Erasmus+ Key Action 2 Partnerships for Cooperation
Cooperation Partnerships in the field of Education and Training submitted by European NGOs (ERASMUS-EDU-2025-PCOOP-ENGO)

European Education and Culture Executive Agency (EACEA)

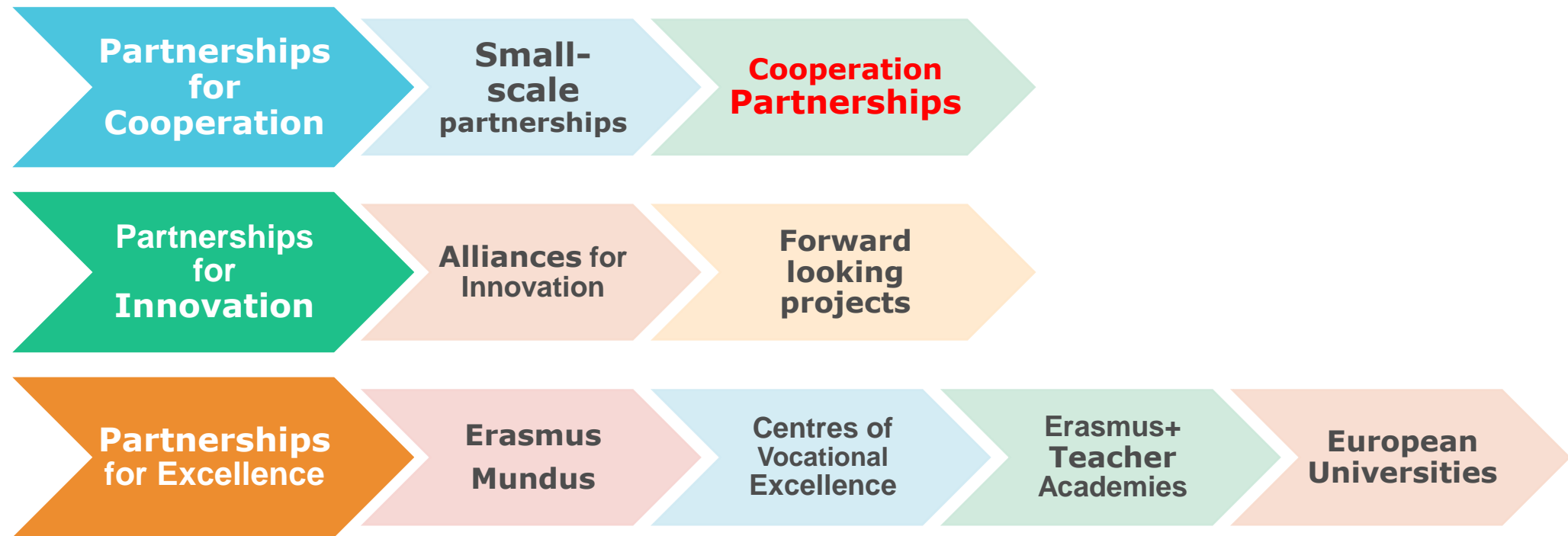**December 2024**

Erasmus+
Programme Guide

In the case of conflicting meanings between language versions, the English version prevails.

Version 1 19/11/2024 (2025)

- *This presentation and the other support materials provided to applicants do not substitute the official information on the call for proposals ERASMUS-EDU-2025-PCOOP-ENGO which is available in the Erasmus+ Programme Guide 2025 and in the Funding & Tenders portal.*

- *Applicants must consult the **Erasmus+ Programme Guide 2025** for the full conditions and requirements of this call for proposals.*

Erasmus+
Opportunities for cooperation under Erasmus+ KA2

Partnerships for Cooperation	Small-scale partnerships	Cooperation Partnerships

Partnerships for Innovation	Alliances for Innovation	Forward looking projects

Partnerships for Excellence	Erasmus Mundus	Centres of Vocational Excellence	Erasmus+ Teacher Academies	European Universities

European Commission

Erasmus+ Cooperation Partnerships

This action aims at:

- **Increasing quality in the work, activities and practices of organisations and institutions involved**, opening up to new actors, not naturally included within one sector;

- **Building capacity of organisations** to work transnationally and across sectors;

- **Addressing common needs and priorities** in the fields of education, training, youth and sport;

- **Enabling transformation and change** (at individual, organisational or sectoral level), leading to improvements and new approaches, in proportion to the context of each organisation.

More information: the **Erasmus+ Programme Guide 2025**, pages 222-240.

European Commission

Cooperation Partnerships

Depending on the **applicant coordinator**, there are **two types** of Cooperation Partnerships in the **field of education and training**:

This presentation covers the Cooperation Partnerships submitted by European NGOs to the European Education and Culture Executive Agency (EACEA).

1. Submitted by European NGOs

Managed by **EACEA**

2. Submitted by other organisations

Managed by the Erasmus+ **National Agencies**

European Commission

Call for proposals managed by EACEA
Applicant / coordinator European NGO

There are two calls:

Cooperation Partnerships in the field of education and training submitted by European NGOs
(**ERASMUS-EDU-2025-PCOOP-ENGO)**
> Applicant coordinator a European NGO in the field of education and training

- Cooperation Partnerships in the field of youth submitted by European NGOs
(**ERASMUS-YOUTH-2025-PCOOP-ENGO)**
 > Applicant coordinator a European NGO in the field of youth

European Commission

Call for proposals in the field of EDU

This presentation refers to the Call for proposals ERASMUS-EDU-2025-PCOOP-ENGO:

Cooperation Partnerships in the field of education and training submitted by European NGOs

Call for proposals
Cooperation Partnerships in the field of Education and Training submitted by European NGOs
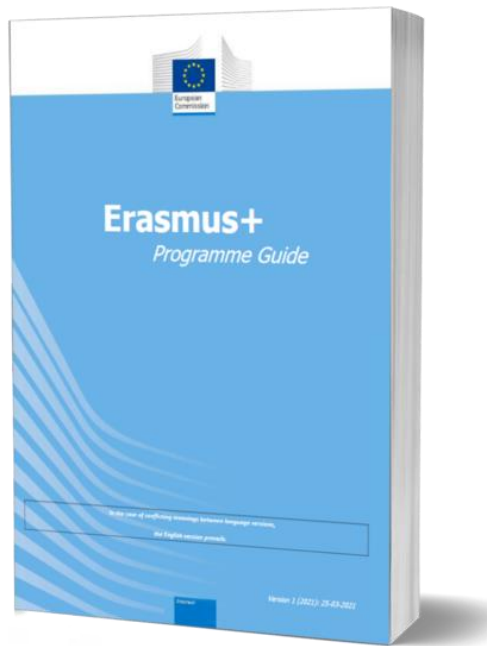ERASMUS-EDU-2025-PCOOP-ENGO

