Frequently Asked Questions
ERASMUS+ Key Action 3
European Youth Together
Call for Proposals
EACEA/10/2020
Table of Contents

1. Objectives .......................................................................................................................... 11
   1.1 Can we address other thematic priorities of the EU Youth Goals, besides priorities #3 #4 and #10, as referred to in Annex 3 to the EU Youth Strategy 2019-2027? ........................................... 11
   1.2 Are all three EU youth goals #3, #4 and #10 equally taken into account or can one or two be prioritised more than another in the project? ........................................................................... 11
   1.3 As far as your emphasis on linking to EU policy and reform, does the project have to feed into that directly? .......................................................................................................................... 11

2. Eligible applicants, partners and countries ..................................................................... 11
   2.1 Can applicants involve partners from Erasmus+ partner countries, including those from other regions of the world? ........................................................................................................... 11
   2.2 If the UK is eligible until the end of the year, does that mean that the UK involvement must finish in December 2020? ............................................................................................................. 11
   2.3 Most, if not all, partner organisations of our consortium will be umbrella organisations. Will it be taken into consideration that we achieved geographical balance, given that we are present through our Member Organisations in the great majority of counties in Europe even though not all members will be part of the consortium? ................................................................. 12
   2.4 We are a global platform for young people run by students and recent graduates of institutions of higher education on different thematic areas relevant to young people and we are based in an eligible country. Can we apply and work with our other local communities in different countries? ........................................................................................................... 12
   2.5 What countries should we consider as north countries, south countries, west countries and east countries? After researching further on the internet, we found various definitions and borders for each area, could you please clarify these? Can we build a partnership with partners from north, south, east and west of the Mediterranean basin project? Would it be sufficient to simply show we cover a wide geographic spread? ........................................................................... 12
   2.6 How do you define ‘young people’? Can the project activities also involve children? 12
   2.7 How do you define the ‘field of Youth’? ............................................................................. 13
   2.8 Are there any specific parameters that define a Youth NGO? Does it have to be established as an independent legal entity? Is a simple youth association eligible in the call? ... 13
   2.9 Is a non-profit organisation or NGO working in the field of youth alongside other areas eligible e.g. an NGO focusing on sport with participating youth, but other target groups as well? Is a NGOs required to include ‘Youth NGO’ in their name or be a youth-led NGO and/or primarily composed of people under 30? ........................................................................................................... 13
   2.10 Are youth social enterprises and cooperatives with a social aim eligible as applicants and/or partners? ......................................................................................................................... 13
   2.11 Can a non-profit university be an applicant and a coordinator of this call or a partner? 14
2.12 Are public bodies or public authorities eligible as applicant/partners? .......................... 14
2.13 Is a profit organisation eligible as a partner? .................................................................. 14
2.14 Can an SME active in the field of youth be a partner or receive any budget as an affiliated entity? .............................................................................................................. 14
2.15 Where can we find Article 187 FR and Articles 136(1) and 141(1) FR mentioned in the call in relation to affiliated entities? ................................................................................................................... 14
2.16 Can affiliated entities be considered as part of the five partners/organisations (including the applicant) from five different countries eligible for participation in the Erasmus+ programme? ............................................................................................................ 14
2.17 What can affiliated entities do within the scope of the action? Can they host events? Can they send participants to events hosted by a partner? Are staff costs for an affiliated entity eligible? Are expenses for travel to and from countries with affiliated entities eligible? .......... 15
2.18 Our organisation is legally registered in Brussels, but works in other Erasmus+ programme countries. Is it possible to apply with the in-country section of an organisation, when the actual organisation is legally registered elsewhere (e.g. Brussels in this example)? Is this what is referred to as an ‘affiliated entity’? .................................................................................................................. 15
2.19 Can informal groups (e.g. Students’ clubs) apply for the grant? ................................. 15
2.20 Can students participate in this call? ................................................................................. 16
2.21 Are public (VET) schools/universities/research institutes/city councils eligible? .......... 16
2.22 As an EU-wide network involving several organisations from several eligible countries, is it necessary to create new (strategic) partnerships or networks for this call? .......................................................... 16
2.23 Can a branch of our organisation figure as a partner in our project? .............................. 16
2.24 Can an organisation be an applicant and/or partner in more than one project proposal in this call? ........................................................................................................................................ 16
2.25 Is it possible that two or more partners come from the same city/country? How many partners can be involved from each country? .................................................................................. 16
2.26 How long must the applicant organisation have existed for, in order to be eligible in this call? 17
2.27 What is the maximum number of participating organisations in a consortium? .......... 17
2.28 Can we include associate partners, i.e. partners that support the implementation of the action who do not receive anything from the budget nor help with implementation of the project? If so does a letter of support from the associate partner suffice? ........................................................................ 17
2.29 Is there a database in which to register our organisation and search for potential partners for Youth Together projects? .................................................................................. 17
2.30 If we receive an ‘operating’ grant in another EU programme, can we apply for a grant in this call? If we are also participating in another Erasmus+ KA2 project in which “Indirect costs” were included, are we still eligible to receive the 7% indirect costs of this grant? ........................................................................ 18

3. Eligible activities and work programme ................................................................................. 18
3.1 When should our project activities start? ............................................................................. 18
3.2 What is a "large scale exchange between young people" and where can we find the specific rules regarding the mobilities? How many participants should these activities involve? Is there a maximum number of mobility activities that can be organised? Is the number of participants in Youth Exchanges the same as other actions in the programme (e.g. maximum 60 including group leaders)? If, for example, for one of the activities with has 150 participants and we only plan to cover the costs of 20 team members does this still qualify as large-scale? Alternatively, do we need to cover the costs of all participants for it to be large scale? ............ 19

3.3 Can we organise Training Courses for Youth Workers and Youth Exchanges for young people as the main target groups of our project? Can we organise the same Youth Exchange in two countries or is it must be different? Can we also organise focus groups or round table meetings with stakeholders from local municipalities or faculties? Is it possible to prepare two different training paths, one for teenagers (15-17) and one for young adults (18-25)? ........ 19

3.4 If we work with young people of all kinds, including marginalised ones, but not targeting them specifically, should we say that we work with marginalised youth or not? ........ 19

3.5 Are trainings for youth workers eligible? Can we foresee training for youth workers on specific methodologies that they have to use for the project? ................................................................. 19

3.6 Is it possible to organise an activity like Structured Dialogue? .................................. 20

3.7 Can we develop an online app for youth organisations? .......................................... 20

3.8 Can activities be hosted in countries outside of the partnerships? ............................... 20

3.9 Is it possible for nationals of other Erasmus+ Programme Countries, eligible in the EYT call but outside our partnership, to participate in our activities even if the organisation is not a partner of the project? e.g. including youth participants from other countries such as Moldova, Ukraine, Bosnia and Herzegovina, and Montenegro in youth exchanges or networking meetings. Are participants from umbrella organisations allowed? ................................................................. 20

3.10 We are designing a project in which we want to offer traineeships to associated partners. Is it possible to ask for the budget to cover the scholarships? ........................................ 20

3.11 If the consortium is comprised of five partner countries, must we visit each country during the project? ........................................................................................................ 21

3.12 What can be classified as a ‘work package’ and what should not? (i.e. can we include a work package for dissemination, or for the development of an Intermediate report?) ............. 21

3.13 Do we need to present the working packages as cluster of related actions, or do we need to have a separate WP for every activity? Do you expect us to have one work package box for every single activity under the umbrella of each project phase? i.e. work packages 1 - 2 and 3 for preparation, 4 to 10 for implementation and so on? Would it be preferable to have a higher quantity of highly detailed work packages or a lower quantity of more basic work packages? .. 21

3.14 In our workpackages, there is a main partner coordinating each activity, therefore we wanted to organise the spending in a way that each partner of the project would be in charge of travel, while the coordinating partner would be in charge of subsistence costs. Is it possible that we organise this internally in our consortium? How can we make it noticeable in the budget? 21

3.15 How many participants should take part in the “Meetings between agency and beneficiaries” specified in the grant agreement? Does the EACEA have any networking events
planned for 2021 in which we can participate as elected consortia? How many participants should take part in these meetings? Is it only for coordinators? Over how many days should this activity take place and where should they be held? ................................................................. 22

3.16 If there is someone within the partnership who has the quality label for ESC or accreditation for the EVS, is it possible to consider including these kind of mobilities of at least two/three months in our project? ........................................................................................................... 22

3.17 Are transnational meetings also eligible? .............................................................................................................. 22

3.18 Can you split the project coordinator role between two out of the five partners? ..... 22

3.19 In case we are not organising learning mobility, is it fine not to fill in ‘Part V. Specific arrangements regarding learning mobility (if applicable)’? ................................................................. 22

3.20 In case we will not perform non-formal and in-formal trainings in our project, what should we fill in section ‘II.4 Recognition and validation’ of the detailed description? .......................... 23

3.21 Where can we include internal project deliverables that will be only shared among the partners in the application? ................................................................................................. 23

4. **Budget estimations** ............................................................................................................................................... 23

4.1 Is the budget based on real costs, and what if they deviate? Are there any guidelines on how to correctly fill in the budget annex besides what is available in the applicant guidelines? Can I modify the budget categories or add new ones? Which VAT should we use if we are hosting activities in different countries? ........................................................................................................... 23

4.2 Would it be preferable to have a centralised or a decentralised budget for all the consortium?......................................................................................................................................................... 24

4.3 Is it possible to use the cascade funding model to finance the joint projects of youth involved in the project? ......................................................................................................................................................... 24

4.4 Can we combine funding from different grants for the same activity? ...................... 24

4.5 If the project is financed, will the entire budget be managed by the applicant organisation? During the project lifecycle will the applicant be required to distribute the budget to the partners? ......................................................................................................................................................... 24

4.6 Are applicants at risk of double funding if they have already applied for an additional Erasmus+ programme? ......................................................................................................................................................... 24

4.7 What do you consider as ‘budget headings’? ................................................................................................. 25

4.8 Where can I find the percentages of the five budget headings? ................................................. 25

4.9 Is there a recommended balance between the five budget items? Is there a requirement for the differences in the budget ratio between different partners? ......................................................................................................................................................... 25

4.10 Should each partner bring a 20% co-financing share for their respective budget or is it only for the applicant to provide? How do we demonstrate the co-financing for the applicant and/or for the partners involved in the project? Is it necessary to anticipate the costs before receiving the funding? ......................................................................................................................................................... 25

