

GUIDELINES FOR APPLICANTS

Call for proposals EACEA No 34/2015

Key Action 3: Support for policy reform - Initiatives for policy innovation

European policy experimentations in the fields of Education, Training
and Youth led by high-level public authorities

Table of Contents

1.	INTRODUCTION / BACKGROUND	4
2.	POLICY CONTEXT	5
	2.1 Supporting evidence-informed policy	5
	2.2 Strategic leadership – the key role of the responsible public authorities	5
	2.3 Key policy issues	5
3.	OBJECTIVES, PRIORITY THEMES AND EXPECTED RESULTS	7
	3.1 Objectives	7
	3.2 Priority themes	7
	3.3 Expected results	12
4.	PLANNING AND CONDUCTING A POLICY EXPERIMENTATION PROJECT	12
5.	PROJECT EVALUATION	13
6.	AWARENESS-RAISING, DISSEMINATION AND EXPLOITATION OF RESULTS	13
7.	PROJECT FOLLOW - UP	14
8.	PROCEDURE/TIMETABLE	14
	8.1 Procedure.....	14
	8.1.1 Pre-proposal stage:	14
	8.1.2 Full proposal stage:	15
	8.2 Timetable	16
9.	BUDGET AVAILABLE	16
10.	ADMISSIBILITY REQUIREMENTS	16
11.	ELIGIBILITY CRITERIA	17
	11.1 Eligible applicants and their role	17
	11.2 Eligibility period and eligible activities	20
12.	EXCLUSION CRITERIA	21
	12.1 Exclusion from participation	21
	12.2 Exclusion from award.....	21
	12.3 Supporting documents	22
13.	SELECTION CRITERIA	22
	13.1 Financial capacity	22
	13.2 Operational capacity	23
14.	AWARD CRITERIA	23
15.	LEGAL COMMITMENTS	25
16.	FINANCIAL PROVISIONS	25
	16.1 General principles.....	25
	16.2 Funding forms.....	27
	16.3 Payment arrangements.....	31
	16.4 Pre-financing guarantee	32
17.	PUBLICITY	32
	17.1 By the beneficiaries	32
	17.2 By the agency and/or the Commission	32

18.	DATA PROTECTION.....	33
19.	PROCEDURE FOR THE SUBMISSION OF PROPOSALS	34
19.1	Publication.....	34
19.2	Registration in the Participant Portal	34
19.3	Submission of the grant application.....	34
19.3.1	Pre-proposal stage.....	35
19.3.2	Full proposal stage.....	35
19.4	Rules applicable.....	36
19.5	Contacts	37
Annexes:	37

1. INTRODUCTION / BACKGROUND

European policy experimentations under *Erasmus+ Key Action 3 (Support for policy reform) - Initiatives for policy innovation*¹ are transnational cooperation projects supporting the implementation of the European Union policy agendas on Education, Training and Youth, including sector-specific agendas such as the Bologna and Copenhagen processes.

Mutual learning, exchanges of experience and good practice, evidence building and cooperation between European countries are essential elements of the *Framework for European cooperation in education and training (ET2020)*² and of the *EU Youth Strategy*³. European policy experimentations are a highly relevant tool to support the implementation of the strategic priorities agreed at EU level in these contexts, as well as the overall policy priorities of the European Union. By combining strong institutional leadership, sound evidence and a clear European dimension, European policy experimentations pursue sustainable systemic improvement and innovation in line with policy experimentations at the European level. They therefore need to be placed in a well-defined and consistent policy perspective, under the leadership of public authorities at the highest institutional level (Ministry or equivalent, hereafter referred to as "*the responsible public authorities*").

Proposals under the present call should demonstrate that they are linked to the work carried out within the European frameworks referred to above (such as Council conclusions and recommendations, Commission Communications and Staff Working Documents, policy handbooks and guidelines, collections of good practice, etc.), as well as to the broader policy priorities at EU level⁴. Where relevant, applicants are strongly encouraged to anchor their proposals to the work carried out in Working Groups under ET 2020⁵ and the EU Youth Strategy, explaining how it has led to the proposal.

Where appropriate, proposals should also refer to work carried out under EU-funding programmes such as the Erasmus+, Lifelong Learning and Youth in Action programmes, the 7th Framework Programme for Research and Technological Development (FP7) and Horizon 2020, Structural and Investment Funds (ESIF), the European Fund for Strategic Investment, etc., as well as by international organisations such as the Council of Europe or the OECD.

This call supports European policy experimentations in two fields:

- Education and Training
- Youth

Each field has specific priority themes (see Section 3.2) and is allocated a specific budget (see Section 9). Applicants must indicate in the proposal which field they are addressing.

The submission and selection of proposals is divided in two stages: pre-proposal stage and full proposal stage (see Section 19).

¹ The Regulation of the European Parliament and of the Council establishing 'Erasmus+': the Union Programme for Education, Training, Youth and Sport, in particular Articles 9 and 15 - Support for policy reform - constitutes the legal basis for the present call

² http://ec.europa.eu/education/policy/strategic-framework/index_en.htm

³ http://ec.europa.eu/youth/policy/youth_strategy/index_en.htm

⁴ http://ec.europa.eu/priorities/docs/pg_en.pdf

⁵ http://ec.europa.eu/education/policy/strategic-framework/expert-groups_en.htm

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

2. POLICY CONTEXT

2.1 Supporting evidence-informed policy

The European Commission pursues an ambitious economic and social agenda targeting concrete results. Promoting structural reforms and investment to meet the needs of stakeholders, while ensuring efficient public spending, is a major challenge for education, training and youth policies. In this context, evidence-informed policy relying on empirical evidence is essential to help policy makers define realistic expectations and plan the most appropriate action.

Policy experimentations in the context of this call support evidence-informed policy-making by testing theoretical models in real life situations and assessing the potential for promising measures to be replicated or scaled up.

2.2 Strategic leadership – the key role of the responsible public authorities

The steering role of the responsible public authorities in European policy experimentation projects is essential

- to ensure full consistency between the higher political goals – including the priorities agreed at EU level
- and the specific objectives of the projects;
- to ensure adequate project follow-up and sustainability, including by up-scaling the results;
- to feed the results back into the policy process at country and EU level.

2.3 Key policy issues

Europe is confronted with a number of urgent challenges such as the need to foster economic recovery, job creation, sustainable growth and upward convergence; boosting investment; enhancing social cohesion, managing migration trends and preventing violent radicalisation. At the same time, Europe is facing long-term challenges such as demographic ageing, transformations linked to technological development and global competition. Commission President Juncker's *Agenda for Jobs, Growth, Fairness and Democratic Change*⁶, reiterated in his *State of the Union speech*⁷ of 9 September 2015, focusses on these challenges.

The *Declaration on promoting citizenship and the common values of freedom, tolerance and non-discrimination through education*, adopted by the European Ministers of Education and the EU Commissioner responsible for Education, Culture, Youth and Sport at an informal Ministerial Meeting on 17 March 2015 in Paris⁸ highlights the key role of education, training and youth policies in fostering equality, social cohesion, nurturing mutual respect and embedding fundamental values in society. The Declaration urges EU level actions "to cooperate and coordinate, to exchange experiences and to ensure that the best ideas and practices can be shared throughout the European Union".

Education, training and youth policies play a key role in enhancing people's personal, cognitive and social development, thus laying the foundations for tolerant and inclusive societies. In the light of migration trends, providing access to good quality education and training for newly arrived migrants and people with a migrant background, to foster their socio-economic integration in the host countries and

⁶http://ec.europa.eu/priorities/docs/pg_en.pdf

⁷http://europa.eu/rapid/press-release_SPEECH-15-5614_en.htm

⁸https://ec.europa.eu/commission/sites/cwt/files/dp_mobilisation_europeenne_20150317.pdf

their personal development, goes hand in hand with the need to provide skills for employability. By reaching out to all citizens - in particular to the disadvantaged - these policies are crucial to prevent and tackle poverty, social exclusion and discrimination, to enhance active participation in democratic life, but also to contribute to innovation, productivity, competitiveness, sustainable growth and upward convergence.

