



EUROPEAN UNION

Erasmus+

Call for proposals mechanism *and* How to write a good proposal



Erasmus+

Enriching lives, opening minds

2021-2027



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?

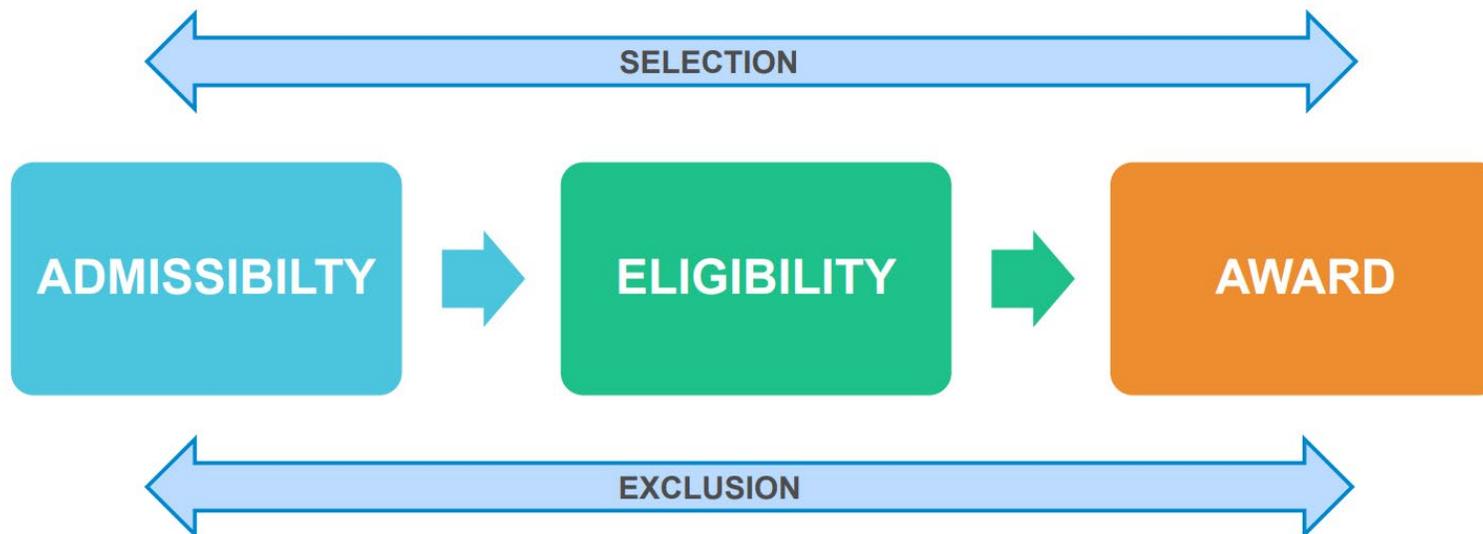
Award Criterion 4 - IMPACT

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!!!**

Erasmus+ funding mechanism

Grants

- Direct contribution to beneficiaries
- Finance actions to help achieve an objective
- Based on costs incurred/unit costs/lump sum

Erasmus+ funding management

Centralised actions (CBHE, JMA, EMJM and EMDM, CBVET, EVE)

- European Education and Culture Executive Agency (EACEA)

Decentralised actions (ICM)

- Erasmus+ National Agencies in the countries associated to the programme

Calls for proposals (CfP) - An annual cycle...



Publication of the Calls for proposals

The screenshot shows the top section of the FTOP website. At the top left is the European Commission logo. The main header reads "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". On the right, there are language options (English EN) and buttons for "Register" and "Login". A dark blue navigation bar contains a home icon and menu items: "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". Below the navigation bar, the main heading is "Find calls for proposals and tenders". To the right of this heading are three buttons: "ERA corona platform", "Brexit info", and "Report fraud". A search bar is present with the placeholder text "Search calls for proposals and tenders by keywords, programmes..." and a yellow "Search" button. Below the search bar is a section titled "EU Programmes" with a grid of program categories: Asylum, Migration and Integration Fund (AMIF); Border Management and Visa Instrument (BMVI); Customs Control Equipment Instrument (CCEI); Connecting Europe Facility (CEF); Citizens, Equality, Rights and Values Programme (CERV); and Creative Europe (CREA). To the right of the search bar is a "News" section with two articles: one dated 24 Nov, 2021 about a self-test for cost reporting rules, and another dated 11 Nov, 2021 about a webinar on personnel cost errors.

