



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?

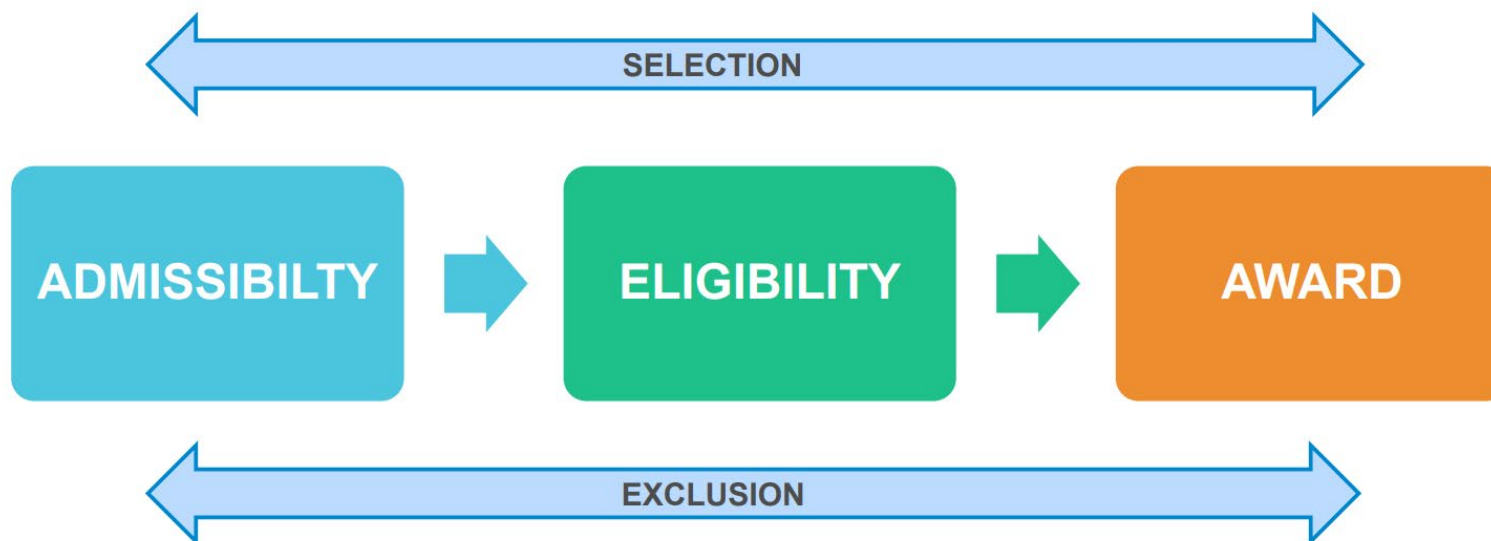
## **Award Criterion 4 - IMPACT**

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 homepage of the Funding & Tender Opportunities Portal (FTOP). At the top, there is a header with the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. To the right, there are links for 'English', 'Register', and 'Login'. Below the header is a navigation bar with a home icon and links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'Find calls for proposals and tenders' and features a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...'. To the right of the search bar is a yellow 'Search' button. Below the search bar is a section titled 'EU Programmes' which contains a grid of links to various EU programmes: Asylum, Migration and Integration Fund (AMIF), Border Management and Visa Instrument (BMVI), Customs Control Equipment Instrument (CCEI), Connecting Europe Facility (CEF), Citizens, Equality, Rights and Values Programme (CERV), and Creative Europe (CREA). To the right of the 'EU Programmes' section is a 'News' section with two articles. The first article is dated 24 Nov, 2021 and is titled 'Self-test helping you to understand the rules on cost reporting in Horizon 2020'. The second article is dated 11 Nov, 2021 and is titled 'Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT'.

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

English EN

Register Login

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

Find calls for proposals and tenders

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

ERA corona platform Brexit info Report fraud

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
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### News

24 Nov, 2021

**Self-test helping you to understand the rules on cost reporting in Horizon 2020**

A questionnaire is now available to test your knowledge on the cost reporting rules in Horizon 2020 grants. If you are involved in running a Horizon 2020 grant,...