This is confirmed by the draft *Joint Report⁹ on ET 2020* adopted by the Commission on 26 August 2015. The draft *Report*, based on a mid-term *stocktaking¹⁰* of the ET 2020 framework, proposes six new priorities for European cooperation, including: improving skills for employability, especially for young people; creating open, innovative and digital learning environments, while cultivating fundamental values of equality, non-discrimination and active citizenship; ensuring support for educators; transparency and recognition of skills and qualifications; sustainable investment, performance and efficiency of education and training systems.

The EU *Education and Training Monitor¹¹* shows that critical issues in the fields of education, training and youth need to be urgently addressed:

- 20% of 15 year-olds score poorly in reading, science and mathematics; 20% of adults have low levels of literacy and numeracy, 25% have low levels of digital skills. Yet, only 10.7% of adults participate in lifelong learning and very few of them are low-skilled: this is far from the European target of 15% adult participation in lifelong learning;
- Early school leaving stands at 11.1%. 19 EU Member States have reached the 10% Europe 2020 headline target, but early school leavers are still over 5 million, and have a high unemployment rate (41%);
- Higher education attainment is now at 37.9%. While 16 EU Member States have met the 40% Europe 2020 headline target, the overall progress towards this target masks the lack of progress in some countries, and in-country disparities persist. The impact of the crisis and the changing nature of the labour market underline the need for higher education to be more relevant to real world needs.

As pinpointed in the 2015 *Integrated Guidelines for the employment policies of the Member States¹²*, there is a need to improve the effectiveness and efficiency of education and training systems, raise the skill level of the workforce, address skills mismatches and better anticipate and meet the rapidly changing needs of labour markets. This is particularly relevant in an increasingly digital society and for the transition to a circular economy.

The Commission Communication on the *EU Youth Report¹³ 2015* assesses EU cooperation in the youth field and proposes future priorities based on analysis of statistical data and an assessment of policy measures taken in support of youth at EU level and in Member States. The Communication is the basis for the joint Commission-Council Report to be adopted in 2015.

The Communication emphasises the importance of ensuring inclusion of young people with fewer opportunities, such as those with a migrant background, low educational achievers or young people with health issues. In fact these obstacles tend to accumulate; for example young people with a migrant background, low-educational achievers and those facing health issues are more likely to be neither in employment, education, nor training ("NEETs"). Also, young people categorised as NEETs are found to have less trust in public institutions and participate less in social and civic activities than their peers. The less educated or less involved in social activities young people are, the less likely they take part in voting,

⁹http://ec.europa.eu/education/news/2015/0901-et2020-new-priorities_en.htm

¹⁰http://ec.europa.eu/education/policy/strategic-framework/index_en.htm#stock

¹¹http://ec.europa.eu/education/tools/et-monitor_en.htm

¹²<http://ec.europa.eu/social/main.jsp?catId=101&intPageId=3427>

¹³http://ec.europa.eu/youth/policy/implementation/report_en.htm

volunteering or cultural activities. Some young people are also at risk of marginalisation or even violent radicalisation.

The Commission calls to prioritise social inclusion and youth participation within EU Youth Policy in the coming years, especially for young people at risk of exclusion (such as NEETs and young people with a migrant background) alongside efforts for easier integration into the labour market of young people. To achieve greater progress, it calls for more systematic cooperation across policies and actors in order to counter the risks of exclusion, marginalisation or violent radicalisation among young people.

3. OBJECTIVES, PRIORITY THEMES AND EXPECTED RESULTS

3.1. Objectives

The objectives of this call are to:

- Promote trans-national cooperation and mutual learning among public authorities at the highest institutional level of the eligible countries in order to foster systemic improvement and innovation in the education, training and youth fields,
- Enhance the collection and analysis of substantive evidence to ensure the successful implementation of innovative measures,
- Facilitate the transferability and scalability of innovative measures.

3.2. Priority themes

Proposals submitted under the present call should tackle **only one** of the following priority themes. Themes 1 to 6 apply to the Education and Training field, while Theme 7 applies to the Youth field.

These priority themes are exclusive: proposals focusing on other themes will not be considered for funding.

Applicants are free to consider any specific aspect or measures within a priority theme.

Education and Training field

Priority theme 1 – Promoting fundamental values through Education and Training addressing diversity in the learning environment

The *Declaration on promoting citizenship and the common values of freedom, tolerance and non-discrimination through education* of 17 March 2015 calls for inclusive education for all children, which conveys a culture of democratic values and a sense of citizenship reaching beyond community divides, while helping them to become active, responsible and open-minded citizens. The most effective way of transmitting fundamental values is to enable children to experience democratic participation, respect of diversity, tolerance in the learning environment, while comprehending the underlying principles. Educational approaches should place a greater emphasis on the acquisition of social, civic, relational and intercultural competences and involve families and local communities, taking into account the diverse needs of individual learners, especially those with disadvantaged backgrounds. Moreover, an inclusive learning environment is essential to address the needs of disadvantaged learners, including those with a migrant or minority background in order to foster their integration. Against this background, teachers and other educators should be supported in addressing diversity in the classroom and in tackling inter-cultural, inter-religious conflicts, discrimination, extremism or any other form of violence, such as bullying at school. Teachers and other educators should be better prepared to resolve conflicts, address controversial issues, transmit fundamental values, embrace multilingualism, enhance active citizenship

and create a tolerant and nurturing school environment where nobody feels excluded.

Projects should aim to address the above challenges by developing and testing new approaches or tools, such as ***(the examples provided below are purely indicative and non-exhaustive; applicants are free and encouraged to also explore other approaches and tools)***:

- support services – such as knowledge resource centres, special workshops, hotline assistance, mediation activities etc. - to help educational institutions, teachers and other educators deal with diversity, promote fundamental values, combat discrimination and promote active citizenship;
- new approaches to foster the integration of children and young people with a migrant or minority background by enhancing their access to good quality mainstream education, such as: special language support schemes, more inclusive pedagogical approaches, cooperation models between schools and families, approaches to tackle ghettoization and segregation, specific support schemes for newly arrived migrants and the education institutions integrating them, tapping the potential of teachers and other educators, etc.,
- a voluntary European label for "inclusive and democratic schools for quality education", taking into account the work carried out by the ET2020 Working Group on School Education¹⁴.

Priority theme 2 - Employment and Skills: validation of informal and non-formal learning in Education and Training

All individuals should be able to have skills acquired through informal and non-formal learning - including those acquired through open and digital resources - assessed, validated and recognised. In the Recommendation on the validation of non-formal and informal learning (VNFIL) adopted by the Council of 20 December 2012¹⁵, EU Member States agreed to put in place arrangements for the validation of non-formal and informal learning experiences by 2018, allowing individuals to make use of that learning for their careers and further learning. These arrangements should be linked to qualifications frameworks and should rely on transparent quality assurance measures, supporting reliable, valid and credible validation methodologies and tools.

The following aspects can be considered : the process of validation of learning acquired through on-line courses and specially MOOCs and how countries plan to link these courses to the formal qualification systems; the various stages in the recognition and validation process such as identification, documentation, assessment and certification; the outcomes of the validation process and what people do with the validation obtained; increased connection between private and public validation initiatives: the validation occurring in private companies when recruiting or in career assessment are very weakly linked to public validation initiatives that tend to rely on the educational system or on public employment services; quality assurance of validation initiatives. Promotion and dissemination among high-level public authorities at European level will increase the quality and prevalence of validation of informal and non-formal learning.

Attention should be devoted to the assessment, validation and recognition of transversal skills (including soft skills) such as leadership, entrepreneurship and risk taking; communication and collaboration; critical thinking; digital and media competency, which are often acquired through informal and non-formal learning. In case of digital competences or entrepreneurship, these tools should be based on the common DIGCOMP Digital Competence Framework and/or the EU Entrepreneurial competences framework.

