



Erasmus+ Cooperation Partnerships in the field of Education and Training and Youth submitted by **European NGOs**

ERASMUS-2024-PCOOP-ENGO



European Education and Culture Executive Agency (EACEA)

December 2023



How to prepare a good project proposal ?

Cristina FERNANDEZ ESTRADA
Call coordinator, EACEA A5
Youth, EU Solidarity Corps and Aid Volunteers



What is a good proposal?

CONTENT
WISE

Proposal aligned to the **objectives** and policy **priorities** of the Action and field and fulfilling all the **criteria** set out in the call for proposals and complying with **quality standards**

Competitive call based on the quality of proposals and available budget

Remember!!

- A complete **APPLICATION PACKAGE** does not necessarily mean a good **PROPOSAL**
- An **ADMISSIBLE** and **ELIGIBLE** proposal does not have to be a **GOOD** proposal
- The availability of **BUDGET** does not guarantee that all proposals will be funded, **ONLY** quality proposals
- Only proposals **ABOVE FUNDING THRESHOLDS** may be funded
- **QUALITY** of your proposal must be in line with your **REQUESTED LUMP SUM GRANT**



9 Tips to succeed



1. Start **early**
2. Read the relevant **information**
3. Have a good **understanding** of the Action and the Call
4. Check the Call **requirements**
5. Choose your project **idea**, structure it and stick to it
6. Build a good **consortium**
7. **Write** a good proposal
8. Create a good **budget** and request the adequate lump sum grant
9. Final **polishing**

Tip 1: Start early

- From the opening day: 6 December 2023
- To the submission deadline: **5 March 2024** 17:00:00 Brussels time

3 MONTHS



- *Do not leave it for the very last minute*
- *Any good proposal evolves and matures during the drafting process*



Tip 2: Read the relevant information



To PREPARE your project proposal

[2024 Erasmus+ Programme Guide](#)

Application forms (Part B)

[Lump sum funding](#) F& TP section

Get inspired!: [Projects & Results \(europa.eu\)](#)
(F&TOP) &
[Erasmus+ project results platform](#)

For former applicants: the Evaluation Summary
Report with experts' feedback

To SUBMIT your project proposal

[An introduction to the Funding & Tenders Portal](#)
[IT tools: Business process flow](#) video tutorial

F&TOP [Online Manual](#)

F & TOP [IT How To](#)

Presentation How to submit

Contact us:
EACEA-EPLUS-EDU-ENGO@ec.europa.eu

EACEA-YOUTH@ec.europa.eu

Tip 3: Have a good understanding of the Action and the Call


Aims at awarding grants to ACTIONS	<i>Action grant: it funds a <u>specific action</u> intended to help achieve one of our policy objectives.</i>
	<i>Operating grant: it funds the operating costs of an organisation pursuing an objective supporting our policies.</i>
CENTRALISED Call	EACEA as funding body, different rules and submission system as at national level
ONE CALL with 2 TOPICS: 1) Education and Training 2) Youth	One topic = one application
Only for proposals SUBMITTED by EUROPEAN NGOs	For Cooperation Partnership proposals submitted by other type of organisations, check funding possibilities by National Agencies



DISTINCTION	Objectives of the Action
	Priorities of the Programme / sector
	Objectives of the project

Supports COOPERATION projects	<p>To develop and reinforce their networks of partners=> to open up European NGOs to cooperate with other organisations beyond their network</p> <p>Common needs and priorities</p>
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Supports INTERNATIONALISATION of organisations' activities	<p>Transnational cooperation</p> <p>Applying at EU (centralised) level and not a national level does not bring an international value to the proposal</p>
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Supports TRANSFORMATION and CHANGE	<p>A real change in the current state-of-art in the field of intervention</p> <p>Creativity, flexibility in the activities</p> 
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Tip 4: Check the call requirements



Operational capacity

Financial capacity



Admissibility conditions

Submit your application well **before the deadline** (48 h)

Use only **OFFICIAL** forms (available in the F&TP)

Submit **ALL** the required forms and fill in **ALL** the applicable sections

Experts assess your proposal based solely on the **information available in your application**

