

CALL FOR PROPOSALS – EACEA/05/2014

Erasmus+ Programme KA3 – Support for Policy Reform Civil Society Cooperation

APPLICANTS' GUIDELINES

CALL FOR PROPOSALS – EACEA/05/2014

Erasmus+ Programme KA3 – Support for Policy Reform Civil Society Cooperation APPLICANTS' GUIDELINES

PART 1 STRUCTURE OF THE CALL

- 1. INTRODUCTION-BACKGROUND**
- 2. PRESENTATION OF THE CALL**
 - 2.1 A JOINT CALL WITH TWO SEPARATE LOTS
 - 2.2 ANNUAL GRANT
- 3. OBJECTIVES OF THE CALL**
 - 3.1 GENERAL OBJECTIVES
 - 3.2 SPECIFIC OBJECTIVES
 - 3.2.1 In the field of education and training
 - 3.2.2 In the field of youth
- 4. TIMETABLE**
- 5. BUDGET AVAILABLE**
 - 5.1. IN THE FIELD OF EDUCATION AND TRAINING
 - 5.2 IN THE FIELD OF YOUTH
- 6. ADMISSIBILITY REQUIREMENTS**
- 7. ELIGIBLE CRITERIA**
 - 7.1 ELIGIBLE APPLICANTS
 - 7.1.1 In the field of education and training
 - 7.1.2 In the field of youth
 - 7.2 ELIGIBLE COUNTRIES
 - 7.3 ELIGIBLE ACTIVITIES
 - 7.3.1 In the field of education and training
 - 7.3.2 In the field of youth

8. EXCLUSION CRITERIA

8.1 EXCLUSION FROM PARTICIPATION

8.2 EXCLUSION FROM AWARD

9. SELECTION CRITERIA

9.1 DECLARATION ON HONOUR

9.2 FINANCIAL CAPACITY

9.2.1 Grants above EUR 60 000

9.2.2 Grants above EUR 100 000

9.3 OPERATIONAL CAPACITY

10. AWARD CRITERIA– ASSESSMENT GRIDS AND SCORING

11. LEGAL COMMITMENTS

12. FINANCIAL PROVISIONS

12.1 GENERAL PRINCIPLES

12.1.1 Non-cumulative award

12.1.2 Co-financing

12.1.3 Balanced Budget

12.1.4 Non-Profit

12.2 PRE-FINANCING

12.3 FUNDING SYSTEM

12.3.1 General provisions

12.3.2 Eligible costs

12.3.3 Ineligible costs

12.3.4 Calculation of the grant amount

13. SUBCONTRACTING AND AWARDING OF PROCUREMENT CONTRACTS

14. PUBLICITY

15. DATA PROTECTION

16. PUBLICATION

17. APPLICABLE RULES

18. CONTACT

PART 2 INSTRUCTIONS TO COMPLETE THE ONLINE GRANT APPLICATION FORM (EFORM)

1. PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS

2. REGISTRATION

2.1 GENERAL PROVISIONS

2.2 REGISTRATION OF THE ONLY ORGANISATION

3. CREATION AND FILL IN THE EFORM

3.1 APPLICATION EFORM COVERPAGE

3.2 LIST OF PARTNER ORGANISATIONS

3.3 PART A - IDENTIFICATION OF THE APPLICANT ORGANISATION

3.3.1 Part A.1 - Organisation

3.3.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

3.4 PART B - ORGANISATION AND ACTIVITIES

3.4.1 Part B.1 – Structure

3.4.2 Part B.2 - Aims and activities of the organisations

3.4.3. Part B.3 - Other EU grants envisaged for activities for the financial year in question

3.5 PART C- DESCRIPTION OF THE ACTIVITIES

3.5.1 Part C.1 - Consistency with the objectives of the action and of the programme

3.5.2 Part C.2 - Work Programme for the financial year in question

a) Summary of the work programme of 2014

b) Detailed schedule of the activities of the organisation for the financial year of 2014

3.5.3 Part C.3 - Dissemination

3.5.4 Part C.4 - Impact

3.5.5 Part C.5 - Geographical coverage

a) In the field of education and training (Lot 1)

b) In the field of youth (Lot 2)

3.6 PART D - BUDGET

3.7 PART E - ADDITIONAL INFORMATION - ORGANISATION SUB-TYPE

3.8 EFORMS' ATTACHEMENTS

3.8.1 The declaration on honour

3.8.2 A detailed budget in euro

3.8.3 The Financial Identification Form

PART 3 SUBMISSION OF THE ONLINE GRANT APPLICATION FORM (EFORM) AND ADDITIONAL REQUIRED ANNEXES

- 1. SUBMISSION**

- 2. ADDITIONAL REQUIRED ANNEXES**

PART 1

STRUCTURE OF THE CALL

CALL FOR PROPOSALS – EACEA/05/2014

Erasmus+ Programme

KA3 – Support for Policy Reform

Civil Society Cooperation

APPLICANTS' GUIDELINES

1. INTRODUCTION - BACKGROUND

In its conclusions of 12 May 2009, the Council called for a Strategic Framework for European cooperation in education and training (ET2020), setting up strategic objectives with a view to responding to the challenges that remain in creating a knowledge-based Europe and making **lifelong learning** a reality for all.

In its resolution of 27 November 2009 on a renewed framework for European cooperation in the **youth field** (2010-2018), the Council emphasised the need to consider all young people as a resource in society and sought to facilitate their participation in the development of policies affecting them by means of a continuous structured dialogue between decision-makers and young people and youth organisations at all levels.

The Commission's communication of 29 June 2011 entitled "A Budget for Europe 2020" called for a **single Programme in the field of education, training, youth and sport**, including the international aspects of higher education, bringing together the action Programme in the field of lifelong learning ("Lifelong Learning") established by Decision No 1720/2006/EC of the European Parliament and of the Council¹, the Youth in Action Programme ("Youth in Action") established by Decision No 1719/2006/EC of the European Parliament and of the Council², the Erasmus Mundus action Programme ("Erasmus Mundus") established by Decision No 1298/2008/EC of the European Parliament and of the Council³, the ALFA III Programme established by Regulation (EC) No 1905/2006 of the European Parliament and of the Council⁴, and the Tempus and Edulink Programmes, in order to ensure greater efficiency, a stronger strategic focus and synergies to be exploited between the various aspects of the single Programme. In addition, sport was proposed as part of that single Programme.

¹ Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning (OJ L 327, 24.11.2006, p. 45).

² Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the Youth in Action programme for the period 2007 to 2013 (OJ L 327, 24.11.2006, p. 30).

