Erasmus+
Capacity Building in the Field of Youth
INFO SESSION
18 December 2017
Education, Audiovisual & Culture Executive Agency
Programme and Partner countries

Region 1
Western Balkans
Albania
Bosnia and Herzegovina
Kosovo
Montenegro
Serbia

Region 2
Eastern Partnership
Armenia
Azerbaijan
Belarus
Moldova
Georgia
Ukraine

Region 3
South-Mediterranean
Tunisia
Algeria
Egypt
Israel
Jordan
Lebanon
Marocco
Palestine
Syria

Regions 5 - 14
ACPALA
ACP Asia
America
Africa
Industrialised countries
How does it work

✓ Region 1 and 2:
  Applications submitted by the respective region countries;
  Partners from the same region and from the programme countries

✓ Region 3:
  Applications submitted by organisations from Tunisia;
  Partners from the same region and from the programme countries

✓ Region 5-14:
  Applications submitted by Programme countries
  Partners from those regions and from the programme countries
4 WINDOWS for Capacity Building Projects

The Other Partner Countries (ACPALA) - The Western Balkans Countries - Tunisia

All 3 aim at increasing the capacity of organisations through the implementation of capacity-building activities and MAY include mobility activities.

The Eastern Partnership Partner Countries

Also aim at increasing the capacity of youth organisations BUT through one of the following two project types:

Civil Society Fellowships for Youth: Inclusive and participatory projects will strengthen the capacity of youth organisations and youth workers to build constructive relations with a variety of partners, including public bodies and civil society organisations. Selected young leaders – the "Fellows" – coming from the applicant organisations, will enhance their skills and competences in the field of policy development, through mobility activities and working in hosting organisations in the Programme Countries. Activities have to involve transnational non-formal learning mobility activities, like, for example, mentorship schemes and job shadowing. As part of the project implementation, young leaders will also carry out small youth policy engagement projects upon return to their sending organisation.

Partnership for Entrepreneurship: Projects will promote youth entrepreneurship education and social entrepreneurship among young people through transnational non-formal learning projects based on multilateral partnerships between organisations working in the mentioned areas, including business. Priority will be given to projects which offer practical solutions to social challenges present in the communities of origin and exploit the economic potential of the region also by involving the private sector. This type of project MAY also include mobility activities.

The European Commission envisages allocating about 60% of the available funds to "Civil Society Fellowships for Youth" and 40% to "Partnership for Entrepreneurship".
Available budget CBY 2018: **19 millions**

- **ACPALA** EUR **10 millions**
- **Western Balkans** EUR **3 millions**
- **Tunisia** EUR **0,5 millions**
- **Eastern Partnership** EUR **5,5 millions**

- **60%** Civil Society Fellowships for Youth
- **40%** Partnership for Entrepreneurship
Part I

Erasmus+
Capacity Building in the field of Youth 2018

Main conditions to participate
Key Action 2: Capacity Building in the field of Youth

Objectives:

To promote cooperation and mobility activities between Programme Countries and Partner Countries that will have a positive and long-term impact.

Within a project you will find:

- **Capacity Building Activities**
- **Mobility Activities** include:
  - Volunteering activities
  - Mobility of Youth Workers
  - Youth Exchanges
Capacity building activities

Activities such as conferences, workshops, meetings, games, round tables, large-scale youth events, seminars, awareness campaigns, communication schemes ... will aim at:

- **strengthening** youth cooperation by raising awareness on issues such as education, work, entrepreneurship
- **reinforcing** capacities of youth councils and authorities
- **supporting** qualitative development of youth work/policies/systems by setting objectives based on young people's needs
- **helping** to enhance the ability of those working with young people
- **supporting** the recognition of non-formal learning

Using **tools, methods** and **new forms** of youth work and training schemes in order to implement new work practices.
Mobility activities

These activities will provide opportunities for young people to exchange their views, will allow their capacities to progress and will allow youth workers to benefit from cooperation through exchanges.

