

## **CALL FOR PROPOSALS – EACEA/26/2017**

### **Erasmus+ Programme KA3 – Support for Policy Reform Civil Society Cooperation**

### **APPLICANT GUIDELINES**

Please note that the standard grant agreements/decisions of the Agency are currently under revision due to the entry into force of the new Financial Regulation and its Rules of Application in 2018. For this reason the draft grant agreements/decisions related to this call are published as an example and consequently the Agency reserves the right to introduce changes or additional details subject to the adoption of the final text of the Financial Regulation and Rules of Application. In this case the Agency will announce the changes as soon as possible and at the latest before the signature of the grant agreements or grant decisions.

**CALL FOR PROPOSALS – EACEA/26/2017**

**Erasmus+ Programme**

**KA3 – Support for Policy Reform**

**Civil Society Cooperation**

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# CALL FOR PROPOSALS – EACEA/26/2017

## Erasmus+ Programme

### KA3 – Support for Policy Reform

#### Civil Society Cooperation

## APPLICANT GUIDELINES

### 1. INTRODUCTION

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

The Paris Declaration on *Promoting citizenship and the common values of freedom, tolerance and non-discrimination*<sup>1</sup> adopted in 2015 by European Education Ministers called for the mobilisation of the education sector to promote inclusion and fundamental values through cooperation at EU-level. Following up on this, the 2016 Commission Communication on *Supporting the prevention of radicalisation leading to violent extremism*<sup>2</sup> set out a number of concrete actions to support Member States in promoting inclusive education and EU common values as well as an inclusive, open and resilient society and reaching out to young people. The Council Conclusions of 30 May 2016<sup>3</sup> and of February 2017<sup>4</sup> showed Member States commitment to addressing the priorities of the Paris Declaration.

Education and training feature prominently in the broader European policy agenda. In particular :

- in the Rome Declaration of 25 March 2017<sup>5</sup> EU leaders committed to "a Union where young people receive the best education and training and can study and find jobs across the continent".

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<sup>1</sup>[http://ec.europa.eu/dgs/education\\_culture/repository/education/news/2015/documents/citizenship-education-declaration\\_en.pdf](http://ec.europa.eu/dgs/education_culture/repository/education/news/2015/documents/citizenship-education-declaration_en.pdf)

<sup>2</sup>[http://ec.europa.eu/dgs/education\\_culture/repository/education/library/publications/2016/communication-preventing-radicalisation\\_en.pdf](http://ec.europa.eu/dgs/education_culture/repository/education/library/publications/2016/communication-preventing-radicalisation_en.pdf)

<sup>3</sup> *Developing media literacy and critical thinking through education and training* - Council conclusions (30 May 2016);

<sup>4</sup> *Inclusion in diversity to achieve high-quality education for all* – Council Conclusions (17 February 2017)

<sup>5</sup> <http://www.consilium.europa.eu/en/press/press-releases/2017/03/25-rome-declaration/>

- the Recommendation on a European Pillar of Social Rights<sup>6</sup> adopted on 26 April 2017 recognizes "the right to quality and inclusive education, training and life-long learning" not only for employability purposes, but equally for full participation in society.

There are reasons to be positive about the EU's education performance – there has been progress on the two EU 2020 headline targets – reducing early school leaving and increasing third-level attainment. This success highlights the value of EU action to focus on these issues. However, evidence shows that:

- More than 20% of the EU pupils still have serious difficulties with reading, mathematics and science, and many lack appropriate digital skills.<sup>7</sup>
- Learners from vulnerable socio-economic backgrounds remain over-represented among the low achievers. Educational poverty is still passed on from generation to the next. In higher education, learners from this group still face a problem of lack of access to, or difficulty in the completion of higher education studies.
- Europe continues to face a mismatch between the outcomes of its learners and the knowledge, skills and competences needed to fulfil the potential for technological, digital and economic innovation, creativity and entrepreneurship.
- While socially active and connected young people are the best asset of open democracy and the European project, only 28% of the 18-24 years old voted during 2014 EP elections. Deepening European identity and the participation of young people in EU-wide democratic processes is of paramount importance for the EU's future.
- The lack of flexible learning paths to bridge education sectors and allow for permeability between formal and non-formal education remains an obstacle to progress in education for many young people.
- The employability of graduates is of concern in many EU Member States, while in many countries the equivalent employment rates for VET graduates are notably lower and lag well behind tertiary graduates<sup>8</sup>.
- The image of VET as an attracting choice within school, higher and adult education needs to be further boosted.

Furthermore, new challenges such as an increasingly diverse population and the need to modernise teaching and learning to improve social cohesion, are coming to the fore.

These challenges facing European education and training systems are clearly reflected in the six priorities adopted in the 2015 Joint Report<sup>9</sup> on the Strategic Framework for European cooperation in education and training (ET2020).

