



Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth submitted by ENGOs

Connection of participants

Online Info Session 31 January 2022

The Info Session will start at 14:40



Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth submitted by ENGOs

Welcome

Online Info Session 31 January 2022

Michèle GROMBEER (EACEA A2) & José GUTIERREZ (EACEA A5)



Agenda

14:30 **Connection of participants**

14:40 **Welcome**

✓ *Michèle Grombeer (EACEA A2) & José GUTIERREZ (EACEA A5)*

15:00 **Policy priorities and Objectives of the Action: Focus on ENGOs**

✓ *Marta GUTIERREZ BENET (DG EAC B4)*

15:30 **Slido session**

✓ *Valentina MUSSO (EACEA A2) and Katarzyna SOKOLOWSKA (EACEA A5)*

15:40 **Presentation of eligibility and award criteria**

✓ *Cristina CAMAIANI (EACEA A2)*

16:00 **Break**

16:15 **Funding mechanisms**

✓ *Marta GUTIERREZ BENET (DG EAC B4)*

16:30 **Application form and submission procedure**

✓ *José GUTIERREZ (EACEA A5)*

17:00 **Questions and answers**

✓ *All speakers, moderation Lorenzo GABRINI BELLINCAMPI (EACEA A2)*

17:30 **Closure of the event**

INFO DAY objectives



- ✓ **Information on the Action**

- **policy context, Call criteria, funding mechanisms & application procedure**

- ✓ **Clarify where to apply (EACEA vs NAs)**

- ✓ **Create space for exchange and participation**

- **slido session**

- ✓ **Answer your questions**



Questions



We invite you to contact our helpdesks

EACEA-EPLUS-EDU-ENGO@ec.europa.eu

EACEA-YOUTH@ec.europa.eu



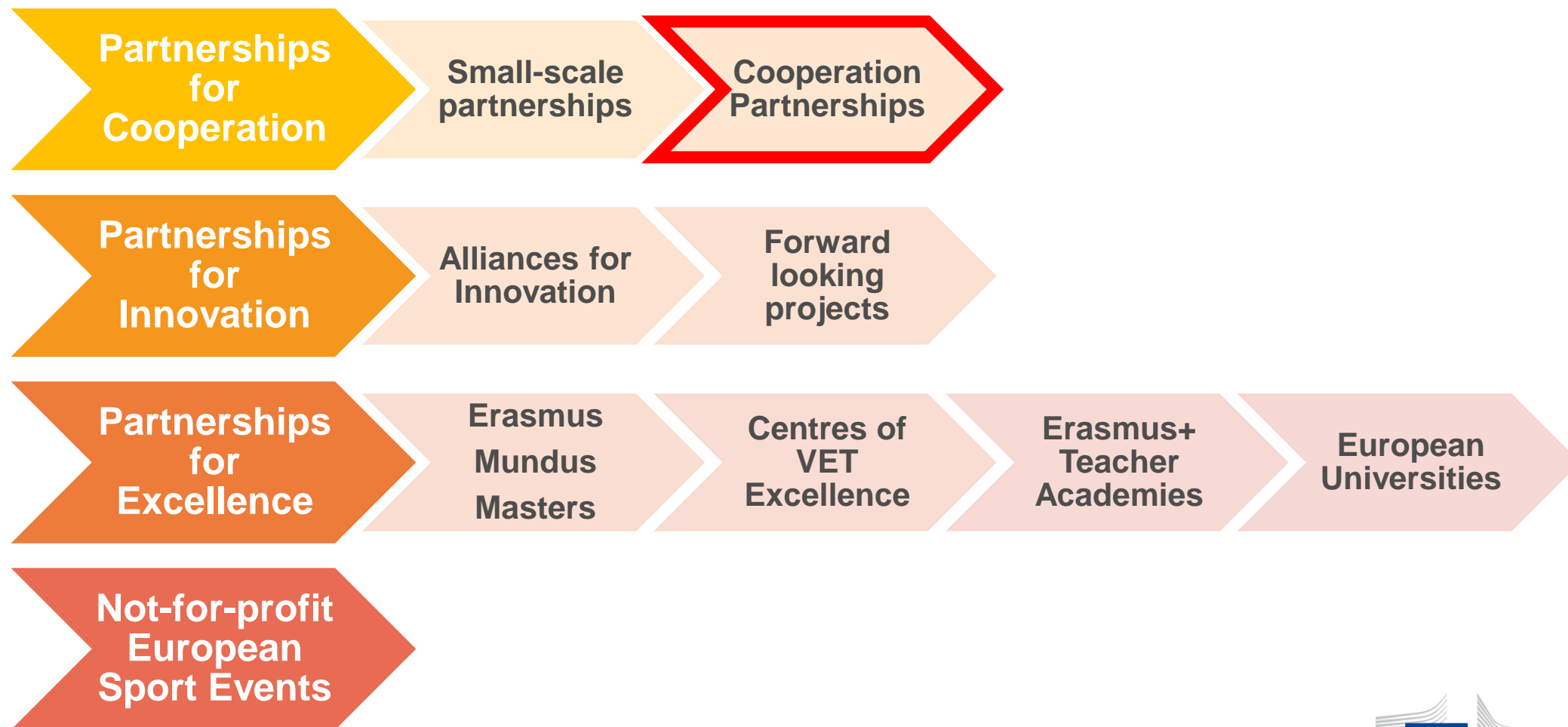
Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth submitted by ENGOS

Policy priorities and Objectives of the Action: Focus on ENGOS

Online Info Session 31 January 2022

Marta Gutierrez Benet, DG EAC Unit B4 - Erasmus+ Coordination

Opportunities for cooperation under Erasmus+ KA2



What are the Cooperation Partnerships?

Projets that
allow its
participating
organisations
to:

- **Acquire experience in transnational cooperation**
- **Develop and strengthen capacities** (capacity building of their staff, development of practical competences, digital competences and improve the quality of the activities in the organisation, etc.)
- **Exchange good practices with partners in other countries and create transnational networks,**
- Produce joint results with a European dimension, an innovative character and of high quality.

What are the main changes in relation to the partnerships under the previous Erasmus+ (2014-2020)?



Simplification of the structure, terminology and criteria for each type of partnerships

Any Project can propose the production of innovative outputs, the use of innovative practices, and also support Exchange of best practices and creation of networks – these are not excluding concepts and can fit if relevant for the proposal.

New funding model: simpler and more flexible: the Lump sum model

More clear link between the Project and the policy priorities it contributes to.

The essential link between policy priorities and Cooperation Partnerships

More clarity and pedagogic approach in the link between priorities and project proposals.

4 priorities applying to all sectors of Erasmus+ (inclusion & diversity, environmental sustainability, digital transformation, participation and civic engagement)

Projects need to choose at least 1 priority from any of the two categories (but can also choose more than one, if several priorities are impacted with one proposal)

Specific priorities for each sector, based on the relevant policy objectives and agendas, like in the previous programme



Transversal priorities applying to all Erasmus+ sectors



Sector-specific priorities

- In the field of higher education
- In the field of vocational education and training
- In the field of school education
- In the field of adult education

-> The full list of priorities per sector is described in the Erasmus+ Programme Guide

Where to apply?

- Cooperation Partnerships pursue the same objectives and contribute to the same policy priorities, independently from the management mode (via National Agencies or via EACEA)



What is considered as an ENGO for the purpose of this action?

