

CALL FOR PROPOSALS – EACEA/31/2014

Erasmus+ Programme

KA3 – Support for Policy Reform

Civil Society Cooperation

APPLICANTS' GUIDELINES

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1. INTRODUCTION

After the worst economic and financial crisis in its history, the Europe 2020 strategy for smart, sustainable and inclusive growth, is helping the EU to regain higher levels of employment, productivity and social cohesion. Concrete actions at EU and national level underpin the strategy. In this context, the Commission Communication “Building Growth”¹, of June 2014 stresses the need for the EU to invest more in education and competences and to improve the coverage and performance of education systems in order to deliver on these objectives.

In its conclusions of 12 May 2009 on a Strategic Framework for European cooperation in education and training (ET2020), the Council set up strategic objectives with a view to responding to the challenges that remain in creating a knowledge-based Europe and making **lifelong learning** a reality for all.

In its resolution of 27 November 2009 on a renewed framework for European cooperation in the **youth field** (2010-2018), the Council emphasised the need to consider all young people as a resource in society and sought to facilitate their participation in the development of policies affecting them by means of a continuous structured dialogue between decision-makers and young people and youth organisations at all levels.

The Council conclusions of February 2014 on *Efficient and Innovative Education and Training to Invest in Skills - supporting the 2014 European Semester*² stressed that education and training have a strategic role to play in supporting the economic recovery in Europe. In addition to fostering social cohesion and active citizenship, education and training contribute significantly to generating smart, inclusive and sustainable growth, to improving competitiveness and employability and to enhancing productivity and innovation. Whilst acknowledging the efforts already made to meet these key challenges, the Council called on the EU and the Member States to continue to improve education and training and to invest in efficient, high quality education and training in order to tackle in particular youth unemployment and inadequate competence levels.

¹ http://ec.europa.eu/europe2020/pdf/csr2014/eccom2014_en.pdf

² http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/educ/141138.pdf

The Union programme for education, training, youth and sport *Erasmus+*³ ("the Programme") - whilst respecting the structures and specific needs of the various sectors at national level – covers the following fields: education and training at all levels, in a lifelong learning perspective, including school education, higher education, international higher education, vocational education and training, adult learning and youth, particularly in the contest of non-formal and informal learning. It brings formal, non-formal and informal learning together in a single Programme to create synergies and foster cross-sector cooperation across the various education, training and youth sectors.

Cooperation with civil society organisations in the fields of education, training and youth is essential to create a broad sense of ownership in relation to lifelong learning strategies and policies, and to take into consideration stakeholders' ideas and concerns at all levels. It is important for raising awareness about the Europe 2020 strategy for growth and jobs, the Strategic Framework for European cooperation in Education and Training (ET2020), specific policy agendas such as the Bologna process in Higher Education or the Bruges-Copenhagen process in Vocational education and training (VET), as well as the EU Youth Strategy. It is vital for securing the active involvement of stakeholders in the implementation of policy reforms in the different countries, for promoting their participation in the Erasmus+ programme and other European Programmes and for disseminating policy and Programme results and good practice through their extensive membership networks.

The Education, Audiovisual and Culture Executive Agency ("the Agency") acting under the powers delegated from the Commission is responsible for implementing the present Call for proposals ("the Call").

1.1 A JOINT CALL WITH TWO SEPARATE LOTS

The present Call will provide funding through the two following Lots:

- ✓ **Civil society cooperation in the field of education and training (Lot 1)**
- ✓ **Civil society cooperation in the field of youth (Lot 2)**

Please note that an organisation can submit only one application under the Call either for Lot 1 or Lot 2, but not for both.

1.2 FUNDING ARRANGEMENTS

The present Call offers the opportunity to apply for

- Framework Partnership Agreements (Lots 1 and 2) and for
- Annual Operating Grants (Lot 2 - Youth only). In this case, an organisation may submit **only one application**, either for a Framework Partnership Agreement or for an Annual Operating Grant.

³ 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.

1.2.1. Framework Partnership Agreement

Framework Partnership Agreements cover long-term cooperation at European level. This kind of agreement formalises a partnership for **three years**.

Applications for a Framework Partnership Agreement must include:

- a detailed 12-month work programme (annual work programme) for 2015 together with the information needed to calculate the grant;
- a three-year action plan covering the period 2015-2017.

The three-year action plan should set out a strategy including objectives, expected results and deliverables for the period 2015-2017, both globally and for each of the three years, as well as the actions to be implemented to guarantee their achievement.

The annual work programme must be based on the action plan set out for the period 2015-2017 and will be the basis for awarding a **specific annual operating grant** for each of the three budgetary years concerned. The consistency and complementarity between the multiannual and the annual elements of the programme should be clearly demonstrated.

1.2.2. Annual Operating Grant (Lot 2 – Youth only)

Annual Operating Grants focus on short term cooperation at European level.

Applications for **Annual Operating Grants** must contain a detailed 12-month work programme (annual work programme) for 2015 together with the information needed to calculate the grant.

An organisation may submit only one application, either for a Framework Partnership Agreement or for an Annual Operating Grant.

2. OBJECTIVES OF THE CALL

2.1. GENERAL OBJECTIVES

The objective of the present Call is to provide structural support, referred to as operating grant, to European non-governmental organisations (ENGOS) and EU-wide networks active in the field of education and training or in the field of youth and pursuing the following general aims:

- ✓ Raise stakeholder awareness of European policy agendas in education training and youth, in particular Europe 2020, Education and Training 2020, specific policy agendas such as the Bologna or the Bruges-Copenhagen processes, as well as the EU Youth Strategy;
- ✓ Increase stakeholder commitment and cooperation with public authorities for the implementation of policies and reforms in the fields of education and training and of

youth, such as the country-specific recommendations issued in the framework of the European Semester;

- ✓ Boost stakeholder participation in the fields of education, training and youth;
- ✓ Boost stakeholder involvement in the dissemination of policy and Programme actions and results and of good practice among their membership and beyond.

