



SPORT
Infoday
4 February 2014

Submission and selection procedures

Luciano Di Fonzo

Education, Audiovisual and
Culture Executive Agency

Purpose of the presentation

Maximise your chances of submitting a high quality application by:

- Identifying **key issues** in the application and selection procedures
- Identifying and locating **essential information**
- **Applying this knowledge** during the preparation and submission of applications
- Giving **some tips** in presenting applications

Overview of presentation

- Main innovations
- Orientation:
 - Identify and locate key information
 - The application package
- The key documents in context: The selection procedure in detail
- Some advice from staff and experienced coordinators

Overview of presentation

- **Main innovations**
- **Orientation:**
 - Identify and locate key information
 - The application package
- **The key documents in context: The selection procedure in detail**
- **Some advice from staff and experienced coordinators**

Main innovations (1/4)

1. Register in the Participant portal

- <https://eacea.ec.europa.eu/PPMT/>
- ECAS account
- PIC code
- Download of e-Form

Main innovations (2/4)

2. Programme countries:

- EU Member States + Former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway, Switzerland and Turkey
 - if formalities not completed, participate as Partner countries

3. Partner countries:

- All other countries in the world
 - if a Partner country brings an essential added value to the project

Main innovations (3/4)

4. Subject areas

- Not only few priorities areas
- Whole range of topics can be covered (but 50% of the budget addressed to implementation of EU Guidelines: Dual Careers and Physical Activity)

Main innovations (4/4)

5. Financial issues

- Multi-beneficiary agreements
- New financial regulations (simplifications)
- Audit certificate

Overview of presentation

- Main innovations
- **Orientation:**
 - **Identify and locate key information**
 - **The application package**
- The key documents in context: The selection procedure in detail
- Some advice from staff and experienced coordinators

Orientation

Take it step by step

- Step 1 Understand Erasmus+: Sport
- Step 2 Locate key information
- Step 3 Complete the application package
- Step 4 Send the application package
- Step 5 Prepare for the next stage...

Orientation

Take it step by step

Step 1 Understand Erasmus+: Sport

Step 2 Locate key information

Step 3 Complete the application package

Step 4 Send the application package

Step 5 Prepare for the next stage...

Understand Erasmus+: Sport - General issues - apply to all applicants

Project content

- Transnational impact
- Programme objectives

Selection management

- Selection methodology
- Equal treatment
 - all applicants
 - those who decided not to apply

Importance of

- Eligibility criteria
- Exclusion criteria
- Award criteria
- Selection criteria
 - Organisational capacity
 - Financial capacity

Understand Erasmus+: Sport - Actions

Support for collaborative partnerships

Support for not-for-profit European sport events

Support for strengthening the evidence base for policy-making

Dialogue with European stakeholders



Collaborative Partnerships

- European networks in the field of sport
- Opportunity for cooperation among stakeholders (not existed without EU action) for innovative practices
- Foster synergies with, and between, local, regional, national and international policies to promote sport and physical activities
- Focused on grassroots sports

Collaborative Partnerships - Activities

- Networking among key stakeholders
- Identification and sharing of good practices
- Development and implementation of training educational modules
- Awareness-raising activities on the value of sport and physical activity
- Collection of data, surveys, consultations
- Conferences, seminars, meetings events

Not-for-profit European Sport Events

- Organisation of European-wide sport events
- National events organised simultaneous in several European countries
- Only focused on social inclusion, equal opportunities and support of the implementation of EU Physical Activity Guidelines

Not-for-profit European Sport Events - Activities

- Organisations of training activities for athletes, coaches, organisers and volunteers
- Organisation of the event
- Organisation of side-activities (conferences, seminars)
- Implementation of legacy activities (evaluations, drafting of future plans)

Not eligible

- Sport competitions regularly organised
- Professional sport competitions

Eligible Criteria Collaborative Partnerships

- Non-profit organisations and public bodies
- At least 5 organisations from 5 different Programme Countries
- From 12 to 36 months
- Max grant: 500,000 EUR
- Deadline for grant application – 15 May at 12 PM (midday Brussels time)