4.11 Is voluntary work taken into consideration as staff? Is it possible to consider voluntary work as a contribution to the project’s 20% co-funding (or at least a part of it)? ....................... 25
4.12 If a municipality has a conference room that we can use free of charge, can this count as co-financing? .......................................................... 26

4.13 Is it possible to finance 20% through another European project? For example, the project under European Youth Together 2020 will include several Youth exchanges and one of them (which will represent at least 20% of the budget) will be supported by Erasmus+ KA1 action? Isn’t it a double financing from two EU sources? ...................................................... 26

4.14 Can the time of colleagues outside of the organisation but directly involved in the project (i.e. graphic designers, communications team, finance team) be considered co-financing? If yes, how do we account for these costs? ...................................................... 26

4.15 Can actual staff costs from the coordinator and staff from partners be part of this co-funding? 26

4.16 What other expenses can be attributed to the co-financing rate in addition to staff costs? 26

4.17 Should the 20% of the budget be covered by the partnership: at the final stage of the project will we need to report also this 20% of the budget? .............................................................................. 27

4.18 Is there a suggested balance between own financial resources of the organisation and third-parties-funding? Could the 20% be covered by third-parties-funding only? Must financial contributions from third parties be noted under ‘co-financing’ at application stage, or can we include them later on in the project? .............................................................................. 27

4.19 We will have a regional government as a partner. They do not need money from the project and they will most probably be contributing to the 20% out of their own pocket. Is this eligible? 27

4.20 Can we contribute more than 20% co-funding to the total project costs?.............................. 27

4.21 Can the total estimated budget surpass 500,000 EUR and the organisation’s own contribution to the funding of the project be higher than 20%? ...................................................... 27

4.22 The call requires that in order for a cost to be eligible, they must be “incurred by the beneficiary”. What about the costs incurred by the partners? .............................................................................. 27

4.23 In budget headings 2.1, 2.2 and 2.3, are we only supposed to indicate coordination activities including only project staff? Can we include meetings involving youth activities or trainings with participants outside the consortium? Otherwise, should we include these in heading ‘5. Other costs’? .............................................................................. 27

4.24 For whom can we claim staff costs? .............................................................................. 28

4.25 Is the staff of a public local authority with a formal mandate of commitment on the specific project from the mayor accountable with pay slips? How does it work in co-operatives where members receive the salary based on the amount of work provided and have no regular work contract (the membership is equivalent to a permanent contract)? .............................................................................. 28

4.26 Can we consider a human resources cost for someone that does not belong to the organisation e.g. that will be contracted exclusively to the project? ...................................................... 28

4.27 Is it possible to dedicate a budget to traineeships for young people? ....................... 28
4.28 Are costs for support of people with special needs eligible - for example a sign language translator for a deaf person, or an accompanying person (nurse) for a participant in a wheelchair? Is there a fixed way to calculate cost for support staff for people with disabilities? 28

4.29 Given COVID-19, have you thought of what types of costs for the activities you will consider eligible when the activities are online? Is for example purchasing of equipment to allow members to join online activities and make the activities more inclusive eligible? Is it possible to not to anticipate travel in the proposals and implement all activities online via streaming? 29

4.30 We want to organise a training activity and the trainer is an expert coming from an affiliated entity outside the partnership, is this ok? 29

4.31 If one partner does not want a salary in order to manage mobility, is this a problem? 29

4.32 Could an organisation hire a youth leader without an employment contract but only with an internal written agreement (N.B. no taxes nor social security will be paid; it will be more like a scholarship for youth leaders)? 29

4.33 Can we have employees over 30 years old in this project? 29

4.34 In some organisations, a project manager is also youth worker, is it necessary to indicate it if we have different budget for the two roles or we should indicate only one budget for both roles specifying it? 29

4.35 How should we calculate daily staff rates and/or find rates defined for the staff categories specified in section VII.7 of the detailed description? 29

4.36 Are the ‘Human resources’ estimates including all coordinator and partner costs? Is there any difference in calculating these costs between the coordinator and the partners? In the column "average costs per working day/staff", should we refer to a table indicating the average in each country for the different positions involved or should we calculate the average by ourselves? 29

4.37 Is there any reference or formula on how to calculate the number of working days for staff costs? 30

4.38 Can a non-contractual staff member within the organisation leading the project be classified as a coordinator? What kind of contract with the beneficiary could be considered other than an employment contract? Some of the organisations involved in the project are small ones and they do not hire employees with permanent contracts. Some are working as freelancers. Is it possible to include such costs? 31

4.39 Should we follow specific rules for cost calculation of travel and accommodation? Should we use the distance calculator in order to structure the budget for ‘2.1 Travel costs’ and ‘2.2 Subsistence costs’, using other existing Erasmus+ standard costs in Key Actions 1 and 2? 31

4.40 Is it possible if we present the travel costs for partners meeting in one budget item per partner? For example, our organisation will attend four meetings with 1 person x 250 EUR = 1,000€. Alternatively, is it better to have one line for each meeting and partner? 31

4.41 In the detailed budget, on ‘2.1. Estimated travel costs’ and ‘2.2. Estimated subsistence costs’, we are asked to indicate the “name of applicant/partner organisation + person(s)”. Do we need to refer to the name of the person travelling? Or just indicate the position? e.g. can we just indicate “youngster” or “youth worker” or “facilitator” and not the name? 32
4.42 Can local transportation be covered in the item ‘Subsistence costs’ or should it be covered in the travel costs? Should the costs for travel and subsistence for youth workers and young beneficiaries (not staff members) be included in ‘Other Costs’ or under ‘Travel and Subsistence’?

4.43 Does travel need to take place from the country of the beneficiary or can it start from another country (e.g. where the person attended another meeting)?

4.44 How many days in advance and how many days after an event can subsistence, travel and accommodation costs be claimed? Do we need to include the travel days in the "number of days" column?

4.45 In case of translation costs, some partners can subcontract and others can be done by their staff. If the project is granted how do we report both cases? In the case where the organisation’s staff will do the translation, do we include this cost in human resources or in the translation section of the budget?

4.46 Which kind of costs can be included in budget sub-heading ‘2.3 Estimated meetings, seminars conferences’?

4.47 We need local preparatory activities prior to organising the cross-border activities e.g.
local meetings, trainings, local trips, with a view to building a connection between the participants of one country. Is it possible to organise such activities and if so, should we indicate them in "Other costs" or another section?

4.48 Where should we declare costs for developing a web portal for which we will use an external provider as we do not have the technical expertise in our consortium?

4.49 Would costs related to a specific training course activity be considered as ‘other costs’, including trainers’ fees?

4.50 Is it allowed to fund or pay costs of specific activities that would be organised by youth participants in local projects (as a model of practicing their gained knowledge though different advocacy campaigns and community based actions)?

4.51 Could you please clarify what kind of costs and activities should be included, specifically for the ‘3.1 Estimated Communication costs’ and the ‘3.2 Estimated Dissemination costs’ budget categories? What is the difference between them?

4.52 What are the specific rules for subcontracting? What is the threshold of the budget for it? Are there specific awarding rules?

4.53 Would it be possible to contract PR agencies in each participating country to implement a higher quality of media campaigning activities?

4.54 Regarding external experts that will participate, how will we pay them in case they cannot issue any official invoice?

4.55 What counts as indirect costs?

4.56 Concerning the budget planning there is flat-rate amount of 7 % of the total eligible direct costs that are eligible as indirect administrative costs. Is there any percentage specified for the personnel costs?
4.57 Will workshop material like coloured paper, pens, and post-its be accepted as direct or indirect project costs? ................................................................. 35

4.58 Will we have to choose the auditor or is the Agency providing the approved auditor? Can have an external accountant that certifies our accounts and financial statement? Are there any audit reports templates available? Is it the coordinator’s responsibility to present this? Is the audit only for the coordinator or for the entire consortium? ......................................................... 36

5. Admissibility, selection criteria and supporting documents at application stage ............................... 36

5.1 Can I write my application in a national language and the work programme in English? 36

5.2 Based on the automatically generated form, three attachments are required: Project Detailed Description, Declaration of Honour and Detailed Budget. Are there special forms to fill in and then attach to the form or are we free to use our own letter confirming the participation of partners, project design and budget documents? ................................................................. 36

5.3 Do we have to provide specific documents, in addition to the three annexes available on the website? If so, which ones are for the leading organisation and for all partners? Should we provide a "non-generating profit" certificate? ................................................................. 37

5.4 Are the examples of supporting documents in section 6.1 of the call (page 9) required for all of the partners or only the applicant? When are these going to be required? ......................... 37

5.5 Is it possible to include letters of support from partner organisations or mandates e.g. from some municipalities outside the partnership offering important contributions to the project? 37

5.6 I can’t find the PIC Number for the application of the Erasmus+ Programme. How can I apply? 37

5.7 Is the Applicant alone required to have the PIC number or also the other partners?.. 37

5.8 Can you provide a copy of the application form so that we can fully see what is required? It seems that there is no PDF copy available on the website or any other way of viewing it without registering. Is there a possibility to download the draft before uploading the data in the online eForm? Where should I look for it? ................................................................. 38

5.9 On the eForm User Guide page we can find some User Guides, but none are about the Call EACEA/10/2020. Please can you tell me where can I find it? ................................................................. 38

5.10 What shall I do if I am experiencing technical difficulties with the eForm submission? 38

5.11 In the e-form, section A.1, there is an automatic field for ‘Label (accreditation)’, which accreditation is this referring to? It does not appear compulsory, is that correct? ................. 39

5.12 I submitted my Declaration on Honour together with an application in a different Erasmus+ Call. Is it also valid for this European Youth Together Call? ................................. 39

5.13 Do all partner organisations have to submit a Declaration on Honour? If yes, should we attach all of it in one file in the application form? ................................................................. 39

5.14 When completing the detailed project description, is the limitation of characters refering to characters with spaces or without? Is the character limit compulsory or only
recommended? Where there is no indication of maximum of characters, what should we consider as a maximum? ................................................................. 40

5.15 Do all participating organisations need to prove their financial capacity? ............... 40

5.16 The call states that the beneficiary will be asked for the profit and loss account as well as the balance sheet for the last two financial years. Does this apply only to the coordinator or also to the other consortium members? ......................................................... 40

5.17 Our organisation is newly established and the first financial year is not closed yet. How can we prove our financial capacity? As we have been recently founded, we might also not have the financial capacity required by the call nor be able to provide a financial guarantee. ............ 40

5.18 How do we prove operational capacity? Do we have to submit CVs? ....................... 40

6. **Award criteria** ........................................................................................................... 41

6.1 Are more points awarded to the projects that combine all possible eligible activities? 41

6.2 Are you willing to consider funding projects, which take a multi-religious approach to inclusiveness and cooperation? ....................................................................................................................... 41

6.3 Is it a disadvantage if our organisation is new and did not receive any grants yet? .... 41

6.4 In terms of evaluation, is the support of public authorities considered relevant even if only as adherents? Can we provide letters of intent in relation to this? ................................. 41

7. **Other** .......................................................................................................................... 41

7.1 When will the call info session take place? ................................................................. 41

7.2 Will this kind of call be repeated for the next year 2021, or if it is a “one shot” call in 2020? 42

7.3 If we are granted a project how many reporting periods should we be expecting if we are applying for 24 months? What are the financing tranches? ................................................................. 42

7.4 When will the multi-beneficiary grant agreement be signed? ................................. 42
1. Objectives

1.1 Can we address other thematic priorities of the EU Youth Goals, besides priorities #3, #4 and #10, as referred to in Annex 3 to the EU Youth Strategy 2019-2027?