11 Nov, 2021

**Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT**

On 02 December 2021 from 10:00am to 12:00am (CEWT, Brussels time) the European Commission is organising a webinar on the rules for reporting costs in grants und...

Funding & Tender Opportunities Portal (FTOP)

# FTOP – find a Call for proposals

European Commission

SEARCH FUNDING & TENDERS

Find calls for proposals

Erasmus+ Programme (ERASMUS)

EU Programmes

Asylum, Migration and Integration Fund (AMIF)

Customs Programme (CUST)

European Solidarity Corps (ESC)

Fiscals 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...

European Commission

Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

English

Register

Login

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

Erasmus+ Programme (ERASMUS)

clear filter

Virtual Exchanges with the Western Balkans

TOPIC ID: ERASMUS-EDU-2021-VIRT-EXCH-IPA

Grant

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates

Go back to search results

General information

Programme	Work programme part	
<a href="#">Erasmus+ Programme (ERASMUS)</a>	<a href="#">ERASMUS-2021</a>	
Call	Work programme year	
<a href="#">Virtual Exchanges in Higher Education and Youth (ERASMUS-EDU-2021-VIRT-EXCH)</a>	ERASMUS-2021	
<a href="#">See budget overview</a>		
Type of action	Type of MGA	
ERASMUS-PJG ERASMUS Project Grants	ERASMUS Action Grant Budget-Based [ERASMUS-AG]	
<a href="#">Open for submission</a>		
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;

# 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

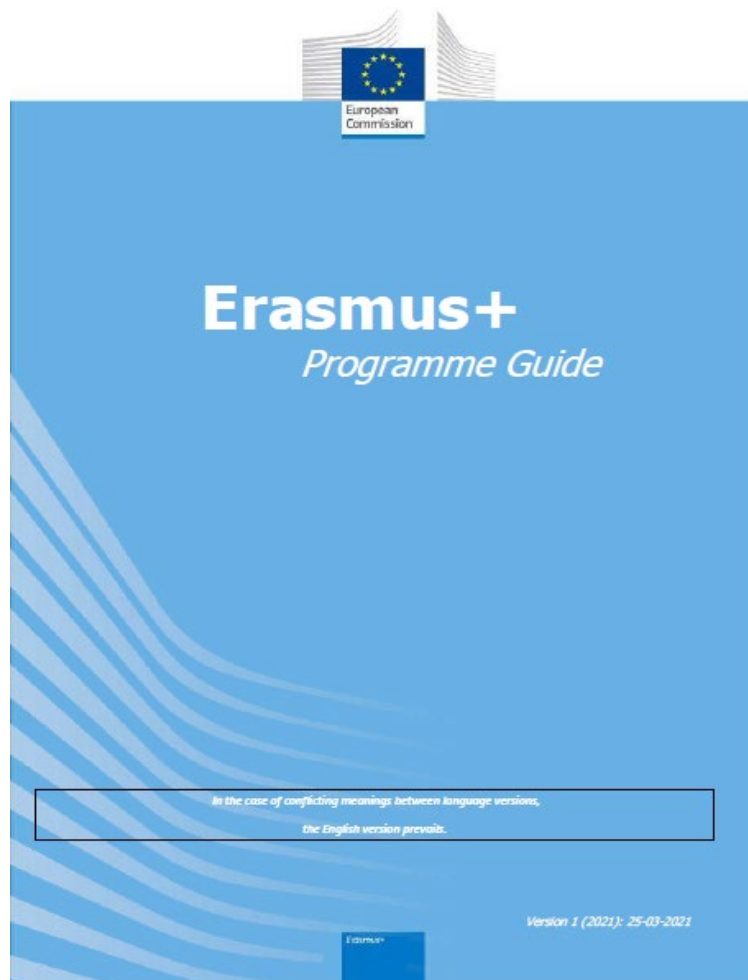
Guide for applicants

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.

