Guidelines for Applicants

Call for proposals EACEA/21/2018

Key Action 3: Support for policy reform

Social inclusion and common values: the contribution in the field of education and training

**Important:** Please, note that the model grant agreements of the Education, Audiovisual and Culture Executive Agency (hereafter referred to as "the Agency") is currently under revision due to the latest entry into force of the new Financial Regulation 2018/1046 of the European Parliament and of the Council of 18 July 2018 (see point 14.4. below). For this reason the model grant agreement related to this Invitation is published as an example and the Agency reserves the right to introduce changes or additional details subject to the new provisions of the Financial Regulation. The Agency will announce the changes in due course before the signature of the grant agreement.
### TABLE OF CONTENTS

1. **INTRODUCTION – BACKGROUND** ................................................................. 3  
2. **OBJECTIVES, KEY FEATURES AND EXPECTED RESULTS** ............................ 4  
   2.1 Objectives ................................................................................................................. 4  
   2.2 Key features ................................................................................................................ 5  
   2.3 Expected results ........................................................................................................... 6  
3. **TIMETABLE** ......................................................................................................... 7  
4. **BUDGET AVAILABLE** ......................................................................................... 8  
5. **ADMISSIBILITY REQUIREMENTS** ................................................................. 8  
6. **ELIGIBILITY CRITERIA** ..................................................................................... 9  
   6.1 Eligible applicants ....................................................................................................... 9  
   6.2 Eligible activities and project duration .................................................................. 10  
7. **EXCLUSION CRITERIA** .................................................................................... 11  
   7.1 Exclusion from participation .................................................................................... 11  
   7.2 Rejection from the award procedure ..................................................................... 13  
   7.3 Supporting documents ............................................................................................ 14  
8. **SELECTION CRITERIA** ................................................................................... 14  
   8.1 Financial capacity .................................................................................................... 14  
   8.2 Operational capacity ............................................................................................... 15  
9. **AWARD CRITERIA** ........................................................................................ 16  
10. **LEGAL COMMITMENTS** ............................................................................... 17  
11. **FINANCIAL PROVISIONS** ............................................................................ 18  
   11.1 General Principles ................................................................................................. 18  
   11.2 Funding forms ........................................................................................................ 19  
   11.3 Payment arrangements .......................................................................................... 23  
   11.4 Pre-financing guarantee ......................................................................................... 24  
12. **PUBLICITY** ......................................................................................................... 24  
   12.1 By the beneficiaries ............................................................................................... 24  
   12.2 By the Agency and/or the Commission ............................................................... 24  
   12.3 Dissemination and Exploitation .......................................................................... 25  
13. **DATA PROTECTION** ....................................................................................... 25  
14. **PROCEDURE FOR THE SUBMISSION OF PROPOSALS** ......................... 26  
   14.1 Publication .............................................................................................................. 26  
   14.2 Registration in the Participant Portal .................................................................. 26  
   14.3 Submission of the grant application .................................................................... 27  
   14.4 Rules applicable ..................................................................................................... 28  
   14.5 Contacts ................................................................................................................. 28
1. INTRODUCTION – BACKGROUND

The European Union is committed to supporting Member States in fostering social inclusion and in building cohesive societies.

Article 2 of the Treaty on European Union states that ‘The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail’.

The European Pillar of social rights\(^1\) supports ‘the right to quality and inclusive education, training and lifelong learning in order to maintain and acquire skills that enable [everyone] to participate fully in society and manage successfully transitions in the labour market.’

On 14 December 2017, the European Union’s Heads of State and government\(^2\) confirmed the key role of education and culture in building inclusive and cohesive societies, and in sustaining our competitiveness. Furthermore, they stressed the need for an inclusive, lifelong-learning-based and innovation-driven approach to education and training and recalled their willingness - expressed at the Gothenburg summit - to do more in these areas, in which the EU plays an important supplementing and supporting role.

