UNIÓN EUROPEA

Liberia Info Session

Reading a call + main documents of project submission+ Tips of writing good proposals

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Erasmus+

Enriqueciendo vidas, abriendo mentes

2021-2027

ENFP National Focal Points

Calls for proposals (CfP) - An annual cycle…

November
Year 1

February/March
Year 2

July-Sept
Year 2

Q3-4 Year 2

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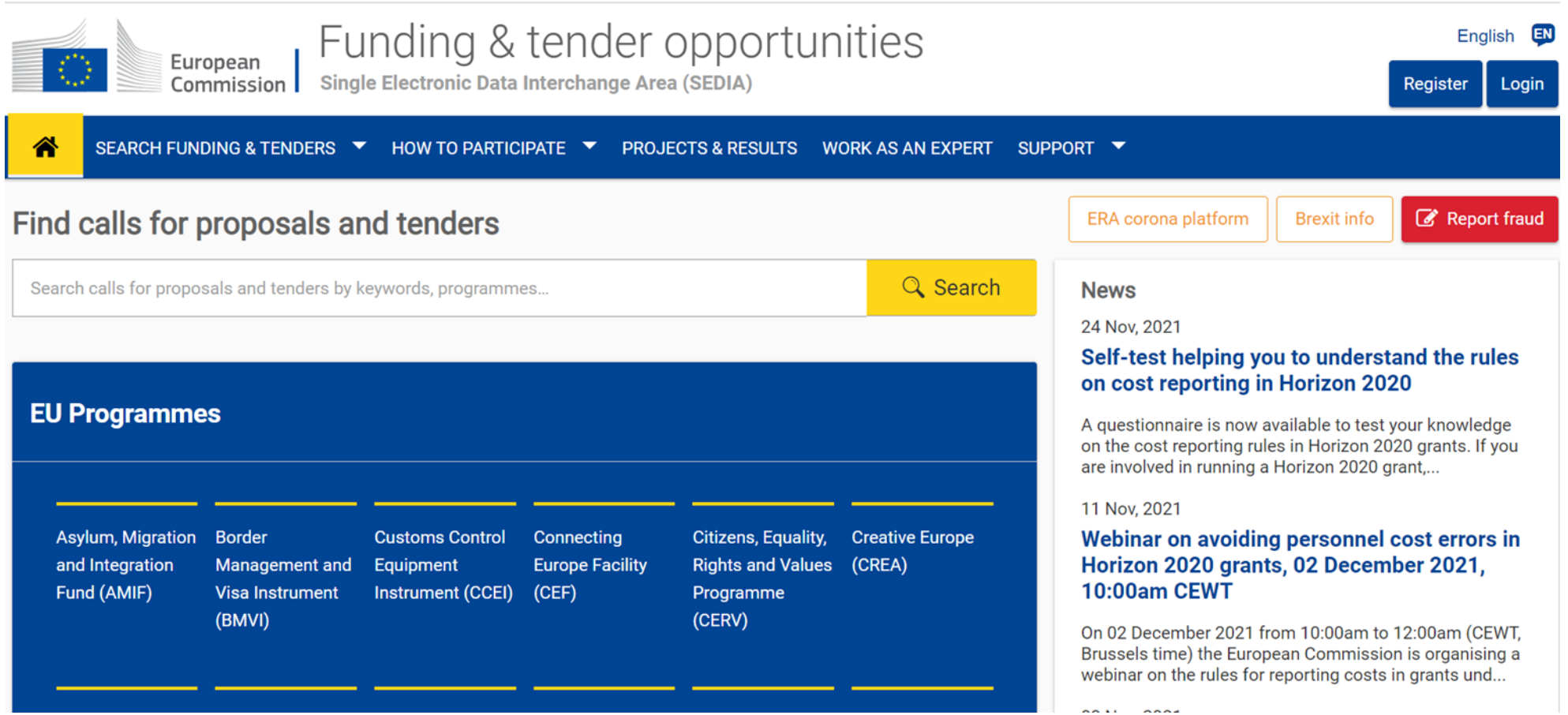
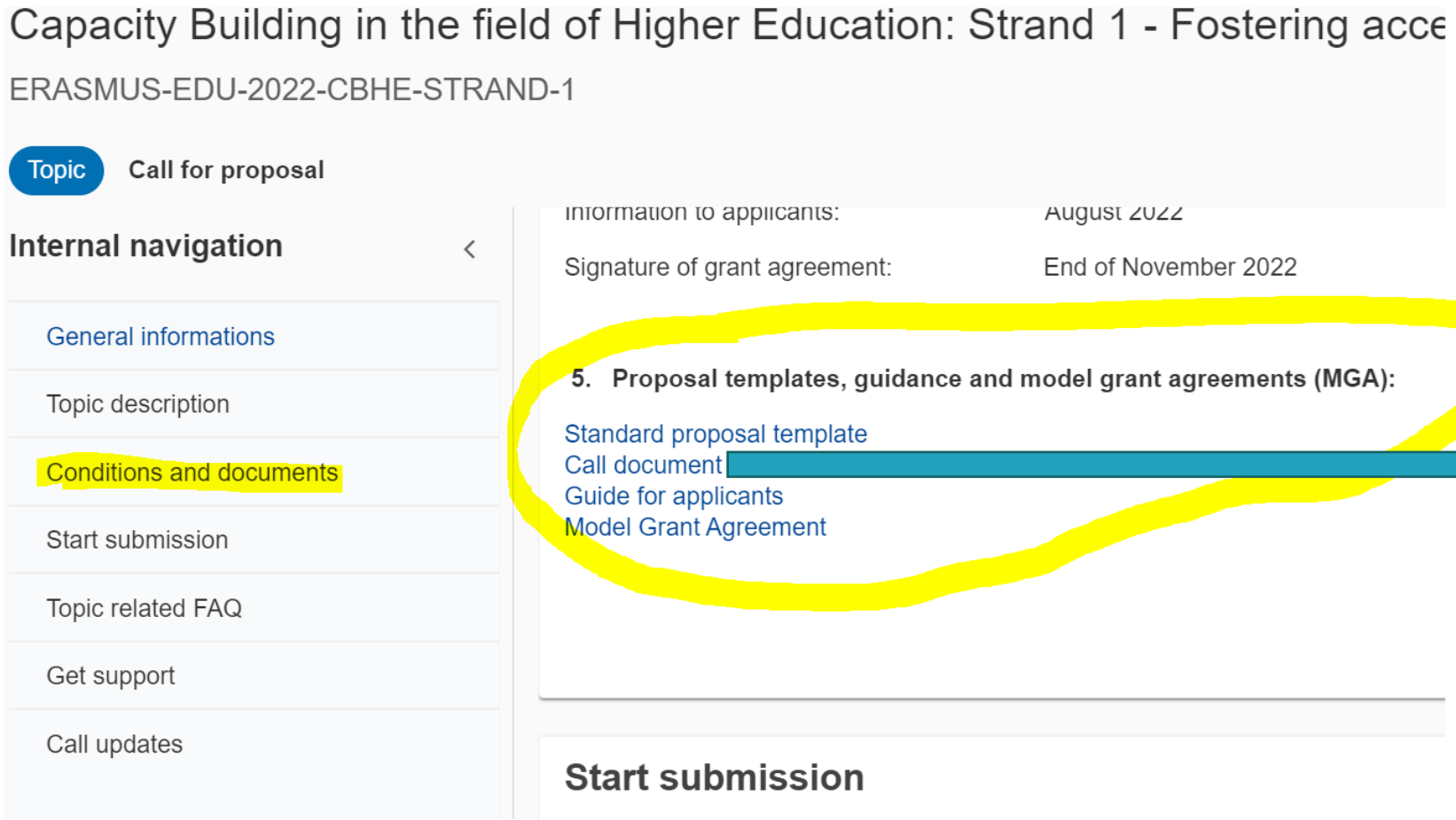
Publication of the Calls for proposals