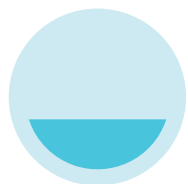
The document provides information on:

- 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

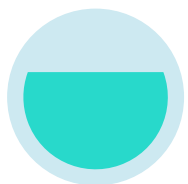
# Criteria for participation



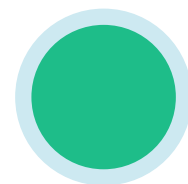
# Admissibility criteria



Respect of  
deadline



Format and way  
of submission



Completeness  
of application



EUROPEAN UNION

# 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

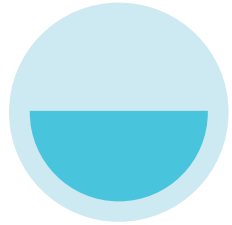


# Exclusion criteria

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

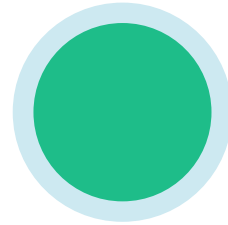
*Bankrupt, fraud, corruption, money laundering, terrorism, etc.*

# 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.

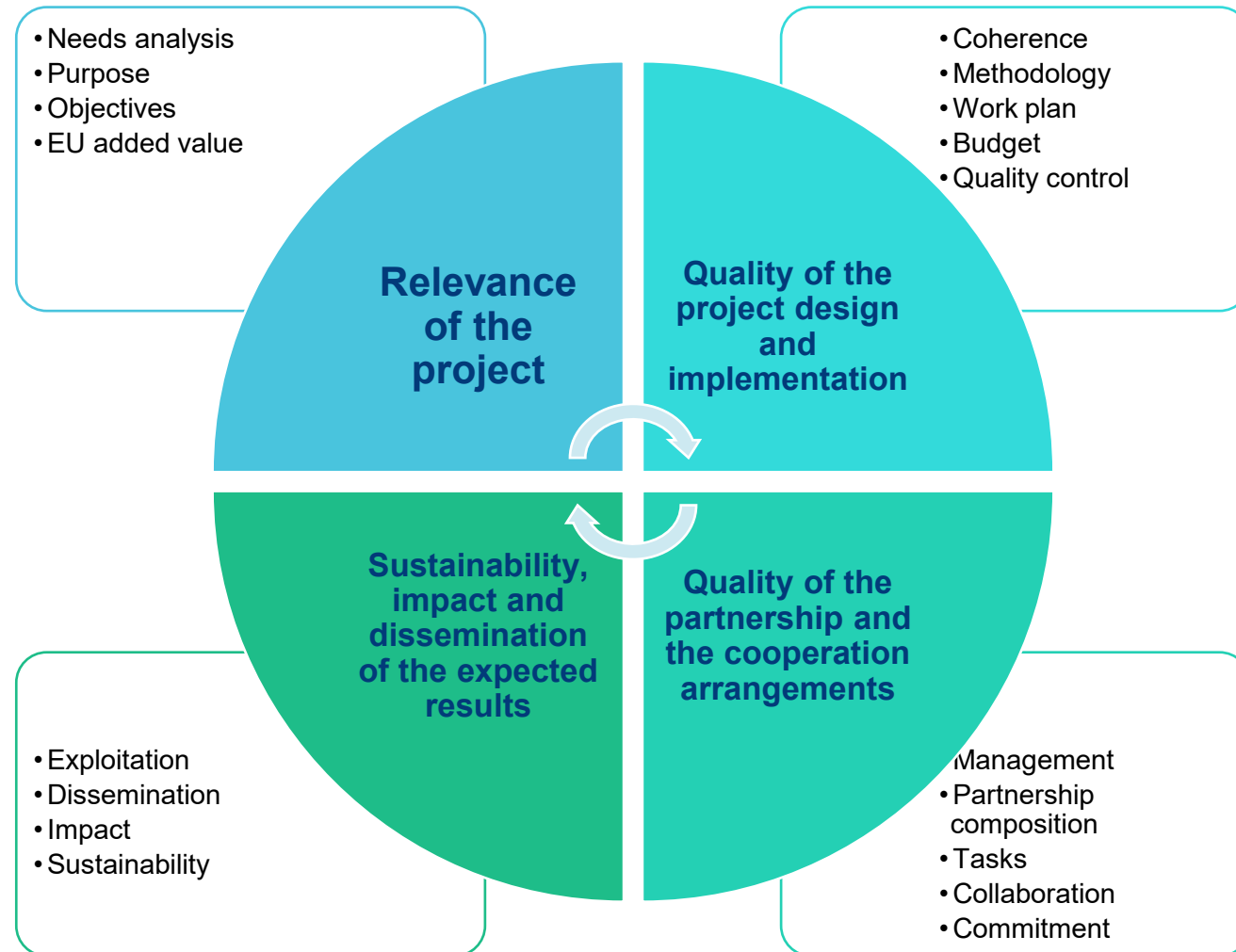
Proposals that pass the individual thresholds and the overall quality threshold will be considered for funding, within the limits of the available call budget.