In line with these priorities, the Commission has adopted a number of Communications which set out actions to enable young people to acquire the knowledge, skills and key competences needed to fully participate in society and to tailor their education to the needs of the labour market.

These Communications focus respectively on *Improving and modernising education* adopted in December 2016, on *School development and excellent teaching*<sup>10</sup> and on a *Renewed EU*

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<sup>6</sup> [https://ec.europa.eu/commission/priorities/deeper-and-fairer-economic-and-monetary-union/european-pillar-social-rights\\_en](https://ec.europa.eu/commission/priorities/deeper-and-fairer-economic-and-monetary-union/european-pillar-social-rights_en)

<sup>7</sup> OECD (2016), PISA 2015 Results

<sup>8</sup> 2016 Education and Training Monitor

<sup>9</sup> [http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52015XG1215\(02\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52015XG1215(02)&from=EN)

*agenda for Higher education*<sup>11</sup>, and the proposal for a Council Recommendation on the tracking of graduates<sup>12</sup> adopted by the Commission in May 2017. Furthermore, a revision of the 2006 Council Recommendation on Key Competences for lifelong learning was announced in the New Skills Agenda for Europe.

Under the Council resolution of 27 November 2009 on a renewed framework for European cooperation in the **youth field** (2010-2018), the overall objectives of the cooperation are to:

- i) create more and equal opportunities for all young people in education and in the labour market; and to
- ii) promote the active citizenship, social inclusion and solidarity of all young people.

The 2018 European Year of Cultural Heritage<sup>13</sup> will highlight the importance of material and immaterial heritage in building more cohesive societies, through enhancing awareness, knowledge and mutual respect. The Year will also address the specific challenge of heritage-related professions. In the context of their work programmes submitted under this call, applicant organisations are also encouraged to link their activities to the 2018 European Year of Cultural Heritage.

The *White Paper*<sup>14</sup>, presented by the Commission in March 2017, sets out a number of paths and marked the start of a wide debate on the future of Europe open to all citizens and stakeholders.

In line with this policy context, the Union programme for education, training, youth and sport **Erasmus+**<sup>15</sup> ("the Programme") - whilst respecting the structures and specific needs of the various sectors at national level – covers the following fields: education and training at all levels, in a lifelong learning perspective, including school education, higher education, international higher education, vocational education and training, adult learning and youth, particularly in the contest of non-formal and informal learning.

"Civil Society Cooperation in the fields of Education and Training and Youth" are activities funded under **Key Action 3 - Support for Policy Reform** of the **Erasmus+ Programme**.

The 2018 Annual Work Programme<sup>16</sup> for the implementation of Erasmus+ provides funding for "Civil Society Cooperation in the fields of Education and Training" under section 5.2.3.a) and "Civil Society Cooperation in the fields of Youth" under section 5.2.2.e).

The management of this call is delegated by the European Commission to the Education, Audiovisual and Culture Executive Agency<sup>17</sup>, hereinafter referred to as "the Agency".

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<sup>10</sup> [https://ec.europa.eu/education/sites/education/files/school-com-2017-248\\_en.pdf](https://ec.europa.eu/education/sites/education/files/school-com-2017-248_en.pdf)

<sup>11</sup> [https://ec.europa.eu/education/sites/education/files/he-com-2017-247\\_en.pdf](https://ec.europa.eu/education/sites/education/files/he-com-2017-247_en.pdf)

<sup>12</sup> [https://ec.europa.eu/education/sites/education/files/graduate-com-2017-249\\_en.pdf](https://ec.europa.eu/education/sites/education/files/graduate-com-2017-249_en.pdf)

<sup>13</sup> [https://ec.europa.eu/culture/european-year-cultural-heritage-2018\\_en](https://ec.europa.eu/culture/european-year-cultural-heritage-2018_en)

<sup>14</sup> [https://ec.europa.eu/commission/white-paper-future-europe-reflections-and-scenarios-eu27\\_en](https://ec.europa.eu/commission/white-paper-future-europe-reflections-and-scenarios-eu27_en)

<sup>15</sup> The Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC constitutes the legal basis for the present call:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013R1288&qid=1476708595126&from=en>

<sup>16</sup> [https://ec.europa.eu/education/sites/education/files/c-2017-5652\\_en.pdf](https://ec.europa.eu/education/sites/education/files/c-2017-5652_en.pdf)

<sup>17</sup> Education, Audiovisual and Culture Executive Agency: <http://eacea.ec.europa.eu>

## 1.1 A JOINT CALL WITH TWO SEPARATE LOTS

In this framework, the present Call will provide funding through the two following Lots:

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

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

## 1.2 FUNDING ARRANGEMENTS

The present Call offers the opportunity to apply for

- Framework Partnership Agreements (for Lot 1 - Education and Training and for Lot 2 - Youth); and for
- Annual Operating Grants (only applicable for Lot 2 - Youth).