Draft your proposal in an **EU language understandable** for all your consortium

Proposals received by email are **disregarded**

Pages of Part B beyond **70 pages** are disregarded during evaluation



INADMISSIBLE PROPOSAL



PROPOSAL EXCLUDED FROM EVALUATION PROCESS

ADMISSIBLE PROPOSAL



ELIGIBILITY CHECK

Eligibility conditions

Eligibility check based on the information available in the
FORM C



ENGO APPLICANT

How can I check that my organisation is considered as an ENGO?:

- Check definition in the **Programme Guide** (footnote page 239)
- Check your status thanks to the checklist in the **Form C**

1. APPLICANT / COORDINATOR*		
	YES	NO
1.1. It is established in an EU Member State or third country associated to the Erasmus+ Programme.*	✓	
1.2. It is a European NGO in accordance to the definition provided in the Erasmus+ Programme Guide 2024.*	✓	
1.2.1. NGO that operates 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 and of national organisations/branches, in at least nine EU Member States and third countries associated to the Programme.*	✓	
1.2.2. These national organisations/branches must:		
a) have a proven statutory link with the European body/secretariat*	✓	
b) are active in the field of education, training or youth*	✓	
1.2.3. The European NGO is composed of at least nine entities (the European body/secretariat + eight national organisations/branches) established in nine different EU Member States and third countries associated to the Programme.*	✓	
1.3. It has been legally established at least 2 years before the application deadline.*	✓	

NO REDIRECTION: Non eligible applications are not re-directed to National Agencies

The applicant must be a legal independent entity registered in the F&TP with a **PIC**

NO MULTIPLE SUBMISSIONS: only one application by the same consortium of partners and to one Agency per deadline

DOUBLE FUNDING: the SAME proposal cannot be submitted under the same call round at centralised (EACEA) and at decentralised (National Agencies) levels



How can the national organisations / branches can benefit from the participation in a Cooperation Partnership proposal?


- A) Directly: getting funding, as affiliated entities in the grant agreement (branches need to have a PIC)
- B) Indirectly: participating in the activities, hosting events, collaboration in the promotion and dissemination activities, etc (branches do not require to have a PIC)

It is expected that the **resources and expertise** available in the network of organisations composing the European NGO will benefit the project as a whole





