



EUROPEAN COMMISSION
Education, Audiovisual and Culture Executive Agency
Youth, EU Solidarity Corps and Aid Volunteers

CALL FOR PROPOSALS – EACEA/10/2020

Erasmus+ Programme, Key Action 3 – Support for Policy Reform

European Youth Together

Contents

1. INTRODUCTION – BACKGROUND	4
2. OBJECTIVES	5
2.1. General Objectives	5
2.2. Specific Objectives	6
3. INDICATIVE TIMETABLE	7
4. BUDGET AVAILABLE	7
5. ADMISSIBILITY REQUIREMENTS	7
6. ELIGIBILITY CRITERIA.....	8
6.1. Eligible applicants, partners and countries.....	8
6.2. Eligible activities	9
7. EXCLUSION CRITERIA	10
7.1. Exclusion	10
7.2. Remedial measures	12
7.3. Rejection from the call for proposals	12
7.4. Supporting documents	13
8. SELECTION CRITERIA	13
8.1. Financial capacity	13
8.2. Operational capacity.....	14
9. AWARD CRITERIA	14
10. LEGAL COMMITMENTS	16
11. FINANCIAL PROVISIONS	17
11.1. Form[s] of the grant.....	17
11.1.1. Reimbursement of costs actually incurred	17
11.2. Eligible costs	17
11.2.1. Eligible direct costs	18
11.2.2. Eligible indirect costs (overheads)	19
11.3. Ineligible costs.....	20
11.4. Eligible costs that may be covered by the single lump sum	21
11.5. Balanced budget	21
11.6. Calculation of the final grant amount.....	21
11.7. Reporting and payment arrangements.....	22
11.7.1. Payment arrangements	22
11.8. Other financial conditions	23
12. PUBLICITY	25

12.1. By the beneficiaries	25
12.2. By the Agency and/or the Commission.....	25
13. PROCESSING OF PERSONAL DATA	25
14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS.....	26
14.1.Publication	26
14.2.Registration in the Participant Portal/ Funding & Tender Portal	26
14.3. Submission of the grant application.....	26
14.4.Notification and publication of the evaluation results.....	27
14.5.Rules applicable.....	27
APPENDIX.....	29
Specific conditions for direct personnel costs	29
1. Calculation	29
2. Documentation to support personnel costs declared as actual costs	30

CALL FOR PROPOSALS EACEA/10/2020

EUROPEAN YOUTH TOGETHER

1. INTRODUCTION – BACKGROUND

This call is published with reference to the 2020 Erasmus+ Work Programme, Key Action 3, Support for Policy Reform (C(2019) 5823 of 7 August 2019 as amended C(2020) 1159 of 3 March 2020)¹.

Many young people are active in EU-related activities: they join pan-European organisations or engage in less structured ‘non-formal’ exchanges with young people from other European countries and they show positive attitudes and support to the European integration process². In their capacity, they can be powerful ambassadors of the European project and build bridges across the continent, East and West North and South line, to inspire others in the way they experience Europe and their European identity.

Erasmus+ Youth promotes different mobility formats, including youth exchanges or youth worker mobility and supports youth organisations. Analysis of experience reveals a fruitful and active cooperation between organisations and young people across countries. The Erasmus+ programme is successful in attracting and engaging young people. There is great interest in participation and currently only 1 in 3 mobility projects (Youth Exchanges, Youth Workers Mobility) and 1 in 5 in partnerships (Transnational Youth Initiatives) can be supported.

Europe is a union of equals, big or small, in the East or West, the North or South. Young people are key actors in promoting the European values and into turning them into a reality. And, although they might often be less engaged than older persons in traditional forms of participation such as voting or belonging to a political party, the majority among them declare interest in politics and have stronger feelings of citizenship towards the EU than older groups. Faced with a crisis of the depth of the COVID-19 pandemic and its societal effects, the commitment of young people in showing a community spirit, solidarity across Europe and willingness to work together is more important than ever.