These are NGOs that operate:

- through a formally **recognised structure** composed of a **European body/secretariat** legally established for **at least one year** in *an EU Member State or third country associated to the Programme*
- **of national organisations/branches** in at least **nine EU Member States and third countries associated to the Programme**

These national organisations/branches must:

- have a proven **statutory link** with the European body/secretariat
- be active** in the field of **education, training or youth**

-> ***This definition is duly reflected in the Erasmus+ Programme Guide***

Thank you!



Join us on Slido

Participants can join at
[slido.com](https://www.slido.com) with #engo



Valentina MUSSO (EACEA A2) & Katarzyna SOKOLOWSKA (EACEA A5)



Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth submitted by ENGOs

Eligibility and Award Criteria

Online Info Session 31 January 2022

Cristina Camaiani (EACEA A2)

Eligibility Criteria- Definition of ENGOS

E+ Programme Guide 2022 under "PART D- Glossary"

These are NGOs that operate:

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These national organizations/branches must:

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Eligibility Criteria- Definition of ENGOs

E+ Programme Guide 2022 under "PART D- Glossary"

Definition of Statutory Links *New in the Guide*

This notion implies that the **cooperation between the organizations** concerned is based on a **formalized/documentated relation**,

neither limited to the project they apply for, nor established for the sole purpose of its implementation

This link **can cover many forms**, from a **very integrated one** one "*mother organization*" with its national branches/affiliated entities

to a **looser one**

a network functioning through a **clearly defined membership modality** requiring: the *payment of a fee*, the *signature of a membership contract/agreement*, the *definition of rights and obligations from the two parties*

Eligibility Criteria

E+ Programme Guide 2022 under “Eligibility Criteria”

Who can apply?

- **Coordinator:** should be an **ENGO** established in an **EU Member State or third country associated to the Programme**
- **Partners:** Any organization active in any *field of education, training, youth or other socio-economic sectors* established in an **EU Member State or third country associated to the Programme or in any third country not associated to the Programme**
- **Associated Partners** are allowed but no funding

Number and profile of participating organizations

Minimum 3 organizations from 3 different EU Member States or third countries associated to the Programme

Eligibility Criteria

E+ Programme Guide 2022 under “Eligibility Criteria”

Priorities to be addressed

at least one horizontal priority among those applying to all Erasmus+ sectors (Inclusion and diversity, Environment, Digital transformation, Common values)

and/or

at least one specific priority relevant to the field of education & training (in the fields of higher education, school education, vocational education and training & adult education) or youth

Eligibility Criteria

E+ Programme Guide 2022 under “Eligibility Criteria”

Venue of the activities

In the countries of the organisations participating in the project, either as full or as associated partners.

Project duration

No fix duration- from **12** months to **36** months

Extensions in project durations are possible, but no more than 36 months



Where to apply

Only for Partnerships in education, training and youth submitted by **European NGOs**

To the **European Education and Culture Executive Agency (EACEA)**
via the Funding & Tenders Portal



- ERASMUS-EDU-2022-PCOOP-ENGO**
- ERASMUS-YOUTH-2022-PCOOP-ENGO**

Eligibility Criteria

E+ Programme Guide 2022 under “Eligibility Criteria”

By when to apply

Only for Partnerships in education, training and youth submitted by **European NGOs**

Deadline

- Applicants have to submit their grant application by **23 March at 17:00** (Brussels time), for projects starting from *1st of February* of the following year.



Before the Eligibility Criteria

Admissibility Criteria

E+ Programme Guide 2022 under “Admissibility Criteria” in Part C – Information to the Applicants

- ❑ applications must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System
- ❑ Applications (including annexes) 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

Exclusion criteria

E+ Programme Guide 2022 under “Exclusion Criteria” in Part C – Information to the Applicants

Exclusion situations linked to legal issues

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



Selection criteria

OPERATIONAL CAPACITY

Appropriate professional competencies and qualifications

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

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

FINANCIAL CAPACITY

Stable and sufficient sources of funding

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

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

Does not apply to public organisations

Award Criteria

- ✓ Scoring system
- ✓ 4 award criteria



Scoring system and award criteria

Criteria	Maximum points	Minimum pass points
Relevance of the project	25	12
Quality of the project design and implementation	30	15
Quality of the partnership and the cooperation arrangements	20	10
Impact	25	12
Total score: Maximum 100 points To be considered for funding: 1. Minimum total score 60 points AND 2. Minimum pass points		

More details on each criterion in
Programme Guide, pages 211 – 213

Relevance

More details on each bullet point in Programme Guide

- ✓ **relevant to objectives and priorities** of the Action
 - ✓ **highly relevant** if:
 - ✓ Address the priority "*inclusion & diversity*"
 - ✓ Support the implementation of *EU policies*
- ✓ the **profile, experience and activities** of the organizations are relevant
- ✓ based on a genuine and adequate **needs analysis**
- ✓ **suitable for creating synergies** between different fields or it has potentially a strong impact on one or more of those fields
- ✓ **innovative**
- ✓ **complementary** to other initiatives already carried out by the participating organisations
- ✓ brings **added value at EU level**



Quality of the project design and implementation

More details on each bullet point in Programme Guide

- ✓ the **project objectives** are clearly **defined, realistic** and **address needs** of the participating organisations and target groups
- ✓ the proposed **methodology** is **clear and feasible**
 - the work plan is *clear, complete and cost-effective* with *resources to each activity & quality control, monitoring and evaluation measures*
- ✓ the activities are designed in an **accessible and inclusive way** and are open to people with fewer opportunities
- ✓ incorporates **the use of digital tools & learning methods**
- ✓ is designed in an **eco-friendly way** with **green practices**
- ✓ (if applicable) quality of the **training, teaching or learning activities**



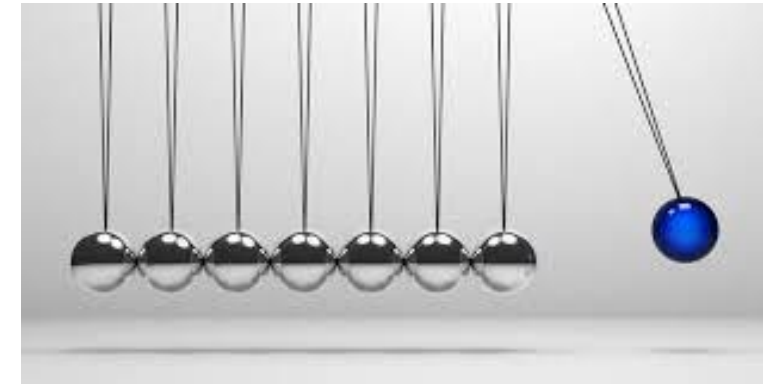
Quality of the partnership and the cooperation arrangements

- ✓ **appropriate mix of participating organisations** in terms of profile, expertise
- ✓ the project involves **newcomers** and **less experienced** organisations to the Action
- ✓ the **distribution of tasks** demonstrates the commitment and active contribution of all
- ✓ **effective mechanisms for coordination and communication** between participating organizations & with other relevant stakeholders
- ✓ (if applicable) the involvement of an **organization** from ***a third country not associated to the Programme*** brings an **essential added value**



Impact

- ✓ includes **concrete steps** to **integrate the results** in the **regular work** of participating organizations
- ✓ has the potential to **positively impact** its participants and participating organisations, as well as their wider communities
- ✓ includes expected **project results** with the **potential to be used outside the participating organisations** at local, regional, national or European level
- ✓ includes **concrete and effective steps** to make the **results known** within the participating organisations and shared with the public (***EU funding***)
- ✓ describes how **the materials, documents and media produced** will be made **freely available** (if relevant)
- ✓ ensures the **sustainability**