- The applicant (applicant coordinator) MUST BE a European Non-governmental organisation (European NGO - ENGO) active in the field of education and training and comply with the definition of a European NGO provided in the Erasmus+ Programme Guide 2025 (pp. 233 – footnote 228, pp. 431, pp. 435 – Statutory link)

- **Only** the **European body/secretariat** of the European NGO is eligible as coordinator / applicant.

Other applicant organisations which are not European NGOs should apply for Cooperation Partnerships in the field of education and training managed by the Erasmus+ National Agency of their country.

European Commission

Where to find information

The Erasmus+ Programme Guide 2025

Funding & Tenders portal

Call for proposals
ERASMUS-EDU-2025-PCOOP-ENGO

- The 2025 Call for proposals is **OPEN** for applications from **5 December 2024.**

- **Deadline** for submission of applications - for Cooperation Partnerships in the field of education and training submitted by European NGOs·

>>>> CHECK the Funding & Tenders portal !!!

- **Budget** of the call: **5 000 000 EUR**

EU grant per project can be ONLY **120 000 EUR, 250 000 EUR or 400 000 EUR**
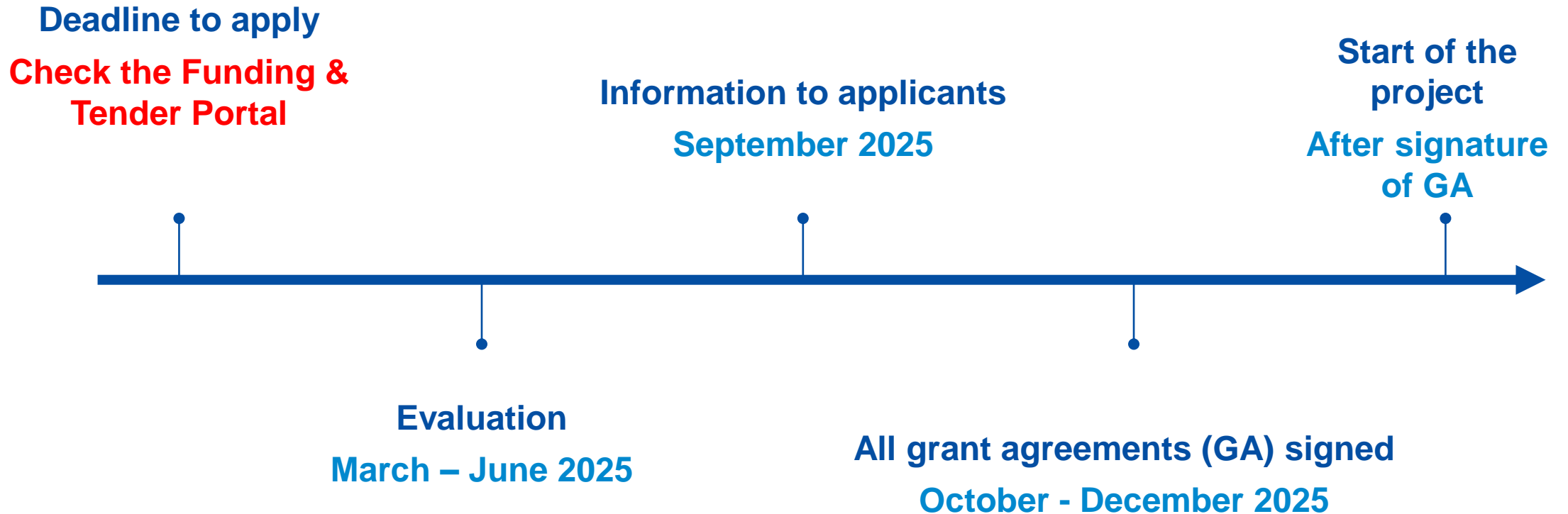
Where to apply

To the **European Education and Culture Executive Agency (EACEA)** *via the* [Funding & Tenders portal](#).

Pay attention you apply to the right call for proposals!

APPLY BEFORE THE DEADLINE!

European Commission

Timeline of the call
ERASMUS-EDU-2025-PCOOP-ENGO

Deadline to apply
Check the Funding & Tender Portal

Information to applicants
September 2025

Start of the project
After signature of GA

Evaluation
March – June 2025

All grant agreements (GA) signed
October - December 2025

Start of the projects:
First day of the month following grant agreement signature.
A fixed start date may be possible if duly justified.

European Commission

What to think about

1. Call for proposals
2. Admissibility criteria
3. Eligibility criteria
4. What is a European NGO
5. Exclusion and selection criteria
6. Award criteria
7. Lump sum funding model
8. Application content
9. How to apply

Call requirements

All applications submitted must comply with the following criteria set in the Erasmus+ Programme Guide:

1. **Admissibility** criteria

2. **Eligibility** criteria

3. **Exclusion** criteria

4. **Selection** criteria

5. **Award** criteria

European Commission

Admissibility criteria

Call for proposals ERASMUS-EDU-2025-PCOOP-ENGO

European Commission

Admissibility criteria

E+ Programme Guide 2025 under "Admissibility Criteria"

in Part C – Information for Applicants

❑ Applications must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System **no later than the call deadline >>> Check the Funding & Tenders Portal for the call deadline**

❑ Applications (including annexes and supporting documents) must be submitted using the **forms** provided in the Submission System

❑ Page limit Part B application (technical description of the project): **70 pages**

❑ The application must be **readable** and **accessible**

❑ Applications must be **complete** containing all parts and mandatory annexes

Admissibility criteria – content of application

I. Online forms to be filled in directly in the Funding & Tender Portal Submission System

1. Application Form Part A

2. Part C – Key performance Indicators (KPI)

II. Forms to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded in the Portal Submission System:

3. Application Form Part B – technical description

4. Eligibility form   ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form

5. Calculator

6. List of previous / ongoing projects – as part of Part B or a separate document

Evaluation Criteria

- Eligibility criteria

- Exclusion criteria

- Selection criteria

- Award criteria

European Commission

Eligibility criteria

Call for proposals ERASMUS-EDU-2025-PCOOP-ENGO

European Commission

Eligibility Criteria

To be eligible, the applicant coordinator and the project **must meet all the eligibility criteria** of the Call ERASMUS-EDU-2025-PCOOP-ENGO.

