Erasmus+ Programme (ERASMUS)

Call for proposals

European Policy Networks
(ERASMUS-EDU-2022-NET)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE
AGENCY (EACEA)

EACEA.A – Erasmus+, EU Solidarity Corps
EACEA.A.2 - Skills and Innovation

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of Support to policy development and cooperation under the **Erasmus+ Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 (EU Financial Regulation)

- The basic act (Erasmus+ Regulation 2021/817[1])

The call is launched in accordance with the 2022 Work Programme[2] and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following topics:

- **ERASMUS-EDU-2022-NET-SCHOOL-HEADS-TEACHERS
  The European policy network on teachers and school leaders**

- **ERASMUS-EDU-2022-NET-EDU-MIGRANTS
  The European policy network in the field of education of children and young people with a migrant background**

Each project application under the call must address only one of these topics.

Applicants wishing to apply for more than one topic must submit a separate proposal under each topic.

We invite you to read the call documentation carefully, and in particular this Call Document, the Model Grant Agreement, the EU Funding & Tenders Portal Online Manual and the EU Grants AGA —Annotated Grant Agreement.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the Call Document outlines:

  - The background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)

  - The timetable and available budget (sections 3 and 4)

  - The admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)

  - The criteria for financial and operational capacity and exclusion (section 7)

  - The evaluation and award procedure (section 8)

  - The award criteria (section 9)

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[1] Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union Programme for education and training, youth and sport (OJ L 189, 28.5.2021, p. 1).

[2] Commission Implementing Decision C(2021) 7862 of 08 November 2021 concerning the adoption of the work programme for 2022 and the financing decision for the implementation of the Erasmus + Programme, as amended by the Commission Decision C(2022) 1319 of 7 March 2022 "Amendment of the 2022 annual work programme Erasmus+: the Union Programme for Education, Training, Youth and Sport".

- The legal and financial set-up of the Grant Agreements (section 10)

- How to submit an application (section 11)

– the Online Manual outlines the:

- Procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')

- Recommendations for the preparation of the application

– the AGA — Annotated Grant Agreement contains:

- Detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant *(including cost eligibility, payment schedule, accessory obligations, etc.)*.

You are also encouraged to visit the Erasmus+ Project Results website to consult the list of projects funded previously.

1. Background

The Work Programme for Erasmus+ for 2022 C(2021) 7862[3], as amended[4], envisages the support of European networks for policy development and implementation in the field of school education and in the field of education of children and young people with a migrant background.

The September **2020 Commission's Communication on Achieving the European Education Area by 2025**[5] and the February 2021 **Council Resolution on the strategic framework for European cooperation in education and training towards the European Education Area and beyond**[6] set out improving quality, equity and success for all in education and training and enhancing competences and motivation in the education profession as two of its priority areas.

The Communication recognises the **key role of teachers and trainers** and sets the vision of having highly competent and motivated educators who can benefit from a range of support and professional development opportunities throughout their varied careers. It refers to the need to address teacher shortages[7] that most of the European countries face, either across the board or in areas such as STEM or teaching pupils with special needs. The Communication also acknowledges the need to improve attractiveness of teaching professions, also through making teaching careers more varied. It will be also important to ensure that teachers' continuous professional development better addresses the needs of teachers and schools as a whole, including through professional communities, networks and learning mobility[8].

The Commission's Digital Education Action Plan (2021-2027)[9] stresses the need to ensure that all teachers have the confidence and competences to use technology effectively and creatively to engage and motivate their learners as well as to ensure that all learners develop their digital competences for learning, living and working in an ever more digitalised world.

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[3] https://erasmus-plus.ec.europa.eu/document/2022-annual-work-programme-erasmus-the-union-programme-for-education-training-youth-and-sport?msclkid=ac9bb473a6c011ec826f431fedd2da74

[4] https://erasmus-plus.ec.europa.eu/document/amendment-of-the-erasmus-2022-annual-work-programme-c2022-1319

[5] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52020DC0625

[6] https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=uriserv:OJ.C_.2021.066.01.0001.01.ENG

[7] See also the 2019 Education and Training Monitor

[8] For a comprehensive picture on teachers working conditions, see Teachers in Europe Careers, Development and Well-being | Eurydice (europa.eu)

[9] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52020DC0624

The February 2021 Council Resolution[10] recognises the key role of teachers as one of the key priorities for the European Education Area for innovation, inclusion and educational achievement. It also calls attention to be paid to teachers' well-being and stresses the pivotal role of education and training leadership when striving for developing schools and educational institutions as learning organisations.

