ERASMUS+

GUIDE FOR EXPERTS
ON
QUALITY ASSESSMENT OF ERASMUS+ ACTIONS

managed by the Education, Audiovisual and Culture Executive Agency

ACTION-SPECIFIC INFORMATION

Sport – collaborative partnerships and not-for-profit European sport events related to the 2016 European Week of Sport

Sport – collaborative partnerships and not-for-profit European sport events not related to the 2016 European Week of Sport

2016 version
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Action-specific annexes contain detailed information on the selection and assessment procedures of this action insofar that they differ from the general framework laid out in the general part of the guide.

They must be read in conjunction with the general part of the guide to gain complete overview of the respective selection procedure.

The general part of the guide can be downloaded here.
ANNEXES

ANNEX 1  Criteria to assess an application submitted under Erasmus+ : Sport

Call for proposal for the collaborative partnerships and not-for-profit European sport events related to the 2016 European Week of Sport

Call for proposal for the collaborative partnerships and not-for-profit European sport events not related to the 2016 European Week of Sport

The following Actions in the field of sport are implemented through the Erasmus+ Programme:

- Collaborative Partnerships;
- Small Collaborative Partnerships;
- Not-for-profit European Sport Events.

The specific objectives pursued by the Erasmus+ Programme in the field of sport are:

- to tackle cross-border threats to the integrity of sport, such as doping, match-fixing and violence, as well as all kinds of intolerance and discrimination;
- to promote and support good governance in sport and dual careers of athletes;
- to promote voluntary activities in sport, together with social inclusion, equal opportunities and awareness of the importance of health-enhancing physical activity through increased participation in, and equal access to, sport for all.

Criteria used to assess an application submitted under Erasmus+ : Sport are found in the Programme Guide.


**Award criteria - Collaborative Partnerships**

<table>
<thead>
<tr>
<th>AWARD CRITERIA</th>
<th>Elements of analysis of the award criteria</th>
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</thead>
</table>
| Relevance of the project (maximum 30 points) | • The relevance of the proposal to:  
  - the objectives of European policies in the field of sport  
  - the objectives and the priorities of this Action (see section "What are the aims of a Collaborative Partnership")  
  • The extent to which:  
    - the proposal is based on a genuine and adequate needs analysis  
    - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups |
- the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations
- the proposal brings added value at EU level through results that would not be attained by activities carried out solely in a single country

| Quality of the project design and implementation (maximum 20 points) | • The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination • The consistency between project objectives, methodology, activities and budget proposed • The quality and feasibility of the methodology proposed • The existence and quality of management arrangements (timelines, organisation, tasks and responsibilities are well defined and realistic) • The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget • The extent to which the project is cost-effective and allocates appropriate resources to each activity |
| Quality of the project team and the cooperation arrangements (maximum 20 points) | • The extent to which:  
  - where appropriate, the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project  
  - the project includes people with expertise in appropriate fields such as sports policy and practise (training, competitions, coaching, etc.), academic expertise as well as the ability to reach out wider audiences  
  - the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations  
  • If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection). |
| Impact and dissemination (maximum 30 points) | • The quality of measures for evaluating the outcomes of the project • The potential impact of the project:  
  - on participants and participating organisations during and after the project lifetime  
  - outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels  
  • The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations  
  • If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations  
  • The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up. |
Only proposals which received at least 50% for each award criterion and reached the minimum total score of 60 points can be considered for funding.

**Award criteria – Small Collaborative Partnerships**

<table>
<thead>
<tr>
<th>AWARD CRITERIA</th>
<th>Elements of analysis of the award criteria</th>
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<tbody>
<tr>
<td>Relevance of the project</td>
<td>• The relevance of the proposal to:</td>
</tr>
<tr>
<td>(maximum 30 points)</td>
<td>− the objectives of European policies in the field of sport</td>
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<td></td>
<td>− the objectives and the priorities of this Action (see section “What are the aims of a Collaborative Partnership”)</td>
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<td>• The extent to which:</td>
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<tr>
<td></td>
<td>− the proposal is based on a genuine and adequate needs analysis</td>
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<td></td>
<td>− the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups</td>
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<td></td>
<td>− the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations</td>
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<td></td>
<td>− the proposal brings added value at EU level through results that would not be attained by activities carried out solely in a single country</td>
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<tr>
<td>Quality of the project design and</td>
<td>• The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination</td>
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<tr>
<td>implementation</td>
<td>• The consistency between project objectives, methodology, activities and budget proposed</td>
</tr>
<tr>
<td>(maximum 20 points)</td>
<td>• The quality and feasibility of the methodology proposed</td>
</tr>
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<td></td>
<td>• The existence and quality of management arrangements (timelines, organisation, tasks and responsibilities are well defined and realistic)</td>
</tr>
<tr>
<td></td>
<td>• The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget</td>
</tr>
<tr>
<td></td>
<td>• The extent to which the project is cost-effective and allocates appropriate resources to each activity</td>
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<tr>
<td>Quality of the project team and the</td>
<td>• The extent to which:</td>
</tr>
<tr>
<td>cooperation arrangements</td>
<td>− where appropriate, the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project</td>
</tr>
<tr>
<td>(maximum 20 points)</td>
<td>− the project includes people with expertise in appropriate fields such as sports policy and practise (training, competitions, coaching, etc.), academic expertise as well as the ability to reach out wider audiences</td>
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<tr>
<td></td>
<td>− the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations</td>
</tr>
<tr>
<td></td>
<td>• If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).</td>
</tr>
</tbody>
</table>
| Impact and dissemination (maximum 30 points) | • The quality of measures for evaluating the outcomes of the project  
• The potential impact of the project:  
  - on participants and participating organisations during and after the project lifetime  
  - outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels  
• The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations  
• If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations  
• The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up. |

Only proposals which received at least 50% for each award criterion and reached the minimum total score of 60 points can be considered for funding.