³ Decision No 1298/2008/EC of the European Parliament and of the Council of 16 December 2008 establishing the Erasmus Mundus 2009-2013 action programme for the enhancement of quality in higher education and the promotion of intercultural understanding through cooperation with third countries (OJ L 340, 19.12.2008, p. 83).

⁴ Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation (OJ L 378, 27.12.2006, p. 41).

On 11th December 2013, the European Parliament and the Council agreed on the establishment of a Union programme for education, training, youth and sport called the Erasmus+ Programme⁵.

Through the Erasmus+ Programme ("the Programme"), the European Commission ("the Commission") intends to bring formal, non-formal and informal learning together in a single Programme that will create synergies and foster cross-sectorial cooperation across the various education, training and youth sectors.

Cooperation with civil society organisations in the fields of education, training and youth is important for raising awareness about the Europe 2020 strategy for growth and jobs, the Strategic Framework for European cooperation in Education and training (ET2020), the EU Youth Strategy and other European sector-specific policy agendas. It is vital for securing the active involvement of stakeholders in the implementation of policy reforms in the different countries, for promoting their participation in the Programme and other European Programmes and for disseminating policy and Programme results and good practice through their extensive membership networks.

The Education, Audiovisual and Culture Executive Agency ("the Agency") acting under the powers delegated from the Commission is responsible for implementing the present Call for proposals ("the Call").

2. PRESENTATION OF THE CALL

2.1 A JOINT CALL WITH TWO SEPARATE LOTS

The Call will provide funding through the two following Lots:

- ✓ **Civil society cooperation in the field of education and training (Lot 1)**
- ✓ **Civil society cooperation in the field of youth (Lot 2)**

Please note that an organisation can submit only one application under the Call either for Lot 1 or Lot 2, but not for both.

2.2 ANNUAL GRANTS

Given that this year is a transition year towards the Programme, the Call EACEA/05/2014 is aimed at awarding exclusively annual operating grants. The situation could be reconsidered in the future as the opportunity of multi-annual grants could be envisaged for the next year's calls.

⁵ Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC.

3. OBJECTIVES OF THE CALL

3.1 GENERAL OBJECTIVES

The objectives of the Call is to provide structural support, referred to as operating grant, to European non-governmental organisations (ENGOS) and EU-wide networks active in the field of education and training or in the field of youth and pursuing the following general aims:

- ✓ Raise stakeholder awareness of European policy agendas in education, training and youth, in particular Europe 2020, Education and training 2020, the EU Youth Strategy and other sector-specific policy agendas;
- ✓ Increase stakeholder commitment and cooperation with public authorities for the implementation of policies and reforms in the fields of education and training and of youth, in particular of the country-specific recommendations issued in the framework of the European Semester;
- ✓ Boost stakeholder participation in the field of education, training and youth;
- ✓ Boost stakeholder commitment in the dissemination of policy and Programme actions and results and of good practice among their membership.

These general objectives draw on the assets of ENGOS and EU-wide networks and on their capacity to advocate the above EU policy priorities. These priorities should therefore be clearly embedded in the work plan and the deliverables.

3.2 SPECIFIC OBJECTIVES OF THE CALL

3.2.1 In the field of education and training

The organisations active in the field of education and training are expected to:

- ✓ Promote the learner-centred provision of basic and transversal skills and competences, including languages, digital and entrepreneurship skills and raise awareness of Open Educational Resources (OER);
- ✓ Support the implementation of reforms to reduce Early School Leaving (ESL), foster social inclusion and enhance the professional profile of school teachers and trainers;
- ✓ Promote European transparency and recognition tools and the re-and up-skilling of low-skilled adults; promote the development of quality Vocational Education and Training (VET) systems involving work-based learning; promote partnerships between learning providers, companies and social partners and actions to align VET policies with economic development strategies; promote new qualification paths in potential growth areas or areas with skills shortages;

- ✓ Support the implementation of the EU agenda for the modernisation of higher education and higher education internationalisation strategies;
- ✓ Promote analyses and debates at European, national and regional level on efficient and sustainable investment in education and training at European and national level; explore/develop innovative funding approaches.

3.2.2 In the field of youth

The organisations active in the field of youth that will be supported under the Call are expected to carry out activities that aim to:

- ✓ Promote the employability of young people, notably through activities that foster the development of competences and skills through non formal education;
- ✓ Foster the empowerment of young people in society, and foster their participation in the decision-making processes;
- ✓ Contribute to the personal, socio-educational and professional development of young people in Europe;
- ✓ Contribute to the development of youth work at European, national, regional or local levels;
- ✓ Contribute to the debate on development of policy issues affecting young people and youth organisations at European, national, regional or local levels;
- ✓ Promote intercultural learning, the respect of diversity, and the values of solidarity, equal opportunities and human rights among young people in Europe;
- ✓ Promote the inclusion of young people with fewer opportunities in society.

4. TIMETABLE

Applications must be sent by the **17/03/2014** at 12:00 midday – Brussels time will be considered together with all the other documents referred to in the Part 3 of this Applicants' Guidelines.

The online submission is considered to be the **master copy**.

	Stages	Date and time or indicative period
a)	Publication of the Call	29/01/2014
b)	Deadline for submitting eForm applications Copy of the submitted application and attachments as well as the required compulsory additional annexes must also all be sent <u>by the same deadline</u> by email to the Agency.	(17/03/2014 – 12:00 midday Brussels time)

c)	Evaluation period -Eligibility and exclusion criteria -Selection of award criteria -Selection of applications (Award Decision)	April 2014
d)	-Written notification to applicants. -Publication of the selection results on the web-page of the Executive Agency: https://eacea.ec.europa.eu/erasmus-plus/funding/call-for-proposals-eacea052014-erasmusplus-ka3-support-for-policy-reform-civil_en -Start of the dispatching of grant agreements.	May 2014
e)	Signature of grant agreements	30/06/2014

5. BUDGET AVAILABLE

The Call aims at the selection of organisations for the conclusion of annual operating grant agreements covering the budget year 2014.

The total budget allocated for co-financing the operation of organisations active in the field of education and training or in the field of youth through the conclusion of annual operating grant agreements under the Call for is estimated at **EUR 5 800.000,00**.

The Agency reserves the right not to distribute all the funds available.

Since operating grants strictly adhere to a budgetary year, no applications will be accepted for work programmes scheduled to run for a longer period than specified in the Call. No extensions to the eligibility period beyond the maximum duration will be granted.

5.1 IN THE FIELD OF EDUCATION AND TRAINING

The total EU budget for the co-financing of civil society cooperation in the field of education and training is **EUR 2 000 000**.

By way of indication:

- ✓ ENGOs under category 1 will account for about **90%** of the education and training budget available;
- ✓ EU-wide networks under category 2 will account for about **10%** of the education and training budget available.

