1

No. & profile of participating organisations:

- Minimum of **4** partners from at least **4 Erasmus+ Programme Countries**
- At least **half** of the partners should **not** have been recipients of EU funds under European Youth Together in the previous 2 years

SUB-ACTION 2

No. & profile of participating organisations

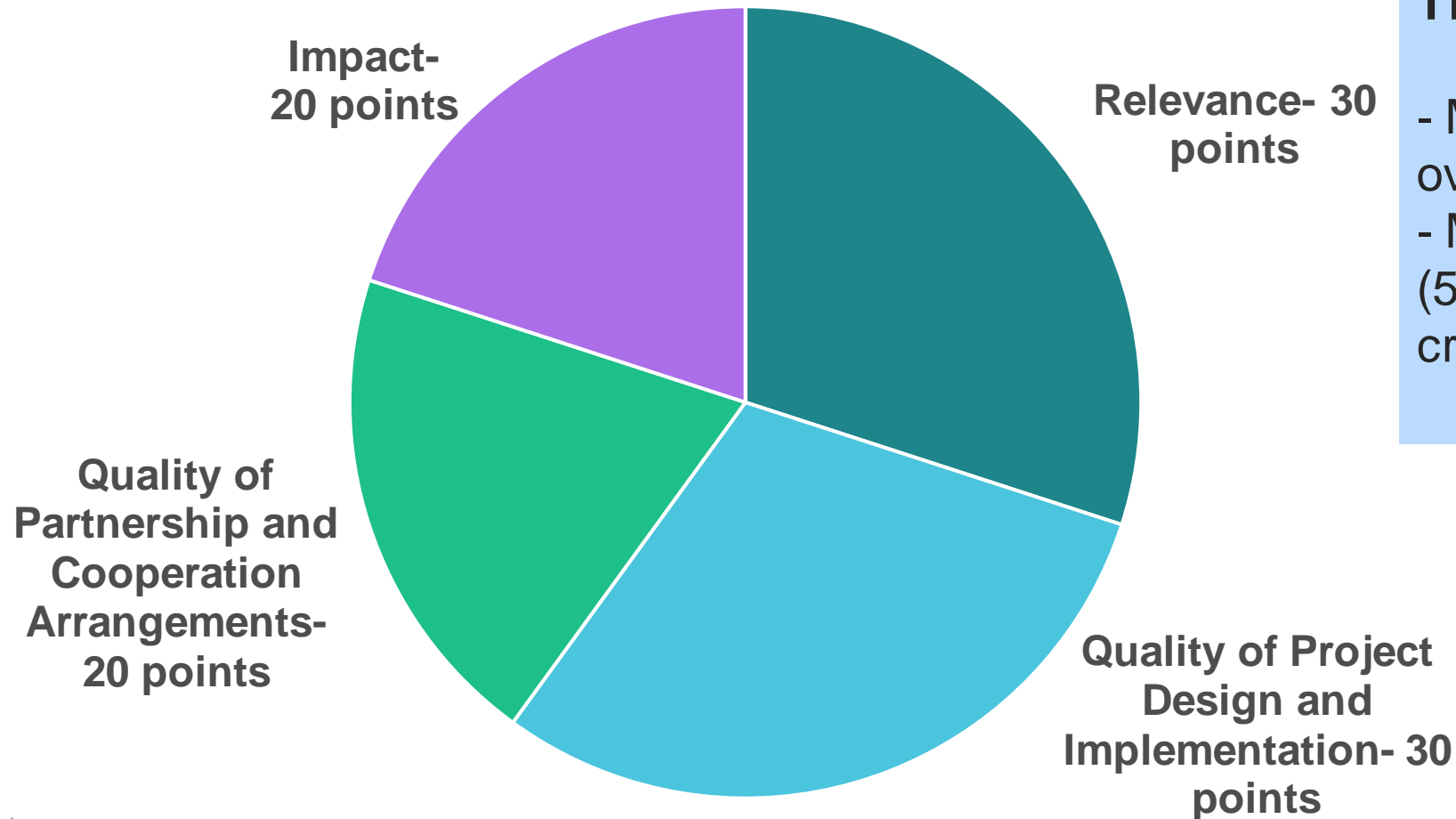
- Minimum of **5** partners from at least **5 Erasmus+ Programme Countries**



European Youth Together

Award criteria

Weighting of criteria



Threshold for funding:

- Minimum of 60 points overall
- Minimum pass score (50%) in each award criterion

Relevance (30 points)

- ✓ **Purpose and EU added value:** project supports policies at EU level relevant for youth, proposal has EU-added value at systemic level
- ✓ **Objectives:** the proposal objectives are SMART and are relevant to the general objectives of the action and at least one of its specific objectives
- ✓ **Needs:** the proposal demonstrates that it is based on a thorough needs assessment linked to the concrete realities of applicants, partners and target groups
- ✓ **Youth engagement:** active engagement with a diverse youth population is assured from the design phase onwards



