



Education, Audiovisual and Culture Executive Agency

SPORT, YOUTH AND EU AID VOLUNTEERS

**Application procedures
Call 2014 (EAC/S11/13)
ERASMUS+: SPORT**

**COLLABORATIVE PARTNERSHIPS
NOT-FOR-PROFIT EUROPEAN SPORT EVENTS**

Instructions for completing the Application Package

TABLE OF CONTENTS

1. Introduction	3
2. About the call and the application procedure	4
2.1 Innovations introduced for the Erasmus+ Programme	4
2.2 Registration in the Participant Portal.....	4
2.3 Presentation and organisation of instructions.....	5
2.4 Contents of the Application Package	5
2.5 Deadlines and submission of the Application Package	6
The Application Package.....	7
Application Form	8
Part A. Identification of the applicant	9
Part B. Description of the project.....	13
Part C. Statistical information	15
Part D. Organisation and activities.....	16
Part E. Project characteristics and relevance	17
Part F. Quality of the project design and implementation.....	17
Part G. Quality of the project team and cooperation arrangements.....	19
Part H. Impact and dissemination.....	20
Detailed budget table.....	21
Declaration of Honour by the Legal Representative of the Applicant Organisation.....	25

1. INTRODUCTION

This document is intended to help applicants for the sport actions of the Erasmus+ Programme to find the information they need, to complete their applications and to prepare their projects. It should not be used for any other type of action. In order to prepare and submit an application, applicants have to refer to a range of other documents. Information that is contained in the documents listed below will not be repeated in these instructions, although references are made where appropriate:

The Legal Basis: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0050:0073:EN:PDF>

This provides you with the rationale for the Erasmus+ Programme and emphasises its aims and priorities.

The Call for Proposals: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2013:362:0062:0065:EN:PDF>

This is the official notification of the General call for proposals. It is a short document that provides, inter alia, information on the countries that can participate, budgetary details and deadlines.

The Erasmus+ Programme Guide: http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

This is a key document covering definitions and rules for all the actions included in the General Call for Proposals. There you will find general information regarding the content and management of the programme and specific information on sport projects. You should not attempt to make an application without referring to the relevant sections of the Programme Guide. It is structured as follows:

- Introduction
- Part A – General Information about the Erasmus+ Programme
- Part B – Information about the actions covered by this guide
- Part C – Information for applicants
- Annex I – Additional rules and information relating to the actions covered by the Programme Guide
- Annex II – Dissemination guidelines for beneficiaries
- Annex III – Glossary of key terms
- Annex IV – Useful references and contact details

This text provides the complete funding framework including rules relating to project budgets, explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on different eligibility, exclusion and selection criteria that are applied to each application through the selection procedure.

The Proposal Submission User Guide: http://eacea.ec.europa.eu/documents/eforms_en

This is a technical user guide that you will need to follow to ensure that you register your organisations correctly and complete the electronic application form correctly and under optimal conditions.

Frequently asked questions (FAQ): http://eacea.ec.europa.eu/documents/eforms_en

The Agency publishes answers to questions that are frequently asked by potential applicants. It is very important for applicants to check them in order to benefit from clarification that has been asked for by other applicants. These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information. The FAQs include clarification on eligibility and interpretations / clarification of aspects of the official documents.

2. ABOUT THE CALL AND THE APPLICATION PROCEDURE

2.1 Innovations introduced for the Erasmus+ Programme

Although there is a significant amount of continuity from the previous generation of programmes, there are a number of changes that will affect the preparation of applications:

- Registration of all organisations in The Participant portal: the applicant will need to first register in the participant portal described below. Many organisations linked to the EU research programmes are already in the participant portal.
- Award criteria and scoring mechanism: there has been a simplification and harmonisation of award criteria and scoring mechanisms.

2.2 Registration in the Participant Portal

The applicant organisation must ensure that all partner organisations (in case of collaborative partnerships) that will participate in the application have been registered in the EAC/EACEA Participant Portal. Each organisation that is registered in the Participant Portal is allocated a unique Participant Identification Code (PIC). The PIC is a 9 digit number that helps the European Commission and Agencies identify a participant. It is used in all grant-related interactions between the participants and the Commission. If an organisation does not have a PIC number it cannot be a partner in an application.

Please note that not-for-profit European sport events have only one applicant organisation, no partner organisations. The transnational element of the event is secured via participants from at least 12 different Programme Countries. This is an eligibility criterion. However, the sending organisations (the organisation which recruit and send the participants to the event) are not partners of the project, will not sign a grant agreement and will not receive any part of the EU grant. The sending organisations also do not need a PIC number.