LUMP SUM SYSTEM I – REQUIREMENTS

Action	Lump sum / EU GRANT per project	Requirements
Cooperation partnerships	120 000	<ul style="list-style-type: none"> • Minimum 3 partners (eligibility criteria) • Need analysis and clear distribution of tasks • Project methodology
	250 000	<ul style="list-style-type: none"> • Financial arrangements-Budget split among coordinator/partners • Division in work packages (WP) • Recommended max 5 WP - with 1 WP for project management • Timeline for implementation of each WP • Deadlines for main deliverables/results
	400 000	<p>Same as above +</p> <ul style="list-style-type: none"> • Detailed project methodology: the higher the amount requested the more the project methodology should be accurate & comprehensive

Budget for the 2 CALLS in 2022

TOTAL EU GRANT for the 2 CALLS in AWP 2022

➤ **ERASMUS-EDU-2022-PCOOP-ENGO**

5 000 000 €

➤ **ERASMUS-YOUTH-2022-PCOOP-ENGO**

5 000 000 €



TIPS



- ✓ Do not wait until the **last hour/day** to submit your application
- ✓ Make sure you read **all parts of the Programme Guide**
- ✓ Make sure you apply under the correct Call IDs:
 - **ERASMUS-EDU-2022-PCOOP-ENGO**
 - **ERASMUS-YOUTH-2022-PCOOP-ENGO**
- ✓ Make sure you include the right **number and profile of participating organisations**

Tips – application should be:



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

Thank you



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Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth submitted by ENGOS

Break



Online Info Session 31 January 2022

The Info Session will continue at 16:00



Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth submitted by ENGOs

Funding Mechanisms

Online Info Session 31 January 2022

Marta Gutierrez Benet, DG EAC Unit B4 - Erasmus+ Coordination

What is a lump sum?

- *Lump sums allow their payment upon **achievement of concrete outputs and results** (FR 181)*
- *A lump sum may **cover the entire eligible costs** of an action or a work programme.*
- *Determined on the basis of the estimated budget of the action or work programme. Budget shall comply with the **principles of economy, efficiency and effectiveness**. Compliance with those principles **verified ex ante** at the time of evaluation of the grant application (FR 182)*

How to choose the lump sum amount to be requested?



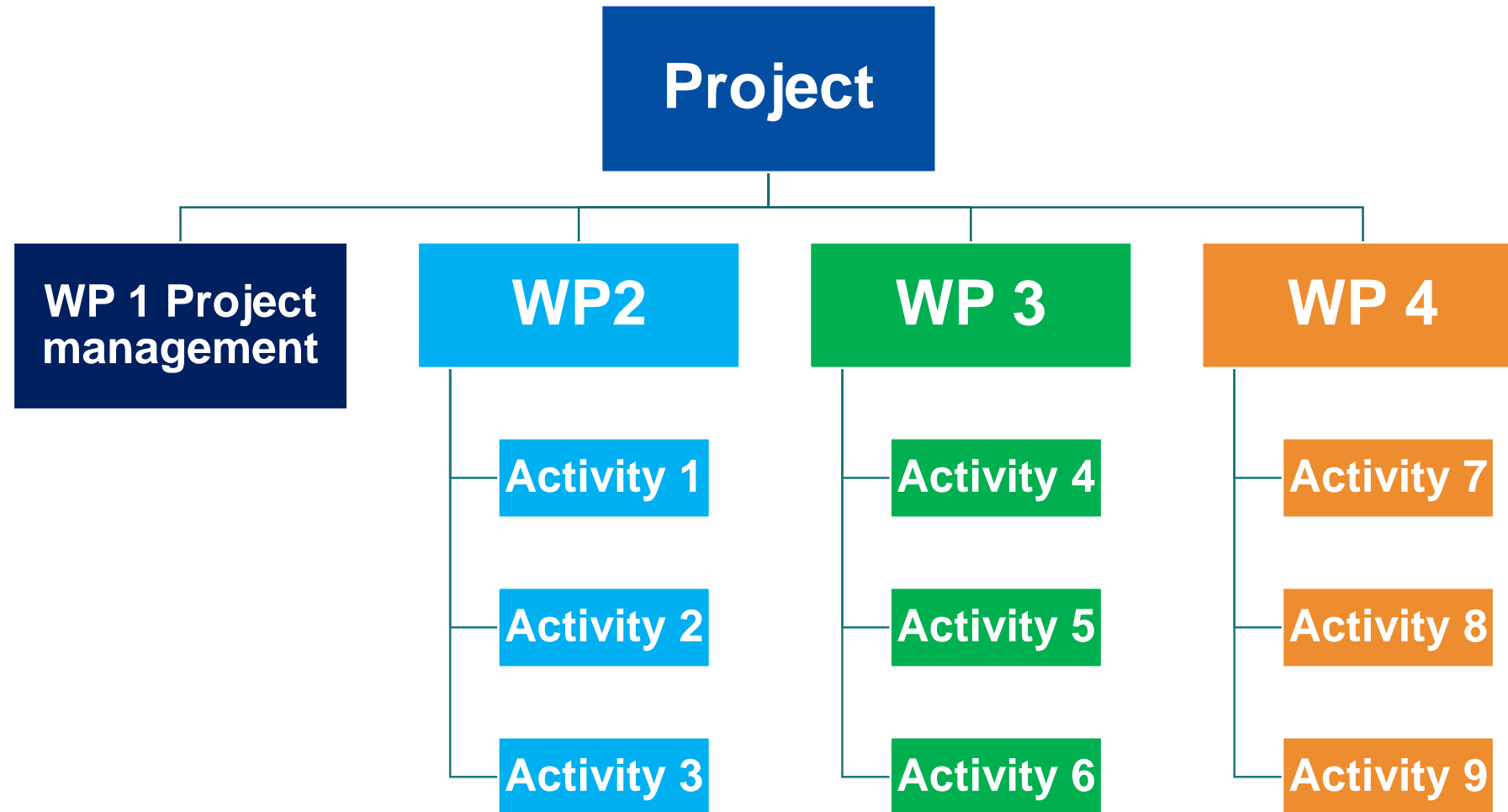
What is a work package?

- *“A work package is a component of the project work breakdown. It represents a group of project work described in activities and tasks”*
- *An activity is a set of tasks belonging to a work package in a project, with measurable outputs and limited duration.*

[\(PM² project management methodology Guide 3.0\)](#)

- In ERASMUS+, the form requires a description at the level of activities (no tasks).