The EU Youth Strategy 2019-2027 seeks to foster youth participation in democratic life; it also supports social and civic engagement and aims to ensure that all young people have the necessary resources to take part in society. The Strategy focuses on three core areas of action, around the three words: ‘Engage’, ‘Connect’, ‘Empower’, while working on joined-up implementation across sectors. Under the core area ‘Connect’, the Strategy fosters the creation and promotion of networks that allow young people from all backgrounds, with particular emphasis on those with fewer opportunities, to experience exchanges, cooperation, cultural and civic action in a European context and thus develop and strengthen their personal, civic and social competences and become active European citizens.

The Strategy also embraces young people’s views on challenges that need to be tackled by the EU and the Member States in the coming years. These views are represented in 11

¹ https://ec.europa.eu/programmes/erasmus-plus/resources/documents/2020-annual-work-programme-implementation-erasmus-c2019-5823_en (WPI 3.18 see pages 87 and 135) and <https://ec.europa.eu/programmes/erasmus-plus/node/3456>

² See 'European Youth' Eurobarometer 478 (March 2019 2017), published April 2019: <https://ec.europa.eu/commfrontoffice/publicopinion/index.cfm/Survey/getSurveyDetail/instruments/flash/yearFrom/2019/yearTo/2019/surveyKy/2224>

European Youth Goals, which are the outcome of the 6th cycle of the Dialogue with young people, decision-makers, researchers and other stakeholders and present a vision for a Europe that enables young people to realise their full potential.

2. OBJECTIVES

The scope of the “European Youth Together” actions should build on the experience obtained through the 'New Narrative for Europe'³ project, the European Youth Goals⁴ and Eurobarometer findings on young people's priorities⁵ and other youth policy and programme initiatives, including projects selected under this action in 2018 and 2019, aiming to promote young people's participation in European civic life as well as cross-border exchanges and mobility activities. Its actions should particularly address challenges related to inclusive participation for all young people, regardless of their background or situation, that emerged against the backdrop of the COVID-19 pandemic.

2.1. General Objectives

"European Youth Together" projects aim to create networks promoting regional partnerships, to be run in close cooperation with young people from across Europe (Erasmus+ programme countries). The networks would organise exchanges, promote trainings (for instance for youth leaders) and allow young people themselves to set up joint projects, all of which could be done through both physical and online activities.

"European Youth Together" seeks to support initiatives from at least five youth organisations from five different eligible Erasmus+ programme countries to share their ideas about the EU, encourage wider civic participation and help foster a sense of European citizenship. The initiative aims to bring together European youth from across Europe; East, West, North and South.

For this year the thematic priorities are the promotion of EU Youth Goals #3#4 and #10, namely ‘Inclusive Societies’, ‘Information and Constructive Dialogue’ and ‘Sustainable and Green Europe’, as referred to in Annex 3 to the EU Youth Strategy 2019-2027⁶. These European Youth Goals reflect also the President von der Leyen Commission’s political guidelines⁷ for the next five years, namely the ‘European Green Deal’, ‘A Europe fit for the digital age’ and a ‘new push for European democracy’.

More recently, in light of the COVID-19 pandemic, immediate response is required to mitigate its socio-economic impact, including capacity building and specific measures to deal with Covid-19 crisis recovery in the youth sector. In this respect, President von der Leyen said the EU would do whatever was necessary to support the Europeans and the European economy⁸ when announcing [European measures](#) to counter the economic impact of the Coronavirus. When doing so, youth networks could consider ways of

³ See https://europa.eu/youth/have-your-say/new-narrative-for-europe_en.

⁴ https://ec.europa.eu/youth/policy/youth-strategy_en

⁵ Flash Eurobarometer 478,

<http://ec.europa.eu/commfrontoffice/publicopinion/index.cfm/survey/getsurveydetail/instruments/special/surveyky/2224>

⁶ Council Resolution 2018/C 456/01, published in December 2018 : [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:42018Y1218\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:42018Y1218(01)&from=EN)

⁷ See https://ec.europa.eu/commission/presscorner/detail/en/IP_19_5542

⁸ https://ec.europa.eu/commission/presscorner/detail/en/AC_20_466

forging solidarity and inclusiveness, which concur with challenges related to digital skills and green lifestyles.