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

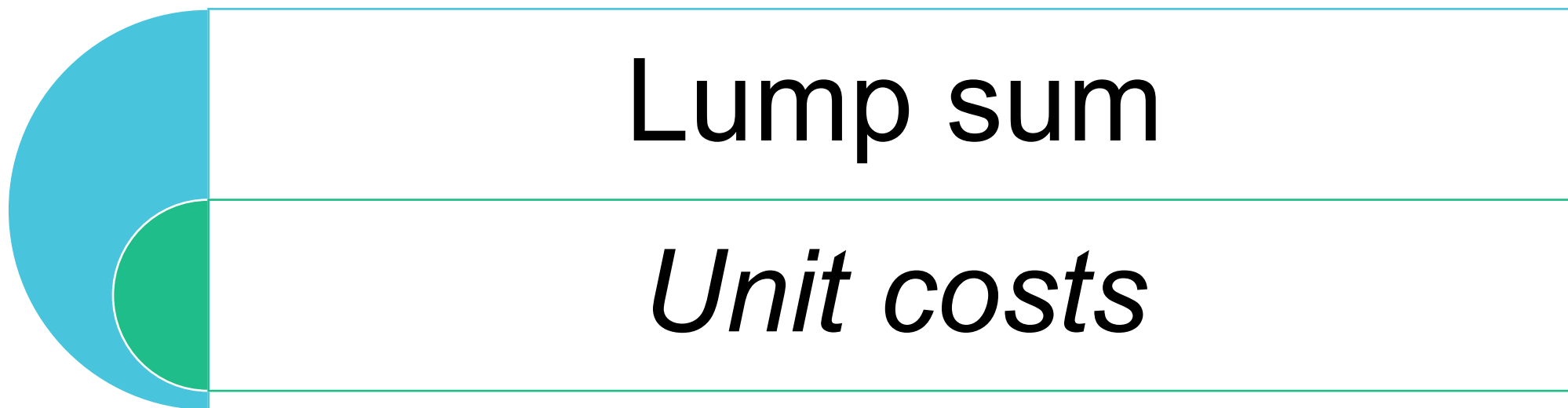
The award criteria applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in [Part B of the Guide](#).



# 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](#)



EUROPEAN UNION

# How to apply?

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

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 [here](#) 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+ projects

☐ Other

[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 \(europa.eu\)](#)



EUROPEAN UNION

# Registration of organizations

To apply, you will need the following:

