

# **GUIDELINES FOR APPLICANTS**

## **Call for proposals EACEA No 05/2016**

**Key Action 3: Support for policy reform**

**Social inclusion through education, training and youth**

Please note that only the English version of the Guidelines for Applicants, Call for Proposals EACEA/05/2016 is legally binding. All other linguistic versions are provided for information only.

## Table of Contents

<b>1. INTRODUCTION - BACKGROUND .....</b>	<b>4</b>
<b>2. OBJECTIVES .....</b>	<b>5</b>
<b>3. KEY FEATURES AND EXPECTED RESULTS .....</b>	<b>6</b>
<b>4. TIMETABLE.....</b>	<b>11</b>
<b>5. BUDGET .....</b>	<b>12</b>
<b>6. ADMISSIBILITY REQUIREMENTS .....</b>	<b>13</b>
<b>7. ELIGIBILITY CRITERIA.....</b>	<b>13</b>
7.1 Eligible applicants .....	13
7.2 Eligible activities .....	16
<b>8. EXCLUSION CRITERIA .....</b>	<b>18</b>
8.1 Exclusion from participation .....	18
8.2.Rejection from the award procedure.....	20
8.3.Supporting documents .....	21
<b>9. SELECTION CRITERIA.....</b>	<b>21</b>
9.1 Operational capacity.....	21
9.2 Financial capacity .....	22
<b>10. AWARD CRITERIA.....</b>	<b>23</b>
<b>11. LEGAL COMMITMENT .....</b>	<b>25</b>
<b>12. FINANCIAL PROVISIONS .....</b>	<b>25</b>
12.1 General Principles.....	25
12.2 Funding forms.....	26
12.3 Payment arrangements .....	31
12.4 Pre-financing guarantee .....	31

**13. PUBLICITY ..... 32**

13.1 By the beneficiaries .....32

13.2 By the Agency .....32

**14. DATA PROTECTION..... 32**

**15. DISSEMINATION AND EXPLOITATION..... 33**

**16. PROCEDURE FOR THE SUBMISSION OF PROPOSALS..... 33**

16.1 Publication.....33

16.2 Registration in the Participant Portal.....33

16.3 Submission of the grant application.....34

16.4 General provision .....34

16.5 Application form.....35

16.6 Applicable rules .....35

16.7 Contacts.....35

## 1. INTRODUCTION - BACKGROUND

Education, training and youth policies have a key role to play in fostering social inclusion, mutual understanding and respect among young people and communities. This is particularly true given the growing diversity of European societies, which can bring opportunities but, in combination with the impact of the last economic and financial crisis, can also bring significant challenges for social cohesion.

Education and training systems need to ensure equal access to high-quality education, in particular by reaching out to the most disadvantaged and integrating people with diverse backgrounds, including newly arrived migrants,<sup>1</sup> into the learning environment, thereby fostering upwards social convergence.

Young people are increasingly excluded from social and civic life and some are at risk of disengagement, marginalisation and even violent radicalisation.

Associated with increased migration flows, recent studies have revealed growing tensions between different cultures and communities, including in educational settings, and involving intolerant attitudes and behaviours, bullying and violence.

The tragic terrorist attacks which occurred in Europe in 2015 reminded us of the importance of safeguarding the fundamental values stipulated in Art. 2 of the Treaty on the European Union<sup>2</sup>. Against this background, Education Ministers and the European Commissioner responsible for education, youth, culture and sport adopted the *Declaration on promoting citizenship and the common values of freedom, tolerance and non-discrimination through education*<sup>3</sup> (hereafter "the Paris Declaration"), which calls for the mobilisation of the education sector at European, national, regional and local level.

The Declaration acknowledges the major role of education in tackling violent radicalisation, promoting inclusion and ownership of Europe's fundamental values, in order to help children and young people become responsible, open-minded members of our diverse society. It identifies concrete policy objectives to be pursued by Member States and urges EU level action "to cooperate and coordinate, to exchange experiences and to ensure that the best ideas and practices can be shared throughout the European Union" with a view to:

1. Ensuring young people acquire social, civic and intercultural competences, by promoting democratic values and fundamental rights, social inclusion and non-discrimination, as well as active citizenship;

---

<sup>1</sup> The following shall apply wherever reference is made in this text to migrants: *This is without prejudice to the legal situation on access to education and training for different categories of migrants, as defined in the applicable international law, European Union law and national law.*

<sup>2</sup> "The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail".

<sup>3</sup> The Declaration was adopted on 17 March 2015 in Paris by the European Education Ministers and the European Commissioner responsible for education, youth, culture and sport

[http://ec.europa.eu/education/news/2015/documents/citizenship-education-declaration\\_en.pdf](http://ec.europa.eu/education/news/2015/documents/citizenship-education-declaration_en.pdf)

2. Enhancing critical thinking and media literacy, particularly in the use of the Internet and social media, so as to develop resistance to discrimination and indoctrination;
3. Fostering the education of disadvantaged children and young people, by ensuring that our education and training systems address their needs;
4. Promoting intercultural dialogue through all forms of learning in cooperation with other relevant policies and stakeholders.

The objectives of the Paris Declaration are clearly anchored in the priorities for European cooperation on education and training until 2020 which were adopted in November 2015<sup>4</sup>, notably under priority 2 on "*Inclusive education, equality, equity, non-discrimination and the promotion of civic competences*".

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

## 2. OBJECTIVES

This call for proposals will support projects in the fields of education, training and youth, which aim at **upscaling and disseminating** innovative good practices falling under the scope of the Paris Declaration.

An application submitted under the present call must address mainly **one** of the two following general objectives, which should be indicated in the application form:

1. Preventing violent radicalisation and promoting democratic values, fundamental rights, intercultural understanding and active citizenship;
2. Fostering the inclusion of disadvantaged learners, including persons with a migrant background, while preventing and combating discriminatory practices.