These general objectives draw on the assets of ENGOs and EU-wide networks and on their capacity to reach out to large numbers of interested parties and to advocate EU policy priorities. They should therefore be clearly embedded in the work plans, activities and deliverables of the applicant organisations.

2.2 SPECIFIC OBJECTIVES OF THE CALL

2.2.1 IN THE FIELD OF EDUCATION AND TRAINING

The organisations active in the field of education and training are expected to develop and implement **innovative, targeted and creative** strategies and activities to support the effective implementation of reforms and actions in the following areas:

- ✓ *Promoting excellence and innovation*, through formal, non-formal and informal learning approaches and learner-centred provision of basic and transversal competences, including languages, digital and entrepreneurship competences; raising awareness of innovative educational approaches such as Open Educational Resources (OER) and Massive Open Online Courses (MOOCs); creating open learning environments and cross-sector stakeholder partnerships;
- ✓ *Tackling the low-skills trap* by facilitating efficient and sustainable investment in education and training ; promoting analyses and debates at European, national and regional level to explore or develop innovative funding approaches; increasing attainment levels and minimising drop-out rates; improving the attractiveness of learning environments, facilitating transitions and flexible or alternative learning pathways; developing quality Vocational Education and Training (VET) involving work-based learning, traineeships or apprenticeships, aligning policies to economic development strategies; new qualification paths in potential growth areas or areas with competence shortages; enhancing equal opportunities for access to quality education and training, including for learners with disadvantaged backgrounds; promoting innovative guidance and counselling approaches;
- ✓ *Supporting a new generation of educators* by enhancing the professional profile of teachers, trainers, teacher educators and school leaders, by improving selection, recruitment and retention, effective initial education, early career support, career-long professional learning and development, pedagogical feedback and incentives ; stimulating peer learning and learning communities; enhancing data collection and analyses on education and training;
- ✓ *Recognising and valuing competences* through European tools for transparency and the recognition of prior learning – including non-formal and informal learning outcomes -

and of experience ; equipping people in all age groups with better and more relevant competences through lifelong learning, including updating and improving the competences of low-skilled adults ; course design, delivery and evaluation taking account of competence and growth projections and employment data; development of interdisciplinary learning paths.

The work plan should clearly demonstrate the organisation’s potential and capacity to generate concrete impacts in at least two of these areas.

2.2.2 IN THE FIELD OF YOUTH

The organisations active in the field of youth that will be supported under the Call are expected to carry out activities that aim to:

- ✓ Promote the employability of young people, notably through activities that foster the development of competences and skills through non formal education;
- ✓ Foster the empowerment of young people in society, and foster their participation in the decision-making processes;
- ✓ Contribute to the personal, socio-educational and professional development of young people in Europe;
- ✓ Contribute to the development of youth work at European, national, regional or local levels;
- ✓ Contribute to the debate on development of policy issues affecting young people and youth organisations at European, national, regional or local levels;
- ✓ Promote intercultural learning, the respect of diversity, and the values of solidarity, equal opportunities and human rights among young people in Europe;
- ✓ Promote the inclusion of young people with fewer opportunities in society.

3. TIMETABLE

Applications must be sent by the **17/12/2014** at 12:00 midday – Brussels time together with all the other documents referred to in Section 14 of these Applicants' Guidelines.

The online submission is considered to be the **master copy**.

	Stages	Date and time or indicative period
a)	Publication of the call	28/10/2014

b)	Deadline for submitting applications All the required compulsory additional annexes must also be sent <u>by the same deadline</u> by email to the Agency.	(17/12/2014 – 12:00 midday Brussels time)
c)	Evaluation period	January/February 2015
d)	Information to applicants	March 2015
e)	Signature of grant agreement or notification of grant decision	March/April 2015
f)	Starting date of the work programme	January 2015

4. BUDGET AVAILABLE

The total budget allocated in the budget year 2015 for the present Call (Lots 1 and 2) is **EUR 6 300 000**.

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

Since operating grants strictly adhere to a budgetary year, no applications will be accepted for work programmes scheduled to run for a longer period than specified in the Call. No extensions to the eligibility period beyond the maximum duration will be granted.

4.1 LOT 1 : EDUCATION AND TRAINING

The total EU budget in 2015 for the co-financing of civil society cooperation in the field of education and training is **EUR 2 500 000**.

By way of indication:

- ✓ Bodies under category 1 (ENGOS) will account for about **90%** of the Education and Training strand budget available;
- ✓ Networks of ENGOS under category 2 will account for about **10%** of the Education and Training strand budget available.

The **maximum annual operating grant** in 2015 under a three-year Framework Partnership Agreement will be:

- ✓ **ENGOS (Category 1): EUR 125 000**
- ✓ **EU-wide networks (Category 2): EUR 200 000**

4.2 LOT 2 : YOUTH

The total EU budget for the co-financing of civil society cooperation in the field of youth is **EUR 3 800 000**.

By way of indication:

- ✓ Bodies under category 1 (ENGOS) exclusively dedicated to youth will account for about **70%** of the youth strand budget available;
- ✓ Bodies under category 1 (ENGOS) having a broader scope but including a section dedicated to youth will account for about **10%** of the youth strand budget available;
- ✓ Bodies under category 2 (EU-wide networks) exclusively dedicated to youth will account for about **20%** of the youth strand budget available.

The **maximum annual operating grant** will be:

Category 1: **European non-governmental organisation (ENGO)**

- **EUR 50 000** for **Framework Partnership Agreements**
- **EUR 35 000** for **Annual Operating Grants**

Category 2: **EU-wide networks**

- **EUR 50 000** for **Framework Partnership Agreements**
- **EUR 35 000** for **Annual Operating Grants**

5. 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 Guidelines. (**17/12/2014 – 12:00 midday Brussels time**)
- ✓ they must be submitted in writing (see section 14 of the present Guidelines), using the application form
- ✓ they must be drafted in one of the EU official languages.