The maximum annual operating grant will be:

- ✓ ENGOs (category 1): **EUR 125 000**;
- ✓ EU-wide networks (category 2): **EUR 200 000**.

Financial contribution from the EU shall not be granted for more than **75%** of the total eligible costs.

5.2 IN THE FIELD OF YOUTH

The total EU budget for the co-financing of civil society cooperation in the field of youth is **EUR 3 800 000**.

By way of indication:

- ✓ Bodies under category 1 (NGOs) exclusively dedicated to youth will account for about **70%** of the youth strand budget available;
- ✓ Bodies under category 1 (NGOs) having a broader scope but including a section dedicated to youth will account for about **10%** of the youth strand budget available;
- ✓ Bodies under category 2 (EU-wide networks) exclusively dedicated to youth will account for about **20%** of the youth strand budget available.

The maximum annual operating grant will be **EUR 50 000** for both categories (NGOs and EU-wide networks). Financial contribution from the EU shall not be granted for more than **80%** of the total eligible costs.

6. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- ✓ they must be sent no later than **17/03/2014 (12:00 midday Brussels time)**;
- ✓ they must be submitted by using the online grant application form (eForm) as well as by email;
- ✓ they must be drafted in one of the EU official languages

The application form must be accompanied by a balance budget and all the other documents referred to in the eForm (See also Part 2 of the Application Guidelines).

Failure to comply with those requirements will lead to the rejection of the application.

In order to submit an application, applicants [*and partners*] must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of the European Commission. If an applicant already has a PIC that has been used for other Programmes (for example the Research Programmes), the same PIC is valid for the present call for proposals.

The Participant Portal allows applicants to upload or update the information related to their legal status and attach the requested legal and financial documents.

For all details regarding the submission of the eForm, please refer to Part 3 of this Applicants' Guidelines.

7. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be subject of an in-depth evaluation.

7.1 ELIGIBLE APPLICANTS

The Call is open to two categories of applicant bodies ("the Applicant"):

- ✓ Category 1: **European non-governmental organisations (ENGOS)** in the field of education and training or in the field of youth;
- ✓ Category 2: **EU-wide networks** in the field of education and training or in the field of youth.

To be eligible, the Applicant must:

- ✓ be non-governmental;
- ✓ be not-for profit-making;
- ✓ have at least one (salaried or non-salaried) member of staff (full-time equivalent).

Neither Erasmus+ National Agencies nor organisations having overwhelmingly Erasmus+ National Agencies as members (2/3 or more) are eligible organisations under the Call.

7.1.1 In the field of education and training

Category 1: European non-governmental organisation (ENGO):

In the context of Lot 1, applicant organisations (ENGOS), must be active in one of the sectors of education (early childhood education, general education, vocational learning, higher education, adult learning), or in key cross-sectorial European education and training priorities, or with representative stakeholders (e.g. students, teachers, trainers, parents...). They must:

- ✓ Operate through a formally recognised structure, composed of a) European body/secretariat (the Applicant) legally established for at least **two years** in a Programme Country on the date of submission of the application and b) national organisations/branches in at least **twelve** Programme Countries having a statutory link with the European body/secretariat;
- ✓ Be active in the field of education and training and run activities that support the implementation of the Strategic Framework for European cooperation in education and training (ET2020);
- ✓ Be independent of public authorities and of political parties or commercial organisations.

Category 2: EU-wide network (formal network):

In the context of Lot 1, an EU-wide network is an umbrella organisation of European non-governmental organisations (ENGOS as defined in category 1). An EU-wide network must itself have a legal personality and be a non-profit organisation. It must:

- ✓ Be composed of legally autonomous non-profit organisations active in the field of education and training and running activities that support the implementation of the Strategic Framework for European cooperation in education and training (ET 2020) **in more than one** sector of education and training;
- ✓ Have been legally registered for at least **two years** in a Programme country on the date of submission of applications (the Applicant must submit a copy of the articles of association and official certificate of registration);
- ✓ Have statutory member organisations (ENGOS) in at least **twenty** Programme countries;
- ✓ Be independent of public authorities and of political parties or commercial organisations.

Only bodies corresponding to the definitions above will be considered as eligible under Lot 1.

7.1.2 In the field of youth

In the context of civil society cooperation in the field of **youth**, the following definitions apply:

Category 1: A European non-governmental organisation (ENGO) must:

- ✓ Operate through a formally recognised structure, composed of a) European body/secretariat (the Applicant) legally established for at least **one year** in a Programme Country on the date of submission of the application and b) national organisations/branches in at least **twelve** Programme Countries having a statutory link with the European body/secretariat;
- ✓ Be active in the field of youth and run activities that support the implementation of the fields of action of the EU Youth Strategy;
- ✓ Involve young people in the management and governance of the organisation.

Category 2: An EU-wide network (informal network) must:

- ✓ Be composed of legally autonomous non-profit organisations active in the field of youth and running activities that support the implementation of the fields of action of the EU Youth Strategy;
- ✓ Operate through an informal governance setting, composed of a) an organisation legally established for at least **one year** on the date of submission of the application in a Programme Country with functions of coordination of and support to the network at European level (the Applicant); and b) other organisations established in at least **twelve** Programme Countries;

- ✓ Involve young people in the management and governance of the network.

Only bodies corresponding to the definitions presented will be considered as eligible under Lot 2.

7.2 ELIGIBLE COUNTRIES

Only applications from legal entities established in one of the following countries are eligible:

- ✓ EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;
- ✓ The countries of the European Free Trade Association (EFTA): Iceland, Liechtenstein, Norway, Swiss Confederation subject to a bilateral agreement being concluded with this country. If, at the time of the grant award decision, this bilateral agreement has not been signed, participants from the Swiss Confederation will not be funded and will not be taken into account with regard to the minimum size of consortia/ partnerships.
- ✓ Candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with those countries with a view to their participation in EU Programmes: Former Yugoslav Republic of Macedonia and Turkey.

In the event of parallel applications from a European body and a body covering a wider geographical area where the majority of the members in the European Union are common to both and both have similar aims, a single grant will be awarded; in principle, priority will be given to the European body.

7.3 ELIGIBLE ACTIVITIES

European Union financing under the Call takes the form of an operating grant to support part of the costs incurred by the selected bodies in carrying out a series of activities. These activities must be directly linked to the general and specific objectives of the Call and must be detailed in an annual work programme.