The Council Recommendation of 22 May 2018 on promoting common values, inclusive education, and the European dimension of teaching\(^3\) aims at promoting common values at all levels of education and fostering inclusive education, in line with the 2015 Paris Declaration\(^4\), as well as to supporting teachers and teaching and encouraging a European dimension of teaching. It encourages Member States and the Commission to share good practice and information and to develop policies at both national and EU levels.

Promoting equity, social cohesion and active citizenship is one of the strategic objectives of the Strategic Framework for European cooperation in education and training (ET 2020). Relevant and high-quality knowledge, skills and competences developed throughout lifelong learning, focusing on learning outcomes for employability, innovation, active citizenship and well-being are among the priority areas for European cooperation in this context.

Common EU values are the bedrock of our democracies and a reflection of who we are. They are especially relevant against the background of challenges such as populism, xenophobia, divisive nationalism, discrimination, the spreading of fake news and misinformation, or the risk of violent radicalisation, which can undermine our democratic foundations and institutions and the trust in the rule of law, and hinder a common sense of belonging within and amongst European societies.

---


\(^3\) https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018H0607(01)&from=EN

Access to education and training for all continues to improve in Europe as a whole. However, ensuring quality mainstream education and training for all remains a challenge for many countries, and a significant educational gap persists. Inequality is increasing and has a negative impact on learning outcomes, since education and training systems tend to reproduce existing patterns of socio-economic status.

There is strong evidence\textsuperscript{5} that educational inequalities and students’ socio-economic background are linked. Students from poorer households are three times more likely to perform worse than their wealthier counterparts, and students of migrant background are more than twice as likely to be low achievers as other students.

This call addresses the contribution of education and youth to social inclusion and common values against the background outlined above.

The management of this call is delegated by the European Commission to the Education, Audiovisual and Culture Executive Agency, hereinafter referred to as "the Agency".

2. OBJECTIVES, KEY FEATURES AND EXPECTED RESULTS

2.1 Objectives

This call for proposals will support transnational cooperation projects in the fields of education and training.

Each application must address one general objective and one of the specific objectives. Both the general and specific objectives of the call are exhaustive: proposals that do not address them will not be considered.

General objectives

Proposals should address one of the two general objectives below:

1. Disseminating and/or scaling up good practices on inclusive learning and on promoting common values, initiated in particular at local level. In the context of the present call, scaling up means replicating good practice on a wider scale/transferring it to a different context or implementing it at a higher/systemic level;

or

2. Developing and implementing innovative methods and practices to foster inclusive education and promote common values.

Specific objectives

Proposals should address one of the following specific objectives:

- Enhancing the acquisition of social and civic competences, fostering knowledge, understanding and ownership of values and fundamental rights;
- Promoting inclusive education and training and fostering the education of disadvantaged learners, including through supporting educational staff in addressing diversity and reinforcing diversity among education staff;
- Enhancing critical thinking and media literacy among learners, parents and educational staff;
- Supporting the inclusion of newly arrived migrants in good quality education, including by assessing knowledge and validating prior learning;
- Fostering digital skills and competences of digitally excluded groups (including older people, migrants and young people from disadvantaged backgrounds) through partnerships between schools, business and the non-formal sector, including public libraries.

Projects are encouraged to involve role models in their activities, where appropriate.

2.2 Key features of the projects submitted under the present call

In line with the objective of Erasmus+ Key Action 3 to support policy reform, projects should demonstrate the capacity to generate impact not only on the partner organisations but also at the systemic level, e.g. generating multiplier effects at territorial or sector-specific level, attracting or involving major players or networks – including from the private sector, obtaining support from public authorities, enhancing awareness and visibility of activities or outputs, etc.

- Projects focussing on dissemination/upscaling should primarily build on actions for which solid proof of their effectiveness can be provided and which show potential for being disseminated and/or scaled up.
- Projects focussing on innovative practices in education and training should demonstrate their innovative character building on the outcomes of previous analyses, evaluations and pilot actions.
- Projects cutting across sectors and involving non-formal learning are encouraged to create synergies between education, training, youth, culture and sport.