2.2. Specific Objectives

The initiative seeks to specifically support:

- promotion and development of more structured cooperation, online and offline, between different youth organisations to build or strengthen partnerships focusing on solidarity and inclusive democratic participation of all against a backdrop of the backlashes on socio-economic structures and in line with youth goals numbers 3, 4 and 10;
- youth organisations involved in initiatives to encourage young people to participate in the democratic process and in society by organising trainings, showcase commonalities among young Europeans and encourage discussion and debate on their connection to the EU, its values and democratic foundations, including by providing a meaningful voice to youth in the framework of the Covid-19 recovery process;
- promote participation of under-represented groups of young people in politics, youth organisations and other civil society organisations by engaging vulnerable and socio-economic disadvantaged youth; new ways to empower youth organisations in dealing with the Covid-19 crisis and its aftermath, by supporting innovative ways of cooperation and network creation, development and management. Indicatively, this could include enhancing collaboration between youth organisations in a digital context through and by non-formal learning and organisational models including alternative modes of exchanges and mutual aid.

It targets youth NGOs, public bodies and informal groups of young people, especially those active at grassroots level, which would propose projects involving at least five partners who have the capacity to mobilise young people in partnerships covering different countries and regions within the Erasmus+ Programme Countries.

Large-scale mobility activities for young people should form a key component of European Youth Together projects. This mobility should offer cross-border exchanges and non-formal or informal training opportunities for young people from across Europe (East, West, North and South) that can be prepared and supported through online fora to support the objectives of this call. These mobility activities must be very clearly justified according to the call objectives.

All the above activities should contribute to widening the outreach towards young people to ensure a diversity of voices, reach young people within and beyond youth organisations and youth with fewer opportunities, thereby using a variety of channels.

Expected outcomes:

The granted projects should demonstrate their expected contribution to EU youth policy by:

- building on the objectives of the EU Youth Strategy 2019-2027 and more specifically by demonstrating how they are contributing to the ‘Engage-Connect-Empower’ priorities of the Strategy.
- building on the outcomes of the New Narrative for Europe, European Youth Goals and other debate projects and opinion surveys related to the future of Europe and linking them to policy development at local/regional/national/European level;

- improving the involvement of young people in democratic life, in terms of active citizenship and engagement with decision-makers (empowerment, new skills, involvement of young people in project design, etc.);
- helping to improve the capacity of the youth sector active at grassroots level to work transnationally with care of inclusiveness, solidarity and sustainability and promoting transnational learning and cooperation between young people and decision makers;
- upscaling existing best practices and outreach beyond the regular network(s) including making good use of digital means to stay connected under all circumstances even in situations of remoteness, isolation or confinement;
- disseminating their results in an effective and attractive way among young people involved in youth organisations, so as to pave the way for more systematic partnerships, and also among youngsters who are not affiliated to youth structures or those who come from disadvantaged backgrounds.

3. INDICATIVE TIMETABLE

	Steps	Date and time or indicative period
(a)	Publication of the call	<i>12/05/2020</i>
(b)	Deadline for submitting applications	<i>28/07/2020 at 17:00</i>
(c)	Evaluation period	<i>July– November</i>
(d)	Information to applicants	<i>November 2020</i>
(e)	Signature of grant agreement	<i>December 2020</i>

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals/invitation to submit a proposal is estimated at EUR 5,000,000.

The financial contribution from the EU is minimum EUR 100,000 and cannot exceed EUR 500,000. It is limited to a maximum co-financing rate of 80 % of the total eligible project costs.

The Agency expects to fund 10 to 15 proposals.

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

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in Section 3 above (28/07/2020 – 17:00 Brussels time);

- submitted in writing using the electronic application form⁹ (eForm); <https://eacea.ec.europa.eu/PPMT/>
- drafted in one of the EU official languages.

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

6. ELIGIBILITY CRITERIA¹⁰

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

6.1. Eligible applicants, partners and countries

Proposals may be submitted by applicants which are a non-profit organisation working in the field of youth (Youth NGO) established in an Erasmus+ Programme Country.

The following organisations can take part in the proposals as partners:

- non-profit organisations (private or public) and NGOs (including European Youth NGOs) working in the field of Youth;
- public authorities (national, regional, local);

established in an Erasmus+ Programme Country¹¹.