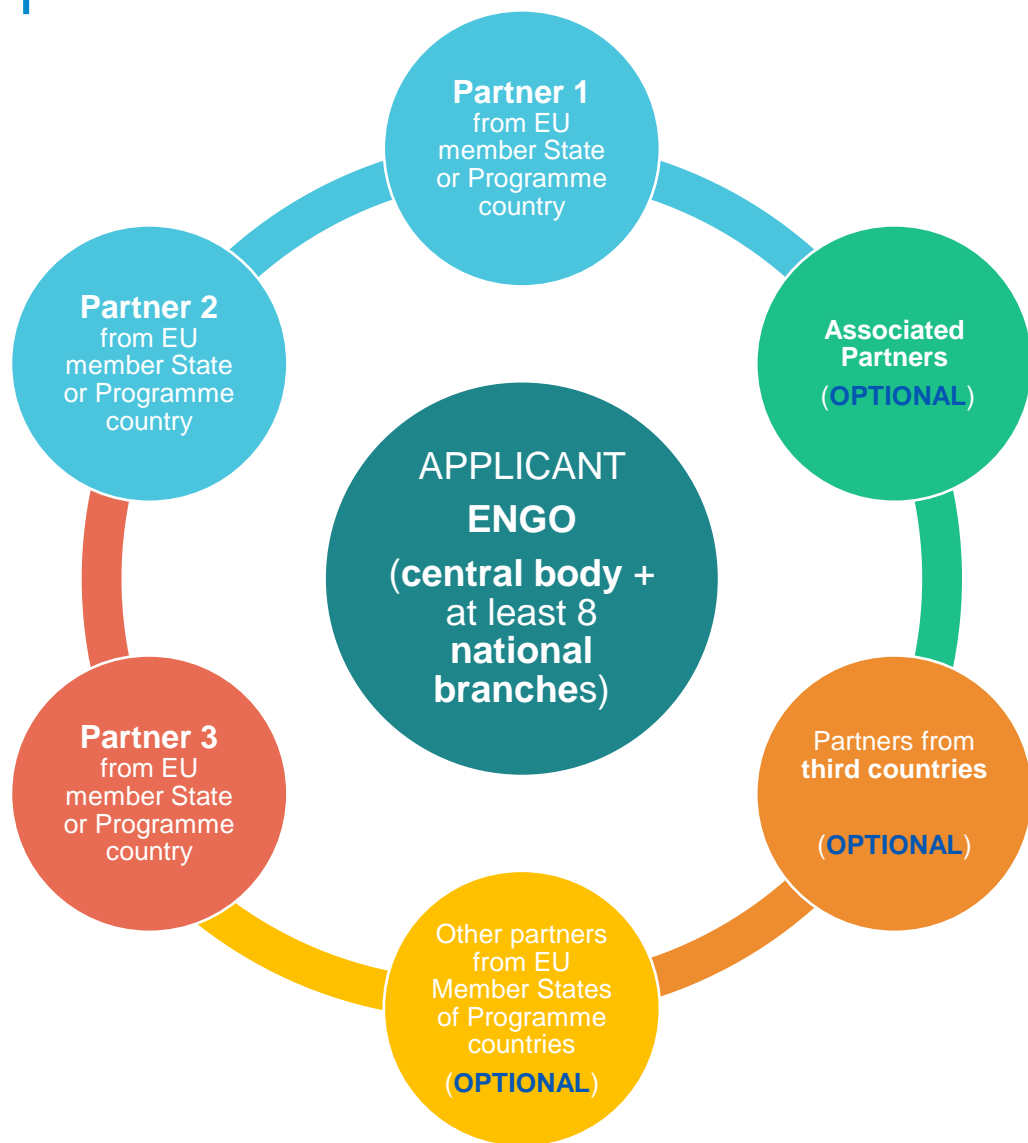
ELIGIBLE COUNTRIES

	27 EU Member States	Third countries associated to the Programme	Third countries not associated to the Programme
		<p>North Macedonia Iceland Norway Serbia Liechtenstein Türkiye</p>	<p>Rest of the world</p> <p>e.g.: <i>United Kingdom, Albania, Bosnia and Herzegovina, Switzerland, Montenegro, Ukraine, Asia, Latin America, Africa, US, Canada, etc</i></p> <p><i>Organisations from Belarus and the Russian Federation are not eligible to participate in this Action</i></p>
APPLICANT			
PARTNER			
AFFILIATED ENTITIES			
ASSOCIATED PARTNERS			





CONSORTIUM



Remember!!

- NO **MAXIMUM N°** of partners
- Participating organisations can participate with **AFFILIATED ENTITIES** (PIC required)
- Affiliated entities have access to **grant** (share to be included in budget calculator)
- Participation of **THIRD COUNTRIES** only if **added value**
- Participation of **ASSOCIATED PARTNERS** is not compulsory





PRIORITIES (HORIZONTAL & SECTOR)



- DO NOT MIXED UP WITH THE **OBJECTIVES** OF THE **ACTION** AND YOUR **PROPOSAL**
- **CROSS-CUTTING** ASPECTS OF YOUR PROPOSAL



- Consult the **results** produced by **previously funded projects** based on similar priorities, to ensure consistency and avoid duplications, as well as to progressively build on existing results and contribute to the joint development of different fields: <https://erasmus-plus.ec.europa.eu/projects>
- Check **consistency** between Part B and Form C





VENUE



- For face-to-face events, please specify venues in **Part B:**

Events and meetings

Events and meetings							
<i>This table is to be completed for events and meetings 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 <small>(continuous numbering linked to WP)</small>	Participant	Description					Attendees
		Name	Type	Area	Location	Duration <small>(days)</small>	Number
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]

If venue in country different from a participating country, provide a motivated explanation and in line with the Call!!!



Selection conditions

FINANCIAL CAPACITY

**NON-PUBLIC APPLICANTS (ENGOs)
&
Project GRANTS higher than 60 000 EUR**

[Financial capacity self-check simulator](#)



OPERATIONAL CAPACITY

Joint responsibility of the participating organisations in the performance of the project

The lump sum model conditions the **payment of the lump sum contributions** to the performance of the activities

Take into account when setting-up your consortium!!



Tip 5: Choose your idea, structure it well and stick to it!