The September 2020 Commission Communication[11] and the February 2021 Council Resolution highlight that education is failing to reduce inequalities linked to socio-economic status, despite the fact that the highest performing education systems are those that put a premium on equity. Across Europe, the educational experiences of individuals follow social patterns. Students from disadvantaged backgrounds are overrepresented among underachievers. The situation was further aggravated by the COVID-19 pandemic. To turn the tide, **in the European Education Area educational attainment and achievement should be decoupled from social, economic and cultural status**, to ensure that education and training systems boost the abilities of every individual and enable upward social mobility.

The EU Action plan on integration and inclusion (2021-2027)[12] puts a lot of emphasis on integration and inclusion in and through education. The Action Plan underlines that schools have the potential to be real hubs of integration for children and their families. Increasing the participation of migrant children and children with a migrant background in ECEC while ensuring that such programmes are equipped to serve culturally and linguistically diverse children can have a strong positive effect on their future educational attainment, including in learning the host country language, and on the integration of their parents and families at large. A school environment that involves communities, support services and parents can be particularly beneficial for children with a migrant background. To achieve this, teachers need to be equipped with the necessary skills and resources to teach in multicultural and multilingual classrooms and to support children with a migrant background throughout their education.

Inclusion in and through education is vital also in the current political context following Russia's military invasion of Ukraine and large numbers of refugees coming to the European Union, as highlighted in the Commission Communication 'Welcoming those fleeing the war: Readying Europe to meet the needs'[13].

2. Objectives — Themes and priorities — Activities that can be funded

2.1. ERASMUS-EDU-2022-NET-SCHOOL-HEADS-TEACHERS - The European policy network on teachers and school leaders

Objectives

The overall objective of this topic is to develop and support a Europe-wide network of relevant organisations (policymakers, practitioners, researchers, and stakeholders) to promote co-operation, the development and implementation of policy at different governance levels, and to support the Commission's policy work on teachers and school leaders in the context of the European Education Area as outlined above.

This network will build on existing activities developed at European level, especially on initiatives and projects supported through European Union programmes and policy initiatives in the field of education.

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[10]   https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32021G0226(01)
[11]   https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52020DC0580
[12]   https://ec.europa.eu/migrant-integration/news/ec-reveals-its-new-eu-action-plan-integration-and-inclusion-2021-2027_en
[13]   https://ec.europa.eu/info/files/welcoming-those-fleeing-war-ukraine-readying-europe-meet-needs_en

The <u>specific objectives</u> comprise the following:

1. Create and continuously develop a broad, sustainable and inclusive network to facilitate dialogue and co-operation among experts from policy, research and practice. The network should promote and support evidence-informed policy-making and continuous collaboration among partners in the network and with other relevant stakeholders at international, European, national, regional and local levels, including especially other networks and projects funded through EU programmes;

2. Analyse and co-create knowledge on the opportunities, challenges and policy approaches in different education systems with a view to supporting policy development and implementation at different governance levels as well as to informing the Commission's policy work on teachers, schools and school leaders;

3. Identify, share and promote effective policy practice and stimulate innovation and strategic development in policy, implementation and provision at different governance levels. There should be specific focus on the involvement of national, regional and local stakeholders;

4. Disseminate results and recommendations within and beyond the network, and inform EU-level debate, including co-operation under the European Education Area. Target audiences should include policy-makers at different governance levels, as well as practitioners, researchers and stakeholders across Europe;

5. Contribute to content development for the European Commission's dissemination tools, including the School Education Gateway[14], an online platform for school education;

6. Monitor and evaluate activities of the network on the basis of concrete, measurable indicators for their impact; this work should be supported through external evaluation.

The **scope and content of the work of the network** is defined by the shared political priorities of EU Member States as outlined in Section 1 above. It follows the broad themes defined in the **2020 Communication of Achieving the European Education Area by 2025**, In addition, the network should also take into account the evolution of the European Education Area priorities and, where relevant and supportive of the core work, participating countries' national priorities, appropriate research, and developments within other international organisations.