The Voice Action

Making young offenders voices heard

Target group:

Young people deprived of their liberty, youth from disadvantaged backgrounds

Aim:

Empowerment and engagement of young people in custody

- [The VOICE Action](#)
- [@voiceeu2021](#)

The poster features a grey background with abstract yellow and teal shapes on the left. The main title 'MAKING YOUNG ADULT OFFENDERS' VOICES heard' is written in large, bold, black capital letters, with 'heard' in a red, handwritten script font. A black circle and red underline highlight the word 'heard'. At the bottom, there is a section for 'THE PARTNERSHIP' with various logos including the European Union flag, 'aproximar', 'vis', 'EXPANDING HORIZONS', 'Fundación Diagrama', 'ARCOCA', '180', 'SOUND IN PRISON', and 'PPKC'. A disclaimer at the bottom left states: 'The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.'

Quality of the project design and implementation (30 points)

- ✓ **Planning:** clear, complete and of high quality and includes all appropriate phases
- ✓ **Methodology:** implementation is based on suitable methodologies, the work plan is coherent and concrete, suitable quality control measures and indicators in evidence
- ✓ **Cost effectiveness:** the proposed budget is coherent, detailed and designed to ensure the best value for money. Budget caters to the needs of grassroots organisations and vulnerable young people in order to encourage their inclusion in the Erasmus+ programme

Aim:

- promoted active citizenship among disadvantaged women

Activities:

- leadership workshops, volunteering, Youth and Youth worker exchanges

BUILDING YOUNG WOMEN'S LEADERSHIP AT WORK AND AS CITIZENS:

Policy Recommendations

- 2 reports, 3 toolkits and 8 short videos to influence policy and youth work practice on the intersectionality of gender, work and citizenship



Quality of the partnership and the cooperation arrangements (20 points)

- ✓ **Configuration:** an appropriate mix of complementary organisations with the necessary skills, experience, and management support to achieve the project objectives
- ✓ **Geographic composition:** balanced (i. e. coverage of East, West, North and South areas across Europe) so as to ensure a truly pan-European cooperation
- ✓ **Local NGOs development:** the partnership has the ability to develop the capacities and knowledge of local NGOs not well established at European level
- ✓ **Commitment & tasks:** the distribution of responsibilities and tasks in the partnership is clear and appropriate
- ✓ **Cooperation arrangements:** plans for effective coordination, decision-making, communication and conflict resolution
- ✓ **Youth engagement:** active, empowering roles for youth and/or concrete strategies to ensure their diverse participation at all stages

BRAVE NEW YOU

Aim:

- Build capacities and trust among different youth communities –both at local and international level – to create a more inclusive and open-minded Europe.

Partnership

- A mix of experienced ENGOs and grassroots organisations

Brave New You

150



Impact (20 points)

- ✓ **Impact:** particular focus on upscaling the grassroots organisations' activities. Results communicate EU values particularly in regard to citizenship
- ✓ **Dissemination:** a sound plan for the communication and dissemination of results which includes appropriate targets, activities, tools and channels to ensure that the results and benefits will be spread effectively to policy makers
- ✓ **Sustainability:** outcomes of the project can contribute to changes at system level in the youth sector both within the project lifetime and beyond

Eyes on EU

Web series- 6 episodes created by young people on issues relevant to them

Wide-reaching dissemination

- social media, press articles, radio interviews, regional and national television, international film festivals

[Eyes on EU YouTube](#)

[@eyesoneutheweb](#)



EYT projects in the European elections



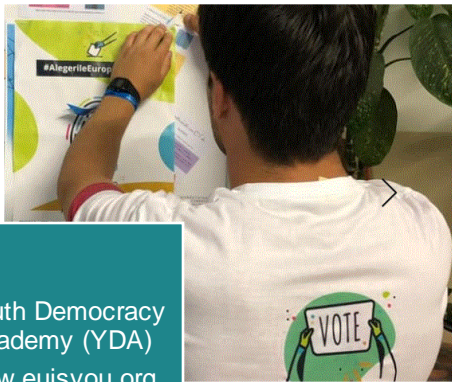
EYCA Youth Activation Campaign
@GiveAVoteEU



ROOF – Routes of our Future (ROOF)
@roofeurope



Road to the Future
@IChooseEurope



Youth Democracy Academy (YDA)
www.euisyou.org



My Europe, My Say!
#MyEuropeMySay




YES! GAM-EU : Youth Engagement Strategies and Gamification in the EU
@GamifyEU

Youth turnout in the 2019 European elections was **42%**; up from 28% in 2014.