This year’s call earmarks three thematic priorities of the EU Youth Goals #3, #4 and #10, namely ‘Inclusive Societies’, ‘Information and Constructive Dialogue’ and ‘Sustainable and Green Europe’, as referred to in Annex 3 to the EU Youth Strategy 2019-2027. It is possible to also address other EU Youth Goals if this falls under the scope of your proposed activities. These three goals are broad enough to encompass other issues related to the remaining goals.

1.2 Are all three EU youth goals #3, #4 and #10 equally taken into account or can one or two be prioritised more than another in the project?

The call does not suggest an order of priority among the thematic priorities. You are free to decide on the most suitable scenario for your project application.

1.3 As far as your emphasis on linking to EU policy and reform, does the project have to feed into that directly?

The projects should demonstrate their expected contribution to EU youth policy priorities in the field of youth through the eligible activities stated by the call.

2. Eligible applicants, partners and countries

2.1 Can applicants involve partners from Erasmus+ partner countries, including those from other regions of the world?

As stated in section 6.1. Eligible applicants, partners and countries of the European Youth Together call for proposals, the following Erasmus+ Programme countries are eligible:
- EU Member States*;
- 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: North Macedonia, Republic of Serbia and Turkey.

* UK organisations can participate in proposals, as long as they meet the eligibility criteria of the call for applicants/partners in terms of legal status (not for profit) and field of activity (youth) - see section 6.1. Eligible applicants, partners and countries.

2.2 If the UK is eligible until the end of the year, does that mean that the UK involvement must finish in December 2020?

The Withdrawal Agreement foresees that the UK will continue to participate in the current 2014-
2020 EU programmes, including Erasmus+, as if the UK was an EU Member State until the closure of the programmes.

The possible participation of the UK in future programmes after 2020 will depend on the outcome of the overall negotiations on the future relationship between the two parties. Please consult the available information on how will Brexit impact the Erasmus+ programme on the dedicated page of the programme website.

2.3 Most, if not all, partner organisations of our consortium will be umbrella organisations. Will it be taken into consideration that we achieved geographical balance, given that we are present through our Member Organisations in the great majority of countries in Europe even though not all members will be part of the consortium?

The eligibility of the partnership for what concerns its geographical coverage is verified on the home country (/legal address) of the participating organisations without taking into account their antennas or affiliated entities in other countries.

2.4 We are a global platform for young people run by students and recent graduates of institutions of higher education on different thematic areas relevant to young people and we are based in an eligible country. Can we apply and work with our other local communities in different countries?

Yes, your organisation is eligible and you can apply with a consortium composed of other eligible partners from your network for activities within the scope of the call.

2.5 What countries should we consider as north countries, south countries, west countries and east countries? After researching further on the internet, we found various definitions and borders for each area, could you please clarify these? Can we build a partnership with partners from north, south, east and west of the Mediterranean basin project? Would it be sufficient to simply show we cover a wide geographic spread?

Applicants are advised to take into account the compass points across the eligible Erasmus+ Programme Countries of the call in order to determine their partnership composition and justify to the best of their ability in their application how they respond to the criteria set by the call in relation to this aspect.

The Agency cannot make suggestions in this regard for reasons of equal treatment.

2.6 How do you define ‘young people’? Can the project activities also involve children?

Young people are individuals aged between 13 and 30, as stipulated in the glossary of terms in the Erasmus+ Programme Guide.
2.7 How do you define the ‘field of Youth’?

Any organisation who has young people among its (main) stakeholders, beneficiaries, clients, target groups, interested parties, etc. can be considered as an organisation operating in the ‘field of youth’. There is no ‘field of Youth’ or ‘Youth NGO’ definition as such in our programme.

2.8 Are there any specific parameters that define a Youth NGO? Does it have to be established as an independent legal entity? Is a simple youth association eligible in the call?

It all depends on the legal form and governance arrangements of the respective organisation(s), their field of activity and country location. If it is a non-profit organisation, working in the field of youth and established in an Erasmus+ Programme Country, they may submit a proposal and/or take part as partners in applications.

There is no ‘Youth NGO’ definition as such in our programme. In the context of the European Youth Together call for proposals (see section 6.1. Eligible applicants, partners and countries) - contrary to ‘European Youth NGOs’ for which formal requirements exist - a youth NGOs is a non-profit organisation working in the field of youth (Youth NGO) established in an Erasmus+ Programme Country.

In practice, this may be regarded as a formally recognised structure active in the field of youth and runs activities that support the implementation of the fields of action of the EU Youth Strategy, young people and the specific objectives set by the call. Young people are individuals aged between 13 and 30, as stipulated in the glossary of terms (annex III) in the Erasmus+ Programme Guide.

Each organisation is expected to suitably describe how they are fulfilling the objectives and eligibility conditions of the call in their respective application.

2.9 Is a non-profit organisation or NGO working in the field of youth alongside other areas eligible e.g. an NGO focusing on sport with participating youth, but other target groups as well? Is a NGOs required to include 'Youth NGO' in their name or be a youth-led NGO and/or primarily composed of people under 30?

Yes, they are eligible if they fulfil the remaining eligibility criteria as indicated in the European Youth Together call (in section 6.1. Eligible applicants, partners and countries). The call does not limit the activities of an eligible organisation to youth alone so it is possible to have other areas of activity. There is no requirement to include “Youth NGO” in their name. Moreover, there are no requirements or limit regarding the age of the staff of the organisation.

2.10 Are youth social enterprises and cooperatives with a social aim eligible as applicants and/or partners?

It all depends on the legal form and governance arrangements of the respective organisation, field of activity and country location. For example, if the organisation is profit making, they are not eligible in this call as neither applicants nor partners. If the organisation is non-profit, working in the field of youth (Youth NGO) and established in an Erasmus+ Programme Country, they may submit a proposal and/or take part as partners in applications.
2.11 Can a non-profit university be an applicant and a coordinator of this call or a partner?

Yes, it can if it fulfils the eligibility criteria as indicated in the European Youth Together call (in section 6.1. Eligible applicants, partners and countries).

2.12 Are public bodies or public authorities eligible as applicant/partners?

Yes, they are eligible if they fulfil the eligibility criteria as indicated in the European Youth Together call (in section 6.1. Eligible applicants, partners and countries).

2.13 Is a profit organisation eligible as a partner?

No, the call is not open to profit making organisations.

2.14 Can an SME active in the field of youth be a partner or receive any budget as an affiliated entity?

Regardless of its activity, if the organisation is profit making, it is not eligible in this call neither as applicant nor as a partner. Moreover, a profit-making organisation such as an SME cannot be involved as an affiliated entity of a beneficiary in the call. An affiliated entity has to respect the eligibility criteria of the call also regarding the status of legal entities established by the call in section 6.1. Only non-profit organisations working in the field of youth and established in an Erasmus+ Programme Country may submit a proposal and/or take part as partners in applications.

2.15 Where can we find Article 187 FR and Articles 136(1) and 141(1) FR mentioned in the call in relation to affiliated entities?

You can find and download the latest version of the Financial Regulation via these links: https://ec.europa.eu/info/publications/financial-regulations_en

or


2.16 Can affiliated entities be considered as part of the five partners/organisations (including the applicant) from five different countries eligible for participation in the Erasmus+ programme?

No, because only autonomous legal bodies/persons (who respect the call eligibility requirements) can be beneficiaries of the grant (and act as applicant or partner at application stage). In this context if an affiliated entity is an autonomous body, it can be included as a partner; in this case, it will not appear as an “affiliated body” in the agreement. Therefore, only the partnership that applies will be taken into account in the eligibility and award criteria of your application.
2.17 What can affiliated entities do within the scope of the action? Can they host events? Can they send participants to events hosted by a partner? Are staff costs for an affiliated entity eligible? Are expenses for travel to and from countries with affiliated entities eligible?

From a purely financial perspective, such activities can be organised and beneficiaries can claim associated costs for their affiliated entities eligible in the call. All call conditions regarding the eligibility of activities and costs are applicable to both the beneficiaries and their respective affiliated entities. However, from a partnership’s strategic perspective, applicants are expected to justify in sufficient detail the reasons for the choice of affiliated entities put forward in the proposed activities in response to the call specific objectives.

For example, the following elements could be taken into consideration:

- The proposal is presented by a consortium of organisations in at least 5 different eligible countries and it is supposed to address the needs of young people within these countries/regions/cities;
- It is expected that these organisations implement the project with their own human resources and for the benefit of their own local stakeholders;
- It is possible to use resources provided by affiliated entities (AE) on the condition that:
  - These AE fulfil the eligibility criteria applicable to partners;
  - They are specifically mentioned in the application;
  - Their costs are part of the overall costs of their mother/child organisation in the partnership and respect the eligibility requirements;
  - Their contribution is provided for the benefit of the partnership as a whole and not solely for their mother/child organisation;
- The end beneficiaries of the project are expected to be found among the target groups / stakeholders of the partner organisations and the activities to take place in the countries represented in the partnership.

2.18 Our organisation is legally registered in Brussels, but works in other Erasmus+ programme countries. Is it possible to apply with the in-country section of an organisation, when the actual organisation is legally registered elsewhere (e.g. Brussels in this example)? Is this what is referred to as an ‘affiliated entity’?

No, it is not possible - the organisations participating in the consortium must demonstrate that they are legal persons residing or established in an Erasmus+ Programme Country. Please refer to footnote 12 on page 9 of the call for the specific conditions under which affiliated entities are allowed to take part).

