Call for proposals
EACEA/16/2018
ERASMUS+ PROGRAMME
KA3 – SUPPORT FOR POLICY REFORM
EUROPEAN YOUTH TOGETHER

Please note: The standard grant agreements/decisions of the Agency are currently under revision due to the entry into force of the new Financial Regulation and its Rules of Application in 2018. For this reason the draft grant agreements related to this call are published as an example and consequently the Agency reserves the right to introduce changes or additional details subject to the adoption of the final text of the Financial Regulation and Rules of Application. In this case the Agency will announce the changes as soon as possible and at the latest before the signature of the grant agreements.
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1. INTRODUCTION - BACKGROUND

Young people are active in EU mobility activities: they join pan-European organisations or engage in less structured non-formal exchanges with young people from other European countries and they show positive attitudes and support to the European integration process. In their capacity, they can be powerful ambassadors of the European project and build bridges across the continent, particularly from East and West Europe but also along the North-South line, to inspire others in the way they experience Europe and their European identity.

Erasmus+ Youth today promotes youth exchanges, youth worker mobility and supports youth organisations. Analysis of experience reveals a fruitful and active cooperation between organisations and young people across countries. The Erasmus+ programme is successful in attracting and engaging young people. There is great interest in participation and currently only 1 in 3 mobility projects (Youth Exchanges, Youth Workers Mobility) and 1 in 5 in partnerships (Transnational Youth Initiatives) can be supported.

As President Juncker pointed out in his 2017 State of the Union speech; “…Europe must be a Union of equality and a Union of equals. Equality between its Members, big or small, East or West, North or South.” Young people are key actors in making this happen. They might often be less engaged than older persons in traditional forms of participation such as voting or belonging to a political party, but a majority among them declare interest in politics and have stronger feelings of citizenship towards the EU than older groups. The new Eurobarometer survey on European Youth confirms young people's interest in more contemporary forms of civic participation: more than half (53%) of respondents say they have participated in at least one type of organised activity in the last 12 months (+4 pp. since 2014), while nearly a third (31%) of young people in the EU indicate that they have participated in organised voluntary activities in the past 12 months (+6 pp. since 2014).

According to the survey, young people ask the EU to prioritise subjects such as education and skills, protection of environment, migration issues and EU citizenship. These findings are well in line with the outcomes of the New Narrative for Europe. The New Narrative for Europe was a 5-year project that aimed to gather the views of young people on what the future priorities of the EU with regard to young people should be. The project was concluded in 31 January 2018, where a group of young people handed the outcomes of this project over to Commission.

2. OBJECTIVES

The scope of the “European Youth Together” actions should build on the experience obtained through the 'New Narrative for Europe' project and other youth policy and programme initiatives aiming to promote young people's participation in European public life as well as cross-border exchanges and mobility activities.

2.1. General Objectives

"European Youth Together" projects aim to create networks promoting regional partnerships, and to be run in close cooperation with young people from across Europe (Erasmus+ programme

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4-identem --footnote 1.
5 https://europa.eu/youth/have-your-say/new-narrative-for-europe_en
6 See https://europa.eu/youth/have-your-say/new-narrative-for-europe_en.
countries). The networks would organise exchanges, promote training (for instance for youth leaders), and allow young people themselves to set up joint projects.

"European Youth Together" will support initiatives from at least five youth organisations from five different eligible Erasmus+ programme countries to share their ideas about the EU, encourage wider civic participation and help foster a sense of European citizenship. The initiative will aim to bring together European youth from across Europe; East, West, North and South.

The thematic priorities are active citizenship, network-building, European values and European citizenship, democratic participation, democratic resilience and social inclusion related to youth.

2.2. Specific Objectives

The initiative will specifically support:

- promotion and development of more structured cooperation between different youth organisations to build or strengthen partnerships;
- youth organisations involved in initiatives to encourage young people to participate in the democratic process and in society by organising trainings, showcase commonalities among young Europeans and encourage discussion and debate on their connection to the EU, its values and democratic foundations. This includes organising events as a lead-up to the 2019 elections to the European Parliament.
- promote participation of under-represented groups of young people in politics, youth organisations and other civil society organisations by engaging vulnerable and socio-economic disadvantaged youth.

It targets youth NGOs, public bodies and informal groups of young people which would propose projects involving at least five partners who have the capacity to mobilise young people in partnerships covering different countries and regions within the Erasmus+ Programme Countries.