Furthermore, each application must address at least one and a maximum of three of the following specific objective(s):

1. Improving the acquisition of social and civic competences and fostering knowledge, understanding and ownership of democratic values and fundamental rights;
2. Preventing and combating any form of discrimination and segregation in education;
3. Promoting gender equality in the learning environment, combating gender stereotypes and preventing gender-based violence;
4. Enhancing access to quality and inclusive mainstream education and training with a focus on the needs of disadvantaged learners;
5. Fostering mutual understanding and respect among people with different ethnic or religious backgrounds, beliefs or convictions, including by addressing stereotypes and promoting intercultural dialogue;

---

<sup>4</sup> 2015 Joint Report of the Council and the Commission on the implementation of the Strategic framework for European cooperation in education and training (ET2020): New priorities for European cooperation in education and training

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52015XG1215\(02\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52015XG1215(02)&from=EN)

6. Enhancing critical thinking, cyber and media literacy among children, young people, youth workers and educational staff;
7. Creating inclusive and democratic learning environments;
8. Supporting teachers and educators in handling conflicts and dealing with diversity;
9. Preventing radicalisation in prison and closed institutions;
10. Encouraging youth participation in social and civic life and developing inclusion and outreach practices to reach young people;
11. Facilitating the acquisition of the language(s) of instruction for newly arrived migrants;
12. Assessing knowledge and validating prior learning of newly arrived migrants;
13. Enhancing the quality of non-formal learning activities, youth work practices and volunteering.

These objectives are exhaustive: proposals that do not address at least one of the general and one of the specific objectives defined above will not be considered for funding.

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

**Synergies** with the following actions/sectors are encouraged:

- ✓ other (ongoing or completed) European projects in civic education and engagement and intercultural understanding, in particular under Erasmus+ and the former European programmes in education, training and youth.
- ✓ joint EU-Council of Europe pilot projects scheme Human Rights and Democracy<sup>5</sup>;
- ✓ activities supported by the Asylum Migration and Integration Fund (Regulation (EU) No 516/2014) and the Internal Security Fund (Regulation (EU) No 513/2014).
- ✓ culture and sport sectors.

### **3. KEY FEATURES AND EXPECTED RESULTS**

This call comprises two lots:

**Lot 1:** Education and training

**Lot 2:** Youth

Applicants must address only one of the above Lots and indicate it in the application form.

---

<sup>5</sup> <http://pjp-eu.coe.int/en/web/charter-edc-hre-pilot-projects/home>

This call supports three project strands:

**Strand 1:** Transnational cooperation projects (**Lot 1 and Lot 2**)

**Strand 2:** Large-scale volunteering projects (**Lot 2**)

**Strand 3:** Networking of Erasmus + National Agencies<sup>6</sup> (**Lot 2**)

Applicants must address only one of the above strands and indicate it in the application form.

### **Strand 1: Transnational cooperation projects**

Projects should be carried out in the sectors of education or training (Lot 1) or youth (Lot 2) to support one of the general objectives and up to three specific objectives of the present call.

#### **Key features of projects:**

Projects under both lots should aim at disseminating and upscaling existing good practices and outcomes of actions implemented at the European, national, regional or local level. Projects may test, evaluate and adapt these practices/outcomes with a view to enable concrete replication in similar or different settings. These may concern, for example, pedagogical approaches (e.g. collaborative approaches, service learning, innovative ways of teaching, guidebooks, specific IT tools), practical learning experiences (e.g. democratic schools), non-formal learning methods, youth work practices or any other practices that contribute to the specific objectives of the call.

Projects should build on good practices for which solid evidence of their effectiveness can be provided. If such evidence is not available, the project should include a strong evaluation component to produce evidence on the effectiveness of the approach. The development of new practices/outcomes should be considered only if a clear gap is demonstrated after thorough evaluation and analysis of existing ones.

The project should be implemented by a partnership composed of experienced key actors in education, training and youth in the areas covered by the present call. The partnerships must have the capacity to reach out at the grass roots level and make an impact on a larger scale.

Projects should include concrete activities implemented at the grass-roots level, in particular in disadvantaged areas and in institutions. Engagement with local communities, civil society and social partners is strongly encouraged.

Proposals should include the following elements:

- ✓ Analysis of the challenges that the project aims to address, with a focus on the needs of the target groups;
- ✓ Rationale justifying the good practice to be used to address the identified challenges and target groups. The rationale should be substantiated by evidence on the effectiveness of the approach;
- ✓ Description of the action or activity to be disseminated and upscaled (e.g. courses, tools, teaching materials, cooperation models, policy recommendations, ...);

---

<sup>6</sup> The list of Erasmus + National Agencies in the field of youth can be found at:  
[http://ec.europa.eu/youth/partners\\_networks/national\\_agencies\\_en.htm](http://ec.europa.eu/youth/partners_networks/national_agencies_en.htm)

- ✓ Description of the strategy for dissemination/upscaling, including the concrete activities foreseen (e.g. adaptation to new context, testing, implementation at the grass roots level);
- ✓ Description of the evaluation methods that will be used as part of the project to provide evidence on the effectiveness of the approach applied;
- ✓ Plans for further dissemination and upscaling (in other sectors, areas, target groups, etc.) to improve the project sustainability, including through European Structural and Investment Funds (ESIF).

### **Expected results**

Projects under **Lot 1 (Education and training)** should lead to results in the following areas in particular:

- ✓ teachers and educators better prepared to deal with diversity;
- ✓ increased take-up of inclusive educational approaches (e.g. collaborative pedagogical methods, whole school approaches, individualised support) and greater engagement of families and local communities;
- ✓ enhanced access to and integration in the learning environment and in community life for disadvantaged learners;
- ✓ improved educational performance of disadvantaged learners;
- ✓ smoother transitions between education levels as well as between education and employment for disadvantaged learners;
- ✓ better and fairer assessment of knowledge and validation of prior learning of newly arrived migrants, with a view to effective integration into mainstream education;
- ✓ enhanced knowledge of the main language(s) of instruction for newly arrived migrants;
- ✓ safer, more welcoming and nurturing learning environments;
- ✓ reduced concentration and segregation of learning environments.