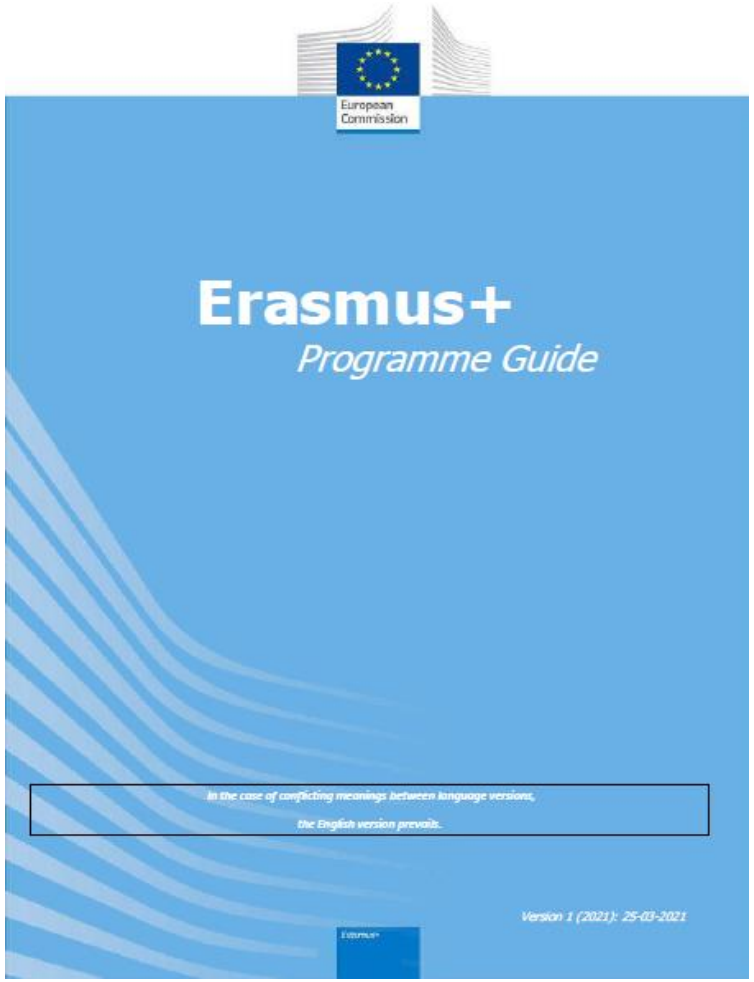
Funding & Tender Opportunities Portal (FTOP)