Funding & Tender Opportunities Portal (FTOP)

FTOP – find a Call for proposals

SEARCH FUNDING & TENDERS

Legal Entity and

Find calls for proposals

Erasmus+ Programme (ERASMUS)

EU Programmes

Asylum, Migration and Integration Fund (AMIF)

Customs Programme (CUST)

European Solidarity Corps (ESC)

Fiscalis Programme (FISC)

virtual

Match whole words only

GRANTS

Submission status

Forthcoming

Open

Programming period

2021 - 2027 (2)

Erasmus+ Programme (ERASMUS)

Filter by call

Select a Call...

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

Erasmus+ Programme (ERASMUS)

Virtual Exchanges with the Western Balkans
TOPIC ID: ERASMUS-EDU-2021-VIRT-EXCH-IPA

Grant

General information

Programme	Work programme part	
Erasmus+ Programme (ERASMUS)	ERASMUS-2021	
Call	Work programme year	
Virtual Exchanges in Higher Education and Youth (ERASMUS-EDU-2021-VIRT-EXCH)	ERASMUS-2021	
See budget overview		
Type of action	Type of MGA	
ERASMUS-PJG ERASMUS Project Grants	ERASMUS Action Grant Budget-Based [ERASMUS-AG]	
Open for submission		
Deadline model	Opening date	Deadline date
single-stage	03 November 2021	22 February 2022 17:00:00 Brussels time

Topic description

Objective:

The specific objectives of this call are the following:

- encouraging intercultural dialogue with third countries not associated to the programme and increasing tolerance through online people-to-people interactions, building on digital, youth-friendly technologies;
- promoting various types of virtual exchanges as a complement to Erasmus+ physical mobility, allowing more young people to benefit from intercultural and international experience;
- Enhancing critical thinking and media literacy, particularly in the use of internet and social media, such as to counter discrimination indoctrination, polarization and violent radicalisation;
- fostering the digital and soft skills development of students, young people and youth workers, including the practice of foreign languages and teamwork, notably to enhance employability;

Go back to search results

Call documents

Capacity Building in the field of Higher Education: Strand 1 - Fostering access to higher education