2.3 Project results

The granted projects should demonstrate their expected contribution to the overall EU youth policy agenda by:

- building on the outcomes of the New Narrative for Europe (or other similar debate projects) and linking them to policy development at local/regional/national/European level;
- improving the involvement of young people in democratic life and their engagement with decision makers (empowerment, new skills, involvement of young people in project design, etc.);
- helping to improve the capacity of the youth sector to work transnationally and promoting transnational learning and cooperation between young people and decision makers;
- upscaling existing best practices and outreach beyond the regular network(s);
- disseminating their results in an effective and attractive way among young people involved in youth organisations, so as to pave the way for more systematic partnerships, and also among youngsters who are not affiliated to youth structures or those who come from disadvantaged backgrounds.

3. TIMETABLE

The stages of the call are as follows:
<table>
<thead>
<tr>
<th>Stages</th>
<th>Indicative period</th>
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<tbody>
<tr>
<td>a) Publication of the call</td>
<td>16 April</td>
</tr>
<tr>
<td>b) Deadline for submitting applications</td>
<td>25 May (noon) CET</td>
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<tr>
<td>c) Evaluation period</td>
<td>25 May – 6 July</td>
</tr>
<tr>
<td>d) Information to applicants (notifications)</td>
<td>as of 9 July</td>
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<tr>
<td>e) Signature of grant agreement</td>
<td>July - August</td>
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<tr>
<td>f) Starting date of the action</td>
<td>September</td>
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4. **BUDGET AVAILABLE**

The total budget available for the co-financing of projects under the present call is EUR 5 000 000.

The financial contribution from the EU is minimum EUR 100 000 and cannot exceed EUR 500 000. It is limited to a maximum co-financing rate of 80% of the total eligible project costs.

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

5. **ADMISSIBILITY REQUIREMENTS**

Applications shall comply with the following requirements:

- they must be sent no later than the deadline for submitting applications referred to in Section 3 above (25/05/2018– 12:00 midday Brussels time);
- they must be submitted online (see Section 14 of the present Guidelines), using the electronic application form (eForm) and its compulsory annexes;
- they must be drafted in one of the EU official languages.

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

In order to submit an application, applicants and co-applicants 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 different services of the European Commission. If an applicant and co-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 and co-applicants to upload or update the information related to their legal status and attach the requested legal and financial documents.

See Section 14.2 for more information.
6. ELIGIBILITY CRITERIA

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

Only applications from legal entities established in the Erasmus+ programme countries are eligible.

6.1. Eligible applicants

Participating organisations can be:

- non-profit organisations, associations and NGOs including European Youth NGOs;
- social enterprises;
- public bodies at local level-, regional-, or national level;
- public bodies at;
- associations of regions;
- European Groupings of Territorial Cooperation;
- profit-making bodies active in Corporate Social Responsibility established in a Erasmus+ Programme Country.

The minimum partnership composition requirement for this call is at least 5 partners from 5 different countries eligible for participation in the Erasmus+ programme. Applying organisations should demonstrate their capacity to ensure a good geographical balance in terms of partners from different parts of the Erasmus+ Programme Countries. This means a partnership distribution across eligible countries where partners come from different regions East, West, North and South.

6.2. Eligible countries

Only applications from legal entities established in the following programme 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;

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of grant agreement Article II.16.3.1 (a).

- The European Free Trade Association (EFTA) countries, which form part of the European Economic Area (EEA): Iceland, Liechtenstein, Norway;

- 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.

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6.3. Eligible activities

European Union financing under this Call takes the form of an action 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 a project description covering the whole period of the grant applied for.

The following types of activities are eligible:

- Mobility activities including large scale youth exchanges
- Activities facilitating access and participation of youth in the EU policy agenda;
- Exchanges of experience and good practice; networking and partnerships with other youth organisations; participation in meetings or seminars with other stakeholders and/or policy-makers also with a view to increasing policy impact on target groups, sectors and/or systems;
- Initiatives and events for developing European NGO/Civil Society organisations/EU-wide networks;
- Awareness-raising, information, dissemination and promotion activities (seminars, workshops, campaigns, meetings, public debates, consultations, etc.) on EU policy priorities in the field of youth;

Activities shall be of cross-border nature and may be performed at European, national, regional or local level.

**Additional eligibility criteria for mobility activities / youth exchanges:**

- duration: from 5 to 21 days, excluding travel time;
- venue(s) of the activity: the activities must take place in the countries of the applicant/partners;
- eligible participants: young people aged between 13 and 30 who are residents in the countries of the receiving and/or sending organisations;
- number of participants: minimum 16 and maximum 180 participants (group leader(s) not included). Minimum 4 participants per group (group leader(s) not included). Each national group must have at least one group leader. A group leader is an adult who accompanies the young people participating in a mobility activity / youth exchange in order to ensure their effective learning, protection and safety.

The project duration must be between 9 and 24 months. It cannot be extended in time.