Source: Eurobarometer 91.5 - * age: 18-24, except for AT, MT (16-24) and EL (17-24)

Dos and Don'ts

- 
- DO propose clearly relevant to the **youth policy** context
 - DO address **grassroots** element in a convincing manner
 - DO conduct a **needs analysis** of your target group and support your claims with evidence
 - DO present a clear & concise **intervention logic** & focus on the **target group**
 - DO be **coherent** between all sections including budget amounts across 3 parts of proposal
 - DO show **joint ownership** among consortium partners across all work packages

- DON'T use empty buzzwords or generic statements
- DON'T use abbreviations or jargon
- DON'T copy + paste from last year
- DON'T copy + paste the call
- DON'T try to meet **all** objectives
- DON'T underestimate the importance of the **policy dimension!**



EYT2022 | Learning from existing projects & finding new partners



Erasmus+ Programme Results platform*

- Includes all Erasmus+ projects (selected every year at national and European level)

*https://ec.europa.eu/programmes/erasmus-plus/projects_en

EYT 2018-2021 projects portfolio



Partner search functionality on the on the **Funding & Tender Opportunities Portal (F&TP)**

Lot 1

Lot 2



European Youth Together

Application submission

Your application

Part A

- Administrative information about the applicants
- Summarised budget



Part B

- Description of the action
- Budget annex



Part C

- Programme priorities



Page limit: 70 pages

Part B – Application form – Narrative part (1)

Erasmus+ Programme Guide – Award criteria

RELEVANCE OF THE PROJECT

- Purpose and EU added value
- Objectives
- Needs
- Youth engagement

QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

- Planning
- Methodology
- Cost effectiveness

QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS

- Configuration
- Geographic composition
- Local NGOs development
- Commitment & tasks
- Cooperation arrangements
- Youth engagement

IMPACT

- Impact
- Dissemination
- Sustainability



Part B - Technical description

1.RELEVANCE

- 1.1. Background and general objectives
- 1.2. Needs analysis and specific objectives
- 1.3. Complementarity with other actions and innovation – European added value

2.QUALITY

2.1. PROJECT DESIGN AND METHODOLOGY

- 2.1.1. Concept and methodology
- 2.1.2. Project management, quality assurance and monitoring and evaluation strategy
- 2.1.3. Project teams, staff and experts
- 2.1.4. Cost effectiveness and financial management
- 2.1.5. Risk management