Projects under **Lot 2 (Youth)** should lead to results in particular in the following areas:

- ✓ improved social, civic and inter-cultural competences and skills, including citizenship, media and digital literacy, critical judgment and intercultural understanding ;
- ✓ enhanced awareness among young people of their fundamental rights and sense of belonging to society, endorsement of democratic values and engagement in practices of non-discrimination, intercultural dialogue and understanding;
- ✓ greater youth participation in social and civic life, increased inclusion and outreach to young people from disadvantaged groups;
- ✓ enhanced capacity of youth work, youth organisations and/or youth networks to act as forces of inclusion by assisting young people to engage, volunteer and drive positive change in communities.

### **Strand 2: Large-scale volunteering projects**

Projects should be carried out in the sector of youth (Lot 2) to support one of the general objectives and up to three specific objectives of the present call.

### **Key features of projects**

Projects should aim at further disseminating and upscaling existing good practice approaches in volunteering *specifically addressing newly arrived migrants*.

Projects should allow young people to express their personal commitment through unpaid and full time voluntary service in their country or in another eligible country. Volunteering activities of young people in their country should only form a limited (indicative 20% of total number of volunteering activities in the project) part and be used for experimentation or trial within a broader international activity. Relevance of such national volunteering activities should be duly justified in the application.

Furthermore, the project should allow complementary activities such as dedicated training for the project's volunteers, development of training materials and dissemination activities.

The project should ensure a balance between the main volunteering activities and the complementary activities. In order to ensure that there is a wider impact of the volunteering activities which are in line with the expected results under Strand 2, the projects are encouraged to involve a high number of volunteers.

Projects should draw on the knowledge developed through the European Voluntary Service, in particular when it comes to preparing volunteers and supporting them during and after the project and in the division of tasks. The EVS Training and Evaluation Cycle and the EVS Charter should be points of reference. Volunteers should be given the opportunity to contribute to the daily tasks of organisations and to initiatives working with newly arrived migrants, helping these people to integrate into a new and different culture. The volunteering activities can take place at any stage in the situation of a newly arrived migrant in a Member State of the European Union, from within and in proximity of a refugee camp to integration in a new society.

Proposals should include the following elements in particular:

- ✓ Preparation (including practical arrangements, selection of participants, linguistic/intercultural tasks related to the preparation of participants etc.);
- ✓ Implementation of the voluntary work and other complementary activities;
- ✓ Follow-up (including the evaluation of the activities, as well as dissemination and upscaling of the project outcomes).

### **Expected results:**

Projects under **Strand 2** should lead to results in the following areas in particular:

- ✓ Basic assistance or equipping of newly arrived migrants with the skills they need to integrate in a new society in an EU Member State or which could be useful for reintegration in the country of origin when the conflict is over, as well as the appreciation of cultural diversity in the community;

- ✓ Organisation of cultural or social activities in the area, involving locals, volunteers and newly arrived migrants in planning and execution where appropriate, in order to facilitate their integration;
- ✓ Information work on social media, websites, public meetings, to support the volunteering efforts of the organisation;
- ✓ Heightened awareness of the value of volunteering and contribution to a fact-based public discussion on the situation of newly arrived migrants.

### **Strand 3: Networking of Erasmus+ National Agencies**

Projects should be carried out in the sector of youth (Lot 2) by a network of Erasmus+ National Agencies in the field of youth to support one of the general objectives and up to three specific objectives of the present call.

#### **Key features of the projects**

Networking activities of Erasmus+ National Agencies in the field of youth should focus on developing non-formal and informal learning, volunteering and youth work practices, on the one hand to promote tolerance in society and, on the other hand, to help newly arrived migrants integrate in the new society of the EU Member State. Existing good practices should be disseminated and upscaled.

Erasmus+ National Agencies in the field of youth are in a beneficial position to involve the national youth field and national authorities and make connections to the same actors in other countries through the network of Erasmus+ National Agencies.

The aim of the activities is to contribute to the sharing of experience, best practice and to contribute to the capacity building and support of organisations, initiatives and youth workers that are directly involved with working with newly arrived migrants, on either a paid or a voluntary basis.

An emphasis should be on transnational cooperation and exchange but, if justified and in limited extent, national activities can also be supported as long as they are in line with the above description of the activities and a link to transnational activities is proven.

Proposals should include in particular the following elements:

- ✓ Analysis of the challenges that the project aims to address, with a focus on the needs of the target group;
- ✓ Description of the proposed activities for addressing the challenges and needs including the rationale justifying the selection of the proposed methods and practices to be shared or developed;
- ✓ Description of the action or activity to be disseminated and upscaled;
- ✓ Description of the evaluation methods that will be implemented as part of the project to provide evidence on the effectiveness of the approach applied.

### **Expected results**

Projects under **Strand 3** should lead to results in the following areas in particular:

- ✓ Better and enhanced exchange of experience, methods and best practice between different actors in the fields of youth work and volunteering;
- ✓ Strengthened cross-sectorial cooperation with actors from other fields, such as schools, sports organisations, social services, police and immigration authorities;
- ✓ Improved capacity of youth work to operate transnationally;
- ✓ Development and implementation of strategies for promotion of tolerance in society;
- ✓ Policy recommendations and best practice examples on how to work with newly-arrived migrants, with a particular focus on their inclusion and integration.