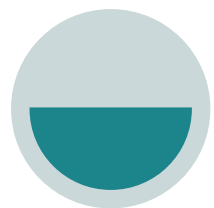
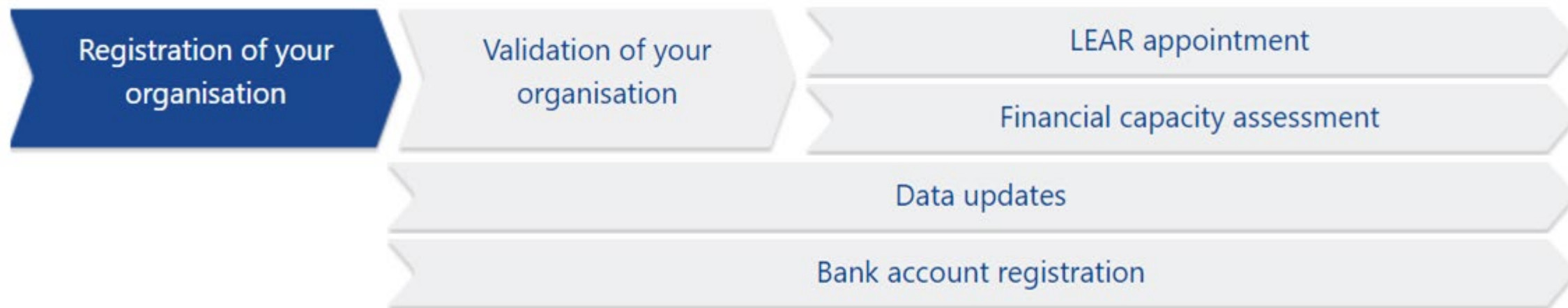
1. You, as the coordinator and organiser of the project, must have a valid EU Login account.
2. Your organization must have a 9-digit PIC (Participant Identification Code). You receive this when you register your organization.

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

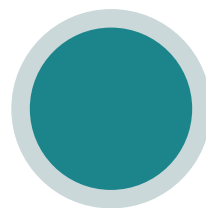
If you want to submit a proposal, your organization needs to be registered in the Portal Participant Register and have a 9-digit Participant Identification Code (PIC).

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

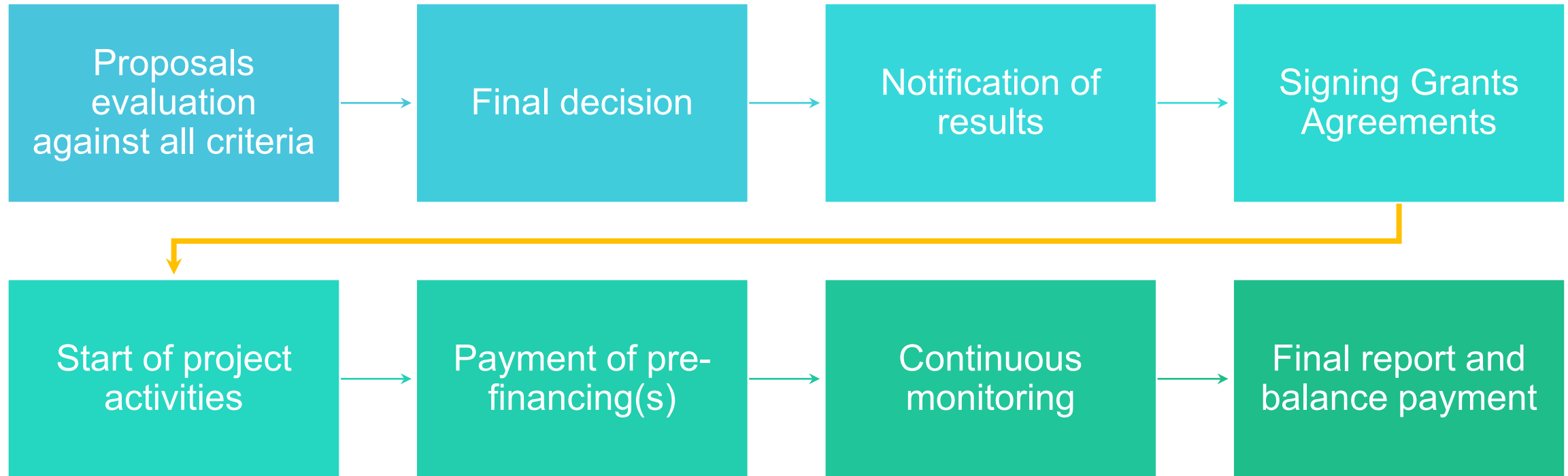
# FTOP – Online Manual

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





# 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](#)