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

### 1.2.1. Framework Partnership Agreement

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

Applications for a Framework Partnership Agreement must include:

- a detailed 12-month work programme (annual work programme) for 2018 together with the information needed to calculate the grant;
- a three-year strategic plan covering the period 2018-2020.

The three-year plan should set out a strategy including objectives, expected results and deliverables for the period 2018-2020, both globally and for each of the three years, as well as the actions to be implemented to ensure their achievement.

The annual work programme must be based on the strategic plan set out for the period 2018-2020 and will be the basis for awarding a **specific annual operating grant** for each of the three budgetary years concerned. The consistency and complementarity between the multiannual and the annual elements of the programme should be clearly demonstrated.

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

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

Applications for **Annual Operating Grants** must contain a detailed 12-month work programme (annual work programme) for 2018 together with the information needed to calculate the grant.

## 2. OBJECTIVES OF THE CALL

### 2.1. GENERAL OBJECTIVES

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

- ✓ Raise stakeholder awareness of European policy agendas in education, training and youth, in particular Europe 2020, Education and Training 2020, specific policy agendas such as the Bologna or the Riga-Copenhagen processes, the European Agenda for Adult Learning, or the EU Youth Strategy.
- ✓ Increase stakeholder commitment and cooperation with public authorities for the implementation of policies and reforms in the fields of education and training and of youth, in particular the country-specific recommendations issued in the framework of the European Semester.
- ✓ Boost stakeholder participation in the fields of education, training and youth.
- ✓ Boost stakeholder involvement in the dissemination of policy and Programme actions and results and of good practice among their membership and beyond.

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

### 2.2 SPECIFIC OBJECTIVES OF THE CALL

#### 2.2.1 IN THE FIELD OF EDUCATION AND TRAINING

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

- ✓ *Promoting inclusive education for all*, through targeted actions focused on the implementation of the priorities set in the Paris Declaration, particularly: fostering an inclusive and democratic learning environment, which leads to better integration of disadvantaged learners (including migrants), and supports learners according to their needs; enhancing cooperation with families, social services, civil society, social partners and the non-formal learning sector to encourage engagement with young people, strengthen mutual support between the learning environment and the community and promote intercultural understanding; supporting teachers, trainers, educators and leaders of educational institutions in dealing with diversity and in promoting a fair and unbiased learning environment; promoting a life-long learning approach to inclusive education to facilitate access, completion and transitions between various educational levels and sectors and to attract hard-to-reach groups back into learning; improving educational governance, funding and monitoring



mechanisms to remove barriers potentially leading to educational inequalities; helping develop innovative pedagogies for teaching social and civic competences.

- ✓ *Enhancing the acquisition by all citizens of a wide set of (key) competences*, through: supporting the acquisition of basic reading, mathematics and science skills; supporting the acquisition of key competences, including through facilitating transitions and flexible or alternative learning pathways, developing quality Adult learning and Vocational Education and Training (VET), promoting work-based learning, traineeships, apprenticeships and volunteering; promoting interdisciplinary approaches and developing guidance and support for teacher education and development; boosting competence-based teaching and learning; promoting European tools for transparency and the recognition of prior learning — including non-formal and informal learning outcomes — and of experience.
- ✓ *Supporting teachers, staff and leaders of education and training institutions* through: promoting attractive career structures, improving selection, recruitment and retention; supporting effective induction schemes that combine professional, social and personal support; promoting accessible, affordable and relevant continuing professional development (CPD); promoting team teaching, mutual classroom observation and professional learning communities; contributing to developing online communities and resources for school professionals.
- ✓ *Promoting excellence and innovation*, through formal, non-formal and informal learning and through learner-centred provision of basic and key competences, including literacy, numeracy, languages, digital, entrepreneurship competences, as well as transversal competences such as creativity; supporting the effective use of digital technologies in innovative pedagogies; increasing the supply and take-up of learning opportunities including for example by raising awareness of innovative educational approaches such as Open Educational Resources (OER) and Massive Open Online Courses (MOOCs); creating open learning environments and cross-sector stakeholder partnerships; enhancing the links between education and training institutions and the outside world; enhancing collection of data and analysis on education and training, including exploring innovative funding approaches.

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

### **2.2.2 IN THE FIELD OF YOUTH**

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

- ✓ Promote a stronger participation of all young people in democratic and civic life in Europe; contribute to the debate on/development of policy issues affecting young people and youth organisations at European, national, regional or local level; make young people's voices better heard in society; encourage voting in European parliamentary elections; foster the empowerment of young people in society, and their participation in the decision-making processes;

- ✓ Encourage young people's fair and equal access to opportunities; facilitate the transition from youth to adulthood, in particular the integration into the labour market and youth employability; increase social inclusion of all young people and their participation in solidarity activities;
- ✓ Foster the development of competences and skills through non formal learning, youth organisations and youth work; promote digital literacy, intercultural learning, critical thinking, the respect of diversity, and the values of solidarity, equal opportunities and human rights among young people in Europe.