2.2.PARTNERSHIP AND COOPERATION ARRANGEMENTS

- 2.2.1. Consortium set-up
- 2.2.2. Consortium management and decision-making

3. IMPACT

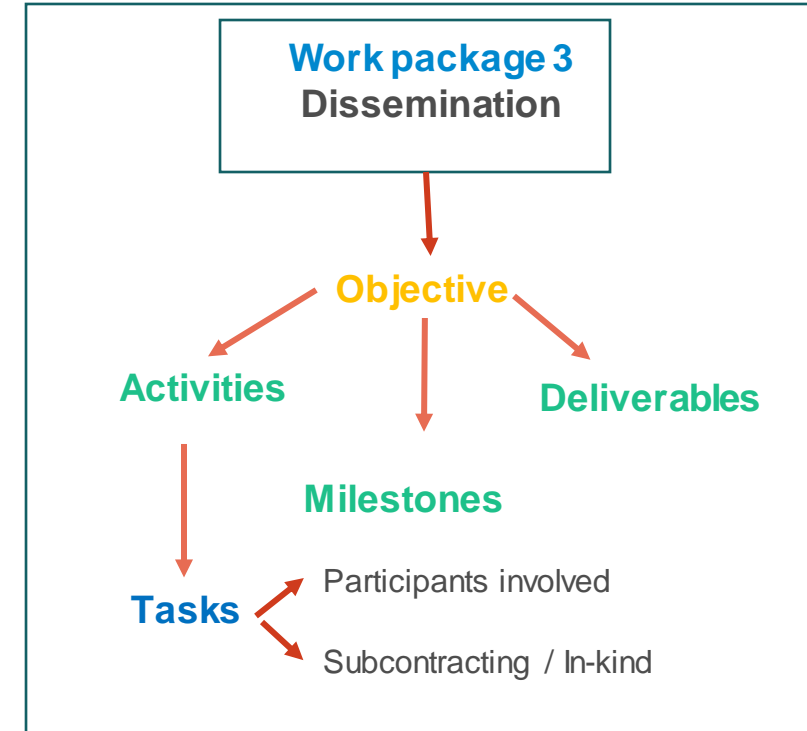
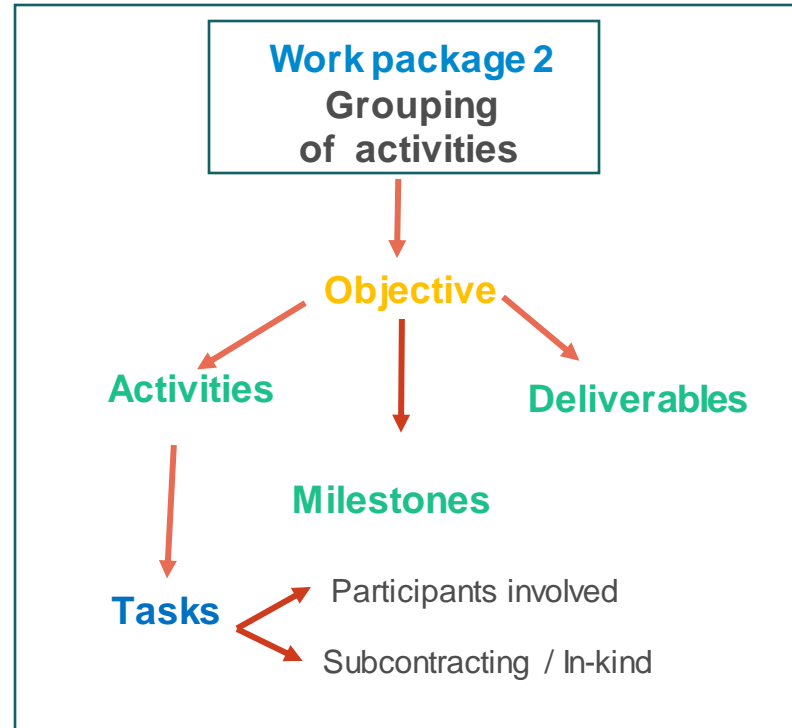
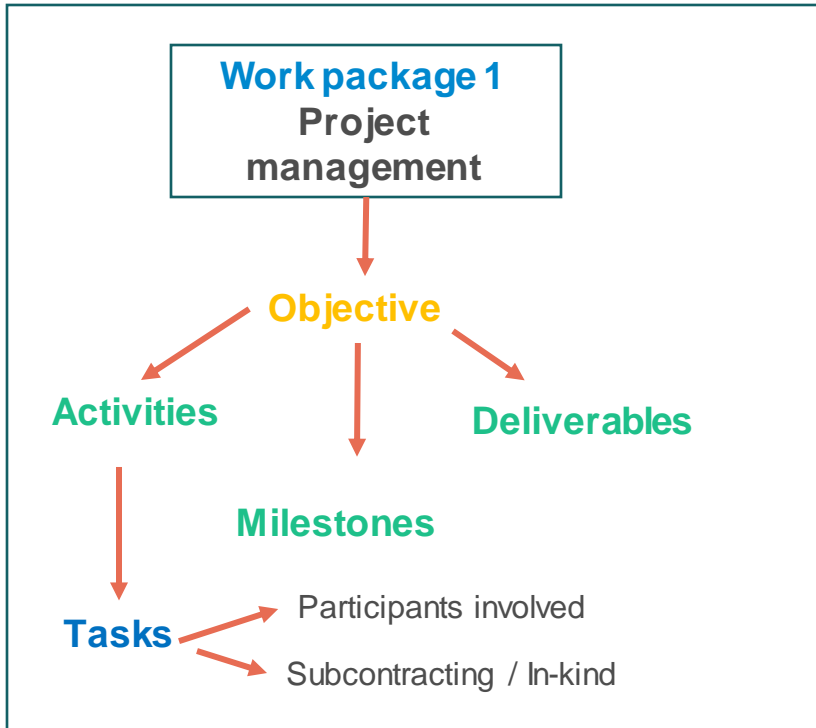
- 3.1 Impact and dissemination
- 3.2. Communication, dissemination and visibility
- 3.3. Sustainability and continuation

Part B – Application form – Narrative part (2)

- Be **RELEVANT**
- Be **COHERENT**
- Be **COMPLETE**
- Be **CLEAR & CONCISE**
- **RESULTS / IMPACT ORIENTED**
- **REMAIN FOCUSED ON THE PROGRAMME GUIDE AND ON YOUR ACTION**
- **REMEMBER: no limit on characters but limit on the n° of pages (70!!!)**



Part B – Work packages (1)



RECOMMENDATION: MINIMUM 3 WORK PACKAGES

Part B – Work packages (2)

Work Package 1: [Name, e.g. Project management and coordination]

Duration: MX - MX Lead Beneficiary: 1-Short name

Objectives
List the specific objectives to which this work package is linked.

▪

Activities (what, how, where) and division of work
Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.
Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating **in bold** the task leader.
Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.
The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.

| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) |
|--|-----------|-------------|--------------|-----------------------------------|--|
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |
| | | | | | |

ALIGNED with Part B **BUDGET**



GLOSSARY Programme Guide

Part B – Work packages (3)

EVENTS

DISSEMINATION MATERIAL

DELIVERABLES = OUTPUTS

EDUCATIONAL MATERIAL (OER)

Be as **SPECIFIC** as possible in the description of deliverables

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.