The minimum partnership composition requirement for this call is at least 5 partners/organisations (including the applicant) from 5 different countries eligible for participation in the Erasmus+ programme. Applying organisations should demonstrate their capacity to ensure a good geographical balance in terms of partners from different parts of the Erasmus+ Programme Countries. This means a balanced partnership distribution across eligible countries where partners come from different areas East, West, North and South across Europe.

The following Erasmus + Programme countries are eligible:

- EU Member States;
- 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: North Macedonia, Republic of Serbia and Turkey.

⁹ The specific "eForm User Guide" that is aimed at providing guidance on the technical aspects of completing and submitting the eForm is available at: <https://eacea.ec.europa.eu/PPMT/>.

If you encounter technical issues that are not addressed in the user guide you may contact the EACEA Helpdesk to request assistance.

The contact details and hours of operation are as follows:

Email address: EACEA-HELPDESK@ec.europa.eu;

Telephone: +32 229 90705.

The EACEA Helpdesk service is available from 08:30 to 17:30 Monday to Thursday and from 08:30 to 17:00 on Fridays (all times are Brussels time).

The service is not available on Belgian public holidays or on official Commission holidays.

¹⁰ Articles 194(1)(b) and 197 FR

¹¹ https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

For UK: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call/invitation.

*** Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community**

Proposals from applicants in candidate or associated countries may be selected provided that, on the date of award, agreements have entered into force setting out the arrangements for the participation of those countries in the programme.

The participation of affiliated entities¹² are allowed in this call.

Supporting documents

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

Examples of supporting documents:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution, decision or other official document establishing the public-law entity;
- **consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project.

6.2. Eligible activities

The activities proposed must be directly linked to the general and specific objectives of the Call and must be detailed in a project description covering the whole period of the grant applied for.

The following types of activities are eligible:

- Mobility activities including large scale exchanges between young people, including (but not restricted to) networking and non-formal or informal training opportunities, support and preparation of activities online and the development of projects by young people;
- Activities facilitating access and participation of youth in EU policy activities relevant to young people;

¹² Affiliated entities : In accordance with Article 187 FR, entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Articles 136(1) and 141(1) FR and that have a link with the applicant, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, will be considered as entities affiliated to the applicant

- Exchanges of experience and good practice; networking and partnerships with other youth organisations; participation in meetings, seminars or online fora with other stakeholders and/or policy-makers also with a view to increasing policy impact on target groups, sectors and/or systems;
- Initiatives and events for developing European NGO/Civil Society organisations/EU-wide networks;
- Awareness-raising, information, dissemination and promotion activities (seminars, workshops, campaigns, meetings, public debates, consultations, etc.) on EU policy priorities in the field of youth.

Activities shall be of cross-border nature and may be performed at European (Erasmus+ Programme Countries), national, regional or local level.

As a transversal principle, participating organisations should pursue strategies to connect to young people at grassroots level from a diversity of backgrounds with a view to ensuring a growing number of young people at the grassroots levels are being reached.

This covers the involvement of a diverse youth population that also includes those from remote/rural areas; with a migrant background; and/or from disadvantaged social backgrounds.

The project duration must be between 9 and 24 months. It cannot be extended in time.

In any case, activities shall not start before the signature of the Grant Agreement by the Agency unless the applicant provides a prior justification which is accepted by the Agency.

The eligibility period of the grant agreements is expected to start in January 2021 or within the first quarter of 2021.

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of

- eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
- (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Agency during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;

- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures¹³

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence, which illustrates the remedial measures taken, must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion)¹⁴ may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

¹³ Article 136(7) FR

7.4. Supporting documents¹⁵

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals (<https://eacea.ec.europa.eu/PPMT/>).

