Application procedures
Call for proposals 2018 (EAC/A05/2017)

ERASMUS+ : SPORT

COLLABORATIVE PARTNERSHIPS
SMALL COLLABORATIVE PARTNERSHIPS
NOT-FOR-PROFIT EUROPEAN SPORT EVENTS

Instructions for completing the Application Package
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1. INTRODUCTION

This document is intended to help applicants for the sport actions of the Erasmus+ Programme to find the information they need, to complete their applications and to prepare their projects. It should not be used for any other type of action. In order to prepare and submit an application, applicants have to refer to a range of other documents. Information that is contained in the documents listed below will not be repeated in these instructions, although references are made where appropriate:

This provides you with the rationale for the Erasmus+ Programme and emphasises its aims and priorities.

This is the official notification of the General call for proposals. It is a short document that provides, inter alia, information on the countries that can participate, budgetary details and deadlines.

The Erasmus+ Programme Guide: http://ec.europa.eu/programmes/erasmus-plus/resources_en
This is a key document covering definitions and rules for all the actions included in the General Call for Proposals. There you will find general information regarding the content and management of the programme and specific information on sport projects. You should not attempt to make an application without referring to the relevant sections of the Programme Guide. It is structured as follows:

- Introduction
- Part A – General Information about the Erasmus+ Programme
- Part B – Information about the actions covered by this guide
- Part C – Information for applicants
- Annex I – Additional rules and information relating to the actions covered by the Programme Guide
- Annex II – Dissemination guidelines for beneficiaries
- Annex III – Glossary of key terms
- Annex IV – Useful references and contact details

This text provides the complete funding framework including rules relating to project budgets, explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on different eligibility, exclusion and selection criteria that are applied to each application through the selection procedure.

This is a technical user guide that you will need to follow to ensure that you register your organisations correctly and complete the electronic application form correctly and under optimal conditions.

The Agency publishes answers to questions that are frequently asked by potential applicants. It is very important for applicants to check them in order to benefit from clarification that has been asked for by other applicants. These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information. The FAQs include clarification on eligibility and interpretations / clarification of aspects of the official documents.

2. ABOUT THE CALL AND THE APPLICATION PROCEDURE

2.1 Innovations introduced for the Erasmus+ Programme

Although there is a significant amount of continuity from the previous generation of programmes, there are a number of changes that will affect the preparation of applications:

- Registration of all organisations in the Participant Portal: the applicant will need to first register in the Participant Portal described below. Many organisations linked to the EU research programmes are already in the Participant Portal.
- Award criteria and scoring mechanism: there has been a simplification and harmonisation of award criteria and scoring mechanisms.

2.2 Registration in the Participant Portal

The applicant organisation must ensure that all partner organisations (in case of collaborative partnerships) that will participate in the application have been registered in the EAC/EACEA Participant Portal. Each organisation that is registered in the Participant Portal is allocated a unique Participant Identification Code (PIC). The PIC is a 9 digit number that helps the European Commission and Agencies to identify a participant. It is used in all grant-related interactions between the participants and the Commission. If an organisation does not have a PIC number it cannot be a partner in an application.

Please note that not-for-profit European sport events have only one applicant organisation, no partner organisations. The transnational element of the event is secured via participants from the defined number of different Programme Countries. This is an eligibility criterion. However, the sending organisations (the organisation which recruit and send the participants to the event) are not partners of the project, will not sign a grant agreement and will not receive any part of the EU grant. The sending organisations do not need a PIC number.

You will need an ECAS account in order to register your organisation in the Participant Portal. The home page of the Participant Portal includes a link to the ECAS registration website (click on the link 'Are you a new user?').

To enter the Participant Portal, click on the following link:
If your organisation has already received a grant from the EU, it is likely that the organisation has already received a PIC number. You can search for existing PIC numbers in the Participant Portal via the 'My Organisation' option.

The registration of your organisation in the Participant Portal will not take more than 10 minutes. At the time of registration, organisations must also upload the documents as indicated in the Erasmus+ Programme Guide (Part C).

If your PIC is already validated, you do not have to upload any further documents. However, you can make modifications (e.g. change of phone number), if needed.

2.3 Presentation and organisation of instructions

The purpose of this document is to offer a guidance regarding the content of Application Form, the application procedure and the rules that must be respected.

These detailed instructions follow the same order as the application itself. The applicants who do not follow the instructions and guidance therein, risk submitting an incomplete or incorrect application, and therefore significantly reduce the chances of their application being successful.

2.4 Contents of the Application Package

The Application Package consists of the following elements and must be downloaded from the website of the Executive Agency: http://eacea.ec.europa.eu/erasmus-plus/actions/sport. The application package consists of several documents, the content of which is summarised below. Each of these must be completed and submitted as instructed.

Application Form (eForm)

Part A: Identification of the applicant (administrative information)
   A.1. Applicant's data
   A.2 Person responsible for the management of application (contact person)
   A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Part B: Description of the project (general information)
   B.1 Summary of the project
   B.2 Topics
   B.3 Dates and languages
   B.4 Budget summary

Part C: Statistical information (action specific information)
   C.1 Estimated amount of the members of sport organisations involved in the project
   C.2 Participants involved in the Not-for-profit European Sport Events (for events only)

Project Description (MS Word template)
Please choose the relevant template according to the type of action you apply for (collaborative partnership, small collaborative partnership, not-for-profit European sport event).

Part D. Organisation and activities
Part E. Project characteristics and relevance
Part F. Quality of the project design and implementation
Part G. Quality of the project team (and cooperation arrangements)
Part H. Impact and dissemination
Check-list

Declaration of Honour (PDF)

There are two types of declaration of honour. One is for the grants related to the small collaborative partnerships or collaborative partnerships and one is for the not-for-profit European sport events. Please choose the relevant version according to the type of action you apply for.

Please do not forget to fill in the relevant fields underlined with dots and to tick the boxes. The declaration needs to be completed, signed, dated and attached to the application form.

Detailed Budget Table (Excel template)

Standard Excel table contains details of all planned expenditure and revenues. Please choose the relevant template according to the type of action you apply for (collaborative partnership, small collaborative partnership, not-for-profit European sport event).

Warning

If any of the above parts of application package is not submitted, not completed or not signed, the application may not be accepted.

2.5 Deadlines and submission of the Application Package

The applications must be sent by 5 April 2018, 12 pm (midday, not midnight) Brussels time (CET).

Applications sent by post, fax or email will not be accepted. Applicants cannot make any changes to their grant application after the submission deadline.

Once the eForm and annexes have been submitted, a reference number is automatically generated on the eForm. In addition, a notification message will be sent by email to the contact person of the applicant organisation (or coordinating organisation, if applicable) to the e-mail address indicated in the eForm.

Please ensure that the presentation of the package conforms to the instructions printed in the Call for Proposals, notably:

- The application must be completed electronically by computer and submitted online (no paper, no handwritten submissions, or submissions completed using a typewriter will be accepted).
• No information or documents other than the Application Package can be sent. Any further documents will not be taken into consideration in the evaluation of application.

• No changes to the application can be made after the deadline has expired. However, if there is a need to clarify certain administrative aspects (e.g. contact details), the applicant may be contacted for this purpose.