### 3. TIMETABLE

Applications must be submitted online by **14/12/2017** at **12:00 midday** – Brussels time together with all the other documents referred to in Section 14 of these Applicant Guidelines.

	<b>Stages</b>	<b>Date and time or indicative period</b>
a)	<b>Publication of the call</b>	October 2017
b)	<b>Deadline for submitting applications</b> All the required additional compulsory administrative annexes must also be submitted <u>by the same deadline by email to the Agency.</u>	<b>14/12/2017</b> – 12:00 midday Brussels time
c)	<b>Evaluation period</b>	January/February 2018
d)	<b>Information to applicants</b>	March 2018
e)	<b>Signature of grant agreement</b>	March/June 2018
f)	<b>Starting date of the work programme</b>	January 2018

### 4. BUDGET AVAILABLE

The total budget available in 2018 for the present Call (Lots 1 and 2) is **EUR 6 500 000**.

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

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

#### 4.1 LOT 1 : EDUCATION AND TRAINING

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

By way of indication:

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

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

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

#### **4.2 LOT 2 : YOUTH**

The total budget allocated for the co-financing of civil society cooperation in the field of youth is **EUR 4.000 000**.

By way of indication:

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

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

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

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

**Category 2: EU-wide networks**

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

#### **5. ADMISSIBILITY REQUIREMENTS**

Applications shall comply with the following requirements:

- ✓ they must be sent no later than the deadline for submitting applications referred to in Section 3 of the present Guidelines (**14/12/2017– 12:00 midday Brussels time**);
- ✓ they must be submitted online (see Section 14 of the present Guidelines), using the electronic application form (eForm) and its compulsory annexes;
- ✓ they must be drafted in one of the EU official languages.

Please note that only typed applications will be considered.

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

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

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by different services of the European Commission. If an applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present Call.

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

See Section 14.2 for more information.

## 6. ELIGIBILITY CRITERIA

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

### 6.1. ELIGIBLE APPLICANTS

This Call is open to two categories of bodies:

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

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

To be eligible, applicants must:

- ✓ Be a non-governmental organization or body;
- ✓ Be not-for-profit-making;

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

Erasmus+ National Agencies or organisations having overwhelmingly Erasmus+ National Agencies as members (2/3 or more) are not eligible organisations under this Call.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

### 6.1.1 Lot 1 - EDUCATION AND TRAINING

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

In the context of Lot 1, ENGOs must

- ✓ be active in the implementation of the Strategic Framework for European cooperation in education and training (ET2020) :
  - in at least **one of the following sectors** : early childhood education and care, school education, higher education, vocational education and training, adult learning;
  - or in at least **one major cross-sector area** such as citizenship education, ICT education, language learning, entrepreneurship education, etc;
- and** represent at least **one major stakeholder group** such as students, teachers/trainers/school leaders, learning providers, parents, etc;
- ✓ Operate through a formally recognised structure, composed of a) European body/secretariat (the applicant) legally established for at least **two years** in an Eligible Country on the date of submission of the application and b) national organisations/branches<sup>18</sup> in at least **twelve Eligible Countries** having a statutory link with the European body/secretariat;
- ✓ Be independent of public authorities, of political parties and commercial organisations;
- ✓ Have at least one salaried member of staff (full-time equivalent).

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

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

- ✓ Be composed of legally autonomous ENGOs as defined in category 1 and be active in the implementation of the Strategic Framework for European cooperation in Education and Training (ET 2020);
  - ✓ Fulfil the **three** following requirements :
    - a) represent **more than one major stakeholder group** – such as: learners (at all levels of education and training), the teaching profession, (including teachers, trainers and school leaders), parents, etc;
- and**
- b) be active in **all the following sectors:**

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<sup>18</sup> The ENGO must provide proof that all national organisations/branches have statutory links with the European body/secretariat.

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

**and**

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

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

### 6.1.2 Lot 2 - YOUTH

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

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

- ✓ Operate through a formally recognised structure, composed of a) European body/secretariat (the Applicant) legally established for at least **one year** in a Eligible Country on the date of submission of the application and b) national organisations/branches<sup>19</sup> in at least **twelve Eligible Countries** having a statutory link with the European body/secretariat;
- ✓ Be active in the field of youth and run activities that support the implementation of the fields of action of the EU Youth Strategy;
- ✓ Involve young people in the management and governance of the organisation.

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

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

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<sup>19</sup> The ENGO must provide proof that all national organisations/branches have statutory links with the European body/secretariat.

European level (the Applicant); and b) other organisations established in at least **twelve Eligible Countries**;

- ✓ Involve young people in the management and governance of the network.

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

## 6.2 ELIGIBLE COUNTRIES

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

- ✓ EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;

For British applicants: Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of the framework partnership agreement or the operating grant agreement (Article II.16.2.2 (a) or General Conditions II.16.2.1 (a) respectively).