This obligation may be fulfilled in one of the following ways:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

8. SELECTION CRITERIA¹⁶

The applicant and partners must in particular:

-have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);

-have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

In the course of the procedure applicants shall be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant(s) will receive instructions on how to create a PIC in due time.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial] capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

Applicants must submit a declaration on their honour, completed and signed, attesting to their financial and operational capacity to complete the proposed activities.¹⁷

8.1. Financial capacity¹⁸

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents that will be requested from selected applicants by the Research Executive Agency Validation Services:

¹⁴ Article 138 FR

¹⁵ Article 137 FR

¹⁶ Article 198 FR

¹⁷ Article 196 (1(b)) FR **Please attach a model declaration to the application form.**

¹⁸ Article 198 FR

a) Grants > EUR 60,000:

- a declaration on their honour, and
- the profit and loss account as well as the balance sheet for the last 2¹⁹ financial years for which the accounts were closed;
- for newly created entities: the business plan might replace the above documents;

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

8.2. Operational capacity²⁰

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- a detailed project description which outlines the purpose and objectives of the project as well as the description of the capacity of the organisations (for each partner) to cover the tasks foreseen in the project;
- a description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications). This description is part of the detailed project description.

9. AWARD CRITERIA²¹

Eligible applications/projects will be assessed on the basis of the following criteria:

The award criteria for the funding of an application are:

1. Relevance of the project (30 %)

- The relevance of the proposal to the objectives of the call for proposals;
- The extent to which:

the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;

¹⁹ Article 196 (c) FR

²⁰ Article 196 and 198 FR

²¹ Article 199 FR

projects demonstrate that they are based on a thorough needs assessment based as far as possible on verifiable facts and figures;

projects involve a diverse youth population that also includes those from remote/rural areas; with a migrant background; and/or from disadvantaged social backgrounds

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

- The clarity, completeness and quality of the action, including appropriate phases for preparation, implementation, monitoring, evaluation and (as appropriate) dissemination;
- The appropriateness and quality of the methodology proposed: consistency between project objectives and activities proposed; logical links between the identified problems, needs and solutions proposed plus feasibility of the project within the proposed time frame; coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;
- The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget; appropriateness of the project management methodologies, including risk management;
- Cost effectiveness: the proposed budget is sufficient for proper implementation and the project is designed so as to ensure the best value for money.

3. *Quality of the partnership and cooperation arrangements (30 %)*

The 'Quality of the partnership and cooperation arrangements' criteria favour projects with a wide geographic spread and the involvement of a diverse youth population that also includes those from remote/rural areas; with a migrant background; and/or from disadvantaged social backgrounds.

This includes how young people are involved in all stages of the project implementation; how the balanced partnership distribution across eligible countries (East, West, North and South) is taken into account to ensure a wide geographical spread, as well as:

- The extent to which the project involves an appropriate mix of complementary participating organisations;
- The existence of effective mechanisms for coordination and communication between the participating organisations;
- Activities establishing synergies between Erasmus+ and other EU or national/regional funding sources are encouraged.

4. *Impact, dissemination and sustainability (20 %)*

- The quality of measures for evaluating the impact of the project and for assuring the sustainability of the project;
- The potential impact of the project on participants and partner organisations, during and after the project lifetime;

- The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;
- The expected results display the understanding and capacity of the applicant and partners to communicate the European Union's values particularly in regard to citizenship.

Only proposals having reached:

- at least the threshold of 60 % of the total score (i.e. aggregate score of the 4 award criteria); and

- at least the threshold of 50 % of each criterion

will be considered for EU funding.

In case of ex-aequo proposals, the concerned proposals will be ranked in accordance with the following rule(s):

- Priority will first be given to the proposals having obtained the highest combined scores on the award criteria 1 and 3.
- If ex-aequo proposals still remain, priority will then be given to the highest individual score on the award criterion 1.

10. LEGAL COMMITMENTS²²

In the event of a grant awarded by the Agency, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the beneficiary (the coordinator on behalf of the consortium) and returned to the Agency immediately. The Agency will sign them last.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

²² Article 201 FR

FINANCIAL PROVISIONS

10.1. Form[s] of the grant²³

10.1.1. *Reimbursement of costs actually incurred*²⁴

The grant will be defined by applying a maximum co-financing rate of 80 % to the eligible costs actually incurred and declared by the beneficiary and its affiliated entities.

Supporting documents

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents²⁵:

- a final report providing details of the implementation and results of the action/work programme;
- the final financial statement of costs actually incurred,

In case of:

- Grants for an action of more than EUR 60,000, but less than EUR 750,000

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” (i.e. audit report) produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes” [full details and guidance notes](#) ²⁶:

The use of the report format set by the “Guidance Notes” is compulsory.