Eligible Criteria

Not-for-profit European Sport Events

- Non-profit organisations and public bodies active in the field of sport
- Participants from at least 12 different Programme Countries
- Up to 1 year from preparation to follow-up
- Max grant: 2,000,000 EUR
- Deadline for grant application -14 March and 15 May at 12 PM (midday Brussels time)

Finance

Total available budget: 16,600,000

Maximum EU grant (per action):

Action	Max grant	Available budget	N° of projects	Countries	Duration in month
Collaborative partnerships	500,000	14,600,000	30/40	5	12, 18, 24, 30, 36
EU Sport events	2,000,000	2,000,000	1/3	1	12

Max EU contribution: 80%

Orientation

Take it step by step

Step 1 Understand Erasmus+: Sport

Step 2 Locate key information

Step 3 Complete the application package

Step 4 Send the application package

Step 5 Prepare for the next stage...



European
Commission

Erasmus+: Sport - Action-specific issues

Call for
Proposals

- Priorities
- Specific objectives

- Registration
- Financial conditions

Programme Guide
Pt C

- eforms & Instructions
- Submission procedures
- Calendar
- Grant Agreements

Agency
website

- Start date and Maximum Duration
- Objectives
- Maximum grant
- Minimum consortium
- Type of organisations in consortium
- Target groups (end users / beneficiaries)
- Scope and type of activity
- Award criteria
- Deadlines

Programme
Guide – Pt B

Erasmus+ website:

http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

E+ Programme Guide: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm



The screenshot shows the Erasmus+ website interface. At the top, there is a navigation bar with the European Commission logo and the text "ERASMUS+ EU programme for education, training, youth and sport". Below this, there is a language selection menu with buttons for various countries: BG, CS, DA, DE, EL, EN, ES, ET, FI, FR, HR, HU, IT, LT, LV, MT, NL, PL, PT, RO, SK, SL, SV. A message states: "This information is only available in EN for the moment. Other language versions will be added shortly." The main content area features a large banner image of a diverse group of young people jumping joyfully against a blue sky. The banner includes the Erasmus+ logo and the text "Erasmus+". Below the banner, there is a navigation menu with buttons for "Erasmus+ overview", "Erasmus+ opportunities", "Programme Guide", "Key figures", and "Press materials". On the right side, there are links for "National agencies", "Executive agency", and a Facebook icon with the text "follow us on facebook".

Locate key information: E+ website

- Official announcement of the Call for Proposals
- Erasmus+ Programme Guide
 - Part A: General Information on the programme
 - Part B: Information about the actions
 - Part C: Information for applicants
 - Annexes: Specific rules, glossary, contact details



European
Commission

EACEA website http://eacea.ec.europa.eu/erasmus-plus_en

EACEA
Education, Audiovisual and Culture Executive Agency

European Commission > EACEA > Erasmus+

Share 1

ERASMUS+ CREATIVE EUROPE EUROPE FOR CITIZENS EU AID VOLUNTEERS EURYDICE PROGRAMMES 2007 - 2013 ABOUT

Erasmus+ Actions Funding Beneficiaries space Selection Results Project catalogue News Events Contacts

Erasmus+
Supporting projects and activities in the fields of education, training, youth and sport.

The new **Erasmus+** programme aims to support actions in the fields of Education, Training, Youth and Sport for the period 2014-2020.

Erasmus+ replaces seven programmes bringing together

- the Lifelong Learning Programme (Erasmus, Leonardo da Vinci, Comenius and Grundtvig)
- the Youth in Action programme

Latest Erasmus+ News

News feed: Receive updates in real-time!