It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

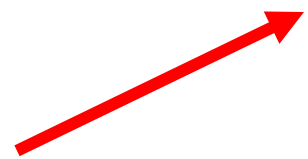
Public — fully open (🚩 automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

| Milestone No (continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | | Due Date (month number) | Means of Verification |
|--|------------------|----------------------|------------------|--------------|-------------------------|----------------------------|---|
| MS1 | | 1 | | | | | |
| MS2 | | 1 | | | | | |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No 1 | Lead Beneficiary | Type | Dissemination Level | Due Date (month number) | Description (including format and language) |
| D1.1 | | 1 | | FREE TEXT | LOCAL NATIONAL EU | | |

Section “3.2 Communication, dissemination and visibility”



Part B – Work packages (4)

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

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

NO NEED TO FILL IT IN

*If you still fill it in, please be coherent with the **Annex Budget***

Part B – Work plan (1)

| Events meetings and mobility | | | | | | | |
|---|-------------|-------------|---|---|-----------------|--------------------|-----------|
| <i>This table is to be completed for events meetings and mobility that have been mentioned as part of the activities in the work packages above. Give more details on the type, location, number of persons attending, etc.</i> | | | | | | | |
| Event No (continuous numbering linked to WP) | Participant | Description | | | | | Attendees |
| | | Name | Type | Area | Location | Duration (days) | Total |
| E1.1 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc.] | [city, country] | [number] | [number] |
| E1.2 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc.] | [city, country] | [number] | [number] |



| Timetable (projects up to 2 years) | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP. | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVITY | MONTHS | | | | | | | | | | | | | | | | | | | | | | | |
| | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 | M 13 | M 14 | M 15 | M 16 | M 17 | M 18 | M 19 | M 20 | M 21 | M 22 | M 23 | M 24 |
| Task 1.1 - ... | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |
| Task 1.2 - ... | | | | | | | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |
| Task ... | | | | | | | | | | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige | Beige |

ALIGNED WITH INFORMATION PROVIDED FOR EACH WORK PACKAGE



Part B – Work plan (2)

| Subcontracting | | | | | | |
|--|---|--|--|--------------------------|---|---|
| <p>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p>Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).</p> | | | | | | |
| Work Package No | Subcontract No (continuous numbering linked to WP) | Subcontract Name (subcontracted action tasks) | Description (including task number and BEN to which it is linked) | Estimated Costs (EUR) | Justification (why is subcontracting necessary?) | Best-Value-for-Money (how do you intend to ensure it?) |
| | S1.1 | | | | | |
| | S1.2 | | | | | |
| <p>Other issues:</p> <p><i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i></p> | | | <p>Insert text</p> | | | |

CORE TASKS of the project (management) **CANNOT** be subcontracted

Information to be aligned with Part B Budget

Part B – Budget form (1)

- PROTECTED **EXCEL** WORKBOOK TO BE DOWNLOADED FROM E-FORM AND TO BE UPLOADED IN **Excel .xls format (not PDF)**
- READ CAREFULLY THE **INSTRUCTIONS** IN THE FIRST WORKBOOK SHEET
- ONLY COSTS IN **EUR**
- DO NOT FORGET TO SAVE AND **APPLY CHANGES** EVERY TIME YOU UPDATE IT
- USE THE « **ANY COMMENTS** » SHEET FOR EXPLANATIONS
- **ONLY FILL THE FOLLOWING SHEETS:**



Part B – Budget form (2)

Aligned with
« Proposal budget »



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

Instructions

| | |
|---|--|
| 1 | This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit). |
| 2 | According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed. |
| 3 | We recommend using Excel 2010 or more recent. |
| 4 | The only currency used in this worksheet is EURO. |
| 5 | The first thing you need to do is to set the appropriate <u>Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E)</u> . This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA) |

FILL IN THE BELOW VALUES BEFORE STARTING:

| | |
|--|--------------|
| Insert the name of your call : | |
| Insert the acronym of your project : | |
| Maximum amount for the EU CONTRIBUTION : | 150.000,00 € |
| Co-financing rate : | 80,00% |

PRINT PDF

Double-Click to activate

To be encoded
manually

A. DIRECT PERSONNEL COSTS

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

| |
|------------|
| Manager |
| Assistant |
| Trainer |
| Technician |
| Other |

Part B – Budget form (3)

Beneficiaries List

| List of Beneficiaries and Affiliated Entities | | | | Actions (double-click to activate) | |
|---|-----------------|---------|---------|------------------------------------|--------------------------|
| BE NR/AE | BE/TP name | Acronym | Country | APPLY CHANGES | Add a Beneficiary |
| BE 001 | Beneficiary 1 | ABC | DE | Remove this Beneficiary | Add an Affiliated Entity |
| BE 003 | Beneficiary 3 | GHI | ES | Remove this Beneficiary | |
| BE 003 / AE 001 | Beneficiary 3.1 | JKL | PT | Remove this Affiliated Entity | Add an Affiliated Entity |