- **Youth Exchanges**
  For young people between the ages of 13 and 30
  The exchange is between 5 to 21 days

- **Volunteering activities**
  For young people between the ages of 17 and 30
  The duration of the service is between 60 days to 12 months

- **Mobility of Youth Workers**
  No age limit
  The duration of the activity is between 5 days to 2 months

Between the Programme Countries and the eligible partner countries
Projects should include activities aiming to launch, test and implement youth work practices, such as:

- **tools and methods** for the socio-professional development of youth workers and trainers;
- **non-formal learning methods in order to** improve competences and promote new approaches to education, including media literacy skills
- and they should contribute to the development of **new forms** of youth work, ensuring efficient **training schemes, virtual mobility, open educational resources** and exploite the potential of ICT tools
Our goal is to ..... 

• Strengthen youth cooperation and exchanges 

• Reinforce capacities of youth councils, youth platforms and youth networks at local, regional and national levels 

• Support the qualitative development of youth work/policies/systems 

• Support the **recognition of youth work/non-formal learning/volunteering** (especially in Partner Countries) 

• Improve level of competences and soliciting active participation of **young people with fewer opportunities**
Funding Rules

Maximum grant: **150.000 EUR**

Maximum 80% of the estimated costs
and
100% of the unit costs

Budget = combination of **unit costs** and **estimated costs**

Projects starting between **1 July** and **31 December 2018**

Duration of projects from **9 to 24 months**
Eligible applicants

The applicant must be established:

- in a Western Balkan Country (Region 1)
- in an Eastern Partnership Country (Region 2)
- in Tunisia for South-Mediterranean Countries (Region 3)
- in a programme Country for Other Partner Countries (Region 5-14)

…. and be legally registered for at least 1 year.

The applicant can be any public or private organisation active in the education, training and youth fields or the socio-economic sectors:

- Non-profit organisation, association, NGO
- National Youth Council
- Public bodies at local, regional or national level
Eligible partners

In addition to the profile of the eligible applicant (see the previous slide), partners can also be:

- a school/institute/educational center
- a social partner or other representative of working life, including chambers of commerce,
- craft/professional associations and trade unions;
- a higher education institution;
- a research institute;
- a foundation;
- an inter-company training centre;
- a cultural organisation, library, museum;
- ...

Eligible Partnership

Minimum 3 participating organisations

..... from 3 different countries

...... with at least

..... minimum **1 Programme country** and

..... minimum **1 Eligible Partner Country**

Projects funded under one of the Windows may NOT involve participating organisations/participants from OTHER neighbouring regions
Award criteria - relevance

- The proposal is responding to the objectives of the Action and of the Window;
- the objectives are clear, realistic, addressing issues relevant to the target groups and well reflected in planned activities;
- the project involves youth with fewer opportunities;
- addressed issues and proposed solutions are relevant to the situation in the region and contribute to the socio-cultural and youth policy development;
- the proposal is innovative and/or complementary to other initiatives:
- the capacity building activities must be CLEARLY defined.
Award criteria - quality of the project design and implementation

• consistency between project objectives and activities proposed;
• clarity, completeness and quality of the work program, including preparation, implementation, monitoring, evaluation and dissemination;
• quality of non-formal learning methods;
• quality of arrangements for the recognition and validation of participants' learning outcomes;
• existence of quality control measures;
• cost-effectiveness and allocation of appropriate resources to each activity;
• appropriate measures for selecting and/or involving participants in the mobility activities.
Award criteria - quality of the project team and the cooperation arrangements

- appropriate mix of complementary participating organisations with the necessary profile, experience and expertise;

- the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations.

- mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders.
Award criteria – impact and dissemination

• measures for evaluating the outcomes of the project;
• potential impact on participants and participating organisations as well as outside the organisations and direct participants;
• dissemination plan;
• plans for ensuring the sustainability of the project;
• If relevant, the proposal describes how the materials, documents and media produced will be made freely available.
Project design and implementation

- Policy
- Needs

Objectives

- Coherent
- Feasible
- Cost-effective

Activities

- Outputs
- Results

Impact

ERASMUS+ 30 YEARS
A good project has

→ Innovative character
→ Coherence of the activities throughout the project
→ Well-structured and efficient partnership
→ Local and international impact
→ Visibility and a Dissemination strategy
→ Concrete results and measurable impact
Detailed Description of Project

- Quality of the project team and the cooperation arrangements
- Impact and dissemination
- Keeping it simple
- Quality of the project design and implementation
- Relevance

Activities
- Team effort
- Innovation
- Objectives
- Coherence
- Results
- Visibility
- Long term impact
- Cooperation
- Team effort
- Visibility
- Results
- Coherence
- Long term impact
- Cooperation
- Relevance
Part II

Erasmus+ Capacity Building in the field of Youth 2018

How to apply?
Practical guidelines
Only one deadline per year to submit a proposal for Capacity Building in the field of Youth
8th March 2018
12:00 (midday) Brussels time
Application process: Step 1

The applicant and all partners must have a PIC number issued through the registration on the Participants Portal.

The Participant Portal is the tool through which legal 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.

- All technical questions related to the registration process shall be addressed to the Helpdesk: EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU
Application process: Step 2

Download the corresponding eForm from:

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

Be sure that your PIC number is correct and that you have collected the PIC numbers of all partners involved in the project.
Application process: Step 2

Click on:

- Create new application for funding
- Revise list of participating organisations and update application for funding

Then choose:

Search for "Erasmus+

Click on the line of the appropriate eForm:

<table>
<thead>
<tr>
<th>Programme Guide / Call for Proposals</th>
<th>Programme</th>
<th>Key Action</th>
<th>Action</th>
<th>Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAC-A03-2016</td>
<td>Erasmus+</td>
<td>Learning Mobility of Individuals</td>
<td>Large scale EVS events</td>
<td>Large-scale EVS events</td>
</tr>
<tr>
<td>EAC-A04-2015</td>
<td>Erasmus+</td>
<td>Learning Mobility of Individuals</td>
<td>Large scale EVS events</td>
<td>Large-scale EVS events</td>
</tr>
<tr>
<td>EAC-A04-2015</td>
<td>Erasmus+</td>
<td>Learning Mobility of Individuals</td>
<td>Student and staff mobility in Joint Master Degrees</td>
<td>Joint Master Degrees</td>
</tr>
<tr>
<td>EAC-A05-2017</td>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Capacity Building for youth in ACP countries, Latin America and Asia</td>
<td>Capacity Building for youth in ACP countries, Latin America and Asia</td>
</tr>
<tr>
<td>EAC-A05-2017</td>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Capacity Building for youth in neighbouring and enlargement countries</td>
<td>Capacity Building youth - Western Balkans</td>
</tr>
<tr>
<td>EAC-A05-2017</td>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Capacity Building in the field of youth - South Mediterranean Youth Window - Tunisia</td>
<td>Capacity Building in the field of youth - South Mediterranean Youth Window - Tunisia</td>
</tr>
<tr>
<td>EAC-A05-2017</td>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Capacity Building for youth in neighbouring and enlargement countries</td>
<td>Capacity Building in the field of youth - Eastern Partnership - Civil Society Fellowships for youth</td>
</tr>
<tr>
<td>EAC-A05-2017</td>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Capacity Building for youth in neighbouring and enlargement countries</td>
<td>Capacity Building in the field of youth - Eastern Partnership - Partnership for Entrepreneurship</td>
</tr>
</tbody>
</table>
Application process: Step 3

Fill in the compulsory annexes/attachments:

1. Detailed Description of the Project
2. Declaration on honour
3. Budget
Annex 1. Detailed Description of the Project

Please pay attention to the explanations you will give in the detailed description of the project. This document together with explanations introduced in the eForm will be used to assess your proposal. Your proposal will be among other criteria evaluated against award criteria mentioned in the Programme Guide.

- Relevance of the Project (20)
- Quality of the project design and implementation (30)
- Quality of the project team and cooperation arrangements (30)
- Impact and dissemination (20)
Application process: Step 3

Annex 3. What is important to know about the Budget?