10.2. Eligible costs²⁷

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - o The period of eligibility of costs will start as specified in the grant agreement.
 - o If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that

²³ Articles 125 and 194(1)(c) FR

²⁴ See point (i) of Article I.3.2(a) of the model grant agreement on BudgWeb

²⁵ Art.202(1) FR

²⁶ The procedure and the format shall be customized for each grant at the time of signature of the grant agreement/decision the latest

²⁷ Article 186 FR

signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.

- they are indicated in the estimated budget of the action
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

10.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) *the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) *the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) *the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (c) *costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (d) *the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:*
 - (i) *is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) *has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;*

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs.

- (e) *costs of consumables and supplies, provided that they:*
 - (i) *are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) *are directly assigned to the action;*
- (f) *costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*
- (g) *costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;*
- (h) *costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;*
- (i) *duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.*

10.2.2. *Eligible indirect costs (overheads)*

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7 %²⁸ of the total eligible direct costs of the action is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

In order to demonstrate this, in principle, the beneficiary should:

- a. use *analytical cost accounting that allows to separate all costs (including overheads)* attributable to the operating grant and the action grant. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation* of the costs is done in a *fair, objective and realistic way*.
- b. *record separately*:
 - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
 - all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

10.3. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Agency charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Agency for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT;
- l) cost of replacing persons involved in the project;

²⁸ Article 181(6) FR

- m) expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency.

10.4. Eligible costs that may be covered by the single lump sum

not applicable

10.5. Balanced budget²⁹

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

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources, which are necessary to carry out the action are not entirely provided by the EU grant.

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

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

10.6. Calculation of the final grant amount

The final amount of the grant is calculated by the Agency at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Agency,

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries and affiliated entities other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

²⁹ Article 196(1)(e) FR

The total eligible costs of the action are the consolidated total eligible costs approved by the Agency. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Agency.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Agency may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

10.7. Reporting and payment arrangements³⁰

10.7.1. Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request³¹	Accompanying documents³²
Pre-financing payment(s) corresponding to 80% or 2 times 40% ³³ of the maximum grant amount	Financial guarantee (see section 11.7.2) (if applicable)
Payment of the balance The Agency will establish the amount of this payment on the basis of the calculation of the final grant amount (see 11.6 (calculation of the final grant) and section 11.1.1. (supporting documents) 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 through a recovery order ³⁴ .	(a) final technical report (b) final financial statement (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts (d) a certificate on the financial statements and underlying accounts

In case of a weak financial capacity, section 8.1 above applies.

³⁰ Articles 115, 202 and 203 FR.

³¹ Article 115 FR

³² Article 203(2) FR

³³ If the financial capacity check before agreement signature is shown to be weak, a pre-financing rate of 40% will be applied. Therefore, the grant is released in two pre-financing instalments of 40% (the second one upon submission and acceptance of a progress report, provided that 70% of the first pre-financing has been consumed) and a 20% balance payment (upon submission and acceptance of a final report).

³⁴ Article 115(2) FR

11.7.2 Pre-financing guarantee³⁵

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 financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Agency may agree that a bank or financial institution established in that third country may provide the guarantee if it 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,
- 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 the payment of the balance, in accordance with the conditions laid down in the grant agreement.

As an alternative to requesting a guarantee on pre-financing, the Agency may decide to split the payment of pre-financing into several instalments.

10.8. Other financial conditions

a) Non-cumulative award³⁶

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

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.³⁷

b) Non-retroactivity³⁸

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting³⁹

³⁵ Articles 152 and 153 FR

³⁶ Article 191 FR

³⁷ Article 196(1)(f) FR

³⁸ Article 193 FR

³⁹ Article 205 FR

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

In the event of implementation contracts exceeding € 60,000, the beneficiary must abide by following additional rules:

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU⁴⁰ or contracting entities within the meaning of Directive 2014/25/EU⁴¹ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties⁴²

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

⁴⁰ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

⁴¹ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

⁴² Article 204 FR

11. PUBLICITY

11.1. 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 project.