Added automatically. Enter official name of beneficiary organisation

ALWAYS DOUBLE CLICK FOR APPLYING CHANGES AND ACTIONS (add, remove)

Part B – Budget form (4)

| List of Work Packages | | 5 Actions (double-click to activate) 2 | |
|-----------------------|--------------------|--|--------------------|
| WP Nbr | WP Label | APPLY CHANGES | Add a Work Package |
| WP 001 | Project management | Remove this Work Package | |
| 3 WP 002 | Dissemination | Remove this Work Package | |

1

4

WP Nbr are automatically generated once you click on 'Add a Work Package'

WP Label must be encoded manually (in line with Part B narrative)

ALWAYS DOUBLE CLICK FOR **APPLYING CHANGES** AND ACTIONS (add, remove)

Part B – Budget form (5)

- You have to **estimate the costs** of your proposal using the same methodology you would use declaring costs under an actual cost-based grant agreement
- **Beneficiaries' budgets** are generated automatically when you fill in the Beneficiaries List and Work Packages List
- The « Be 00n » budget sheets include also costs of **linked Affiliated Entities**
- A budget must be entered **per each work package**

1 BUDGET X BENEFICIARY + 1 BUDGET X WORK PACKAGE

Part B – Budget form (6)

| Column | Budget category | Budget subcategory | How to fill in |
|-----------|---|---|---|
| A | DIRECT PERSONNEL COSTS | | Enter n° units x BE and AE For persons exclusively working in the action : N° OF DAYS WORKED IN THE ACTION X DAILY RATE |
| | | A.1. Employees (or equivalent) man days | employment contract (or equivalent appointed act) and assigned to the action. Salaries + social security contributions, taxes and other costs included in the remuneration |
| | | A.2. Natural persons under direct contracts | Other than an employment contract, if : |
| | | A.3. Seconded persons | - Working conditions assimilated to employees - Result of work belongs to the beneficiary - Remuneration assimilated to employee with same tasks |
| | | A.4. SME Owners without salary | NOT APPLICABLE, otherwise, justify |
| | | A.5. Volunteers | NOT APPLICABLE, otherwise, justify |
| B. | SUBCONTRACTING | | Indicate costs for subcontracted action tasks Refers to services, for purchases must be declared either under category C.2 'equipment or C.3 'other goods and services'. Equipment is for assets, while other goods and services is for consumables. |
| C. | PURCHASE COSTS | C.1. Travel and subsistence for travel or day | Specify the unit used (travel or day) in the « Any comments » sheet Local transport to be included under subsistence Subsistence : actual or per diems |
| | | C.2. Equipment | To be calculated using the « Depreciation costs » sheet |
| | | C.3 Other goods, works and services | Examples of purchases : Dissemination of information, evaluation, audits, translations, reproduction, purchase of tickets, renting of rooms and accommodation, purchase of consumables and supplies, website development. |
| D. | Other cost categories | D.1. Financial support to third parties | NOT APPLICABLE |
| A+B+C+D | TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING | | Calculated automatically |
| E. | Indirect costs 7% | | Calculated automatically |
| A+B+C+D+E | TOTAL COSTS | | Calculated automatically |