1. The Budget Excel table contains a significant number of formulas, so you will not be able to fill in certain fields/sheets (such as Totals).

2. It is divided into categories which must not be mixed-up: Capacity Building Activities and Mobility Activities (Youth Exchanges, EVS and Mobility of Youth Workers).

3. The budget is a combination of estimated costs and scale of unit costs.
Annex 3. What is important to know about the Budget?

The Excel file includes 5 sheets:

- The first two must be filled in by the applicant:
  - "Capacity building activities"
  - "Mobility activities"

- The remaining 3 sheets are automatically updated
  - "Summary Capacity Building"
  - "Summary Mobility"
  - "Summary"
All types of costs for Capacity Building activities:

DIRECT COSTS:
1. Information, Communication and Technology (ICT) costs
2. Transnational project meetings between project partners for implementation and coordination purposes, conferences and large scale youth-events (excluding travel costs)
   2.1 Board and lodging including local transport
   2.2 Visa and insurance costs
   2.3 Rental of rooms for meetings, conferences, other events
   2.4 Interpretation costs
   2.5 Costs for external speakers
3. Intellectual outputs and dissemination of project results
   3.1 Production
   3.2 Translation
   3.3 Dissemination and/or information costs including local activities
4. Linguistic, intercultural, task-related preparation of participants in mobility activities
5. Cost for the financial audit of the project

INDIRECT COSTS: Flat rate amount not exceeding 7% of eligible direct costs

The audit report is compulsory when the total of estimated real costs is equal or higher than 60.000 EUR

Travel costs are calculated on the basis of scale of unit costs - Distance calculator
**Detailed budget for Capacity Building Activities:**

Conferences, Workshops, Meetings, Large scale youth events, Information and Awareness Campaigns, Information/Communication/Media Tools, Youth Work Methods/Tools/Material, New Forms of delivering Youth Work  *(funding rules of the Programme Guide 2018)*

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**DIRECT COSTS**

1. **Information, Communication and Technology (ICT) costs** *(please note that costs linked to services and goods are eligible only if the provider is different from the participating organisation and will present a detailed and valid invoice at final report stage)*

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity (please indicate the activity/ies concerned)</th>
<th>Specification (please indicate the type of expenditure)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>xyz</td>
<td>campaign</td>
<td>development of exchange on-line platform</td>
<td>2,500,00 €</td>
</tr>
</tbody>
</table>
2. Transnational project meetings between project partners for implementation and coordination purposes, conferences and large scale youth-events:

### 2.1 Board and lodging including local transport

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Specification</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Final Evaluation Meeting</td>
<td>Accommodation for 2 days</td>
<td>80,00 €</td>
</tr>
<tr>
<td>DEF</td>
<td>Final Evaluation Meeting</td>
<td>Accommodation for 2 days</td>
<td>80,00 €</td>
</tr>
<tr>
<td>GHI</td>
<td>Final Evaluation Meeting</td>
<td>Accommodation for 2 days</td>
<td>80,00 €</td>
</tr>
<tr>
<td>JKL</td>
<td>Final Evaluation Meeting</td>
<td>Accommodation for 2 days</td>
<td>80,00 €</td>
</tr>
</tbody>
</table>

### 2.2 Visa and insurance costs

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Specification</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Workshop no 2</td>
<td>visas and insurance for 3 participants</td>
<td>300,00 €</td>
</tr>
</tbody>
</table>
### 2.3 Rental of rooms for meetings, conferences, other events

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity (please indicate the activity concerned)</th>
<th>Specification (please indicate the type of expenditure)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>local training course, round table</td>
<td>2 days local training + half of day round table</td>
<td>250,00 €</td>
</tr>
</tbody>
</table>

### 2.4 Interpretation costs

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity (please indicate the activity concerned)</th>
<th>Specification (please indicate the type of expenditure, languages concerned, number of interpreters ...)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEF</td>
<td>Seminar no 2</td>
<td>1 Serbian interpreter</td>
<td>250,00 €</td>
</tr>
</tbody>
</table>