• Please note the date and time of the online submission. Applicants are STRONGLY advised to submit their application well in advance of the deadline and to keep proof of the safe arrival of the application in the system.

• If you experience any technical problems during the submission, please contact the eForm Helpdesk immediately (eacea-helpdesk@ec.europa.eu).

• If you have questions on the content of the eForm and the Annexes, please contact the EACEA Sport (EACEA-SPORT@ec.europa.eu).

**Note on submission of application package (please read it carefully)**

Before applying, you must carefully check whether you meet all the eligibility criteria.

It is your responsibility to complete your online registration application in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration application being interrupted before you are able to submit it. Once the deadline has passed, you will no longer be able to submit.

The EACEA Erasmus+ Sport team as well as the EACEA IT Helpdesk are willing to provide technical support during the application phase if needed. However, please make sure that, if need be, you contact them well before the deadline.

Please note that if you cannot validate and send the eForm because you e.g. did not fill in all mandatory fields, you filled them in wrongly or you put contradictory information (e.g. in the budget table), not reading and respecting the Guidelines for applicants and other instructions, this cannot be considered as a technical problem on our side.

Please note that if you try to send us the application per e-mail just before or after 12.00 pm (midday) CET claiming there was a technical problem on our side, we will carefully check and verify when you last modified your application and if the application was valid or not before the deadline. If we find out that your application was not filled in correctly and as a result, the system prevented you to send us your application, it can be rejected even if sent to the EACEA IT Helpdesk per e-mail before the deadline.

Once you complete and submit your online application, an acknowledgement receipt of your application will be sent to the e-mail address of contact person indicated in your application. It is your responsibility to verify providing the correct e-mail address. The e-mail address must be correct and valid during the whole selection process.
Please note: The language used to complete the application package must be an official EU language and it must be a language that is understood by all members of your consortium. In case of collaborative partnership, this is also in line with the Declaration of Honour stating that all the partners should have agreed to the content of the application and should have confirmed their intention to carry out the tasks described.

If you use abbreviations, please make sure each abbreviation is clearly defined. It is advisable to compile a list of all abbreviations used in your application and attach it to the Project Description.

The application package has the following parts:

- Application Form (eForm)
- Project Description (WORD)
- Detailed Budget Table (EXCEL)
- Declaration of Honour signed by the Legal Representative of Applicant Organisation (PDF) – for the relevant type of action ((small) collaborative partnership or not-for-profit European sport event).

Please note that all four documents must be submitted in order to apply for the sport actions. Failing to do so will result in an ineligible application.

Changing, adapting or using own templates is not allowed and can result in the rejection of your application.

APPLICATION FORM (EFORM)

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

The eForm is constructed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed. Full details of these are available in the Proposal submission User Guide (further referred to as "User Guide"), which is published alongside the eForm. It is strongly recommended to read the User
Guide before you start completing the eForm. A lot of processes are explained in detail in the User Guide, and without this knowledge you may have problems completing the form.

Before starting to complete an eForm, all partner organisations of an application must be registered in the EAC/EACEA Participant Portal. This process is explained in the User Guide. Without the proper registration of partner organisations, you will not be able to complete the eForm.

Chose the eForm of the action you want to apply for from the Application eForm homepage https://eacea.ec.europa.eu/PPMT/.
As a next step, you need to provide the registration codes (PICs) of all organisations participating in your proposal as partners. During this step, you are also required to identify the applicant organisation (For details, please see the User Guide).

Please note that all fields marked with * are mandatory. This applies to all parts of the eForm.

Cover page of the application form¹

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Eight fields appear in the first table of application form. You should choose a project title that will be meaningful to someone who knows nothing about the content of the project and an acronym. The title must not exceed 200 characters. The acronym must not exceed 7 characters. The title and acronym can contain letters (Latin characters only), numbers and common punctuation marks.

The language used to complete the form must be an official EU language. Please mention the language you have chosen in the last field of table. The application form must be completed in one language only. Do not provide information in various languages as the experts selected to assess your application will not necessarily be able to understand the various languages used. In addition, the language you chose must be understood by all members of your consortium.

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¹ The deadline has changed, but the cover page remained the same.
Part A. Completion of organisation data

The most fields (but not all of them) in part A.1 are completed automatically, based on the information you provided while registering your organisation in the EAC/EACEA Participant Portal.

The applicant organisation has to complete the following sections for all participating organisations:
In part A.1, the field "Role in the application" (for (small) collaborative partnerships), "Type of Organisation" and "Region" needs to be completed by choosing an available option from a drop-down list.

<table>
<thead>
<tr>
<th>A.1 Organisation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner number:</td>
<td>P1</td>
</tr>
<tr>
<td>Role in the application:</td>
<td>Applicant Organisation</td>
</tr>
<tr>
<td>PIC number:</td>
<td></td>
</tr>
<tr>
<td>Full name of the organisation in Latin characters:</td>
<td></td>
</tr>
<tr>
<td>Business name:</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td></td>
</tr>
<tr>
<td>Non profit organisation:</td>
<td></td>
</tr>
<tr>
<td>NGO:</td>
<td></td>
</tr>
<tr>
<td>Type of organisation *:</td>
<td></td>
</tr>
<tr>
<td>Registration date:</td>
<td></td>
</tr>
<tr>
<td>Registration location:</td>
<td></td>
</tr>
<tr>
<td>Registration country code:</td>
<td></td>
</tr>
<tr>
<td>Registered address:</td>
<td></td>
</tr>
<tr>
<td>Street name and number:</td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
</tbody>
</table>
In the section A.2, complete the title, family name, first name, role in the organisation and e-mail address of the person who is responsible for the management of the application (contact person) in your organisation. If the «contact person» has a different address from the registered address of the organisation, check the corresponding box and provide the address and telephone number.

| **A.2 Person responsible for the management of the application (Contact person)** |
|-------------------------------------------------|-------------------------------------------------|----------------|
| Title *:                                         | Family name *:                                  | First name *: |
| Department/Faculty:                              | Role in the organisation *:                     | E-mail address *: |
| **Address:**                                     |                                                  |
| Street name and number *:                        | Postcode *:                                     |
| Town *:                                          | Cedex:                                           |
| Country *:                                       | Region *:                                       |
| Telephone 1 *:                                   | Telephone 2:                                    |
| Fax:                                             |                                                  |

Check this box if the address is different from A.1

Check this box if the legal representative is different from the person responsible for the management

Section A.3 will have to be filled in for the applicant organisation and other participating organisations applying for actions with a multi-beneficiary grant agreement (i.e. for (small) collaborative partnerships).
If the Legal representative has a different address from the registered address, check the corresponding box to access the fields necessary to provide this information.

If the application is successful, the Legal representative, will also be required to sign the Grant Agreement and other associated documents. If the application is signed by a different person, or if it is discovered in later stages of the selection or during contracting that the person identified as the Legal representative does not have the authority to sign, the application may be declared ineligible: an invalid signature could lead therefore to the rejection of the application.

There is only one field for the contact details of legal representative/contact person for partners in collaborative partnerships. If the contact person of the partner organisation for this project differs from the legal representative of this organisation, please write the contact details of legal representative.

