



Training: How to write a good Erasmus+ Proposal

28 February 2024

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ENFP National
Focal Points



Erasmus+

What is a good proposal?

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

Calls are competitive based on the quality of proposals and available budget

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

Tips

1. Start **early**
2. **Read** the relevant information
3. Have a good understanding of the **award criteria**
4. Check the **Call requirements**
5. Choose the **project idea**, structure it and stick to it
6. Build a **strong consortium**
7. Write a clear and convincing **Work Plan**
8. Forecast the **budget** and request the adequate
grant
9. Final **polishing**

Tip 1: Start 1

- From the opening day: November 202³
- To the submission deadline: [See Funding and Tenders opportunities portal](#)

Example: February 8, 2024

- Do not leave it until the very last minute

A successful proposal develops and improves throughout the writing stage.

Tip 2: Read the relevant information

To PREPARE the project proposal:

- 2024 Erasmus+ Programme Guide
- Application forms
- Get inspired: Projects & Results - [Erasmus+ project results platform](#)

To SUBMIT the project proposal:

An introduction to the Funding & Tenders Portal
IT tools: [video tutorial](#)
F&TOP [Online Manual](#)
F&TOP IT [How To](#)
Presentation [How to submit](#)

Tip 3: Have a good understanding of the award criteria

Addressing the award criteria

Some applicants do not understand the importance of addressing each point of the award criteria.

Award criterion 1 - RELEVANCE

Under criterion Relevance, the low quality proposals did not succeed to demonstrate a sufficiently developed **needs analysis**, which weakens the innovative aspects of the proposed activities and outcomes.

Award criterion 2 – Quality Project DESIGN and implementation

Some proposals with a low score failed to properly describe arrangements for the validation and recognition of qualifications.

Tip 3: Have a good understanding of the award criteria

Award Criterion 3 - Quality PARTNERSHIP and cooperation arrangements

Staff description: applicants should focus on their expertise directly related to the project domain.

Associated partners: focus should be on describing how they are relevant to the call and notably which relevant input and added value they are bringing to the proposal. What is the specific reason for them to join the proposal?

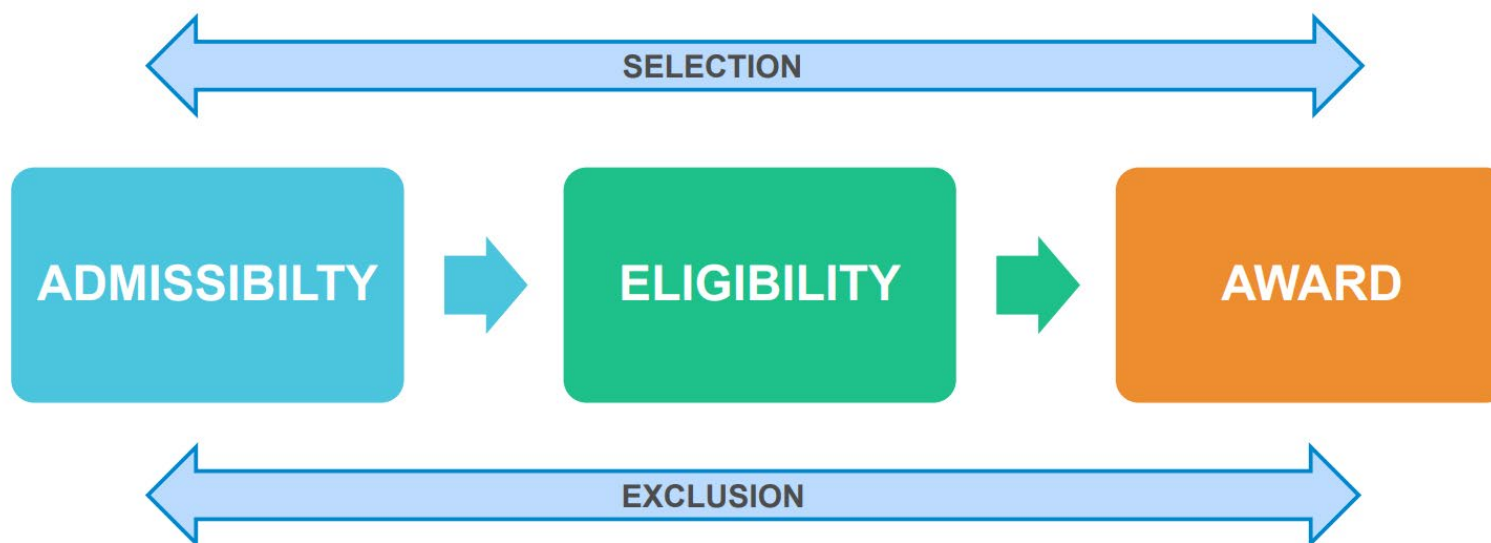
Award Criterion 4 - IMPACT

Exploitation is often not well understood and proposals do not convincingly declare the rewards to partners. Some proposals do not clearly explain how they will use and exploit the solution. Others, do not differentiate between sustainability actions and exploitation.

Outcome of the Project

Clear information on the actual contents to be produced by the project, measurable outcomes, KPIs, at early stages of the project are needed.

Tip 4: Check the call requirements



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

Do they have?

- A clear project objective
- A clear understanding of the current state 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 strong consortium

Be consistent – remain relevant to the objective & target group

Be adaptable – be ready to omit a country if they do not secure the right partner

Choose the partners well – with diverse competencies

Partnership with a wide EU cover and beyond is Important

Involve partners in the proposal preparation – avoid surprises after submission

Keep communication with partners during the whole process

Tip 7: Write a clear and convincing Workplan

- Be realistic and reasonable - Adapt the number of deliverables to the size of the project and work packages
- Structure the deliverables and do not multiply them – try to combine similar deliverables into one.
- 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 along the lifetime of the project
- Horizontal deliverable (over the whole project): if possible, try to split it into two deliverables (one for the first part of the project and another one for the second part). If not possible, submit it at the end of the project.
- EU reporting documents (progress and final reports) are not considered as deliverables. Please do not include them as deliverables
- Avoid writing a Work Plan which is not finalized. Structure WPs and deliverables well to avoid amendments

Tip 8: Create a budget

- Define your budget
 - ➤ First describe the tasks – then define the budget
 - ➤ Check consistency while working on the work plan:
 - ➤ Share of resources
 - ➤ Appropriate allocation between partners
 - ➤ Choose the suitable budget for each WP

Tip 9: Final polishing

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



Let's discover the
APPLICATION FORM
together...

Erasmus+ Programme (ERASMUS)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(ERASMUS UN Erasmus Mundus Joint Masters)