7.3.1 In the field of education and training

Activities may be performed at European, cross-border, national, regional or local level and may include (indicative non-exhaustive list):

- ✓ Activities facilitating access and participation of stakeholders in the implementation of the policy priorities;
- ✓ Exchanges of experience and good practice;
- ✓ Training on EU policies for members of ENGO/EU wide-network (courses, peer learning events, advisory, guidance and coaching, etc.);
- ✓ Capacity-building for the member organisations;

- ✓ Networking and partnerships with other stakeholders to pursue the objectives of the beneficiary ENGO/EU wide-network more effectively;
- ✓ Development of the membership of the beneficiary ENGO/EU wide-network;
- ✓ Analysis of country policies in the field of competence of the ENGO/EU wide-network; in particular regarding Country specific Recommendations decided by the European Union;
- ✓ Studies, analyses, surveys, reports on EU education and training policies;
- ✓ Cooperation projects;
- ✓ Awareness-raising, information, dissemination and promotion activities (seminars, workshops, campaigns, meetings, public debates, consultations, etc.).

Activities establishing synergies between the Programme and other EU or national/regional funding sources are encouraged.

7.3.2 In the field of youth

The Applicant must present a consistent work plan integrating non-profit making, youth-led activities which are suitable of pursuing the objectives of the Call.

Notably:

- ✓ Non-formal and informal learning and activity programmes targeted at young people and youth workers;
- ✓ Activities for the qualitative development of youth work;
- ✓ Activities for the development and promotion of recognition and transparency tools in the field of youth;
- ✓ Debates of young people on youth policies and/or European matters (seminars, meetings, workshops, consultations, etc.);
- ✓ Consultations of young people feeding into the Structured Dialogue in the field of youth;
- ✓ Activities for the promotion of young people's active participation in democratic life;
- ✓ Activities for the promotion of intercultural learning and understanding in Europe;
- ✓ Media and communication activities and tools on youth and European matters.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the Applicant.

8. EXCLUSION CRITERIA

(Only applicable for civil society cooperation in the field of education and training - Lot 1)

8.1 EXCLUSION FROM PARTICIPATION

Applicants will be excluded from participating in the Call if they are in any of the following situations:

Applicants will be excluded from participating in the Call for proposals procedure if they are in any of the following situations:

- ✓ they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- ✓ they or persons having powers or representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member States which has the force of res judicata;
- ✓ they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;
- ✓ they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the responsible authorising officer or those of the country where the grant agreement is to be performed;
- ✓ they or persons having powers or representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- ✓ they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

8.2 EXCLUSION FROM AWARD

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- ✓ are subject to a conflict of interests;
- ✓ are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the grant award procedure, or fail to supply this information;
- ✓ find themselves in one of the situations of exclusion referred to in the above section 8.1.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

9. SELECTION CRITERIA

9.1 DECLARATION ON HONOUR

All applicants must sign a declaration on their honour attesting⁶:

- ✓ they have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding;
- ✓ they have the professional competencies and qualifications required to successfully complete the proposed work programme;
- ✓ they are not in one of the situations referred to in the above sections 8.1 and 8.2 (Only applicable for civil society cooperation in the field of education and training - Lot 1, for applicants for a grant exceeding EUR 60 000).

9.2 FINANCIAL CAPACITY

9.2.1 Grants above EUR 60 000

In order to allow an assessment of their financial capacity, organisations applying for a grant above EUR 60 000 must submit, together with their applications:

- ✓ the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed
- ✓ financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

9.2.1 Grants above EUR 100 000

In order to allow an assessment of their financial capacity, organisations applying for a grant above EUR 100 000 must submit, together with their applications and in addition to the above

- ✓ an audit report produced by an approved external auditor certifying the accounts for the last financial year available ;

If, on the basis of the documents submitted, the Agency considers that financial capacity has not been proved or is not satisfactory, it may:

- Reject the application;
- Request further information;
- Propose a grant agreement without pre-financing;
- Propose a grant agreement with a reduced pre-financing;
- Make a first payment on the basis of expenses already occurred;

⁶ See also Part 3 Section 3.8.1 of this Applicants' Guidelines

- Require a financial guarantee for up to the same amount as the pre-financing in order to limit the financial risks linked to the pre-financing payment. The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees. The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement. The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

9.3 OPERATIONAL CAPACITY

(Only applicable for civil society cooperation in the field of education and training - Lot 1)

In order to allow an assessment of their operational capacity, organisations applying for a grant above EUR 60 000 must submit, together with their applications:

- ✓ The Europass CVs of the key persons responsible for carrying out the work programme showing any relevant professional experience;
- ✓ The annual activity report of the European association for the last complete financial year.

10. AWARD CRITERIA – ASSESSMENT GRIDS AND SCORING

The quality of eligible applications will be assessed on the basis of the following criteria:

	Criteria	Score
1	<i>Relevance</i>	<i>.../30 points</i>
	In this respect the scope of the Applicant, its work programme and activities will be assessed in terms of <ul style="list-style-type: none"> a. their relevance to the general objectives of the Call; b. their relevance to the specific objectives of the Call; c. the relevance of the activities to the aims and objectives of the Applicant. 	
2	<i>Quality of the work plan's design and implementation</i>	<i>..../20 points</i>
	In this respect the following aspects will be assessed: <ul style="list-style-type: none"> a. the quality of the work programme and its activities in terms of content and methodology; b. The transnational and multilingual character of activities and 	

	<p>products developed;</p> <p>c. how the approach described in the work programme will enable the aims of the proposals to be achieved;</p> <p>d. how the Applicant will distribute tasks among its organisations/branches/members in order to achieve balance and relevance leading to attainment of the aims in an efficient way;</p> <p>e. the role of the contact person in managing the activities.</p> <p>f. the cost-benefit ratio: the extent to which the grant application demonstrates value for money in terms of activities planned relative to earmarked budget and the development of the Applicant;</p> <p>g. the expected results, outcomes, products; contributions, policy papers etc.;</p> <p>h. if the proposal follows on from previous activities, what is the added value of the current proposal in relation to these activities.</p>	
3	<i>Profile, number of participants and countries involved in the activities</i>	.../20 points
	<p>In this respect the following aspects will be assessed:</p> <p>a. the profile and the number of the participants/stakeholders directly involved in the activities;</p> <p>b. the number of eligible countries actively involved in the activities.</p>	
4	<i>Impact, dissemination and sustainability</i>	.../30 points
	<p>In this respect, the scope of the work programme, its multiplier effect and in particular its sustainable impact, as well as its long-term viability will be assessed.</p> <p>a. the expected quantitative as well as qualitative impact of the activities on the target groups, systems or strategies or policies concerned, in the short and long term, and if appropriate, the impact on the horizontal (local, regional and European) sector level. In the context of Lot 1, category 1, this will concern in particular the extent to which the ENGOs cover a significant number of issues in one specific educational sector (early childhood education, general education, vocational training, higher education, adult learning), or several of the key cross-sectoral European priorities for education and training, or involve stakeholders representing more than one area of interest/field.</p> <p>b. how the work programme facilitates exchanges and debates between actors from different sectors and levels and different countries ;</p> <p>c. the measures used to guarantee visibility of the activities/results;</p> <p>d. how the dissemination and exploitation plans will ensure optimal use of the results beyond organisations/branches/members, during</p>	