If the project is recommended for funding, a mandate letter which is annexed to the grant agreement will have to be signed by the legal representative of the partner organisation. Therefore, the signature will be checked and compared with the details in the application form. If the legal representative in the application form differs from the person signing the mandate letter, the coordinator has to provide explanations and enclose official documents proving the capacity of this person to enter into legally binding commitments on behalf of the partner organisation.

The following table applies only to small and collaborative partnerships. The list of all partner organisations is completed automatically and provides an overview of the entered information.
# List of participating organisations

<table>
<thead>
<tr>
<th>Partner no</th>
<th>PIC</th>
<th>Role</th>
<th>Organisation Name</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td></td>
<td>Applicant Organisation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section B.1, summary of the project, invites applicants to provide key information on their application. For dissemination purposes, this section must be provided also in English, if the initial language chosen was different to English.

For successful applications, this section will be reproduced in the form of an abstract. Applicants should therefore ensure that the text gives a concrete overview of the work the organisation plans to undertake following the structure proposed in the form.

Please note that due to database limitations, the indicated limit of 2 000 characters (including spaces) cannot be exceeded. The provided text will be automatically cut when exceeding the limit.

Section B.2. Topics

This section relates to topics addressed by this proposal. Please tick only one of the following topics listed for collaborative partnerships:

- Encourage participation in sport and physical activity, especially by supporting the
implementation of the Council Recommendation on health-enhancing physical activity and being in line with the EU Physical Activity Guidelines

- Encourage participation in sport and physical activity, especially by supporting the European Week of Sport
- Promote education in and through sport with special focus on skills development, as well support the implementation of the EU Guidelines on Dual Careers of Athletes
- Promote voluntary activity in sport
- Combat doping, notably in recreational environments
- Combat match-fixing
- Improve good governance in sport
- Combat violence and tackle racism, discrimination and intolerance in sport
- Encourage social inclusion and equal opportunities in sport.

Please tick only one of the following topics listed for small collaborative partnerships:

- Encourage social inclusion and equal opportunities in sport
- Promote European traditional sports and games
- Support the mobility of volunteers, coaches, managers and staff of non-profit sport organisations
- Protect athletes, especially the youngest, from health and safety hazards by improving training and competition conditions.
- Promote education in and through sport with special focus on skills development.

In case of not-for-profit European sport events, please tick only one of the following topics:

- Volunteering in sport
- Social inclusion through sport
- Gender equality in sport
- Health-Enhancing Physical Activity
- Implementation of the European Week of Sport.

If your proposal addresses more than one topic, please tick the one which is the most relevant/determinant for the project.

Section B.3. Dates and languages

In section B.3, you have to fill in the duration of action and call you apply for.

Each eForm is set-up in a way that you will not be able to provide dates or durations that are in contradiction to the rules of the action you apply for. This complies with the eligibility periods. However, you have to specify the exact start and end date of your project activities in the 'Project Description' (one of the three annexes you attach to the eForm).

Collaborative Partnerships

The eligibility period of collaborative partnerships starts on 1 January 2019 and this date appears in the eForm automatically. In the field 'duration', there is only an option to choose 12, 18, 24, 30 or 36 months (maximum eligibility period).
Small Collaborative Partnerships

The eligibility period of small collaborative partnerships starts on 01/01/2019 and this date appears in the eForm automatically. In the field 'duration', there is an option to choose among 12, 18 or 24 months.

Not-for-profit European sport events

The eligibility period of not-for-profit European sport events is automatically set at one year. You have only to choose the start date: 15/06/2018 (for large-scale events) or 1/11/2018 (for all the others).

However, you have to specify the exact start and end date of your project activities in the 'Project Description' (one of the three annexes you attach to the eForm). For instance, the eligibility period of not-for-profit European sport event is from 01/11/2018 till 31/10/2019, but your project activities (as specified in the 'Project Description') start e.g. on 01/01/2019 and finish e.g. on 30/09/2019. Please note that in any case your project must start and finish within the eligibility period indicated above.

The English language is set for the Grant Agreement/Decision and the official communication with the Executive Agency.

Section B.4. Budget summary

This table provides information on expenditure and income of the project. The table should be completed only after the duration has been indicated (above) and the Excel budget sheet have been completed and validated: the amounts in the Excel table and in the budget summary must be identical. All budgetary information must be provided in Euro/€.

Section B.5 Distribution of grant by organisation (only for collaborative partnerships)

The following table needs to be completed, listing the amount of the grant requested by participating organisation.

The indicated total has to be identical to the total grant requested in the budget summary of the eForm, and to the total grant requested in the Excel budget sheet.

<table>
<thead>
<tr>
<th>Partner number</th>
<th>Partner name</th>
<th>Grant requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part C. Statistical information

Section C.1. Size of membership

This section applies to all sport actions.

In section C.1, please provide an estimated number of those members who will participate in the project. Hence, the total number you provide in this section corresponds to participating members from all participating organisations. For instance, if an organisation from a country XY sends 50 members to participate in the event in a country XZ, you count 50 for this particular organisation. If the organisation sends 50 people out of which only 40 are its members, you count 40 for this particular organisation. You have to count the ‘participating members’ from each sending organisation together and provide the final number in the C.1 box.

Section C.2. Participants involved in the Not-for-profit European sport event

This section applies only to the not-for-profit European sport events.

Section C.2 lists all organisations that send participants to the not-for-profit European sport event. Please indicate the country of sending organisation. Please add lines if participants from several organisations from one country and/or participants from organisations from more than 10 different Programme Countries take part at the event. Please note that one of eligibility criteria is that a not-for-profit European sport event involves participants from at least 10 different Programme Countries or the events organised simultaneously in several Programme Countries must involve participants to the events from at least 10 different Programme Countries in total.

All sending organisations must be identified in the eForm, it means that concrete names of organisations must be stated. A generic indication, such as the 'sport club/federation', city of 'XY', etc. may result in the rejection of application. Please consult with each sending organisation before submitting the application.
The Project Description is an annex of application form (eForm) and must be uploaded and submitted together with the application form electronically. You can only use the template published on the EACEA website for the respective call and year. You are not allowed to change and adapt it or use your own template.

Please choose the relevant template according to the type of action you apply for (collaborative partnership, small collaborative partnership, not-for-profit European sport event). All text fields in all sections are obligatory. For adding information in the new columns/rows of tables, please use the copy-paste function of your computer.

Please note that, as this is a word document, it is possible to insert pictures and diagrams into the text boxes. However, in order to avoid any potential problem during the submission of application, the maximum capacity of application package (eForm + three annexes) is 10 MB.

Part D. Organisation and activities

This section provides information about applicant organisation and, where applicable, to partner organisations (in case of (small) collaborative partnerships). It also provides an overview of main activities and involvement in previous or current projects co-financed by the European Union.

Section D.1. Aims and activities of organisation

The description in this section should provide a brief presentation of the applicant organisation. Please do not forget to state the key activities relating to the area covered by the project.

In case of collaborative partnership, please provide the same type of information for all partner organisations.

If your organisation's name is in other than English language, please provide the name of your organisation in both, the national and English language.