Model forms for Sector Skills Alliances and Knowledge Alliances

Erasmus+

Executive Agency website (1/2)

- Application forms and annexes
- Information on selection and award procedures
- Notification of results and contractualisation
- Frequently asked questions
- Helpdesks
- Information updates
- RSS feeds

Executive Agency website (2/2)

Information for and about successful projects:

- Reporting requirements
- Project handbook
- Reports of activities,
- Compendia

Orientation

Take it step by step

Step 1 Understand the Erasmus+:Sport

Step 2 Locate key information

Step 3 Complete the application package

Step 4 Send the application package

Step 5 Prepare for the next stage...

Use the Instructions for applicants

Guidance on the entire application process

- About the call, the application procedure and the selection procedure;
- The application package:
 - The eForm;
 - Project description
 - Budget and financial rules
 - Other compulsory attachments;
- How to draft, organise and present information


TABLE OF CONTENTS

1.	About the call, the application procedure and the selection procedure.....	1
1.1	Presentation and organisation of these Instructions.....	1
1.2	Key innovations Call 2013.....	1
1.2.1	The participation of National Agencies in Multilateral Projects, Networks and Accompanying Measures.....	1
1.2.2	All Grant Agreements for EU funds will change as of January 2013.....	4
1.2.3	New countries preparing to participate in the LLP.....	5
1.3	Contents of the Application Package.....	5
1.4	Deadlines and submission of the Application Package.....	6
1.5	Key documents.....	7
1.5.1	General Call for Proposals 2013.....	7
1.5.2	Frequently Asked Questions (FAQs).....	8
1.6	New countries.....	9
1.7	Priorities are exclusive.....	9
1.8	Third country participation.....	9
1.8.1	Background and context.....	9
1.8.2	Purpose of opening the LLP to international cooperation.....	10
1.8.3	Actions open to third country participation.....	10
1.8.4	Third countries eligible to participate and geographical priorities.....	10
1.8.5	Practical implementation.....	11
1.9	The Award Criteria, Assessment Grids and Scoring Mechanism.....	11
1.10	Summary of the selection procedure.....	11
2.	The Application Package - The E-Form.....	16
2.1	Cover page of the application form.....	17
2.2	Participation 3rd country partners (optional).....	18
2.3	Part A. Identification of the applicant and other organisations participating in the project.....	18
2.4	Part B. Description of the project.....	41
2.5	Objectives and Priorities of the Lifelong Learning Programme.....	41
2.7	Budget summary.....	48
2.8	Attachments.....	48
3.	The Application Package compulsory attachments.....	50
3.1	The Application package : Detailed Description of the project.....	50
3.2	Detailed budget tables and Work plan/Work packages summary chart (excel document).....	60
3.2.1	Introduction.....	60
3.2.2	Daily staff cost and daily subsistence rates for LLP Countries and for Third Countries.....	61
3.2.3	General Description of the Excel Workbook.....	61
3.2.4	Description of the Different Sheets.....	63
3.2.5	Final Validation of the Table.....	71
3.2.6	Checklist for correcting Error Messages.....	74
3.3	Declaration of Honour by the Legal Representative of the Applicant Organisation.....	75
3.4	Legal Entity Form (PDF, TIFF, JPEG).....	75
4.	Glossary.....	76



European Commission

Use the eForm User Guide!



eForm User Guide
How to complete & submit the eForm

CALL DG EAC06711
LLP CENTRALISED PROJECTS AND NETWORKS

Deadlines:

Main Calls 2013	Deadline for submission
Sub-programmes: Comenius, Erasmus, Grundtvig, Leonardo da Vinci Multilateral Projects, Networks, Accompanying Measures	31st January 2013 12:00 midday Brussels time
Transversal Programmes: KA1 (Policy Co-operation and Innovation), KA2 (Languages), KA3 (ICT), KA4 (Dissemination and exploitation of results) Multilateral Projects, Networks, Accompanying Measures	28th February 2013 12:00 midday Brussels time

EACEA Technical Helpdesk:

Contact Details	Availability
Tel: +32 229 09705 Email: eacec-technical@ec.europa.eu	08:30 to 17:30 Monday to Thursday
	08:30 to 17:00 Fridays Excluding public holidays All times are Brussels time