If the project does not meet the eligibility criteria, it will be rejected without being further evaluated.

Please check the Erasmus+ Programme Guide 2025, section "Eligibility Criteria" for Cooperation Partnerships.

European Commission

Eligibility criteria

E+ Programme Guide 2025 – Part B – Information about the actions – Cooperation Partnerships - Eligibility Criteria

✓ **Applicant / coordinator**

✓ Participating **organisations**

✓ Composition of the **partnership**: number and countries

✓ **Priorities**

✓ **Venue** of activities

✓ **Duration**

✓ **Where** and **when** to submit the application

Eligibility Criteria – applicant

Who can apply?

- **Applicant / coordinator**: must be a **European NGO** established in an *EU Member State or third country associated to the Programme,* active in the field of education and training

NEW

The **European Body / Secretariat of the European NGO** applies on behalf of the European NGO.

The applicant must have been legally established at least 2 years before the application deadline.

European Commission

What is a European NGO?

N.B. The applicant coordinator to the call ERASMUS-EDU-2025-PCOOP-ENGO <u>must be the Secretariat/ European body of a European NGO</u>.

Definition of ENGO for the purpose of the Erasmus+ Programme 2025

E+ Programme Guide 2025 – pages 233 (footnote 228), 431, 435

European NGOs (ENGOs) are NGOs that operate:

through a formally **recognised structure** composed of **a European body/secretariat** legally established for **at least two years** in *an EU Member State or third country associated to the Programme and* of **national organisations/branches,** *in at least* **nine** *EU Member States and third countries associated to the Programme.*

These national organisations/branches must:

☐ have a proven **statutory link** with the European body/secretariat

☐ **be active** in the field of **education, training or youth**

European Commission

European NGO for the purpose of the Erasmus+ Programme 2025

E+ Programme Guide 2025 – pages 233 (footnote 228)

A European NGO must be composed of at least **nine entities**:

- the European body/secretariat + eight national organisations / branches, which are **established in nine** different EU Member States and third countries associated to the Programme

➢ Therefore, the entire European NGO should include **entities from nine** different EU Member States and third countries associated to the Programme

➢ Only applicant / coordinators that fulfill entirely all the conditions to be considered a European NGO will be considered eligible.

*Reminder: The **European Body / Secretariat of the European NGO** applies on behalf of the European NGO.*

EU Member States and third countries associated to the Programme (Erasmus+ Program Guide 2025, pages 32-33)*

EU Member States		
Belgium	France	Netherlands
Bulgaria	Croatia	Austria
Czechia	Italy	Poland
Denmark	Cyprus	Portugal
Germany	Latvia	Romania
Estonia	Lithuania	Slovenia
Ireland	Luxembourg	Slovakia
Greece	Hungary	Finland
Spain	Malta	Sweden

Third countries associated to the Programme	
North Macedonia Serbia Iceland	Liechtenstein Norway Türkiye

*See also footnote 27 referring to Overseas Countries and Territories

Statutory links
(part of the definition of a European NGO)

Erasmus+ Programme Guide 2025 under "PART D- Glossary" – page 435

This notion implies that the **cooperation between the organisations** concerned is based on a **formalised/documented relation**,

neither limited to the project they apply for, **nor established for the sole purpose of its implementation**

This link **can cover many forms**, from a **very integrated one**

one "*mother organisation*" with its national branches/affiliated entities

to a **looser one**

a network functioning through **a clearly defined membership modality** requiring for instance: the *payment of a fee*, the *signature of a membership contract/agreement*, the *definition of rights and obligations from the two parties*

European Commission

Eligibility Criteria - Participating organisations

Type of participating organisations:

- **Applicant/ coordinator**: **European body/secretariat of an ENGO –** receives funding.

- **Partners**: receive funding.

- **Affiliated entity(es)**: optional, receive funding. Must comply with the eligibility and non-exclusion criteria, and where applicable also with the selection criteria applying to applicants but they do not count toward the minimum eligibility criteria for the consortium composition.

- **Associated partner(s)**: optional, **do not receive funding**. Entities from the public or private sector that contribute to the implementation of specific project tasks/activities or support the promotion and sustainability of the project, but that **for contractual management aspects are not considered to be beneficiaries**, and do not receive any funding from the Programme as part of the project (they do not have the right to charge costs or claim contributions). However their involvement in the project and in the different activities needs to be **clearly described**.

Eligibility Criteria - **Participating organisations**

Cumulative conditions:

1) <u>Legal status and geographical</u>: Any public or private organisation established in an **EU Member State or third country associated to the Programme or in any third country not associated to the Programme in regions 1** (Western Balkans), **2** (Neighbourhood East*) and **3** (South-Mediterranean countries) can participate

NEW

*With the exception of Belarus (organisations from Belarus are not eligible)

For the detailed list of countries, please check "Eligible countries" – Part A (pages 32-33 Erasmus+ Programme Guide 2025)

2) <u>Profile</u>: Any type of organisation active in the field of education, training, youth, sport or other socio-economic sectors, as well as organisations carrying out activities that are transversal to different fields.

Higher education institutions established in a EU Member State or third country associated to the Programme must hold a valid Erasmus Charter for Higher Education (ECHE).

Eligibility criteria – **Consortium composition**

- **Minimum**: **3 organisations** from **3 different** EU Member States or third **countries** associated to the Programme.

- **Maximum**: no maximum

- Participation of **third countries** not associated to the Programme: optional and if bringing an **essential added value** to the project and **justified in the proposal**.