Proposals should include the following elements:

- Context and rationale justifying the proposed actions, including the challenges to be addressed at local level and the assessment of the needs of the target group(s);
- Description of the policies and practices to be disseminated and/or scaled up (e.g. courses, teaching materials, use of role models, recommendations) or of the innovative approach proposed, including supporting evidence.
• Description of the strategy and methodology for implementation of the proposed action, in particular of the relevant concrete activities (e.g. adaptation to new context, testing, training, capacity building, awareness-raising activities, etc.).

• Description of the evaluation methods, which should be integral part of the project and should provide evidence on the effectiveness of the activities;

• Plans for follow-up (replication or up-scaling in other sectors, areas, target groups, integration at systemic level, etc.) showing the project sustainability, including possible funding through EU (e.g. Erasmus+, European Structural and Investment Funds, European Fund for Strategic Investment) or national funds.

Description of how the use of role models will be integrated into the project activities - if this is the case.

Synergies with other projects are encouraged, including:

• Other (on-going or completed) European projects on citizenship education and engagement and intercultural understanding under Erasmus+ (including the joint EU-Council of Europe schemes “Human Rights and Democracy in action” and “Democratic and inclusive school culture in operation - DISCO)”\(^7\) and the predecessor European programmes in education and training;

• the activities supported by the Asylum Migration and Integration Fund and the Internal Security Fund\(^8\).

2.3 Expected results

Projects should lead to results such as:

• increased awareness, knowledge and understanding of good practices in the relevant educational institutions and communities;

• increased use of state of the art innovative approaches in policy or practice;

• increased awareness, motivation and competence of educational leaders and educators with regard to inclusive educational approaches and the promotion of common values;

• active engagement of families and local communities in supporting inclusive educational approaches and the promotion of common values;

• more widespread and effective tools to support education and training institutions and learning providers in implementing inclusive education approaches and in promoting common values.


Examples of activities

Activities aimed at achieving the expected results listed above could include:

- Cooperation and networking models which involve combinations of relevant (public/private) stakeholders across different sectors;
- Adapting and applying learning practices to new target populations;
- Conferences, seminars, workshops and meetings with policy and decision makers;
- Assessing, sharing and validating good practices and learning experiences;
- Training and other capacity-building activities (e.g. for teachers, local authorities, prison staff, etc.);
- Supportive approaches and outreach practices from young people to young people as well as role model activities;
- Targeted awareness-raising and dissemination activities including information material and effective communication strategies;
- Operational or policy recommendations in the field of education and training that are relevant to the objectives of the Council Recommendation on promoting common values, inclusive education, and the European dimension of teaching and of the Paris Declaration;
- Supportive approaches and outreach practices addressing disadvantaged groups and newly arrived migrants and refugees.

3. TIMETABLE

<table>
<thead>
<tr>
<th>Stages</th>
<th>Date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Publication of the call</td>
<td>November 2018</td>
</tr>
<tr>
<td>b) Deadline for submitting applications</td>
<td>26th February 2019 at 12:00 (noon Brussels time)</td>
</tr>
<tr>
<td>c) Evaluation period</td>
<td>March – June 2019</td>
</tr>
<tr>
<td>d) Information to applicants</td>
<td>June/July 2019</td>
</tr>
<tr>
<td>e) Signature of grant agreement</td>
<td>August- November 2019</td>
</tr>
<tr>
<td>f) Starting date of the action</td>
<td>1st November, 1st December 2019 or 15th January 2020</td>
</tr>
</tbody>
</table>
4. BUDGET AVAILABLE

The total budget available for the co-financing of projects under the present call is **EUR 10,000,000**.

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

The maximum grant per project will be **EUR 500,000**.

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

5. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- they must be submitted not later than the deadline for submitting applications referred to in Section 3.
- they must be submitted online (see Section 14 of the present guidelines), using the electronic application form and its compulsory annexes (using only the provided templates);
- they must be drafted in one of the EU official languages.