Project - Work package - Activity



Work package - objectives

Lump sum: 400.000 €

WP 1 Project management
80.000 €

WP 2
140.000 €

WP 3
80.000 €

WP 4
100.000 €

Objective 1
- Deliverable
- Quantitative indicator
- Qualitative indicator

Objective 1
- Deliverable
- Quantitative indicator
- Qualitative indicator

Objective 1
- Deliverable
- Quantitative indicator
- Qualitative indicator

Objective 2
- Deliverable
- Quantitative indicator
- Qualitative indicator

Objective 2
- Deliverable
- Quantitative indicator
- Qualitative indicator

Objective 2
- Deliverable
- Quantitative indicator
- Qualitative indicator

Objective 3
- Deliverable
- Quantitative indicator
- Qualitative indicator

Description of a Work Package - requirements

Work package 1 - <u>Title</u>		
Allocated budget	EUR:	
Specific objectives	<ul style="list-style-type: none"> - 1 - 2 	
Quantitative indicators	<ul style="list-style-type: none"> - A - B - C 	
Qualitative Indicators	<ul style="list-style-type: none"> - A - B - C 	
Activity 1	Start date:	Venue:
	End date:	Budget:
	Description:	Results:

Application form

The structure follows the award criteria described in the Programme Guide:

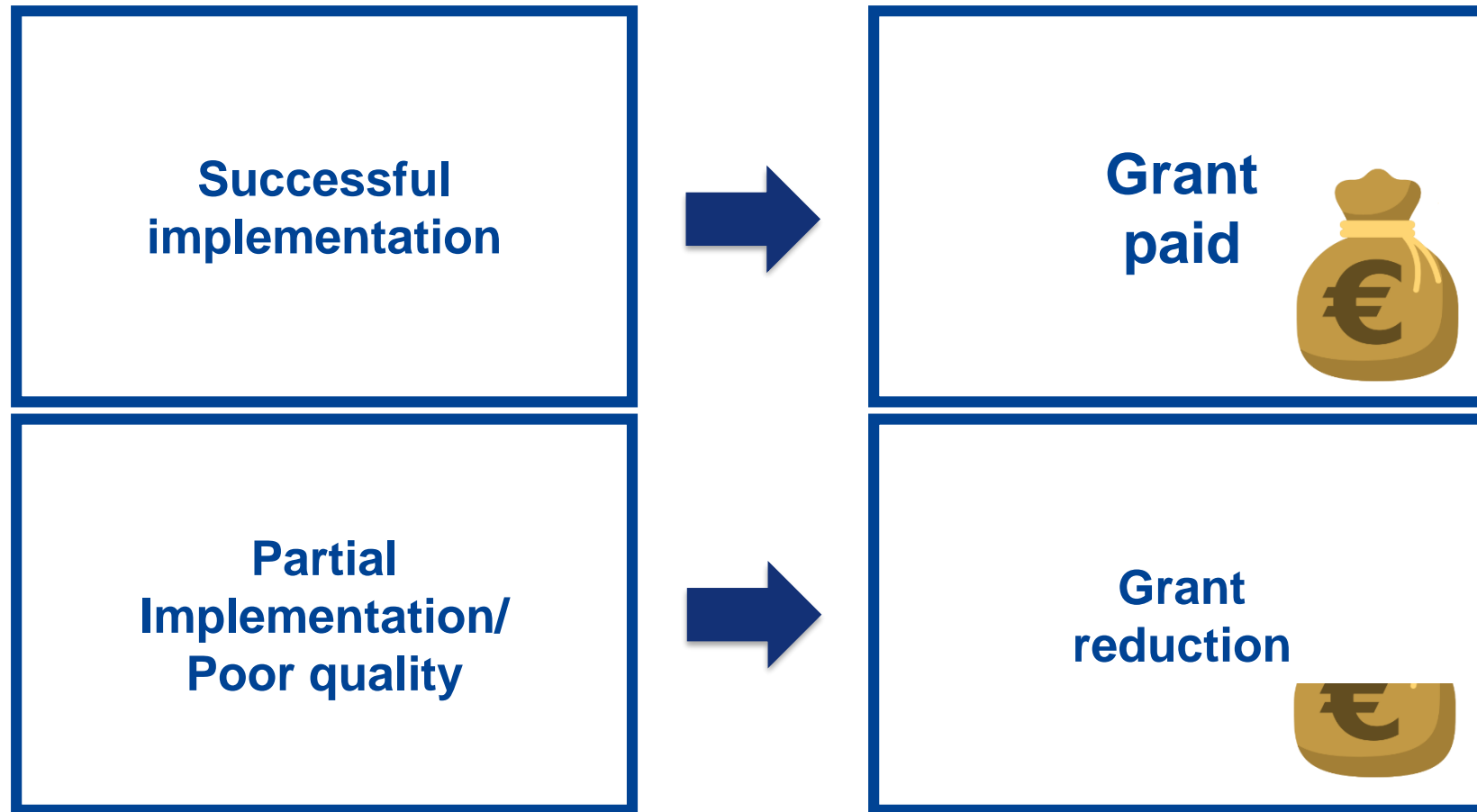
- 1. Relevance of the project (25 points)**
- 2. Quality of project design and implementation (30 points)**
- 3. Quality of partnership and cooperation arrangements (20 points)**
- 4. Impact (25 points)**

Final report

Assessment based on:

- Detailed description of each activity/work package carried out.
- Quantitative and qualitative information showing the level of achievement of the project objectives stated in the application.
- Project results, by uploading them in the Erasmus+ Project Results Platform.
- Self-assessment, indicating as a percentage the level of achievement of the project objectives.

Final report - grant reductions



Thank you!



Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth – submitted by ENGOS

Application form and submission process

31 January 2022

José GUTIERREZ (EACEA A5)

BACKGROUND INFORMATION

- The submission of application is managed by the **EU Funding & Tenders Portal** which is the **central electronic portal** for all EU funding and tenders.
- New **harmonization** approach for the programming period 2021-2027
- Application forms are **standard** for all Erasmus+ actions



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

WHAT	WHERE / HOW	Responsible service	CONTACT	ADDITIONAL INFORMATION
Create EU LOGIN	F&TP	EC central services	F&TP IT Helpdesk	https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/EU+Login
				FAQ section on the Funding & Tenders Portal
Registration of your organisation	Participant Register – F&TP	EC central services	F&TP IT Helpdesk	Online Manual https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
				IT How To https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+to
				FAQ section on the Funding & Tenders Portal
Access to the application forms	F&TP submission system	EC central services	F&TP IT Helpdesk	Online Manual https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
				IT How To https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+to
				« How to get a grant » EACEA PPP https://www.eacea.ec.europa.eu/grants/how-get-grant_en
				FAQ section on the Funding & Tenders Portal
Preparation of your proposal, work plan and budget	Your PC (application forms must be downloaded from the submission system)	DG EAC + EACEA	EACEA-YOUTH@ec.europa.eu EACEA-EPLUS-EDU-ENGO@ec.europa.eu	2022 Erasmus+ Programme Guide https://erasmus-plus.ec.europa.eu/sites/default/files/2021-11/2022-erasmusplus-programme-guide.pdf
	With your partners			FAQ section in the Topic page of the Funding & Tenders Portal (available soon)
Submission of your application	F&TP submission system	EC central services	F&TP IT Helpdesk	Online Manual https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
				IT How To https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+to
				« How to get a grant » EACEA PPP https://www.eacea.ec.europa.eu/grants/how-get-grant_en
				FAQ section on the Funding & Tenders Portal

Before starting your application

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

[Go back to search results](#)

General information

Programme
Erasmus+ Programme (ERASMUS)

Call
European Youth Together (ERASMUS-YOUTH-2021-YOUTH-TOG)

[See budget overview](#)

Type of action
ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA
ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

[Forthcoming](#)

Deadline model
single-stage

Planned opening date
20 April 2021

Deadline date
24 June 2021 17:00:00 Brussels time

Topic description

Scope:

The **European Youth Together** action targets youth organisations at grass-root level which want to establish partnerships across borders, i.e. which aim at adding a European dimension to their activities and at linking these activities to the Youth Strategy 2019-2027. The purpose is to encourage new applications from organisations not well established yet at European level. To this end, the action primarily consists in supporting activities aiming at connecting EU level organisations and grassroots NGOs operating at local levels (rural, cities, regions, countries) that will benefit from developing cross-border activities.