The network should also take into account the work done by **the European Education Policy Network** available at their website[15].

Themes and priorities (scope)

The themes and priorities of the European policy network on teachers and school leaders follow the priorities set out Communication on the European Education Area and the Council Resolution and in particular:

– Initial and continuous education of teachers and school leaders;

– Continuum and coherence of support to teachers' and school leaders' competence development;

– Well-being of teachers and school leaders;

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14 http://www.schooleducationgateway.eu/en/pub/index.htm
15 https://educationpolicynetwork.eu/

– Professional communities and networks of teachers and school leaders;

– Making teaching careers more varied and attractive;

– Support to teachers and school leaders to make schools more inclusive and equitable;

– Developing and sharing innovative pedagogies, approaches and effective policies responding to current needs;

– Developing schools to respond and contribute to crises situations such as receiving and integrating refugees and migrants.

Activities that can be funded (scope)

The following activities are eligible under this call of proposals:

– Creation and further development of the network; cooperation with partner institutions and organisations inside and outside the network;

– Activities aiming to develop, test, adapt and adopt/implement innovative policy and practice;

– Exchange of experiences and good practice, peer learning activities, peer reviews, study visits and workshops; organisation of conferences and seminars;

– Joint research, surveys, studies and analyses in the thematic area of the call, including country analysis or mapping of approaches and practices; analysis of recent or ongoing reforms;

– Awareness raising and dissemination of results;

– Continuous reporting including policy recommendations, evaluation and monitoring of network activities.

Expected impact

The network, building on its expertise, collecting and analysing evidence and co-creating innovative practices on the themes and priorities set above and effective dissemination, is expected to contribute to the education and support for teachers and school leaders at all stages of their careers. This, in turn, will help further develop school education and respective policies in line with national goals and objectives and the European Education Area.

2.2. ERASMUS-EDU-2022-NET-EDU-MIGRANTS - The European policy network in the field of education of children and young people with a migrant background

Objectives

The overall objective of this topic is to develop and support a Europe-wide network of relevant organisations (policy makers, practitioners, researchers, representatives of migrant communities, and other stakeholders) to analyse and co-create knowledge on effective policy approaches for high-quality inclusive education of children and young people with a migrant background, to promote co-operation between different stakeholders, to disseminate effective practices and innovative approaches more widely, and to support the Commission's policy work on inclusion of children and young people with a migrant background in and through education in the context of the European Education Area as outlined above.

This network will build on existing activities developed at European level, especially on initiatives and projects supported through European Union programmes and policy initiatives in the field of education.

The specific objectives comprise the following:

1. Create and continuously develop a broad, sustainable and inclusive network to facilitate dialogue and co-operation among policy makers, practitioners, researchers, representatives of migrant communities, and other stakeholders. The network should promote and support evidence-informed policy-making and continuous collaboration among partners in the network and with other relevant stakeholders at international, European, national, regional and local levels, including other networks and projects funded through EU programmes;

2. Analyse and co-create knowledge on effective policy approaches for high-quality inclusive education of children and young people with a migrant background (covering also the specific needs of refugee children and young people) with a view to supporting policy development and implementation at different governance levels as well as to informing the Commission's policy work on inclusion of children and young people with a migrant background in and through education;

3. Identify, share and promote effective practice and stimulate innovation and strategic development in policy, implementation and provision at different governance levels;

4. Disseminate results and recommendations within and beyond the network, and inform EU-level debate, including co-operation under the European Education Area. Target audiences should include policy-makers at different governance levels, as well as practitioners, researchers and stakeholders across Europe;

5. Monitor and evaluate activities of the network on the basis of concrete, measurable indicators for their impact; this work should be supported through external evaluation.

The **scope and content of the work of the network** is defined by the shared political priorities of EU Member States and the Commission as outlined in Section 1 above. It follows the relevant priorities set out in the September 2020 Communication on Achieving the European Education Area by 2025 and the February 2021 Council Resolution on the strategic framework for European cooperation in education and training towards the European Education Area and beyond, as well the priorities under the EU Action plan on integration and inclusion (2021-2027).