Please note that only typed applications will be considered.

The application form must be accompanied by an official letter from the applicant organisation, and all the other documents required in the application form.

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

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool

shared by different services of the European Commission. If an applicant 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.

The Participant Portal allows applicants to upload or update the information related to their legal status and attach the requested legal and financial documents.

See section 14.2 for more information.

6. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be subject to an in-depth evaluation.

6.1. ELIGIBLE APPLICANTS

This Call is open to two categories of bodies:

- ✓ Category 1: European non-governmental organisations (ENGO) in the field of education and training or in the field of youth;
- ✓ Category 2: EU-wide networks in the field of education and training or in the field of youth.

An organisation may submit **only one application**, either for category 1 or for category 2.

To be eligible, applicants must be:

- ✓ non-governmental;
- ✓ not-for profit-making;

Neither Erasmus+ National Agencies nor organisations having overwhelmingly Erasmus+ National Agencies as members (2/3 or more) are eligible organisations under this Call.

Please refer to the detailed definitions of the two categories of eligible applicants provided under each Lot.

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.

6.1.1 Lot 1 - EDUCATION AND TRAINING

Category 1: European non-governmental organisation (ENGO)

In the context of Lot 1, ENGOs must

- ✓ be active in the implementation of the Strategic Framework for European cooperation in education and training (ET2020) :

- in at least one of the following sectors : early childhood education and care, school education, higher education, vocational education and training, adult learning
- or in at least one key cross-sector area such as ICT, languages, entrepreneurship education, etc.

and represent at least one major stakeholder group such as students, teachers/trainers/school leaders, learning providers, parents, etc.

- ✓ Operate through a formally recognised structure, composed of a) European body/secretariat (the applicant) legally established for at least **two years** in an Eligible Country on the date of submission of the application and b) national organisations/branches⁴ in at least **twelve Eligible Countries** having a statutory link with the European body/secretariat.
- ✓ Be independent of public authorities, of political parties and commercial organisations.
- ✓ Have at least one salaried member of staff (full-time equivalent).

Category 2: EU-wide network (formal network):

In the context of Lot 1, an EU-wide network is an umbrella organisation of European non-governmental organisations (ENGOS as defined in category 1). The specificity of such a EU-wide network is that its members are themselves NGOs at European level. A European umbrella organisation thus represents a very large number of European stakeholders and covers a wide range of policy domains. It must:

- ✓ Be composed of legally autonomous ENGOS as defined in category 1 and be active in the implementation of the Strategic Framework for European cooperation in Education and training (ET 2020)
- ✓ Fulfil the **three** following requirements :

a) represent **more than one** representative **stakeholder group** – such as: learners (at all levels of education and training), the teaching profession, (including teachers, trainers and school leaders), parents, etc.

and

b) be active in all the following sectors:

- early childhood education and care
- school education
- higher education
- vocational education and training
- adult learning

⁴ The ENGO must provide proof that all national organisations/branches have statutory links with the European body/secretariat.

and

c) be active in more than **one major cross-sector area** (such as ICT education, language learning, entrepreneurship education, etc.) involving one or more representative stakeholder groups as described above.

- ✓ Be formally established, i.e. have legal personality and have been legally registered for at least **two years** in an Eligible country on the date of submission of the application (applicants must submit a copy of the applicant's organisation's articles of association and official certificate of registration);
- ✓ Have a minimum of **20 member organisations** (ENGOS as defined in category 1).
- ✓ Be independent of public authorities, of political parties and commercial organisations.

Have at least one salaried member of staff (full-time equivalent).

6.1.2 Lot 2 - YOUTH

In the context of civil society cooperation in the field of **youth**, the following definitions apply:

Category 1: A European non-governmental organisation (ENGO) must:

- ✓ Operate through a formally recognised structure, composed of a) European body/secretariat (the Applicant) legally established for at least **one year** in a Eligible Country on the date of submission of the application and b) national organisations/branches⁵ in at least **twelve Eligible Countries** having a statutory link with the European body/secretariat;
- ✓ Be active in the field of youth and run activities that support the implementation of the fields of action of the EU Youth Strategy;
- ✓ Involve young people in the management and governance of the organisation.

Category 2: An EU-wide network (informal network) must:

- ✓ Be composed of legally autonomous non-profit organisations active in the field of youth and running activities that support the implementation of the fields of action of the EU Youth Strategy;
- ✓ Operate through an informal governance setting, composed of a) an organisation legally established for at least **one year** on the date of submission of the application in a Eligible Country with functions of coordination of and support to the network at European level (the Applicant); and b) other organisations established in at least **twelve Eligible Countries**;
- ✓ Involve young people in the management and governance of the network.

⁵ The ENGO must provide proof that all national organisations/branches have statutory links with the European body/secretariat.

In order to justify the links between the different organisations involved in the informal network a memorandum of understanding signed between all organisations involved must be sent.

6.2 ELIGIBLE COUNTRIES

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

- ✓ EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;
- ✓ The European Free Trade Association (EFTA) countries which form part of the European Economic Area (EEA): Iceland, Liechtenstein, Norway;
- ✓ Candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with those countries with a view to their participation in EU Programmes: Former Yugoslav Republic of Macedonia and Turkey.

6.3 ELIGIBLE ACTIVITIES

European Union financing under this Call takes the form of an operating grant to support part of the costs incurred by the selected bodies in carrying out a series of activities. These activities must be directly linked to the general and specific objectives of the Call and must be detailed in an annual work programme for 2015.

Activities must not start before 1st January 2015 and must be completed by 31st December 2015. The organisations for which the financial year starts later than the 1st of January must inform the Agency about this situation and send a detailed justification by email together with the compulsory annexes mentioned in section 14.3.