The overall structure of the action takes into account the growing size of the youth sector, the changing trends in youth participation and the need for more sustained and stable funding support in the youth domain¹⁶¹. It also takes into account the need to better cover the great diversity of youth organisations across Europe and to respond to the identified needs for both grassroots activities and large co-operation projects within Europe.

OBJECTIVES OF THE ACTION

[show more...](#)

Topic conditions and documents

1. **Eligible countries:** as described in the Call document.
OJ C 103/2021

Programme Guide Erasmus 2021

2. **Eligibility and admissibility conditions:** as described in the Call document.

[show more...](#)

**Erasmus +
Programme Guide
2022**

**Updated
version
26/01/2022**

Online Manual

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 (co-ordinator) 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**

Where to submit it => **EACEA ONLY FOR ENGO APPLICANTS**



Create your EU Login account

- unique identifier for individuals



Use the **Partner Search** offered in this site to select an organisation based on their profile or their previous participation.

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.)

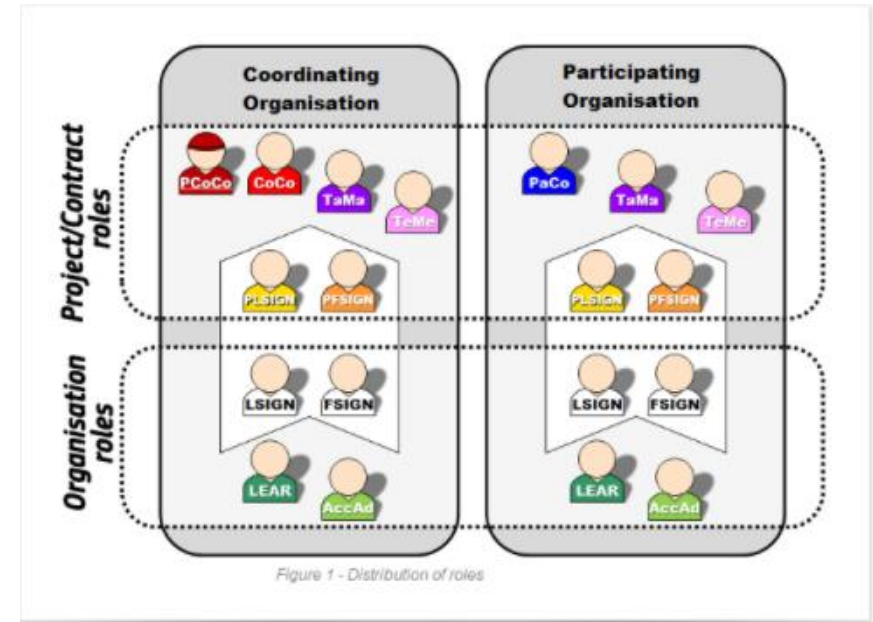
[Register an EU login account](#)

Register your organisation

- **PIC** number — unique identifier for organisations. This 9-digit number is received after you register in the Portal Participant Register.
- Before creating a new PIC, check if your organisation is already registered and has a PIC

Search a PIC

- Appointment of **LEAR** => main responsible for an organisation's use of the Portal and thus bears the final responsibility for all the organisation's actions in the Portal. Different from project **Coordinator Contact (CoCo)** or **Participant Contact (PaCo)**



Before start your application- Partner search



General information

Topic description

Conditions and documents

Partner search

Partner search

15 Organisations are looking for collaborating partners for this topic

[View / Edit](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal.

The screenshot shows the 'Partner Search' page on the European Commission's Funding & tender opportunities portal. The page includes a navigation menu, a search sidebar, and a main search area. The search sidebar has sections for 'Search by Involvement in EU funded programme' and 'Search by Organisation details'. The main search area has a 'Partner Search' title, a search bar, and a table of results. The table has columns for 'ORGANISATION NAME', 'ORGANISATION TYPE', 'ORGANISATION STATUS', 'COUNTRY', and 'CITY'. The current results show 'No records found'.

URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/partner-search>

Where can I find the application form?

ENGOs



Match whole words only

GRANTS

TENDERS

Submission status



Forthcoming



Open for submission (2)



Closed

Programming period

Select a Programme period...



Filter by Programme / Programme group

Select a Programme...



Funding and tenders (2)

[Need help?](#)



Sort by:

Submission status 

Grant

Cooperation Partnerships in the field of Education & Training - submitted by ENGOs

Open for submission

Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-EDU-2022-PCOOP-ENGO	Opening date	25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date	23 March 2022 17:00:00 Brussels time

Grant

Partnership for Cooperation in the field of Youth - European NGOs

Open for submission

Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-YOUTH-2022-PCOOP-ENGO	Opening date	25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date	23 March 2022 17:00:00 Brussels time

You can start now the submission of your application

General information
Topic description
Conditions and documents
Partner search
Submission service
Topic related FAQ
Get support
Call information

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]

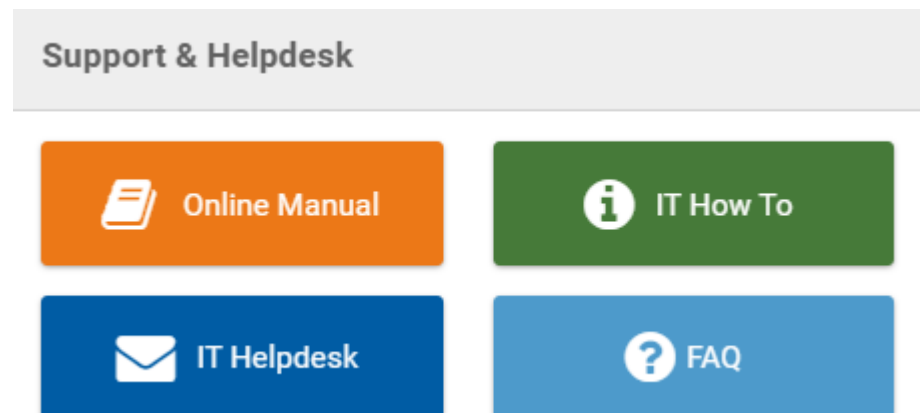
[Start submission](#)

[Need help?](#)



Create your proposal

- **Web based form**
- **Form A:** administrative information about the applicant organisations and the summarised budget for the proposal
- **Form B:** description of the action + **budget**
- **Form C:** call related information (**only for PCOOP ENGO YOUTH**)



Create your proposal

Create proposal

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

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

Call data:

Call: ERASMUS-YOUTH-2022-PCOOP-ENGO
Topic: ERASMUS-YOUTH-2022-PCOOP-ENGO
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

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

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual IT How To
IT Helpdesk FAQ

Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

Find your organisation

PIC: 913842918 Short name: Test Camelia-Valeria

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

PIC: 913842918 Test Camelia-Valeria place Rogier Brussels,BE	PIC: 956444445 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle,BE	PIC: 923131832 Aero LTD MaartStreet 12 Almere,US VAT: 125648321
PIC: 952853893 JANITOM Tomasz Janisz ul. Ogarna 111/112/6 Gdansk,PL	PIC: 933341955 Charalampos Xenogiannis champ du champ de mard 5 brussels,BE VAT: BE0820975039	PIC: 947041265 YOUTH CULTURAL CENTRE MARIBOR OB ZELEZNICI 16 MARIBOR,SI VAT: SI32972822

Your role

Please indicate your role in this proposal

Main contact
 Contact person

Your proposal

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

Acronym: TEST EACEA

Short Summary: Cooperation Partnership proposal in the field of Youth submitted by an ENGO