In addition, the network should take into account the evolution of the **European Education Area priorities and current political context, appropriate research and developments within other international organisations**.

Themes and priorities (scope)

The focus will be on addressing in particular the following priority areas to ensure inclusive education of children and young people with a migrant background:

– Professional development of teachers and school leaders;

– Ensuring a comprehensive and multi-dimensional assessment of newly arriving refugee children and young people's competences;

– Recognition of qualifications of newly arriving pupils and students;

– Supporting acquisition of the language of schooling while maintaining existing language(s) and culture;

- Mental health and well-being of refugee and immigrant pupils, social and emotional learning, tackling trauma in and through education;

- Prevention of discrimination, bullying, inter-cultural conflict management;

- Teaching about migration, conflict, war;

- Inclusive digitalisation;

- Holistic support to integration involving families and wider communities;

- Systemic data collection to inform policy with evidence.

Activities that can be funded (scope)

The following activities are eligible under this call of proposals:

- Creation and further development of the network; cooperation with partner institutions and organisations inside and outside the network;

- Activities aiming to develop, test, adapt and adopt/implement innovative policy and practice;

- Exchange of experiences and good practice, peer learning activities, peer reviews, study visits and workshops; organisation of conferences and seminars;

- Joint research, surveys, studies and analyses in the thematic area of the call, including country analysis or mapping of approaches and practices; analysis of recent or ongoing reforms;

- Awareness raising and dissemination of results;

- Continuous reporting including policy recommendations, evaluation and monitoring of network activities.

Expected impact

Through collecting evidence and information on and co-creating effective practices on the above-mentioned themes and priorities, and through effective dissemination, contribute to improving the integration and inclusion of children and young people with migrant background.

3. Available budget

The available call budget is **EUR 2 400 000**.

Specific budget information per topic can be found in the table below.

Topic	Topic budget
European policy network on teachers and school leaders	**EUR 1 200 000**
European policy network in the field of education of children and young people with a migrant background	**EUR 1 200 000**

Only one proposal per topic can be funded.

We reserve the right not to award all available funds, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening	7 June 2022
Deadline for submission	**12 October 2022 - 17:00:00 CET (Brussels)**
Evaluation	October 2022 – February 2023
Information on evaluation results	February 2023
GA signature	March 2023

5. Admissibility and documents

Proposals must be submitted before the **call deadline** *(see timetable section 4)*.

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the Search Funding & Tenders section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

– Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project *(to be filled in directly online)*;

– Application Form Part B — contains the technical description of the project *(to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded)*;

– **Mandatory annexes and supporting documents** *(to be uploaded)*:

▪ Detailed budget table/calculator *(template available in the Submission System)*;

▪ CVs of core project team: not applicable;

▪ Activity reports of last year: not applicable;

▪ List of previous projects (key projects for the last 4 years) *(template available in Part B)*.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants.

Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents *(for legal entity validation, financial capacity check, bank account validation, etc.)*.

For more information about the submission process (including IT aspects), consult the Online Manual.

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

– Be legal entities (public or private bodies);

– Be established in one of the eligible countries, i.e.:

Erasmus+ Programme Countries:

- EU Member States (including overseas countries and territories (OCTs))

- Non-EU countries: listed EEA countries and countries associated to the Erasmus+ Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature (list of participating countries).

Beneficiaries and affiliated entities must register in the Participant Register — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation).

For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. *(see section 13)*.

Specific cases

Natural persons — Natural persons are not eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are not eligible.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons[16].

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

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[16]   See Article 197(2)(c) EU Financial Regulation 2018/1046.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'[17].

⚠️ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for certain entities *(e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)[18] and entities covered by Commission Guidelines No 2013/C 205/05[19])*. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

ℹ️ For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Consortium composition

Proposals must be submitted by a consortium of applicants (beneficiaries, not affiliated entities) from at least 15 different eligible countries.

Networks are eligible if they are composed by at least 15 full members from at least 15 different eligible countries. The networks should be legally established as legal entities. The composition of networks has to be demonstrated in the Part B of the Application Form.

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries *(see above)*.

Duration

Projects should normally last 48 months (extensions are possible, if duly justified and through an amendment).

Ethics

Projects must comply with:

- highest ethical standards and

- applicable EU, international and national law.