### **4. TIMETABLE**

The table below provides information on the main stages and dates of the selection process

	Stages	Date and time or indicative period
1	Publication of the call	17 March 2016
2	Deadline for submitting applications	30 May 2016 At 12.00 (AM) CET
3	Evaluation period	May to June 2016
4	Notification of selection results	July 2016
5	Signature of grant agreement	November 2016
6	Project start date	Between 1 to 31 December 2016

### **Procedure**

Proposals will be assessed on the basis of admissibility requirements (Section 6), eligibility criteria (Section 7), exclusion criteria (Section 8), selection criteria (Section 9) and award criteria (Section 10).

Only the assessed proposals considered compliant with eligibility, exclusion, selection and award criteria will be ranked in order of merit according to the total score obtained.

In relation to Lot 1 - "Education and training", the final ranking of the proposals may be adjusted by the Evaluation Committee to ensure a balanced coverage of the two general objectives. In this context an application (above the quality threshold of 60%) with a lower score

may be placed in a higher position in the ranking list, provided that the principles of equal treatment and non-discrimination are duly taken into account.

In relation to Lot 2 - "Youth", the final ranking of the proposals will be drawn up for each Strand within the limits of the indicative budget (see section 5). The Evaluation Committee reserves the right to propose a reallocation of funds between Strands in case the funding needs per Strand are lower than the respective indicative budget.

The coordinators of eligible proposals will be notified in writing about the selection results and will receive an evaluation report of their proposal.

The selected applicants will receive a proposal to enter into a multi-beneficiary grant agreement with the Agency.

## 5. BUDGET

The total budget available for the co-financing of projects under the present call is EUR **13.000.000**, allocated as follows:

**Lot 1 –Education and training EUR 10 000 000**

**Lot 2- Youth EUR 3 000 000.**

<b>Budget per lot and indicative allocation per strand</b>	
<b>Strand 1:</b> Transnational cooperation projects	<b>Total :</b> EUR 10 500 000 <b>Lot 1 :</b> EUR 10 000 000 <b>Lot 2 :</b> EUR 500 000
<b>Strand 2:</b> Large-Scale Volunteering Projects	<b>Lot 2 :</b> EUR 1 000 000
<b>Strand 3:</b> Networking of Erasmus + National Agencies	<b>Lot 2 :</b> EUR 1 500 000

The financial contribution from the EU cannot exceed **90 %** of the total eligible project costs. The maximum grant per project will be **EUR 500.000**.

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

## **6. ADMISSIBILITY REQUIREMENTS**

Applications shall comply with the following requirements:

- ✓ they must be sent no later than the deadline for submitting applications referred to in Section 3 of the present call for proposals;
- ✓ they must be submitted in writing (see Section 15 of the present call for proposals), using the application form;
- ✓ they must be drafted in one of the EU official languages.

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

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

The Participant Portal allows applicants and partners to upload or update the information related to their legal status and attach the requested legal documents (see Section 15.2 for more information).

Only applications that comply with admissibility requirements will move to the next evaluation stage.

## **7. ELIGIBILITY CRITERIA**

The proposals which comply with the below criteria will be the subject of a content evaluation. Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

The eligibility criteria will be assessed on the basis of the information provided in the application form.

### **7.1 Eligible applicants**

The term 'applicants' refers to all organisations and institutions participating in an application regardless of their role in the project. Affiliated entities<sup>7</sup> may participate in this call for proposals.

---

<sup>7</sup> Affiliated entities are defined as follows: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. networks, federations, trade-unions). These affiliated entities have to fulfill the eligibility and exclusion criteria and therefore the appropriate supporting documents will have to be provided. Affiliated entities may declare eligible costs as specified in section 12.2. For that purpose, applicants shall identify such affiliated entities in the application form.

## 7.1.1 Eligibility of applicants

Eligible applicants are public and private organisations active in the fields of education, training and youth in the areas covered by the Paris Declaration. Applicants considered eligible to respond to this call are:

- ✓ educational institutions and other learning providers;
- ✓ public authorities at national/regional/local level responsible for education, training and youth;
- ✓ non-profit organisations (NGOs);
- ✓ research institutions;
- ✓ trade organisations and social partners;
- ✓ guidance and recognition centres;
- ✓ international organisations;
- ✓ private companies
- ✓ networks of the organisations listed above are also eligible as long as they have legal personality;
- ✓ Erasmus + National Agencies.

For the purposes of this call for proposals,

### **For Strands 1 and 2:**

**The Erasmus+ National Agencies** or other designated structures and networks of the Erasmus+ Programme, receiving a direct grant from the European Union in accordance with the legal basis of the Programme<sup>8</sup> are **not eligible** to participate under Strands 1 or 2 of this call. Nevertheless, the legal entities hosting the Erasmus+ National Agencies and their affiliated entities are considered eligible applicants.

### **For Strand 3:**

**The Erasmus+ National Agencies** in the youth field receiving a direct grant from the European Union in accordance with the legal basis of the Programme<sup>9</sup> are **eligible** to participate **only in Strand 3** of this call.

The Erasmus+ National Agencies not responsible for the field of youth are not eligible to participate in Strand 3 of this call.

## 7.1.2 Eligible countries

Only applications from legal entities established in the following **countries are eligible**:

- ✓ the 28 Member States of the European Union,
- ✓ the EFTA/EEA countries: Iceland, Liechtenstein, Norway,
- ✓ EU candidate countries: Turkey, the former Yugoslav Republic of Macedonia

---

<sup>8</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/>

<sup>9</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/>

### 7.1.3 Partnership

**Minimum** partnership composition requirements

**Strand 1:** 4 organisations representing 4 eligible countries. If networks are involved in the project, the partnership must include at least 2 organisations which are not members of the network (i.e two partners of the network plus 2 organisations not members of the network)

**Strand 2:** 3 organisations representing 3 eligible countries.

**Strand 3:** 4 Erasmus+ National Agencies in the field of youth, representing 4 eligible countries.

### 7.1.4 Additional eligibility criteria for projects under Strand 2

- ✓ The project must involve at least 30 volunteers.