ERASMUS-EDU-2022-CBHE-STRAND-1

Topic Call for proposal

Internal navigation

General informations

Topic description

Conditions and documents

Start submission

Topic related FAQ

Get support

Call updates

Information to applicants: August 2022

Signature of grant agreement: End of November 2022

5. Proposal templates, guidance and model grant agreements (MGA):

Standard proposal template

Call document

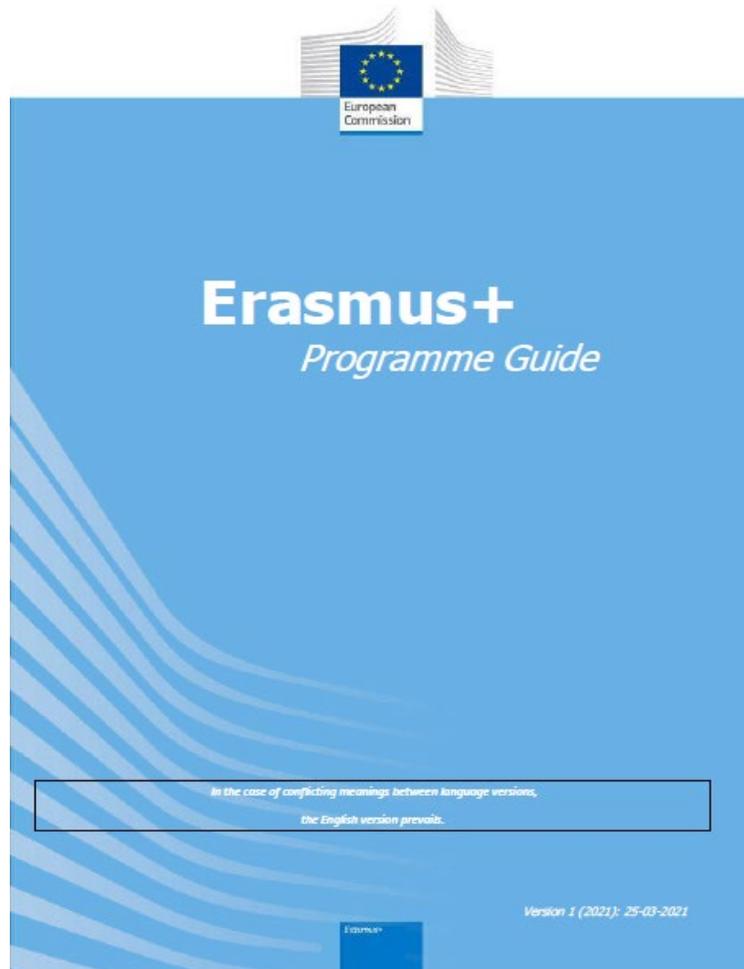
Guide for applicants

Model Grant Agreement

The Erasmus+ Programme Guide
| Erasmus+
(europa.eu)

Start submission

The Erasmus+ Programme Guide



The Erasmus+ Programme Guide is essential to understanding Erasmus+.

It provides participating organisations and individuals a comprehensive list of opportunities supported by the programme.