**Award criteria - Not-for-profit European Sport Events**

<table>
<thead>
<tr>
<th>AWARD CRITERIA</th>
<th>Elements of analysis of the award criteria</th>
</tr>
</thead>
</table>
| Relevance of the project (maximum 30 points) | • The relevance of the proposal to:  
  - the objectives of European policies in the field of sport  
  - the objectives and the priorities of this Action (see section "What are the aims of a not-for-profit European Sport event?")  
• The extent to which:  
  - the proposal is based on a genuine and adequate needs analysis  
  - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups  
  - the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations  
  - the proposal brings added value at EU level through results that would not be attained by activities carried out solely in a single country |
| Quality of the project design and implementation (maximum 40 points) | • The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination  
• The consistency between project objectives, methodology, activities and budget proposed  
• The quality and feasibility of the methodology proposed  
• The extent to which the project includes people with expertise in different areas such as sports practice (training, competitions, coaching, etc.)  
• The existence and quality of management arrangements (timelines, organisation, tasks and responsibilities are well defined and realistic)  
• The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget  
• The extent to which the project is cost-effective and allocates appropriate resources to each activity |
| Impact and dissemination (maximum 30 points) | • The quality of measures for evaluating the outcomes of the project  
• The potential impact of the project:  
  - on participants and participating organisations during and after the project lifetime  
  - outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels  
• The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations  
• The quality of measures to ensure visibility and media coverage of the event and of the EU support |

Only proposals which received at least 50% for each award criterion and reached the minimum total score of 60 points can be considered for funding.
ANNEX 2  Declaration of absence of conflict of interests and of confidentiality (for information, the declaration will form an integral part of the contract).

Education, Audiovisual and Culture Executive Agency

Title of Call for proposals: [replace this text]

Reference: Call for proposal [include reference here]

I. Conflict of interests

I, the undersigned [Surname, family name], having been appointed as an expert for the abovementioned call, declare that I am aware of Article 57 of the Financial Regulation, which states that:

"1. Financial actors and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the Union.

Where such a risk exists, the person in question shall refrain from such action and shall refer the matter to the authorising officer by delegation who shall confirm in writing whether a conflict of interests exists. The person in question shall also inform his or her hierarchical superior. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient."

I hereby declare that I do not fall under any of the following circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the evaluation that a conflict of interests exists, I will declare it immediately to the Agency.

1/Disqualifying conflict of interests:

— Involvement in the preparation of the proposal;
— Direct benefit in case of acceptance of the proposal;
— Close family relationship with any person representing a participating organisation in the proposal;
— Director, trustee or partner of a participating organisation;
— Current employment by a participating organisation;
— Current involvement in a contract or collaboration with a participating organisation;
— Any other situation that compromises my ability to evaluate the proposal impartially.

2/Potential conflict of interests:
— Employment by one of the participating organisation within the previous three years;
— Involvement in a contract or collaboration with a participating organisation within the previous three years;
— Any other situation that could cast doubt on my ability to evaluate the proposal impartially, or that could reasonably appear to do so in the eyes of a third party (Ex. Past or current personal relationships, nationality, political affinity, etc.).

I hereby declare that I fall under one or more of the above circumstances (please specify which and explain):

Ex. In case of employment by a structure including different departments or institutes, please specify the degree of autonomy between them.

I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.¹

II. Confidentiality and personal data protection

I also confirm that I will keep all matters entrusted to me confidential and will process the personal data I receive only for the purposes of the performance of the present evaluation. If unnecessary or excessive personal data are contained in the documents submitted by the applicant, I will not process them further or take them into account for the evaluation of the proposal. I will not communicate outside the panel any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

Signed: .............................. Date/Place:

Name (in capitals):

¹ In case of false, incomplete or incorrect statements or failure to provide information in an attempt to obtain the contract or any benefit resulting therefrom, or where this was the effect of the action, this constitutes a breach of the contract between the Agency and the expert. The Agency may decide to terminate the contract and to recover any sums paid to the Contractor under the order (cf. Article 8 of the General Conditions).
ANNEX 3 Reference documents on policy priorities

ANNEX 3.a Policy priorities for Sport


- The European Week of Sport website: http://ec.europa.eu/sport/


ANNEX 3.b Documents related to the Erasmus+ Programme


• Call for proposals 2016 - EAC/A04/2015 - Erasmus+ Programme

• Website with published calls for proposals – Sport: Collaborative partnerships in the sport field
  and Not-for-profit European sport events related to the 2016 European Week of Sport; AND
  Sport: Collaborative partnerships in the sport field and Not-for-profit European sport events not
  related to the 2016 European Week of Sport
  https://eacea.ec.europa.eu/erasmus-plus/actions/sport

• Application procedures. Call for proposals 2016 (EAC/A04/2015). ERASMUS+: SPORT.
  COLLABORATIVE PARTNERSHIPS. NOT-FOR-PROFIT EUROPEAN SPORT EVENTS. Instructions for
  completing the Application Package:

• Frequently asked questions (FAQ):