¹⁴ http://ec.europa.eu/education/policy/strategic-framework/expert-groups_en.htm

¹⁵ OJEU C 398, 22.12.2013, p.1

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:398:0001:0005:EN:PDF>

Priority theme 3 - Strengthening teacher training and education by using the opportunities of new technologies (School education)

The Communication *Opening up Education: Innovative teaching and learning for all through new Technologies and Open Educational Resources*¹⁶ of the European Commission underlines that new technology brings opportunities to reshape education in Europe and can improve the accessibility and efficiency of education. This is also true for teacher education – the possibilities for new learning methods and ways of delivery should also benefit initial and continuing education for teachers, enabling greater flexibility of learning and better support of individual learning needs. Online or blended learning opportunities may contribute to bring teachers' professional development closer to, and better integrated in, everyday classroom practice, and may support teachers in engaging in professional networks and online collaboration. If teachers themselves are able to undertake different collaborative, online and blended forms of learning, this is also likely to contribute to enhancing their digital competences and readiness to adopt innovative teaching practices.

Assessing and certifying learners' achievements are challenges facing those who provide online teacher education. Online learning practices must be integrated into curricula and programmes, and ways must be found to validate them within the regular system of initial and/or continuing teacher education. If the potential of online and blended learning for teacher education is to be realised, validation and recognition instruments must adapt to the emergence of a much more diversified learning offer. Projects should support countries in ensuring that transparency and recognition instruments for teacher education are adapted to new forms of learning, including validation of skills acquired online. This would imply putting in place the necessary quality assurance mechanisms and certification pathways so that such learning can be fully recognised in national systems. Projects should also explore possibilities for recognition across borders, and ensure alignment with European transparency and recognition tools.

Priority theme 4 - Towards more innovative and entrepreneurial higher education institutions through institutional change (Higher education)

In the backdrop of the Modernisation Agenda for higher education in the EU¹⁷, the role of innovative and entrepreneurial higher education institutions (HEI) is increasing. HEIs that engage in institutional change via strategic tools such as HEInnovate¹⁸ (launched by the Commission and OECD at the end of 2013) are developing interesting initiatives across the EU. Initial evidence suggests that strategy development and implementation on an institutional level can be enhanced by using innovative tools and instruments addressing institutional change.

Policy experimentation around the development of innovative and entrepreneurial HEIs would provide visibility and encouragement to initiatives undertaken by HEIs and the governments and development agencies that support them, and create a mechanism for mutual learning. The policy experimentation would allow for testing institutional change initiatives targeted at developing more innovative and entrepreneurial HEIs and linking this to policy. The purpose of the experimentation would be the validation of the relevance and potential impact of such initiatives and instruments and their utility for policy.

A specific requirement for projects under this priority is the strong involvement of a sample of selected HEIs per country in the policy experimentation itself.

¹⁶ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52013DC0654&from=EN>

¹⁷ [http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52011XG1220\(07\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52011XG1220(07)&from=EN)

¹⁸ www.heinnovate.eu

Priority theme 5 - VET teachers and trainers in work-based learning/apprenticeship (VET)

Countries in Europe are expanding or introducing work-based learning in response to the higher unemployment rates due to the economic crisis, but also in order to ensure smooth transition between education and training and labour market and to equip VET students and workers with relevant skills for their working lives. Work-based learning (WBL) is not the single answer to all the persisting challenges, but it definitely contributes to bringing closer the world of education and the world of work and to address skills gaps and mismatches.

Over the last few years, EU initiatives with a focus on work-based learning/ apprenticeship have been launched, e.g. - the Youth Employment Initiative¹⁹ and the European Alliance for Apprenticeship²⁰. Countries and companies started implementing measures, and introducing new schemes.

The expansion of work-based learning, in particular apprenticeships, requires not only enterprises that have the technical capacity to train people, but also more trainers that have the necessary skills and competences. The whole VET teaching force in schools, VET centres and companies needs to be equipped with relevant pedagogical and technical skills and key competences, and trained to work with effective teaching and assessment methods and to teach a heterogeneous learner population often also in international settings.

New developments require new approaches to developing the competences of VET teachers and trainers in WBL. There are pilot national, bilateral and multi-national models, tools and instruments in this area. The proposals for policy experimentations should focus on development and implementation of policies and framework conditions for effective VET teachers and trainers competence development; on supporting profiling and professionalization of training specialists; on systematic approaches towards ensuring professional development of VET teaching staff (e.g. identification of training needs and delivering flexible and targeted provision, including work-based); on effective partnerships of all relevant stakeholders and particularly taking companies on board and ensuring cooperation mechanisms with VET providers; on quality assurance and validation of teachers/trainers competences; on application of modern methods and technologies.

The outcomes of these policy experimentations can support work-based learning and particularly apprenticeships and boost modernisation, reforms and labour-market relevance of VET.

Priority theme 6 - Implementation of a framework for the assessment of the effectiveness of adult learning policies

Adult learning is a vital component of the lifelong-learning continuum, covering the entire range of formal, non-formal and informal learning activities, general and vocational, undertaken by adults after leaving initial education and training. However, provision for adult learning is often fragmented, and may be the responsibility of several different authorities and organisations, at local, regional and national level, as well as the private and third sectors.

The *Renewed European Agenda for adult learning*²¹ sets out a vision for adult learning in Europe in 2020. The aim is to enable all adults to develop and enhance their skills and competences throughout their lives. To achieve this, there is a need for significant improvements in the quality and quantity of learning opportunities available to adults and significant increases in the proportion of adults who take advantage of these opportunities. This, in turn, requires well designed adult learning policies and a high level of coordination with other policy areas, providers and stakeholders. A first step is for countries to assess the scope, effectiveness and efficiency of their current policy and provision for adult learning,

¹⁹ <http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=1829>

²⁰ <http://ec.europa.eu/social/main.jsp?catId=1147>

²¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:372:0001:0006:en:PDF>

with a view to identifying opportunities for improving their reach, effectiveness and impact.

The European Commission, together with the ET2020 Working Group on adult learning has worked closely with researchers to develop a sophisticated approach to the analysis of these policies based upon available research evidence, policy evaluations and statistical data, which is set out in the study ‘An in-depth analysis of adult learning policies and their effectiveness in Europe’²². As a result, a framework for the analysis of adult learning policies and their effectiveness has been developed. The policy experimentation provides an opportunity for countries to receive support to begin the analysis of their policy and provision, using this framework as a starting point (see Annex 5).

Youth field

Priority theme 7 - Reaching out: developing capacity for tackling and preventing marginalisation and violent radicalisation among young people

Youth organisations and youth workers play a pivotal role in including young people with fewer opportunities who experience a lack of belonging to the society around them or find themselves in a situation of marginalisation. Extremism is found in several forms and on all extremes of the political spectrum. The recruitment of young people to violent extremist groups, movements and lines of thought is deeply worrying.

The EU Youth Strategy aims to prevent social exclusion among young people which can at worst lead to radicalisation and violence. Furthermore, the EU Youth Strategy states that society needs to show solidarity towards youth, particularly those who are disadvantaged. The Erasmus+ youth chapter is a central tool to implement the European policy on the topic. An Inclusion and Diversity Strategy for the Erasmus+ youth field (2014) has been created to confirm and strengthen the commitment to inclusion and diversity through the programme.

The *Declaration on promoting citizenship and the common values of freedom, tolerance and non-discrimination through education* addresses the 2015 terrorist attacks in France and Denmark, recalls similar atrocities in Europe in the recent past and reaffirms the determination to support fundamental values of the EU. In addition, the European Agenda for Security²³ provides a global response to the issue from the European Commission as a whole.