Please note that only typed applications will be considered.

The application form must be accompanied by a balanced budget using the compulsory template and must be expressed in Euro (€).

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

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

The Participant Portal allows applicants, co-applicants and affiliated entities to upload or update the information related to their legal status and attach the requested legal and financial documents (see Section 14.2 for more information).

---

9 Affiliated entities must also provide a PIC. This PIC has to be indicated in the 'Detailed Project Description' which is part of the Application Package.
Only applications that comply with the admissibility requirements will pass at evaluation stage.

6. ELIGIBILITY CRITERIA

The proposals which comply with the below criteria will be the subject of a content evaluation. Only applications that fulfil the eligibility criteria will be considered for a grant. The eligibility criteria will be assessed on the basis of the information provided in the application form.

6.1 Eligible applicants

Eligible applicants are public and private organisations active in the fields of education, training and youth or other socio-economic sectors, or organisations carrying out cross-sector activities (e.g. cultural organisations, civil society, sport organisations, recognition centres, chambers of commerce, trade organisations, etc.).

National Agencies or other structures and networks of the Erasmus+ Programme, receiving a direct grant from the Commission in accordance with the legal basis of the Programme\(^\text{10}\) are not eligible to participate. Nevertheless, the legal entities hosting the Erasmus+ National Agencies or the structures and networks mentioned above, as well as entities affiliated to these legal entities, are considered eligible applicants.

Legal entities having a legal or capital link with a beneficiary, which is neither limited to the project nor established for the sole purpose of its implementation may take part in the project as affiliated entities, and may declare eligible costs as specified in Section 11.2. For that purpose, applicants shall identify such affiliated entities in the application form. These affiliated entities have to fulfil the eligibility and exclusion criteria and therefore the appropriate supporting documents will have to be provided.

Only legal entities established in the following programme countries are eligible:

- the 28 Member States of the European Union;
- the EFTA/EEA countries: Iceland, Liechtenstein, Norway;
- EU candidate countries: the Former Yugoslav Republic of Macedonia, Turkey and Serbia\(^\text{11}\).


\(^{11}\) The budgetary adaptations determined by Serbia’s becoming a Programme Country of the Erasmus+ Programme shall apply from 1 January 2019 subject to the adoption of the Commission Decision approving the (amendment to the) Agreement between the European Union and the Republic of Serbia on the participation of the Republic of Serbia in "Erasmus+: the Union programme for education, training, youth and sport as of 1 January 2019."
For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the project. If the United Kingdom withdraws from the EU during the project period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.16.3.1 (a) of the grant agreement.

The minimum partnership composition requirement for this call is 4 eligible organisations from 4 different programme countries.

If networks are involved in the project, the consortium must include at least 2 organisations which are not members of the network(s) and the consortium has to represent at least 4 eligible countries.

In order to assess the applicants' eligibility, the following supporting documents are requested (via the Participant Portal):

- for a private entity: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain programme countries, the trade register number and VAT number are identical, only one of these documents is required); or a

- Public entity: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

- Entities without legal personality: documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

Applicants must submit mandate letters (attached to the eForm) from partner organisations confirming their participation (original signatures required).

Associated partners: Additionally, the project may benefit from the involvement of associated partners. These organisations can contribute to the implementation of specific tasks/activities and/or support the dissemination and sustainability of the project. In principal, they will not benefit financially from the EU grant and associated partners can be established both in Programme or partner countries. For that purpose, applicants shall identify such associated partners in the 'Detailed Project Description' which is part of the Application Package and confirm this list at the stage of notification of project results.

6.2 Eligible activities and project duration

Only activities taking place in Programme countries (see Section 6.1) will be considered eligible for funding. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in the Programme countries are not eligible. Exceptionally, and on case by case basis, activities involving other countries than the Programme countries can be granted but must have the prior and specific authorization from the Executive Agency.

