



# Erasmus+ - Youth Actions 2025

## Tips and tricks on how to prepare a good proposal

European Education and Culture Executive Agency (EACEA)

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# How to prepare a good project proposal ?

***Alfonso ALIBERTI***

*Programme Manager, EACEA A5*

*Youth, EU Solidarity Corps and Aid Volunteers*

# What is a good proposal?

CONTENT  
WISE

Proposal aligned to the **objectives** and policy **priorities** of the Action and field and fulfilling all the **CRITERIA** set out in the call for proposals and complying with **quality standards**

*Competitive calls based on the quality of proposals and available budget*



- A complete **APPLICATION PACKAGE** does not necessarily mean a good **PROPOSAL**
- An **ADMISSIBLE** and **ELIGIBLE** proposal does not have to be a **GOOD** proposal
- The availability of **BUDGET** does not guarantee that all proposals will be funded, **ONLY** quality proposals
- Only proposals **ABOVE FUNDING THRESHOLDS** may be funded
- **QUALITY** of your proposal must be in line with your **REQUESTED LUMP SUM GRANT**

# 9 Few Tips to prepare a good application



1. Start **early**
2. Have a good **understanding** of the Programme, the specific Key Action and the Call
3. Read the relevant **information**
4. Check the Call **requirements**
5. Choose your project **idea**, structure it and stick to it
6. Build a good **consortium**
7. **Write** a good proposal
8. Final **polishing**

# Tip 1: Start early

**3 MONTHS**

- From the opening day: 5 December 2024

To the submission deadlines:

- **5 March 2025** 17:00:00 Brussels time – for Partnerships for Cooperation - Cooperation Partnerships in the field of Youth submitted by European NGOs
- **6 March 2025** 17:00:00 Brussels time – for Capacity Building Youth and European Youth Together
- *Do not leave it for the very last minute*
- *Any good proposal evolves and matures during the drafting process*



## 2. Good understanding of the Erasmus+

### Priorities of Erasmus+ 2021-2027



Inclusion and diversity



Green



Digital



Participation

# Specific objectives of Erasmus+ in the field of youth

- Promote non-formal and informal learning mobility and active participation among young people
- Promote cooperation, quality, inclusion, creativity and innovation at the level of organisations and policies in the field of youth;