The current climate underlines the need for a coherent effort in the area. Much work is already being done to prevent young people's violent radicalisation but there are gaps to fill. The youth field plays an important part and should be empowered to take an even greater role in reaching out to young people at risk. The policy experimentation project should be able to draw on existing efforts while exploring new and innovative methods and approaches to outreach and prevention of violent radicalisation.

The outcome of the project should demonstrate good and efficient ways of reaching out to young people with favourable outcome. As such, the experimentation should support promotion of diversity, intercultural and inter-religious dialogue as well as common values of freedom, democracy, tolerance and respect for human rights. An EU-wide study on the value of youth work²⁴ concludes that youth workers reach out to those who are disadvantaged and at risk of exclusion, but that the outreach could be improved. An evidence based approach is needed in order to close this gap.

²² <http://ec.europa.eu/social/main.jsp?catId=738&langId=en&pubId=7851&type=2&furtherPubs=yes>, see in particular Chapter 3 and Figure 3.2.

²³ Adopted on 28.04.2015

²⁴ http://ec.europa.eu/youth/library/study/youth-work-report_en.pdf

The internet is an important channel for extremist organisations when approaching and recruiting young people to extremist mind-sets and groups. It is expected of the policy experimentation that online communication and propaganda towards young people is adequately addressed, with a focus on media literacy and critical thinking, in particular in the use of the Internet and social media. The experimentations should involve a variety of actors, ranging from, but not to be taken as an exhaustive list: youth workers, IT and social media specialists, experts in diversity and inclusion, schools, social services and more.

An open and inclusive dialogue in line with democratic values, fundamental rights and non-discrimination is a key to increasing the sense of belonging of all young people. Emphasis should be placed on young people's active participation and civic engagement on their own terms.

3.3 Expected results

The proposed projects should lead to significant results in the following areas:

- Support to the priorities for policy cooperation at EU level set out in the ET 2020 Framework and/or the EU Youth Strategy²⁵, as appropriate.
- Improved knowledge and evidence base for reforms with potentially high systemic impact in the sectors concerned in the eligible countries.
- European added value by jointly identifying best practice and lessons on 'what works' and 'what does not work'.
- Scalability and transferability of innovative measures. Scaling up does not necessarily only mean duplicating the tested measures on a larger number of beneficiaries. It should rather be understood as creating the best conditions for making the successfully tested measures part of a policy or a system.
- Sound consistency and complementarity between theory and practice; between EU policies and funding programmes; between European, national and regional measures; between the roles of policy makers, stakeholders and researchers.

4. PLANNING AND CONDUCTING A POLICY EXPERIMENTATION PROJECT

Policy experimentations are based on the collection and evaluation of robust evidence through large scale *field trials* relying on robust and widely recognised methodologies. Ideally, such methodologies are likely to provide more representative findings than observation or conceptual analysis.

It is important to point out that, in the context of this call, policy experimentations are *not research projects* led by researchers and addressing other researchers, with the aim of generically advancing knowledge. They are rather "action-research" projects involving cooperation between decision-makers, stakeholders and researchers in order to try out concrete measures that have the potential to concretely change/improve systems - or parts of systems - in the short/medium term.

Policy experimentations help to assess the relevance, effectiveness, efficiency, potential impact and scalability of innovative policy measures through *experimental* or *semi-experimental* approaches. They seek to identify and evaluate a *causality link* between a measure and the *change* (or lack of change) that has occurred in a sample population through that measure, and to determine the logic behind the change (*counterfactual analysis*). They take place in a *controlled* environment, through measurable direct

²⁵See §1.2 above

interventions and comparisons (e.g. "before/after", or "treated"/"non-treated" groups).

Policy experimentation can be cost-effective, secure stakeholder consensus and a smooth implementation of policies when used to test substantial measures at the appropriate time. In an ex-ante evaluation process involving progressive steps towards implementation, it can be one of the final steps, confirming already robust assumptions and identifying and testing scalable approaches.

In the context of the priority themes of the present call, applicants are encouraged to include - when relevant and appropriate - efficiency evaluations, e.g. based on cost-benefit analysis and cost effectiveness analysis.

More information on how to plan and conduct a European policy experimentation is provided in Annex 1 - Planning and conducting a policy experimentation project which is integral part of this call:
https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-european-policy-experimentation-eacea-342015_en

5. PROJECT EVALUATION

Applicants should distinguish between:

- the evaluation *of the project as a whole*, basically covering all the aspects of standard project management, and
- the analysis and interpretation of the *findings of the field trials* (which are only one – albeit essential - element of the project).

Applicants are requested to draw up a project quality assurance plan to evaluate the implementation of the *project as a whole*, which can take the form of:

- an **external evaluation**, devolved to a "critical friend" within the partnership ("peer review") or subcontracted to an independent expert, and/or
- a **self-evaluation** by each partner.

Regarding the analysis and interpretation of the results of the field trials please refer to Annex 1.

6. AWARENESS-RAISING, DISSEMINATION AND EXPLOITATION OF RESULTS

Raising awareness of the project's aims, concept and activities, disseminating its interim or final results (including details on the field trials) and **exploitation** of the project results at regional/national and European level, throughout the project duration and beyond, are essential for European policy experimentations. Given the focus on the systemic exploitation of the results, the role of the responsible public authorities is key in this context. Please refer to Annex 1 for further details.

For more information on this topic refer to Annex II of the E+ Programme Guide 2016:

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

7. PROJECT FOLLOW – UP

Applicants are requested to describe the type of follow-up they would envisage both in case of conclusive and of inconclusive findings, suggesting different options, where appropriate. They may draw on the following hints for inspiration.

In case of *conclusive* findings (field trials corroborating the testing hypothesis), they should explain how they would concretely use the results for systemic improvement, in particular

- anticipating and weighing up the advantages and disadvantages that the upscaling of the tested measure would involve for the target groups;
- estimating the resources required for upscaling the measure and mainstreaming it in the system;
- considering various upscaling options, in particular EU funds such as the European Structural and Investment Funds (ESIF) and the European Fund for Strategic Investment (EFSI);
- considering further exploratory work under Erasmus+ or other EU programmes.

Inconclusive findings (eg. findings of the field trials disproving the testing hypothesis) should not necessarily be seen as a failure, but as an opportunity to draw lessons for future policy development and further research. The results of inconclusive experimentations should be carefully scrutinized to identify possible causes (insufficient preliminary evidence, methodological flaws, etc.),

Sustainability of impact

Applicants should be aware that immediate positive impacts of successful experimentations may be contingent on externalities and may not necessarily persist over time. They are therefore encouraged to consider long-term monitoring of the cohorts that participated in successful experimentations and provide an indication of the strategy for long-term monitoring beyond the end of the project.

8. PROCEDURE/TIMETABLE

8.1 Procedure

Proposals will be submitted and evaluated in two stages, involving a pre-proposal (Stage I) and a full proposal (Stage II).

This approach intends to simplify the application process by requesting in the first phase only basic information on the proposal.

8.1.1 Pre-proposal stage:

Pre-proposals should summarise basic information on the following elements:

- a) Relevance of the project (maximum 20 points)
- b) Indicative total budget and requested EU grant

Pre-proposals will be assessed on the basis of the eligibility criteria described in section 11 and the award criterion Relevance of the project (see section 14). All applicants having submitted pre-proposals will be notified about the pre-selection results and will receive a summary evaluation of their pre-proposal.

Eligible applicants reaching the minimum threshold of 12 points on the score for the award criterion Relevance of the project will be invited to submit a full proposal and to elaborate further on their proposal.

8.1.2 Full proposal stage:

Full proposals are requested to provide information on the following:

- 1) Remaining award criteria:
 - a) Quality of the project design and implementation (maximum 30 points)
 - b) Quality of the partnership and cooperation arrangements (maximum 20 points)
 - c) Impact, dissemination, and sustainability (maximum 30 points)
- 2) Detailed budget

Full proposals will be assessed on the basis of eligibility, exclusion, selection, and the three remaining award criteria. The Agency will verify that the eligibility is confirmed in the second stage and, where appropriate, is supported by the required documentation (See section 19.3.2).