- ✓ The European Free Trade Association (EFTA) countries which form part of the European Economic Area (EEA): Iceland, Liechtenstein, Norway;
- ✓ Candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with those countries with a view to their participation in EU Programmes: former Yugoslav Republic of Macedonia and Turkey.

## 6.3 ELIGIBLE ACTIVITIES

European Union financing under this Call takes the form of an operating grant to support part of the costs incurred by the selected bodies in carrying out a series of activities. These activities must be directly linked to the general and specific objectives of the Call and must be detailed in an annual work programme for 2018.

Activities must not start before 1<sup>st</sup> January 2018 and must be completed by 31<sup>st</sup> December 2018. Organisations for which the financial year starts later than the 1<sup>st</sup> of January must inform the Agency of this situation and send a detailed justification by email together with the compulsory annexes mentioned in Section 14.3.

Applications scheduled to run for a longer period than that specified will not be accepted.

**No extension to the eligibility period** beyond the maximum duration will be granted.

### **6.3.1 Lot 1 - EDUCATION AND TRAINING**

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

The following is an indicative, non-exhaustive list:

- Activities facilitating access and participation of stakeholders in the implementation of EU policy priorities in the field of education and training;
- Exchanges of experience and good practice; networking and partnerships with other stakeholders;
- Capacity-building for the member organisations, including peer learning, training, advisory, guidance and coaching activities to improve the effectiveness of policy actions;
- Initiatives and events for developing the membership of the ENGO/EU-wide network;
- Thematic and country-specific studies, analyses, surveys and reports on EU education and training priorities, in particular in the framework of the EU strategy for growth and jobs, including the European Semester and of the ET 2020 strategic framework;
- Awareness-raising, information, dissemination and promotion activities (seminars, workshops, campaigns, meetings, public debates, consultations, etc.) on EU policy priorities in the field of education and training and on EU funding instruments (European programmes, in particular Erasmus+, European Structural and Investment Funds) to support these priorities. Activities establishing synergies between Erasmus+ and other EU or national/regional funding sources are encouraged.
- Cooperation projects to increase policy impact on target groups, sectors and/or systems;

Activities may be performed at European, cross- border, national, regional or local level.

### **6.3.2 Lot 2 -YOUTH**

The applicant must present a coherent and well-developed work programme integrating non-profit-making, youth-led activities which are appropriate to the objectives of the Call.

Notably:

- ✓ Non-formal and informal learning and activity programmes targeted at young people and youth workers;
- ✓ Activities for quality development of youth work;
- ✓ Activities for the development and promotion of recognition and transparency tools in the field of youth;
- ✓ Seminars, meetings, workshops, consultations, debates of young people on youth policies and/or European matters;
- ✓ Consultations of young people feeding into the Structured Dialogue in the field of youth;



- ✓ Activities for the promotion of young people's active participation in democratic life;
- ✓ Activities for the promotion of intercultural learning and understanding in Europe;
- ✓ Media and communication activities and tools on youth and European matters.

## **7. EXCLUSION CRITERIA**

### **7.1. EXCLUSION FROM PARTICIPATION**

An applicant will be excluded from participating in calls for proposals procedure, if it is in any of the following situations:

a) it 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 national legislation or regulations;

b) it has been established by a final judgement 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 law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the implementation of the grant;

c) it has been established by a final judgement 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 conduct which has an impact on its professional credibility where such conduct denotes 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 selection criteria or in the performance of a contract, a grant agreement or a grant decision;

(ii) entering into agreement with other persons 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 judgement that the applicant is guilty of any of the following:

(i) fraud, within the meaning of 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 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the applicant is established or the country of the implementation of the grant;
  - (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
  - iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
  - (v) terrorist-related 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 forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) it has shown significant deficiencies in complying with the 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 judgement 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) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based in particular on :
- i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, 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 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. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
  - iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
  - v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
- (h) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or

supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.

(i) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred in point (d) of this section.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union's financial interests.

## **7.2. REJECTION FROM THE AWARD PROCEDURE**

An applicant will not be awarded a grant for this procedure if

- (a) it is in an exclusion situation established in accordance with the above Section 7.1;
- (b) it has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- (c) it was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) 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.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the Section 7.1<sup>20</sup> :

- (a) the name of the applicant concerned;
- (b) the exclusion situation;
- (c) the duration of the exclusion and/or the amount of the financial penalty.

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<sup>20</sup> This information shall not be published in any of the following circumstances:

- (a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
- (b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
- (c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, inter alia, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgement or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by the Agency either following the relevant final judgement, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, the Agency shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

### **7.3. SUPPORTING DOCUMENTS**

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.

The declaration is part of the Application Package (see section 14.3).