Ask yourself if you have:

- A clear project **objective**
- A clear understanding of the current **start of art** in the field of intervention / sector
- A clear identified **need**
- A clear **target group(s)**
- A clear set of **partners** or geographical scope
- A clear path to make the difference or to bring an **added value**



Your proposal must fit into the **requirements** of the Action and **fill in a gap** in the needs of the participating organisations and specific sector

Tip 6: Build a good consortium



Be **consistent** – remain relevant to your objective & target group

Be **adaptable** – be ready to renounce a country if you do not secure the right partner

Choose well your partners – with diverse competences

Involve partners in the preparation – avoid surprises after submission

Keep consortium **motivated** – agree a working method for the proposal phase, make a plan for their contributions

Keep **communication** with partners during the whole process

Do not cover the EU map **artificially**.

Verify that all the partners will have the sufficient **operational capacity** (resources) to allocate to the project



Tip 7: Write your proposal – Tips & hints



Be **coherent** with the objectives of the Action and **relevant** to the policy priorities

Be **focused**, think before you write, think of your reader- What is the main message?, Who is your audience? What is their level of knowledge?

Be **accurate, clear** and **complete**– give adequate reply to each question

Keep it **simple** - complexity creates fog; simplicity clears it

Be **precise** - develop the idea, provide concrete examples



Do not use very **long sentences** – one main idea per sentence

Beware of **jargon** -Avoid jargon wherever possible, but if you have to use a jargon term then explain it in plain language at first use

Avoid abbreviations and **acronyms** - Spell out abbreviations and acronyms at first use, and avoid them if possible (or if used less than three times in a section)

Do not be **repetitive** – avoid to repeat the same information in different parts of the application

Be aware of **plagiarism** – checked during evaluation

Part B

*** SUBCONTRACTING** is applicable
 Fill in section 2.1.3 (*outside resources*) but not 4.2 (*In-kind Contributions and Subcontracting*)

- Fill in all the **applicable** sections

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PROGRAMME GUIDE

**Quality of the project
design and
implementation**

the project is cost-effective and allocates appropriate resources to each activity;

*The requested grant must be **REASONABLE** and coherent with the work plan*

Financial support to third parties (if applicable)	<i>n/a</i>
Not applicable.	

Seal of Excellence (if applicable)	<i>n/a</i>
<i>If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence. In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.</i>	
Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?	[YES] [NO]



Part B

Erasmus+ Programme Guide – Award criteria

RELEVANCE OF THE PROJECT

- Aims and EU added value
- Contribution to the objectives and priorities of the Action
- Objectives
- **EU values**
- Needs
- Innovation
- Complementarity
- Inclusion and diversity

QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

- Work plan
- Methodology
- Cost effectiveness

QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS

- Set-up
- Geographic scope
- Participation of newcomers and grassroots organisations
- Commitment & tasks
- Cooperation arrangements
- Added value of third countries