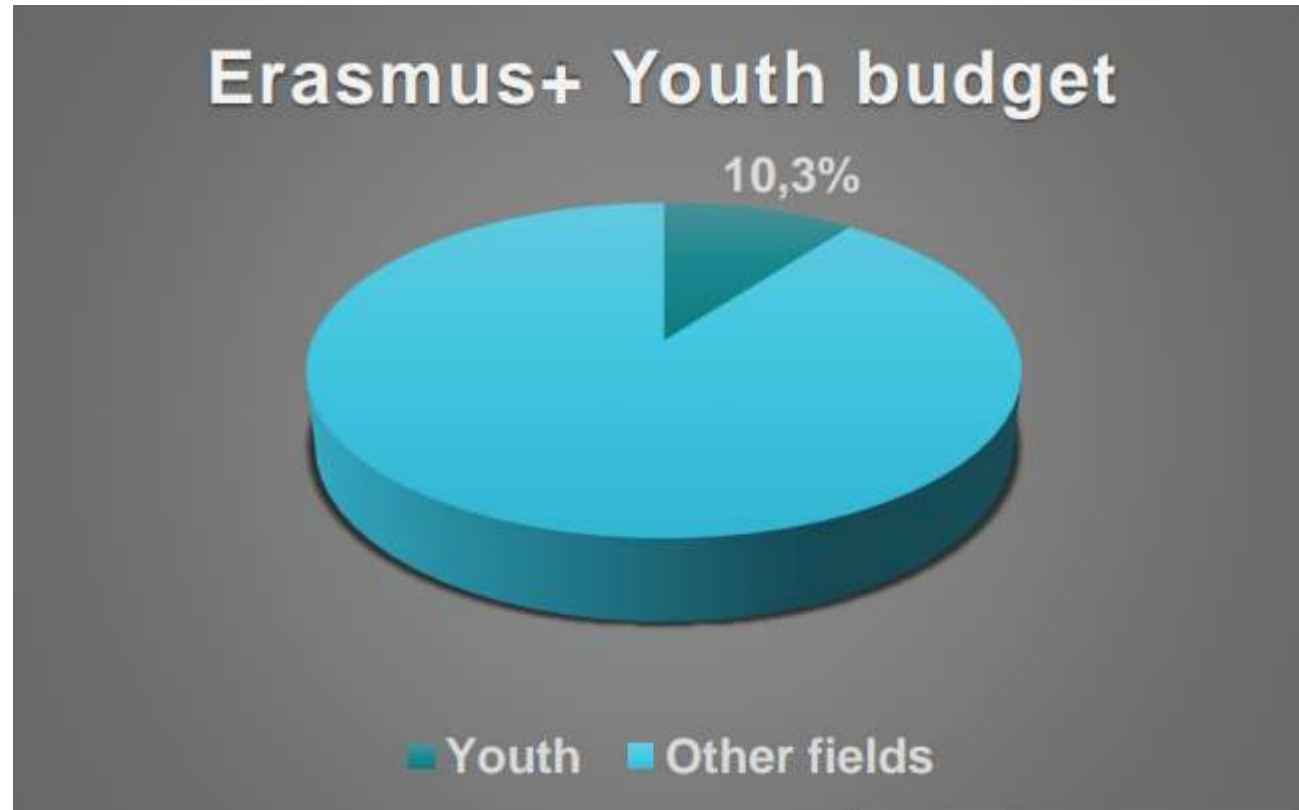


**DO NOT FORGET!!**





# Erasmus+ Youth - Budget



## Erasmus+ Youth actions



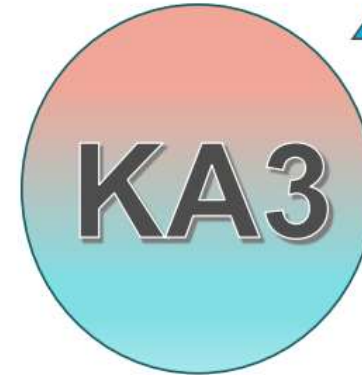
### MOBILITY / INDIVIDUALS

- Youth exchanges
- Youth workers mobility
- Youth Participation Activities
- Discover EU