European Commission

Eligibility Criteria

Venue of the activities

In the countries of the organisations participating in the project, either as full partners or as associated partners (see the **two exceptions** in the Programme Guide).

Project duration

Between **12** months and **36** months. Defined at application stage.

Extensions of project duration is possible, but total duration of project maximum 36 months.

Eligibility Criteria – Priorities

Priorities to be addressed

☐ **at least one horizontal priority** applying to all Erasmus+ sectors (Inclusion and diversity; Digital transformation; Environment and fight against climate change; Common values, civic engagement and participation)

and/or

☐ **at least one specific priority** relevant to the field of education and training (in the fields of higher education, school education, vocational education and training, adult education)

Check the information on priorities in the Programme Guide, including pages 222-230 and 236-237).

Exclusion and selection criteria

Exclusion criteria

E+ Programme Guide 2025 under "Exclusion Criteria"
in Part C – Information for Applicants

Exclusion situations linked to legal issues

Declaration on honour in Part A
application form +
declaration on honour
if selected for funding

EU Financial regulation 2024/2509

Selection criteria

OPERATIONAL CAPACITY *Appropriate professional competencies and qualifications to carry out the project*	FINANCIAL CAPACITY *Stable and sufficient sources of funding to maintain its activities*
Include in **Part B of application form**: • Description of relevant skills and experience of project staff (no CVs) • Description of the consortium participants • List of previous and running EU-funded projects Applicants must have the know-how, qualifications and resources.	Provide **upon request** and upload in Funding & tender opportunities portal: • Profit and loss account • Balance sheet • Other documents if requested • see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment

European Commission

Award criteria

Call for proposals ERASMUS-EDU-2025-PCOOP-ENGO

Award Criteria

- ✓ Scoring system

- ✓ 4 award criteria

Detailed description of each award criteria in the Erasmus+ Programme Guide 2025, pages 237-239

Scoring system and award criteria

Criteria	Maximum points	Minimum pass points
Relevance of the project	25	13
Quality of the **project design** and implementation	30	15
Quality of the **partnership** and the cooperation arrangements	20	10
Impact	25	13

Total score: Maximum **100 points**
To be considered for funding, two conditions:
1. Minimum total score **70 points**
2. AND Minimum pass points per award criteria

More details on each criterion in Programme Guide

Relevance

- **relevant to objectives and priorities** of the Action

    - **highly relevant** if:

        - ✓ Address the priority "*inclusion & diversity*"

        - ✓ Support the implementation of *EU policies*

- relevant for **the respect and promotion of shared EU values**

- the **profile, experience and activities** of the organisations are relevant

- based on a genuine and adequate **needs analysis**

- **suitable for creating synergies** between different fields or it has potentially a strong impact on one or more of those fields

- **innovative**

- **complementary** to other initiatives already carried out by the participating organisations

- brings **added value at EU level**

Quality of the project design and implementation

- the **project objectives** are clearly **defined, realistic** and **address needs** of the participating organisations and target groups

- the proposed **methodology** is **clear, adequate and feasible**

  - ✓ the work plan is clear, complete and effective

  - ✓ project is cost-effective with resources to each activity & quality control, monitoring and evaluation measures

- the activities are designed in an **accessible and inclusive way** and are open to people with fewer opportunities

- incorporates **the use of digital tools & learning methods,** makes use of Erasmus+ online platforms

- is designed in an **eco-friendly way** with **green practices**

- (if applicable) quality of the **training, teaching or learning activities**

European Commission

Quality of the partnership and the cooperation arrangements

- **appropriate mix of participating organisations** in terms of profile, past experience and expertise

NEW

the consortium includes partner organisations **outside the applying European NGO**, opening it up to cooperation beyond its national organisations/branches

- the project involves **newcomers** and **less experienced** organisations to the Action

- the **distribution of tasks** demonstrates the commitment and active contribution of all

- **effective mechanisms for coordination and communication** between participating organisations & with other relevant stakeholders

- (if applicable) the extent to which the involvement of an **organisation** from *a third country not associated to the Programme* brings an **essential added value**

Impact

- includes **concrete steps** to **integrate the results** in the **regular work** of participating organisations

- has the potential to **positively impact** its participants and participating organisations, as well as their wider communities

- includes expected **project results** with the **potential to be used outside the participating organisations** at local, regional, national or European level

- includes **concrete and effective steps** to make the **results known** within the participating organisations and shared with the public (*acknowledge of EU funding*)

- describes how **the materials, documents and media produced** will be made **freely available** (if relevant)