## **8. SELECTION CRITERIA**

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

### **8.1. FINANCIAL CAPACITY**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a) Low value Operating Grants ( $\leq$  EUR 60 000):
  - a declaration on their honour.
- b) Operating Grants  $>$  EUR 60 000 (only for Lot 1):

- a declaration on their honour
- the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed
- financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

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

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

On the basis of the documents submitted, if the Agency considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see Section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

## **8.2 OPERATIONAL CAPACITY**

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on their honour, and, for those applying for a grant above EUR 60.000 (only for Lot 1) the following supporting documents:

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

## 9. AWARD CRITERIA

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

	<b>Criteria</b>	<b>Score</b>
1	<i>Relevance</i>	.../30 points
	The scope of the work programme and activities will be assessed in terms of <ol style="list-style-type: none"> <li>a. their relevance to the general objectives of the Call;</li> <li>b. their relevance to the specific objectives of the Call;</li> <li>c. the relevance of the activities and deliverables to the aims and objectives of the Applicant.</li> </ol>	
2	<i>Quality of the work plan's design and implementation</i>	.../20 points
	The following aspects will be assessed: <ol style="list-style-type: none"> <li>a. the quality of the work programme and its planned activities and deliverables in terms of content, approach and methodology in relation to the aims;</li> <li>b. how the tasks are distributed among the organisations/branches/members with regard to relevance, balance and an efficient achievement of the aims ;</li> <li>c. the quality of the management arrangements;</li> <li>d. the cost-benefit ratio: the value for money of the activities relative to the requested budget and intended aims;</li> <li>e. the expected results, outcomes, and deliverables such as policy contributions, position papers and events, awareness-raising and training programmes, events and materials, information and guidance materials and events, etc. ;</li> <li>f. the transnational and multilingual character of activities and products developed;</li> <li>g. if the proposal follows on from previous activities, the added value of the current proposal in relation to these activities.</li> </ol>	
3	<i>Profile, number of participants and countries involved in the activities</i>	.../20 points
	The following aspects will be assessed: <ol style="list-style-type: none"> <li>a. the profile and the number of the participants/stakeholders involved in the activities;</li> <li>b. the number of eligible countries involved in the activities.</li> </ol>	
4	<i>Impact, dissemination and sustainability</i>	.../30 points
	The scope of the work programme, its multiplier effect, the sustainable impact and long-term viability of the activities and	

	<p>deliverables will be assessed against this criterion, in particular :</p> <p>a. the expected short- and long-term quantitative and qualitative impact of the activities and deliverables on the target groups, and, beyond these groups, policies, strategies or systems at European, national, regional or local level. In the context of Lot 1, this will focus on the extent to which</p> <ul style="list-style-type: none"> <li>• the work programme submitted by ENGOs covers a significant number of issues in one specific educational sector or in one of the key cross-sector areas specified in the eligibility requirements, or</li> <li>• the work programme submitted by EU-wide networks covers significant issues in <u>all</u> the relevant areas as prescribed under 6.1.1 (sector-, cross- sector- and stakeholder-related)</li> </ul> <p>b. how the work programme will facilitate exchanges and debates between actors from different sectors and levels and different countries ;</p> <p>c. the measures planned to ensure the visibility of the activities/deliverables/results;</p> <p>d. how the dissemination and exploitation plans will ensure optimal use of the results among and beyond organisations/branches/members, during the period covered by the grant;</p> <p>e. the proposed contributions/recommendations to be addressed to policy makers, education and training or youth providers and other stakeholders at European, national, regional or local level.</p>	
Total		.../100 points
Total %		...%

To be considered for funding, proposals must score:

- at least 60 points overall

**and**

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

## 10. LEGAL COMMITMENTS

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

➤ **Grant Agreement:**

Both copies of the original agreement must be signed first by the beneficiary and returned to the Agency immediately. The Agency will then sign them last.

➤ **Framework Partnership Agreement:**

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

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

## 11. FINANCIAL PROVISIONS

### 11.1. GENERAL PRINCIPLES

a) Non-cumulative award

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

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

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

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

c) Co-financing

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

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

- the beneficiary's own resources,



- income generated by the work programme,
- financial contributions from third parties.

d) Budget

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

e) Implementation of contracts/Subcontracting

Where the implementation of the work programme requires the award of procurement contracts, the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Personnel costs may not be subject to procurement contracts under any circumstances for this Call.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU<sup>21</sup> or contracting entities in the meaning of Directive 2014/25/EU<sup>22</sup> shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Agency must be obtained.

f) Financial support to third parties

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

## 11.2 FUNDING FORMS

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

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<sup>21</sup> 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.

<sup>22</sup> 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.

- Personnel (unit cost per full-time equivalent (FTE))
- Statutory meetings (unit cost per meeting) related to the organisation of statutory meetings.

➤ **Maximum amount requested**

The number of units for personnel shall only refer to persons hired by the beneficiary organisation on the basis of (i) a labour contract, (ii) a contract assimilated to a labour contract<sup>23</sup> or (iii) to temporary staff recruited through a specialised agency (*interim staff*). Personnel with a contractual relationship other than these (such as volunteers and trainees) or persons providing subcontracted services (e.g. consultancy work) on the basis of an invoice shall not be included in the calculation of the number of personnel units.