Please also note that only the partnership that applies will be taken into account in the award criteria of your application.

2.19 Can informal groups (e.g. Students’ clubs) apply for the grant?

No, informal groups cannot apply directly as only organisations with a legal entity can participate in proposals. Their involvement is possible only indirectly, as they must either constitute a (youth) NGO with legal and financial ‘powers’ or be represented by an existing youth NGO in order to be eligible. Please also take into account the definition of informal groups: from the glossary of terms (annex III) in the Erasmus+ Programme Guide.
2.20 Can students participate in this call?

Students can be participants and benefit from or contribute to the project on the conditions that they are “linked to” (“members of”) an eligible partner organisation. Individuals or natural persons cannot submit an application or take part in proposals as partners. The type of eligible organisations are set in section 6.1. Eligible applicants, partners and countries of the call. The Agency’s page on scholarships could be of interest for students: https://eacea.ec.europa.eu/erasmus-plus/scholarships_en.

2.21 Are public (VET) schools/universities/research institutes/city councils eligible?

Yes, if these are non-profit organisations, working in the field of youth and established in an Erasmus+ Programme Country, they may submit a proposal and/or take part as partners in applications as indicated in the European Youth Together call (in section 6.1. Eligible applicants, partners and countries).

2.22 As an EU-wide network involving several organisations from several eligible countries, is it necessary to create new (strategic) partnerships or networks for this call?

There is no requirement in the call to establish new networks; the specific objectives refer to building or strengthening partnerships. Therefore reinforcing an existing network is eligible under the call. In addition, there is no limit to the number of organisations that can be part of a network. The application must include a minimum of five participating organisations from five different Erasmus+ programme countries.

2.23 Can a branch of our organisation figure as a partner in our project?

It is possible to include a branch organisation but this organisation must have its own Participant Identification Code (PIC) number, which is to be included in the application. Also, the partner organisations have to meet the conditions stipulated in section 6.1. Eligible applicants, partners and countries of the call.

2.24 Can an organisation be an applicant and/or partner in more than one project proposal in this call?

Yes, provided that participating organisations meet the eligibility criteria as indicated in the European Youth Together call (in section 6.1. Eligible applicants, partners and countries), they may participate as partner/applicant organisations in more than one proposal. This is subject to the principle of non-cumulative award (the same costs may not be financed twice by the EU budget).

2.25 Is it possible that two or more partners come from the same city/country? How many partners can be involved from each country?

Provided that participating organisations meet the eligibility criteria as indicated in the call (see section 6.1. Eligible applicants, partners and countries), two (or more) partner organisations can be located in the same country/city.
2.26 How long must the applicant organisation have existed for, in order to be eligible in this call?

It is recommended that an applicant organisation be established for at least one year.

2.27 What is the maximum number of participating organisations in a consortium?

There is no limit regarding the number of participating organisations, provided that they meet the criteria in section 6.1. Eligible applicants, partners and countries of the call (there must be a minimum of five Erasmus+ programme countries in the proposal representing North, South, East and West of Europe). As an indication, in the last two calls, successful proposals ranged from consortia composed of five partners to consortia of 50 partners.

It is up to the consortium to put forward the most suitable mix of partners in relation to the activities carried out as long as the minimum eligibility criteria indicated in the call are met (see section 6.1. Eligible applicants, partners and countries).

The minimum partnership composition requirement for this call is at least five partners/organisations (including the applicant) from five 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 balanced partnership distribution across eligible countries where partners come from different areas (East, West, North and South) across Europe.

2.28 Can we include associate partners, i.e. partners that support the implementation of the action who do not receive anything from the budget nor help with implementation of the project? If so does a letter of support from the associate partner suffice?

The call does not make provision for associate partners; they cannot be included in the application. Only full partners who are involved in the project should be included on the eForm with PIC numbers. However, in order to increase the impact (quality) of their project results, consortia are encouraged to associate as many different and relevant organisations as possible. Although the e-form does not allow to register these “associate partners”, applicants are encourage to mention them in their answers to the award criteria (e.g. for the dissemination, impact or sustainability of their project results). Please note that no additional documents should be submitted and only full partners should be included on the eForm with PIC numbers.

2.29 Is there a database in which to register our organisation and search for potential partners for Youth Together projects?

The Funding & Tenders Portal provides a basic search for partners function. It is advisable to check the guidance available on the portal. This function has been enabled for our call and allows interested organisations to post related announcements.

In addition, on the Erasmus+ Project Results Platform you can find lists of the projects the European Commission has funded under Erasmus+, including descriptions, results and contact information of
EU projects in the field of education, training, youth and sports (and more specifically in previous European Youth Together calls).

2.30 If we receive an ‘operating’ grant in another EU programme, can we apply for a grant in this call? If we are also participating in another Erasmus+ KA2 project in which "Indirect costs" were included, are we still eligible to receive the 7% indirect costs of this grant?

If you receive other EU grants, you need to distinguish between an ‘action’ grant and an ‘operating’ grant. If it is an action grant (e.g. a KA2 grant), please remember that any EU grant is subject to the principle of non-cumulative award and therefore the same costs may not be financed twice by the EU budget. If you receive an operating grant, this could indeed affect the indirect costs, which you could claim as part of an EYT grant if selected.

Please refer to section 10.2.2. Eligible indirect costs (overheads) of the call, which states that if the applicant is 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. This condition is however, verified at beneficiary’s level and not a partnership level, i.e. if one of the partners has an operating grant, the project can still benefit from a contribution to its indirect costs, but this contribution will be reduced proportionally by the share of the partners not entitled to claim such cost.

3. Eligible activities and work programme

3.1 When should our project activities start?

The starting date of the action should be in the first quarter of 2021 according to the section 6.2. Eligible activities of the call. The project duration must be between 9 and 24 months. It cannot be extended.

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1 The purpose of a grant for an action is to co-finance an action ‘intended to help achieve a Union policy objective’. A grant for an action pursues a clearly identified policy objective as specified in the basic act, the annual work programme for grants and the respective call for proposals. A clear description of the action with all its composite elements needs to be presented by the applicant before the award of the grant and should be attached to the grant agreement. The eligible costs covered by a grant are only those linked to the implementation of the action itself.

2 An operating grant provides financial support for the functioning of a body over a period that is equivalent to its budgetary year (maximum 12 months), in order to enable it to carry out a set of activities, the agreed work programme. Such support is provided not to the implementation of a specific action but to the annual operating budget or part of it, bodies whose statutory activities serve the strategic objectives of Union policies. Those bodies tend mainly to be non-profit organisations, voluntary associations, foundations, NGOs or similar bodies.
3.2 What is a "large scale exchange between young people" and where can we find the specific rules regarding the mobilities? How many participants should these activities involve? Is there a maximum number of mobility activities that can be organised? Is the number of participants in Youth Exchanges the same as other actions in the programme (e.g. maximum 60 including group leaders)? If, for example, for one of the activities with has 150 participants and we only plan to cover the costs of 20 team members does this still qualify as large-scale? Alternatively, do we need to cover the costs of all participants for it to be large scale?

In terms of mobility activities such as large scale exchanges between young people, you may define these activities in line with the objectives of the European Youth Together call for proposals – please note that mobility activities in this call are not subject to specific conditions or limitations in terms of number of participants like in other Erasmus+ actions.

3.3 Can we organise Training Courses for Youth Workers and Youth Exchanges for young people as the main target groups of our project? Can we organise the same Youth Exchange in two countries or is it must be different? Can we also organise focus groups or round table meetings with stakeholders from local municipalities or faculties? Is it possible to prepare two different training paths, one for teenagers (15-17) and one for young adults (18-25)?

Depending on how your application and consortium is shaped, such activities could be relevant to our call. The activities proposed must be directly linked to the general and specific objectives of the call and must be detailed in a project covering the whole period of the grant applied for.

It is for your consortium to decide the most suitable activities and project design arrangements. We invite applicants to take the initiative on how to define their activities in line with the objectives of call; more specifically that mobility activities and youth exchanges in this call are not subject to specific conditions or limitations e.g. in terms of design, location, target groups or number of participants.

3.4 If we work with young people of all kinds, including marginalised ones, but not targeting them specifically, should we say that we work with marginalised youth or not?

Applicants are advised to explain in sufficient details the activities they are planning to carry out in their project along with their intended target groups for each specific case. The assessment of the application is strictly made on what is presented in the proposal.

3.5 Are trainings for youth workers eligible? Can we foresee training for youth workers on specific methodologies that they have to use for the project?

Training opportunities for young people or online tools that support youth organisations are eligible in our call.
The activities proposed 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. Please consult section 6.2. Eligible activities and 10.2.1. Eligible direct costs of the call for the specific conditions. In addition, the multi-beneficiary grant agreement made available on our call page is a valuable resource on eligibility of costs.

3.6 Is it possible to organise an activity like Structured Dialogue?
Yes, if you deem appropriate in relation to activities proposed which should be directly linked to the general and specific objectives of the call.

3.7 Can we develop an online app for youth organisations?
Yes, if it is in relation to activities proposed that are directly linked to the general and specific objectives of the call.

3.8 Can activities be hosted in countries outside of the partnerships?
Activities need to be organised in the eligible countries of the partnership. In duly justified cases these can be organised in eligible countries beyond the partnership under the direct responsibility of beneficiaries in the consortium and in line with the eligibility conditions of the call. Activities outside the eligible countries for the call are not allowed.

3.9 Is it possible for nationals of other Erasmus+ Programme Countries, eligible in the EYT call but outside our partnership, to participate in our activities even if the organisation is not a partner of the project? e.g. including youth participants from other countries such as Moldova, Ukraine, Bosnia and Herzegovina, and Montenegro in youth exchanges or networking meetings. Are participants from umbrella organisations allowed?
It is possible to allow for nationals and residents based in an eligible Erasmus+ Programme country to participate in your project activities. This does not apply to any of the countries listed in the question. However, all proposed activities must be directly linked to the general and specific objectives of the call, and all activities carried out must be under the responsibility of one or more project beneficiaries based in eligible Erasmus+ Programme Countries.