It is an integral part of the annual Erasmus+ Call for Proposals

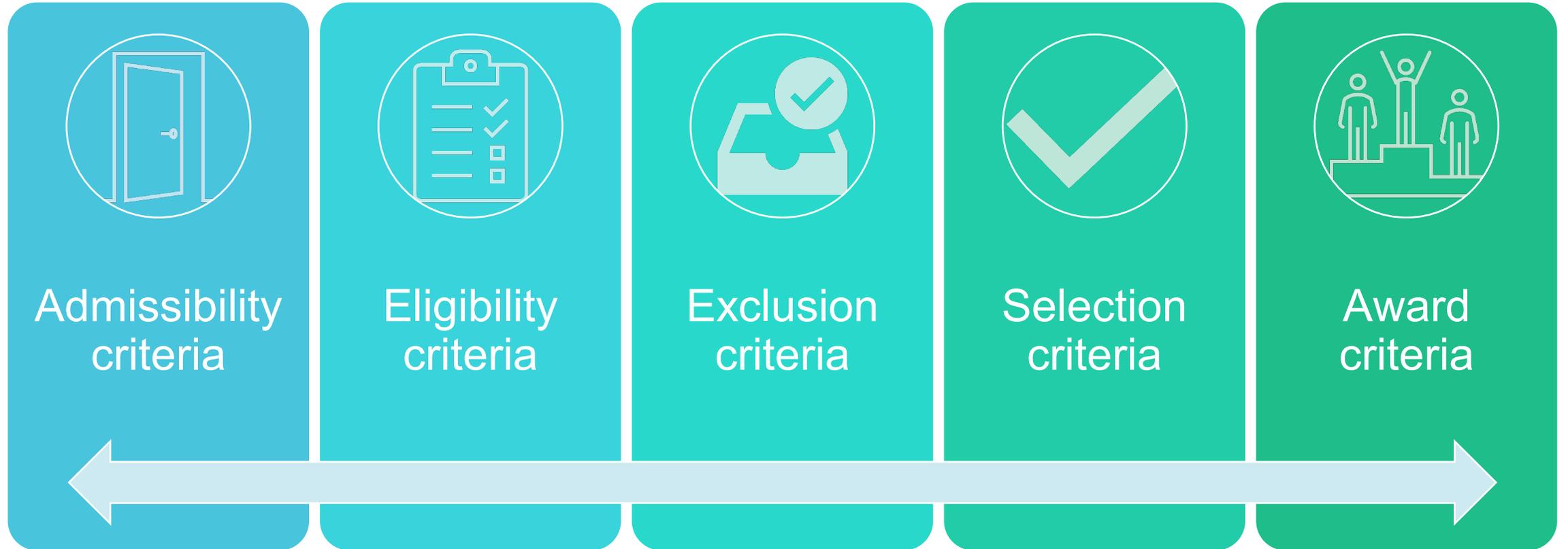
The Erasmus+ Programme Guide

Organisations and institutions seeking funding in the framework of any call must comply with the conditions for participation and funding expressed in this Guide.

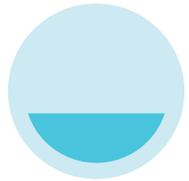
The document provides information on:

- the priorities of the programme
 - the actions supported
 - the funding available for different actions
 - detailed information on participation
-
- The Programme Guide is published in web format and as a downloadable pdf.
 - Make sure you access the latest version

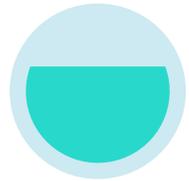
Criteria for participation



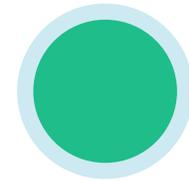
Admissibility criteria



Respect of
deadline



Format and way
of submission



Completeness
of application

Eligibility criteria

Eligibility criteria per action

Used to determine whether the applicant is allowed to participate in a call for proposals and to submit a proposal for an action

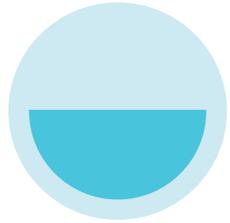
Criteria applied to applicants and activities

Exclusion criteria

An applicant will be excluded from participating in calls for proposals if it is found to be in one of the exclusion situations in articles 136-141 of the Financial Regulation

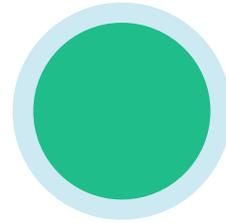
Bankrupt, fraud, corruption, money laundering, terrorism, etc.

Selection criteria



**Operational
capacity**

*(know-how,
qualifications and
resources...)*



**Financial
capacity**

*(sufficient sources of
funding to maintain its
activity)*



Admissibility criteria

- Applications must be sent **no later than the deadline for submitting applications as indicated in the call.**
- The applications must be readable and accessible.
- Applications must be complete containing all parts and mandatory annexes.
- Only clerical errors can be corrected after the submission deadline upon request of the managing agency for duly justified cases.
- **For actions managed by the Executive Agency**, 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.

Eligibility criteria

- To be eligible, the applicant and the project must meet all the eligibility criteria relating to the Action under which the proposal is submitted. If the project does not meet the eligibility criteria at application stage, it will be rejected without being further evaluated.
- If it appears at implementation or final report stage that these criteria have not been fulfilled, the activities may be considered ineligible with a consequent recovery of the EU grant initially awarded to the project.
- The eligibility criteria for applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in [Part B of the Guide](#).

Exclusion criteria

Furthermore, the Commission considers that for the implementation of Actions covered by the Programme Guide, the following entities are or could be in a situation of conflict of interest and therefore are or could be ineligible to participate:

- Structures and networks identified or designated in the Erasmus+ Programme
- National Authorities in charge of supervising National Agencies and the implementation of the Erasmus+ Programme

Financial Capacity

- Financial capacity means that the applicant has stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out or the year for which the grant is awarded and to participate in its funding.