Section D.2. Previous sport projects

Please mention all projects financed in the framework of the sport preparatory actions (2009-2013) by the European Commission, DG Education and Culture or the EACEA based on the Erasmus+ Sport calls for proposals, the applicant organisation was involved in. You must provide references to these projects in the respective table. Quote the full reference number of your project (e.g. the EU grant agreement number) and then complete the various sub-sections in this table. The 'website' relates to the website of project.
You also have to summarise the project outcomes and describe if and how the new proposal builds on them.

**Section D.3. Other EU grants**

Please list the projects for which the applicant organisation responsible for the management of this application has received financial support from the EU programmes or initiatives during this financial year. Please add more tables if you received more than one financial contribution.

Please list the EU grant applications the applicant organisation submitted for other projects this financial year. Please indicate the EU programme and/or key action concerned as well as the title of project and the amount requested.

**Part E. Project characteristics and relevance**

**Section E.1. Objectives**

It is important to describe the reasons for undertaking the project and how the project addresses the objective ticked in the eForm. The applicant also has to demonstrate the expertise and knowledge in the field of operation. The applicant should explain any synergies with other fields of operation too. In addition, it is important to explain the relevance of your proposal to the objectives of European policies in the field of sport.

The description should help experts to assess the level of preparedness and operational capacity for the implementation of the project initiative and for addressing relevant needs. The rationale and background of the project, including specific needs/problems/challenges that it intends to address has to be described too.

**Section E.2. Innovative aspects**

Please provide an analysis of the state of art in the project domain and describe how and why the project has an innovative character. Please provide explanation of innovative aspects of your project.

**Section E.3. EU added value**

Detailed information on the benefit of the European cooperation should be provided in this section. It has to explain why it is necessary to implement the project at European level rather than at national/regional/local level.
Part F. Quality of the project design and implementation

Section F.1. Project design

This section should outline how the project intends to tackle the need for action, which was previously analysed, in order to improve the situation (or deficiencies) in the project domain.

This section also has to provide a clear and complete work programme and describe main activities planned. An overview of all activities will be presented in a separate section. If you prefer to describe the project via work packages, you can do so. Please structure the text and activities thoroughly, so that experts can evaluate your project proposal properly. The lack of good structure and explanation of project activities may impact the score of your project.

Section F.2. Methodology

The applicant has to elaborate the methodological approach applied in the project. This illustrates how the project team proceeds to achieve the envisaged objectives and how the progress of project activities can be assessed against milestones and measurable indicators (qualitative and quantitative). This section plays an important role in the assessment of work programme quality and the foreseen project activities.

The not-for-profit European sport events are still financed via the real costs funding rules. Therefore, if you intend to subcontract, please provide all details in this section (companies you intend to subcontract, the approach applied when selecting the companies, tasks performed by these companies, total costs of subcontracting, etc.).

Section - Quality control during project implementation

In this section, you have to provide an overview of work monitoring and evaluation undertaken within the activities foreseen. The applicant is also asked to provide explanations as regards the achievements of results within the available budget and in an economical way. The coherence between activities and the overall coordination of project should be stressed. Equally important is a risk assessment. Please provide an analysis of potential risks and measures to redress them.

Section – Exceptional costs

This section applies only to small collaborative partnerships or collaborative partnerships (not to the not-for-profit European sport event) and only if the project includes budget items falling under the scope of this budget category of Exceptional costs.

The Exceptional costs cover budget items which do not fall under other budget categories. A project does not necessary have to have items falling under the exceptional costs. However, if you have this type of costs, please specify and justify in this section each item you include in the detailed budget table. In addition, please link each item with a concrete project activity it has to support or fulfil.
Please note that the Exceptional costs are based on real costs and only a maximum of 80% of eligible costs can be reimbursed. The maximum ceiling for the Exceptional costs is 10,000 EUR for Small Collaborative Partnerships and 50,000 EUR for Collaborative Partnerships per whole duration of the project. A typical example of Exceptional costs is the subcontracting or purchase of goods and services. If you intend to subcontract, please provide all details in this section (companies you intend to subcontract, the approach applied when selecting the companies, tasks performed by these companies, total costs of subcontracting, etc.).

Please note that the subcontracting has to be related to services that cannot be provided directly by the participating organisations for duly justified reasons. Equipment cannot concern normal office equipment or equipment normally used by the participating organisations.

**Section - Transnational project meetings**

This section applies to small collaborative partnerships and collaborative partnerships. You have to provide description of the transnational project meetings including the type of meeting (e.g. project consortium's kick-off meeting) and the main purpose of organising this meeting. It is necessary to identify the hosting organisation (coordinator or one of the partners) as well as the other participating organisations at this meeting. Please note that these participating organisations can only be the project partners included in the application form. You also have to specify the number of participants from both – the hosting organisation and the participating organisations. In addition, you have to explain the role of each participant and the reason for including him/her to this meeting.

**Section - Intellectual Outputs**

The Intellectual Outputs are tangible outputs and can be implemented only in the collaborative partnerships (not small collaborative partnerships). They must be substantial in quality and quantity. The typical examples of intellectual outputs are guidelines, pedagogical materials, open educational resources, IT tools, analyses, studies, peer-learning methods, surveys, reports and inventions.

The information, promotion and dissemination plans including preparation, execution and publishing of brochures, leaflets and web information as well as the project evaluation plans and reports are considered to be project management tools. Therefore, they fall under the budget category of the 'Project management and implementation'.

Please fill in the respective information about each Intellectual Output in a separate table. Please copy-paste the table as many times as necessary. The 'type' of the Intellectual Output is e.g. 'guidelines', 'study', 'peer-learning methods', etc. The 'form' of the Intellectual Output can be e.g. XY pieces of printed copies or online publishing on the concrete website(s) (please specify the websites). The 'media' should cover the sources you will use for the dissemination of your Intellectual Outputs. The Intellectual Outputs must prove their potential for wider use and exploitation, as well as for impact.

Staff costs for managers and administrative staff in charge of the overall project management and implementation must be covered under the 'Project management and implementation' budget category. To
prevent potential overlap with such item, applicants will have to justify the profile and volume of staff costs applied for in relation to each Output proposed and link it to concrete tasks related to the execution of each Intellectual Output.

**Section - Multiplier Sport Events**

The Multiplier Sport Events can be implemented only in the collaborative partnerships (not small collaborative partnerships) and only if you implement the Intellectual Outputs. A project without grant support for intellectual outputs cannot receive support for organising multiplier events. The Multiplier Sport Events must be directly and exclusively linked to sharing and disseminating the Intellectual Outputs executed by the project. They must reach wider audiences than just project partners and project beneficiaries. The typical examples (type) of Multiplier Sport Events are national and transnational conferences, seminars and events. The 'media' should cover the sources you will use for promoting the Event.

**Section - Overview of all activities**

Please list all main activities envisaged in the work programme, including the Transnational Project Meetings, Intellectual Outputs and Multiplier Sport Events, and specify the venues (town and country). Please describe the target group(s) and activity. Make sure activities in this section correspond to those mentioned in the previous sections.

Each activity line in the table starts with a number. Please make sure that each budget table line (excel table) involves all activity line numbers of this section. In other words, the activities in this section shall be aligned to the costs stated in the budget table.