You will need an ECAS account in order to register your organisation in the Participant Portal. The home page of the Participant Portal includes a link to the ECAS registration website (click on the link 'Are you a new user?').

To enter the Participant Portal, click on the following link:

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

If your organisation has already received a grant from the EU, it is likely that the organisation has already received a PIC number. You can search for existing PIC numbers in the Participant Portal via the 'My Organisation' option.

The registration of your organisation in the Participant Portal will not take more than 10 minutes. Documents related to the organisation can also be uploaded in the portal.

2.3 Presentation and organisation of instructions

The purpose of this document is to offer a guidance regarding the content of Application Form, the application procedure and the rules that must be respected.

These detailed instructions follow the same order as the application itself. The applicants who do not follow the instructions and guidance therein, risk submitting an incomplete or incorrect application, and therefore significantly reduce the chances of their application being successful.

2.4 Contents of the Application Package

The Application Package consists of the following elements and must be downloaded from the website of the Executive Agency: <http://eacea.ec.europa.eu/erasmus-plus/actions/sport>. The application package consists of several documents, the content of which is summarised below. Each of these must be completed and submitted as instructed.

Application Form (eForm)

Part A: Identification of the applicant (administrative information)

- A.1. Applicant's data
- A.2 Person responsible for the management of application (contact person)
- A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Part B: Description of the project (general information)

- B.1 Summary of the project
- B.2 Topics
- B.3 Dates and languages
- B.4 Budget summary

Part C: Statistical information (action specific information)

- C.1 Estimated amount of the members of sport organisations involved in the project
- C.2 Participants involved in the Not-for-profit European Sport Events (*for events only*)

Detailed Description of the Project (MS Word template)

Part D. Organisation and activities

- D.1 Aims and activities of organisation
- D.2 Previous sport projects
- D.3 Other EU grants

Part E. Project characteristics and relevance

- E.1 Objectives
- E.2 Innovative aspects
- E.3 EU added value

Part F. Quality of the project design and implementation

- F.1 Project design
- F.2 Methodology
- F.4 Quality control during project implementation
- F.5 Overview of all activities
- F.6 Selection of participants

Part G. Quality of the project team and cooperation arrangements

- G.1 Project team
- G.2 CVs of project team
- G.3 Cooperation arrangements
- G.4 Partner Countries

Part H. Impact and dissemination

- H.1 Quality control of final outcomes
- H.2 Expected impact of the project
- H.3 Dissemination

Declaration of Honour (PDF)

There are two types of declaration of honour. One is for the grants below or equal to 60 000 EUR and the second one for grants of more than 60 000 EUR. Please choose the relevant version according to the amount you request for the project and the type of sport action.

Please do not forget to fill in the relevant fields underlined with dots. The declaration needs to be completed, signed and attached to the application form.

Detailed budget table (Excel template)

Standard Excel table containing details of all planned expenditure and revenues.

Warning

If any of the above parts of application package is not submitted, not completed or not signed, the application may not be accepted.

2.5 Deadlines and submission of the Application Package

The applications must be sent by 26 June 2014, 12pm (midday) Brussels time (CET).

Applications sent by fax or email will not be accepted. Applicants cannot make any changes to their grant application after the submission deadline.

Once the eForm and annexes have been submitted, a reference number is automatically generated on the eForm. In addition, a notification message will be sent by email to the contact person of the applicant organisation (or coordinating organisation, if applicable) to the e-mail address indicated in the eForm. Please ensure that the presentation of the package conforms to the instructions printed in the Call for Proposals, notably:

- The application must be completed electronically by computer and submitted online (no paper, no handwritten submissions, or submissions completed using a typewriter will be accepted).
- No information or documents other than the Application Package can be sent. Any further documents will not be taken into consideration in the evaluation of application.
- No changes to the application can be made after the deadline has expired. However, if there is a need to clarify certain administrative aspects (e.g. contact details), the applicant may be contacted for this purpose.
- Please note the date and time of the online submission. Applicants are **STRONGLY** advised to submit their application well in advance of the deadline and to keep proof of the safe arrival of the application in the system.
- If you experience any technical problems during the submission, please contact the eForm Helpdesk immediately (eacea-helpdesk@ec.europa.eu).
- If you have questions on the content of the eForm and the Annexes, please contact the helpdesk (EACEA-SPORT@ec.europa.eu).

THE APPLICATION PACKAGE

Please note: The language used to complete the application package must be an official EU language and it must be a language that is understood by all members of your consortium. In case of collaborative partnership, this is also in line with the Declaration of Honour stating that all the partners should have agreed to the content of the application and should have confirmed their intention to carry out the tasks described.