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

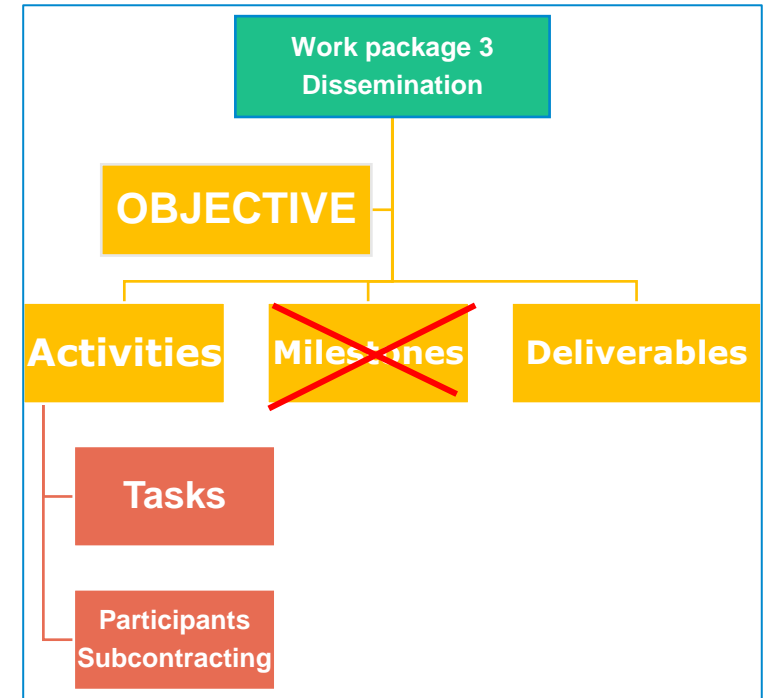
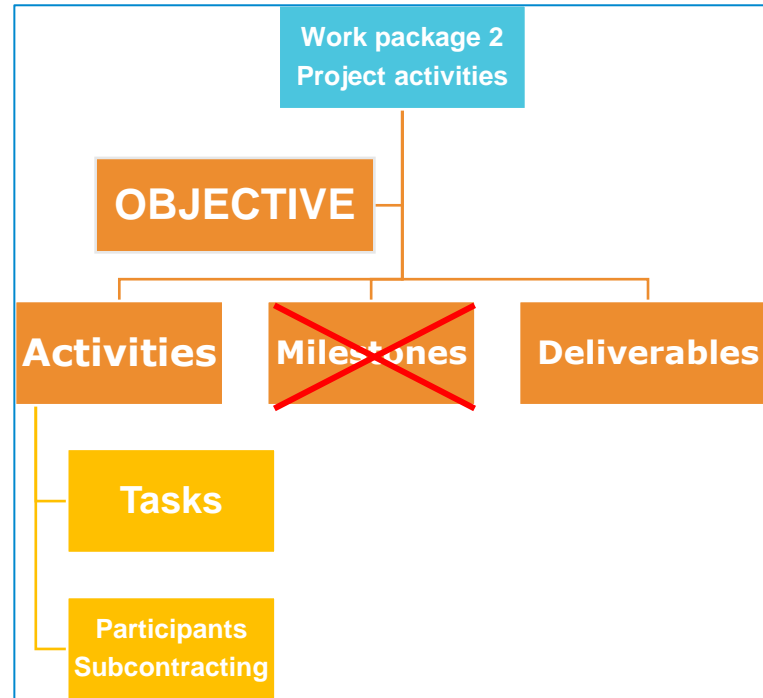
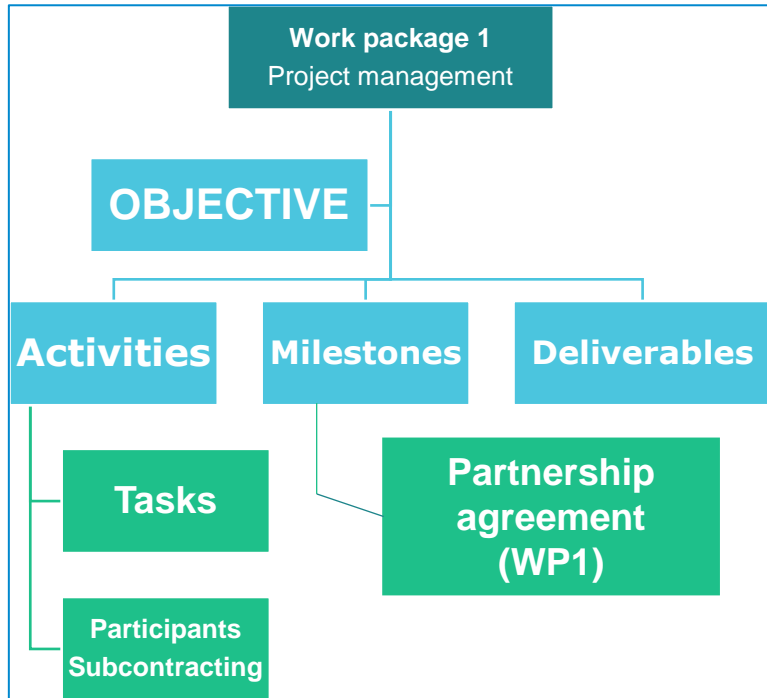
- 2.2.1. Consortium set-up
- 2.2.2. Consortium management and decision-making

3. IMPACT

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



Part B – Section 4: Work plan – Work packages



Minimum: 3
Maximum: linked to complexity of work plan (5)



Part B - Deliverables

During the project's lifetime, your **performance** and **quality** of your project will be continuously assessed by the Agency based on the deliverables to be submitted **periodically**