**Section - Selection of participants**

This section applies only to not-for-profit European sport event (and not to the collaborative partnerships). It has to describe the steps and procedures for identifying and selecting individuals for the event.

This part should explain the methodology and the actions foreseen to secure the selection and a good cooperation with the sending organisations. It is also important to explain the logistics and other support provided (accommodation, insurances, etc.) for the event participants. The quality measures set up in the sending and receiving organisation to monitor the mobility activity should be explained, as well as the corrective measures in case the envisaged results seem not to be met. Please note that one of eligibility criteria is that a not-for-profit European sport event involves participants from at least 10 different Programme Countries or the events must be organised simultaneously and involve participants to the events from at least 10 different Programme Countries in total.

If you involve people with fewer opportunities, please explain the type of fewer opportunities, how many persons and organisations are concerned as well as from which countries they come from. Please explain the nature of the support required to ensure that these persons can fully engage in the foreseen activities.
Part G. Quality of the project team and cooperation arrangements

Section G.1. Project team

You are expected to describe skills and expertise of staff involved in the project. This section also has to describe how the project team divides and organises its work.

All members of the project team presented in this section shall work for the project and this shall be aligned with an appropriate staff costs (based on the staff cost per day) in the detailed budget table (excel). Therefore, please list all the staff involved in the project in this section.

Please note that staff costs are applicable in the not-for-profit European sport events (real costs). The collaborative partnerships and small collaborative partnerships have 'staff costs' only related to the Intellectual Outputs (unit costs).

Section - CVs of the key project team

This section does not apply to small collaborative partnerships.

This table should include a résumé of specific expertise of each of the key staff involved in the project. In the spaces provided, you should include the names of all the key staff and summarise their work skills/experience and educational background relevant to the project domain. Please copy-paste the table as many times as needed in order to insert the data for each of the key staff member involved in the project implementation.

It is not allowed to include the CVs of organisation's staff who will not work for the project. For instance, if a president or a secretary general of organisation is included with his/her CV demonstrating the education and working experience, but in reality a junior project officer works on the project, the CV of the president/secretary general cannot be presented in this section. If you decide to allocate at least a few days to the president/secretary general in order to include his/her CV, but the corresponding activities/involvement in this project are not justified and reasonable, taking into consideration the concrete project activities in question, this can result in a low score for the application.

Please choose the key staff thoroughly making sure they get engaged into the project for the whole project duration. In case your project is selected for funding, your potential amendment request asking to replace or change the key staff can be refused.

Section - Cooperation arrangements

This section applies only to small collaborative partnerships or collaborative partnerships (and not to the not-for-profit European sport event).
The applicant must explain the overall structure of the management, thereby making specific references to the structure of the partnership, the decision-making process, the methods for communication and reporting within the partnership. The applicant organisation must explain how the overall project management will be implemented and how the tasks and resources will be divided among the partners.

**Section - Partner Countries**

This section applies only to small collaborative partnerships or collaborative partnerships (and not to the not-for-profit European sport event) and only if the partnership involves organisations from the Partner Countries. Please check the list of Partner Countries (all countries world-wide except for the Programme Countries).

In case the proposal involves organisations from the Erasmus+ Partner Countries, it should be explained how the participation of these organisations adds value to the project in terms of specific skills, experience or expertise these organisations bring to the partnership (essential added value to the project).

If the partnership does not involve any organisations from the Partner Countries, please write 'not applicable' in this section.

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**Part H. Impact and dissemination**

**Section - Quality control of final outcomes**

The applicant should describe which mechanisms are put in place for ensuring the quality of the project and how the evaluation will be carried out, as well as any methodology to verify the outcomes of the activities.

**Section - Expected impact of the project**

The applicant is requested to elaborate how the project outcomes affect the addressed target groups as well as organisations, systems, practises, and policy in the society. In addition, it has to explain how the organisation intends to reach these target groups during the project lifetime as well as after the project is finished.

For collaborative partnerships (not small collaborative partnerships) and not-for-profit European sport events, the applicant has to elaborate a set of indicators how to measure the impact and how to know whether the impacts have been achieved.

**Section - Dissemination**

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Please describe how dissemination will be organised in order to ensure that positive results will be made available both within and outside the participating organisations during the project lifetime. Describe what kind of dissemination actions the event envisages in order to make the outcomes available to groups not directly involved in the project. This could include information sessions, training exercises or the involvement of policy-makers not belonging to the applicant institution.

In addition, please explain how each result and intellectual output will be disseminated. If the project produces any material, it should be clearly indicated how this material will be made freely accessible through the use of open licences. Please also explain the sustainability of your project, namely the potential for continuation of activities, outcomes and impacts after the grant is used up. Please explain which aspects of the project you plan to maintain after the project is finished and how you will do it.

Although dissemination and exploitation of results are closely related, they are distinct processes. While the mechanisms for dissemination and exploitation often overlap, dissemination (information provision and awareness raising) can take place from the beginning of a project and intensify as results become available, but full exploitation (mainstreaming and multiplication of results) can happen only when it becomes possible to transfer what has been learnt into new policies and improved practices. Please describe how exploitation activities ensure optimal use of the results (see Erasmus+ Programme Guide, Annex II – Dissemination and exploitation of results).

**DETAILED BUDGET TABLE (EXCEL)**

The detailed budget table is an annex of application form (eForm) and must be uploaded and submitted electronically together with the application form.

The EU-Grant for Collaborative Partnerships and Small Collaborative Partnerships is based on unit costs. The EU-Grant for Not-for-profit European sport events is based on the reimbursement of a specified portion of the approved eligible costs incurred.

Therefore each applicant has to provide a detailed estimated budget in order to indicate the total estimated costs and incomes related to the project proposal.

The detailed project budget has to be indicated in the excel template that can be downloaded from the call notification for Collaborative Partnerships and Small Collaborative Partnerships and for Not-for-profit European sport events on the EACEA website: [https://eacea.ec.europa.eu/erasmus-plus/actions/sport](https://eacea.ec.europa.eu/erasmus-plus/actions/sport). Please make sure that you choose the correct template. Please note there are three excel budget tables for Not-for-profit European sport events – one for events for the implementation of the European Week of Sport (EWoS), max. grant 300 000 EUR, one for medium-scale events, max. grant 500 000 EUR and one for large-scale events with a max grant from a minimum of 1.000.000 EUR to a maximum of 2.000.000 EUR.
When completing the budget table please keep in mind that the maximum grant that may be awarded for the Sport Actions is as follows:

<table>
<thead>
<tr>
<th>Erasmus+ Sport Action</th>
<th>Max. Grant awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Partnerships</td>
<td>Euro 400 000</td>
</tr>
<tr>
<td>Small Collaborative Partnerships</td>
<td>Euro 60 000</td>
</tr>
<tr>
<td>Not-for-profit European sport events NOT related to the EWoS (large-scale)</td>
<td>Euro 1-2 000 000</td>
</tr>
<tr>
<td>Not-for-profit European sport events NOT related to the EWoS (medium-scale)</td>
<td>Euro 500 000</td>
</tr>
<tr>
<td>Not-for-profit European sport events related to the EWoS</td>
<td>Euro 300 000</td>
</tr>
</tbody>
</table>

In no case the maximum rate of EU-contribution can go beyond 80% of the total eligible costs for Not-for-profit European sport events.