The application package has the following parts:

- Application form (eForm)
- Detailed description of the project (WORD)
- Detailed budget table (EXCEL)
- Declaration of Honour signed by the Legal Representative of Applicant Organisation below or equal to EUR 60.000 (PDF) – for the relevant type of action

OR

- Declaration of Honour signed by Legal Representative of Applicant Organisation more than EUR 60.000 (PDF) – for the relevant type of action

Please note that all four documents must be submitted in order to apply for the sport actions. Failing to do so will result in an ineligible application.

APPLICATION FORM (EFORM)

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

The eForm is constructed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed. Full details of these are available in the *Proposal submission User Guide (further referred to as "User Guide")*, which is published alongside the eForm. It is strongly recommended to read the User Guide before you start completing the eForm. A lot of processes are explained in detail in the User Guide, and without this knowledge you may have problems completing the form.

Before starting to complete an eForm, all partner organisations of an application must be registered in the EAC/EACEA Participant Portal. This process is explained in the User Guide. Without the proper registration of partner organisations, you will not be able to complete the eForm.

Chose the eForm of the action you want to apply for from the Application eForm homepage <https://eacea.ec.europa.eu/PPMT/>

In a next step, you need to provide the registration codes of all organisations participating in your proposal. During this step, you are also required to identify the applicant organisation (For details, please see the User Guide).

Please note that all fields marked with * are mandatory. This applies for all parts of the eForm.

Cover page of the application form

<i>Programme :</i>	Erasmus+
<i>Key action :</i>	
<i>Action :</i>	
<i>Action type :</i>	
<i>Call for proposals :</i>	
<i>Deadline for submission :</i>	15/05/2014 12:00 midday (Brussels time)
<i>Project title * :</i>	
<i>Project acronym * :</i>	
<i>Language used to complete the form * :</i>	

Eight fields appear in the first table of application form. You should choose a project title that will be meaningful to someone who knows nothing about the content of the project and an acronym. The title must not exceed 200 characters. The acronym must not exceed 7 characters. The title and acronym can contain letters (Latin characters only), numbers and common punctuation marks.

The language used to complete the form must be an official EU language. Please mention the language you have chosen in the last field of table. The application form must be completed in one language only. Do not provide information in various languages as the experts selected to assess your application will not necessarily be able to understand the various languages used. In addition, the language you chose must be understood by all members of your consortium.

Part A. Completion of organisation data

The most fields in part A.1 are completed automatically, based on the information you provided while registering your organisation in the EAC/EACEA Participant Portal.

The applicant organisation has to complete the following sections for all participating organisations: In part A.1, the field "Role in the application" (for collaborative partnership only), "Type of Organisation" and "Region" needs to be completed by choosing an available option from a drop-down list.

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

This part must be completed separately for each organisation participating in the project, after they have registered in the EACEA's Participant Portal

A.1 Organisation

Partner number :	P1
Role in the application :	Applicant Organisation
PIC number :	
Full name of the organisation in Latin characters :	
Business name :	
Status :	
Non profit organisation :	
NGO :	
Type of organisation * :	
Registration date :	
Registration location :	
Registration country code :	

Registered address:

Street name and number :	Postcode :

Town :	Cedex :	PO Box :

Country :	Region * :

Internet address :

Telephone 1 :	Telephone 2 :	Fax :

In the section A.2, complete the title, family name, first name, role in the organisation and e-mail address of the person who is responsible for the management of the application (contact person) in your organisation. If the «contact person» has a different address from the registered address of the organisation, check the corresponding box and provide the address and telephone number.

A.2 Person responsible for the management of the application (Contact person)

Title * : Family name * : First name * :

Department / Faculty : Role in the organisation * : E-mail address * :

Check this box if the address is different from A.1

Address:

Street name and number * : Postcode * :

Town * : Cedex : PO Box :

Country * : Region * :

Telephone 1 * : Telephone 2 : Fax :

Check this box if the legal representative is different From the person responsible for the management

Section A.3 will have to be filled in for the applicant organisation and other participating organisations applying for actions with a multibeneficiary grant agreement (i.e. for collaborative partnerships). If the **Legal representative** has a different address from the registered address, check the corresponding box to access the fields necessary to provide this information.

If the application is successful, the Legal representative, will also be required to sign the Grant Agreement and other associated documents. If the application is signed by a different person, or if it is discovered in later stages of the selection or during contracting that the person identified as the Legal representative does not have the authority to sign, the application may be declared ineligible: an invalid signature could lead therefore to the rejection of the application.

A.3 Person authorised to represent the organisation in legally binding agreements (Legal representative)

Title * : Family name * : First name * :

Department / Faculty : Role in the organisation * : E-mail address * :

Check this box if the address is different from the address provided in section A.1

Address:

Street name and number * : Postcode * :

Town * : Cedex : PO Box :

Country * : Region * :

Telephone 1 : Telephone 2 : Fax :

The following table applies only to **collaborative partnerships**.