	<p>the lifetime of the grant;</p> <p>e. the proposed contributions/recommendations addressed to policy makers, education and training or youth providers and the other stakeholders at European, or local level;</p> <p>f. the foreseen meetings with representatives of the sector e.g. representatives from the national sector, skills providers in the sector, international organisations, EC, EP and any other relevant stakeholder.</p>	
	Total	.../100 points
	Total %	...%

Only those applications that score at least half of the maximum points in each of the award criteria mentioned above (i.e. minimum 15 points for the categories "Relevance" and "Impact, dissemination and sustainability", 10 points for the category "Quality of the work plan's design and implementation" and "Participants and countries involved in the activities") will be considered for funding.

11. LEGAL COMMITMENTS

In the event of definitive approval by the Agency, a **grant agreement**, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The 2 copies of the original agreement must be signed by the beneficiary and returned to the Agency immediately. The Agency will sign them last.

The bank account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency.

12. FINANCIAL PROVISIONS

12.1 GENERAL PRINCIPLES

A European Union grant is an incentive to carry out activities that would not be possible without the Agency's financial support. It is based on the following principles

12.1.1 Non-cumulative award

Applicants may receive only one operating grant per financial year from the budget of the European Union.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action⁷.

⁷ See Part 3 Section B.3 of the eForm: *Other EU grants envisaged for activities for the financial year in question*. See also Part 2 Section 3.4.3 of this Applicants Guidelines.

Applicants' attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under any action grant financed even partly from the Union budget and covering the same period.

Furthermore, membership fees paid to bodies receiving an operating grant under the general budget of the European Union do not count as eligible expenditure.

According to article 19.4 of the Erasmus+ legal basis⁸, the costs directly linked to the implementation of the supported activities and incurred during the first six months of 2014 are eligible for financing from 1 January 2014, even if they were incurred by the beneficiary before the submission of the grant application.

12.1.2 Co-financing

Co-financing means that the resources which are necessary to carry out the work programme may not be entirely provided by the EU grant.

Co-financing of the work programme may take the form of:

- ✓ the beneficiary's own resources;
- ✓ income generated by the work programme;
- ✓ financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary. The corresponding costs are not eligible.

Please note that the value calculated for the contributions in-kind must not exceed:

- ✓ the **actual costs as substantiated by accounting documents** of the third parties who made these contributions free of charge but bear the corresponding costs; or
- ✓ the **costs generally accepted on the market in question** for the type of contribution concerned when no actual costs are borne.

Contributions involving buildings cannot be considered as contributions in-kind.

12.1.3 Balanced Budget

The estimated budget of the work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

⁸ By way of derogation from Article 130(2) of Regulation (EU, Euratom) No 966/2012, and in duly justified cases, the Commission may consider the costs directly linked to the implementation of the supported activities and incurred during the first six months of 2014 as eligible for financing from 1 January 2014, even if they were incurred by the beneficiary before the grant application was submitted. Regulation (EU) n° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
on the date of the publication of this call for proposals.

12.1.4 Non-Profit

The Agency grant may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of receipts over eligible costs incurred by the beneficiary, when the request is made for the payment of the balance.** In this respect, where a profit is made, the Agency shall be entitled to recover a percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the work programme.

Acceptance of an application by the Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

The awarding of a grant does not establish an entitlement for subsequent years.

12.2 PRE-FINANCING

A pre-financing payment of 80% will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float. The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports.

12.3 FUNDING SYSTEM

The system of financing selected for the Call and for all applicants is the eligible costs budget financing (budget based calculation).

12.3.1 General provisions

Budget based grants are calculated on the basis of a detailed estimated budget of **eligible costs**, established in EUR.

The budget attached to the application form must be complete and in balance, i.e. total estimated expenditure must equal total revenue, including the Agency grant application.

The budget must indicate clearly the costs that are eligible for EU funding.

The Union grant is limited by the **maximum Union co-funding rate of 75% of the eligible operating costs for Lot 1 and 80% of the eligible operating costs for Lot 2.**

The budget must be drawn up in euros. Applicants not established in the «Euro zone» must use the monthly accounting exchange rate of the date of publication of the Call published in the *Official Journal of the European Union*. For this purpose the following web site shall be consulted:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

Part of the total estimated eligible expenses must be financed from sources other than the Union grant.

Applicants must indicate the sources and amounts of any other funding received or applied for in the same financial year for the implementation of the project or work programme concerned.

The allocated amount may not exceed the amount requested.

12.3.2 Eligible costs

To be eligible under the Call, costs must:

- ✓ be incurred during the duration of the work programme as specified in the grant agreement, with the exception of costs relating to final reports;

Costs incurred before the Applicant's budget year 2014 will not be considered.

- ✓ be connected with the subject of the agreement and indicated in the estimated overall budget;
- ✓ be necessary for the implementation of the work programme which is the subject of the operating grant;
- ✓ be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- ✓ comply with the requirements of applicable tax and social legislation;
- ✓ be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents. In particular, the following operating costs are eligible provided that they satisfy the criteria set out in the previous paragraph:

- ✓ the **cost of staff** working under an employment contract with the Applicant or equivalent appointing act and assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. Personnel costs of other organisations are eligible only if they are directly paid or reimbursed via the beneficiary and not through other companies;
- ✓ the **general expenditure** (Telecommunications and postal costs, office supplies/consumable)
- ✓ the **costs of organising statutory meetings** in the eligible countries (under the terms of Part 1 Section 5.2 above) essential to the organisation's normal operation;

- ✓ the **subsistence allowances** in eligible countries for staff taking part in the implementation of the work programme (for meetings, European conferences, etc.);
- ✓ **travel allowances** in eligible countries for staff taking part into the work programme (for meetings, European conferences, etc.), provided that they are reasonable, justified, and that they comply with the principle of sound financial management, in particular regarding economy and efficiency;
- ✓ the **rent and leasing**; the **purchase cost of equipment** (new or second hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Union funding covered by the agreement may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
- ✓ the **other costs arising directly from requirements imposed by the agreement** (in particular, audit costs), including the costs of any financial services (especially the cost of financial guarantees);
- ✓ **non-deductible VAT** unless it is related to activities of the public authorities in the Member States.