SAVE AND GO TO NEXT STEP

Your proposal remains always available in your F&TP account => *My Proposals*



Create your proposal

ONLY ENGO APPLICANTS

Coordinator OPTIONAL

1 Test Camelia-Valeria Add Affiliated Entity + Contacts: Add contact +

Test Camelia-Valeria
Brussels, BE
PIC: 913842918

Change organisation Contact organisation

Primary Coordinator Contact (PCoCo)

Cristina FERNANDEZ ESTRADA - Main contact >

Partner

2 Charalampos Xenogianis Add Affiliated Entity + Contacts: Add contact +

Charalampos Xenogiannis Comm.v.
brussels, BE
PIC: 933341955

Change organisation Contact organisation

Participant Contact (PaCo)

John Smith - Main contact >

OPTIONAL

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT



Check eligible countries

minimum 3 PARTICIPATING ORGANISATIONS from 3 different EU Member States and third countries associated to the Programme

Coordinator = applicant

Participating organisation ≠ applicant organisation

Beneficiary

- Signs the grant agreement
- Has all rights and obligations

Associated partner

- Does work but can NOT declare costs

Subcontractor

- Does work and invoices the beneficiary
- The beneficiary may declare the invoice

Affiliated entity

- With a legal or capital link with the beneficiary
- Does work and may declare costs

Third party providing contributions

- Does NOT work, just give in-kind contributions
- The beneficiary must declare the costs of the contributions




Create your proposal

Proposal forms

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

Call data:


Call: ERASMUS-YOUTH-2022-PCOOP-ENGO
Topic: ERASMUS-YOUTH-2022-PCOOP-ENGO
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

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

Proposal data:

Acronym: TEST EACEA
Draft ID: SEP-210829936

Download Part B templates

 Download part B templates

Administrative forms (Part A) Only for YOUTH applications

[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			Upload
Detailed budget table/Calculator			Upload
CVs			Upload
List of previous projects			Upload
Other Annexes			Upload

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

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.

Part A – Administrative part

Some legal data from participants are retrieved from the Submission System => no possibility to change

TO BE FILLED IN
DIRECTLY
ONLINE

Call: ERASMUS-YOUTH-2022-PCOOP-ENGO
(Partnership for Cooperation in the field of Youth - European NGOs)

Topic: ERASMUS-YOUTH-2022-PCOOP-ENGO

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

Proposal number: SEP-210829936

Proposal acronym: TEST EACEA

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

Part A – Administrative part

1 - General information



Field(s) marked * are mandatory to fill.

Topic	ERASMUS-YOUTH-2022-PCOOP-ENGO	Type of Action	ERASMUS-LS
Call	ERASMUS-YOUTH-2022-PCOOP-ENGO	Type of Model Grant Agreement	ERASMUS-AG-LS
Acronym	TEST EACEA		
Language	English		
Proposal title *	TEST EACEA		
	Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &		
Duration in months	18	Check eligibility criteria	
Free keywords	youth, cross sectoral cooperation, capacity building, inclusion, gender quality		

How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or not applicable. For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website https://ec.europa.eu/info/strategy/priorities-2019-2024_en for more information.

Priorities are applicable Priorities are not applicable

EC Priorities *	2 - A Europe fit for the digital age
Domains *	D-2-2 - Empowering people through education and skills
Policy areas *	P-2-2 - Data protection

Add

Done

- 1 Priority: 1 - A European Green Deal
Domain: D-1-1 - Climate change
Policy area: P-1-1 - Biodiversity Remove
- 2 Priority: 2 - A Europe fit for the digital age
Domain: D-2-2 - Empowering people through education and skills
Policy area: P-2-2 - Data protection Remove

Part A – Administrative part

Declarations

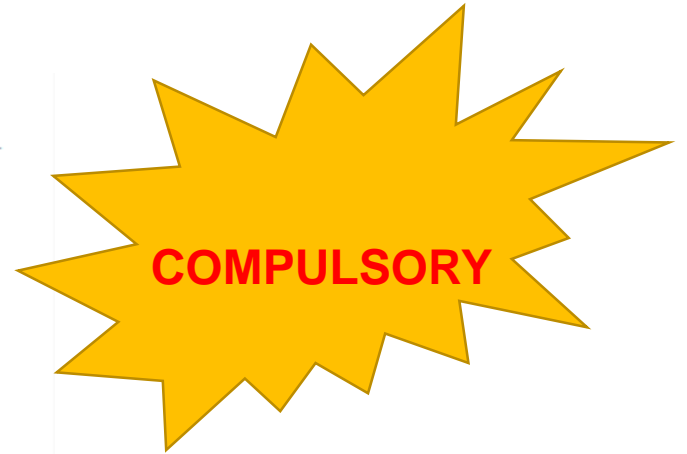


Field(s) marked * are mandatory to fill.

- | | |
|---|-------------------------------------|
| 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. * | <input checked="" type="checkbox"/> |
| 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). | <input checked="" type="checkbox"/> |
| 3) We declare: <ul style="list-style-type: none">- 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. | <input checked="" type="checkbox"/> |
| 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 . | <input checked="" type="checkbox"/> |
| 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). | <input checked="" type="checkbox"/> |

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 – Administrative part

2 - Participants



Automatically retrieved from web form but info to complete linked to contacts and departments

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1	Test Camelia-Valeria	Belgium	
2	Charalampos Xenogiannis Comm.v.	Belgium	



Links with other participants



Beneficiaries
Affiliated entites
Associated partners

Type of link	Participant
Same Group	Aero LTD - test company
Controls	Baird Consulting SCS
Is controlled by	JANITOM Tomasz Janisz

Part A – Administrative part



Application forms

Proposal ID **SEP-210829936**

Acronym **TEST EACEA**

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	60000.00
2	Charalampos Xenogiannis	BE	60000.00
Total			120000.00

= to Total in **Detailed budget/ Calculator (Part B excel)**

&

= one of the **3 prefixed lump sums** in the PG:
120.000 / 250.000 / 400.000

No budget for associated partners

Part A – Administrative part

Application forms

Proposal ID **SEP-210747445**

Acronym **Acronym**

Short name **Test Camelia-Valeria**

Table Of Contents

Validate Form

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

At least 1 priority has to be selected

Show Error

Budget

This section has not been validated yet

Show Error

Test Camelia-Valeria

Department Name - missing entry

Show Warning

Test Camelia-Valeria

Department Street name - missing entry

Show Warning

Test Camelia-Valeria

Department Town name - missing entry

Show Warning

Test Camelia-Valeria

Department Post Code - missing entry

Show Warning

Part B – Application form – Narrative part

- Be **RELEVANT**
- Be **COHERENT**
- Be **COMPLETE**
- Be **CLEAR & CONCISE**
- Be **FLEXIBLE**
- **RESULTS / IMPACT ORIENTED**
- **KEEP FOCUSED** IN PROGRAMME GUIDE AND IN YOUR ACTION
- **REMEMBER:** not limit of characters but limit of **n° of pages (max. 70)!!**



Some basic principles



- **Non retroactivity**
- **Non-cumulative award**
- **Co-financing**
- **Co-responsibility** of all the partners => operational / financial capacity

Multiple submissions of one application	Re-submission of applications	Re-direction of applications
✘	✔	✘