Operational Capacity

- Operational capacity means that the applicant has the necessary professional competencies and qualifications to carry out the proposed project. Applicants must have the **know-how, qualifications and resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

Award Criteria

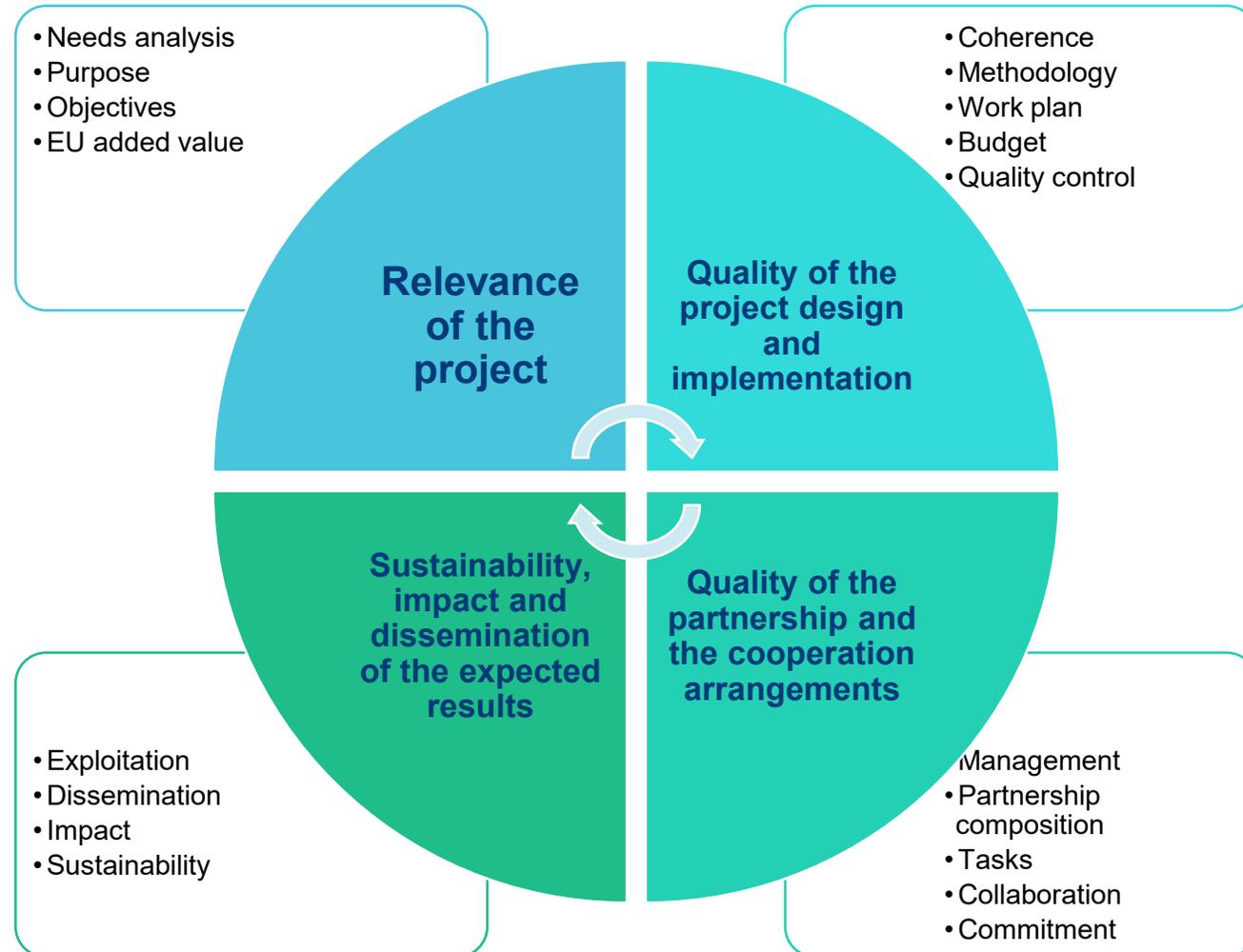
The award criteria allow the National or Executive Agency to evaluate the quality of the project proposals submitted in the framework of the Key Actions of the Erasmus+ Programme.