### 7.1.5 Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested:

- ✓ **for a private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- ✓ **for a public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

### 7.1.6 Role of applicants and partners

**Applicant/coordinator:** an organisation that submits the project application on behalf of all the partners. The coordinator has the full responsibility to ensure that the project is implemented in accordance with the EU grant agreement. When the EU grant is awarded, the applicant/coordinator will become the main grant beneficiary and will sign a multi-beneficiary grant agreement on behalf of the partnership.

The role of the applicant/coordinator stands for the following duties:

- ✓ represent and act on behalf of the group of organisations involved in the partnerships vis-à-vis the Agency;
- ✓ bear the financial and legal responsibility for the proper operational, administrative and financial implementation of the entire project;
- ✓ coordinate the project in cooperation with all other project partners.

**Partners:** organisations participating in the partnership which contribute actively to the preparation, implementation, evaluation and dissemination of the project. Each partner must sign a mandate by which the signatory grants power of attorney to the coordinator to act in his/her name and on his/her account during the implementation of the project. When the grant is awarded, the partner will become the "other EU grant beneficiary".

**Associated partners:** optionally, the project may also involve associated partners. These organisations contribute to the implementation of specific tasks/activities and/or support the dissemination and sustainability of the projects. They will not benefit financially from the grant.

Applicants must submit mandate letters from all the organisations involved in the partnership confirming their participation.

### **Additional role for Strand 2 applicants**

The applicants are responsible for:

- ✓ arranging subsistence and transport of volunteers;
- ✓ define the venue of the voluntary service activities (i.e. refugees camps etc. ) and possible hosting organisations;
- ✓ ensuring the necessary insurance for volunteers during their service;
- ✓ providing volunteers with on-going task related, linguistic, personal and administrative support throughout the duration of the voluntary service period.

## **7.2 Eligible activities**

Activities aimed at achieving the expected results listed under Section 3, for example:

### **Strand 1 - Transnational cooperation projects**

- ✓ Cooperation/partnerships and networking models which involve combinations of relevant (public/private) stakeholders across different sectors;
- ✓ Adapting learning practices, tools and materials, including curricula and course design;
- ✓ Conferences, seminars, workshops and meetings with policy and decision makers;
- ✓ Assessing, sharing and validating good practice and learning experiences ;
- ✓ Training and other capacity-building activities (e.g. for teachers, youth workers, local authorities, prison staff, etc.);
- ✓ Supportive approaches and outreach practices from young people to young people;
- ✓ Targeted awareness-raising and dissemination activities including information material and effective communication strategies ;
- ✓ Operational or policy recommendations in the field of education , training and youth that are relevant to the objectives of the Paris Declaration;
- ✓ Evaluation activities.

### **Strand 2 - Large-scale volunteering projects:**

- ✓ Voluntary activities of young people aged from 17-30 resident in an eligible country with duration from 2 to 12 months;
- ✓ Targeted awareness-raising and dissemination activities, including information material and effective communication strategies;
- ✓ Conferences, seminars, workshops and meetings with policy and decision makers;

- ✓ Operational or policy recommendations in the field of volunteering that are relevant to the situation of newly arrived migrants;
- ✓ Supportive approaches and outreach practices addressing young people from disadvantaged groups ;
- ✓ Evaluation activities.

### **Strand 3 - Networking of Erasmus+ National Agencies**

- ✓ Targeted awareness-raising and dissemination activities, including information material and effective communication strategies;
- ✓ Conferences, seminars, workshops and meetings with policy and decision makers;
- ✓ Assessing, sharing and validating good practice and learning experiences;
- ✓ Cooperation/partnerships and networking models which involve combinations of relevant (public/private) stakeholders across different sectors;
- ✓ Developing learning practices, tools and materials;
- ✓ Draw up policy recommendations and best practice examples;
- ✓ Supportive approaches and outreach practices addressing young people from disadvantaged groups;
- ✓ Training and other capacity-building activities for organisations/institutions including youth workers and volunteers;
- ✓ Integration of tried and tested innovations/good practices into local, regional, national and European systems and their mainstreaming;
- ✓ Grass-root youth work and volunteering activities for testing the gathered knowledge;
- ✓ Evaluation activities.

Activities must start between 1<sup>st</sup> and 31<sup>st</sup> of December 2016. In case the activities of the project start before, the applicant must demonstrate the need for starting the action prior to signature of the grant agreement or notification of the grant decision. In such cases, costs eligible for financing shall not have been incurred prior to the date of submission of the grant application.

No grant may be awarded retroactively for actions already completed.

The project duration is fixed to either 24 or 36 month. However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiaries, for fully justified reasons beyond their control, to complete the project within the scheduled period, an extension of the eligibility period may be granted. A maximum extension of 6 additional months can be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 42 months.

For **Strand 1 and Strand 3**, only activities taking place in eligible countries (see Section 7.1.2) will be considered eligible for funding. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in the eligible countries are not eligible unless they are necessary for the completion of the project and duly explained and justified in the application form. Any Amendment to the activities that involves other countries other than the eligible countries must have prior specific authorisation from the Agency.

For **Strand 2** (Large scale volunteering projects), only activities taking place in **EU Member States** (see section 7.1.2) will be considered eligible for funding.

## **8. EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 106(1), 107 and 109 of the Financial Regulation applicable to the general budget of the European Union and set out below. Please note that the exclusion criteria also apply to the affiliated entities.

### **8.1 Exclusion from participation**

An applicant will be excluded from participating in calls for proposals procedure, if it is in any of the following situations:

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

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

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

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

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

(iii) violating intellectual property rights;

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

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

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

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

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

- country of the implementation of the grant;
- (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
- iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
- (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
- (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- g) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based in particular on :
- i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
  - iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
  - v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
- (h) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.
- (i) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred in

point (d) of this section.