- ensures the **sustainability of the project**

European Commission
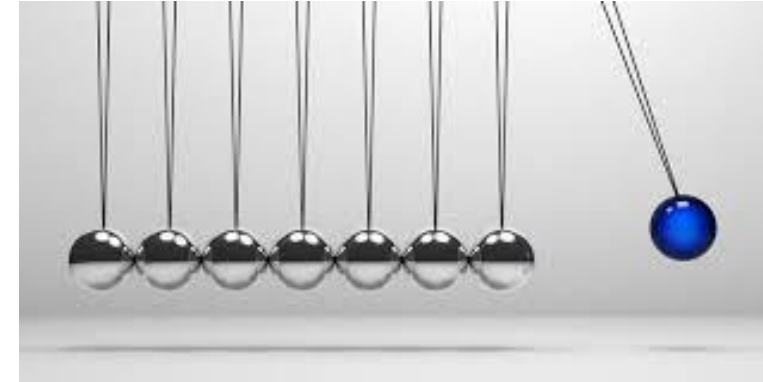
Fulfilling the Evaluation Criteria
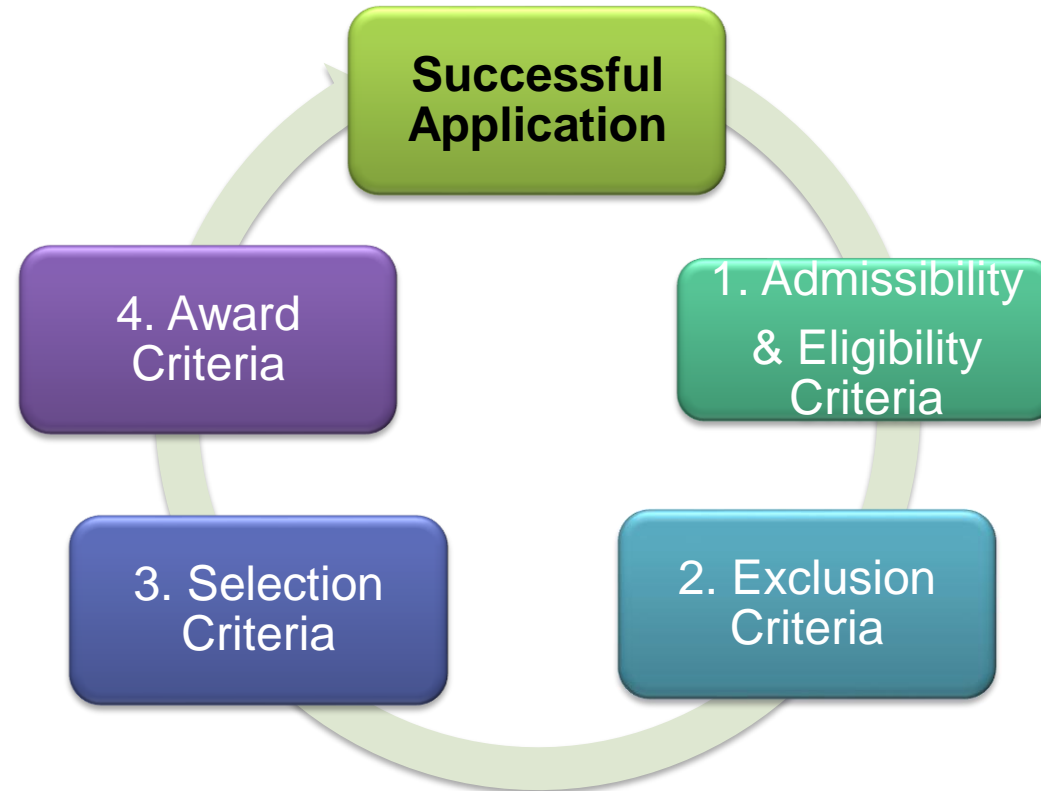
Funding model

Lump sum type I, pre-defined lump sum

Lump sum funding

- Lump sum funding reduces administrative and financial errors as **removes the need to report actual costs**.

- This means **easier access to the programme**, especially for small organisations and newcomers, who often lack the experience and capacity to cope with the complex rules for actual costs funding.

- The planning, evaluation, and execution of projects does not change significantly.

- Lump sums are **defined up-front and fixed** in the grant agreement. If the assessment of the proposal shows that its cost-effectiveness is not adequate, there is no possibility to "downgrade" or "upgrade" the proposal to a lower or higher lump sum amount. It means that the proposal will simply not be selected.

- The lump sum amount chosen at proposal stage **cannot be modified during the project implementation phase**. It can only be reduced at final report stage due to poor, partial, or late implementation, or to force majeure according to the rules stated in the Grant agreement.

European Commission

Lump sum funding

- Lump sum budgets are based on cost estimations.

- Budget of the proposal > principles of economy, efficiency and effectiveness

- Co-financing principle & No-profit principles

- Lump sums allow their payment upon **achievement of concrete outputs and results** > achievement of the project objectives and completion of the activities and deliverables in work packages.

How to manage your lump sum grants

European
Commission

Funding model – LUMP SUM type I

- You **MUST choose as requested grant for the project ONE of the pre-defined lump sum amounts:** 120 000 EUR, 250 000 EUR or 400 000 EUR.

- Only one pre-fixed amount per application! > Ensure coherence between different parts of the application.

- Lump sum to be selected in accordance with the activities you want to undertake and the results you want to achieve.

- The lump sum amount must be calculated using the budget **Calculator** > distribution of the lump sum amount per partner and per work package.

- One lump sum share will be fixed in the grant agreement for each work package and per partner.

How to choose the lump sum amount to be requested?

Estimate the overall cost of the project

➤

Identify the most appropriate lump sum

120 000 EUR

250 000 EUR

400 000 EUR

➤

Adapt the project budget to the lump sum

More information in the Erasmus+ Programme Guide, pages 239-240.