Activities must start either on 1 November, 1 December 2019 or 15 January 2020.
The project duration must be **24 or 36 months**.

However, if after signing the agreement and after the start of the project it becomes impossible for the beneficiaries, for fully justified reasons beyond their control, to complete the project within the scheduled period, an extension to the eligibility period may be granted, if requested before the deadline specified in the grant agreement. The **maximum extension is limited to 6 additional months**.

7. EXCLUSION CRITERIA

7.1 Exclusion from participation

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

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

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

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

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

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

(iii) violating intellectual property rights;

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

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

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

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

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

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

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive

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

(vi) child labour or other forms of trafficking in human beings as defined in Article 2

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

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

(g) for the situations of grave professional misconduct, fraud, corruption, other criminal
offences, significant deficiencies in the performance of the contract or irregularity, the
applicant is subject to:

(i) facts established in the context of audits or investigations carried out by the Court
of Auditors, OLAF or internal audit, or any other check, audit or control
performed under the responsibility of an authorising officer of an EU institution,
of a European office or of an EU agency or body;

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

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

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

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

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

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

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

7.2 Rejection from the award procedure

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

(a) is in an exclusion situation established in accordance with the above section 7.1;
(b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
(c) was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) may be imposed on applicants or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 7.1:

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

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

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

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

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

7.3 Supporting documents

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

This declaration is part of the Application Package (see Section 14.3).

8. SELECTION CRITERIA

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

8.1 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents that will be requested from selected applicants:

Low value grants (equal or inferior to EUR 60,000):

- a declaration on their honour
- Grants of more than EUR 60,000:
  - a declaration on their honour and
  - the profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities: the business plan might replace the above documents;

In the course of the procedure applicants may be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant(s) will receive instructions on how to create a PIC in due time.
Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

The documents required under point 1 and 2 shall be submitted only for the coordinator of the project.

The declaration on honour is submitted as an annex to the application form. The financial statements and the financial capacity form are required at a later stage of the selection process.

The verification of financial capacity shall not apply to public bodies, or to international organisations.

For the purpose of this call, public bodies, as well as schools, higher education institutions and organisations in the fields of education, training, youth and sport that have received over 50 % of their annual revenue from public sources over the last two years shall be considered as having the necessary financial, professional and administrative capacity to carry out activities under the Call for proposals. They shall not be required to present further documentation to demonstrate that capacity. Such organisations are required to declare (at the stage of the notification of the selection results) that their organisation complies with the above-mentioned definition of public body. The Agency reserves the right to request documentation to prove the veracity of this declaration.

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is not satisfactory, s/he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

8.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on their honour, and, for those applying for a grant above EUR 60.000 must include in the Application Package:

- a description of the profile of the people primarily responsible for managing and implementing the operation (accompanied, where appropriate, by a list of relevant publications) within each partner institution showing all their relevant professional experience;
- an exhaustive list of past or current projects related to the selected objectives of the call, implemented by the applicants.
9. AWARD CRITERIA

Eligible proposals will be assessed on the basis of the following criteria:

1) Relevance of the project (30%)

**Purpose:** The application is relevant to the chosen general and specific objectives of the call outlined in section 2, in the selected Lot. The project features are consistent with the features described in the call.

**Consistency:** The different components of the application are mutually relevant and consistent. The application is based on an adequate analysis of challenges and needs, the objectives are realistic and address issues relevant to participating organisations and the immediate and indirect target groups. Evidence of the effectiveness of the selected good practice(s) action(s) is provided.

**Scaling up:** The application demonstrates the potential for scaling up good practice(s) at different levels (e.g. local, regional, national, EU) and sectors. The scaling up is likely to generate impact not only at the level of the different partner organisations but also at system and/or policy level.

**European added value:** The application brings added value at EU level, through results that would not be achieved at country level alone, and there is potential for transferring results to countries not involved in the project. The project outcomes have the potential to feed into the relevant EU policy agendas.