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

## **8.2. Rejection from the award procedure**

An applicant will not be awarded a grant under this procedure if

- (a) it is in an exclusion situation established in accordance with the above section 8.1;
- (b) it has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- (c) it was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

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

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 8.1<sup>10</sup>:

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

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

The decision to publish the information is taken by the Agency either following the relevant

---

<sup>10</sup> This information shall not be published in any of the following circumstances:

- (a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
- (b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
- (c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, inter alia, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001.

final judgment, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

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

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

### **8.3. Supporting documents**

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

The declaration is available at [https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth_en)

## **9. SELECTION CRITERIA**

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed project.

### **9.1 Operational capacity**

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed project. In this respect, applicants have to submit a declaration on their honour, and for those applying for a grant above EUR 60.000 the following supporting documents must be included in the Application Package:

- ✓ a description of the profiles of the persons primarily responsible for managing and implementing the project (accompanied, where appropriate, by a list of relevant publications) within each partner organisation showing all their relevant professional experience;
- ✓ a list of projects connected to the selected objectives, lot and strand of the call, implemented by the applicant in the last three years and a short description of the projects' impact and achievements.

## 9.2 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.

The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a) Low value grants (equal or inferior to EUR 60.000)
  - ✓ a declaration on their honour
- b) Grants higher than EUR 60.000
  - ✓ a declaration on their honour;
  - ✓ the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the coordinator, for the last two financial years for which the accounts have been closed;
  - ✓ a completed financial capacity form filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.
- c) Grants higher than EUR 750 000, in addition to the above:
  - ✓ an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

In the event of an application grouping several applicants (partnership), the threshold mentioned in c) shall apply to each applicant.

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

For the purpose of this call, public bodies, as well as schools, higher education institutions and organisations in the fields of education, training, youth and sport that have received over 50 % of their annual revenue from public sources over the last two years shall be considered as having the necessary financial, professional and administrative capacity to carry out activities under the Programme. They shall not be required to present further documentation to demonstrate that capacity. Such organisations are required to state in a signed declaration on honour that they comply with the above-mentioned definition of public body. The Agency reserves the right to request documentation to prove the veracity of this declaration.

If, on the basis of the documents submitted, the Agency considers that the financial capacity has not been proved or is not satisfactory, it may:

- ✓ request further information;
- ✓ propose a grant agreement without pre-financing;
- ✓ propose a grant agreement with a pre-financing paid in instalments (against an interim report);

- ✓ propose a grant agreement with a pre-financing covered by a bank guarantee ;
- ✓ where applicable, require the joint and several financial liability of all the co-beneficiaries;
- ✓ reject the proposal.

## **10. AWARD CRITERIA**

Eligible proposals will be assessed on the basis of the below criteria.

### **Relevance (30%)**

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

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

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

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

### **Quality of the project design and implementation (20%)**

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

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

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

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

## **Quality of the partnership and the cooperation arrangements (20%)**

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

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

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

## **Impact, dissemination and sustainability (30%)**

Dissemination: There is a clear awareness-raising, dissemination and communication strategy that ensures reaching the relevant target groups as well as the general stakeholders and the general public during the lifetime of the project. This strategy includes plans for making any produced materials accessible through open licenses<sup>11</sup>.

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

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

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

Only proposals having reached:

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

will be considered for EU funding.

---

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

## **11. LEGAL COMMITMENT**

In the event of definitive approval by the Agency, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the coordinating institution (hereafter 'the coordinator') representing all other applicants (hereafter 'other beneficiaries') with a view to formalize the obligations of the parties.

Two copies of the original agreement must be signed by the legal representative of the coordinator and returned to the Agency immediately. The Agency will sign them last.

The agreement will be a multi-beneficiary agreement.

## **12. FINANCIAL PROVISIONS**

### **12.1 General Principles**

An EU grant is an incentive to carry out activities that would not be possible without the support of the Union. It is based on the principle of co-financing. The EU grant supplements the applicants' organisations own financial involvement and/or any national, regional or private support they may have obtained.

Acceptance of the application by the Agency does not constitute an undertaking to award a grant equal to the amount requested by the applicants. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

The award of a grant does not establish an entitlement for subsequent years.

#### a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for their functioning during the same financial year as well as any other funding received or applied for the same action.

#### b) Non-retroactivity

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

#### c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be

entirely provided by the EU grant.

Co-financing of the action may take the form of:

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

#### d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

#### e) Implementation contracts/subcontracting

Where implementation of the project requires sub-contracting or the awarding of a procurement contract, the coordinator and, where applicable, the other beneficiaries, must follow the following principles:

- award the contract to the bid offering best value for money
- ensure that the award process is fully transparent and based on equal treatment of potential contractors
- take care to avoid conflicts of interests

In the event of procurement exceeding EUR 60 000, the coordinator and, where applicable, the other beneficiaries must obtain competitive tenders from at least 5 potential contractors, unless national rules prescribe differently. In the latter case, national rules will apply provided that the contracting authority is able to demonstrate, if requested, the coherence between the procedure followed and the national rules applied.

Subcontracting is intended for specific, time-bound, project-related tasks that cannot be performed by the consortium members themselves. In all cases, tasks to be subcontracted have to be identified in the application and the estimated amount entered in the budget. If this is not the case, prior written authorisation from the Agency must be obtained.

The total costs for subcontracting may not be higher than:

- ✓ 30 % of the total direct costs of the project under Strand 1 and Strand 2;
- ✓ 40 % of the total direct costs of the project under Strand 3.

The management and the general administration of the project may not be subcontracted.