Work packages

Part B – Section 4: Work plan – Work packages - example
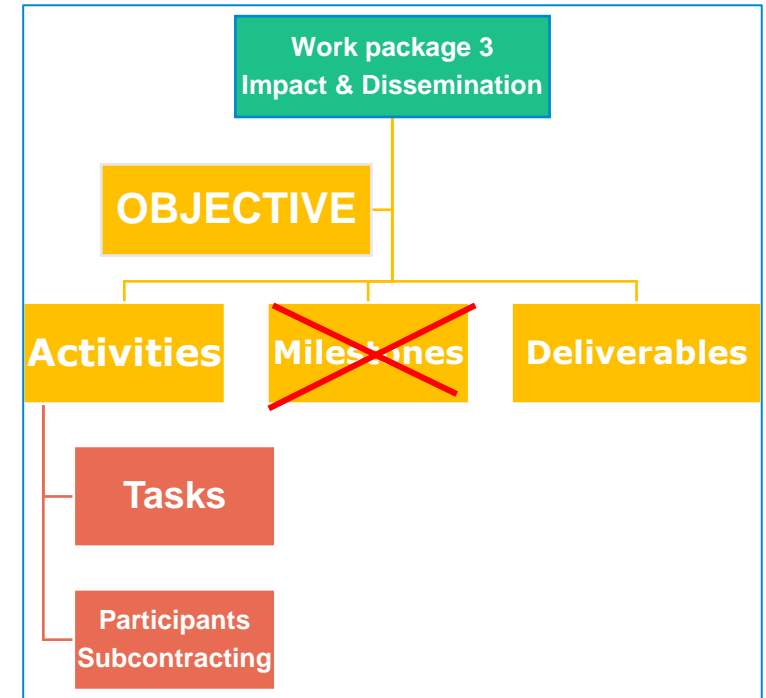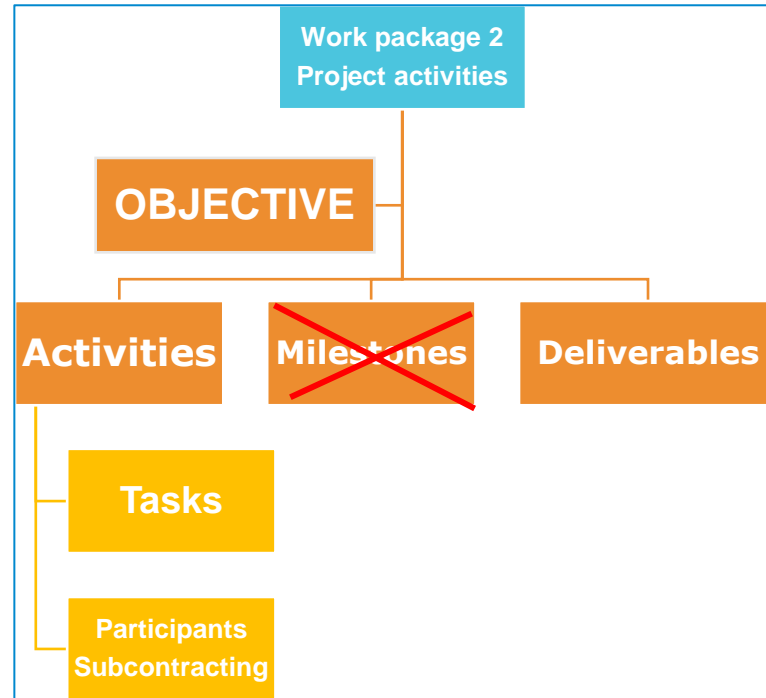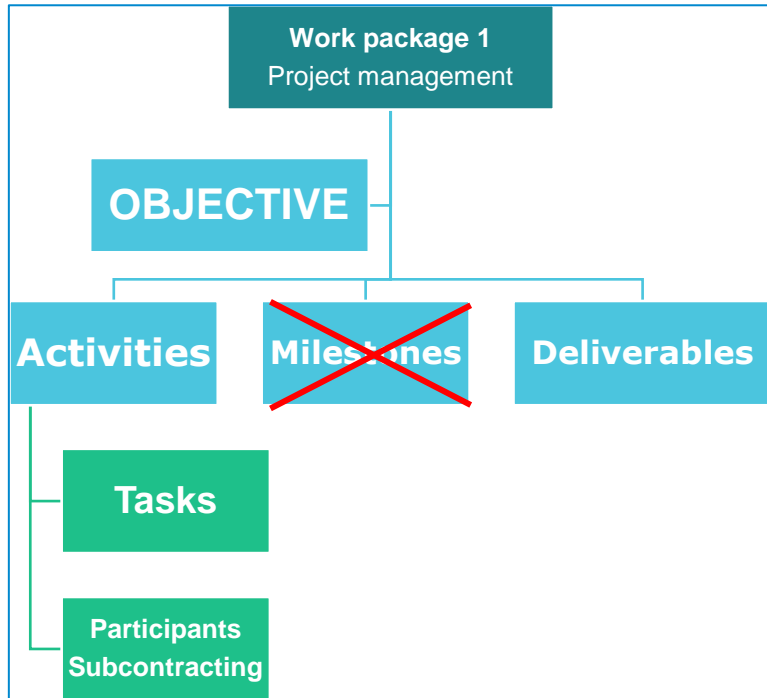
Minimum: 3 WPs
Maximum: linked to complexity of work plan; maximum 5 WPs recommended

Work package – objectives – example

Lump sum: 400.000 €

WP1 Project management 70.000 €	WP 2 140.000 €	WP 3 110.000 €	WP 4 80.000 €

WP 2

Objective 1
- *Deliverable*
- *Quantitative indicator*
- *Qualitative indicator*

Objective 2
- *Deliverable*
- *Quantitative indicator*
- *Qualitative indicator*

WP 3

Objective 1
- *Deliverable*
- *Quantitative indicator*
- *Qualitative indicator*

Objective 2
- *Deliverable*
- *Quantitative indicator*
- *Qualitative indicator*

WP 4

Objective 1
- *Deliverable*
- *Quantitative indicator*
- *Qualitative indicator*

Objective 2
- *Deliverable*
- *Quantitative indicator*
- *Qualitative indicator*

Objective 3
- *Deliverable*
- *Quantitative indicator*
- *Qualitative indicator*

REMINDER: PROJECT MANAGEMENT WP1
maximum **20%** of the total budget

European Commission

Application forms

To remember…. content of application

I. Online forms to be filled in directly in the Funding & Tender Portal Submission System

1. Application Form Part A

2. Part C – Key performance Indicators (KPI) NEW

II. Forms to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded in the Portal Submission System:

3. Application Form Part B – technical description Tpl_Application Form (Part B) (ERASMUS LSI)

4. Eligibility form ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form

5. Calculator Tpl_Calculator (ERASMUS LS ENGO)

6. List of previous / ongoing projects – as part of Part B or a separate document

CVs are not required

I. Part A – Administrative part – eForm

- General information entered by participants – the forms are generated by the IT system
  - Some legal data of participants is retrieved from the Submission System => no possibility to change

TO BE FILLED IN DIRECTLY **ONLINE**

Application forms

Call: ERASMUS-EDU-2025-PCOOP-ENGO
(Partnerships for Cooperation - Cooperation Partnerships in the field of
education and training submitted by European NGOs)

Topic: ERASMUS-EDU-2025-PCOOP-ENGO

Type of Action: ERASMUS-LS
(ERASMUS Lump Sum Grants)

Proposal number: SEP-211121185
Proposal acronym: te
Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

Administrative forms (Part A)

Edit forms ✏   Edit Part C (KPI)   View history   Print preview   ❶

European Commission

I. Part A – Administrative part – eForm

- Pay attention to select correctly the **type of organisation** for the coordinator and the participants

- The applicant / coordinator <u>must be</u>:

NEW

MANDATORY to be filled in
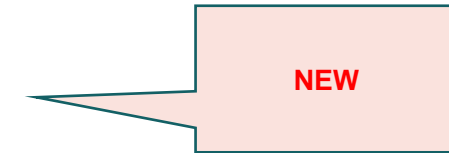
Type of Organisation

European non-governmental organisation (ENGO) - Education and training

European Commission

Part A – Administrative part

Application forms

Proposal ID **SEP-210899872**
Acronym   **TEST ENGO 2023 1**

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	150000.00
2	Janitom Tomasz Janisz	PL	25000.00
3	Charalampos Xenogiannis Comm.v.	BE	10000.00
4	Test France	FR	300000.00
5	Baird Consulting Scs	BE	
	Total	✖	485000.00

NOT CORRECT

No budget for associated partners.