2) Quality of the project design and implementation (20%)

**Strategic plan:** The application establishes a clear strategy building on a feasibility analysis and identifies the necessary activities for testing, adapting, disseminating and scaling up the good practice in the new context.

**Structure:** The work programme is clear and intelligible and covers all project phases.

**Management:** The project management plan is sound with adequate resources allocated to different tasks, clear cooperation and decision-making processes. The budget shows cost effectiveness and value for money. There is coherence between tasks, roles and financial resources allocated to partners. The financial management arrangements are clear and appropriate as well as the design of the proposal.

**Evaluation:** Specific measures for evaluation of processes and deliverables ensure that the project implementation is of high quality. There is a clear quality assurance plan which also covers project management adequately. The monitoring strategy includes risk identification and a mitigating action plan.

3) Quality of the partnership and the cooperation arrangements (20%)

**Configuration:** The partnership is capable of ensuring full achievement of the project's objectives. They ensure coverage of all necessary skills, expertise and experience in the areas covered by the selected lot, including for the dissemination and up scaling involving major players and policy makers. Adequate allocation of time and input among the partners is ensured. Skills and competences of the partnership are complementary.

**Commitment:** Each participating organisation demonstrates full involvement corresponding to its capacities and specific area of expertise.

**Cooperation:** The cooperation arrangements are balanced. The roles attributed to each
partner guarantee a good balance between analysis work and exploitable outputs for dissemination, scaling up and policy making. Effective mechanisms are proposed to ensure coordination, decision making and communication between the participating organisations, stakeholders and any other relevant party.

4) Impact, dissemination and sustainability (30%)

**Dissemination:** There is a clear awareness-raising, dissemination and communication strategy that ensures reaching the relevant target groups as well as the general stakeholders and the general public during the lifetime of the project. This strategy includes plans for making any produced materials accessible through open licenses\(^\text{12}\).

**Exploitation:** The application demonstrates that the selected best practice(s) can be successfully disseminated and scaled up, create a wider impact and influence systemic change. The exploitation approach is clearly described and the proposed measures to exploit the project results are potentially effective.

**Impact:** The foreseeable impact, notably for the identified disadvantaged groups and systems, is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant. The project outcomes have the potential to support long-term changes, improvements, or developments for the benefit of the target groups and systems concerned.

**Sustainability:** The application includes appropriate measures and resources to ensure that the results and benefits can be sustained and up-scaled beyond the project lifetime.

Only proposals having reached:

- at least the threshold of 60% on the total score (i.e. aggregate score of the 4 award criteria) and
- at least the threshold of 50% of each of the 4 individual criteria

will be considered for EU funding. Applications falling below those thresholds shall be rejected.

10. **LEGAL COMMITMENTS**

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

The 2 copies of the original agreement must be signed first by the beneficiary (on behalf of the consortium) and returned to the Agency immediately. The Agency will sign them last.

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

---

\(^{12}\) For this purpose, educational and youth materials should be understood as any materials meant to provide support to teaching and learning processes, such as course syllabi, class notes, presentations, exercises, textbooks, interactive materials or other Open licenses for these materials should guarantee, as a minimum, free access for any individual or organisation. Applicants are allowed to include limitations in the open licenses as appropriate
11. FINANCIAL PROVISIONS

11.1 General Principles

a) Non-cumulative award

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

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed. A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

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

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

d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance. The budget must be drawn up in euros. Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Inforeuro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm on the date of the publication of this call for proposals.

e) Implementation contracts/subcontracting

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. In the event of procurement exceeding € 60,000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to
clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU\textsuperscript{13} or contracting entities in the meaning of Directive 2014/25/EU\textsuperscript{14} shall abide by the applicable national public procurement rules.

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

- subcontracting does not cover core tasks of the action;
- recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:
  - before any recourse to subcontracting, if the beneficiaries requests an amendment
  - after recourse to subcontracting if the subcontracting:
    - is specifically justified in the interim or final technical report and
    - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
  - the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

f) Financial support to third parties.