## **12.2 Funding forms**

### **General provisions**

Budget-based grants are calculated on the basis of a detailed estimated budget. The budget attached to the application form must be complete and in balance, i.e. total estimated expenditure must equal total revenue, including the Agency grant application. The budget must

indicate clearly the costs that are eligible for EU funding. The EU grant is limited to a maximum co-financing rate of 90 % of eligible costs.

The budget must be drawn up in euros. Applicants not based in the euro zone must use the exchange rate published in the Official Journal of the European Union on the date of the publication of this call for proposals.

Part of the total estimated eligible expenses must be financed from sources other than the Union grant. Applicants must indicate the sources and amounts of any other funding received or applied for in the same financial year for the implementation of the project.

The allocated amount may not exceed the amount requested.

The Union grant may not have the purpose or effect of producing a profit for the beneficiaries. Profit is defined as a surplus of receipts over eligible costs incurred by the beneficiaries. The amount of the grant will be reduced by the amount of any surplus.

### **Eligible costs**

To be eligible for this call, costs must:

- ✓ Be incurred by the legal entities/institutions of the official consortium (i.e. coordinator and other beneficiaries);
- ✓ Be incurred during the duration of the project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the financial statements and underlying accounts. The period of eligibility of costs will start on the day indicated in the grant agreement after the signature by the last of the parties. If beneficiaries can demonstrate the need to start the project before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application;
- ✓ Be connected with the subject of the agreement and indicated in the estimated overall budget of the projects;
- ✓ Be necessary for the implementation of the project that is the subject of the grant;
- ✓ Be identifiable and verifiable, in particular being recorded in the accounting records of the coordinator or the other beneficiaries and determined according to the applicable accounting standards of the country where the coordinator or the other beneficiaries are established and according to the usual cost-accounting practices of the beneficiaries;
- ✓ Comply with the requirements of applicable tax and social legislation;
- ✓ Be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

The same criteria apply to the affiliated entities.

### *Eligible direct costs*

The eligible direct costs for the project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of

the project and which can therefore be booked to it directly, such as:

- The cost of personnel:

A) working under an employment contract with the applicant or equivalent appointing act and assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicants' usual policy on remuneration. NB: These costs must be actual costs incurred by the coordinator or the other beneficiaries; staff costs of other organisations are eligible only if they are paid directly or are reimbursed by the beneficiary. These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used. The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;

B) "Non-conventional" staff working without employment contracts:

- ✓ Staff seconded from a third party against payment: secondment occurs when an employee of a third organisation (hereinafter "the seconding entity") is temporarily transferred, for an agreed period of time, to an organisation which is currently implementing, as a beneficiary, a project financed by a programme managed by the Agency.
- ✓ Research grant-holders: Universities and other beneficiaries working in the research and training sector (e.g. research centres) may hire personnel not by signing an employment contract with the concerned staff, but rather by awarding it a research grant.
- ✓ In-house consultants: In-house consultants are natural persons who join the beneficiary's project team and deliver 'external services'. The costs arising from these in-house consultants are in principle to be considered as costs relevant to implementing contracts. However, and as an exception to the rule, these costs may be considered as personnel costs regardless of whether the consultants are self-employed or employed by a third party.

The eligibility of such costs is subject to further assessment and prior approval from the Agency.

C) Employed under 'civil' contracts, which are not governed by national labour laws.

These contracts concern either:

- ✓ regular personnel entitled to a complementary payment, subject to the successful implementation of the projects, on the basis of an hourly rate entered in the beneficiaries' accounts as accrued salary cost until the actual payment of the balance by the funder, or,
- ✓ external experts, having concluded a time-limited "civil" contract for their input to a specific project.

The eligibility of such costs is subject to further assessment and prior approval from the Agency.

- Subsistence allowances for staff taking part in the project (for meetings, including kick-off meetings where applicable, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices. For Strand 2- "Large –scale volunteering projects", costs directly linked to the subsistence of volunteers during the volunteering service are covered provided that these costs are in line with the beneficiary's usual practices.
- Costs of travel (for meetings, including kick-off meetings where applicable, European conferences, volunteering service etc.), provided that they are in line with the beneficiary's usual practices on travel. For Strand 2- "large –scale volunteering projects " costs directly linked to the travel costs of volunteers during the volunteering service are covered provided that these costs are in line with the beneficiary's usual practices.
- Depreciation cost of equipment (new or second-hand): only the portion of the equipment depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
- Costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- Costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the project, provided that the conditions laid down in grant agreement or grant decision are met;
- Costs arising directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, translations, reproduction, etc.),
- Costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- Costs relating to external audits where required in support of the requests for payments;
- Non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States.
- Insurance costs for volunteers provided that they are in line with the beneficiary's usual practices.
- Volunteers per diems provided that they are in line with the beneficiary's usual practices.

*Eligible indirect costs (administrative costs)*

- ✓ A flat-rate amount, up to 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiaries' general administrative costs that can be regarded as chargeable to the project;
- ✓ Indirect costs may not include costs entered under another budget category;
- ✓ Applicants' attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions;

NB: The indirect costs (administrative costs) are not eligible for Strand 3: Networking of Erasmus+ National Agencies

## **Ineligible costs**

The following costs shall not be considered eligible:

- ✓ Return on capital;
- ✓ Debt and debt service charges;
- ✓ Provisions for losses or potential future liabilities;
- ✓ Interest owed;
- ✓ Doubtful debts;
- ✓ Exchange losses;
- ✓ Costs declared by the beneficiaries and covered by another action or work programme receiving a European Union grant;
- ✓ Excessive or reckless expenditure;
- ✓ Expenses for travel to or from countries outside eligible countries, unless explicit prior authorisation is granted by the Agency.

Contributions in kind shall not constitute eligible costs.

## **Calculation of the final grant amount**

The Agency will establish the final amount of the grant based on the following documents:

- ✓ A final report providing details of the implementation and results of the project;
- ✓ A financial statement of project costs actually incurred.