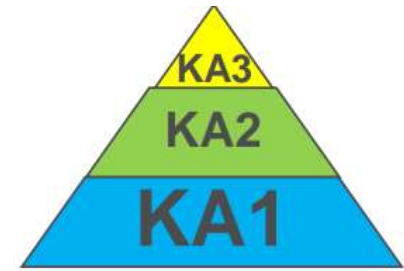
### COOPERATION / ORGs

- Cooperation partnerships
- Capacity building in the field of youth



### POLICY / SYSTEMS

- EU Youth Dialogue
- Youth Wiki
- European Youth Together



# Tip 3: Have a good understanding of the Action

Action	Main objectives	Eligibility	Budget
Capacity Building in the Field of Youth	<b>Support multilateral partnerships</b> between organisations active in the field of youth in the <b>EU and countries associated to the Programme, and in third countries not associated to the Programme.</b>	<p>EU Member State or third country associated to the Programme, or third countries from regions 1 (Western Balkans), Region 2 (Neighbourhood East), Region 3 (South Mediterranean countries) or region 9 (Sub-Saharan Africa).</p> <p>At least 4 applicants:</p> <ul style="list-style-type: none"> <li>1 from a Programme Country;</li> <li>2 from a specific region (<u>cross regional cooperation is not possible</u>)</li> </ul>	<p>Projects targeting regions 1, 2 and 3: the maximum EU contribution per project is EUR 300 000.</p> <p>Projects targeting Region 9 (Sub-Saharan Africa): the maximum EU contribution per project is EUR 450 000, including the Youth Exchanges and Youth Participation Activities.</p> <p>The grant will be a lump-sum grant and a funding rate of 80%</p>
European Youth Together	<b>Create networks promoting regional partnerships</b> , to be run in close cooperation with young people from across Europe.	<p>Organisations in EU Member State or third country associated to the Programme.</p> <p>A consortium of minimum of 5 applicants from at least 5 EU Member States and/or third countries associated to the Programme.</p>	<p>Maximum EU contribution per project: EUR 500 000.</p> <p>The grant will be a lump-sum grant and a funding rate of 80%</p>
Cooperation Partnerships	<b>Support organisations to increase the quality and relevance of their activities</b> , to develop and reinforce their networks of partners, to increase their capacity to operate jointly at transnational level.	<p>The applicant coordinator <b><u>must be a European NGO</u></b></p> <p>Organisations in third countries not associated to the Programme cannot participate as project coordinators.</p> <p>Minimum three organisations from three different Programme Countries.</p>	<p>There are three pre-defined lump sums grants available, corresponding to the total grant amount for the project: EUR</p> <p>120 000, EUR 250 000 and EUR 400 000. Applicants will choose between the 3 pre-defined amounts according to the</p> <p>activities they want to undertake and the results they want to achieve.</p>

# Tip 3: Read the relevant information



## To PREPARE your project proposal

[2025 Erasmus+ Programme Guide](#)

Application forms (Part B)

Get inspired!: [Projects & Results \(europa.eu\)](#)  
(F&TOP) &  
[Erasmus+ project results platform](#)

For former applicants: the Evaluation Summary Report with experts' feedback

## To SUBMIT your project proposal

[An introduction to the Funding & Tenders Portal](#)  
[IT tools: Business process flow](#) video tutorial

F&TOP [Online Manual](#)

F & TOP [IT How To](#)

Presentation How to submit

Contact us:

[EACEA-YOUTH@ec.Europa.eu](mailto:EACEA-YOUTH@ec.Europa.eu)

# Tip 4: Check the call requirements



Operational capacity

Financial capacity



# Admissibility conditions

Submit your application well **before the deadline** (48 h)

Use only **OFFICIAL** forms (available in the F&TP)

Submit **ALL** the required forms and fill in **ALL** the applicable sections

Experts assess your proposal based solely on the **information available in your application**

Draft your proposal in an **EU language understandable** for all your consortium

Proposals received by email are **disregarded**

Pages of Part B beyond **70 pages** are disregarded during evaluation

**INADMISSIBLE** PROPOSAL



PROPOSAL EXCLUDED FROM EVALUATION PROCESS

**ADMISSIBLE** PROPOSAL



ELIGIBILITY CHECK

# Selection conditions

## FINANCIAL CAPACITY

**NON-PUBLIC APPLICANTS (NGOs)  
&  
Project GRANTS higher than 60 000 EUR**

[Financial capacity self-check simulator](#)



## OPERATIONAL CAPACITY

**Joint responsibility** of the participating organisations in the performance of the project

The lump sum model conditions the **payment of the lump sum contributions** to the performance of the activities

**Take into account when setting-up your consortium!!**





## Tip 5: Choose your idea, structure it well and stick to it!

Ask yourself if you have:

- A clear project **objective**
- A clear understanding of the current **start of art** in the field of intervention / sector
- A clear identified **need**
- A clear **target group(s)**
- A clear set of **partners** or geographical scope
- A clear path to make the difference or to bring an **added value**



Your proposal must fit into the **requirements** of the Action and **fill in a gap** in the needs of the participating organisations and specific sector

## Tip 6: Build a good consortium



Be **consistent** – remain relevant to your objective & target group

Be **adaptable** – be ready to renounce a country if you do not secure the right partner

**Choose well** your partners – with diverse competences

**Involve** partners in the preparation – avoid surprises after submission

Keep consortium **motivated** – agree a working method for the proposal phase, make a plan for their contributions

Keep **communication** with partners during the whole process

Do not cover the EU map **artificially**.