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

11.2 Funding forms

General provisions

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

- Maximum amount requested

The maximum amount which can be requested will be EUR 500.000.


The EU grant is limited to a maximum co-financing rate of **80% of eligible costs** taking into account the maximum grant amount. Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant.

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

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

---

**Eligible costs**

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

- they are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to final reports and certificates.
- The period of eligibility of costs will start as specified in the grant agreement. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see Section 11.1b).
- they are indicated in the estimated overall budget of the action;
- they are incurred in connection with the action which is the subject of the grant and are necessary for its implementation;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenues declared in respect of the action with the corresponding accounting statements and supporting documents.

The same criteria apply to affiliated entities.

---

**Eligible direct costs:**

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as:

- The cost of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action/project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicant's usual policy on remuneration or, where applicable, its partners. NB: **this cost must be actual cost incurred by the beneficiaries and staff cost of other organisations**
is eligible only if it is paid directly or reimbursed by the beneficiary. These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used.

- The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;
- Subsistence allowances (for meetings, including kick-off meetings, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices on subsistence allowances.
- Costs of travel (for meetings, including kick-off meetings, European conferences, etc.), provided that they are in line with the beneficiary's usual practices on travel.
- Depreciation cost of equipment (new or second-hand), only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
- Costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- Costs entailed by other contracts awarded by the beneficiaries or its partners for the purposes of carrying out the action, provided that the conditions laid down in the grant agreement are met;
- Costs arising directly from requirements linked to the performance of the action (dissemination of information, specific evaluation of the action, audits, translations, reproduction, etc.);
- Costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- Costs relating to the external audits where required in support of the requests for payments;
- Non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States;
- Insurance costs for volunteers provided that they are in line with the beneficiary's usual practices.
- Volunteers per diems provided that they are in line with the beneficiary's usual practices.

Eligible indirect costs (overheads)

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

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

The applicant's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.
➢ **Ineligible costs**

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfer from the Agency charged by the bank of the beneficiary;
- costs declared by the beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure;
- expenses for travel to or from countries other than those participating in the project, unless explicit prior authorisation is granted by the Agency.

➢ **Calculation of the final grant amount – Supporting documents**

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

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

**And option 1:**

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

<table>
<thead>
<tr>
<th>Budget item/heading</th>
<th>Sample to be annexed to the Final Financial Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff</strong></td>
<td>Select the largest of the two conditions set below:</td>
</tr>
<tr>
<td></td>
<td>The three highest consolidated staff costs (i.e. staff member costs) for the whole eligibility period</td>
</tr>
<tr>
<td><strong>Subcontracting</strong></td>
<td>The three highest value subcontracts</td>
</tr>
<tr>
<td><strong>Travel and subsistence</strong></td>
<td>25% of the highest costs declared under this budget item</td>
</tr>
</tbody>
</table>

Example of underlining documents to be submitted in support of the final payment:
1) Staff costs: employment contract (or equivalent document), payslips (or remuneration’s receipts), proof of payments (if applicable) and, if foreseen by the call for proposals, the time sheets or equivalent documents showing the manpower’s work effort (i.e. number of working days);

2) Subcontracting: quotes (if applicable), contracts, invoices and proofs of payments;

3) Travel and subsistence: copy of tickets and boarding passes, hotel invoices (and proof of payments).

Or option 2:

In case of grants for an action of more than EUR 60,000, but less than EUR 750,000, the beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”: https://eacea.ec.europa.eu/about-eacea/document-register_en. The use of the report format set by the 'Guidance Notes' is compulsory.

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

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

Non-profit rule

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

The verification of non-profit rule does not apply to a grant equal or inferior to EUR 60,000.

11.3 Payment arrangements

A pre-financing payment corresponding to 40% of the grant amount will be transferred to the coordinator within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

A second pre-financing payment of 40% of the total grant amount will be made within 60 days of receipt by the Agency of the progress report on the action’s implementation. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is
less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

The Agency will establish the amount of the final payment to be made to the coordinator on the basis of the calculation of the final grant amount (see Section 11.2).