3.10 We are designing a project in which we want to offer traineeships to associated partners. Is it possible to ask for the budget to cover the scholarships?
Firstly, it depends on what these “internships” refer to. If these do not involve voluntary work (unpaid) then paid internships/traineeships can be covered through this grant.
Secondly, these need to be carried out under the responsibility of a beneficiary (or if applicable, their eligible affiliated entity).
Thirdly, if the internship is performed in a beneficiary organisation, then there needs to be
a) a “contractual/framed/formal/regulated” relation between the organisation and the trainee,  
b) the “salary” of the trainee and the conditions for its award are documented in the context of this  
relation,  
and c) the payment of the salary to the trainee can be traced in the accounting of the organisation.  
The conditions for a candidate to apply for such an internship and the selection of the candidates by  
the organisation must be documented, public and transparent (in order to ensure equal treatment).  

Finally, the procedure for awarding the traineeships must be transparent and documented so as to  
ensure equal treatment of all potential candidate.  

Please note that associated partners are not eligible as such in our call. Therefore, if a young  
participant does an internship in an “associated partner” organisation, i.e. not a beneficiary  
organisation, his/her costs are not eligible and it is for the associated partner to cover them.  

3.11 If the consortium is comprised of five partner countries, must we visit each  
country during the project?  

No, the call does not suggest a specific obligation in this regard. Each consortium is free to put  
forward the most suitable arrangements regarding the proposed activities and partnership  
collaboration methods.  

3.12 What can be classified as a ‘work package’ and what should not? (i.e. can we  
include a work package for dissemination, or for the development of an  
Intermediate report?)  

In line with project management methodology, a work package is a component of the project work  
breakdown. It represents a group of project work described in activities and tasks. The consortium is  
free to put forward the most suitable mix of work packages for the activities to be carried out.  

3.13 Do we need to present the working packages as cluster of related actions, or do we  
need to have a separate WP for every activity? Do you expect us to have one work  
package box for every single activity under the umbrella of each project phase? i.e.  
work packages 1 - 2 and 3 for preparation, 4 to 10 for implementation and so on?  
Would it be preferable to have a higher quantity of highly detailed work packages  
or a lower quantity of more basic work packages?  

You are free to organise the work packages as you wish, there are no specific requirements in this  
respect.  

3.14 In our workpackages, there is a main partner coordinating each activity, therefore  
we wanted to organise the spending in a way that each partner of the project  
would be in charge of travel, while the coordinating partner would be in charge of  
subsistence costs. Is it possible that we organise this internally in our consortium?  
How can we make it noticeable in the budget?
Yes, this is possible. You can organise the costs in the way that best fits your partnership and your proposal, please ensure that the budget, the eForm and the detailed budget description are consistent and aligned (e.g. numbering).

3.15 How many participants should take part in the “Meetings between agency and beneficiaries” specified in the grant agreement? Does the EACEA have any networking events planned for 2021 in which we can participate as elected consortia? How many participants should take part in these meetings? Is it only for coordinators? Over how many days should this activity take place and where should they be held?

There is no predefined amount of such meetings. You could expect at least one meeting of this kind per year at the initiative of the Agency, where the coordinator and a partner may participate.

3.16 If there is someone within the partnership who has the quality label for ESC or accreditation for the EVS, is it possible to consider including these kind of mobilities of at least two/three months in our project?

It is not advisable to combine different project activities from different programmes to avoid the risk of double funding.

3.17 Are transnational meetings also eligible?

Yes, all the proposed activities shall be of cross-border nature and may be performed at European (Erasmus+ Programme Countries), national, regional or local level.

3.18 Can you split the project coordinator role between two out of the five partners?

For the contractual (/financial /administrative) management of the project and for the partnership relations with the EACEA there can be only one coordinator and this coordinator is the applicant organisation. The role and responsibilities of the coordinator and the other beneficiaries are specified in article II.2 of the grant agreement.

For the implementation of the project and its internal management there can different coordinators in charge of different tasks (/work packages).

3.19 In case we are not organising learning mobility, is it fine not to fill in ‘Part V. Specific arrangements regarding learning mobility (if applicable)’?

Yes, if you are not organising mobility activities, you do not need to complete part V.
3.20 In case we will not perform non-formal and in-formal trainings in our project, what should we fill in section ‘II.4 Recognition and validation’ of the detailed description?

If you are not proposing activities for which recognition and validation of learning outcomes are relevant, then you can indicate 'not applicable' under this section.

3.21 Where can we include internal project deliverables that will be only shared among the partners in the application?

Deliverables can be both internal and external so it is for you to decide and specify their dissemination level in the Detailed description of the project annex in ‘Part VII. Work plan and work packages’ for which there are three options: Public; Restricted to other participants (including Commission services and action reviewers) and Confidential, (for members of the partnership only including EACEA and Commission services and action reviewers).

4. Budget estimations

4.1 Is the budget based on real costs, and what if they deviate? Are there any guidelines on how to correctly fill in the budget annex besides what is available in the applicant guidelines? Can I modify the budget categories or add new ones? Which VAT should we use if we are hosting activities in different countries?

The application budget is based on “estimated real costs”. This implies that if the project is funded, the “actual real costs” will be different from the estimated ones (e.g. the estimated costs for a flight from A to B in July 2020 will most probably differ from the actual cost when the ticket will be purchased).

At final report stage, the Agency will not look at the difference between the “estimated real cost” and the “actual real cost” declared for each item of expenditure, but: a) it will look at the eligibility of each individual item of expenditure (it must be justified, properly documented, and respect all the applicable eligibility rules) and b) it will verify that the total declared amount for each of the five main budget heading (e.g. for “Human resources” or for “Activity costs”) remains within the limits defined at contract stage (i.e. up to a maximum of 110% of the amount indicated in the contract or any amendment of it).

The detailed budget form is available as the third annex on the ‘annexes’ tab of the call page. There are no specific instructions to complete it and it is not possible to make changes (or to add new categories) in the budget layout.

VAT is considered as an eligible expenditure ONLY if the beneficiary is not exempted of it in its country. VAT will be declared in the country where the expenses have been incurred (/ the invoice has been issued).
4.2 Would it be preferable to have a centralised or a decentralised budget for all the consortium?

You are free to decide on the most suitable arrangements in your consortium for implementing the grant without adding any complexity or administrative burden to your partners in addition to the programme requirements.

4.3 Is it possible to use the cascade funding model to finance the joint projects of youth involved in the project?

Yes, this is possible provided that

a) The selection of the joint projects is based on a procedure that is transparent, public and documented so as to ensure equal treatment of the potential applicants;

b) The participants in these joint projects are eligible to the call

c) The grants awarded to the joint projects must be used for activities relevant and eligible to the call;

d) The costs covered by the joint project grant must be justified with supporting documents such as invoices, bills, payment receipts, etc. (similarly to any other expenditure covered by the project budget)

4.4 Can we combine funding from different grants for the same activity?

No, it is not advisable in order to avoid the risk of double funding.

4.5 If the project is financed, will the entire budget be managed by the applicant organisation? During the project lifecycle will the applicant be required to distribute the budget to the partners?

If awarded, all project beneficiaries are jointly responsible for the grant implementation and for handling the budget. Please consult ‘Article II.2 — General obligations and roles of the beneficiaries’ in the Multibeneficiary grant agreement made available on our call page. Indeed, as the sole recipient of payments on behalf of all of the beneficiaries, the coordinator must ensure that all the appropriate payments are made to the other beneficiaries during the project lifetime in accordance with the mechanisms agreed by the partners and described in the application.

4.6 Are applicants at risk of double funding if they have already applied for an additional Erasmus+ programme?

The notion of double funding is independent from the fact an organisation is involved in one E+ funded project or more. It simply means that a cost can only be financed once by the EU budget. As a result, it is the beneficiary’s responsibility to ensure that any expenditure incurred under its different projects is declared only once. Similarly, charging the EU grant with an expenditure already reimbursed by another source of funding is considered as a fraud subject to financial and legal penalties.
4.7 What do you consider as ‘budget headings’?

There are five main budget headings e.g. 1. Human Resources; 2. Activity costs; 3. Communication and dissemination costs; 4. Subcontracting costs; and 5. Other costs. Each budget heading may have one or more sub-headings.

4.8 Where can I find the percentages of the five budget headings?

There is no set percentage between the five budget headings. Each consortium is free to put forward the most suitable budget distribution corresponding to the proposed activities.

4.9 Is there a recommended balance between the five budget items? Is there a requirement for the differences in the budget ratio between different partners?

The call does not suggest a specific balance between the budget items: this is for each applicant to determine according to the proposed work plan. The budget must be based on estimated real costs. We ask applicants to make an estimation that is as precise as possible at the time of submission.

4.10 Should each partner bring a 20% co-financing share for their respective budget or is it only for the applicant to provide? How do we demonstrate the co-financing for the applicant and/or for the partners involved in the project? Is it necessary to anticipate the costs before receiving the funding?

Each consortium is free to address this issue in a joint manner and make the most suitable arrangements in terms of each organisation’s contribution, including the scenario where one/several/all partners bring the entire share of own resources planned to be covered in the project.

As per the budget annex, this income needs to be anticipated and indicated in the application in various categories, e.g. 1.1 Contribution by the applicant organisation and/or partners (No in kind contribution allowed); 1.2. Income generated by the project; 1.3 Private donors; 1.4 International Public Institutions; 1.5 National/Regional/Local Public institutions and 1.6 Others.

The demonstration of the co-financing contribution will be reflected in the project description and the in the details provided by the consortium on its future sponsors’ commitment the project. It is not necessary to “anticipate” these co-funding contributions, but if the proposal is funded, they will have to be declared and proven at final report stage.

4.11 Is voluntary work taken into consideration as staff? Is it possible to consider voluntary work as a contribution to the project’s 20% co-funding (or at least a part of it)?

All project costs need to be in line with the grant agreement’s conditions for eligible costs. Voluntary work cannot be accepted as an eligible cost when there is no cost associated with it for the partner concerned. In terms of staff costs, it is therefore not possible to consider voluntary work as part of your co-funding share in the total project expenses. However, volunteers’ related costs (e.g. travel, subsistence, and other expenses) can be covered by the grant to support the work of volunteers on the basis of actual costs incurred by project beneficiaries during the activities where volunteers are involved.
4.12 If a municipality has a conference room that we can use free of charge, can this count as co-financing?

All project costs need to be in line with the conditions for eligible costs. In-kind contribution cannot be accepted as an eligible cost as there is no cost associated to it. It is therefore not possible to consider it as co-funding. If on the contrary a rent is charged to the project and the cost can be proven, it may be considered as part of the co-financing.