7. **EXCLUSION CRITERIA**

7.1. Exclusion from participation

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

(a) the applicant is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in
accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the performance of the contract;

(c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;

(ii) entering into agreement with other applicants with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the Agency during the award procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(d) it has been established by a final judgment that the applicant is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the applicant is established or the country of the performance of the contract;

(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.

(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:
(i) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

(ii) non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;

(iii) decisions of the ECB, the EIB, the European Investment Fund or international organisations;

(iv) decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.

(v) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

(h) a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.

(i) a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for the situations referred in point (d) of this section.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union's financial interests.

7.2. Rejection from the award procedure

The authorising officer shall not award a grant to an applicant who:

(a) is in an exclusion situation established in accordance with the above Section 7.1;

(b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;

(c) was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) may be imposed on applicants or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.
The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the Section 7.1:

(a) the name of the applicant concerned;
(b) the exclusion situation;
(c) the duration of the exclusion and/or the amount of the financial penalty.

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgement or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by the Agency either following the relevant final judgement, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, the Agency shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

7.3. Supporting documents

Applicants and affiliated entities must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.

The declaration is part of the Application Package (see section 14).

This obligation may be fulfilled in one of the following ways:
(i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities OR
(ii) each applicant in the consortium signs a declaration in its name and on behalf its affiliated entities OR
(iii) each applicant in the consortium and the affiliated entities sign each a separate declaration in their own name

8 SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their financial and operational capacity to complete the proposed activities
8.1. **Financial capacity**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

A declaration on their honour and

EITHER

- the profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities: the business plan might replace the above documents;

OR

- the table 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.

In the course of the procedure applicants may be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant(s) will receive instructions on how to create a PIC in due time.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is weak, s/he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);

where applicable, require the joint and several financial liability of all the co-beneficiaries.

- reject the application.

8.2. **Operational capacity**

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour and the following supporting documents

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action (this should include a description of relevant experience related to the action(s) to be carried out);
- the organisation's activity reports for the last three years;
- an exhaustive lists of previous projects and activities performed during the last three years and connected to the policy field of the call or to the actions to be carried out;
- a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;
- an inventory of natural or economic resources involved in the project.

9. AWARD CRITERIA

The eligible applications will be assessed on the basis of exclusion (see section 7), selection (see section 8), and the award criteria as stated below.

The award criteria for the funding of an application are:

- **Relevance of the project (25 %)**
  - The relevance of the proposal to the objectives of the call for proposals;
  - The extent to which:
    - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;
    - projects demonstrate that they are based on a thorough needs assessment.

- **Quality of the project design and implementation (25 %)**
  - The clarity, completeness and quality of the action, including appropriate phases for preparation, implementation, monitoring, evaluation and (as appropriate) dissemination;
  - The appropriateness and quality of the methodology proposed: Consistency between project objectives and activities proposed; logical links between the identified problems, needs and solutions proposed plus feasibility of the project within the proposed time frame;
  - The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;
  - Cost effectiveness: the proposed budget is sufficient for proper implementation and the project is designed so as to ensure the best value for money.

- **Quality of the partnership and cooperation arrangements (25 %)**
  Including how young people are involved in all stages of the project implementation and how the East-West and North-South lines are taken into account, as well as:
  - The extent to which the project involves an appropriate mix of complementary participating organisations;
  - The existence of effective mechanisms for coordination and communication between the participating organisations;
  - Activities establishing synergies between Erasmus+ and other EU or national/regional funding sources are encouraged.

- **Impact, dissemination and sustainability (25 %)**
  - The quality of measures for evaluating the impact of the project and for assuring the sustainability of the project;
- The potential impact of the project on participants and partner organisations, during and after the project lifetime;

- The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;

- The expected results display the understanding and capacity of the applicant and partners to communicate the European Union’s values particularly in regard to citizenship.

Only proposals having reached:

- at least the threshold of 60% of the total score (i.e. aggregate score of the 4 award criteria); and

- at least the threshold of 50% of each criterion

will be considered for EU funding.

10. LEGAL COMMITMENTS

In the event of a grant awarded 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 of formalising the obligations of the parties.

Grant Agreement:

Both copies of the original agreement must be signed first by the beneficiary on behalf of the consortium and returned to the Agency immediately. The Agency will then sign them last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1 General Principles

a) Non-cumulative award

An action may only receive one grant from the EU budget.

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 action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.
Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

d) Balanced budget

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

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at:


on the date of the publication of this call for proposals.

e) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

The beneficiary must abide by special rules as referred in the grant agreement annexed to the call.

Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU9 or contracting entities in the meaning of Directive 2014/25/EU10 shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

a) subcontracting does not cover core tasks of the action;

b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;

c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;

d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:

(i) before any recourse to subcontracting, if the beneficiaries requests an amendment

(ii) after recourse to subcontracting if the subcontracting:


- is specifically justified in the interim or final technical report and
- does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

f) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

11.2 Funding forms

The grants financed through reimbursement of eligible costs in combination with flat rate covering overheads are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

- Maximum amount requested

The financial contribution from the EU cannot exceed 80% of the total eligible project costs.

The financial contribution from the EU is minimum EUR 100 000 and cannot exceed EUR 500 000. Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant.

The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

Eligible costs

Eligible costs are costs actually incurred by the beneficiary of a grant which meet the following criteria:

- they are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to final reports and certificates.

The period of eligibility of costs will start as specified in the grant agreement. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b)

- they are indicated in the estimated overall budget of the action;

- they are incurred in connection with the action which is the subject of the grant and are necessary for the implementation of the action which is the subject of the grant;

- they are 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;

- they comply with the requirements of applicable tax and social legislation;
they are 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 revenues declared in respect of the action with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

**Eligible direct costs**

The eligible direct costs for the action are those costs which:

**with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

(a) the costs of personnel working under an employment contract with the applicant or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary’s usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration provided that these costs are in line with the applicant’s usual policy on remuneration or, where applicable, its partners. NB: this cost must be actual cost incurred by the beneficiary, the co-beneficiary, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary. These costs may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);

(ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and

(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

The recommended methods for calculation of direct personnel costs are provided in the Appendix.

(b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary’s usual practices on travel;

(c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary’s accounting statements, provided that the asset:

(i) is written off in accordance with the international accounting standards and the beneficiary’s usual accounting practices; and

(ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;
The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment’s depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

(d) costs of consumables and supplies, provided that they:

(i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and

(ii) are identifiable and directly assigned to the action;

(e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;

(f) costs entailed by subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;

(g) non deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States

Eligible indirect costs (overheads)\(^{11}\)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7% of the total eligible direct costs of the action is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

**Applicants’ attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.**

In order to demonstrate this, in principle, the beneficiary should:

a. use analytical cost accounting that allows to separate all costs (including overheads) attributable to the operating grant and the action grant. For that purpose the beneficiary should use reliable accounting codes and allocation keys ensuring that the allocation of the costs is done in a fair, objective and realistic way.

b. **record separately:**
   – all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
   – all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

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\(^{11}\) Indirect costs do not apply to operating grants.
**Ineligible costs**

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

**Calculation of the final grant amount - Supporting documents:**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,

And 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”:


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 funding agreement, the final grant will be reduced accordingly.

**Non-profit rule**

EU grants 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 the eligible costs incurred by the beneficiary, when the request is made for 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 action.

11.3 Payment arrangements

A pre-financing payment corresponding to maximum 80% of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

11.3.1 Pre-financing guarantee

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financing 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/she 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.

12. PUBLICITY

12.1 By the beneficiaries

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

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed activities.

To do this they must use the text, the emblem and the disclaimer available at http://eacea.ec.europa.eu/about/eacea_logos_en.php, which will be provided by the Agency.

If this requirement is not fully complied with, the beneficiary’s grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the Agency and/or the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality of the beneficiary,
Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. 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.12

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. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. 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:


Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (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 Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the 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 and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by the Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

The call for proposals is being published in the Official Journal of the European Union and on the Internet site of the EACEA Agency at the following address:

http://eacea.ec.europa.eu/erasmus-plus/funding_en

14.2 Registration in the participant portal
Before submitting an electronic application, applicants and partners 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 in the application form.

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: http://ec.europa.eu/education/participants/portal.

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Details on the supporting document that need to be uploaded in the portal can be found on the following link:

14.3 Submission of the grant application
Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

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.

Applicants are requested to log in at https://eacea.ec.europa.eu/PPMT/ and follow the procedure for submitting an application.

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

A complete application package comprises:
- The eForm and its compulsory attachments (to be submitted online)
- and the additional compulsory administrative annexes (to be sent by email to the Agency by the same deadline.). The email address to be used (clearly stating the submission reference number) is EACEA-YOUTH@ec.europa.eu

Only applications submitted on the correct form, duly completed, dated, including all the compulsory annexes and signed by the person authorised to enter into legally binding commitments on behalf of the Applicant will be accepted.

Electronic submission

The eForm, including its attachments, duly completed must be submitted online by 12.00 (midday, Brussels time) on 25/05/2018.

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.
14.4 Rules applicable


14.5 Contacts

If you have any questions, please contact us at

EACEA-YOUTH@ec.europa.eu