Part B – Application form – Narrative part

Part B - Technical description

1. RELEVANCE

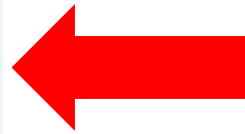
- 1.1. Background and general objectives
- 1.2. Need analysis and specific objectives
- 1.3. Complementarity with other actions and innovation – European added value

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



Erasmus+ Programme Guide – Award criteria

RELEVANCE OF THE PROJECT

- Objectives and priorities of the action
- Adequacy of the partnership
- Needs analysis
- Innovation, Synergies, Complementarity
- EU added value

QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

- Objectives
- Planning
- Methodology
- Inclusion
- Digitization
- Green

QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS

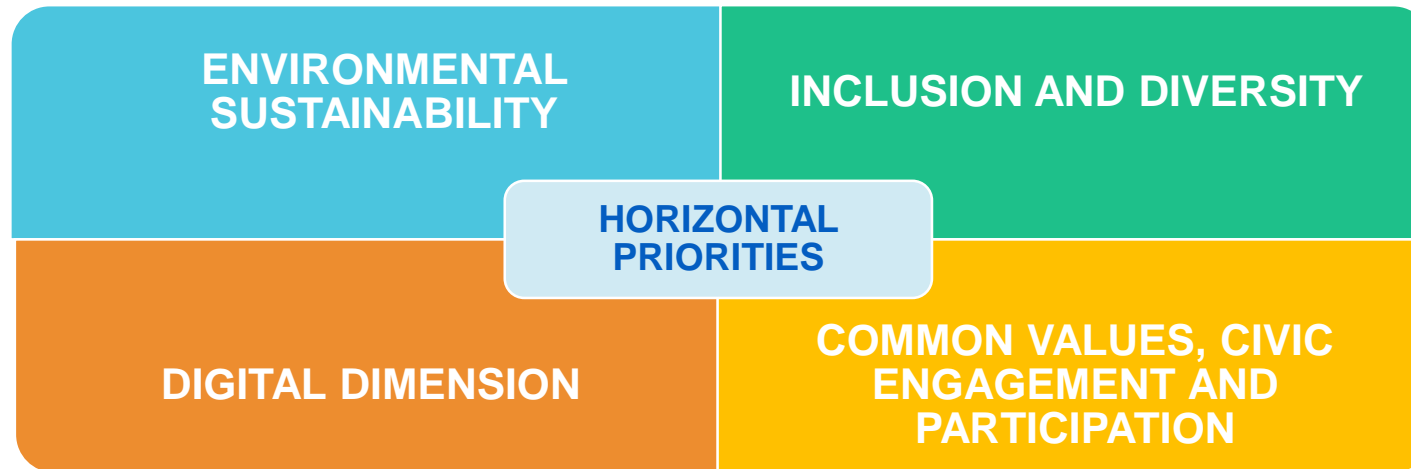
- Configuration
- Geographic composition
- Commitment & tasks
- Coordination & Cooperation arrangements
- Involvement of associated partners

IMPACT

- Impact
- Dissemination
- Sustainability

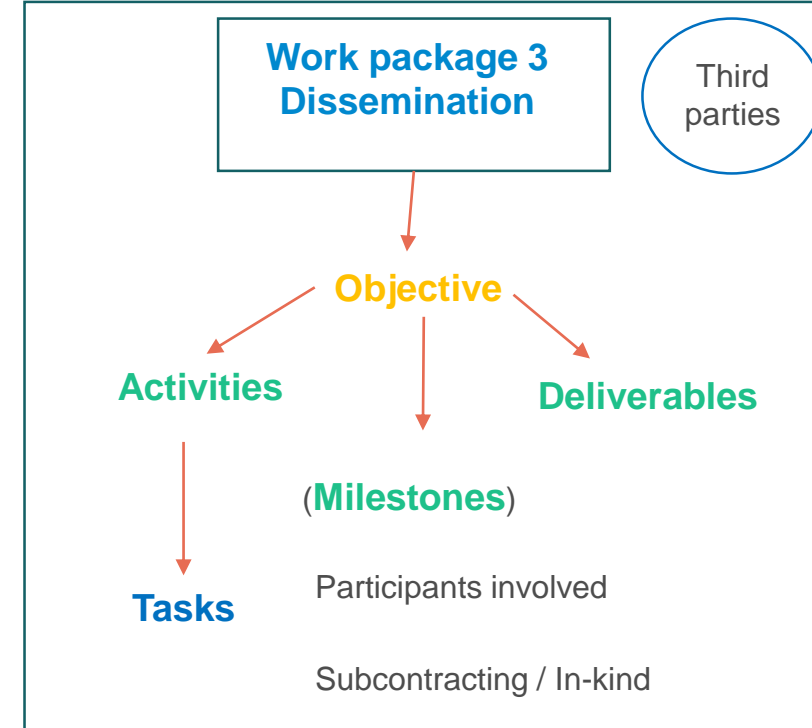
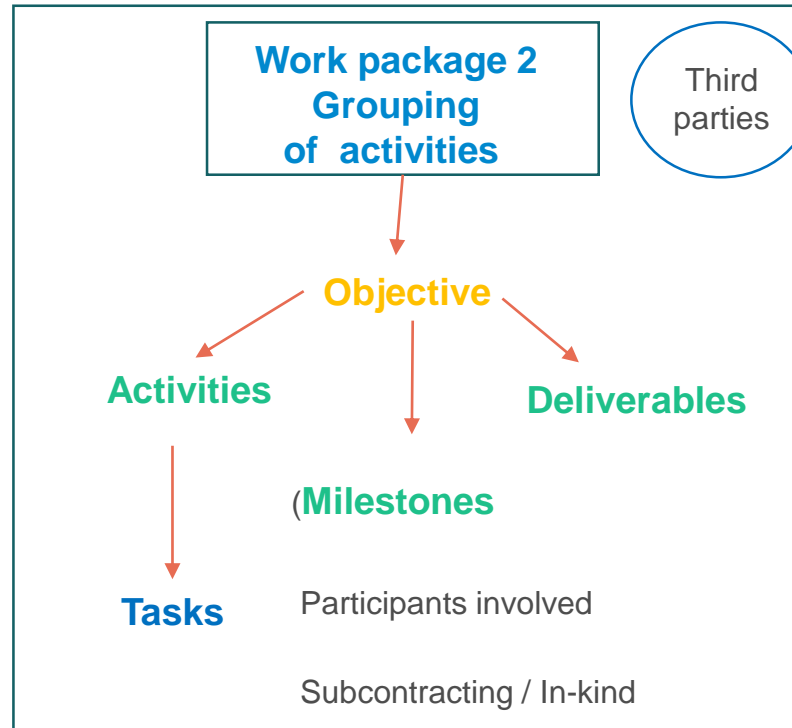
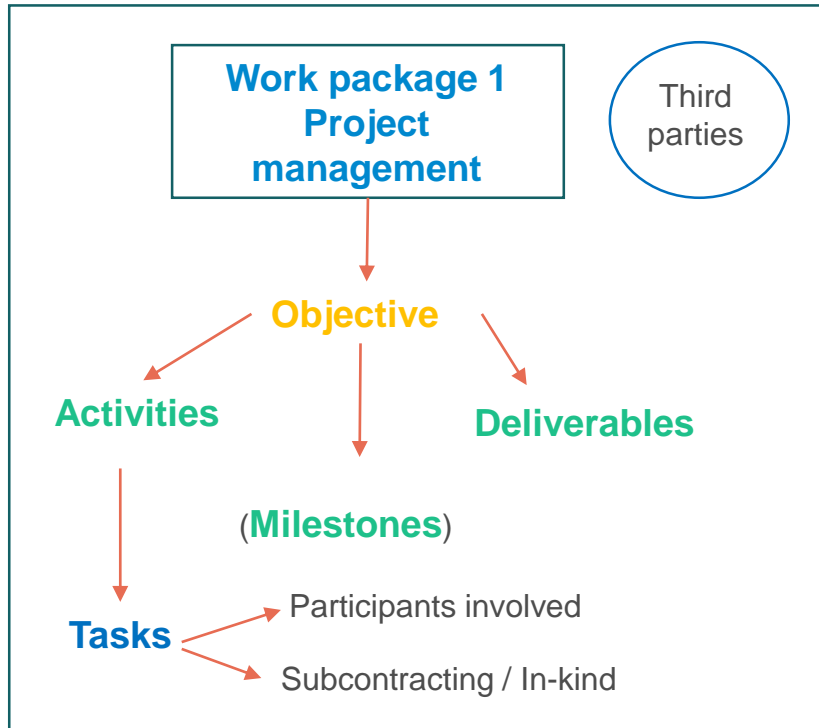
Part B – Application form – Narrative part