To do this they must use the text, the emblem and the disclaimer available at https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en, 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.

11.2. By the Agency and/or the Commission⁴³

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 an 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 will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level⁴⁴ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- nature and amount awarded.

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.

12. PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC⁴⁵.

⁴³ Articles 38 and 189 FR

⁴⁴ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1

⁴⁵ OJ L 295, 21.11.2018, p. 39–98, date of entry into force 11/12/2018

Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by EACEA-YOUTH@ec.europa.eu.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046⁴⁶. For more information see the Privacy Statement on: https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement-eacea_grants.pdf.

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1. Publication⁴⁷

In 2020 the call for proposals is published on ec.europa.eu on the Funding & Tender Opportunities Portal (FTOP) at the following address: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and on the EACEA websites on the programme funding pages: https://eacea.ec.europa.eu/erasmus-plus/actions/support-for-policy-reforms_en.

14.2. Registration in the Participant Portal/ Funding & Tender Portal

Before submitting an electronic application, applicants will have to register their organisation in the Participant register hosted in the Funding & Tender Opportunities Portal and receive a Participant Identification Code (PIC9-digit number), serving as the unique identifier of their organisation in the Participant Register. The PIC will be requested in the application form.

The Participant Register hosted in the Funding & Tender Opportunities 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/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

The tool also allows applicants to upload all relevant documents related to their organisation (such as: registration documents, legal status, annual accounts).

Details on the supporting document that need to be uploaded in the portal can be found <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>.

14.3. Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Agency may contact the applicant during the evaluation process⁴⁸.

Applicants will be informed in writing about the results of the selection process.⁴⁹

⁴⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

⁴⁷ Article 189 FR

⁴⁸ Articles 151 and 200(3) FR

Applicants are requested to log in at <https://eacea.ec.europa.eu/PPMT/> and follow the procedure for submitting an application.

Applications delivered in person, sent by regular mail, fax or email will not be accepted.

14.4. Notification and publication of the evaluation results

Applicants shall be notified individually of the outcome of the evaluation procedure by a letter signed by the Authorising Officer sent as a registered document to the legal Representative through the Funding & Tender Opportunities Portal ⁵⁰ at the latest six months after the application deadline. During these six months assessment and selection of applications take place, followed by the adoption of the award decision. Only when these procedures are completed, the lists of selected projects will be published on the Agency website: https://eacea.ec.europa.eu/erasmus-plus/selection-results_en and FTOP according to the process for migration to eGrant.

The Legal representative of the applicant organisation will receive an email explaining when the notification letter is available in the Funding & Tender Opportunities Portal. Information on how to access the notification letter is available on the following website.: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

It is responsibility of the applicant to submit in the application the correct email address of the Legal Representative.

If the formal notification in the Funding & Tender Opportunities Portal is not opened for a period of more than 10 days (for projects), the Agency will consider the formal notification acknowledged.

14.5. Rules applicable

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 PE/13/2018/REV/1 (OJ L 193, 30.7.2018, p. 1–222).

2020 Erasmus+ Work Programme, Key Action 3, Support for Policy Reform (C(2019) 5823 of 7 August 2019 as amended C(2020) 1159 of 3 March 2020)⁵¹.

➤ **Contacts**

If you have any questions, please contact us at

EACEA-YOUTH@ec.europa.eu

➤ **Annexes:**

- Application form

⁴⁹ Article 200 FR

⁵⁰ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

⁵¹ https://ec.europa.eu/programmes/erasmus-plus/resources/documents/2020-annual-work-programme-implementation-erasmus-c2019-5823_en (WPI 3.18 see pages 87 and 135) and <https://ec.europa.eu/programmes/erasmus-plus/node/3456>.

- Model grant agreement
- Financial and technical report template
- Detailed project description
- Declaration of Honour
- Template of Terms of reference for the certificate on the financial statements

APPENDIX

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Agency may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{monthly rate for the person

multiplied by

number of actual months worked on the action}

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{annual personnel costs for the person

divided by 12}

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action}

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The '**hourly/daily rate**' is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The 'number of individual annual productive hours/days' is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary

signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Agency may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.