12.3.3 Ineligible costs

The following costs shall not be considered eligible:

- ✓ return on capital;
- ✓ debt and debt service charges;
- ✓ provisions for losses or potential future liabilities;
- ✓ interest owed;
- ✓ doubtful debts;
- ✓ exchange losses;
- ✓ costs declared by the beneficiary and covered by another work programme receiving a Union grant;
- ✓ excessive or reckless expenditure;
- ✓ expenditure on infrastructure purchases (except annual depreciation of purchased equipment);
- ✓ expenditure not linked to the functioning or normal activities of the organisation;
- ✓ expenses not associated with eligible countries, as set out in Part 1 - Section 5.2.

Costs corresponding to in-kind contributions are not eligible.

12.3.4 Calculation of the grant amount

The calculation of the final grant amount by The Agency is based on a detailed final financial statement of the beneficiary, accompanied by supporting documentation for the incurred expenditure.

At the stage of the final report, the following documents must be submitted to The Agency no later than 60 days after the end of the eligibility period.

- ✓ **a final activity report** detailing the implementation and results of the work programme;
- ✓ **the final financial statement** of the eligible costs actually incurred, following the structure of the estimated budget;
- ✓ **An audit report:**

Option 1

In case of grants for an operating grant equal or inferior to EUR 60.000, the beneficiary is required to submit the following sample of supporting documents:

Budget item/heading	Sample to be annexed to the Final Financial Report
Cost of staff assigned to the operation	5% of all costs declared under this budget item
Subcontracting	The three highest value subcontracts
Staff Travel and subsistence costs	25% of the highest costs declared under this budget item

Example of underlining documents to be submitted in support of the final payment:

- 1) *Staff Travel and subsistence costs: employment contract (or equivalent document), payslips (or remuneration's receipts), proof of payments (if applicable);*
- 2) *Subcontracting: quotes (if applicable), contracts, invoices and proofs of payments;*
- 3) *Staff Travel and subsistence costs: copy of tickets and boarding passes, hotel invoices (and proof of payments).*

Option 2

In case of operating grant of more than EUR 60.000, but less than EUR 100.000

The beneficiary is required to submit, in support of the final payment, a "Report of Factual Findings on the Final Financial Report - Type I" produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following "Guidance Notes":

http://eacea.ec.europa.eu/about/eacea_documents_register_en.php

The use of the report format set by the "Guidance Notes" is compulsory.

Option 3

In case of operating grants of EUR 100.000 or more

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type II” produced by an approved auditor. The certificate shall specify, in accordance with a methodology approved by the Agency, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”:

http://eacea.ec.europa.eu/about/eacea_documents_register_en.php

The use of the report format set by the “Guidance Notes” is compulsory.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the grant agreement, the final grant will be reduced accordingly.

13. SUBCONTRACTING AND AWARDING OF PROCUREMENT CONTRACTS

Where implementation of the project requires subcontracting or the awarding of a procurement contract, the beneficiary and, where applicable its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. Subcontracting is intended for specific, time-bound, project-related tasks which **cannot be performed** by the Consortium members themselves. In all cases, tasks to be subcontracted have to be identified in the proposal and the estimated amount entered in the budget.

If this is not the case, prior written authorisation from the Agency must be obtained. The beneficiary is required to document clearly the competitive tender process carried out and to keep these documents in case of an audit.

In the event of procurement exceeding EUR 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the Call.

14. PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the European Union institutions during the first half of the year following the closure of the budget year in respect of which they were awarded.

The information may also be published using any other appropriate medium, including the *Official Journal of the European Union*.

The beneficiary authorises the Agency to publish the following information in any form and medium, including via the Internet:

- ✓ the beneficiary's name and the address;
- ✓ the nature and purpose of the grant;
- ✓ the amount awarded and rate of funding.

Upon a reasoned and duly substantiated request by the beneficiary, the Agency may agree to forgo such publicity, if disclosure of the information indicated above would threaten the safety of the beneficiaries or harm their business interests.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

Furthermore, beneficiaries are required to give prominence to the **name of the Programme and the logo of the Commission on all their publications, posters, programmes and other products realised under the co-financed work programme.**

The guidelines for the use of logos by the funded projects will be available in the beneficiaries' space of each programme under the Agency website (<http://eacea.ec.europa.eu>).

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

15. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.⁹

Unless marked as optional, the Applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the Call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant Programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. The Applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time.

A detailed Privacy statement, including contact information, is available on EACEA's website:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

⁹ Official Journal L 8, 12.1.2001.

- ✓ the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- ✓ the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

16. PUBLICATION

The Call is being published in the *Official Journal of the European Union* and on the website of the Agency at the following address:

https://eacea.ec.europa.eu/erasmus-plus/funding/call-for-proposals-eacea052014-erasmusplus-ka3-support-for-policy-reform-civil_en

In the event of inconsistency or discrepancy between the different language versions, please note that only the English version is legally valid.

17. APPLICABLE RULES

The following regulations shall apply:

- ✓ Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC;
- ✓ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1);
- ✓ Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

18. CONTACT

For any additional information, please contact:

For Lot 1: EACEA-CIVIL-EDU@ec.europa.eu

For Lot 2: EACEA-YOUTH@ec.europa.eu

PART 2
INSTRUCTIONS TO COMPLETE THE ONLINE GRANT
APPLICATION FORM (EFORM)

1. PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS

For the Call - EACEA/05/2014, applicants must use an online grant application form (eForm) and its attachments, and provide additional information as indicated in Part 3 of the Applicants' Guidelines.

The purpose of this part of the Applicants' Guidelines is to offer guidance on the content of the eForm and the application procedure.

Please note that it does not replace the specific "**eForm User Guide**" that is aimed at providing guidance on the technical aspects of completing and submitting the eForm available at:

<https://eacea.ec.europa.eu/PPMT/>

2. REGISTRATION

2.1 GENERAL PROVISIONS

The eForm is an interactive PDF form that requires Adobe Reader software and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application eForm. The eForm is downloaded onto a local computer and completed remotely. Once the text is ready and the attachments are linked to the application, it has to be submitted using an internet connection.

The eForm is settled to ensure that applicants have the greatest chance to submit an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed.

The Applicant will be able to fill in this eForm by either:

- ✓ clicking inside a text field to enter data;
- ✓ clicking to select options from e.g. dropdown lists, checkboxes, pop-up calendars and radio buttons;
- ✓ pressing **Tab** to move forward one field or **Shift+Tab** to move backward one field;
- ✓ pointing and clicking with the mouse to select a specific field.