Before drafting the estimated project budget, applicants are advised to make themselves familiar with the financial provisions set out in the Erasmus+ Programme Guide, in particular with the financial conditions applying for all actions funded under the Erasmus+ Programme (see Part C of the Erasmus+ Programme Guide) and the specific conditions applying for Collaborative Partnerships, Small Collaborative Partnerships or for Not-for-profit European sport events (see Part B of the Erasmus+ Programme Guide).

In order to calculate the EU-Grant the applicants have to provide information on the estimated direct and indirect costs in the expenditure part as well as the sources of funding in the income part of the budget template (applicable for Not-for-profit European sport events).

The details provided in the budget table shall be clear, precise, and allow for the evaluation of the estimated costs in relation to the proposed project activities. Furthermore, applicants have to demonstrate a clear link between the project activities, the project team indicated in the Project Description and the budgeted amounts. The costs foreseen in the project budget need to provide information on the persons involved in the project, on the activities foreseen etc.

Please note that it is not mandatory to fill in each heading of the detailed project budget i.e. in case a cost category is not applicable for your project you may leave it empty.

**COLLABORATIVE PARTNERSHIPS AND SMALL COLLABORATIVE PARTNERSHIPS**

A new simplified financing method has been introduced for Collaborative Partnerships and Small Collaborative Partnerships.

The Erasmus+ grant is intended as a contribution to your project costs and may not cover the total cost of your project. The maximum grant that can be awarded for a Collaborative Partnerships project is up to 400,000 EUR for the maximum duration of 36 months and for a Small Collaborative Partnerships project up to 60,000 EUR for the maximum duration of 24 months.
When applying for the Collaborative Partnership projects or Small Collaborative Partnership projects you are eligible to receive funding for the following cost headings calculated per participant/organisation/meeting/job category basis (unit costs):

- Project Management and Implementation;
- Transnational Project Meetings;
- Intellectual Outputs (if applicable – ‘Collaborative partnerships’ projects only);
- Multiplier Sport Events (if applicable – ‘Collaborative partnerships’ projects only)

or calculated on the basis of real costs:

- Exceptional costs (if applicable).

**Useful tip:** Unit costs can be understood as a set amount per unit which is a contribution towards the project costs. For some unit costs you will spend more and for some perhaps less than the unit cost. Unit costs are intended to make the understanding and managing of the funding simpler.

You must calculate a project’s provisional budget at the application stage according to the amounts outlined below. Please note: if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is correct and consistent with the activity described in your application form before submitting your application, as the Education, Audiovisual and Culture Executive Agency cannot award any funding above the amount requested.

Please see the Erasmus+ Programme Guide, for the funding rules for the Collaborative Partnership projects or Small Collaborative Partnership projects and unit costs amounts. Your budget should be appropriate to your activity and demonstrate cost effective use of resources.

Please note that, as well as unit costs, there is a limit for specific budget categories in order to prevent disproportionate amounts of spending on one type of activity.

1. **Project management and implementation**
   A monthly grant is paid to each participating organisation – 500 EUR per month to the Coordinator and 250 EUR per month to each of the other partners. This will be calculated automatically according to the number of participating organisations and project duration.
   There is no maximum number of partners. However, the budget for project management and implementation is capped and equivalent to 10 partners for the Collaborative Partnership projects and to 5 partners for the Small Collaborative Partnership projects.

2. **Transnational Project Meetings**
   Grants are paid according to a unit cost per participant to cover travel and subsistence, with a different unit cost for short – from 100 km up to 1 999 km (575 EUR per participant per meeting) and long distance travel – from 2 000 km (760 EUR per participant per meeting). You must use the European Commission’s distance calculator tool to calculate the appropriate distance band:
Please note that the ‘travel distance’ indicates the distance for a one-way journey but the travel costs have been calculated for a return journey. For instance, if the distance from A to B is 1 500 km according to the distance calculator, you take the unit cost of 575 EUR per participant per meeting and NOT 760 EUR calculating a total number of kilometres there and back (which would be 3 000 km).

Please note that the travel costs and subsistence up to 99,999 km per participant per meeting are not eligible costs for the purposes of this funding.

There must be consistency between this budget section and what you have described in section 'Transnational project meetings' - of the Project Description. The meetings must be hosted by one of the participating organisations (coordinator or partner organisations) for implementation and coordination purposes. The venue and activities must take place in the countries of participating organisations.

3. Intellectual Outputs (only applicable for ‘Collaborative partnerships’ projects)

Grants are paid per participant per working day by country group, with different staff categories (see below) and four groups of countries (see page 233-234 of the Erasmus+ Programme Guide).

You need to enter the following information, referring back to the plans outlined earlier in your application (Project Description):

**Useful tip:** The roles of ‘Manager’ and ‘Administrative support staff’ are expected to be covered under ‘Programme Management and Implementation’, so if funding is requested under Intellectual Outputs for these staff categories, it must be clear from your Project Description why it is needed. If the type and volume of staff costs for the development of each Intellectual Output is not duly justified, these costs might be reduced.

The four staff categories are:

- Managers – requires specific justification (see above)
- Teachers/Trainers/Researchers/Youth worker/Coach – requires justification
- Technicians – requires justification
- Administrative support staff – requires specific justification (see above)

There must be consistency between this budget section and what you have described in section 'Intellectual Outputs' – of the Project Description.

4. Multiplier Sport Events (only applicable for ‘Collaborative partnerships’ projects)

Multiplier sport events funding covers events aimed at disseminating the Intellectual Outputs realised by the project. You must therefore have requested funding for Intellectual Outputs to be eligible to receive support for organising Multiplier Sport Events. Please note that Multiplier Sport Events should take place after the respective Intellectual Outputs have been developed.

**Important note:** Only participants from organisations other than the participating organisations (coordinator and partner organisations) can be counted in the number of
individuals for the purposes of determining the grant amount for Multiplier Sport Events. Grants are paid as a unit cost per participant, in two categories: per host country (local) participant and per international participant from other countries.

There must be consistency between this budget section and what you have described in section 'Multiplier sport events' – of the Project Description. Please see page 232 of the Erasmus+ Programme Guide for the Multiplier Sport Events unit cost rates.

**The maximum sum available for Multiplier Sport Events funding is 30,000 EUR per project.**

5. Exceptional costs (if applicable)
The Exceptional Costs are based on real costs. Erasmus+ will fund up to 80% of eligible costs relating to subcontracting or the purchase of goods and services. However, funding must only be requested for items which cannot be provided by the project partners. You should therefore provide detailed justifications for any request for Exceptional Costs in your application (‘Project Description’) and in the text box under the budget category ‘Exceptional Cost’ in the Excel file. You should break down the exceptional costs requested as much as possible.

**Useful tip:** Examples of items that are not eligible to be covered under this budget heading are:
- Visas for partners to travel to consortium meetings (these should be listed under project management and implementation for the appropriate organisations);
- Smartphones, tablets, laptops, PCs, printers;
- Multiplier Sport Event costs (these should be listed under the dedicated budget heading);
- Office equipment which would normally be provided by the partners in the day to day running of the partner organisation.