4.13 Is it possible to finance 20% through another European project? For example, the project under European Youth Together 2020 will include several Youth exchanges and one of them (which will represent at least 20% of the budget) will be supported by Erasmus+ KA1 action? Isn’t it a double financing from two EU sources?

The co-financing principle implies that part of the action is to be funded by the beneficiary or covered by contributions other than those made from the Union budget – therefore your proposal to cover it from other EU grants is not acceptable. In addition such an approach would be considered as double funding (since the costs reported on project A would also be reported for project B).

4.14 Can the time of colleagues outside of the organisation but directly involved in the project (i.e. graphic designers, communications team, finance team) be considered co-financing? If yes, how do we account for these costs?

Time spent on the project on a “voluntary basis” (i.e. without financial retribution) cannot be considered as an eligible cost for the project. If the time spent is the object of a salary/retribution, then the corresponding costs are eligible. Only members/employees of the beneficiaries organisations can declared staff costs. Staff costs for individuals external to the the beneficiary organisations must be invoiced to the project as part of its “subcontracting costs”.

There is no special/specific rule applicable to co-funded costs. “Co-funding contribution” and “grant” constitute one single entity, which forms the “project budget”. At the end of the project, the declared “project budget” will be verified globally, without distinguishing between its two constitutive parts. When this verification will be concluded, the co-funding percentage defined at contract stage will be applied to the total “eligible project budget” in order to determine the value of the final grant.

4.15 Can actual staff costs from the coordinator and staff from partners be part of this co-funding?

Yes, such co-funding contributions can be included.

4.16 What other expenses can be attributed to the co-financing rate in addition to staff costs?

All other type of eligible costs of the call in relation to eligible activities can be included in the co-financing contribution.
4.17 Should the 20% of the budget be covered by the partnership: at the final stage of the project will we need to report also this 20% of the budget?

You should report on all your project activities and costs, including the co-funded part (at the final stage of the project, we would evaluate all eligible costs and then deduct the co-funding percentage).

4.18 Is there a suggested balance between own financial resources of the organisation and third-parties-funding? Could the 20% be covered by third-parties-funding only? Must financial contributions from third parties be noted under ‘co-financing’ at application stage, or can we include them later on in the project?

There is no suggested balance, therefore you may cover the co-funding percentage for your proposal only through third-party funding. Third party contributions may be added at final report stage.

4.19 We will have a regional government as a partner. They do not need money from the project and they will most probably be contributing to the 20% out of their own pocket. Is this eligible?

Any project partner is free to make the most suitable contribution to the project regarding the share of co-funding put forward. Each partner should have a budget allocation proportional to the activities and associated expenses they are responsible for.

4.20 Can we contribute more than 20% co-funding to the total project costs?

Yes, a higher commitment of the beneficiaries is possible. Please note that the maximum EU grant cannot be increased (so the co-funding is at least 20%). Moreover, the maximum EU grant will not be decreased either if more co-funding is provided by the consortium.

4.21 Can the total estimated budget surpass 500,000 EUR and the organisation’s own contribution to the funding of the project be higher than 20%?

Yes, however, please bear in mind that the EU grant cannot exceed 500, 000 EUR.

4.22 The call requires that in order for a cost to be eligible, they must be “incurred by the beneficiary”. What about the costs incurred by the partners?

The eligibility conditions for the incurred costs are indeed applicable to all beneficiaries. Both the coordinator and the partners are seen as “beneficiaries”, as this is a multi-beneficiary grant agreement context.

4.23 In budget headings 2.1, 2.2 and 2.3, are we only supposed to indicate coordination activities including only project staff? Can we include meetings involving youth activities or trainings with participants outside the consortium? Otherwise, should we include these in heading ‘5. Other costs’?
All the proposed project activities – with internal and/or external participants - need to be estimated in the relevant sections of the budget heading ‘2. Estimated Activity Costs’.

Budget heading ‘5. Other costs’ is precisely for some of the atypical/exceptional project expenses that would not fit in the already given categories e.g. the audit costs via a service implementation contracts with an external party that do not require subcontracting.

4.24 For whom can we claim staff costs?

Staff costs can only be claimed for persons employed by a beneficiary organisation. By employed we understand a person with a contractual relation to the beneficiary and who receives a salary for his/her work.

4.25 Is the staff of a public local authority with a formal mandate of commitment on the specific project from the mayor is accountable with pay slips? How does it work in co-operatives where members receive the salary based on the amount of work provided and have no regular work contract (the membership is equivalent to a permanent contract)?

If payslips and other typical employment contracts are not available we can accept alternative supporting documents regarding the employment conditions and remuneration of this staff member such as timesheets that demonstrate that the services towards the project shall be recorded under the payroll of the organisation.

4.26 Can we consider a human resources cost for someone that does not belong to the organisation e.g. that will be contracted exclusively to the project?

It depends on the nature of the contract and the activities assigned to this person. Human resources can only be declared for a person with a contractual relation to the beneficiary and who receives a salary for his/her work in line with the employment national rules applicable, which can also be for a determined period such as the project duration.

4.27 Is it possible to dedicate a budget to traineeships for young people?

Trainees’ costs can also be covered through this grant. However, all related costs need to be in line with the conditions for eligible costs. Therefore, trainees can be reimbursed for their real costs (travel, subsistence) and can receive a contribution for their work on the condition that this contribution is allocated in the context of a contractual relation with a beneficiary (see questions on staff costs).

4.28 Are costs for support of people with special needs eligible - for example a sign language translator for a deaf person, or an accompanying person (nurse) for a participant in a wheelchair? Is there a fixed way to calculate cost for support staff for people with disabilities?

Yes, such costs can be planned in the application. There is no fixed way to calculate such costs. If you intend to involve participants with disabilities, they should be able to inform you about their additional needs and the costs required in order to cover these needs.
4.29 Given COVID-19, have you thought of what types of costs for the activities you will consider eligible when the activities are online? Is for example purchasing of equipment to allow members to join online activities and make the activities more inclusive eligible? Is it possible to not to anticipate travel in the proposals and implement all activities online via streaming?

Yes, such options and costs can be planned in the application, bearing in mind that the purchasing of IT equipment is subject to depreciation rules. The applicants are invited to take the initiative and propose activities within the eligibility conditions for activities and costs of the call.

4.30 We want to organise a training activity and the trainer is an expert coming from an affiliated entity outside the partnership, is this ok?

Yes, if the affiliated entity concerned fulfills the eligibility criteria of the call like all other beneficiaries. It is equally possible to pay external trainers via a service implementation contract and paid against an invoice for the services provided (e.g. to be declared in the budget category ‘5.Other’)

4.31 If one partner does not want a salary in order to manage mobility, is this a problem?

This is possible.

4.32 Could an organisation hire a youth leader without an employment contract but only with an internal written agreement (N.B. no taxes nor social security will be paid; it will be more like a scholarship for youth leaders)?

This situation is more likely to correspond to a traineeship, which can be covered by the grant.

4.33 Can we have employees over 30 years old in this project?

Yes, it is possible; the call does not prescribe age limits for staff of the organisations taking part in the proposed consortia.

4.34 In some organisations, a project manager is also youth worker, is it necessary to indicate it if we have different budget for the two roles or we should indicate only one budget for both roles specifying it?

In terms of job roles, you can combine the two roles and specify this.

4.35 How should we calculate daily staff rates and/or find rates defined for the staff categories specified in section VII.7 of the detailed description?

The EYT call for proposals does not provide a scale of salary rates eligible for each category of staff in each organisation taking part in the consortium. The rates used must be the ones applied in the beneficiary organisations in accordance with their local/national practices.
As an example, the four categories of staff may correspond to the following profiles:

- Managers (staff category 1) (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- Researchers, teachers and trainers (RTT) (staff category 2) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- Technical staff (staff category 3) (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy and translation activities. External translation services and external language courses provided by sub-contracted non-consortium members should be classified as “Sub-contracting costs”.
- Administrative staff (staff category 4) (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

In our call in particular, the description of the tasks comprised within each staff category should be determined according to the specific staff organisation structure and the skills and competences of staff members for whom costs are estimated included in the detailed project description (per category/partial or full employment/type of tasks if applicable).

If needed, you can adjust the type of staff categories mentioned in the detailed description template if they do not apply to your organisation, and define categories that are more suitable to your organisation for the entire project duration (not just yearly estimates). Moreover, the estimated human resources need to be anticipated in the Detailed budget template e.g. based on known data applicable to the organisations part of your consortium for equivalent functions. The respective amounts need to be indicated in the application by staff member for each organisation also in terms of the number of working days on the project and the average costs per working day/staff in Euro.

4.36 Are the ‘Human resources’ estimates including all coordinator and partner costs? Is there any difference in calculating these costs between the coordinator and the partners? In the column “average costs per working day/staff”, should we refer to a table indicating the average in each country for the different positions involved or should we calculate the average by ourselves?

You should calculate the actual cost of human resources, based on the respective organisations’ employment contracts. There is no differentiation set by the call among the applicant and partners.

4.37 Is there any reference or formula on how to calculate the number of working days for staff costs?

Specific guidance regarding recommended methods for the calculation of direct personnel costs are provided in Appendix of the call.
4.38 Can a non-contractual staff member within the organisation leading the project be classified as a coordinator? What kind of contract with the beneficiary could be considered other than an employment contract? Some of the organisations involved in the project are small ones and they do not hire employees with permanent contracts. Some are working as freelancers. Is it possible to include such costs?

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.

Regarding alternatives to employment contracts, the conditions and type of contracts may vary from a country to another and as allowed by the national legislation applicable to beneficiary concerned. The basic aspect is to distinguish between a “consultant” paid through an invoice and a “assimilated employee” who perceives a salary in the context of an employment contract. For the latter there are usually additional requirements for the employee in terms of taxes, social security, etc.

In accordance with the Grant Agreement, the beneficiary is deemed to respect the national legislation applicable to “assimilated employees”. Consultants should be declared in other costs or subcontracting as relevant. In addition to the call conditions you mentioned, please also refer to Article II.19 — Eligible Costs of the Multibeneficiary grant agreement made available on our call page.

4.39 Should we follow specific rules for cost calculation of travel and accommodation? Should we use the distance calculator in order to structure the budget for ’2.1 Travel costs’ and ’2.2 Subsistence costs’, using other existing Erasmus+ standard costs in Key Actions 1 and 2?

This European Youth Together action is based on real costs: this means that you should estimate all the costs that you expect to really incur for your project. For granted projects, these costs will need to be justified on the basis of invoices. Lump sums or pre-defined unit costs that you may find for other actions in the Erasmus+ Programme Guide in relation to travels and subsistence costs for youth exchanges are not applicable in this call. The Applicant Guidelines EACEA-10-2020 on our call page is your main source of information when preparing your application.