Applications scheduled to run for a longer period than that specified will not be accepted. No extension to the eligibility period beyond the maximum duration will be granted.

6.3.1 Lot 1 - EDUCATION AND TRAINING

Eligible activities must be directly linked to the general and specific objectives of the present Call and must be detailed in an annual work programme.

The following is an indicative, non-exhaustive list:

- Activities facilitating access and participation of stakeholders in the implementation of EU policy priorities ;
- Exchanges of experience and good practice; networking and partnerships with other stakeholders;

- Capacity-building for the member organisations, including peer learning, training, advisory, guidance and coaching activities to improve the effectiveness of policy actions;
 - Initiatives and events for developing the membership of the ENGO/EU-wide network;
 - Thematic and country-specific studies, analyses, surveys and reports on EU education and training priorities, in particular in the framework of the Europe 2020 strategy (European Semester, Country-specific Recommendations) and of the ET 2020 strategic framework;
 - Awareness-raising, information, dissemination and promotion activities (seminars, workshops, campaigns, meetings, public debates, consultations, etc.) on EU policy priorities in the field of education and training and on EU funding instruments (European programmes, in particular Erasmus+, European Structural and Investment Funds) to support these priorities. Activities establishing synergies between Erasmus+ and other EU or national/regional funding sources are encouraged.
 - Cooperation projects to increase policy impact on target groups and/or systems;
- Activities may be performed at European, cross- border, national, regional or local level.

6.3.2 Lot 2 -YOUTH

The Applicant must present a consistent work plan integrating non-profit making, youth-led activities which are suitable of pursuing the objectives of the Call.

Notably:

- ✓ Non-formal and informal learning and activity programmes targeted at young people and youth workers;
- ✓ Activities for the qualitative development of youth work;
- ✓ Activities for the development and promotion of recognition and transparency tools in the field of youth;
- ✓ Debates of young people on youth policies and/or European matters (seminars, meetings, workshops, consultations, etc.);
- ✓ Consultations of young people feeding into the Structured Dialogue in the field of youth;
- ✓ Activities for the promotion of young people's active participation in democratic life;
- ✓ Activities for the promotion of intercultural learning and understanding in Europe;
- ✓ Media and communication activities and tools on youth and European matters.

7. EXCLUSION CRITERIA

7.1. EXCLUSION FROM PARTICIPATION

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers or representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member States which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the responsible authorising officer or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers or representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

7.2. EXCLUSION FROM AWARD

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the grant award procedure, or fail to supply this information.
- (c) find themselves in one of the situations of exclusion referred to in the above section 7.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

7.3. SUPPORTING DOCUMENTS

Applicants for a grant exceeding EUR 60.000 (only for Lot 1) 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 attach to the application form accompanying the call for proposals and available at http://eacea.ec.europa.eu/erasmus-plus/funding/eacea312014-civil-society-cooperation_en (click on *Annexes*).

8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting:

- ✓ they have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding;
- ✓ they have the professional competencies and qualifications necessary to complete the proposed work programme;
- ✓ they are not in one of the situations referred to in the above sections 7.1 and 7.2 (Only applicable for civil society cooperation in the field of education and training - Lot 1, for applicants for a grant exceeding EUR 60 000).

8.1. FINANCIAL CAPACITY

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

a) Low value Operating Grants (\leq EUR 60 000):

- a declaration on their honour.

Operating Grants $>$ EUR 60 000 (only for Lot 1):

- a declaration on their honour

- the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed

- financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

b) Operating Grants > EUR 100 000 or Framework Partnership Agreements (only for Lot 1), in addition to the above:

- an audit report produced by an approved external auditor certifying the accounts for the last financial year available or for the two last years for Framework Partnership Agreements.

On the basis of the documents submitted, if the Agency considers that financial capacity 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;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

8.2 OPERATIONAL CAPACITY

Applicants must submit a declaration on their honour stating that they have the professional competencies as well as appropriate qualifications necessary to complete the proposed work programme.

Furthermore, applicants applying for a grant above EUR 60.000 (only for Lot 1) must submit the following supporting documents:

- ✓ The Europass CVs of the key persons responsible for carrying out the work programme, showing the relevant professional expertise and experience;
- ✓ The annual activity report of the Applicant organisation for the last complete financial year.

9. AWARD CRITERIA

The quality of eligible applications will be assessed on the basis of the following criteria:

	Criteria	Score
1	<i>Relevance</i>	<i>.../30 points</i>
	The scope of the work programme and activities will be assessed in terms of a. their relevance to the general objectives of the Call; b. their relevance to the specific objectives of the Call;	

	c. the relevance of the activities and deliverables to the aims and objectives of the Applicant.	
2	<i>Quality of the work plan's design and implementation</i>	.../20 points
	<p>The following aspects will be assessed:</p> <p>a. the quality of the work programme and its planned activities and deliverables in terms of content, approach and methodology in relation to the aims;</p> <p>b. how the tasks are distributed among the organisations/branches/members with regard to relevance, balance and an efficient achievement of the aims ;</p> <p>c. the quality of the management arrangements;</p> <p>d. the cost-benefit ratio: the value for money of the activities relative to the requested budget and intended aims;</p> <p>e. the expected results, outcomes, and deliverables such as policy contributions, position papers and events, awareness-raising and training programmes, events and materials, information and guidance materials and events, etc. ;</p> <p>f. the transnational and multilingual character of activities and products developed;</p> <p>g. if the proposal follows on from previous activities, the added value of the current proposal in relation to these activities.</p>	
3	<i>Profile, number of participants and countries involved in the activities</i>	.../20 points
	<p>The following aspects will be assessed:</p> <p>a. the profile and the number of the participants/stakeholders involved in the activities;</p> <p>b. the number of eligible countries involved in the activities.</p>	
4	<i>Impact, dissemination and sustainability</i>	.../30 points
	<p>The scope of the work programme, its multiplier effect, the sustainable impact and long-term viability of the activities and deliverables will be assessed against this criterion, in particular :</p> <p>a. the expected short- and long-term quantitative and qualitative impact of the activities and deliverables on the target groups, and, beyond these groups, policies, strategies or systems at European, national, regional or local level. In the context of Lot 1, this will focus on the extent to which</p> <ul style="list-style-type: none"> • the work programme submitted by ENGOs covers a significant number of issues in one specific educational sector or in one of the key cross-sector areas specified in the eligibility requirements, or • the work programme submitted by EU-wide networks covers 	