As a result, those proposals considered compliant with all the eligibility, exclusion, and selection criteria will be ranked in order of merit according to the total score obtained. The total score for a full proposal will be the total of the scores obtained at the pre-proposal stage and at the full proposal stage (by applying the weighting indicated).

Only proposals having reached at least the threshold of (60 points) on the total score will be considered for EU funding.

The final ranking of the proposals may be adjusted by the Evaluation Committee to ensure a more balanced number of projects per priority theme in the *Education and training* strand of the call. Therefore, a proposal with a lower score (above the quality threshold of 60 points) may be ranked higher than proposals with a higher score, provided that the principles of equal treatment and non-discrimination are duly taken into account.

All applicants having submitted full proposal applications will be notified about the final selection results and receive an evaluation report.

The selected applicants will receive a proposal to enter into a multi-beneficiary grant agreement.

8.2 Timetable

	Pre-proposal stage	Full proposal stage
Publication of the call	December 2015	N/A
Deadline for submitting proposals	14 April 2016 Electronic submission 12.00 (noon CET)	13 October 2016 Electronic submission 12.00 (noon CET)
Evaluation period	May 2016	October 2016
Information to applicants	June 2016	November 2016
Signature of grant agreement	N/A	December 2016
Starting date of the projects	N/A	Between 1 January 2017 and 28 February 2017

9. BUDGET AVAILABLE

The total budget available for the co-financing of projects under the present call is EUR **14.000.000**. It is divided in the following way between the two fields of operation:

- Education and Training: EUR 12.000.000
- Youth: EUR 2.000.000

The financial contribution from the EU cannot exceed **75%** of the total eligible costs.

The maximum EU grant per project will be EUR **2.000.000**.

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

10. ADMISSIBILITY REQUIREMENTS

Proposals shall comply with the following requirements:

- they must be sent no later than the deadline for submitting proposals referred to in Section 8.2 of the present call for proposals;
- they must be submitted online (see Section 19), using the electronic application form and its compulsory annexes at pre-proposal and at full proposal stage;
- they must be drafted in one of the EU official languages.

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

In order to submit a proposal, applicants and partners 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 Union. If an applicant or partner already has a PIC that has been used for other EU programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Participant Portal allows applicants and partners to upload or update the information related to their legal status and attach the requested legal and financial documents (see Section 19.2 for more information).

Only proposals that comply with admissibility requirements will pass to evaluation stage.

11. ELIGIBILITY CRITERIA

Pre-proposal applications which comply with the below criteria will be the subject of a content evaluation. The eligibility criteria will be assessed at pre-proposal stage on the basis of the information provided in the application form. The compliance with the eligibility criteria will have to be supported by the requested evidence at the full proposal stage. Applicants shall demonstrate that they are still eligible for the project by providing the documents required.

11.1 Eligible applicants and their role

Eligibility of applicants

The term 'applicants' refers to all organisations and institutions participating in a project proposal regardless of their role in the project (responsible public authorities in charge of strategic leadership, researchers, evaluators, entities involved in the field trials, etc.).

Applicants considered eligible to respond to this call are:

a) Public authorities (Ministry or equivalent) responsible for education, training or youth at the highest level in the relevant national or regional context (corresponding to NUTS codes 1 or 2; for countries where NUTS codes 1 or 2 are not available, the highest NUTS code available applies²⁶). Responsible public authorities for sectors other than education, training and youth (e.g. employment, finance, social affairs, home affairs, justice, health, etc.) are considered eligible as long as they demonstrate that they have a specific competence in the area in which the experimentation is to be carried out. Public authorities can delegate to be represented by other public or private organisations, as well as by legally established networks or associations of public authorities, provided that the delegation is in writing and makes explicit reference to the proposal being submitted.

b) Public or private organisations or institutions active in the fields of education, training or youth

c) Public or private organisations or institutions carrying out activities linked to education, training and/or youth in other socio-economic sectors (e.g. public authorities, agencies or services responsible for: education, training, youth, employment, social affairs, home affairs, justice, quality assurance, recognition and/or validation; career guidance, chambers of commerce, business and social partners, trade organisations, civil society, cultural or sport organisations, evaluation or research entities, media etc.)

²⁶ <http://ec.europa.eu/eurostat/web/nuts/overview>

Furthermore, for the implementation of this call for proposals, National Agencies or other structures and networks, receiving a direct grant from the Erasmus+ Programme in accordance with its legal basis, are NOT eligible to participate. Nevertheless, the legal entities hosting the Erasmus+ National Agencies or the structures and networks mentioned above, as well as entities affiliated to these legal entities, are considered eligible applicants.

Only proposals from legal entities established in the following **eligible countries** are eligible:

- the 28 Member States of the European Union,
- the EFTA/EEA countries: Iceland, Liechtenstein, Norway,
- EU candidate countries: Turkey, the former Yugoslav Republic of Macedonia

Minimum partnership composition

The minimum partnership composition requirement for this call is: **4 entities** representing **3 eligible countries**. Specifically:

- At least **one** public authority (Ministry or equivalent) or delegated body (as described in 11.1.a) **from 3 different eligible countries**, or a legally established network/association of public authorities representing at least three different eligible countries. The network or association must have a delegation from at least 3 responsible public authorities (as described in 11.1.a) to operate on their behalf for the specific project proposal.

Partnerships must include at least one responsible public authority as indicated under point 11.1.a) from an EU Member State.

- At least one public or private entity with expertise in counterfactual analysis and policy impact evaluation ("*researcher*"). Such entity shall be responsible for the methodological aspects and the field trial protocols. The partnership can involve more than one such entity, as long as the work is coordinated and consistent.

Coordination

A project proposal can only be **coordinated** and **submitted** – on behalf of all applicants – by one of the following:

- A public authority as described under 11.1.a);
- A legally established network or association of public authorities as described under point 11.1.a);
- A public or private entity delegated to reply to the call by a public authority described under 2a). Delegated entities must have an explicit endorsement in writing by a public authority as described under 2a), to submit and coordinate the project proposal on their behalf.

Proposals must be submitted by the legal representative of the coordinator on behalf of all applicants. Natural persons may not apply for a grant. Only organisations that are in a position to demonstrate their

existence as a legal person for at least 3 years²⁷ on the date of the deadline for submission of pre-proposals referred to in section 8.2 of these guidelines are considered eligible as "coordinator" for the purpose of this call.

Role of applicants

Applicant/ Coordinator: An organisation that submits the proposal on behalf of all the partners. The coordinator has the full responsibility to ensure that the project is implemented in accordance with the grant agreement. When the EU grant is awarded, the applicant/coordinator will become the main EU grant beneficiary and will sign a multi-beneficiary grant agreement on behalf of the partnership.

Its coordinating role stands for the following duties:

- it represents and acts on behalf of the partners involved in the partnership vis-à-vis the Agency;
- it bears the financial and legal responsibility for the proper operational, administrative and financial implementation of the entire project;
- it coordinates the project in cooperation with all other project partners.

Partners: Organisations participating in the partnership which contribute actively to the preparation, implementation and evaluation of the project. The partners are encouraged to link with responsible public ministries in their respective countries.

Each partner must sign and submit a mandate letter by which the signatory grants power of attorney to the coordinator to act in his name and for his account during the implementation of the project (see Section 19.3).

Associate partners: Additionally the project may benefit from the involvement of associated partners (optional). These organisations contribute to the implementation of specific tasks/activities and/or support the dissemination and sustainability of the projects. They will not benefit financially from the EU grant.

The work undertaken under this call shall be based on partnerships between the responsible public authorities as defined above and other organizations with expertise in the relevant chosen priority.