There must be consistency between this budget section and what you have described in section 'Exceptional costs' – of the Project Description. Please see page 231 and page 239 of the Erasmus+ Programme Guide for further information.

**The maximum sum available for Exceptional Costs is 50,000 EUR for ‘Collaborative Partnerships’ projects and 10,000 EUR for ‘Small Collaborative Partnerships’ projects.**
STEPS TO FILL IN THE BUDGETARY ANNEX

- Download and save the compulsory budget template (Excel) on your computer.

- Fill in the name of your organisation.

- It is very important to fill in the field 'Duration of the project in months'. The form only gives you the possible concerned project durations according to the type of action you are applying for.

- It will not be possible for you to input anything in the section 'Estimated budget summary' – it will be filled in automatically. This summary should help you to fill in the required budgetary fields in the e-form (B.4 section).

Amounts in the budgetary annex – 'Estimated budget summary' and amounts in the section B.4 of the e-form itself have to strictly match.

The specific budget items:

1. **Project management and implementation** – You should only fill in the countries and the names of the organisations. The total amount will be calculated automatically.

2. **Transnational project meetings** – You should put down the requested information and the total amount will be calculated automatically.

   You need to enter the following information, referring back to the plans outlined earlier in your application:
   - Names of all sending organisations (in this context = coordinating organisation and/or partner organisations) that will send participants to transnational project meetings.
   - The total number of meetings that each sending organisation will participate at.
   - The meeting numbers as indicated in the first row of 'Transnational project meetings' section in the Project Description.
   - The total number of participants against each distance band – please keep in mind that this is the overall total of participants attending all meetings, per distance band.

   For calculating the distance bands please go to distance calculator available in the Erasmus+ Programme Guide (see at [http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4](http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4)).

   **Please do remember that the planning of the meetings and of the number of participants should match with the information provided in the 'Project Description' – 'Transnational project meetings' section.**

3. **Exceptional costs** – These costs are based on real costs and are funded up to a maximum of 80% of the total eligible costs and to a maximum of 10,000 EUR for Small Collaborative Partnerships and to a maximum of 50,000 EUR for Collaborative Partnerships.
Please specify clearly the type of subcontracting costs and/or the purchase of the goods or services you ask for.

The budget items for Collaborative Partnerships ONLY:

1. **Intellectual outputs** – You should fill in the requested information and the final amounts will be calculated automatically.

   You need to enter the following information, referring back to the plans outlined earlier in your application:
   - Name of the organisation
   - Name of staff
   - The description of the task individually per each staff
   - The Output number as indicated in the first row of 'Intellectual Outputs' section in the Project Description
   - Country of the organisation
   - The category of staff to be chosen from the drop-down menu – for all categories, especially for Managers and Administrative support staff the information must be duly justified in the Project Description.
   - The number of working days dedicated to the production of intellectual outputs.

   **Please do remember that the information in this section should match with the information in the section 'Intellectual outputs' – of the Project Description.**

2. **Multiplier sport events** – After you have input data in the different columns, the final amounts will be calculated automatically.

   You need to enter the following information, referring back to the plans outlined earlier in your application:
   - Name of the organisation
   - The number of events organised by the organisation
   - Event Numbers as indicated in the first row of 'Multiplier sport events' section in the Project Description
   - Country where the event takes place
   - The total number of local participants
   - The total number of foreign participants.

   **Please do remember that the information in this section should match with the information in the section 'Multiplier sport events' – of the Project Description.**

**NOT-FOR-PROFIT EUROPEAN SPORT EVENTS**

There are three different Excel tables to be filled in according to the type of events you apply for:
Erasmus+ Sport Action
Not-for-profit European sport events NOT related to the EWoS (large-scale)
Not-for-profit European sport events NOT related to the EWoS (medium-scale)
Not-for-profit European sport events related to the EWoS

Max. Grant awarded
Euro 1-2 000 000
Euro 500 000
Euro 300 000

Please choose the correct Excel table to be attached to the eForm.

ESTIMATED EXPENDITURES:

Any costs that can be directly linked to the implementation of the complementary activities of the project and can therefore be attributed directly to it should be filled in the part "Direct Costs".
In particular, the following direct costs may be included in the project budget provided that they satisfy the conditions outlined in the Erasmus+ Programme Guide:

Direct Cost:

Please note that not-for-profit European sport events have only one applicant and no partners. The sending organisations are not partners of the project and they do not receive any grant. The role of sending organisations is to send participants to the event.

Staff costs:
- Costs relating to the following categories of staff may be considered:
  - Statutory staff, having either a permanent or a temporary employment contract with the applicant or an equivalent appointing act and assigned to the action
  - Temporary staff, recruited through a specialised external Agency
  - Other types of contracts as far as the national labour law assimilates them to staff
- Staff costs should be indicated based on real daily cost rates, corresponding to the usual policy of remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration
- Non-statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded.
- Staff members are not allowed to operate in a subcontracting capacity for the project as this would be a clear conflict of interest.

The following information has to be provided in the detailed budget for each staff member individually (separate lines): name of participating organisation (please use the organisation name or the partner number as indicated in the 'List of participating organisation' in the eForm), name of staff member and his/her function in the project, the number of working days in the project, average costs per working day, a task description as well as a clear reference to the respective activity indicated in the section 'Overview of all activities' of the Project Description.
Please note that the staff members for whom costs are foreseen in the budget have to correspond to the 'Project Team' section specified in the 'Project Description' word template (one of 3 compulsory annexes to the eForm). If this is not the case, the respective staff costs may be considered ineligible.

**Travel and subsistence costs:**
Please note that the category "Travel and subsistence costs" only refers to staff taking part in the action (as defined in the 'Project Description').

Travel and subsistence costs for sending organisations may be indicated under "Other Costs".

**Travel costs (only for staff assigned to the action):**
- costs of travel provided that these costs are in line with the applicant's usual practices on travel;
- costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities;
- reimbursement must be based on real costs, irrespective of the means of travel chosen (rail, bus, taxi, plane, car hire);
- the economically most advantageous means of transport should be chosen

The following information has to be provided in the detailed budget for each person travelling: name of participating organisation (applicant/partner), name of staff travelling, the place of departure and arrival, the number of persons travelling, the mode of transport, and a clear link to the respective project activity indicated in 'Overview of all activities' of the Project Description.

In case travels are not clearly linked to a project activity ('Overview of all activities' of the Project Description) the planned costs may be considered ineligible.

**Subsistence costs (only for staff assigned to the action):**
- costs of subsistence allowances, provided that these costs are in line with the applicant's usual practices on travel;
- reimbursement must be based on the existing internal rules which may be calculated on an actual cost (reimbursement of receipts) or on a daily allowance basis;
- subsistence rates cover accommodation, meals and all local travel costs

The following information has to be provided in the detailed budget for each person receiving subsistence allowances: name of participating organisation (applicant/partner) name of person receiving subsistence allowances, the place of stay, the number of persons receiving subsistence allowance, details on the calculation of the subsistence allowances including a clear link to the respective project activity indicated in 'Overview of all activities' of the Project Description.