You may wish to use the distance calculator to give you an idea of the grant contribution awarded under other E+ actions for specific travel distances, however, please remember that at final report stage you will be required to demonstrate the actual cost of your travel / accommodation and that the unit costs available for other KA1 and KA2 actions in the programme are not applicable here.
4.40 Is it possible if we present the travel costs for partners meeting in one budget item per partner? For example, our organisation will attend four meetings with 1 person x 250 EUR = 1,000€. Alternatively, is it better to have one line for each meeting and partner?

Yes, as long as it is in line with the activities described in the application, it is possible to present the travel costs for partners meetings in one budget line. In your example, the purpose (/time / place) of the four meetings must be explained in the project description.

4.41 In the detailed budget, on ‘2.1. Estimated travel costs’ and ‘2.2. Estimated subsistence costs’, we are asked to indicate the “name of applicant/partner organisation + person(s)”. Do we need to refer to the name of the person travelling? Or just indicate the position? e.g. can we just indicate “youngster” or “youth worker” or “facilitator” and not the name?

No, you do not need to refer to the name of the person and you can indicate the position alone at this stage. It is also possible to present the travel costs for partners in one budget and/or clustered by activities. There is no need to go to the micro level.

4.42 Can local transportation be covered in the item ‘Subsistence costs’ or should it be covered in the travel costs? Should the costs for travel and subsistence for youth workers and young beneficiaries (not staff members) be included in ‘Other Costs’ or under ‘Travel and Subsistence’?

Travel costs may be placed under the budget heading 2. Activity costs in the ‘travel’ budget sub-heading; likewise, costs such as subsistence may be placed under ‘subsistence’ sub-heading.

4.43 Does travel need to take place from the country of the beneficiary or can it start from another country (e.g. where the person attended another meeting)?

In principle, the departure point is from the organisation’s country but if there is evidence that this was not possible due to prior attendance of a meeting in another country the new departure point is accepted. This is on the condition that the costs incurred claimed are not higher than the costs for a departure from the participant’s country of origin. If the costs are higher it is necessary to inform the project officer in advance.

4.44 How many days in advance and how many days after an event can subsistence, travel and accommodation costs be claimed? Do we need to include the travel days in the "number of days" column?

In principle, the day before and the day after the event can be claimed. For example, for an event taking place over three days, such costs can be claimed for up to five days. Please note though that such a claim must be justified and demonstrated (e.g. if a meeting starts in the afternoon of day 1 and ends in the morning of day 3, the need for claiming subsistence costs for 5 days will have to be demonstrated). Travel days may also be included in your estimation as relevant.
4.45 In case of translation costs, some partners can subcontract and others can be done by their staff. If the project is granted how do we report both cases? In the case where the organisation’s staff will do the translation, do we include this cost in human resources or in the translation section of the budget?

The translations carried out internally by the staff of the participating organisations need to be declared as ‘Human Resources’ while those using the externals in the translation section of the budget.

As a general rule, Human Resources costs (budget category 1) can only and exclusively be declared for employees (/paid members) of the beneficiary organisations. Therefore, 100% of the staff costs of the beneficiary organisation must be declared under the “Human Resource costs” category, independently of the purpose of the work (e.g. IT support or maintenance; translation; organisation of events; production of information material; etc.). All other budget categories must include the purchase/acquisition of services or goods by a beneficiary organisation. Services or goods cannot be purchased from a beneficiary organisation and the consortium must guarantee (/be able to demonstrate) the absence of conflict of interest with the external provider that delivered the goods or services.

4.46 Which kind of costs can be included in budget sub-heading ‘2.3 Estimated meetings, seminars conferences’?

These are costs related to organising (including their preparation, delivery and follow-up) such activities in your project (with our without external participants). It is up to you to decide what is relevant in this category depending on your planned activities and in line with the conditions for direct eligible costs of the call.

4.47 We need local preparatory activities prior to organising the cross-border activities e.g. local meetings, trainings, local trips, with a view to building a connection between the participants of one country. Is it possible to organise such activities and if so, should we indicate them in “Other costs” or another section?

This is possible and it should be estimated in chapter 2 (or 3 if purely related to dissemination depending on the purpose of your activity).

The chapter ‘other costs’ is for exceptional costs, not for core project work.

4.48 Where should we declare costs for developing a web portal for which we will use an external provider as we do not have the technical expertise in our consortium?

If you are planning to use an external service based on an open call for tenders (procurement) provider this should be estimated as subcontracting.

4.49 Would costs related to a specific training course activity be considered as ‘other costs’, including trainers’ fees?

It depends on the people involved, the nature and the purpose of the training course. Typically, costs related to trainings for young people should be declared under the ‘activities’ budget heading.
Trainers’ fees in particular are usually declared in the category ‘other’ when these involve external trainers. Such costs can also be declared in ‘human resources’ if the trainings are conducted by staff of the participating organisations.

4.50 Is it allowed to fund or pay costs of specific activities that would be organised by youth participants in local projects (as a model of practicing their gained knowledge through different advocacy campaigns and community-based actions)?

This is possible if the amounts concerned are backed by real costs/invoices under the responsibility of one or more project beneficiaries based in eligible countries. This is because the EYT budget must be based on estimated real costs for all activities and therefore pre-defined staff rates, lump sums and any unit costs are not applicable in this call. Please consult section 6.2. Eligible activities and 10.2.1. Eligible direct costs of the call for the specific conditions. In addition, the Multibeneficiary grant agreement made available on our call page is a valuable resource on eligibility of costs.

4.51 Could you please clarify what kind of costs and activities should be included, specifically for the ‘3.1 Estimated Communication costs’ and the ‘3.2 Estimated Dissemination costs’ budget categories? What is the difference between them?

Communication and dissemination costs are related to showcasing the work that has been done as part of the project, promotion towards potential end-users and uses of the results that will be generated by the project. The means to produce and spread such results will vary depending on the activities and the target audience of each project. For additional guidance on such activities, please consult the Annex II: Dissemination Guidelines for beneficiaries of the Erasmus+ Programme Guide.

While some overlaps may sometimes exist between respective ‘communication’ and ‘dissemination’ budget sections depending on the activity, usually communication activities costs are related to production costs of a given communication material and/or activity, while dissemination to reaching out to the intended audience with such materials and/or activities and spreading the message.

4.52 What are the specific rules for subcontracting? What is the threshold of the budget for it? Are there specific awarding rules?

Please refer to Article II.11 — Subcontracting of tasks forming part of the action of the Multibeneficiary grant agreement made available on our call page. There is no set subcontracting threshold, however, we recommend it be used sparingly throughout the duration of the project and only in duly justified cases for non-core project activities.

4.53 Would it be possible to contract PR agencies in each participating country to implement a higher quality of media campaigning activities?

Yes, provided this is in line with the provisions of the grant agreement for subcontracting.

4.54 Regarding external experts that will participate, how will we pay them in case they cannot issue any official invoice?
You may not issue experts’ payments without a service implementation contract for the activities to be carried out and the associate invoice for the delivered service. There is no reimbursement possible from the EU grant without the provision of such contracts and invoices.

4.55 What counts as indirect costs?

The Commission offers a flat rate financing up to a maximum of 7% of the total eligible direct costs of the action, in order to cover general administrative costs that can be regarded as chargeable to the action.

"General administrative costs“ also called “overheads“ are all the structural and support costs of an administrative, technical and logistical nature, which are crosscutting for the operation of the beneficiary’s various activities. As such, they cannot be booked in full to the action for which the grant is awarded because this grant is only one part of those activities.

For example, overheads comprise costs connected with infrastructures and the general operation of the organisation such as the hiring or the depreciation of buildings; water/gas/electricity; maintenance, insurance, supplies and petty office equipment; communication and connection costs; postage; costs connected with horizontal services (administrative and financial management, human resources, training, documentation, IT, etc.).

Please note that if, in addition to an action grant, a beneficiary organisation is also benefiting from an operating grant, this organisation cannot claim indirect costs under this action grant (this for the purpose of avoiding double funding). See also question 2.26.

4.56 Concerning the budget planning there is flat-rate amount of 7% of the total eligible direct costs that are eligible as indirect administrative costs. Is there any percentage specified for the personnel costs?

The call is referring to indirect costs as “a flat-rate amount of 7% of the total eligible direct costs of the action”, representing indeed the beneficiary’s general administrative costs which can be regarded as chargeable to the action/project. There is not other ceiling applicable to other budget categories of the EYT projects.

4.57 Will workshop material like coloured paper, pens, and post-its be accepted as direct or indirect project costs?

If these items are directly and exclusively linked to an activity of your project they may be considered as direct costs (e.g. a dissemination project event where you need a large number of leaflets or tokens are given to the participants etc.). If they are part of the consumables used on a daily basis by your organisation for its functioning, then they need to be considered as stationery and to be covered by the part of the grant allocated to indirect costs (e.g. paper and toners for printers; office pens and notebooks).
4.58 Will we have to choose the auditor or is the Agency providing the approved auditor? Can have an external accountant that certifies our accounts and financial statement? Are there any audit reports templates available? Is it the coordinator’s responsibility to present this? Is the audit only for the coordinator or for the entire consortium?

An independent auditor must produce the report of factual findings. Each beneficiary is free to choose a qualified external auditor in line with the following cumulative requirements:
- the external auditor must be independent from the beneficiary;
- the external auditor must be qualified to carry out audits of accounting documents in accordance with national legislation. A beneficiary established in a third country (i.e. non-EU member state) must comply with equivalent national regulations in the audit field.

The full details and guidance notes regarding the audit report including templates to be used by the auditors are indicated in Annex VII of the grant agreement and on the EACEA website.

Please note that the mandatory audit report applies to the project as a whole and to the totality of the grant. The audit report is submitted by the coordinator on behalf of the consortium along with all other final report documents required following the project completion. Individual audit reports provided for each beneficiary will not be accepted.

5. Admissibility, selection criteria and supporting documents at application stage

5.1 Can I write my application in a national language and the work programme in English?

No. The European Youth Together call for proposals (see section 5. Admissibility requirements) requires that applications be drafted in one of the EU official languages only.

5.2 Based on the automatically generated form, three attachments are required: Project Detailed Description, Declaration of Honour and Detailed Budget. Are there special forms to fill in and then attach to the form or are we free to use our own letter confirming the participation of partners, project design and budget documents?