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[17] For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation 2018/1046.

[18] Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the EU Sanctions Map.

[19] Commission guidelines No 2013/C 205/05 on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the Participant Register during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.)*.

The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities)

- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information

- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities *(see below, section 10)*

- prefinancing paid in instalments

- (one or more) prefinancing guarantees *(see below, section 10)*

or

- propose no prefinancing

- request that you are replaced or, if needed, reject the entire proposal.

For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their operational capacity via the following information:

– profiles (qualifications and experience) of the staff responsible for managing and implementing the project (the Application Form Part B);

– description of the consortium participants

– list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies and Member State organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate[20]:

– Bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts);

– In breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts);

– Guilty of grave professional misconduct[21] (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant;

– Committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant;

– shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant;

– Guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);

– Created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

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[20] See Articles 136 and 141 of EU Financial Regulation 2018/1046.
[21] Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

Applicants will also be refused if it turns out that[22]:

– During the award procedure they misrepresented information required as a condition for participating or failed to supply that information;

– They were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

Proposals will have to follow the standard submission and evaluation procedure (one-stage submission + one-step evaluation).

An evaluation committee (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria *(see sections 7 and 9)* and then ranked according to their scores.

For proposals with the same score (within a topic or budget envelope) a priority order will be determined according to the following approach:

Successively for every group of ex aequo proposals, starting with the highest scored group, and continuing in descending order, the ex aequo proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

⚠️ No commitment for funding: Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc*.

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a complaint (following the deadlines and procedures set out in the evaluation result letter).

Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access *(see also Funding & Tenders Portal Terms and Conditions)*.

Please also be aware that for complaints submitted electronically, there may be character limitations.

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[22]   See Article 141 EU Financial Regulation 2018/1046.

9. Award criteria

The **award criteria** for this call are as follows:

- **Relevance (20 points):**

  - **Link to policy**: The application is well linked to relevant EU policies and initiatives. The application is relevant to the objectives of the call;

  - **Consistency**: 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 direct and indirect target groups;

  - **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 relevant EU policy agendas;

  - **Horizontal dimensions**: The application takes into account horizontal concerns throughout the various actions of the Erasmus+ Programme to address inclusion and diversity, environmental sustainability, digital dimension, as well as common values, civic engagement and participation.

- **Quality:**

  - **Project design and implementation (30 points):**

    - **Structure**: The work programme is clear, complete and includes appropriate phases for preparation, implementation, monitoring, evaluation and dissemination;

    - **Methodology:** The methodology is appropriate for addressing the needs identified;

    - **Coherence:** The overall project design ensures coherence between project objectives, methodology, activities and budget proposed;

    - **Management**: The project management plan is sound, with adequate resources allocated to the different tasks. Effective cooperation and decision-making processes have been put in place, which are comprehensible for all stakeholders. The budget shows cost effectiveness and value for money. The financial management arrangements are clear and appropriate. The reporting mechanisms are sound.

    - **Evaluation**: Specific measures for monitoring processes and deliverables (i.e. Indicators of achievement and means of verification) ensure that the project implementation is of high quality. Learning outcomes are evaluated and recognised. There is a clear quality assurance plan which also covers project management adequately. The monitoring strategy includes risk identification and a mitigating action plan.

  - **Partnership and cooperation arrangements (20 points):**

    - **Geographical coverage**: The partnership ensures relevant geographical coverage that allows to reach the call objectives;

- **Configuration**: The partnership is capable of ensuring full achievement of the project's objectives. The consortium has all the necessary skills, expertise and experience in the areas covered by the project. 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 are balanced. Effective mechanisms are proposed to ensure coordination, decision-making and communication between the participating organisations, stakeholders and any other relevant party.

– **Impact (30 points):**

- **Dissemination**: The proposal provides a clear plan for the dissemination of results, and includes appropriate targets, activities, relevant timing, tools and channels to ensure that the results and benefits will be spread effectively to stakeholder within and after the project's lifetime.

- **Open access**: If relevant, the proposal describes how the materials, documents and medial produced will be made freely available and promoted though open licences.

- **Exploitation**: The application demonstrates how the outputs of the project will be used by the partners and other stakeholders.