Proposals that pass the individual thresholds and the overall quality threshold will be considered for funding, within the limits of the available call budget.

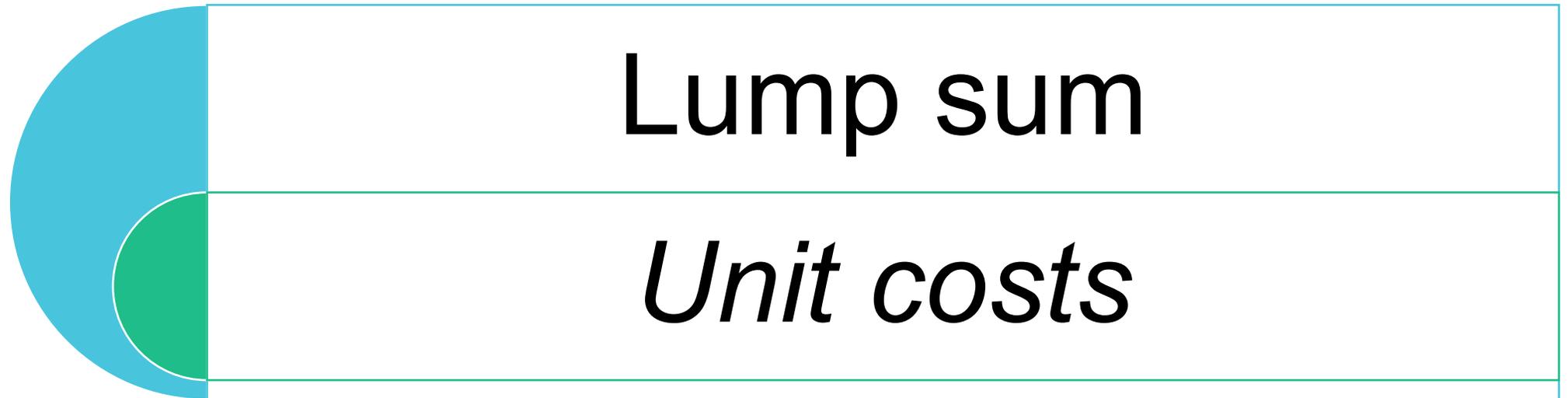
The rest of proposals will be either put on the reserve list or declared unsuccessful.

The award criteria applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in [Part B of the Guide](#).