Call documents



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

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

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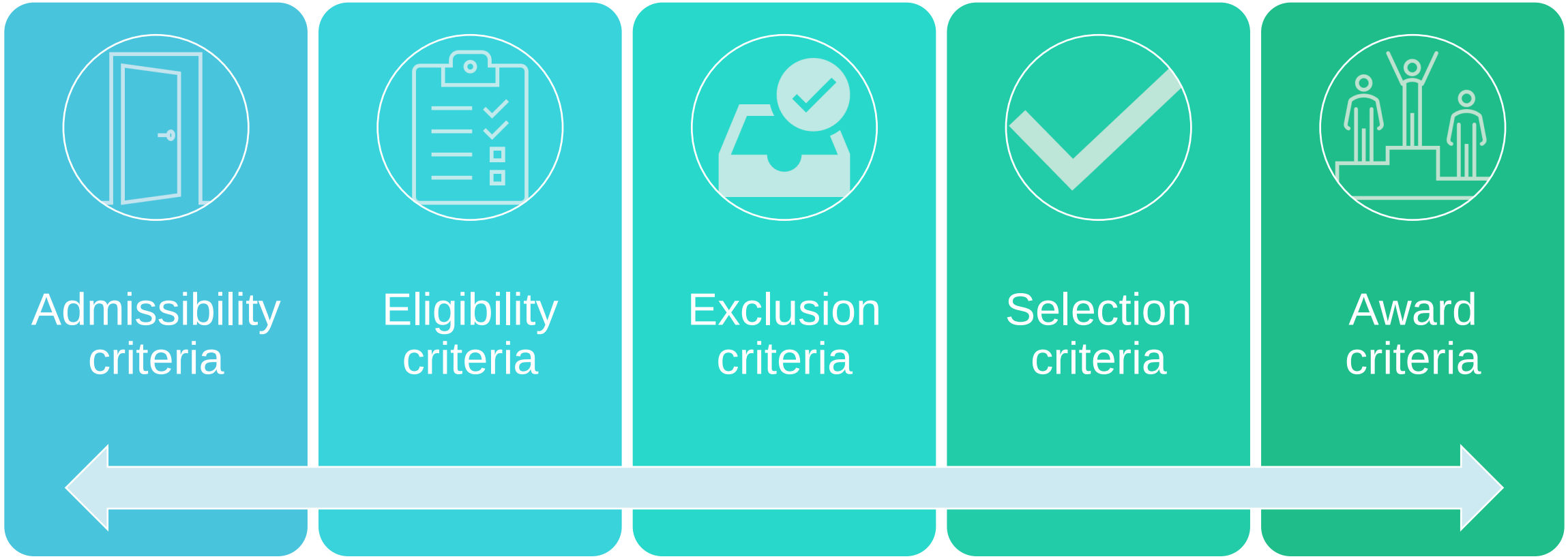
Criteria for participation