- **Impact**: The foreseeable impact, notably for the identified target groups, is clearly defined and measures are in place to ensure that the impact can be achieved and evaluated. The project outputs 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 beyond the project lifetime.

Award criteria	Minimum pass score	Maximum score
Relevance	11	20
Quality of the project design and implementation	16	30
Quality of the partnership and cooperation arrangements	11	20
Impact	16	30
Overall (pass) scores	**70**	**100**

Maximum points: 100 points.

Individual thresholds per criterion: 11/20, 16/30, 11/20, 16/30 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer. This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement *(Data Sheet, point 1)*.

Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons— but never earlier than the proposal submission date.

Project duration: 48 months (extensions are possible, if duly justified and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Form of grant, funding rate and maximum grant amount

The grant parameters *(maximum grant amount, funding rate, total eligible costs, etc.)* will be fixed in the Grant Agreement *(Data Sheet, point 3 and art 5)*.

Project budget (maximum grant amount): **EUR 1 200 000** per project. The grant awarded may be lower than the amount requested.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of **80%**.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement *(Data Sheet, point 3, art 6 and Annex 2)*.

Budget categories for this call:

- Lump sum contributions [23]

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[23] Decision of 24 March 2021 authorising the use of lump sum contributions and unit contributions under the Erasmus+ Programme 2021-2027.

Specific cost eligibility rules for this call:

- The lump sum amount must be calculated in accordance with the methodology set out in the lump sum decision and using the detailed budget table/calculator provided (if any);

- The lump sum calculation should respect the following conditions:

   a) For lump sums based on estimated project budgets: the estimated budget must comply with the basic eligibility conditions for EU actual cost grants *(see AGA — Annotated Grant Agreement, art 6);*

   b) For lump sums based on estimated project budgets: costs for financial support to third parties are not allowed.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement *(Data Sheet, point 4 and art 21 and 22)*.

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of **40%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) - whichever is the latest.

There will be one **additional prefinancing payment** linked to a prefinancing report.

In addition, you will be expected to submit two more **progress reports not linked to payments**.

Furthermore, regular updates about the progress and main activities have to be submitted every six months (**flash reports**). Reporting templates will be made available by EACEA.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

⚠ Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement *(see art 22)*.

⚠ Please also note that you are responsible for keeping records on all the work done.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement *(Data Sheet, point 4)*. The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State.

If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount *(by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc.)*.

It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party. The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates.

The types, schedules and thresholds for each certificate are fixed in the Grant Agreement *(Data Sheet, point 4 and art 24)*.

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement *(Data Sheet point 4.4 and art 22).*

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*

- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

 or

- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- rights of use on results: Yes

- access to results for policy purposes: Yes

- access rights to ensure continuity and interoperability obligations: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

EU restrictive measures: Yes

Other specificities: Not applicable

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

For more information, *see AGA — Annotated Grant Agreement*.

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to create an EU Login user account. Once you have an EULogin account, you can register your organisation in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the Search Funding & Tenders section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online;

- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file;

- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** *(see section 5)*; excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk webform, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

  – [Online Manual](#)

  – FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)

  – [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: EACEA-POLICY-NETWORKS@ec.europa.eu

Please indicate clearly the reference of the call and topic to which your question relates *(see cover page)*.

13. Important

> ⚠️ **IMPORTANT**
>
> - **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions *(e.g. congestion, etc.)* will be entirely at your risk. Call deadlines can NOT be extended.
>
> - **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
>
> - **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the Portal Terms & Conditions.
>
> - **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the Participant Register. The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
>
> - **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.
>
>   The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.
>
> - **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority.
>
> - **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
>
> - **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
>
> - **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc.)*. You may be requested to lower your estimated costs, if they are ineligible (including excessive).

- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.

- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies calls). Outside such Synergies calls, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.

- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).

- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice *(see [AGA — Annotated Model Grant Agreement, art 6.2.E])*.

- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call.

  Organisations may participate in several proposals.

  BUT: if there are several proposals for *very similar* projects, only one proposal will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.

- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.

- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.

- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency** — In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

  This includes:

  - o beneficiary names
  - o beneficiary addresses
  - o the purpose for which the grant was awarded
  - o the maximum amount awarded.

  The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with Regulation 2018/1725. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.