| BE 001 | | BE 001 | | BE 001 |
|--|---------------|-------------------------|--------|-------------------|
| Beneficiary 1 | | Beneficiary 1 | | BE+AE TOTAL COSTS |
| UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | | |
| Total WORK PACKAGES: | | | 12.419 | 12.419 |
| Management and coordination | | | | |
| A. DIRECT PERSONNEL COSTS | | | 1.000 | 1.000 |
| A1. Employees (or equivalent) man days | | | 600 | 600 |
| Type 1 | 1 | 200 | 200 | 200 |
| Type 2 | 1 | 200 | 200 | 200 |
| Type 3 | 1 | 200 | 200 | 200 |
| Type 4 | | | | |
| Other | | | | |
| A.2 Natural persons under direct contract | | 1 | 100 | 100 |
| A.3 Seconded persons | | 1 | 100 | 100 |
| A.4 SME Owners without salary | | 1 | 100 | 100 |
| A.5 Volunteers | | 1 | 100 | 100 |
| B. Subcontracting costs | | 1 | 100 | 100 |
| C. Purchase costs | | | 1.400 | 1.400 |
| C.1 Travel and subsistence per travel or day | | | 600 | 600 |
| Travel | 2 | 100 | 200 | 200 |
| Accommodation | 2 | 100 | 200 | 200 |
| Subsistence | 2 | 100 | 200 | 200 |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | 2 | 100 | 200 |
| C.3 Other goods, works and services | | | 600 | 600 |
| Consumables | 1 | 100 | 100 | 100 |
| Services for Meetings, Seminars | 1 | 100 | 100 | 100 |
| Services for communication/promotion/dissemination | 1 | 100 | 100 | 100 |
| Website | 1 | 100 | 100 | 100 |
| Artistic Fees | 1 | 100 | 100 | 100 |
| Other | 1 | 100 | 100 | 100 |
| D. Other cost categories | | | 200 | 200 |
| D.1 Financial support to third parties | | 2 | 100 | 200 |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | 2.700 | 2.700 |
| E. Indirect costs 7% (rounded to zero decimals) | | | 189 | 189 |
| TOTAL COSTS (A+B+C+D+E) | | | 2.889 | 2.889 |
| Research | | | | |
| A. DIRECT PERSONNEL COSTS | | | 1.550 | 1.550 |
| A1. Employees (or equivalent) man days | | | 500 | 500 |
| Type 1 | 1 | 100 | 100 | 100 |
| Type 2 | 1 | 100 | 100 | 100 |
| Type 3 | 1 | 100 | 100 | 100 |
| Type 4 | 1 | 100 | 100 | 100 |
| Other | 1 | 100 | 100 | 100 |
| A.2 Natural persons under direct contract | | 2 | 100 | 200 |
| A.3 Seconded persons | | 2 | 100 | 200 |
| A.4 SME Owners without salary | | 3 | 200 | 600 |
| A.5 Volunteers | | 1 | 50 | 50 |
| B. Subcontracting costs | | 1 | 200 | 200 |

Part B – Budget form (7)

| TOOL: DEPRECIATION COSTS LIST | | | | | | | | | | | |
|-------------------------------|------------------|-------|-------------------|---------------|-------------------------------|------------------|---------------|------------------------|--------------------------------------|---|---|
| BE nr | Beneficiary name | WP nr | Work Package name | Resource type | Short name of the investments | Date of purchase | Purchase cost | % used for the project | % use for lifetime of the investment | Charged depreciation costs per investment | Justification: Needed info for depreciation |
| 1 | Beneficiary 1 | 2 | Research | Equipment | PC | 1/01/2021 | 1.500 | 50% | 25% | 188 | |
| 1 | Beneficiary 1 | 3 | Activities | Equipment | Beamer | 1/01/2021 | 900 | 75% | 10% | 68 | |
| | | | | | | | | | | | |



Part B – Budget form (8)

Automatically
calculated

Manually
encoded

Proposal budget sheet



| | | 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 22.691 € or 150.000 € | Your maximal EU contribution corresponding to your budget = 18.153 € |
|-----------------|-------------------|------------|--------------------------------|--|--|---|----------------------------|---|--|
| | | | | | | | | Max EU CONTRIBUTION | Requested EU - CONTRIBUTION |
| Beneficiary 1 | ABC | 250 | 2.300 | 2.300 | 11.606 | 813 | 12.419 | 9.935 | 9.935 |
| Beneficiary 3 | GHI | 700 | 200 | 200 | 9.600 | 672 | 10.272 | 8.218 | 8.218 |
| Beneficiary 3.1 | JKL | - | - | - | - | - | - | - | - |
| TOTAL | Consortium | 950 | 2.500 | 2.500 | 21.206 | 1.485 | 22.691 | 18.153 | 18.153 |

Enter amount with decimals

Aligned with Section 3 of Part A

Part B – Annexes

5. OTHER

5.1 Ethics

| |
|---|
| Ethics (if applicable) |
| If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them. Describe how you will ensure gender mainstreaming and children's rights in the project activities. |
| Insert text |

5.2 Security

| |
|---------------------------|
| Security |
| Not applicable |

6. DECLARATIONS

| | |
|---|--------|
| Double funding | |
| Information concerning other EU grants for this project | YES/NO |
| Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). | |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details. | |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details. | |

| |
|---|
| Financial support to third parties (if applicable) |
| If your project requires a higher maximum amount per third party than the threshold amount set in the Call document/Programme Guide, justify and explain why this is necessary in order to fulfil your project's objectives. |
| Insert text |

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — mandatory for certain Lump Sum Grants (see [Portal Reference Documents](#))

CVs (annex 2 to Part B) — mandatory, if required in the Call document/Programme Guide

Annual activity reports (annex 3 to Part B) — not applicable

List of previous projects (annex 4 to Part B) — mandatory, if required in the Call document/Programme Guide

Special

Other annexes — mandatory, if required in the Call document/Programme Guide

OPTIONAL

Part C (Youth Goals)

Subjects (Select max 3 choices)

- Connecting EU with Youth
- Equality of All Genders
- Inclusive Societies
- Information & Constructive Dialogue
- Mental Health & Wellbeing
- Moving Rural Youth Forward
- Quality Employment for All
- Quality Learning
- Space and Participation for All
- Sustainable Green Europe
- Youth Organisations & European Programmes

I hereby confirm that our organization is active in the field of youth

Administrative forms

Edit forms 


Edit Part C

View history

Print preview 

 View PDF

 Cancel changes

 Save data

Annex – Youth coloured

Please fill in the information in the relevant tab referring to the call for which you apply

This template should be completed by the applicant organisation only and the data only concerns the applicant organisation. It should refer to the project

To activate a check-box next to a text field, please move the cursor into the field with the check-mark and change the un-checked box via the drop-down list to a checked box.