= must be one of the **3 prefixed lump sums**: **120.000** EUR / **250.000** EUR / **400.000** EUR

&

= must equal to the total lump sum in the **Calculator**

Part C - KPI

Edit forms ✏️   **Edit Part C (KPI)**   View history   Print preview   ℹ️

Additional information for **statistical** purposes and contribution to the **policy** and **Programme objectives**

Proposal ID	Call for Proposal	Topic	Type of Action
SEP-211121051	ERASMUS-EDU-2025-PCOOP-ENGO	ERASMUS-EDU-2025-PCOOP-ENGO	ERASMUS-LS

KPIs (Key Performance Indicators)

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators ; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be updated with the latest available data for each periodic report (the KPIs are ma...

Erasmus+ Programme (ERASMUS) - Education (EDU)

Location

🔴 Please add at least one country

Country	NUTS1	NUTS2	➕

MANDATORY to be filled in

Type of project, thematic areas and types of activities

Types of activities: *

- [ ] EU Citizenship, EU awareness and Democracy
- [ ] Access for disadvantaged
- [ ] Gender equality / equal opportunities
- [ ] Quality and Relevance of Higher Education in Partner Countries
- [ ] Research and innovation
- [ ] Open and distance learning
- [ ] Combat violence and tackle racism, discrimination and intolerance in sport
- [ ] Community development
- [ ] Digital and green skills
- [ ] Early school leaving / Combating failure in education
- [ ] Energy and resources
- [ ] Grassroots sports

- [ ] Creativity and culture
- [ ] Social dialogue
- [ ] New innovative curricula/educational methods/development of training courses
- [ ] Quality Assurance
- [ ] Teaching and learning of foreign languages
- [ ] Post-conflict/post-disaster rehabilitation
- [ ] Migrant issues
- [ ] Cooperation with least developed countries
- [ ] Digital safety
- [ ] Economic and financial affairs (including funding)
- [ ] Enterprise, industry, SMEs and entrepreneurship
- [ ] Health and wellbeing

- [ ] Disabilities - special needs
- [ ] Environment and climate change
- [ ] Pedagogy and didactics
- [ ] Recognition (non-formal and informal learning/credits)
- [ ] Youth (Participation, Youth Work, Youth Policy)
- [ ] Entrepreneurial learning - entrepreneurship education
- [ ] Civic engagement / responsible citizenship
- [ ] Universities in more remote areas
- [ ] Digital youth work
- [ ] Encourage social inclusion and equal opportunities in sport
- [ ] Ethics, religion and philosophy
- [ ] Healthy lifestyle, active ageing

European Commission

II.Templates

Call data

Call: **ERASMUS-EDU-2025-PCOOP-ENGO**

Topic: ERASMUS-EDU-2025-PCOOP-ENGO

Type of action: **ERASMUS-LS**

Type of MGA: **ERASMUS-AG-LS**

⚠ Topic and type of action can only be changed by creating a new proposal.

Pay attention you apply to the right Call: ERASMUS-EDU-2025-PCOOP-ENGO (education and training)

Proposal data

Acronym: **gs**

Draft ID: **SEP-211121051**

📊 ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form

📄 Tpl_Application Form (Part B) (ERASMUS LSI)

📊 Tpl_Calculator (ERASMUS LS ENGO)

Download Part B templates

⬇ Download part B templates

Part B Application form – Narrative Part

- called "Tpl_Application Form (Part B) (ERASMUS LSI)"

- contains the technical description of the project;

- fill in all relevant sections; do not make changes to the template

- maximum **70 pages** (additional pages are disregarded by evaluators)

- upload as pdf under "Part B of proposal" field in the submission system

> **list of EU funded projects** (if applicable) for the last 4 years and ongoing projects > projects must be listed at the end of Part B or uploaded in the submission system as a separate pdf

EU Grants: Application form (ERASMUS LSI): V2.0 – 01.06.2022

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: *Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal).Pay particular attention to the award criteria; they explain how the application will be evaluated.*

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

European Commission

Information on partnership and activities

NEW

Information for **eligibility** purposes

- ✓ APPLICANT
- ✓ HORIZONTAL PRIORITIES
- ✓ SECTOR PRIORITIES
- ✓ VENUE

OBJECTIVES
ESTIMATED N° PARTICIPANTS

Fill in completely the <u>eligibility form</u>: 📊 ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form

Upload it in the submission system under 'Information on partnerships and activities'.

MANDATORY

!

False statements or incorrect information may lead to:
- **Exclusion** from the evaluation process
- **Sanctions** under the EU Financial Regulation

European Commission

Eligibility form MANDATORY

- ERASMUS EDU PCOOP ENGO 2025 - Eligibility Form

- used by EACEA to check the eligibility of the applicant and the project

- contains information about the applicant coordinator and the project (priorities, venues of activities, etc.)

- fill in all sections; do not make changes to the template.

Version 1.0 of 26.09.2024

| Call for proposals ERASMUS-EDU-2025-PCOOP-ENGO |
| Partnerships for Cooperation - Cooperation Partnerships in the field of education and training |

Eligibility form

Answer all fields / questions.

REMINDER: In order to be eligible for an Erasmus+ grant, project proposals for Cooperation Partnerships **must comply with the eligibility criteria** established in the Erasmus+ Programme Guide (see link given in the Funding and Tenders Portal).
For **Cooperation Partnerships in the field of education and training submitted by European NGOs** and managed by the European Education and Culture Executive Agency (EACEA) **the applicant coordinator must be a European NGO active in the field of education and training.**

The form is not valid yet. Please, fill in all parts.