### 2.5 Costs for external speakers

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity (please indicate the activity concerned)</th>
<th>Specification (please indicate the type of expenditure, number of external experts, number of days ...) (please note that costs linked to external speakers are only eligible for Capacity building activities, in addition please note that experts must be EXTERNAL, thus not coming from the participating organisations)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>round table</td>
<td>1 one guest external speaker during round table</td>
<td>100,00 €</td>
</tr>
<tr>
<td>DEF</td>
<td>round table</td>
<td>1 one guest external speaker during round table</td>
<td>100,00 €</td>
</tr>
</tbody>
</table>
### 3. Intellectual outputs and dissemination of project results

(please note that costs linked to services and goods are eligible only if the provider is different from the participating organisation and will present a detailed and valid invoice at final report stage)

#### 3.1 Production

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Specification</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Final workshop</td>
<td>Brochures</td>
<td>1.000,00 €</td>
</tr>
</tbody>
</table>

#### 3.2 Translation

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Specification</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Final workshop</td>
<td>Costs for 3 translators for booklet into 3 languages (FR/EN/IT)</td>
<td>1.500,00 €</td>
</tr>
</tbody>
</table>

#### 3.3 Dissemination and/or information costs

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Specification</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEF</td>
<td>Dissemination meeting</td>
<td>Launch of dissemination plan and broadcast</td>
<td>350,00 €</td>
</tr>
</tbody>
</table>
4. Linguistic, intercultural, task-related preparation of participants
   **In mobility activities** (please note that these costs can only be claimed for youth exchanges, EVS activities or mobility of youth workers. For EVS activities: please bear in mind that the EVS training cycle costs are eligible only for EVS activities in Partner countries) (National Agencies organise the training cycle activities in Programme countries)

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity (please indicate the activity concerned)</th>
<th>Specification (please indicate the type of expenditure)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>EVS activity</td>
<td>training for 5 people €25/person</td>
<td>125,00 €</td>
</tr>
<tr>
<td>DEF</td>
<td>Youth exchange activity</td>
<td>workshop for 7 people €20/person</td>
<td>140,00 €</td>
</tr>
</tbody>
</table>

5. Cost for the financial audit of the project

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity (please indicate the activity concerned)</th>
<th>Specification (please indicate the type of expenditure)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant</td>
<td>AUDIT</td>
<td>costs for external auditor</td>
<td>1,500,00 €</td>
</tr>
</tbody>
</table>
### Travel cost for capacity building activities (excluding the mobility activities)

#### Travel costs - scale of unit costs calculation

<table>
<thead>
<tr>
<th>Number of participants</th>
<th>Sending Organisation and country</th>
<th>From home/departure City and Country</th>
<th>To venue City and Country</th>
<th>Distance in km per participant (one way)</th>
<th>Total distance in km (all participants one way)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ABC</td>
<td>Sabac/Serbia</td>
<td>Vrnjačka Banja/Serbia</td>
<td>157,30</td>
<td>314,6</td>
<td>360,00 €</td>
</tr>
<tr>
<td>1</td>
<td>DEF</td>
<td>Strasbourg/France</td>
<td>Vrnjačka Banja/Serbia</td>
<td>1151,79</td>
<td>1151,79</td>
<td>275,00 €</td>
</tr>
<tr>
<td>4</td>
<td>GHI</td>
<td>Podgorica/Montenegro</td>
<td>Vrnjačka Banja/Serbia</td>
<td>187,09</td>
<td>748,36</td>
<td>720,00 €</td>
</tr>
<tr>
<td>3</td>
<td>JKL</td>
<td>Thessaloniki/Greece</td>
<td>Vrnjačka Banja/Serbia</td>
<td>371,74</td>
<td>1115,22</td>
<td>540,00 €</td>
</tr>
</tbody>
</table>

You insert the distance based on the distance calculator

[http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4](http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4)
Detailed budget for Mobility Activities

- There are 3 sections for each type of Mobility Activity:
  - Youth Exchanges
  - Volunteering activities
  - Mobility of Youth Workers