- Be **realistic** and **reasonable** - Adapt the number of deliverables to the complexity of the work plan and requested lump sum (120.000 / 250.000 / 400.000), realistic expectations
- Structure your deliverables and **do not multiply** them – try to gather similar deliverables, not every task/event needs to be a deliverable
- Refer only to **major outputs** - Do NOT include minor sub-items, internal working papers, meeting minutes, etc.
- Try to keep **balance** of the deliverables to be submitted all along the lifetime of the project
- **Horizontal** deliverables (all over the project): try to split it into two deliverables if possible (one in the first part of the project and other in the second part). If not possible, to be submitted at the end of the project.
- **EU reporting documents** (midterm and final reports) & **Partnership agreement** are not considered as deliverables
- **EU funding visibility**: the final grant may be reduced if project's materials do not comply with this rule!!
- Provide a **full description**, including indicators and supporting documents to be provided., e.g.:



DELIVERABLES	DESCRIPTION application form
Risk management plan	how risks will be identified and assessed, what tools and techniques can be used, the relevant roles and responsibilities, how often risks need to be revisited, mitigating measures, etc.
Quality management plan	project's quality objectives, the quality management approach, process and responsibilities, the quality assurance and control activities, tools and techniques that will be used for quality planning and quality assurance and control, timetable, etc
Meetings	Objectives, dates or periodicity, type of meeting, target group, estimated n° of participants, venue / format (online), lists of participants, minutes, reports, agenda, etc.
Intellectual outputs	<p>Objectives, methodology, content, timetable, tools, etc.</p> <p>In case of an explanation of a result, a report on a specific activity, a prototype, etc, a short-written description of the deliverable may be provided rather than the deliverable itself</p>
Events	number of events, title, content, venue, duration, profile of participants, estimated n° of participants, n° of participants with fewer opportunities, lists of participants, feedback questionnaires, agenda, reports, etc.
Publications, documents	number of pages, language, format (printed/electronic), linguistic versions, number of printed copies (in each language - participating organisations-), etc.
Training modules	format, programme, learning methods, learning outcomes validation and recognition tools, lists of participants, participation certificates, etc.
Dissemination and communication plan	target audience and key messages, type of materials to produce, external communication, branding, monitoring and evaluation, GDPR compliances, EU funding disclaimer , etc
Website	<p>Minimum content, EU funding disclaimer, link ,etc</p> <p>It is strongly recommended to have a project dedicated website</p>



Types of deliverables

R — Document, report

DEM — Demonstrator, pilot, prototype

DEC — Websites, patent filings, videos, etc

DATA — data sets, microdata, etc

DMP — Data Management Plan

~~[ETHICS]~~ ~~[SECURITY]~~ ~~[OTHER]~~



Attention!!
DATA PROTECTION & EU
funding disclaimer

Dissemination levels

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

SEN — Sensitive: project management documents, only accessible to the Agency, for the Grant agreement purposes

~~[R-UE/EU-R — EU Classified]~~ ~~[C-UE/EU-C — EU Classified]~~ ~~[S-UE/EU-S — EU Classified]~~

Award criteria

- Your Part B must give answer to **ALL** the aspects (**bullet points**) covered by each award criteria

Impact (maximum score 25 points)	→	The extent to which:
	→	▪ the project proposal includes concrete and logical steps to integrate the project results in the regular work of participating organisations;
	→	▪ the project has the potential to positively impact its participants and participating organisations, as well as their wider communities;
	→	▪ the expected project results have the potential to be used outside the organisations participating in the project during and after the project lifetime, and at local, regional, national or European level;
	→	▪ the project proposal includes concrete and effective steps to make the results of the project known within the participating organisations, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding;
	→	▪ if relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations;
	→	▪ the project proposal includes concrete and effective steps to ensure the sustainability of the project, its capacity to continue having an impact and producing results after the EU grant has been used up.



Award criteria - RELEVANCE

The proposal must demonstrate a real **added value** for the current state of art in the field of intervention in the specific sector

- Project **objectives**:

- Do not mix up objectives and **priorities** of the call and sector/Programme priorities
- Avoid to describe them in a general manner, give **detail**, do not just list them



- Shared **EU values**

- **Needs analysis**:

A good proposal must be based on a strong needs analysis

- Detailed description of the specific needs of **participating organisations** and target groups.
- Avoid general statements, general statistics, studies. Based on up to date, verifiable facts and figures.
- There must be a clear evidence of the **connection** with the project's objectives and methodology.