	<p>significant issues in <u>all</u> the relevant areas as prescribed under 6.1.1 (sector-, cross- sector- and stakeholder-related)</p> <p>b. how the work programme will facilitate exchanges and debates between actors from different sectors and levels and different countries ;</p> <p>c. the measures planned to ensure the visibility of the activities/deliverables/results;</p> <p>d. how the dissemination and exploitation plans will ensure optimal use of the results among and beyond organisations/branches/members, during the period covered by the grant;</p> <p>e. the proposed contributions/recommendations to be addressed to policy makers, education and training or youth providers and other stakeholders at European, national, regional or local level.</p>	
	Total	.../100 points
	Total %	...%

To be considered for funding, proposals must score:

- at least 60 points overall

and

- at least half of the maximum points in each of the award criteria mentioned above (i.e. minimum 15 points for the criteria "Relevance" and "Impact, dissemination and sustainability", 10 points for the criteria "Quality of the work plan's design and implementation" and "Profile, number of participants and countries involved in the activities")

10. LEGAL COMMITMENTS

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

➤ **Grant Agreement:**

the 2 copies of the original agreement must be signed first by the beneficiary and returned to the Agency immediately. The Agency will sign them last. A model of the grant agreement is available on the Agency website at the following address: http://eacea.ec.europa.eu/erasmus-plus/funding/eacea312014-civil-society-cooperation_en

➤ **Grant Decision:**

the decision must not be returned to the Agency. The general conditions applicable to the decision are available in the 'Documents register' of the Agency website:
http://eacea.ec.europa.eu/about/eacea_documents_register_en.php#call

As regards grant decisions, beneficiaries understand that:

Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.

➤ **Framework Partnership Agreement:**

It is a bilateral act (see "Grant Agreement" above) which formalises a long-term cooperation mechanism between the Agency and its partners, i.e. the beneficiaries of a Framework Partnership Agreement.

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

11. FINANCIAL PROVISIONS

11.1. GENERAL PRINCIPLES

a) Non-cumulative award

Applicants may receive only one operating grant per financial year from the budget of the European Union.

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 its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

Costs eligible for financing may neither have been incurred before the grant application was lodged nor before the start of the beneficiary's budgetary year.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

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

d) Budget

The estimated budget of the work programme is calculated automatically in the eForm in euros.

e) Subcontracting

Where the implementation of the action or the work programme requires the award of procurement contracts, the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

f) Financial support to third parties

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

11.2 Funding forms

In accordance with Commission Decision of 3.9.2014 authorising the use of reimbursement on the basis of unit costs for the Civil Society Cooperation actions under the Erasmus+ Programme [C(2014)6145 final], operating grants for Civil Society Cooperation in the fields of Education and Training and of Youth take exclusively the form of reimbursement on the basis of the following unit costs:

- Personnel (unit cost per personnel)
- Statutory Meetings (unit cost per meeting) related to the organisation of statutory meetings.

➤ **Maximum amount requested**

The number of units for personnel shall only refer to persons hired by the beneficiary organisation on the basis of (i) a labour contract, (ii) a contract assimilated to a labour contract⁶ or (iii) to temporary staff recruited through a specialised agency (*interim staff*).

⁶ This is in case the following conditions are fulfilled: (a) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary, (b) the result of the work belongs to the beneficiary and (c) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

Personnel with a contractual relationship other than these (such as volunteers and trainees) shall not be included in the calculation of the number of personnel units.

The beneficiary organisations shall calculate the number of personnel units using the total number of personnel full time equivalent (FTE) hired in the year for which the grant is requested. If the number of FTEs is not specified in the annual accounts, then it should be calculated by dividing the total number of working days actually worked in the previous year ((1) counting 1 day for persons working full time or (2) pro rata to the time actually worked for persons working part time) by 220 days per year.

The number of units for meetings shall only refer to statutory meetings included in the articles of the statutes of the beneficiary organisations such as general assembly, management board, steering committee, regional meeting, etc. For EU-wide networks for which the statutory links are not necessary (only for Lot 2 – Youth), the number of units for meetings shall only refer to the meetings organised in the frame of the governance of the informal network. Other meetings organised by the beneficiary organisations (conferences, seminars, roundtables, workshops, etc.) shall not be included in the calculation of the grant.

In order to calculate the maximum amount of the grant, a method following two steps is used:

- Step one: calculating the grant in the form of reimbursement of unit costs by:
 - o For personnel costs: multiplying the unit value per FTE by the estimated number of FTEs to be used in the year for which the grant is awarded
 - o For statutory meetings: multiplying the unit value per meeting by the estimated number of statutory meetings
 - o Adding together the results of the two multiplications above

- Step two: limiting the grant to a maximum amount of and 125.000/200.000 EUR for Education and Training (Lot 1) and to 50.000/35.000 EUR for Youth (Lot 2).

It is not necessary to apply a co-financing percentage because the unit costs have been calculated taking already into account the beneficiary's co-financing.

For Lot 1 - Education and Training, the unit cost for personnel both for ENGOs and EU-wide networks is **EUR 12.925** and for statutory meetings of ENGOs and EU-wide networks is **EUR 18.216**.