Award criteria



Budget



Lump sum

Amount of the lump sum

1) Fixed in the call
for proposals

2) Defined per
project

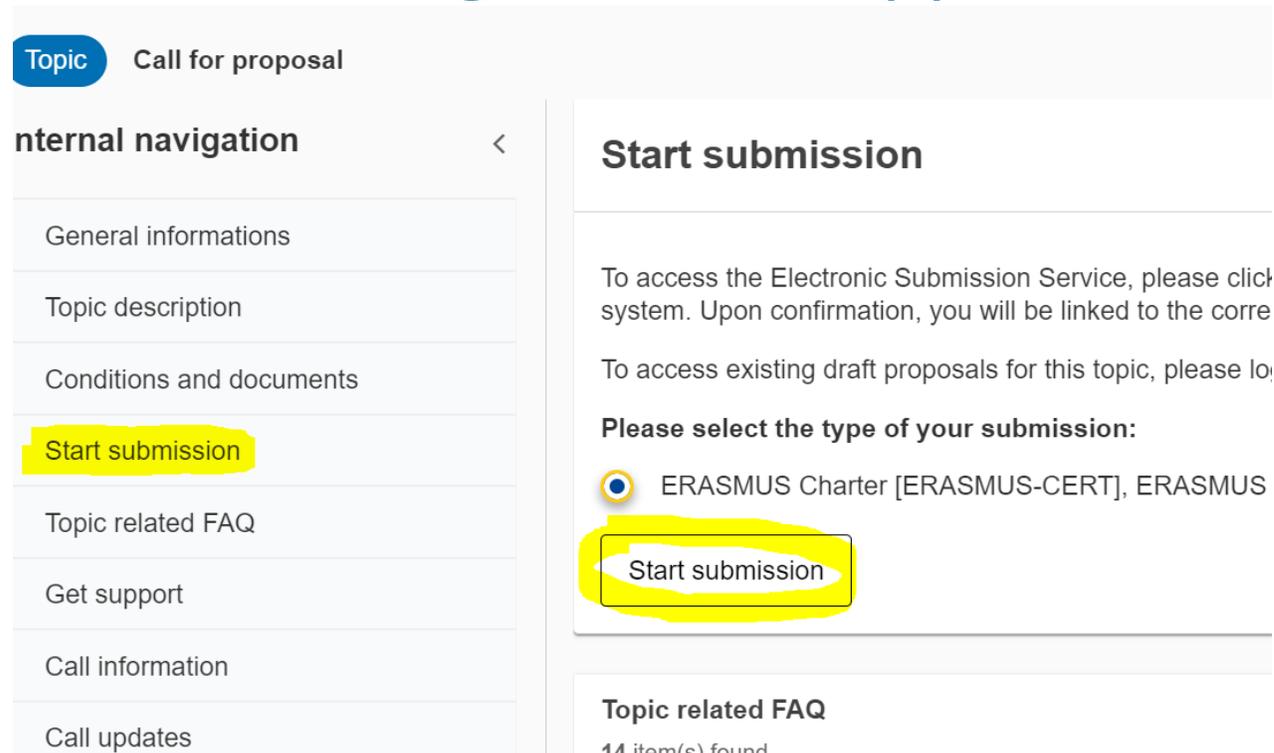
Beneficiaries report on the progress of the project (e.g. deliverables, milestones, outputs/outcomes, risks, indicators). Lump sum project funding removes obligations on actual cost reporting.

[All I need to know about Lump Sum Pilots - YouTube](#)



How to apply?

- Apply directly on the [Funding & tender opportunities portal \(FTOP\)](#)



The screenshot displays the 'Call for proposal' page on the FTOP portal. On the left, a navigation menu lists various options, with 'Start submission' highlighted in yellow. The main content area is titled 'Start submission' and contains instructions for accessing the Electronic Submission Service. Below the instructions, there is a section titled 'Please select the type of your submission:' with a radio button selected for 'ERASMUS Charter [ERASMUS-CERT], ERASMUS'. A yellow box highlights the 'Start submission' button within this section. At the bottom, there is a 'Topic related FAQ' section with '14 item(s) found'.

Topic Call for proposal

Internal navigation <

- General informations
- Topic description
- Conditions and documents
- Start submission**
- Topic related FAQ
- Get support
- Call information
- Call updates

Start submission

To access the Electronic Submission Service, please click the link in the system. Upon confirmation, you will be linked to the correct system.

To access existing draft proposals for this topic, please log in to the system.

Please select the type of your submission:

ERASMUS Charter [ERASMUS-CERT], ERASMUS

Start submission

Topic related FAQ

14 item(s) found

FTOP – electronic submission

Get an EU
Login
account

Get a PIC
number
(Participant
Register)

Launch
Submission
wizard

Pre-register
your draft
proposal

List
participants,
contact
persons

Fill in
Administra-
tive Forms
(Part A)

Upload
Technical
Description
(Part B)

Submit your
proposal

Acknowledge-
ment of
receipt

[Proposal submission - User manual.pdf \(europa.eu\)](#)

Registration of organizations

To apply, you will need the following:

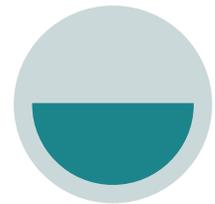
1. You, as the coordinator and organiser of the project, must have a valid EU Login account.
2. Your organization must have a 9-digit PIC (Participant Identification Code). You receive this when you register your organization.

You will be prompted to enter your EU Login details in order to start or update your application.