DO NOT FORGET!!



cross-sectoral and horizontal **cooperation** in thematic areas.

Part B – Application form – Work packages



Recommended **min 3 work packages** & **maximum 5**

WORK PACKAGE 1: **project management** (max 20% total grant)

subcontracting : justified & max 20% total grant

Part B – Application form – Work packages

Work Package 1: [Name, e.g. Project management and coordination]					
Duration:	MX - MX	Lead Beneficiary:	1-Short name		
Objectives					
<i>List the specific objectives to which this work package is linked.</i>					
▪					
Activities (what, how, where) and division of work					
<i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i>					
<i>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.</i>					
<i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i>					
Note:					
<i>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.</i>					
<i>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.</i>					
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					

Part B – Application form – Work packages

EVENTS

Dissemination material

MANDATORY!!

FOR EACH WORK PACKAGE YOU MUST IDENTIFY A SERIES OF LINKED 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	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc.] [DATA — data sets, microdata, etc.] [DMP — Data Management	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		

Part B – Application form – Work packages

Budget information
ONLY to be provided
in **Part A – Budget** and
Part B- Calculator

~~Estimated budget – Resources *(n/a for pre-fixed Lump Sum Grants)*~~

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

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	60000.00
2	Charalampos Xenogiannis	BE	60000.00
Total			120000.00



EACH ACTION HAS A PRE-FIXED LUMP SUM. NO OTHER AMOUNT CAN BE AWARDED.
TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I11) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION.
ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Partnership for Cooperation in the field of Youth and in the field of Education and training - European NGOs	120.000	250.000	400.000

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

DETAILED BUDGET TABLE ERASMUS LS I ENGO (YOUTH and EDU)

Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

Participants	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	-
none								0
none								0
none								0

Part B- Annexes

EU Grants: Application form (ERASMUS LS Typel): V1.0 – 25.02.2021

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — mandatory for certain Lump Sum Grants (see [Porte 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/Pr

Special

Other annexes (annex 5 to Part B) — mandatory, if required in the Call document/Programme Guide

Only for **YOUTH**
applications

LIST OF PREVIOUS PROJECTS

List of previous projects					
Please provide a list of your previous projects for the last 4 years.					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

Part B – Budget

PRE-FIXED LUMP SUM GRANTS:
 120.000
 250.000
 400.000

EACH ACTION HAS A PRE-FIXED LUMP SUM. NO OTHER AMOUNT CAN BE AWARDED.
 TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I11) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION.
 ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Partnership for Cooperation in the field of Youth and in the field of Education and training - European NGOs	120.000	250.000	400.000

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

DETAILED BUDGET TABLE ERASMUS LS I ENGO (YOUTH and EDU)

Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

Participants	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	-
name]								0
name]								0
name]								0

Applicants **MUST** choose **ONE of the 3 pre-defined** amounts according to the activities they want to undertake and the results they want to achieve.

REMINDER: PROJECT MANAGEMENT = 20% total grant
SUBCONTRACTING = 20% total grant

Part C

ONLY FOR ERASMUS-YOUTH-2022-PCOOP ENGO

Download Part B templates

 Download part B templates





ERASMUS-YOUTH-2022-PCOOP-ENGO

Cooperation Partnerships Youth, European NGOs

Priorities, objectives and goals

 A5_2022_Youth_Coloured_20211215

 Tpl_Application Form (Part B SEP) (ERASMUS LSI)

 Tpl_Calculator (ERASMUS LS ENGO)

Horizontal priorities

(multiple answers allowed)

Inclusion and diversity	<input type="checkbox"/>
Digital transformation	<input type="checkbox"/>
Environment and fight against climate change	<input type="checkbox"/>
Participation in democratic life	<input type="checkbox"/>

Sector specific priorities in the field of youth

(multiple answers allowed)

Promoting active citizenship, young people's sense of initiative and youth entrepreneurship including social entrepreneurship	<input type="checkbox"/>
Increasing quality, innovation and recognition of youth work	<input type="checkbox"/>
Strengthening the employability of young people	<input type="checkbox"/>
Reinforcing links between policy, research and practice	<input type="checkbox"/>

Activities

If one or more of your activities are organised outside the countries represented in the consortium, please explain why

Estimated number of participants in all activities in your proposed project

Estimated number of participants with fewer opportunities in all activities in your proposed project

Objectives of the action

(multiple answers allowed)

Increasing quality in the work, activities and practices of organisations

[README](#) Capacity Building YOUTH [PCOOP YOUTH ENGO](#) YOUTH Together

Proposal ID

SEP-210829936

Call for Proposal

ERASMUS-YOUTH-2022-PCOOP-ENGO

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

MANDATORY



European Commission

I validate and submit my proposal



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

Your proposal contains changes that have not yet been submitted.

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	2022-erasmusplus-programme-guide.pdf	👤	Delete 🗑️
Detailed budget table/Calculator	ENGO_TEST_BUDGET.xlsx	👤	Delete 🗑️
✖️		👤	Upload 📁
List of previous projects		👤	Upload 📁
Other Annexes	A5_2022_Youth_Coloured_20211215.xlsx	👤	Delete 🗑️

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

MANDATORY (ATTENTION TO PAGE LIMIT (70 pages))

MANDATORY (ONLY EXCEL)

MANDATORY & ONLY FOR YOUTH APPLICATIONS

What to do in case of problems at submission?

- Submit your application **WELL BEFORE THE DEADLINE (48 H)**
- In case your submission **FAILED due to IT problems:**
 - ❖ Submit **IMMEDIATELY** a complaint via the **F&TP IT Helpdesk**
 - ❖ Keep a **PDF version of the part B and annexes** of your application holding a time stamp before the call deadline
 - ❖ Keep a proof of the alleged failure (**screenshots**).



IT Helpdesk

The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes.

WHAT'S NEXT

- **Deadline** for submitting applications: March, 23rd 2022 17:00
(Brussels Time)
- **Evaluation** period: April- August 2022
- **Information** to applicants: September-October 2022
- **Signature** of grant agreement: December 2022



Thank you



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Questions and Answers

We invite you to contact our helpdesks



EACEA-EPLUS-EDU-ENGO@ec.europa.eu

EACEA-YOUTH@ec.europa.eu

All speakers - moderation Lorenzo GABRINI BELLINCAMPI (EACEA A2)

Thank you and good luck with your application



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

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