The beneficiary organisations shall calculate the number of personnel units using the total number of personnel full time equivalent (FTE) hired in the year for which the grant is requested. The number of FTEs is calculated by dividing the total number of working days actually worked in the previous year ((1) counting 1 day for persons working full time or (2) pro rata to the time actually worked for persons working part time) by 220 days per year.

The number of units for statutory meetings shall be calculated on the basis of the following criteria:

1. Statutory meetings must take place in one of the eligible countries as set out in section 6.2 above.
2. Statutory meetings must be included in the articles of the statutes of the beneficiary organisation (not applicable to Lot 2-EU-wide network).
3. Statutory meetings are deemed to be meetings for which the primary order of business regards management and governance of the beneficiary and members organisations (such as general assembly, management board, steering committee, regional meeting, etc.). Other meetings organised by the beneficiary organisations (such as conferences, seminars, roundtables, workshops, external audits, etc.) shall not be included in the calculation of the grant. Project-based activities are not reimbursed under this Call.
4. The applicant and representative(s) of at least one national organisation/branch (ENGOS) or one organisation (EU-wide network) must be physically present at the statutory meeting.

For EU-wide networks for which the statutory links are not necessary (only for Lot 2 – Youth), only conditions 1, 3 and 4 shall apply to establishing the number of units for meetings.

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

- Step one: calculating the grant in the form of reimbursement of unit costs by:

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<sup>23</sup> This is in case the following conditions are fulfilled: (a) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary, (b) the result of the work belongs to the beneficiary and (c) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

- For personnel costs: multiplying the unit value per FTE by the estimated number of FTEs to be used in the year for which the grant is awarded
  - For statutory meetings: multiplying the unit value per meeting by the estimated number of statutory meetings
  - Adding together the results of the two multiplications above
- Step two: limiting the grant to a maximum amount of and 125.000/200.000 EUR for Education and Training (Lot 1) and to 50.000/35.000 EUR for Youth (Lot 2).

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

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

*Example of calculation:*

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

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

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

*Example of calculation:*

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

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

An ENGO in the field of Youth (Lot 2) can also only declare statutory meetings in case it only has volunteers and no FTEs.

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

### ➤ **Calculation of the final grant amount**

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

- approval of a payment request accompanied by a final report providing details of the implementation and results of the work programme;
- verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding decision/agreement, the final grant will be reduced accordingly.

### **11.3. PAYMENT ARRANGEMENTS**

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

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

### **11.4. PRE-FINANCING GUARANTEE**

#### **(Only for Lot 1)**

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

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

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

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

This requirement does not apply to:

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

## **12. PUBLICITY**

### **12.1. BY THE BENEFICIARIES**

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

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

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

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

### **12.2. BY THE AGENCY AND/OR THE COMMISSION**

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

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

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

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

### 13. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.<sup>24</sup>

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time.

A detailed Privacy statement, including contact information, is available on EACEA's website: [http://eacea.ec.europa.eu/about/documents/calls\\_gen\\_conditions/eacea\\_grants\\_privacy\\_statement.pdf](http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf)

Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

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<sup>24</sup> Official Journal L 8, 12.1.2001.

## **14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **14.1 PUBLICATION**

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

[http://eacea.ec.europa.eu/erasmus-plus/funding\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding_en)

### **14.2 REGISTRATION IN THE PARTICIPANT PORTAL**

Before submitting an electronic application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

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

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

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

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

### **14.3 SUBMISSION OF THE GRANT APPLICATION**

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 modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the applicant for this purpose during the evaluation process.

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

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

Applications must be made using an online grant application form (eForm). The eForm is available in English, French and German at the following Internet address:

[https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en) and must be duly completed in one of the official languages of the EU.

**A complete application package** comprises:

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

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

➤ **Electronic submission**

The eForm, including its attachments, duly completed **must be submitted online** by **12.00 (midday, Brussels time) on 14/12/2017**.

The eForm includes two **compulsory attachments**:

- ✓ **The declaration on honour;**
- ✓ **Detailed strategic plan for the period 2018-2020**  
**(compulsory for Lot 1 applicants and only for FPA applicants of Lot 2)**

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

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

➤ **Email submission**

In order to complete the application package, the additional compulsory administrative annexes described below **must also be sent by email** (by separate scanned attachment for each required document, **with a full reference to the application number**) to the Education, Audiovisual and Culture Executive Agency at one of the two following email addresses depending on the Lot:

**For Lot 1:** [EACEA-CIVIL-EDU@ec.europa.eu](mailto:EACEA-CIVIL-EDU@ec.europa.eu)

**For Lot 2:** [EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu)

**ADDITIONAL COMPULSORY ADMINISTRATIVE ANNEXES**

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



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

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

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

#### **14.4 RULES APPLICABLE**

Regulation (EU, Euratom) N° 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1) as amended by the Regulation (EU, Euratom) No 1929/2015 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

Commission Delegated Regulation (EU) N° 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) N° 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1) as amended by the Commission Delegated Regulation (EU) No 2462/2015 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 342, 29.12.2015, p. 7).

Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC.

#### **14.5 CONTACTS**

In case of questions, please contact:

**For Lot 1:** [EACEA-CIVIL-EDU@ec.europa.eu](mailto:EACEA-CIVIL-EDU@ec.europa.eu)

**For Lot 2:** [EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu)

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

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

## **1. PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS**

For the Call - EACEA/26/2017, applicants must use an online grant application form (eForm) and its attachments, and provide additional information as indicated in section 14 of the Applicant Guidelines.

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

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

## **2. REGISTRATION**

### **2.1 GENERAL PROVISIONS**

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

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

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

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

### **2.2 REGISTRATION OF THE APPLICANT ORGANISATION**

In order to submit an application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested to generate the application form.

Without this PIC code, no application will be possible.

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

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

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

### 3. CREATION AND FILL IN THE EFORM

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

You will have to input the following information:

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

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

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

#### 3.1 APPLICATION EFORM COVER PAGE

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

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

## 3.2 LIST OF PARTNER ORGANISATIONS

Not applicable for this Call.

## 3.3 PART A - IDENTIFICATION OF THE APPLICANT ORGANISATION

### 3.3.1 Part A.1 - Organisation

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

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

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

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

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

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

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

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

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

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

## 3.4 PART B - ORGANISATION AND ACTIVITIES

### 3.4.1 Part B.1 – Structure

On this page, please indicate whether your organisation is a *European NGO* or an *EU-wide Network* by using the dropdown menu.<sup>25</sup>

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<sup>25</sup> Additional information will also be request on Part 2 Section 3.7 – Part E – Additional Information - Organisation sub-type for Lot 2 Applications.

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

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

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

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

Please also indicate whether your organisation submitted - or intends to submit any other grant applications to the Agency or to The European Commission for activities planned for the financial year 2018. If so, for each grant please indicate the activity, the Directorate-General and the Programme concerned, as well as the total amount requested.

## **3.5 PART C - DESCRIPTION OF THE ACTIVITIES**

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

Under this section, and by referring to the Call, please **mention** one or two general **and** one or two specific objectives of the Call (at least two specific objectives for Lot 1) which your organisation and the proposed work programme aim at addressing as a priority.

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

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

#### a) Summary of the detailed work programme for 2018

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

#### b) Detailed schedule of the activities of the organisation for the financial year of 2018.

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

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

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

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



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

### c) Summary of the strategic plan for the period of 2018-2020

Please explain under this section the following items:

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

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

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

#### 3.5.3 Part C.3 – Dissemination

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

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

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

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

#### 3.5.4 Part C.4 - Impact and sustainability

Please describe the expected quantitative and qualitative impacts of the activities and deliverables on the target group(s), policy or strategies concerned, in the short and long term and at European, national, regional or local level as well as the mid/long term effects produced by the activities.

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

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

### 3.5.5 Part C.5 - Geographical coverage

Please provide a full list of all of your partner organisations and provide a very brief summary of the geographical impact of your activities (as set out in your work programme), together with a short indication of the profile of each organisation and their contribution to the activities as well as their intended impact on these activities.

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

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

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

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

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

## **3.6 PART D - BUDGET**

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

## **3.7 PART E – ADDITIONAL INFORMATION**

### **a) Organisations sub-type**

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

**For Lot 1:**

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

**For Lot 2:**

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

**b) Types of agreement**

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

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

**3.8 EFORM ATTACHEMENT**

The eForm includes the following compulsory attachments:

**3.8.1 The declaration on honour**

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

The template of the declaration of honour, available on the Agency website ([https://eacea.ec.europa.eu/erasmus-plus/funding\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding_en)) should be used.

**3.8.2 Detailed strategic plan for the period 2018-2020  
(compulsory for Lot 1 applicants and only for FPA applicants of Lot 2)**

Applicants must submit with the eForm the **three-year strategic plan**.

The three-year plan should set out a strategy including objectives, expected results and deliverables for the period 2018-2020, both globally and for each of the three years, as well as the actions to be implemented to ensure their achievement.

The template of the strategic plan, available on the Agency website ([https://eacea.ec.europa.eu/erasmus-plus/funding\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding_en)), should be used.

**The application package to be complete should also include the additional compulsory administrative annexes which must be sent by email to the Agency by the same deadline.**

For further information on these additional annexes, please refer to § 14.3 Submission of the Grant Applications.

### **3.9 Application's reference(s)**

Under this section, please specify whether this or similar application has already been submitted under a previous call for proposal.

If the answer is positive, please provide the first 6 digits of the reference number of the previous (last) application.