•**Admission criteria** refer to the basic requirements that a proposal or application must meet to be considered for further evaluation.
The purpose of admission criteria is to confirm that the application is formally correct and that it has been submitted in the appropriate format and within the deadline.

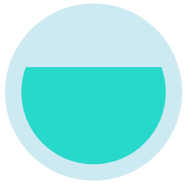
•**Eligibility criteria** specify the conditions that an applicant, consortium, or proposal must meet to be eligible to apply for and receive funding under a particular call or topic.
•Eligibility criteria are used to determine whether the applicant (or consortium) and the project itself meet the fundamental requirements necessary to participate in the funding opportunity.

•**Exclusion criteria** identify conditions under which an applicant or proposal would be disqualified or excluded from the funding process. These criteria are designed to ensure that only applicants who meet ethical and legal standards are considered for funding.

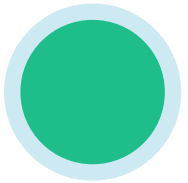
Exclusion criteria are intended to safeguard the integrity of the funding process by preventing organisations or individuals who are involved in unethical, illegal, or otherwise disqualifying activities from receiving funding.

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

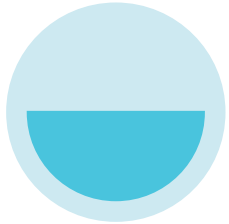
Criteria applied to applicants and activities

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

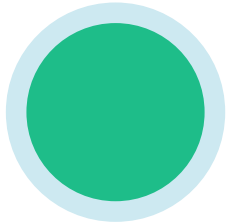
Bankrupt, fraud, corruption, money laundering, terrorism, etc.

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.

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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).

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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.