The beneficiary is required to submit in support of the final payment, a “report of factual findings on the final financial report –type I” produced by an approved auditor or, in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or, in case of public bodies, by a competent and independent public officer are detailed in the “guidance notes”

[http://eacea.ec.europa.eu/about/documents/guidance-notes-audit-type-ii11.2012\\_en.pdf](http://eacea.ec.europa.eu/about/documents/guidance-notes-audit-type-ii11.2012_en.pdf)

The use of the report format set by the "Guidance Notes" is compulsory

The Agency will establish the final amount of the grant upon:

- ✓ Approval of a payment request accompanied by a final report providing details of the implementation and results of the action;
- ✓ Verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

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

The calculation of the final grant amount by the Agency is based on a detailed final financial statement of the beneficiary, accompanied, if requested, by supporting documentation for the incurred expenditure.

After analysis of the declared costs, if the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred.

Where applicable, the beneficiaries will be required to reimburse any excess amounts paid by

the Agency in the form of pre-financing.

### **12.3 Payment arrangements**

A pre-financing payment of 40% of the grant amount will be transferred to the coordinator within 30 days of the date when the last of the two parties signs the agreement, provided all possible guarantees are received. Pre-financing is intended to provide the beneficiaries with a float.

A second pre-financing payment of 40% of the total grant amount will be made within 60 days after the Agency receives a request for payment accompanied by a progress report on the project's implementation, provided the Agency approves the report. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

The account or sub-account indicated by the coordinator must make it possible to identify the funds transferred by the Agency.

The Agency will establish the amount of the final payment to be made to the coordinator on the basis of the final reports.

Beneficiaries who have been found in serious breach of their contractual obligations may be subject to financial penalties representing 2% to 10% of the total value of the grant awarded. That rate may be increased to 4% to 20% in the event of a repeated infringement within five years of the date on which the first infringement is established, as confirmed following a contradictory procedure with the beneficiary.

### **12.4 Pre-financing guarantee**

The Agency may require any organisation which has been awarded a grant exceeding EUR 60.000 to provide a guarantee in order to limit the financial risks linked to the pre-financing payment.

The purpose of this guarantee is to make a bank, a financial institution, or third party stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiaries' obligations. This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union.

The guarantee may be replaced by joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement. The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiaries, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to:

- > public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red

- Cross and Red Crescent Societies;
- > beneficiaries who have entered into a framework partnership agreement may also be released from this obligation.

## **13. PUBLICITY**

### **13.1 By the beneficiaries**

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

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission in all their publications, posters, programmes and other products realised under the co-financed project. To do this they must use the format and the logo of the relevant programme, which will be provided by the Agency. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

### **13.2 By the Agency**

All grants awarded in the course of a financial year must be published on the Internet site of the European Union institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

The Agency and the European Commission will publish the following information in any form and medium, including via the Internet:

- ✓ Beneficiaries' name and locality
- ✓ Amount awarded
- ✓ Nature and purpose of the grant

Upon a reasoned and duly substantiated request by the beneficiaries, the Agency may agree to forgo such publicity, if disclosure of the information indicated above would threaten the safety of the beneficiaries or harm their business interests.

## **14. DATA PROTECTION**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. Unless marked as optional, the applicants' replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of proposals or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. The applicants have the right of access to, and to rectify, the data concerning them. For any

question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on the Agency's website:

[http://eacea.ec.europa.eu/about/documents/calls\\_gen\\_conditions/eacea\\_grants\\_privacy\\_statement.pdf](http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf)

Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

## **15. DISSEMINATION AND EXPLOITATION**

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

For more information on dissemination and exploitation of project results: what, why, who, when, where and how and its requirement, please refer to:

[http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf).

## **16. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **16.1 Publication**

The call for proposals is published in the Official Journal of the European Union and on the following Internet site of the Agency: [https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth_en).

### **16.2 Registration in the Participant Portal**

Before submitting an electronic application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. It is accessible via the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. Information on how to register can be found in the portal under the following address: <http://ec.europa.eu/education/participants/portal>

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

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

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

More details on the supporting documents that need to be uploaded in the portal can be found here: [https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth_en)

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

### **16.3 Submission of the grant application**

Applicants are requested to log in at <https://eacea.ec.europa.eu/PPMT/> and follow the procedure for submitting an online application. The application package must be submitted by the deadline (see Section 4) on the correct E-form, duly completed showing a total budget and total grant request. For more information, consult the guidelines on how to fill in and submit an electronic form. These guidelines also provide information on what to do in case of technical problems and they are available on the [https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth_en)

Application forms which do not include all the necessary information and which are not submitted online by the deadline will not be considered.

### **16.4 General provision**

Applications submitted after the deadline will not be considered.

Application forms sent by e-mail, by paper and/or fax will not be accepted.

No changes to the application file can be made after the application package has been submitted. However, if there is a need to clarify certain aspects, the Agency may contact the coordinator for this purpose.

Coordinators will be informed of the receipt of their application within 20 working days after

the deadline.

## **16.5 Application form**

Grant applications must be drawn up in one of the official EU languages, using the official Application Package available on the Agency webpage. Please ensure you are using the correct application form.

The Application form and its annexes are available on the website at the following address: [https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-social-inclusion-through-education-training-and-youth_en)

Applicants also need to register in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal (see Section 16.2) and provide all necessary documents to define the coordinator's legal personality (public administration, private company, non-profit organisation, etc.), its financial capacity and the financial identification/ bank details.

## **16.6 Applicable rules**

- Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC;
- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1) as amended by the Regulation (EU, Euratom) N°1929/2015 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1);
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

## **16.7 Contacts**

If you have any questions, please contact:

Mr Erik Ballhausen at

[EACEA-Policy-Support@ec.europa.eu](mailto:EACEA-Policy-Support@ec.europa.eu)