No, you must use the templates of the three compulsory annexes available on the call page on our website under the ‘Annexes’ tab. No additional annexes or documents are required at application stage. The call requirements need to be addressed in your application by answering the questions in the eForm and the three compulsory annexes.
5.3 Do we have to provide specific documents, in addition to the three annexes available on the website? If so, which ones are for the leading organisation and for all partners? Should we provide a "non-generating profit" certificate?

No, only the three compulsory annexes need to be submitted with the eForm at application stage.

5.4 Are the examples of supporting documents in section 6.1 of the call (page 9) required for all of the partners or only the applicant? When are these going to be required?

These examples of supporting documents will be requested at the end of the evaluation stage if necessary and only for those proposals selected for funding. Specific instructions will be given at the time in terms of required format and content via the Participant Portal.

5.5 Is it possible to include letters of support from partner organisations or mandates e.g. from some municipalities outside the partnership offering important contributions to the project?

No. The compulsory annexes at the application stage are the Declaration on Honour, Estimated Detailed Budget and Detailed Project Description. No other annexes will be taken into account for the reason of equal treatment. Mandate letters will be requested only in the event that your application is selected for funding; the Agency will contact you after all applicants have been notified should mandate letters be required.

5.6 I can’t find the PIC Number for the application of the Erasmus+ Programme. How can I apply?

Before submitting an electronic application, applicants will have to register their organisation in the Participant Register hosted in the Funding & Tender Opportunities Portal and receive a Participant Identification Code (PIC: 9 digit number), serving as the unique identifier of their organisation in the Participant Register. The PIC will be requested in the application form.

The Participant Register hosted in the Funding & Tender Opportunities 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/info/funding-tenders/opportunities/portal/screen/howtoparticipate/participant-register

Please consult section 14.2. Registration in the Participant Portal/ Funding & Tender Portal of the call in relation to this matter.

5.7 Is the Applicant alone required to have the PIC number or also the other partners?

All organization benefitting from EU funds must have a valid PIC. In the context of a multi-beneficiary grant agreement, this applies to the coordinator and all the eligible partners.
Although the PIC does not need to be “valid” at application stage, all partners must have a PIC in order to be included in the eForm.

5.8 Can you provide a copy of the application form so that we can fully see what is required? It seems that there is no PDF copy available on the website or any other way of viewing it without registering. Is there a possibility to download the draft before uploading the data in the online eForm? Where should I look for it?

The application eForm is an interactive PDF form that requires Adobe Reader software to be installed on your computer for you to be able to complete and submit it. The creation, download and submission of the form are ‘online’ activities but completion of the form and its validation are ‘offline’ activities.

It is very important to start by reading the available user guides for details on how to create and submit an eForm which is a demanding process, which you can do via the following links:
https://eacea.ec.europa.eu/PPMT/

E.g., see, for example:

The eForm is composed of the following parts:

Part A - Identification of the applicant and other organisations participating in the project
Part A.1 - Organisation
Part A.2 - Person responsible for the management of the application (contact person)
Part A.3 - Person authorised to represent the organisation in legally binding agreements (legal representative)

Part B – Organisation and activities
Part B.1 – Structure
Part B.2 – Aims and activities of the organisation
Part B.3 – Other EU grants

Part C - Dates, Budget and Description of the Project
Part C.1 - Dates and duration
Part C.2 - Summary budget
Part C.3 - Summary of the project

Part D - Erasmus+ Programme topics

5.9 On the eForm User Guide page we can find some User Guides, but none are about the Call EACEA/10/2020. Please can you tell me where can I find it?

There is no specific user guide for the European Youth Together action as the information in the available user guides is very similar to the call requirements. You can take any of the recent ones used in other actions, e.g.

5.10 What shall I do if I am experiencing technical difficulties with the eForm submission?

If you encounter technical issues that are not addressed in the eForm guide, you may contact the EACEA Helpdesk to request assistance (eacea-helpdesk@ec.europa.eu) e.g. by email at eacea-helpdesk@ec.europa.eu. 
helpdesk@ec.europa.eu or by phone at +32 229 90705 before the submission deadline 28 July at 17:00 Brussels time, explaining the nature of the problem.

The EACEA Helpdesk service is available from 08:30 to 17:30 Monday to Thursday and from 08:30 to 17:00 on Fridays (all times are Brussels time). The service is not available on Belgian public holidays or on official Commission holidays. Please consult the section ‘Technical assistance’ section of the eForm user guides.

When contacting the Helpdesk, please have the following information at hand or include it in your email message:

✓ Your telephone number and your email address;
✓ The programme and funding opportunity you are applying under;
✓ The following details for the computer that you are using to complete and submit your application:
  o The version of Adobe Reader (or Adobe Acrobat) that is installed;
  o The internet browser and version you are using;
  o The operating system and version installed on the computer;
✓ Details of any error messages / error codes that you encounter;
✓ Screenshots of the problem (if contacting the Helpdesk by email).

While we strongly encourage applicants to submit their application well before the closing date, if you face technical submission problems close to the submission deadline, please also send immediately a screenshot of the submission error message and time of occurrence, as well as a copy of the eForm and attachments.

5.11 In the e-form, section A.1, there is an automatic field for ‘Label (accreditation)’, which accreditation is this referring to? It does not appear compulsory, is that correct?

This is correct, the field is not applicable to this call, and therefore it can be left empty.

5.12 I submitted my Declaration on Honour together with an application in a different Erasmus+ Call. Is it also valid for this European Youth Together Call?

No. The Declaration on Honour is a compulsory annex that includes data specific to this call (e.g. project title and budget).

5.13 Do all partner organisations have to submit a Declaration on Honour? If yes, should we attach all of it in one file in the application form?

No, only the applicant organisation is required to complete and sign the Declaration on Honour and to submit it with the application. The partners should be listed in the submitted declaration. Separate declarations from partners are not accepted.
5.14 When completing the detailed project description, is the limitation of characters referring to characters with spaces or without? Is the character limit compulsory or only recommended? Where there is no indication of maximum of characters, what should we consider as a maximum?

The maximum character limit is understood as the number of characters without spaces and the limit is compulsory. The detailed project description template indicates in the beginning that text beyond the maximum specified will not be taken into account in the evaluation of the proposal. Some questions specify a limit, which needs to be respected; some questions do not specify a limit so it is up to you to decide what is a reasonable amount of text.

5.15 Do all participating organisations need to prove their financial capacity?

Only applicants’ financial capacity is assessed on the basis of the documents provided together with the application, should the application be selected.

5.16 The call states that the beneficiary will be asked for the profit and loss account as well as the balance sheet for the last two financial years. Does this apply only to the coordinator or also to the other consortium members?

Such documents are related to assessing the financial capacity, which is only applicable to the applicant/coordinator. Therefore, if selected, only the coordinator will be required to provide the profit and loss account as well as the balance sheet for the last two financial years.

5.17 Our organisation is newly established and the first financial year is not closed yet. How can we prove our financial capacity? As we have been recently founded, we might also not have the financial capacity required by the call nor be able to provide a financial guarantee.

If selected, financial capacity will be assessed on the basis of evidence available. The call also makes reference to the split payment option as experienced by previous EYT projects. For reference, please see footnote 33 in the call section 10.7. Reporting and payment arrangements page 22, which states that “If the financial capacity check before agreement signature is shown to be weak, a pre-financing rate of 40% will be applied. Therefore, the grant is released in two pre-financing instalments of 40% (the second one upon submission and acceptance of a progress report, provided that 70% of the first prefinancing has been consumed) and a 20% balance payment (upon submission and acceptance of a final report).”

5.18 How do we prove operational capacity? Do we have to submit CVs?

Operational capacity will be assessed based on the information given in section III of the detailed project description. There is no need to upload CVs or any additional documents in relation to operational capacity.
6. Award criteria

6.1 Are more points awarded to the projects that combine all possible eligible activities?

The evaluation of the eligible applications with regards to the award criteria will be done by strictly following what was announced in the call for proposals. These criteria are stipulated in section 9 of the call Applicant Guidelines. No additional dimensions e.g. the volume of activities/outputs can be taken into account.

6.2 Are you willing to consider funding projects, which take a multi-religious approach to inclusiveness and cooperation?

The evaluation of the eligible applications with regards to the award criteria will be done by strictly following what was announced in the call for proposals. These criteria are stipulated in section 9 of the call Applicant Guidelines. No additional dimensions e.g. multi-religious approach to inclusiveness and cooperation can be taken into account.

6.3 Is it a disadvantage if our organisation is new and did not receive any grants yet?

All eligible applications are strictly assessed based only on the criteria published in the call Applicant Guidelines. The participating organisations must have sufficient financial resources as the European Youth Together grants a maximum of 80% of the total eligible project costs.

6.4 In terms of evaluation, is the support of public authorities considered relevant even if only as adherents? Can we provide letters of intent in relation to this?

All eligible applications are strictly assessed based only on the criteria published in the call Applicant Guidelines. If public authorities are considered a relevant target group for your proposals, you can describe their level of engagement and expected contribution as part of your application. No letters of intent are required with the application and will not be accepted for reasons of equal treatment.

7. Other

7.1 When will the call info session take place?

As part of the call info session, we released several video information modules and a presentation - intended to support potential applicants with more easily understanding the call objectives and specific conditions for preparing and submitting an application. We also hosted a live questions and answers (Q&A) session on 6th of July 2020 and made available a FAQ document for potential applicants. We will continue providing further assistance until the deadline via the call dedicated email at EACEA-YOUTH[at]ec.europa.eu.
7.2 Will this kind of call be repeated for the next year 2021, or if it is a “one shot” call in 2020?

This is the third and last call under the Erasmus+ programme. For the future, it is too early to say, as the new EU budget and programme for the seven-year period 2021-2027 is yet to be agreed.

7.3 If we are granted a project how many reporting periods should we be expecting if we are applying for 24 months? What are the financing tranches?

It depends of the financial capacity assessment. If your financial capacity is weak, you will receive a 40% pre-financing, and you are required to submit a progress report; if you financial capacity is good, you will receive 80% pre-financing, and you will only need to submit the final report.

7.4 When will the multi-beneficiary grant agreement be signed?

If selected, the multi-beneficiary grant agreement will be signed as soon as possible after the notification of results to the participants, upon validation of all organisation’s PICs and the provision of the required supporting documents at contracting stage. The agreements of the selected proposals must be signed by the end of the year to secure the funding.