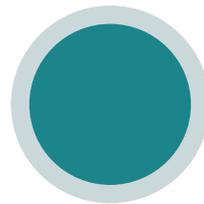
If you want to submit a proposal, your organization needs to be registered in the Portal Participant Register and have a 9-digit Participant Identification Code (PIC).

If your **proposal** is **successful**, you will receive a notification and be asked to submit all the supporting documents.

FTOP – registration of organisation



A valid EU
login account



PIC number

FTOP – Online Manual

Online Manual

Online Manual - Online Manual - Funding Tenders Opportunities (europa.eu)

My Area — User account and roles

Grants

Applying for funding

Find a call

Find partners

Register an organisation

Submit a proposal

Evaluation & Grant signature

Admissibility and eligibility check

Evaluation of proposals

Grant preparation

Grant signature

Grant management

Keeping records

Amendments

Reports & payment requests

Deliverables & milestones

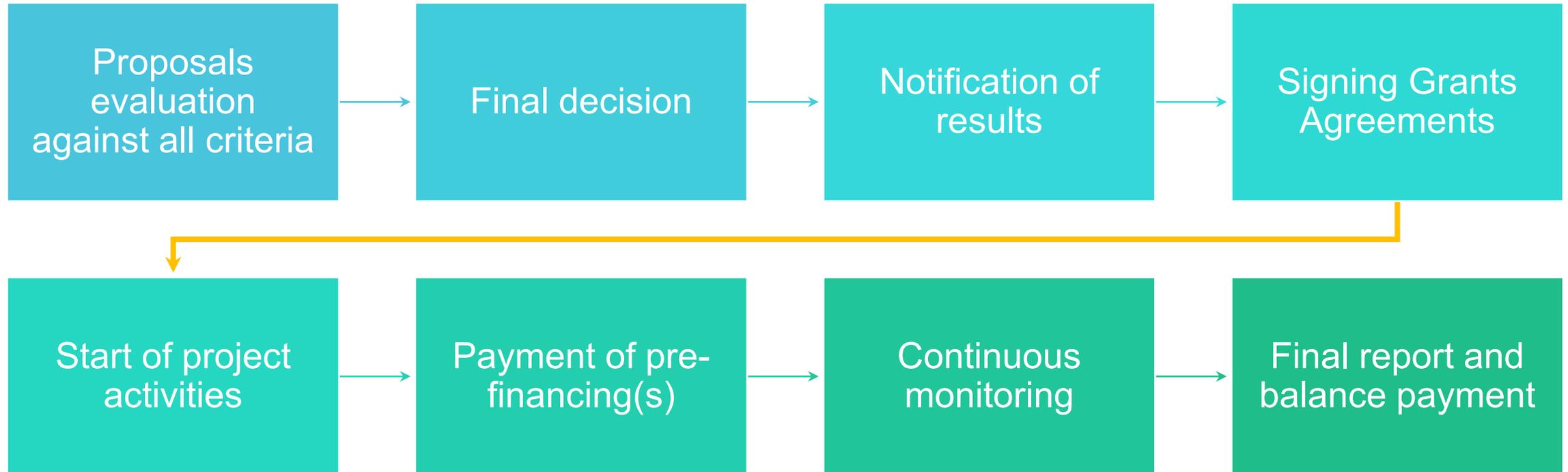
Dissemination & exploitation

Communicating your project

Acknowledgement of EU funding

Checks, audits, reviews & investigations

What happens once the application is submitted?





Erasmus+ Programme (ERASMUS)

Application Form

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

(ERASMUS UN Erasmus Mundus Joint Masters)

Let's discover the
APPLICATION FORM
together...

FTOP – useful links

- [Online Manual - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [User Guide of the Submission System](#)
- [Presentation on how to find and apply for funding opportunities](#)
- [Webinar session: The Funding & tenders Portal for beginners \(27 May 2021\) \(europa.eu\)](#)
- [FTOP – IT How to](#)
- [Frequently Asked Questions on FTOP](#)
- [FTOP Glossary](#)
- [Find partners](#)