Subsistence costs claimed have to be in line with the travels indicated.

In case subsistence allowances are not clearly linked to a project activity, the costs may be considered ineligible.

Please note that no accommodation for local staff i.e. persons from an applicant organisation may be requested if this organisation is located in the city where the meeting takes place.
**Equipment Costs**

Purchase, rent or lease of equipment (new or second-hand), including the installation, maintenance and insurance costs, may be indicated.

Please note that:
- proposed equipment costs must be duly justified;
- equipment costs need to be written off in accordance with the tax and accounting rules applicable to the applicant and generally accepted for items of the same kind and need to be in line with international accounting standards and the usual accounting practices of the applicant.
- only the portion of the equipment's depreciation, rental or lease costs corresponding to the eligibility period of the project and the rate of actual use for the purposes of the action may be taken into account;
- the costs of rental or lease of equipment or other assets are eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fees;
- each item of equipment group of similar items (e.g. equipment with similar specifications) should be described and justified in a separate line in the excel table;
- the depreciation rule applies to any purchase above 500 EUR.

It is recommended to rent the equipment required for implementing the project.

In case it is economically more advantageous to purchase equipment instead of renting it, the depreciation rule applies to any purchase above 500 EUR.

Purchased equipment needs to be written off in line with the international accounting standards and the usual accounting practices of the applicant.

Example for calculation: Not-for-profit European sport event with a project duration of 12 months: if the equipment needs to be written off over 3 years only 1/3 (33.33%) of the costs may be accepted for the project. In addition, the correct usage rate of the equipment needs to be indicated e.g. 1 month would correspond to a usage rate of 8.33 %. The correct application of the depreciation and usage rate may be checked at final report level.

**All equipment related to the administration of the project (e.g. PCs, portables, etc.) and all equipment purchased before the start of a project is covered by indirect costs of the project (see below in "Indirect Costs").**

**Consumables and supplies**
- costs of consumables and supplies, provided that they are directly assigned to the action, e.g. photocopies, office supply specifically for the project otherwise these costs should be included in the indirect cost;

**Subcontracting Costs:**
- costs entailed by procurement contracts for the purposes of carrying out specific and limited parts of the action, provided that they meet the conditions for sub-contracting and award of procurement contracts. A description and justification needs to be provided in the Project Description (see 'Methodology').
In order to maintain the concept of the project ownership, the management and the general administration of the project may not be subcontracted.

Please note that the subcontracted party may not be employed by the applicant organisation.

If the rules of your institution oblige you to work with a unique supplier for each assignment with the aim of obtaining the fairest economic conditions, you have to be able to prove that a procurement procedure was launched in order to choose a specific subcontractor "in tempore non suspect" (i.e. existing framework contract).

**Duties, taxes and charges**
- duties, taxes and charges related to the implementation of the project and to be paid by the applicant in line with the provisions set out in the Erasmus+ Programme Guide.

Under this category you may include e.g. costs for visa applications for staff travelling for the project, travel insurance or charges to be paid to a public authority in relation to the implementation of your project (e.g. charges for the registration of an event with a municipality).

Please note that VAT is an ineligible cost, unless the beneficiary organisation can prove that it is unable to recover it.
Non recoverable VAT amounts shall not be indicated under this budget heading. Instead, gross amounts shall be filled in the respective budget heading(s).
For the provisions concerning VAT please see 'Specific provisions applying to grants paid on the basis of reimbursement of a specified portion of eligible costs' in Part C of the Erasmus+ Programme Guide;  

**Other costs**
Costs falling under this category may be considered eligible if they arise:
- from the requirement imposed by the grant agreement (dissemination of information, specific evaluation of the project, audit costs or costs of any financial services (especially costs of financial guarantees), etc.;
- from the realisation of specific actions or of products/results of the project and are not covered by other categories e.g. the organisation of seminars by the project team itself, the 'in house' production of a video, rental of exhibition space, costs for translations/publications/website if not subcontracted, travel and subsistence costs of participants from sending organisations, travel and subsistence costs of speakers/experts (unless subcontracted or 'staff'), etc.

Please note that all costs related to the administration of the project e.g. photocopying costs, telephone costs, internet access, paper etc. are covered by 'Indirect costs' of the project.

**Indirect costs**

"Indirect Costs" of the action are those costs which are not specifically directly linked to the implementation of the action and can therefore not be attributed directly to it (no specific invoice).
A flat-rate amount of a maximum of 7% of the total eligible direct costs of the project may be added as "Indirect Costs" representing the applicant's general administrative costs which can be regarded as chargeable to the project.

Examples of indirect costs are:
- all costs for equipment related to the administration of the project (e.g. PCs, portables, etc.)
- communication costs (postage, fax, telephone, internet access, mailing etc.)
- infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out;

Please note: Indirect costs shall not be eligible under a project grant awarded to a beneficiary who already receives an operating grant from the EU during the period in question.

ESTIMATED INCOME

In the income part of the detailed project budget the applicant must indicate the contribution from sources other than the EU grant. This co-financing may take the form of the applicant's own resources, financial contributions from third parties or income generated by the project.

Please note that the budget has to be balanced in order to be valid i.e. the total project expenditure must be equal to the total project income.

How to complete the excel table for the detailed project budget

The applicant is requested to fill the white cells only. Coloured cells are locked and any calculation will be made automatically.

In case of non-respect of basic financial provisions a warning message in the excel table will appear. The system will request the applicant to modify some of the amounts stated.

The coherence between the budget and the planned project activities will be evaluated once the application has been received. Applicants are requested to indicate for each cost item the respective activity number which corresponds to the first column of 'Overview of all activities' section in the 'Project Description'.

When preparing the project budget, applicants should pay attention to allocate the estimated costs in the correct budget heading and to make sure that these estimated costs are justified in relation to the planned activities.

The budget (please refer to Total estimated expenditure and Total estimated income) needs to be balanced in order to be valid.

The estimated budget shall be cost-effective. EACEA reserves the right to cut excessive or reckless expenditures.
Certain amounts of the detailed project budget have to be transferred to the application form (B.4. Budget summary) and to the Declaration of Honour (EU-Grant requested). The applicant is advised to check carefully that these amounts are coherent.
The declaration of honour is an annex of application form (eForm) and must be uploaded and submitted together with the application form electronically.

The Declaration of Honour must be attached and signed by applicant applying for the EU grant. There is only one Declaration of Honour (for all sport actions).

The correct template is always published together with other documents by the respective call notification as annex.

The Declaration of Honour certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and attachments. The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project. The legal representative of applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the “exclusion criteria”.

Please note that the Declaration of Honour is signed by applicant also on behalf of all other beneficiaries/partners (in case of (small) collaborative partnerships). If the Declaration of Honour refers to 'each applicant' or 'applicants', all beneficiaries/partners of the collaborative partnership are concerned.

Please note that the total grant amount indicated in the Declaration must correspond to the one indicated in the application form (section B.4) and the detailed budget table (excel table).

The Declaration of Honour must be printed, filled in, dated, signed by the legal representative of the applicant/coordinator and attached to the application form as PDF.