Verify that all the partners will have the sufficient **operational capacity** (resources) to allocate to the project

## Tip 7: Write your proposal – Tips & hints



Be **coherent** with the objectives of the Action and **relevant** to the policy priorities

Be **focused**, think before you write, think of your reader- What is the main message?, Who is your audience? What is their level of knowledge?

Be **accurate, clear** and **complete**– give adequate reply to each question

Keep it **simple** - complexity creates fog; simplicity clears it

Be **precise** - develop the idea, provide concrete examples



Do not use very **long sentences** – one main idea per sentence

Beware of **jargon** -Avoid jargon wherever possible, but if you have to use a jargon term then explain it in plain language at first use

Avoid abbreviations and **acronyms** - Spell out abbreviations and acronyms at first use, and avoid them if possible (or if used less than three times in a section)

Do not be **repetitive** – avoid to repeat the same information in different parts of the application

Be aware of **plagiarism** – checked during evaluation

# Part B

## Erasmus+ Programme Guide – Award criteria

### RELEVANCE OF THE PROJECT

- Aims and EU added value
- Contribution to the objectives and priorities of the Action
- Objectives
- **EU values**
- Needs
- Innovation
- Complementarity
- Inclusion and diversity

### QUALITY OF THE PROJECT DESIGN AND IMPLEMENTATION

- Work plan
- Methodology
- Cost effectiveness

### QUALITY OF THE PARTNERSHIP AND THE COOPERATION ARRANGEMENTS

- Set-up
- Geographic scope
- Participation of newcomers and grassroots organisations
- Commitment & tasks
- Cooperation arrangements
- Added value of third countries

### IMPACT

- Impact
- Dissemination
- Sustainability



## Part B - Technical description

### 1. RELEVANCE

- 1.1. Background and general objectives
- 1.2. Needs analysis and specific objectives
- 1.3. Complementarity with other actions and innovation – European added value

### 2. QUALITY

#### 2.1. PROJECT DESIGN AND METHODOLOGY

- 2.1.1. Concept and methodology
- 2.1.2. Project management, quality assurance and monitoring and evaluation strategy
- 2.1.3. Project teams, staff and experts
- 2.1.4. Cost effectiveness and financial management
- 2.1.5. Risk management

#### 2.2. PARTNERSHIP AND COOPERATION ARRANGEMENTS

- 2.2.1. Consortium set-up
- 2.2.2. Consortium management and decision-making

### 3. IMPACT

- 3.1 Impact and dissemination
- 3.2. Communication, dissemination and visibility
- 3.3. Sustainability and continuation

# Award criteria

- Your Part B must give answer to **ALL** the aspects (**bullet points**) covered by each award criteria

<b>Impact</b> (maximum score 25 points)	→	The extent to which:
	→	▪ the project proposal includes concrete and logical steps to integrate the project results in the regular work of participating organisations;
	→	▪ the project has the potential to positively impact its participants and participating organisations, as well as their wider communities;
	→	▪ the expected project results have the potential to be used outside the organisations participating in the project during and after the project lifetime, and at local, regional, national or European level;
	→	▪ the project proposal includes concrete and effective steps to make the results of the project known within the participating organisations, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding;
	→	▪ if relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations;
	→	▪ the project proposal includes concrete and effective steps to ensure the sustainability of the project, its capacity to continue having an impact and producing results after the EU grant has been used up.





## Tip 9: Final polishing

- Check the **completeness** of the proposal
- Check **consistency** of your description of activities and budget
- Ask someone for **critical reading** and feedback
- If you have the chance, have a native speaker for **proofreading**
- And, last but not least..... **SUBMIT IT ON TIME!!!**



**KEEP REACHABLE** – keep coordinator’s contact details updated during the whole evaluation process

# Thank you and good luck!

eacea-youth@ec.europa.eu



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