1. APPLICANT / COORDINATOR ...	Please, select YES or NO on each row.	
	YES	NO
1.1. ... is **established in an EU Member State or third country associated to the Erasmus+ Programme.**	○	○
1.2. ... has been legally established **at least 2 years before the application deadline**.	○	○
1.3. ... is the **European body/secretariat of the European NGO** applying on behalf of the European NGO.	○	○
1.4. ... represents the European NGO in accordance to the **definition of a European NGO** provided in the Erasmus+ Programme Guide (Part D - Glossary):	○	○
1.4.1. an NGO that operates through a formally recognised structure composed of **a European body/secretariat** legally established for at least two years in an EU Member State or third country associated to the Programme **and of national organisations/branches, in at least nine** EU Member States and third countries associated to the Programme. *European NGO = the European body/secretariat + eight national organisations/branches, established in nine different EU Member States and third countries associated to the Erasmus+ Programme.*	○	○
1.4.2. **These national organisations/branches:**		
a) have a proven **statutory link** with the European body/secretariat;	○	○
b) are **active in the field of education and training**.	○	○

European Commission

Eligibility form

- to be considered eligible, a European NGO must comply to all parts of the definition of a European NGO!

- list the national organisations / branches of the European NGO & <u>their location</u>, start with the applicant coordinator (i.e. the Secretariat/ European body of the European NGO)

- pay attention that **only** national organisations / branches established in EU member states or third countries associated to the Programme are counted when checking the eligibility

European Commission

Budget calculator

MANDATORY

- called "TpI_Calculator (ERASMUS LS ENGO)"

- contains information on the lump sum amount per work package and per participant

- write the participants and the work packages, and the lump sum allocated to each

- total grant requested <u>MUST BE</u> one of the 3 lump sums

- to be uploaded under section 'Calculator' of the Submission System in Excel format

EACH ACTION HAS A PRE-FIXED LUMP SUM. **NO OTHER AMOUNT CAN BE AWARDED.**
TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I11) CORRESPONDS TO THE PRE-FIXED LUMP SUM <u>FOR THE CHOSEN ACTION</u>.
ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Partnership for Cooperation in the field of Youth and in the field of Education and training - European NGOs	120.000	250.000	400.000

WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected

DETAILED BUDGET TABLE ERASMUS LS I ENGO (YOUTH and EDU)

Estimated budget — Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

Participants	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in I)
	[title]	[title]	[title]	[title]	[title]	[title]	[title]	-
[name]								0
[name]								0
[name]								0
[name]								0

PRE-FIXED LUMP SUM GRANTs:
120 000 EUR
250 000 EUR
400 000 EUR

Ensure coherence in your application

Between financial data:

✓ lump sum amount (total and/or per beneficiary) indicated in the excel budget calculator and in the budget table of the online Part A, section 3 Budget must be the same

 Between work packages

✓ the number and names of WPs in Part B application and in the budget calculator must be the same.

Between partners

✓ list the partners in the budget calculator in the same order as in the Part A, section 3 Budget

✓ use the same acronym for partners in different parts of the application

European Commission

List of previous and ongoing projects

- to be included in your application package at the end of Part B application <u>or</u> as a separate document

- **If a separate document, to be uploaded in the submission system under '**List of previous projects**'**

- **template** available **at the end of Part B application**:

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS LSI): V2.0 – 01.06.2022

LIST OF PREVIOUS PROJECTS

List of previous projects					
Please provide a list of your previous projects for the last 4 years.					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

SUMMARY - Application package

KPIs

Part A of the application

Administrative forms (Part A)

Edit forms ✏️ | Edit Part C (KPI) | View history | Print preview ⓘ

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

NEW field in the submission system. Eligibility form

Part B of proposal *		ⓘ	Upload 📄
Calculator *		ⓘ	Upload 📄
Information on partnership and activities *		ⓘ	Upload 📄
List of previous projects		ⓘ	Upload 📄

European Commission

How to apply

Technical Steps for the
Applicant European NGO – Secretariat / European body of the ENGO submitting the application

1. Applicant coordinator has to have an **EU Login account (**formerly ECAS**)**

2. Ensure that applicant & partner organisations have a **PIC** (Participant Identification Code)

   Not necessary to be valid at application stage

3. Find the funding opportunity call on the Funding & tender portal (**F&TP**).

4. Fill in the **e-application form, attach all mandatory documents & annexes >** SUBMIT

European Commission

Find the call

Start your application

Start submission

Need help?

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

⦿ ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission

European Commission

Portal Submission system - example

European Commission | Funding: Submission Service

✓ Login — ✓ Topic selection — ✏ Create proposal — ○ Participants — ○ Proposal forms

Create proposal

📅 **Deadline**

CHECK the deadline in the Funding & Tenders portal

Call data

Call: **ERASMUS-EDU-2025-PCOOP-ENGO**

Topic: **ERASMUS-EDU-2025-PCOOP-ENGO**

Type of action: **ERASMUS-LS**

Type of MGA: **ERASMUS-AG-LS**

⚠ Topic and type of action can only be changed by creating a new proposal.

⚠ Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline **You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previo

Find your organisation

PIC ⓘ * [9]   Short name ⓘ * [250]

Organisations you have been previously associated with. (Click to select)

PIC: 913842918

Test Camelia-Valeria

place Rogier
Brussels,BE

PIC: 956444445

Baird Consulting SCS

Vieille rue du Moulin-Rouge 20
Uccle,BE

PIC: 923131832

Aero LTD

MaartStreet 12
Almere,US
VAT: 125648321

What to do in case of problems at submission?

- Submit your application **WELL BEFORE THE DEADLINE (48 H)**

  CHECK CAREFULLY the deadline to apply in the Funding & Tenders portal!

- In case your submission **FAILED due to IT problems:**

  ❖   Submit IMMEDIATELY a complaint via the **F&TP IT Helpdesk;**

  ❖   Keep a **PDF version of the part B and of the mandatory annexes/documents** of your application holding a time stamp before the call deadline;

  ❖   Keep a proof of the alleged failure (**screenshots & other proof**).

IT Helpdesk

The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes.

European Commission

Useful links

F&TP online manual	https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
Key steps "how to participate"	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
F&TP support section	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support
IT How to	https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+to
EACEA website 'How to get a grant'	https://www.eacea.ec.europa.eu/grants/how-get-grant_en

Support

Any questions about the action or the application process? *Write to us*:

- EACEA-EPLUS-EDU-ENGO@ec.europa.eu

Technical questions or challenges

IT Helpdesk

Good luck with your application!

European Commission