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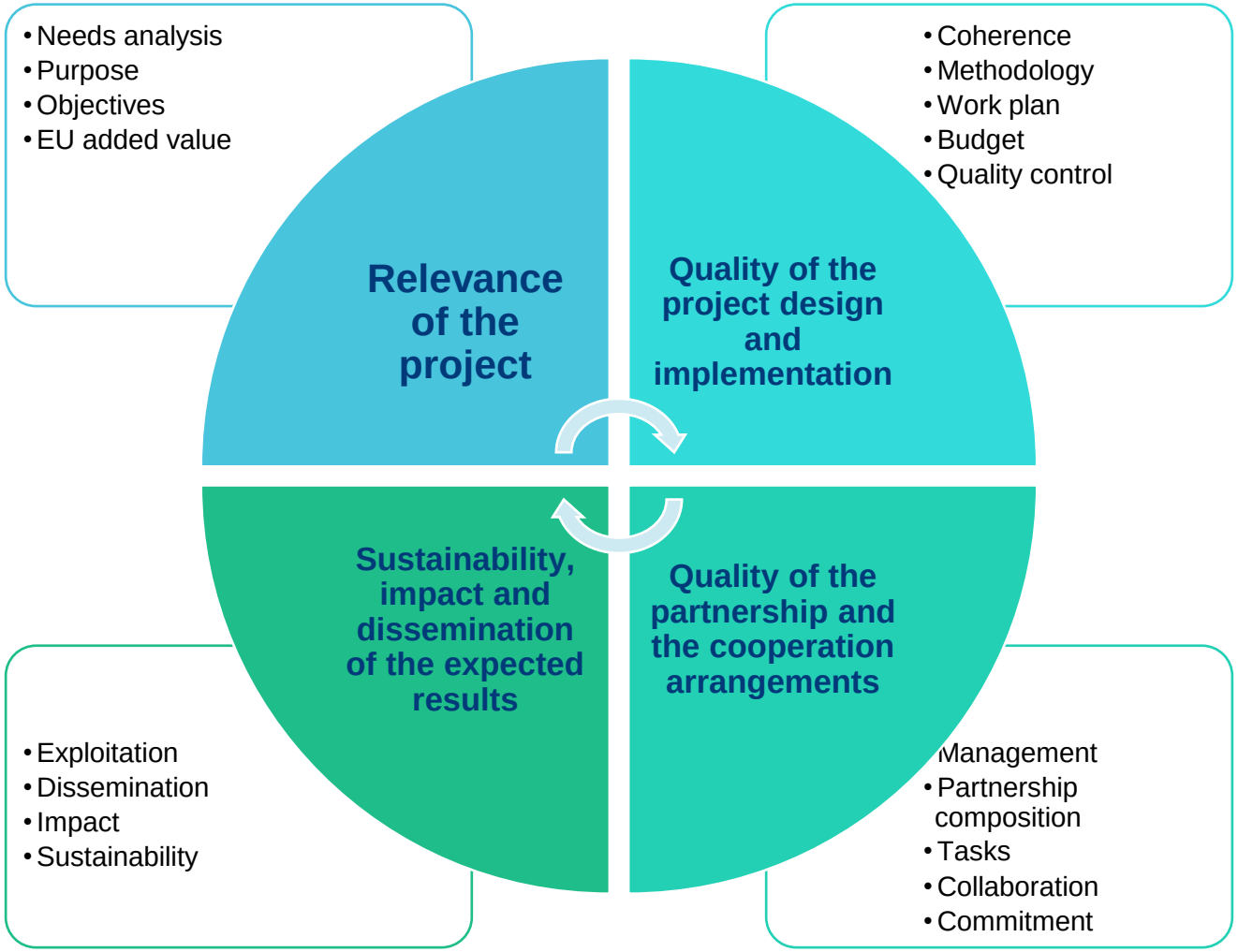
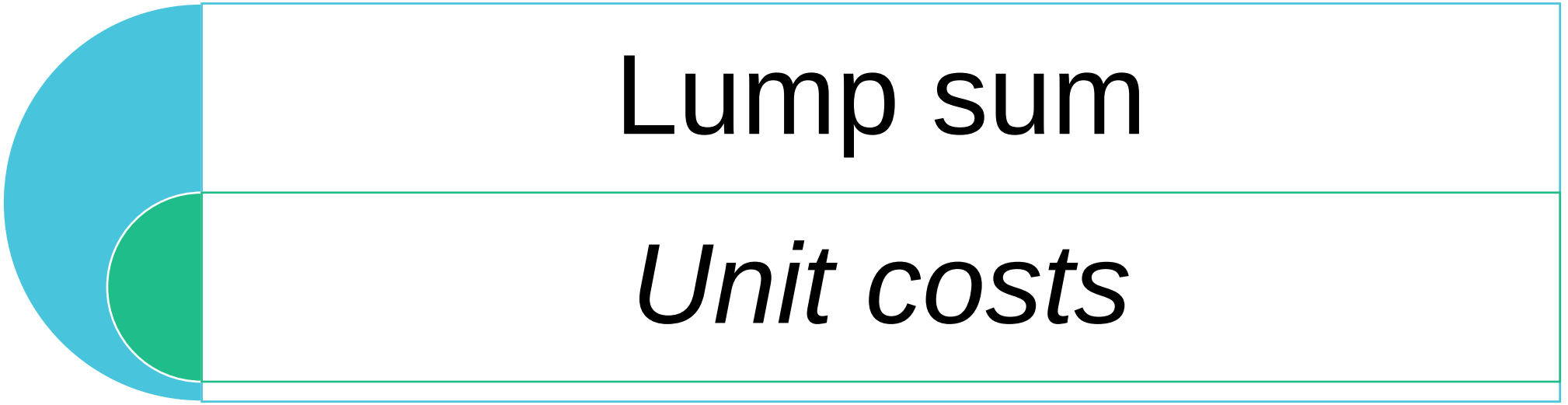
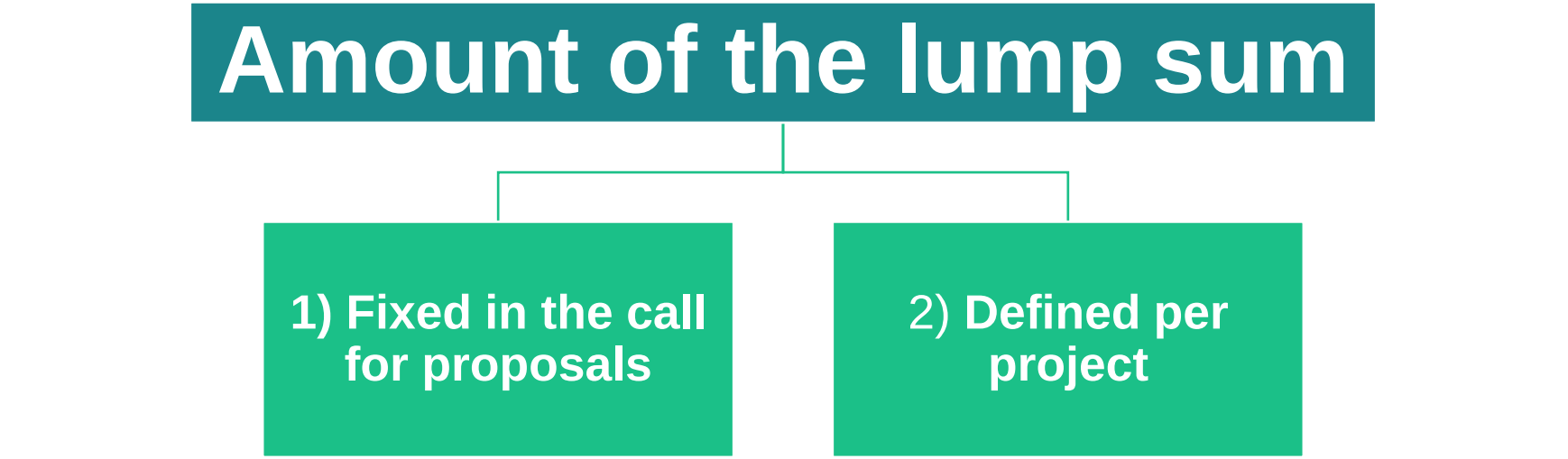
Award criteria