Applicants must ensure that there is a **consensus** among all the project partners on the project proposal and notably on the following key elements:

- *Policy objective:* the intention to address a particular need or to respond to a particular challenge ;
- *Specific objective of the field trials:* the measure to be tested is consistent with the need
- *Methodology:* the way in which the measure should be trialled and how the results of the trials should be analysed ;
- *Liabilities, constraints and opportunities:* ways in which the measure could affect or interfere with (positively or negatively) existing processes, other planned measures or interactions between stakeholders ;
- *Operational capacity:* the potential availability of the structures, resources and skills necessary to upscale the measure if the experimentation is successful.

This consensus should be regulated by signing a partnership agreement among the partners. The partnership agreement is a written agreement to identify the working relationships between partners involved in the project. It spells out the common understandings. It clarifies what kind of support will be provided and creates a common framework for communication and participation.

²⁷ "Date main registration" in the legal entity form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

The existence of such an agreement prior to the beginning of the project implementation is strongly recommended.

The objective of these Agreement(s) is to ensure that:

- partners of the project agree on its technical, administrative and financial implementation;
- potential disputes (misunderstandings) between the partners are avoided and/or resolved through the elements contained in the agreement.

The proposals submitted under this call must demonstrate high-level institutional leadership and clear links with higher policy objectives. The responsible public authorities (Ministry-level or equivalent) – whether directly involved or represented in the project - should ensure continuous strategic steering and monitoring of the project throughout its duration. They shall be responsible for the field trials in their jurisdiction and for planning the exploitation of the project results, in particular up-scaling or transferability. To ensure country ownership, policy experimentations should also be part of reform agendas in the countries involved.

The researcher is in charge of designing the protocol of the field trials, of supervising its implementation and of analysing the results of such trials and of interpreting them, in collaboration with the responsible public authorities and other relevant stakeholders.

The researcher should closely interact with the partners in the framework of the project. However, the researcher's independence (in particular from the responsible public authorities) should be strictly ensured (for example by signing a separate partnership agreement with the researcher) in order to guarantee the impartiality, transparency and accountability of the experimental results.

11.2 Eligibility period and eligible activities

Project must start between 1 January 2017 and 28 February 2017.

The project duration must be between 24 and 36 months. However, if, after the signing of the agreement and the start of the project it becomes impossible for the beneficiaries, for fully justified reasons beyond their control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 6 additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 42 months.

Eligible activities should be in line with Annex 1. The field trials must take place at least in three countries whose ministries (or delegated entities) are involved in the project.

Only activities taking place in eligible countries (see Section 11) will be considered eligible for funding. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in the eligible countries are not eligible unless they are necessary for the completion of the project and duly explained and justified in the application form. Any Amendment to the activities that involves other countries than the eligible countries must have the prior specific authorization from the Agency.

12. EXCLUSION CRITERIA

The Exclusion criteria will be assessed at full-proposal stage.

12.1. Exclusion from participation

Applicants will be excluded from participating in this Call for Proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the responsible authorising Officer or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

12.2 Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the grant award procedure, or fail to supply this information;
- (c) find themselves in one of the situations of exclusion referred to in the above section 12.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

12.3 Supporting documents

Applicants for an EU grant exceeding EUR 60.000 must sign a declaration on their honour certifying that they are not in any of the situations referred to in Sections 12.1 and 12.2. This declaration is part of the Application Package (see Section 19.3.2).

13. SELECTION CRITERIA

The Selection criteria will be assessed at full-proposal stage.

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

13.1 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out 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 grants (equal or inferior to EUR60.000)
 - a declaration on their honour
- b) Grants more than EUR 60.000
 - a declaration on their honour;
 - the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the coordinator, for the last two financial years for which the accounts have been closed;
 - a completed financial capacity form filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.
- c) Grants for a project > EUR 750 000, in addition to the above:
 - an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

In the event of a proposal grouping several applicants (partnership), the thresholds mentioned in c) shall apply to each applicant.

The verification of financial capacity shall not apply to public bodies, or to international organisations.

For the purpose of this call, public bodies, as well as schools, higher education institutions and organisations in the fields of education, training, youth and sport that have received over 50 % of their annual revenue from public sources over the last two years shall be considered as having the necessary financial, professional and administrative capacity to carry out activities under the Programme. They shall not be required to present further documentation to demonstrate that capacity. Such organisations are required to state in a signed declaration on honour (included in the application package for pre-proposals) that their organisation complies with the above-mentioned definition of public body. The Agency reserves the right to request documentation to prove the veracity of this declaration.

If, on the basis of the documents submitted, the Agency considers that financial capacity has not been proved or 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 (against an interim report);
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 16.4);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the proposal.

13.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed project. In this respect, applicants have to submit a declaration on their honour, and for those applying for a grant above EUR 60.000 the following supporting documents must be included in the Application Package:

- a description of the profile of the people primarily responsible for managing and implementing the operation (accompanied, here appropriate, by a list of relevant publications) within each partner organisation showing all their relevant professional experience;
- a list of projects connected to the selected priority theme of the call implemented by the applicants in the three last years and a short description of the projects' impact and achievements.

14. AWARD CRITERIA

Eligible proposals will be assessed on the basis of the following criteria.

STAGE I: Pre-proposal

I.1) Relevance of the project (maximum 20 points)

- The need to be covered by the proposed policy experimentation is relevant to European and country-specific objectives and priorities in education, training and youth, and to the objectives and priority themes of the call
- The measure to be tested is consistent with European and country-specific (partner countries) objectives and priorities in education, training and youth, is suitable to the target groups and stakeholders involved, and innovative.
- The target groups addressed by the measure are clearly identified and the benefits they are expected to enjoy through the measure to be tested are clearly described.
- The project has a clear European added value based on a transnational cooperation which allows achieving results that would not be achieved at country level alone, and there is potential for transferring results to countries not involved in the project or other sectors.
- The experimentation methodology is consistent with the objectives of the measure to be tested and with the characteristics of the target groups.
- The leading role of the responsible public authorities in the project is adequately described. The way in which the expertise available in the partnership will contribute to the project is adequately described.
- The envisaged outcomes are relevant to the objectives of the call and have the potential to lead to systemic change

STAGE II: Full proposal

1) Quality of the project design and implementation (maximum 30 points):

- The potential for effective results of the measure to be tested relies on valid, credible and convincing evidence.
- The proposed experimentation methodology is based on a sound theoretical approach and is defined in a clear and structured way; its rationale and implications - including success/failure criteria - are explicitly described.
- The experimentation methodology is consistent with the measure to be tested ; it is suitable for the target groups and in particular for the potential participants in the field trials;
- The experimentation protocol is clear, comprehensive and rigorous.
- The project design is clear and structured, with appropriate milestones and pertinent deliverables/outputs/results.
- The project management plan is sound with adequate resources allocated to different tasks, clear cooperation and decision-making processes, allowing leadership by the responsible public authorities.
- The quality assurance plan adequately covers both the overall project management and the field trials. There is a clear monitoring strategy and methodology for identifying risks and introducing mitigating actions.
- The budget shows cost effectiveness and value for money. There is coherence between tasks, roles and financial resources allocated to partners. The financial management arrangements are clear and appropriate for the partnership and the design of the proposal.

2) Quality of the partnership and the cooperation arrangements (maximum 20 points):

- The partners show the potential to ensure full achievement of the objectives of the project, of the priority theme and of the call.
- The competences and capacities of the partners and their roles in the project are comprehensive and complementary and cover all the main operational needs of the project.
- The allocation of time and input among the partners is adequate and balanced.
- The planned coordination and communication mechanisms among the partners and with the relevant stakeholders are effective.

3) Impact, dissemination, and sustainability (maximum 30 points):

- The impact envisaged by applicants is relevant, consistent, systemic, significant, scalable and sustainable.
- A clear awareness-raising, dissemination and communication strategy targets partners, stakeholders - in particular the participants in the field trials – and the general public throughout the lifetime of the project, including before, during and after the field trials. This strategy includes how to make educational materials²⁸ produced in the experimentation freely accessible through open licences.
- The exploitation approach is clearly described and involves up-scaling of positive results through concrete measures for which potential funding sources are identified; the way in which the approach is expected to generate long-term impact on systems and policies is clearly

²⁸For this purpose, educational materials should be understood as any materials meant to provide support to teaching and learning processes, such as course syllabi, class notes, presentations, exercises, textbooks, interactive materials or other. Open licenses for these materials should guarantee, as a minimum, free access for any individual or organisation. Applicants are allowed to include limitations in the open licenses as appropriate.