2.2 REGISTRATION OF THE ONLY ORGANISATION

In order to submit an application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested to generate the application form.

Without this PIC code, no application will be possible.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<https://ec.europa.eu/education/participants/portal>

Documents related to the organisation can also be uploaded in the portal.

For the Call only one organisation should register, the Applicant. For further information on eligible applicants, please refer to the Call or to Part 1 - Section 5.1.

3. CREATION AND FILL IN THE EFORM

Once carried out the registration procedure, you can proceed to the creation of the eForm.

You will have to input the following information:

- ✓ **Programme:** Erasmus+
- ✓ **Funding opportunity:** Please choose the specific line related to **either** Civil society cooperation in the field of education and training **or** Civil society cooperation in the field of youth;
- ✓ **Language:** German, French or English version of the eForm can be selected by using the dropdown menu;
- ✓ **Participating organisation:** As only **one** organisation is allowed to participate to the Call, the registered organisation will automatically be defined as the Applicant.

Only after these steps you will be able to confirm your selection and create the application form.

At this stage, it is strongly recommended to save the eForm to your local computer or network drive, as it will not be possible to use the browser to fill this online application form. By not following this recommendation, you would encounter the risk to lose all the information entered so far (PICs etc.) and you would have to start the process again.

3.1 APPLICATION EFORM COVER PAGE

Most of the information contained in this page is protected and not modifiable (grey lines). Please verify carefully all the information mentioned. In case some of this information is not correct, you will have the opportunity to modify it by entering on the Participant Portal clicking on the icons *enter Participant Portal* and *Revise list of participating organisations and update application eForm*.

The only information to be filled in on this page relates to the *language used to complete the eForm* which must be **an official EU language**. Please note that the application form must be completed in **one language** only.

3.2 LIST OF PARTNER ORGANISATIONS

This list will provide the name of the **only** organisation that will register in the eForm (See Part 1 section 5.1 of the Applicants' Guidelines).

It will also provide a number of validation messages. To be able to use the eForm, please be sure that all the items contained in the table are marked as valid. One or more of these

items marked as invalid means that all the eligibility rules were not properly respected and will make impossible for you to validate or submit the eForm.

In that case a new application eForm must be created and you must be sure that this time all the eligibility rules will be followed.

3.3 PART A - IDENTIFICATION OF THE APPLICANT ORGANISATION

3.3.1 Part A.1 - Organisation

Here again, as only **one** organisation is allowed to register to the Call, the inputted organisation in the Participant Portal will automatically be defined as the "*Applicant Organisation*".

Most of the information contained in this page appears with grey lines meaning it is protected and not modifiable.

The only field to be filled in on this page is the *Region* of the registered address, by using the dropdown list.

Please note that fields related to *Accreditation Type* and to *Accreditation number* are not applicable for the Call.

3.3.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

In the Section A2, complete the *title, family name, first name*, role in the organisation and e-mail address of the *contact person*.

As part of the eForm submission process, an email message acknowledging receipt of your eForm will be automatically sent to the email address entered for the contact person.

If the contact person has a different address from the registered address of the organisation, click on the related box and provide the address and telephone number.

The contact person is the person responsible for the daily management and monitoring of the project activities, as well as for the submission of reports on activities and outcomes to the Agency. This person might be different from the Legal Representative.

The Legal Representative will be authorised by the Applicant to represent the organisation in legally binding agreements (only his/her signature will be accepted by the Agency on all documents related to the grant (e.g. grant, declaration on honour, any request for amendment, final report). You will have to fill in Part A.3 of the eForm in case the contact person is different from the Legal Representative of the project.

3.4 PART B - ORGANISATION AND ACTIVITIES

3.4.1 Part B.1 – Structure

On this page, please indicate whether your organisation is a *European NGO* or an *EU-wide Network* by using the dropdown menu.¹⁰

¹⁰ Additional information will also be request on Part 2 Section 3.7 – Part E – Additional Information - Organisation sub-type.

3.4.2 Part B.2 - Aims and activities of the organisation

The Applicant, its aims and objectives, key activities, affiliations, etc. should be described in relation to the domain covered by the work programme. This section should also provide information on your organisation's role in the project.

3.4.2 Part B.3 - Other EU grants envisaged for activities for the financial year in question

Please inform the Agency of any request for funding submitted or approved after submission of this application.

Please also indicate whether your organisation submitted - or intend to submit any other grant applications to the Agency or to The European Commission for activities planned for the financial year 2014. If so, for each grant please indicate the activity, the Directorate-General and the Programme concerned, as well as the total amount requested.

3.5 PART C - DESCRIPTION OF THE ACTIVITIES

3.5.1 Part C.1 - Consistency with the objectives of the action and of the Programme

Under this section, and by referring to the Call, please **list** one or two main general **and** one or two main specific objectives of the Call your organisation and the proposed work programme are aimed at addressing.

Also explain the relevance of the activities of your organisation and the proposed work programme with the general and specific objectives of the Call. This section should thus outline how your organisation and proposed activities intend to address the need for action reflected through the objectives of the Call.

Explain how the proposed activities are relevant to the aims and objectives of your organisation.

3.5.2 Part C.2 - Work programme for the financial year in question

a) Summary of the work programme for 2014

Under this section, please provide key information on the proposed work programme, such as: the methodology, the overview of the planned activities and the target groups. Also indicate expected results. If the proposal follows on from the results of previous EU funded activities, please describe the added value of the proposal in relation to these activities.

b) Detailed schedule of the activities of the organisation for the financial year of 2014

Define the content of the main activities of your work programme by using the table provided. Please specify whether the described activities are part of the statutory activities or related to your projects.

Under the sub-section *members taking part*, please specify the profile of participants to the proposed activities.

The above information should be provided for each main activity by clicking on *Add an Activity*.

Please explain how the activities envisaged in the work programme will make it possible to achieve the planned aims.

Under this section please explain:

- ✓ how the activities will enable the project objectives to be achieved;
- ✓ how the activities/tasks will be distributed among your members in order to achieve balance and relevance leading to attainment of objectives in an efficient way;
- ✓ how cooperation and communication between members will be maintained. Also explain the role of the contact person in managing the proposed activities.

3.5.3 Part C.3 - Dissemination

In this section, please provide information on the dissemination plan foreseen in order to allow an effective transfer and exchange of the expected results.

Describe what kind of dissemination actions your organisation will take in order to guarantee visibility of the project results, and to make these results available beyond the members during and beyond the lifetime of the grant.

Explain how the work programme will create a multiplier effect among a wider audience beyond those directly involved in the proposed activities.