Budget



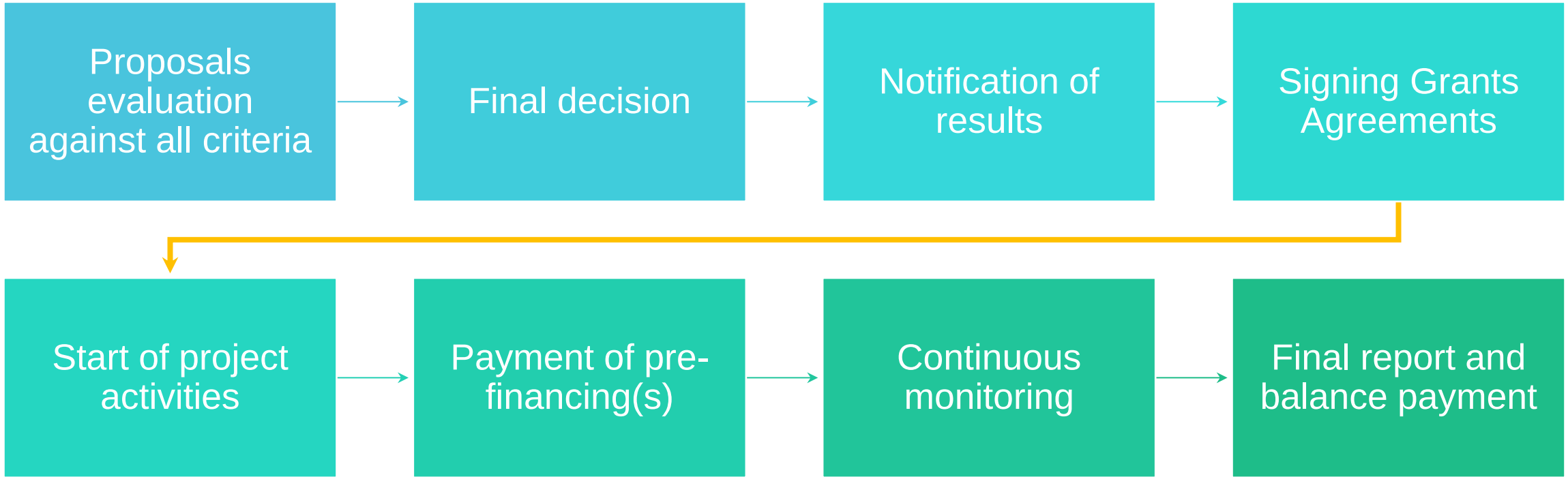
Lump sum



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

What happens once the application is submitted?