- explained.
- A strategy for long-term monitoring beyond the end of the project, and follow up activities is envisaged and explained.
 - The way in which the project results will contribute to peer-learning at European level and feed into the ET 2020 and the EU Youth Strategy is clearly described

The calculation of the total score for the full proposal will include the score obtained for "Relevance of the project" at pre-proposal stage.. Only full proposals having reached at least the threshold of 60 points of the total score (i.e. score on the award criterion "Relevance of the project" assessed in the first stage plus scores on the other three award criteria assessed in the second stage) will be considered for EU funding.

15. LEGAL COMMITMENTS

In the event of definitive approval by the Agency, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the coordinating institution (hereafter 'the coordinator') representing all other applicants (hereafter 'beneficiaries'), as well as the procedure in view to formalise the obligations of the parties.

The two copies of the original agreement must be signed by the legal representative of the coordinator, on behalf of the partnership, and returned to the Agency immediately. The Agency will sign them last. The agreement will be a multi-beneficiary agreement.

16. FINANCIAL PROVISIONS

16.1. General principles

a) Non-cumulative award

A project may only receive one grant from the European Union budget.

In no circumstances shall the same costs be financed twice by the European Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of European Union funding received or requested for the same project or part of the project or for its functioning during the same financial year as well as any other funding received or requested for the same project²⁹.

b) Non-retroactivity

No grant may be awarded retrospectively for projects already completed.

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

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

c) Co-financing

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

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

- the beneficiary's own resources,
- income generated by the project,
- financial contributions from third parties.

d) Balanced budget

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

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm on the date of the publication of this call for proposals.

e) Implementation contracts/subcontracting

Where the implementation of the project requires the award of procurement contracts (implementation 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.

In the event of procurement exceeding € 60 000, the coordinator and, where applicable, the other beneficiaries, must obtain competitive tenders from at least 5 potential contractors, unless national rules prescribe differently. In the latter case, national rules will apply provided that the contracting authority is able to demonstrate, if requested, the coherence between the procedure followed and the national rules applied. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC³⁰ or contracting entities in the meaning of Directive 2004/17/EC³¹ 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 project 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 project (limited to 30% of the total direct costs of the project);
- it must be justified having regard to the nature of the project and what is necessary for its implementation;

³⁰ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

³¹ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

- 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 proposals may not envisage provision of financial support to third parties.

16.2 Funding forms

The grants financed through reimbursement of eligible costs in combination with flat rate covering overheads are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

➤ **Maximum amount requested**

The maximum amount requested will be EUR 2.000.000.

The EU grant is limited to a maximum co-financing rate of 75% of **eligible project costs**.

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the EU grant.

The amount of the own resources indicated in the revenue part of the estimated budget is regarded as secured, and the amount, as a minimum, must be entered in the revenue section of the final account.

The EU grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Acceptance of an application by the Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

➤ **Eligible costs**

Eligible costs are costs actually incurred by the beneficiary of a grant and which meet the following criteria:

- They are incurred during the duration of the project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the financial statements and underlying accounts. The period of eligibility of costs will start on the day indicated in the grant agreement. If beneficiaries can demonstrate the need to start the project before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application;
- They are indicated in the estimated overall budget of the project;
- They are incurred in connection with the project which is the subject of the grant and are necessary for the implementation of the project;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;

- They comply with the requirements of applicable tax and social legislation;
- They are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenues declared in respect of the project with the corresponding accounting statements and supporting documents. The same criteria apply to the affiliated entities.

Eligible direct costs:

The eligible direct costs for the project are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the project and which can therefore be booked to it directly, such as:

- The cost of personnel:

A) working under an employment contract with the applicant or equivalent appointing act and assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicants' usual policy on remuneration. NB: These costs must be actual costs incurred by the coordinator or the other beneficiaries; staff costs of other organisations are eligible only if they are paid directly or are reimbursed by the beneficiary. These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used. The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;

B) "Non-conventional" staff working without employment contracts:

- Staff seconded from a third party against payment: Secondment occurs when an employee of a third organisation (hereinafter "the seconding entity") is temporarily transferred, for an agreed period of time, to an organisation which is currently implementing, as a beneficiary, a project financed by a programme managed by the Agency.
- Research grant-holders: Universities and other beneficiaries working in the research and training sector (e.g. research centres) may hire personnel not by signing an employment contract with the concerned staff, but rather by awarding it a research grant.
- In-house consultants: In-house consultants are natural persons who join the beneficiary's project team and deliver 'external services'. The costs arising from these in-house consultants are in principle to be considered as costs relevant to implementing contracts. However, and as an exception to the rule, these costs may be considered as personnel costs regardless of whether the consultants are self-employed or employed by a third party.

The eligibility of such costs is subject to further assessment and prior approval from the Agency.

C) employed under 'civil' contracts, which are not governed by national labour laws.

These contracts concern either:

- regular personnel entitled to a complementary payment, subject to the successful implementation of the projects, on the basis of an hourly rate entered in the beneficiaries' accounts as accrued salary cost until the actual payment of the balance by the funder, or,
- external experts, having concluded a time-limited "civil" contract for their input to a specific

project.

The eligibility of such costs is subject to further assessment and prior approval from the Agency.

- Subsistence allowances for staff taking part in the project (for meetings, including kick-off meetings where applicable, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices;
- Costs of travel (for meetings, including kick-off meetings where applicable, European conferences, etc.), provided that they are in line with the beneficiary's usual practices on travel;
- Depreciation cost of equipment (new or second-hand): only the portion of the equipment depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the Agency, **except where the nature and/or the context of its use justifies different treatment by the Agency**;
- Costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- Costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the project, provided that the conditions laid down in grant agreement or grant decision are met;
- Costs arising directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, translations, reproduction, etc.);
- Costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- Costs relating to external audits where required in support of the requests for payments;
- Non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States.

Eligible indirect costs (overheads)

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

Indirect costs may not include costs entered under another budget heading. Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under the present call.

➤ **Ineligible costs**

The following costs shall not be considered eligible:

- Return on capital;
- Debt and debt service charges;
- Provisions for losses or debts;
- Interest owed;
- Doubtful debts;
- Exchange losses;
- Costs of transfer from the Agency charged by the bank of the beneficiary;

- Costs declared by the beneficiary and covered by another project receiving a EU grant. In particular, indirect costs shall not be eligible under a grant for a project awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- Contributions in kind
- Excessive or reckless expenditure.
- Expenses for travel to or from countries other than those participating in the project, unless explicit prior authorisation is granted by the Agency.

➤ **Calculation of the final grant amount – Supporting documents**

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

- A final report providing details of the implementation and results of the project;
- The final financial statement of costs actually incurred,

In case of grants for an action equal or inferior to EUR 60.000, the beneficiary is required to submit the following sample of supporting documents:

Budget item/heading	Sample to be annexed to the Final Financial Report
Staff	Select the largest of the two conditions set below: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;">The three highest consolidated staff costs (i.e. staff member costs) for the whole eligibility period</div> <div style="width: 10%; text-align: center; border: 1px solid black; padding: 5px;">OR</div> <div style="width: 45%;">5% of all costs declared under this budget item.</div> </div>
Subcontracting	The three highest value subcontracts
Travel and subsistence	25% ³² of the highest costs declared under this budget item

Example of underlining documents to be submitted in support of the final payment:

1) *Staff costs: employment contract (or equivalent document), payslips (or remuneration's receipts), proof of payments (if applicable) and, if foreseen by the call for proposals, the time sheets or equivalent documents showing the manpower's work effort (i.e. number of working days);*

2) *Subcontracting: quotes (if applicable), contracts, invoices and proofs of payments;*

3) *Travel and subsistence: copy of tickets and boarding passes, hotel invoices (and proof of payments).*

In case of grants for a project of more than EUR 60.000, but less than EUR 750.000:

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

³² The beneficiary can choose the sample of supporting documents. However, the RAO has the right to increase the verification percentage for travel and subsistence costs if the associated risk for the Programme/Strand is particularly material.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”:

http://eacea.ec.europa.eu/about/documents/guidance-notes-audit-type-i_11.2012_en.pdf

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

In case of grants for a project of EUR 750.000 or more, when the cumulative amounts of request for payment is at least EUR 325.000:

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type II” produced by an approved auditor or in case of public bodies, by a competent and independent public officer. The Report of factual Findings shall certify, in accordance with a methodology approved by the Agency, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement or grant decision.