Award criteria - RELEVANCE

- **Inclusion and diversity:**
 - Describe **specific measures** to be put in place.
 - For example, for the Youth topic applications > Participation of **young people with fewer opportunities**: give estimated numbers, specify activities, measures envisaged to ensure the accessibility .
 - Get inspired!: [Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy 2021-2027](#)
- **Innovation:** Give **detail**, concrete examples (new tools, new methodologies) of innovative aspects integrated in your proposal (it may related to the project management and activities' implementation or results). How and why is your project innovative?
- **Complementarity:** How the proposal **capitalizes** previous results?
- **Participating organisations:** transnational cooperation, **opening up** of networks



Award criteria - RELEVANCE

- **Synergies with other sectors:** potential of the proposal to have an **impact on fields other than the one addressed** by it (e.g., expected impact of a youth proposal in the field of education and training)
- **Support to the implementation of EU policies:** concrete **examples** of specific initiatives, projects, activities policy oriented in the sector
- **EU added value:**
 - Not restricted exclusively to the geographical coverage of the consortium and network(s)
 - How the results will translate to an **EU-wide change outside the networks**, evidence that the expected results could not be attained by activities carried out in a single country



Award criteria – PROJECT DESIGN AND IMPLEMENTATION

The proposal must present a well designed and **concrete work plan and methodology** for the development of the proposed activities

Coherence between the structure and **relevance** of the proposal and the **substance** - how the project it will be developed afterwards

Principle of proportionality - the higher the amount requested, the more the project methodology will be expected to be accurate and comprehensive



Max. SCORE: 30 points !!!



Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Project objectives:

Specific - What? When? How?

Measurable - use of qualitative and quantitative indicators

Achievable - realistic, aligned with the resources and timing

Relevant - addressing the identified needs and produce the expected results and impact

Timely - feasible within the project's timeframe



Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Methodology:

- A **detailed timeline**, with deliverables and results
- Which concrete measures are envisaged to put in place to **ensure a timely implementation** of the project activities
- A concrete quality assurance mechanism and an evaluation strategy (**indicators**)
- A **complete and effective work plan** (work packages/deliverables/results) following recommendations (part B)
- **Cost-effectiveness**
 - The **requested lump sum is reasonable** according to the work plan, the allocation of resources among partners are coherent according to the distribution of tasks.
 - **Outsourcing** – Remember rules about subcontracting



Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Inclusion and diversity:

- Inclusive and accessible **design of activities**
- Specific arrangements and **measures** to integrate fewer opportunities people
- Definition and **profile** of participants with fewer opportunities

[Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy](#)

Use of digital tools:

- Within the **consortium** - how they enhance the organisations' capacities?
- For the activities' implementation- **connections** between digital and in-person
- Details on the **digital tools** to be used



Training and learning activities: Clear and specific description of the activities, profile of participants, practical arrangements, management and support, content of learning methodologies, selection of participants, recognition and validation of learning outcomes,

Award criteria – PROJECT DESIGN AND IMPLEMENTATION

Green aspects: Environmental responsibility in the projects; e.g.

Greener means of travel

Ecological choices during the periods abroad and when organising events, for example, with catering

Virtual events and meetings

Green issues as the theme of your project

Discussion of environmental responsibility in different context

**Specific
measures**



Get inspired!:

[European Green Deal](#)

[GreenComp: the European sustainability competence framework](#)

Award criteria – PARTNERSHIP AND COOPERATION arrangements

Composition of the consortium:

- Rationale behind the set up of the consortium- **how and why** were the participating organisations chosen?
- Involvement of the partners in all the **phases** of the project (including the design of the proposal)
- Evidence of specific expertise in the field of intervention, **added value** of participation
- Expertise of **project team** allocated to the project
- Geographical **coverage** and cultural **diversity**
- Participation of **newcomers** - in the Action- and **grassroots** organisations
- **Transnationality**, opening up of networks
- Evidence of added value of participation of **third countries** (if any)



Award criteria – PARTNERSHIP AND COOPERATION arrangements

Allocation of tasks:

- Balanced **commitment** and distribution of tasks among partners according to their expertise and allocated resources
- Clear distribution of **tasks** per work package and activities and deliverables
- Definition of **roles** for each task