Version 1 27 September 2012

[Version 1]

Table of Contents

1	Introduction	3
2	Technical Requirements & Considerations	3
3	The Online Application Process – Overview	5
4	Working with the eForm	5
4.1	Download the eForm from EACEA	5
4.2	Adobe Reader – a brief introduction to some key features of the pdf form	5
4.3	eForm completion	7
4.4	Mandatory, optional and calculated fields	8
4.5	Saving your form	9
4.6	Entering Dates and Numbers	9
4.7	Using the Add and Delete buttons (eForm tables)	9
4.8	Formatting	10
4.9	Character Limits	10
5	Guidance for specific Parts of the form	11
5.1	Cover Page	11
5.2	Part A – Participating Organisations	12
5.3	Part B – Description of the Project	16
6	Attaching Documents to your eForm	18
7	Validation of your eForm	20
8	Submission of your eForm	22
8.1	The mandatory save BEFORE submission	22
8.2	Submission	23
8.3	The mandatory save AFTER submission	24
9	Printing your eForm	25
10	How to obtain Technical assistance – EACEA Technical HelpDesk	25

The eForm step by step technical aspects for completing the eForm

Page 2 of 25

Orientation

Take it step by step

- Step 1 Understand the Erasmus+:Sport
- Step 2 Locate key information
- Step 3 Complete the application package
- Step 4 Send the application package**
- Step 5 Prepare for the next stage...

Frequent mistakes

- Deadline of 12 pm (midday) Brussels time not respected
- Official on-line application not used
- Missing documents such as a declaration of honour not signed by legal representative
- Eligibility criteria not respected (eligibility period, composition of partnership, countries' participation, max grant)

Orientation

Take it step by step

- Step 1 Understand the Erasmus+:Sport
- Step 2 Locate key information
- Step 3 Complete the application package
- Step 4 Send the application package
- Step 5 Prepare for the next stage...



European
Commission

All applicants: Selection

May-July

Eligibility criteria

Exclusion criteria

Award criteria: peer
review

Selection Criteria

February - May

Submit
application

Acknowledgement
of receipt

September

Evaluation Committee
Financing Decision

Notification and contractualisation

**Analysis /
Contractualisation**

- Grant Agreement
- Financial guarantees

October

For successful
applicants

Notifications +
feedback

November- December

Grant Agreements
Pre-financing

1st January 2015

Start of the eligibility period

Contractualisation documents

Validation of the PIC code

- Statutes
- Bank details
- VAT registration

Each Partner Organisation

- Original Mandate letter (multi-beneficiary)

If needed

- Financial capacity form (grants ≤ 60.000 €)
- Annual Accounts - Balance sheets

Exclusion Criteria

Declaration of Honour

Signature of authorised person

Confirms:

- Legal status of organisation (public status or not)
- Financially stable
- Legally “clean”
- Capacity to undertake the work
- Consulted with all partners in consortium – are in agreement with the content of the application

Overview of presentation

- Main innovations
- Orientation:
 - Identify and locate key information
 - The application package
- **The key documents in context: The selection procedure in detail**
- Some advice from staff and experienced coordinators

Award criteria

- Collaborative Partnerships

Relevance of the project	Maximum 30 points
Quality of the project design and implementation	Maximum 20 points
Quality of the project team and the cooperation arrangements	Maximum 20 points
Impact and dissemination	Maximum 30 points

Min. 60 points (at least half of the max points in each criterion)

Award criteria

- Not-for-profit sport events

Relevance of the project	Maximum 30 points
Quality of the project design and implementation	Maximum 40 points
Impact and dissemination	Maximum 30 points

Min. 60 points (at least half of the max points in each criterion)

Award criteria – Main elements

- **Relevance of the project**

- ✓ Proposal based on the objectives of European policies in the field of Sport
- ✓ Objectives clearly defined, realistic and address issues relevant to the participant organisations and target groups
- ✓ Proposal innovative and/or complementary to other initiatives
- ✓ Proposal brings added value at EU level