Describe the proposed contributions and/or recommendations addressed to policy makers, education and training and youth providers and other stakeholders at international, national or local level.

Please indicate, if foreseen, any key meeting with representatives of the sector (e.g. International organisations, representatives of the sector, European Commission, European Parliament, etc.).

3.5.4 Part C.4 - Impact

Please describe what are the expected quantitative and qualitative impacts of the activities on the target group(s), policy or strategies concerned, in the short and long term, and if appropriate impact at European, regional and local level.

Specify how the target groups will be involved in the proposed activities.

Explain how the work programme will facilitate exchanges and debates between actors from different sectors, levels and countries.

3.5.5 Part C.5 - Geographical coverage

With reference to Part 1 Sections 5.1.2 and 5.1.3 of the Applicants' Guidelines please note that:

a) In the field of education and training (Lot 1), if the Applicant is a:

- ✓ Category 1 *European non-governmental organisation (ENGO)*, it must be composed of national organisations/branches/members in at least **twelve** Programme Countries having a statutory link with the European body/secretariat;
- ✓ Category 2 *EU-wide network (formal network)*, it must have statutory member organisations (ENGOs) in at least **twenty** Programme countries.

b) In the field of youth (Lot 2), if the Applicant is a:

- ✓ Category 1 European non-governmental organisation (ENGO), it must be composed of national organisations/branches/members in at least **twelve** Programme Countries having a statutory link with the European body/secretariat;
- ✓ Category 2 EU-wide network (informal network), it must operate through an informal governance setting, composed of other organisations established in at least **twelve** Programme Countries.

3.6 PART D - BUDGET

Under this section, please provide a summary of the budget for the proposed action. Please refer to Part 1 Sections 7, 9 and 10 and Part 3 Section 2.2 to complete this section. You are advised to complete the eForm budgetary annex (Excel attachment) before completing this section. Please ensure full consistency between the eForm and excel file data: the amounts in the Excel tables and in this section must be identical. All budgetary information must be provided in Euro/€. *Expenses* and *Income* should lead to a balanced budget.

In your Excel budget document, please introduce (if applicable) all in-kind contributions within the budgetary section dedicated to that purpose.

3.7 PART E – ADDITIONAL INFORMATION - ORGANISATION SUB-TYPE

Following the type of organisation selected by the Applicant in Part 3 Section 7 – Part B-1., this Section will present the following information for confirmation of the organisation sub-type:

For Lot 1:

- ✓ In case European NGO has been selected, the mention **European non-governmental organisation (ENGO) in the field of Education and training** will appear automatically.
- ✓ In case EU-wide network has been selected, the mention **EU-wide formal network** will appear automatically.

For Lot 2:

- ✓ In case European NGO has been selected, please choose in the drop down menu **European non-governmental organisation (ENGO) exclusively dedicated to youth** or **European non-governmental organisation (ENGO) having a broader scope but including a section dedicated to youth**.
- ✓ In case EU-wide network has been selected, the mention **EU-wide network** will be confirmed automatically.

3.8 EFORM ATTACHEMENTS

The eForm includes the following compulsory attachments:

3.8.1 The declaration on honour

Applicants must submit a **declaration on honour**, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

3.8.2 A detailed budget in euro

This budget¹¹ must be duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the Applicant;

If the Applicant's budget year corresponds to the calendar year, the period of eligibility will be from 01/01/2014 to 31/12/2014.

For the Applicant with a budget year that differs from the calendar year, the period of eligibility will be the 12-month period from the starting date of their budget year in 2014.

The budget attached to the application form **must be established in EUR, complete** (reflecting the provisional accounts for the budget year starting in 2014) **and in balance**, i.e. total estimated expenditure must equal the total income expected from all sources (including the Executive Agency grant application).

The **forecasted budget must clearly state all the eligible costs**¹² (costs that could be subsidised by the Union Budget). Applicants not established in the «Euro zone» must use the exchange rate published in the *Official Journal of the European Union* on date of publication of the Call. For this purpose the following web site shall be consulted:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

The Applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

3.8.3 The Financial Identification Form

The financial identification form is available at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en

¹¹ See Part 1 Section 5.

¹² See Part 1 Section 12.3.2.

PART 3

SUBMISSION OF THE ONLINE GRANT APPLICATION
FORM (EFORM) AND ADDITIONAL REQUIRED
ANNEXES

1. SUBMISSION

Applications must be made using an online grant application form (eForm). The eForm is available in English, French and German at the following Internet address:

<https://eacea.ec.europa.eu/PPMT/>

and must be duly completed in one of the official languages of the EU.

The eForm (including its attachments) duly completed **must be submitted online by 12.00 (noon, Brussels time) on 17/03/2014.**

A complete application package comprises:

- ✓ The eForm and its attachments
- ✓ **and** compulsory additional annexes

Only applications submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure) and signed by the person authorised to enter into legally binding commitments on behalf of the Applicant will be accepted.

The **online submitted eForm and attachments** will be considered to be the **master copy**.

By the submission deadline, the whole application package (copy of the submitted eForm, copy of its attachments as well as the compulsory additional annexes described below) **must also be sent by email** (separated scanned attachment for each required document) to the Education, Audio-visual and Culture Executive Agency by **17/03/2014** (noon, Brussels time) at the two following email addresses:

For Lot 1: EACEA-CIVIL-EDU@ec.europa.eu

For Lot 2: EACEA-YOUTH@ec.europa.eu

Proposals must be submitted in accordance with the admissibility requirements and eligibility criteria by **17/03/2014**.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the Applicant for this purpose during the evaluation process.

All applicants will be informed in writing about the results of the selection process.

2. ADDITIONAL REQUIRED ANNEXES

In your application package sent by email to the Agency, please also provide **the following documents** (as separate scanned attachments for each required document):

- ✓ **The CVs** of the key persons responsible for implementation of the work programme in the Europass format available at <http://europass.cedefop.europa.eu/fr/home.iehtml> (only applicable for Lot 1);
- ✓ **The annual activity report** for the last complete financial year (only applicable for Lot 1);

- ✓ **The documents related to financial capacity** and referred to in Part 1 Section 9.2 (only applicable for Lot 1);
- ✓ **The Legal Entity Form** signed by the person authorised to enter into legally binding commitments on behalf of the Applicant (Legal Representative). This form is available at http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm and also requires:
 - **Articles of association** (statute of entity);
 - **A copy of the certificate of liability to VAT** (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
 - **A copy of the official document** attesting to the establishment of the private-law entity, such as official gazette or trade register (this document must show the name, address, and the date of registration and registration number of the private-law entity).
 - **The latest available closed annual accounts**, balance sheet and profit and loss account (only applicable for Lot 1).