Example of calculation:

ENGO active in the field of Education and Training declaring 3 FTEs and 5 Statutory meetings

3 FTEs x 12.925 EUR	38.775 EUR
5 Statutory meetings x 18.216 EUR	91.080 EUR
TOTAL	129.855 EUR
Total Grant requested for a Framework Partnership Agreement	125.000 EUR

For Lot 2 - Youth, the unit cost for personnel both for ENGOs and EU-wide networks is **EUR 9.356** and for statutory meetings for ENGOs or governance meetings for EU-wide networks is **EUR 3.381**.

Example of calculation:

ENGO active in the field of Youth declaring 3 FTEs and 5 Statutory meetings

3 FTEs x 9.356 EUR	28.068 EUR
5 Statutory meetings x 3.381 EUR	16.905 EUR
TOTAL	44.973 EUR
Total Grant requested if applying for a Framework Partnership Agreement	44.973 EUR
Total Grant requested if applying for an Annual Operating Grant	35.000 EUR

An ENGO in the field of Youth can also declare only Statutory meetings in case has no FTEs but only volunteers.

The grant amount may not exceed the amount requested. Amounts are indicated in euros. Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the work programme, upon:

- approval of a payment request accompanied by a final report providing details of the implementation and results of the work programme;
- 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 decision/agreement, the final grant will be reduced accordingly.

11.3. Payment arrangements

A pre-financing payment corresponding to 80% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, or of the notification of the grant decision, provided all requested guarantees have been received.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Agency through a recovery order.

11.4. Pre-financing guarantee

(Only for Lot 1)

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

The pre-financing guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he/she considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

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

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

This requirement does not apply to:

- public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.
- beneficiaries who have entered into a framework partnership agreement may also be released from this obligation.

12. PUBLICITY

12.1. By the beneficiaries

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

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

To do this they must use the text, the emblem and the disclaimer available at http://eacea.ec.europa.eu/about/eacea_logos_en.php, which will be provided by the Agency.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Agency and/or the Commission

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

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

- name of the beneficiary,
- locality of the beneficiary,
- amount awarded,
- nature and purpose of the grant.

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

13. 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 Community institutions and bodies and on the free movement of such data.⁷

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities

⁷ Official Journal L 8, 12.1.2001.

Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time.

A detailed Privacy statement, including contact information, is available on EACEA's website: http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (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 EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 PUBLICATION

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

http://eacea.ec.europa.eu/erasmus-plus/funding/eacea312014-civil-society-cooperation_en

14.2 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. 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.

Details on the supporting document that need to be uploaded in the portal can be found on the following link:

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>.

14.3 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 application.

Applications must be made using an online grant application form (eForm). The eForm is available in English, French and German at the following Internet address: https://eacea.ec.europa.eu/documents/eforms_en and must be duly completed in one of the official languages of the EU.

A complete application package comprises:

- ✓ **The eForm and its compulsory attachments** (to be submitted online)
- ✓ **and the compulsory additional annexes** (to be sent by email)

Only applications submitted on the correct form, duly completed, dated, including all the compulsory annexes and signed by the person authorised to enter into legally binding commitments on behalf of the Applicant will be accepted.

➤ **Electronic submission**

The eForm, including its attachments, duly completed **must be submitted online** by **12.00 (midday, Brussels time) on 17/12/2014**.

The eForm includes one **compulsory attachment**:

- ✓ **The declaration on honour;**

For more information on the above mentioned eForm compulsory attachment, see Annex I-Section 3.8.

The **online submitted eForm and attachment** will be considered to be the **master copy**.

➤ **Email submission**

In order to complete the application package, the compulsory additional annexes described below **must also be sent by email** (separated scanned attachment for each required document, **with a precise reference to the application number**) to the Education,

Audiovisual and Culture Executive Agency at one of the two following email addresses depending on the lot:

For Lot 1: EACEA-CIVIL-EDU@ec.europa.eu

For Lot 2: EACEA-YOUTH@ec.europa.eu

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

All applicants will be informed in writing about the results of the selection process.

ADDITIONAL REQUIRED ANNEXES

The following documents must be sent by email to the Agency (as separate scanned attachments for each required document). In the subject of the email a **precise reference to the application number**, received upon submission online of the application, should be included.

- a) **The CVs** of the key persons responsible for implementation of the work programme as referred to Section 8.2 in the Europass format available at:
<http://europass.cedefop.europa.eu/en/home.iehtml> (only applicable for Lot 1);
- b) **The annual activity report** for the last complete financial year as referred to Section 8.2 (only applicable for Lot 1);
- c) **The documents related to the financial capacity** and referred to Section 8.1 (only applicable for Lot 1);
- d) **A Memorandum of understanding** signed by all organisations involved in the EU-wide network as referred to Section 6.1.2 (only applicable for Lot 2);
- e) The **financial identification form** available at the following address:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en
- f) **Articles of association** (statute of entity);
- g) **A copy of the certificate of liability to VAT** (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
- h) **A copy of the official document** attesting to the establishment of the private-law entity, such as official gazette or trade register (this document must show the name, address, and the date of registration and registration number of the private-law entity).

In case the Participant Identification Code (PIC) of the applicant organisation has been already validated, and thus the documents referred to in f), g) and h) are already available in the participant portal, these documents do not need to be sent.

Please note that the application will only be complete (and hence eligible) when the Agency has received the additional documents to be submitted by email.

14.4 RULES APPLICABLE

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).

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).

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.