- **Quality of the project design and implementation**

- ✓ Clarity, completeness and quality of the work programme
- ✓ Consistency between project objectives, methodology, activities and budget proposed
- ✓ Quality and feasibility of the methodology proposed

Award criteria – Main elements

- **Quality of the project team and the cooperation agreements**
 - ✓ Project involving an appropriate mix of complementary partners with the necessary profile, experience and expertise in the appropriate fields
 - ✓ Good distribution of responsibilities and tasks for an active participation of all partners
- **Impact and dissemination**
 - ✓ Potential impact on participants and participating organisations and outside the organisations and individuals directly participating in the project
 - ✓ Quality of measures for evaluating the outcomes of the project
 - ✓ Quality of the dissemination plan
 - ✓ Quality of the plans for ensuring the sustainability of the project

Application quality – A strong proposal is:

- **Coherent** (problems, solutions, target groups, activities, budget, ambitions/resources/competence)
- **Simple** (objectives, approach)
- **Evidence based** (ex-ante needs analysis, state of art)
- **Clear** (identifying the need for such proposal, the solutions, and the outputs)
- **Rigorous in its planning** (which activities, when, for how long, and with what resources)
- **Explicit** (do not take for granted any information, if it is not in the application it cannot be taken into account)
- **Circumscribed** (a proposal is not about solving the world's problems, but about solving a specific issue)

Evaluation Procedure

- Common briefing for the experts
- Applications are assessed against the **award criteria** by 2 independent external assessors selected on the basis of their knowledge of sport sector and their languages skills.
- Each project receives a certain number of **points**. Consensus, if not third expert
- Each evaluation includes an **overall assessment** summarising the conclusions of the content analysis underlining the strengths and weaknesses of project to the attention of applicant.

Call for experts

http://eacea.ec.europa.eu/about/call_experts/call_experts_2013_en.php

Overview of presentation

- Main innovations
- Orientation:
 - Identify and locate key information
 - The application package
- The key documents in context: The selection procedure in detail
- Some advice from staff and experienced coordinators

Advice on finding and working with partners (1/2)

General

- Start with a clear idea of the ideal mixture of skills
- Partner organisations also need to find the results relevant and useful
- Work with your own networks (former projects, other projects)

Advice on finding and working with partners (2/2)

Finding partners

Mix "old" and "new": previous collaborators + new ones

Work with organisations with the skills needed for the specific project

Use recommendations of people you trust (colleagues, previous partners)

Preparatory actions compendia and partner-search databases

Select carefully according to criteria you establish in advance

Working with partners

Involve them in all stages of development and drafting

Advice on completing the form (1/2)

- Have the project idea firmly in mind in advance of starting to complete the form
- Take time to understand how the form is constructed
- Be sure that your project fits into the Erasmus+ Sport action
- Ensure that partner involvement (work packages and budget) has been fully discussed and agreed

Advice on completing the form (2/2)

- Allow time for drafting *and* reviewing *and* redrafting the texts
- Test your draft application on someone outside the partnership
- The time required is variable (a few weeks to more than a year from concept to finalisation)
- Partners who provide low quality input to the drafting of the application may not provide high quality input into the project!
- It is a time-intensive process and will require dedicated staff time

Advice for “first-timers” (1/2)

Your early planning should take into account:

- Mentors and a project team in your organisation
- Experienced partners and external evaluator
- Avoid chairing meetings
- Gaining experience as a project partner before becoming coordinator
- As a manager, focus significantly on tasks and quality assurance

Advice for “first-timers” (2/2)

- Approval from participating institutions is essential and can take time
- The objectives of the project need to fit into the objectives of the partner organisations **and** the objectives of the Erasmus+ funding stream
- When planning communication with partners take into account:
 - Importance of social time
 - Blending different types of meeting (workshops and virtual meetings as well as formal meetings)

Thank you

Education, Audiovisual & Culture
Executive Agency

<http://eacea.ec.europa.eu>

EACEA-SPORT@ec.europa.eu