Coordination and communication:

- Details on how **decisions** will be taken and how regular and effective communication will be ensured
- Communication with **external stakeholders**
- Effectiveness of the **measures** regarding the size of the consortium
- **Conflict management** – Partnership agreement



Award criteria - IMPACT



- **Impact on organisations and participants:**
 - Description of **concrete and logical steps** to integrate the project results into the regular work of the participating organisations
 - Evidence of the **transformation** to be enabled by the project
 - Concrete examples of **expected results**
- **Potential to use the project results outside the participating organisations:**
 - Concrete, adequate and realistic definition of **target groups**
 - Evidence of the **transformation** to be enabled by the project



Award criteria - IMPACT

Communication

Promoting the action
itself and its results

Dissemination

Public disclosure of
the results

Exploitation

Utilisation of
results

- **Communication and dissemination:**

- What, for whom, how, how often, for what purpose you do it?
- Design of a concrete dissemination and exploitation strategy already at application stage
- Define clear and concrete target values

EU funding disclaimer:



Funded by
the European Union



[Erasmus + Communication guidelines for project beneficiaries](#)

Award criteria - IMPACT

Sustainability:

How to ensure the impact of the project **beyond** the project lifetime?

Concrete plans and **measures**, a defined sustainability strategy at application stage:

How will you ensure that the project continues to produce **impact and results**, where and with who?

How will you ensure the continuity of **funding**?

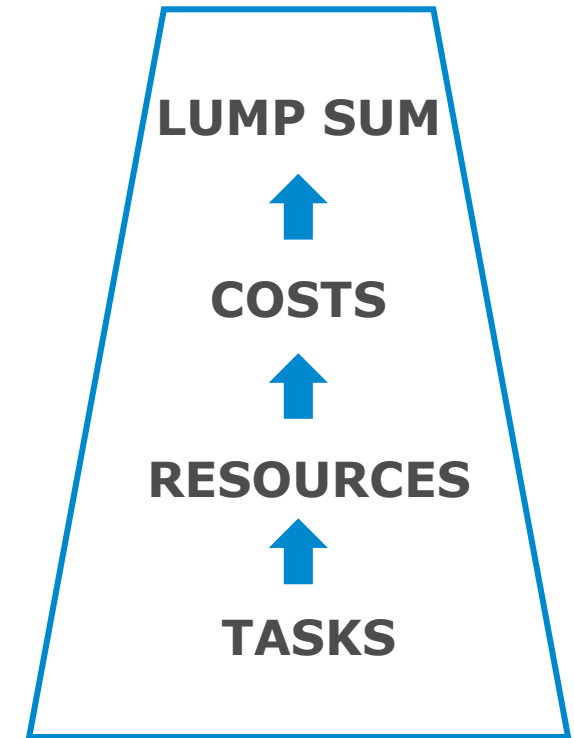
Do you envisage future **cooperation** among partners beyond the project lifetime?



Tip 8: Create a budget

Define your budget « bottom-up »

- 1°. Describe the **tasks** – then define the **budget**
- 2°. Check **consistency** regularly while working on your work plan:
 - Share of resources
 - Appropriate allocation between partners
- 3°. **Choose** one of the 3 prefixed lump sum grants **most suitable** for your estimated costs



How to choose the right lump sum?

- Based on the **overall cost of the project** - which would be the lump sum more suitable for the project's needs and objectives?
- **Co-financing principle**- the expected overall cost of the project shall be higher than the fixed lump sum amount requested
- Elements to take into consideration:
 - **Value for money**: adequacy to the content and objective of the proposed activities
 - Level of complexity and ambition of the proposal
 - Number of participants, duration of the project and number and type of proposal activities

NO NEGOTIATION PRINCIPLE

The requested lump sum grant is part of the **quality assessment**.

If the requested lump sum grant is considered as not coherent with the complexity of the work plan, the **proposal will be rejected as a whole**



Tip 9: Final polishing



- Check the **completeness** of the proposal
- Check **consistency** of your description of activities and budget
- Ask someone for **critical reading** and feedback
- If you have the chance, have a native speaker for **proofreading**
- And, last but not least..... **SUBMIT IT ON TIME!!!**



KEEP REACHABLE – keep coordinator's contact details updated during the whole evaluation process

Thank you and good luck!



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