14.5 CONTACTS

In case of questions, please contact:

For Lot 1: EACEA-CIVIL-EDU@ec.europa.eu

For Lot 2: EACEA-YOUTH@ec.europa.eu

ANNEX I: INSTRUCTIONS TO COMPLETE THE ONLINE GRANT APPLICATION FORM (EFORM)

1. PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS

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3.5.1 Part C.1 - Consistency with the objectives of the action and of the programme

3.5.2 Part C.2 - Work Programme for the financial year in question

a) Summary of the work programme of 2015

b) Detailed schedule of the activities of the organisation for the financial year of 2015

c) Summary of the strategic plan for the period of 2015-2017

3.5.3 Part C.3 - Dissemination

3.5.4 Part C.4 - Impact

3.5.5 Part C.5 - Geographical coverage

a) In the field of education and training (Lot 1)

b) In the field of youth (Lot 2)

3.6 PART D - BUDGET

3.7 PART E - ADDITIONAL INFORMATION -

a) Organisations sub-type

b) Types of agreement

3.8 EFORMS' ATTACHEMENT

3.8.1 The declaration on honour

ANNEX I: INSTRUCTIONS TO COMPLETE THE ONLINE GRANT APPLICATION FORM (EFORM)

1. PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS

For the Call - EACEA/31/2014, applicants must use an online grant application form (eForm) and its attachments, and provide additional information as indicated in section 14 of the Applicants' Guidelines.

The purpose of this part of the Applicants' Guidelines is to offer guidance on the content of the eForm and the application procedure.

Please note that it does not replace the specific "**eForm User Guide**" that is aimed at providing guidance on the technical aspects of completing and submitting the eForm available at: <https://eacea.ec.europa.eu/PPMT/>.

2. REGISTRATION

2.1 GENERAL PROVISIONS

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

The eForm is settled to ensure that applicants have the greatest chance to submit an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed.

The Applicant will be able to fill in this eForm by either:

- ✓ clicking inside a text field to enter data;
- ✓ clicking to select options from e.g. dropdown lists, checkboxes, pop-up calendars and radio buttons;
- ✓ pressing **Tab** to move forward one field or **Shift+Tab** to move backward one field;
- ✓ pointing and clicking with the mouse to select a specific field.

2.2 REGISTRATION OF THE ONLY ORGANISATION

In order to submit an 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 to generate the application form.

Without this PIC code, no application will be possible.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address: <https://ec.europa.eu/education/participants/portal>

Documents related to the organisation can also be uploaded in the portal.

For the Call only one organisation should register, the Applicant. For further information on eligible applicants, please refer to the Call or to Section 6.

3. CREATION AND FILL IN THE EFORM

Once carried out the registration procedure, you can proceed to the creation of the eForm.

You will have to input the following information:

- ✓ **Programme:** Erasmus+
- ✓ **Funding opportunity:** Please choose the specific line related to **either** Civil society cooperation in the field of education and training **or** Civil society cooperation in the field of youth;
- ✓ **Language:** German, French or English version of the eForm can be selected by using the dropdown menu;
- ✓ **Participating organisation:** As only **one** organisation is allowed to participate to the Call, the registered organisation will automatically be defined as the Applicant.

Only after these steps you will be able to confirm your selection and create the application form.

At this stage, it is strongly recommended to save the eForm to your local computer or network drive, as it will not be possible to use the browser to fill this online application form. By not following this recommendation, you would encounter the risk to lose all the information entered so far (PICs etc.) and you would have to start the process again.

3.1 APPLICATION EFORM COVER PAGE

Most of the information contained in this page is protected and not modifiable (grey lines). Please verify carefully all the information mentioned. In case some of this information is not correct, you will have the opportunity to modify it by entering on the Participant Portal clicking on the icons *enter Participant Portal* and *Revise list of participating organisations and update application eForm*.

The only information to be filled in on this page relates to the *language used to complete the eForm* which must be **an official EU language**. Please note that the application form must be completed in **one language** only.

3.2 LIST OF PARTNER ORGANISATIONS

Not applicable for this Call.

3.3 PART A - IDENTIFICATION OF THE APPLICANT ORGANISATION

3.3.1 Part A.1 - Organisation

Here again, as only **one** organisation is allowed to register to the Call, the inputted organisation in the Participant Portal will automatically be defined as the "*Applicant Organisation*".

Most of the information contained in this page appears with grey lines meaning it is protected and not modifiable.

The only field to be filled in on this page is the *Region* of the registered address, by using the dropdown list.

Please note that fields related to *Accreditation Type* and to *Accreditation number* are not applicable for the Call.

3.3.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

In the Section A2, complete the *title, family name, first name*, role in the organisation and e-mail address of the *contact person*.

As part of the eForm submission process, an email message acknowledging receipt of your eForm will be automatically sent to the email address entered for the contact person.

If the contact person has a different address from the registered address of the organisation, click on the related box and provide the address and telephone number.

The contact person is the person responsible for the daily management and monitoring of the project activities, as well as for the submission of reports on activities and outcomes to the Agency. This person might be different from the Legal Representative.

The Legal Representative will be authorised by the Applicant to represent the organisation in legally binding agreements (only his/her signature will be accepted by the Agency on all documents related to the grant (e.g. grant, declaration on honour, any request for amendment, final report). You will have to fill in Part A.3 of the eForm in case the contact person is different from the Legal Representative of the project.

3.4 PART B - ORGANISATION AND ACTIVITIES

3.4.1 Part B.1 – Structure

On this page, please indicate whether your organisation is a *European NGO* or an *EU-wide Network* by using the dropdown menu.⁸

3.4.2 Part B.2 - Aims and activities of the organisation

The Applicant, its aims and objectives, key activities, affiliations, etc. should be described in relation to the domain covered by the work programme.

⁸ Additional information will also be request on Part 2 Section 3.7 – Part E – Additional Information - Organisation sub-type for Lot 2 Applications.

3.4.3 Part B.3 - Other EU grants envisaged for activities for the financial year in question

Please inform the Agency of any request for funding submitted or approved after submission of this application.

Please also indicate whether your organisation submitted - or intend to submit any other grant applications to the Agency or to The European Commission for activities planned for the financial year 2015. If so, for each grant please indicate the activity, the Directorate-General and the Programme concerned, as well as the total amount requested.