Fields which require numbers should not include decimals, but entire numbers only

Text fields should be completed in the same language as the application itself

README

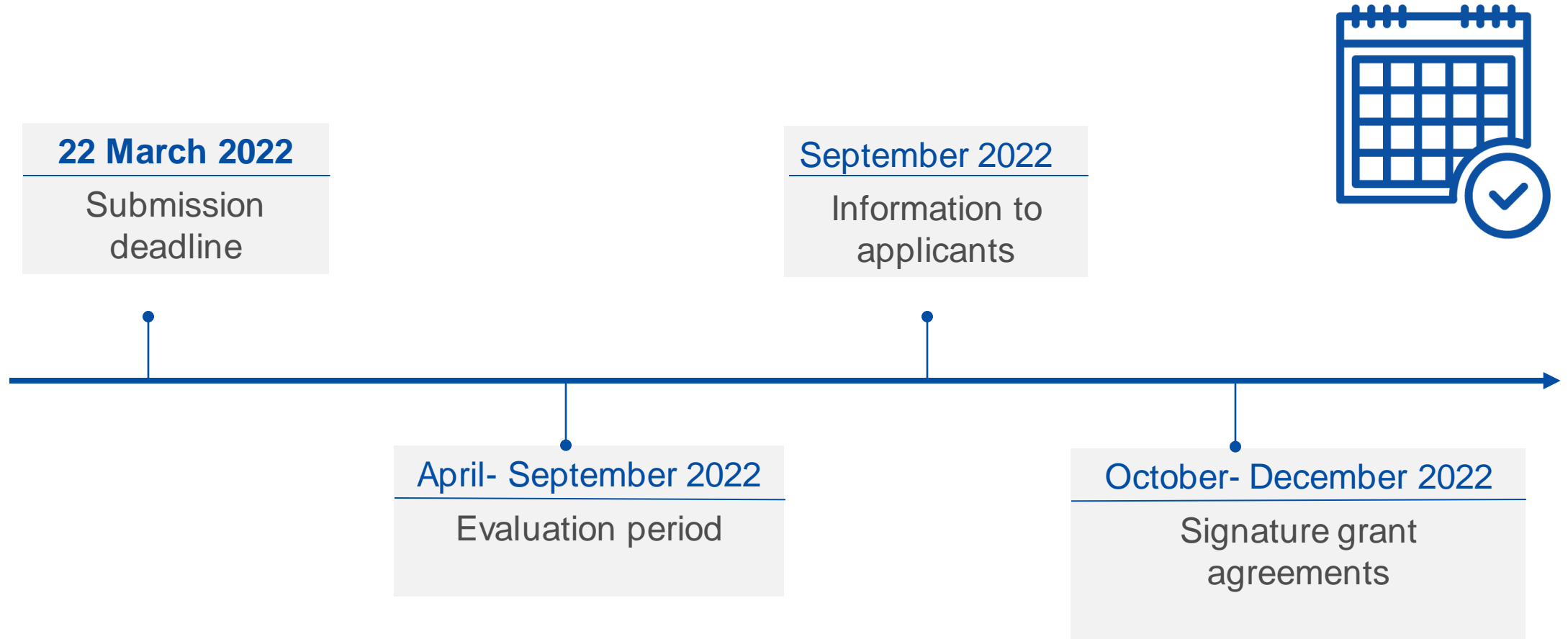
Capacity Building YOUTH

COOP YOUTH ENGO

YOUTH Together Lot 1

YOUTH Together Lot 2

What's next



Useful links

- [The Erasmus+ Programme Guide 2022](#)
- [Guide for applicants](#)
- [Mono/Multi-beneficiary Model Grant Agreement: Lump Sum MGA](#)
- Apply for:
 - [European Youth Together \(Small\)](#)
 - [European Youth Together](#)

Any question about the action or the application process?=> EACEA-YOUTH@ec.europa.eu



Closing remarks

- Read the Programme Guide and the FTOP guidelines;
- Decide what you want to do and with whom (good partnerships are essential for all three calls);
- Prepare your application in good time;
- Submit your application in good time before the deadline and good luck!

Keep in touch



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[EUTube](https://www.youtube.com/EUTube)



[EU Spotify](https://open.spotify.com/playlist/37i9ZqZD9KqNt9I8J0Y000)

Thank you

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