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 202x
- 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:

- 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

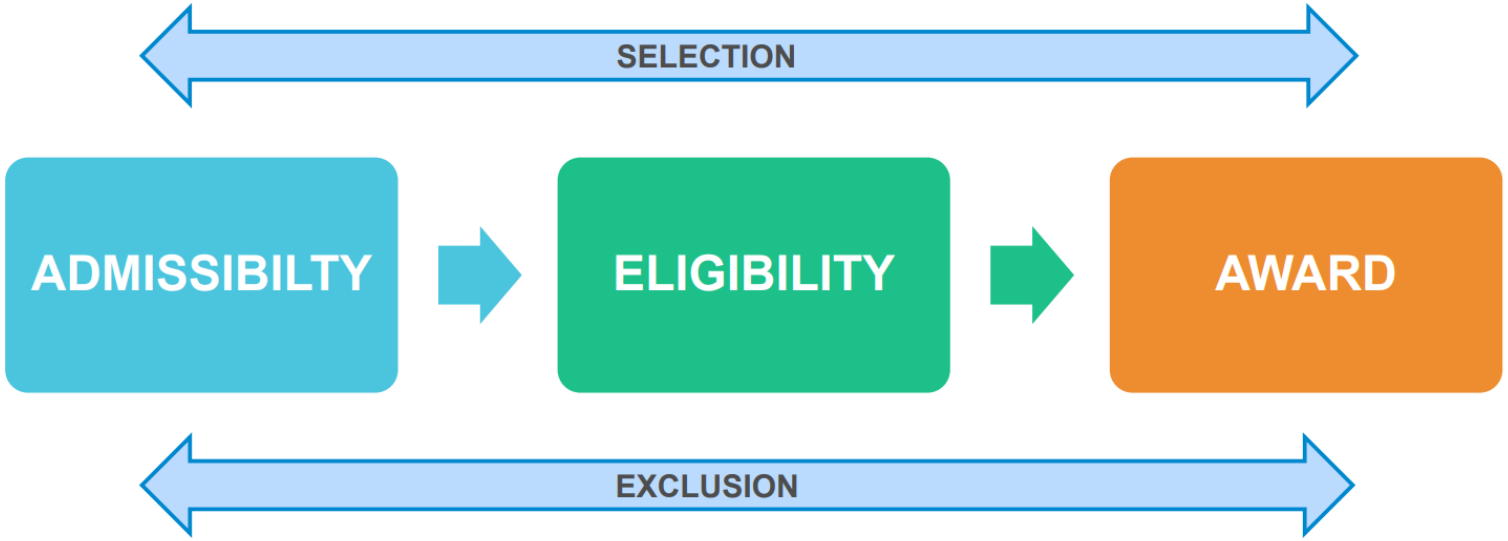
Addressing the award criteria	Some applicants do not understand the importance of addressing each point of the award criteria.
Award criterion 1 - RELEVANCE	Under criterion Relevance, the low quality proposals did not succeed to demonstrate a sufficiently developed needs analysis, which weakens the innovative 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.

European Commission

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 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 the 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
- Try to keep balance of the deliverables to be submitted along the lifetime 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!!!

APPLICATION FORM

Erasmus+ Programme (ERASMUS)

Application Form

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

(ERASMUS UN Erasmus Mundus Joint Masters)

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Tip 1 in Finding Partners:
The Erasmus+ Project Results Platform

Projects - Erasmus+

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Tip 2 in Finding Partners – the EU Funding and Tenders Portal

- Partner Search | EU Funding & Tenders Portal

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Tip 3: Find your ENFP and get connected to the ENFP Network

National Focal Points | Erasmus Networks Platform

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