3.5 PART C - DESCRIPTION OF THE ACTIVITIES

3.5.1 Part C.1 - Consistency with the objectives of the action and of the Programme

Under this section, and by referring to the Call, please **mention** one or two general and one or two specific objectives of the Call your organisation and the proposed work programme aim at addressing as a priority.

Explain the relevance of the activities of your organisation, of the proposed work programme and deliverables with these selected objectives. This section should outline how your organisation and the proposed activities and deliverables intend to address the need for action reflected through the objectives of the Call.

3.5.2 Part C.2 - Work programme for the financial year in question

a) Summary of the work programme for 2015

Under this section, please provide key information on the proposed work programme, such as: the methodology, the overview of the planned activities and the target groups. Describe the expected results and concrete deliverables. If the proposal follows on from the results of previous EU funded activities, please describe the added value of the proposal in relation to these activities.

b) Detailed schedule of the activities of the organisation for the financial year of 2015.

List the main activities of your work programme and planned deliverables and define their schedule and content in the table provided. Please specify whether the described activities and deliverables are part of the statutory activities or related to your projects.

The above information should be provided for each main activity and deliverable by clicking on *Add an Activity/deliverable*.

Under the sub-section *Members taking part*, please specify the profile of participants in the proposed activities.

Under the sub-section *Objectives/results expected* please explain:

- ✓ how the activities and deliverables will enable you to achieve the work programme's objectives ;

- ✓ how the activities/deliverables/tasks will be distributed among your members in a relevant and balanced way in order to efficiently achieve the intended objectives ;
- ✓ how cooperation and communication between members will be ensured and the approach that will be followed to manage the proposed activities and the production of the expected deliverables.

c) Summary of the strategic plan for the period of 2015-2017

Please explain under this section the following items:

- What are the objectives that your organisation plans to achieve by the end of this period in terms of its global impact?
- What are the instruments/tools that your organisation will put in place to achieve those objectives?
- What are the expected outputs (including citizens' participation) and deliverables to be achieved per year during this period?

Please note that filling in this section is compulsory for applicants for Framework Partnership Agreements.

Applicants for Annual Operating Grants must write "Not applicable" in this section.

3.5.3 Part C.3 - Dissemination

In this section, please provide information on the dissemination plan in order to allow an effective transfer and exchange of the expected results.

Describe the dissemination approach and the actions your organisation will take in order to guarantee visibility of the project results, and to make these results available to the members and beyond during and beyond the lifetime of the grant.

Explain how the work programme will create a multiplier effect among a wider audience beyond those directly involved in the proposed activities and in the production of the planned deliverables.

Describe, if applicable, the proposed content of the contributions and/or recommendations addressed to policy makers and stakeholders at international, national, regional or local level.

3.5.4 Part C.4 - Impact

Please describe what are the expected quantitative and qualitative impacts of the activities and deliverables on the target group(s), policy or strategies concerned, in the short and long term and at European, national, regional or local level.

Specify how the target groups will be involved in the proposed activities and in the production of the proposed deliverables.

Explain how the work programme will develop awareness and active commitment, and facilitate exchanges and debates between actors from different sectors, levels and countries on key policy issues.

3.5.5 Part C.5 - Geographical coverage

With reference to Section 6 of the Applicants' Guidelines please note that:

a) In the field of education and training (Lot 1), if the Applicant is a:

- ✓ Category 1 European non-governmental organisation (ENGO), it must be composed of national organisations/branches/members in at least **twelve** Eligible Countries having a statutory link with the European body/secretariat;
- ✓ Category 2 EU-wide network (formal network), it must have a minimum of **twenty** member organisations (ENGOs as defined in category 1).

b) In the field of youth (Lot 2), if the Applicant is a:

- ✓ Category 1 European non-governmental organisation (ENGO), it must be composed of national organisations/branches/members in at least **twelve** Eligible Countries in case of Framework Partnership Agreements and in case of Annual Operating Grants having a statutory link with the European body/secretariat;
- ✓ Category 2 EU-wide network (informal network), it must operate through an informal governance setting, composed of other organisations established in at least **twelve** Eligible Countries in case of Framework Partnership Agreements and in case of Annual Operating Grants.

3.6 PART D - BUDGET

Under this section, please provide the figures related to FTEs and Statutory/Governance meetings that will allow you to calculate the grant to be requested. Please refer to Section 11 to complete this section.

3.7 PART E – ADDITIONAL INFORMATION

a) Organisations sub-type

Following the type of organisation selected by the Applicant in Part 3 Section 7 – Part B-1., this Section will present the following information for confirmation of the organisation sub-type:

For Lot 1:

- ✓ In case European NGO has been selected, the mention **European non-governmental organisation (ENGO) in the field of Education and training** will appear automatically.
- ✓ In case EU-wide network has been selected, the mention **EU-wide formal network** will appear automatically.

For Lot 2:

- ✓ In case European NGO has been selected, please choose in the drop down menu **European non-governmental organisation (ENGO) exclusively dedicated to youth** or **European non-governmental organisation (ENGO) having a broader scope but including a section dedicated to youth**.
- ✓ In case EU-wide network has been selected, the mention **EU-wide network** will be confirmed automatically.

b) Types of agreement

Under this section, please select the type of agreement for which you would like to apply: Framework Partnership Agreement or Annual Operating Grant. Please remember that only Framework Partnership Agreements may be requested for Lot 1 - Education and Training.

VERY IMPORTANT! Please note that in choosing one of these options it is possible that you have to check again section C2 and Part E (Budget) in case some errors will appear.

3.8 EFORM ATTACHEMENT

The eForm includes the following compulsory attachment:

3.8.1 The declaration on honour

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

Compulsory additional annexes must be sent by email to the Agency by the same deadline. For further information please refer to § 14.3 Submission of the Grant Applications.