The procedure and the format to be followed by an approved auditor or, in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”:

http://eacea.ec.europa.eu/about/documents/guidance-notes-audit-type-ii_11.2012_en.pdf

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

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred.

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

Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the project of the beneficiary. **Profit shall be defined as a surplus of receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance.** In this respect, where a profit is made, the Agency shall be entitled to recover a percentage of the profit corresponding to the European Union's contribution to the eligible costs actually incurred by the beneficiary to carry out the project.

The verification of the non-profit rule does not apply to low value grants, i.e. grants below or equal to EUR 60.000.

16.3 Payment arrangements

A pre-financing payment corresponding to 30% of the grant amount will be transferred to the coordinator within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received. Pre-financing is intended to provide the beneficiaries with a float.

A second pre-financing payment of 40% of the grant amount will be made within 60 days of receipt by the Agency of the progress report on the project's implementation. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

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 16.2 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 Agency through a recovery order.

16.4 Pre-financing guarantee

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 financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member States 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 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 guarantees by a third party or by a joint guarantee of the beneficiaries of a project 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.

17. PUBLICITY

17.1. By the beneficiaries

Beneficiaries must make themselves familiar with the publicity provisions as stipulated both in the specific and the general provisions of the Grant Agreement in conjunction with the guidelines on the following Agency website:

https://eacea.ec.europa.eu/about-eacea/visual-identity_en.

Any communication or publication related to the project, made by the beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), must indicate that the project has received funding from the Union and must display the European Union emblem. When displayed in association with another logo, the European Union emblem must have appropriate prominence.

Erasmus+ promotes the open access to materials, documents and media that are useful for learning teaching, training, youth work and are produced by projects funded by the Programme. Beneficiaries of Erasmus+ grants producing any such materials, documents and media in the scope of any funded project must make them available for the public, in digital form, freely accessible through the Internet under open licenses. Beneficiaries are nonetheless allowed to define the most appropriate level of open access, including limitations (e.g. interdiction of commercial exploitation by third parties) if appropriate in

relation to the nature of the project and to the type of material. The open access requirement is without prejudice to the intellectual property rights of the grant beneficiaries³³.

17.2 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: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³⁴ if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the 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.

18. 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.³⁵

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 the

³³ An open licence is a way by which the owner of a work grants permission to everyone to use the resource. A licence is associated to each resource. An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR). Beneficiaries will remain the copyright holders and are allowed to use them as they wish. The only requirement for grant beneficiaries is to make educational resources (or other documents and media produced by the project) freely accessible through open licences. Beneficiaries can also commercialise their project outcomes and experience shows that open access brings visibility and may encourage interested users to buy the printed version or physical material, document or media

³⁴ European Union Official Journal L39, of 10 February 2007.

³⁵ Official Journal L 8, 12.1.2001.

Agency's website:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission decision of 13 November 2014 on the Early Warning System to be used by authorising officers of the Commission and by the Executive Agencies (OJ L 329, 14.11.2014, p. 68–80), or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (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 EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or a decision.

19. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

19.1 Publication

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

https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-european-policy-experimentation-eacea-342015_en

19.2 Registration in the Participant Portal

Before submitting an electronic application, applicants must 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 proposals by the same organisation.

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

https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-european-policy-experimentation-eacea-342015_en

19.3 Submission of the grant application

The submission and selection of proposals will take place in two stages: pre-proposal stage and full proposal stage.

Proposals must be submitted in accordance with the admissibility requirements set out under Section 10 and by the deadline set out under Section 8.2.

No modifications to the proposals 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.

The Application Package is available on the Internet at the following address:

https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-3-initiatives-for-policy-innovation-european-policy-experimentation-eacea-342015_en

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

➤ **Electronic submission**

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

19.3.1 Pre-proposal stage:

Coordinators are requested to apply for funding on behalf of the entire partnership by submitting a pre-proposal application form containing:

- Basic information on the partnership involved; a project summary; an indicative total budget and total EU grant requested.
- A project description limited to basic elements of the proposal following the points highlighted in Section 14.

The pre-proposal application package must be submitted by the deadline (see point 8.2) on the correct E-form, duly completed and contain all relevant and applicable annexes and supporting documents. Applicants are strongly recommended to submit at the pre-proposal stage the letters of mandate (these letters provide powers of attorney to the coordinator to submit the proposal on behalf of all other applicants and to enter into legally binding agreements with the Agency) and the delegation letters (from the relevant public authorities as described in 11.1.a).

Application forms which do not include all the necessary information and which are not submitted online by the deadline will not be considered. Application forms sent by e-mail, by paper and/or fax will not be accepted.

19.3.2 Full proposal stage:

Only applicants that have passed successfully the pre-proposal stage will be invited to complete their application by submitting a full proposal application package containing:

- Full project description following the points highlighted in Section 14;
- Detailed budget using the specific budget tables available on the website (see 19.3.2), providing full details on costs according to the different budget categories, i.e. staff, travel and subsistence, equipment, subcontracting, other costs, and overheads;
- Declaration on Honour: this declaration will be considered as evidence of the applicants complying with the exclusion criteria, and certify that the information contained in the application package is correct and has been fully agreed with the partner organisations;

- In case of networks and associations of public authorities delegation letters from the relevant public authorities as described under 11.1a) to submit, coordinate and/or carry-out the experimentation, as appropriate;
- In case of delegated bodies, all necessary letters of delegation for the specific roles to be covered (i.e. Coordinator, carry-out the experimentation) by the appropriate public authorities as described under 11.1.a);
- Letters of mandate: these letters provide powers of attorney to the coordinator to submit the proposal on behalf of all other applicants and to enter into legally binding agreements with the Agency;

As appropriate, applicants also need to upload in the URF (see 19.2) all necessary documents to define the coordinator's legal personality (public administration, private company, or non-profit organisation, etc.):

- **for a private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);

- **for a public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity.

The complete full proposal application package must be submitted by the deadline (see point 8.2) on the correct E-form, duly completed and containing all relevant and applicable annexes and supporting documents. Application forms which do not include all the necessary information and which are not submitted online by the deadline will not be considered. Application forms sent by e-mail, by paper and/or fax will not be accepted.

All coordinators will receive written notification of the results together with an evaluation report.

Only proposals that fulfil the eligibility criteria, submitted by applicants that meet the exclusion and selection criteria will be considered for a grant. If a proposal is deemed ineligible, or an applicant is considered in one of the situations described under the exclusion criteria or without sufficient operational capacity, a letter indicating the reasons will be sent to the coordinator. Selected proposals will be subject to a financial analysis, in connection with which the Agency may ask the coordinator to provide additional information and, if appropriate, financial guarantees.

19.4 Rules applicable

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;

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 (OJ L 298, 26.10.2012, p.1).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of 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 (OJ L 362, 31.12.2012, p.1)

19.5 Contacts

If you have any questions, please contact:

EACEA-Policy-Support@ec.europa.eu

ANNEXES:

Annex 1 Planning and conducting a policy experimentation project