If the total of earlier payments is higher than the final grant amount, the coordinator will be required to reimburse the amount paid in excess by the Commission through a recovery order.

11.4 Pre-financing guarantee

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

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.

12. PUBLICITY

12.1 By the beneficiaries

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

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

To do this they must use the text, the emblem and the disclaimer provided by the Agency available at https://eacea.ec.europa.eu/about-eacea/visual-identity_en . If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2 By the Agency and/or the Commission

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

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

- name of the beneficiary,
- locality of the beneficiary: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level\textsuperscript{15} if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the amount awarded,
- nature and subject of the grant.

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

\textbf{12.3 Dissemination and Exploitation}

Activities serving the dissemination and exploitation of results are a way to showcase the work that has been done as part of the Erasmus+ project: sharing results, lessons learned, outcomes and findings beyond the participating organisations will enable a wider community to benefit from a work that has received EU funding, as well as to promote the organisation's efforts towards the objectives of Erasmus+, which attaches fundamental importance to the link between the Programme and policies.

For more information on dissemination and exploitation of project result requirements, please refer to the Erasmus+ Programme guide available under this link:

\url{http://ec.europa.eu/programmes/erasmus-plus/resources_en}.

\textbf{13. DATA PROTECTION}

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

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third

parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on EACEA's website:


Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

14. **PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

14.1 **Publication**

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

https://eacea.ec.europa.eu/erasmus-plus/funding_en - the Call reference is: EACEA/21/2018

14.2 **Registration in the Participant Portal**

Before submitting an electronic application, applicants, partners and affiliated entities will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form for applicants and in the 'Detailed Project Description' for affiliated entities.
The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address: http://ec.europa.eu/education/participants/portal.

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

The relevant documents to be uploaded for the purpose of this call for proposals are the following:

- Legal entity form: this document summarises the legal details of the coordinator.
- For public-law entities the legal resolution or decision established in respect of the public company, or other official document established for the public-law entity needs to be submitted with the legal entity form.
- For private-law bodies, the statutes and official registration of the company are requested.

More details on the supporting documents that need to be uploaded in the portal can be found on the following website:

https://eacea.ec.europa.eu/erasmus-plus/funding_en - the Call reference is: EACEA/21/2018

The Agency can propose an agreement only on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality (public administration, private company, or non-profit organisation, etc.) and on the provision of financial identification/bank details.

14.3 Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements set out under Section 5 and by the deadline set out under Section 3.

Applicants are requested to read carefully all information about the call for proposals, the submission procedure and to use the documents forming part of the application ('Application Package') which are available from the Agency's Funding webpage:

https://eacea.ec.europa.eu/erasmus-plus/funding_en - the Call reference is: EACEA/21/2018

The application form is available on the Internet at the following address:

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

The full Application Package must be submitted online by the deadline set out in Section 3.

Applicants must use the online application form (eForm) and its attachments. Please take note of the technical requirements for the application form (eForm) as explained in the specific eForm User Guide that is aimed at providing guidance on the technical aspects of completing and submitting the eForm. It is available at:

Should you be blocked by any technical issue described in the User Guide during submission, this will not be considered as a technical failure of the eForm. In consequence, if the submission of your eForm fails and you do not meet the deadline, your application will be rendered inadmissible.

Should you have technical problems with the online submission of your eForm, you must contact the helpdesk (eacea-helpdesk@ec.europa.eu) by email before the submission deadline, explaining your problem. If you are close to the deadline you have to include a screen shot of any error message together with a proof of time of occurrence.

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

All applicants will be informed by email about the results of the selection process.

14.4 Rules applicable


Regulation No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+: The Union Programme for Education, Training, Youth and Sport, for the period 2014 to 2020

14.5 Contacts

If you have any questions, please contact us at EACEA-Policy-Support@ec.europa.eu.