- The unit costs are calculated automatically
  (travel, organisational and individual support)

- Exceptional costs and Special Needs Support are based on real costs
Detailed budget for Mobility Activities

**Detailed budget for Youth Exchanges** (funding rules of the Programme Guide 2018)

**Detailed budget for Volunteering activities** (funding rules of the Programme Guide 2018)

**Detailed budget for Mobility of Youth Workers: activities such as international seminars for youth workers, training courses for youth workers, contact-making events, study visits, job shadowings** (funding rules of the Programme Guide 2018)

Travel costs are calculated on the basis of scale of unit costs

Distance calculator

http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4
### Organisational Support – scale of unit costs calculation

<table>
<thead>
<tr>
<th>Number of participants (min 4 + 1 per SO)</th>
<th>Host Organisation</th>
<th>Host country</th>
<th>Duration of the activity abroad in days</th>
<th>Unit cost per day / participant</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>ABC</td>
<td>Belgium</td>
<td>5</td>
<td>37,00 €</td>
<td>925,00 €</td>
</tr>
</tbody>
</table>

### Special needs support - Portion of eligible costs

**Specification:** (Please consult the overview of funding rules for special needs support as defined in the Programme Guide)

<table>
<thead>
<tr>
<th>Assistance for participant with disabilities for 5 days</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>750,00 €</td>
</tr>
</tbody>
</table>

### Exceptional costs - Portion of eligible costs

**Specification:** (Please consult the overview of funding rules for exceptional costs as defined in the Programme Guide)

<table>
<thead>
<tr>
<th>3 visas, insurance and vaccinations</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>600,00 €</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 participant with fewer opportunities (see motivation letter)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>200,00 €</td>
</tr>
</tbody>
</table>

### Individuals support – scale of unit costs calculation

<table>
<thead>
<tr>
<th>Number of volunteers</th>
<th>Host Organisation</th>
<th>Host country</th>
<th>Duration of the activity abroad in months</th>
<th>Unit cost per month / volunteer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>ABC</td>
<td>Estonia</td>
<td>2</td>
<td>85,00 €</td>
<td>1,700,00 €</td>
</tr>
</tbody>
</table>
The amounts depend on the country where the mobility activity takes place.

<table>
<thead>
<tr>
<th>Country</th>
<th>Organisational support (€ per day)</th>
<th>Individual support (€ per day)</th>
</tr>
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Application process: Step 4

Complementary annexes to upload in the Participants Portal:

1. Legal Entity Form
2. Financial Identification Form
3. If the requested grant exceeds 60,000 EUR the applicant has to provide a Financial Capacity Form, including the applicant’s profit and loss account and the balance sheet for the last two financial years for which accounts were closed.
Application Process - summary:

- **Registration** of the applicant and the partners on the Participants Portal
- Download the correct **e-form**
- Attach **annexes** (declaration on honour, project description, budget)

**DO NOT** send any paper version!
Submission on-line before

8th March 2018 - 12:00 (midday)

Brussels time

DON'T WAIT!
Selection procedure

Deadline: 8/03/2018
Start of the selection procedure

- Proposals: eligibility checks
- Proposals: Evaluation against the award criteria (with the help of external experts)

Evaluation Committee: projects proposed for funding

April/May 2018

May/June 2018

June 2018

Applicants receive the notification letters
What's new in the Programme Guide 2018?

- Award criterion "Relevance of the project": CBY activities must be clearly defined
- EVS renamed into Volunteering activities
- Raise of amounts of some scales of unit costs
- Other Partner Countries (only ACPALA): region 5-14
How and where to submit a proposal:
http://eacea.ec.europa.eu/erasmus-plus/funding_en

The Programme Guide:
https://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-0

E-tutorial: 'How to prepare a competitive proposal':

Erasmus+ Project Results: Erasmus+ platform for dissemination and exploitation of project results:
http://ec.europa.eu/programmes/erasmus-plus/projects/

Contact:
EACEA-YOUTH@ec.europa.eu