The list of all partner organisations is completed automatically and provides an overview of the entered information.

List of participating organisations

Partner no	PIC	Role	Organisation Name	City	Country
P1		Applicant Organisation			

Part B. Description of the project

Part B. Description of the project

B.1 Summary of the project (max 2000 characters).

Please indicate the language of the summary * :

Please provide your summary * :

B.2 Topics addressed

B.3 Dates and languages

B.3.1 Dates and duration of the project

Start date : End date :

Duration (months) * :

B.3.2 Language for grant agreement and communication with the Agency

English

Section B.1, summary of the project, invites applicants to provide key information on their application. For dissemination purposes, this section must be provided also in English, if the initial language chosen was different to English.

For successful applications, this section will be reproduced in the form of an abstract. Applicants should therefore ensure that the text gives a concrete overview of the work the organisation plans to undertake following the structure proposed in the form.

Please note that due to database limitations, the indicated limit of 2 000 characters (including spaces) cannot be exceeded. The provided text will be cut when exceeding the limit.

Section B.2. Topics

This section relates to topics addressed by this proposal. Please tick only one of the seven topics listed for collaborative partnerships:

- Enhance social inclusion, equal opportunities, volunteering and participation in sports
- Fight against doping at grassroots level

- Fight against match-fixing
- Approaches to contain violence and tackle racism and intolerance in sport
- EU principles on good governance in sport
- EU Guidelines on dual careers of athletes
- EU Physical Activity Guidelines

In case of Not-for-profit European sport events, please tick only one out of the three topics:

- Enhance social inclusion, equal opportunities, volunteering and participation in sports
- EU Physical Activity Guidelines
- European week of sport

Section B.3. Dates and languages

In section B.3, you have to fill in the duration of the action you apply for. The eligibility period of collaborative partnerships starts on 01/01/2015 and this date appears in the eForm automatically. In the field 'duration', there is an option to choose among 12, 18, 24, 30 or 36 months. Please note that the duration is one of eligibility criteria. The eligibility period for the not-for-profit European sport events is automatically set from 01/01/2015 till 31/12/2015.

Each eForm is set-up in a way that you will not be able to provide dates or durations that are in contradiction to the rules of the action you apply for. This complies with the eligibility periods. However, you have to specify the exact start and end date of your project activities in the detailed description of the project (one of the three annexes you attach to the eForm). For instance, the eligibility period of not-for-profit European sport event is from 01/01/2015 till 31/12/2015, but your project activities (as specified in the detailed description of the project) will start e.g. on 01/04/2015 and finish e.g. on 31/10/2015.

The English language is set for the Grant Agreement/Decision and the official communication with the Executive Agency.

Section B.4. Budget summary

This table provides information on expenditure and income of the project. The table should be completed only after the duration has been indicated (above) and the Excel budget sheet have been completed and validated: the amounts in the Excel table and in the budget summary must be identical. All budgetary information must be provided in Euro/€.

Distribution of grant by organisation (for collaborative partnerships only)

The following table needs to be completed, listing the amount of the grant requested by participating organisation.

The indicated total has to be identical to the total grant requested in the budget summary of the eForm, and to the total grant requested in the Excel budget sheet.

Partner number	Partner name	Grant requested
P1		

P2		
P....		
Total		

Part C. Statistical information

Section C.1. Size of membership

This section applies to both, collaborative partnerships and not-for-profit European sport events.

In section C.1, please provide an estimated number of those members who will participate in the project. Hence, the total number you provide in this section corresponds to participating members from all participating organisations. For instance, if an organisation from a country XY sends 50 members to participate in the event in a country XZ, you count 50 for this particular organisation. If the organisation sends 50 people out of which only 40 are its members, you count 40 for this particular organisation. You have to count the 'participating members' from each sending organisation together and provide the final number in the C.1.box.

Section C.2. Participants involved in the Not-for-profit European sport event

This section applies only to the not-for-profit European sport events.

Section C.2 lists all organisations that send participants to the not-for-profit European sport event. Please indicate the country of sending organisation. Please add lines if participants from several organisations from one country and/or participants from organisations from more than 12 countries take part in the event. Please note that one of eligibility criteria is that a not-for-profit European sport event involves participants from at least 12 different Programme Countries.

DETAILED DESCRIPTION OF THE PROJECT (WORD)

The detailed description of the project is an annex of application form (eForm) and must be uploaded and submitted together with the application form electronically.

All text fields in all sections are obligatory unless it is specified that the field applies to collaborative partnership or not-for-profit European sport event only. For adding information in new columns/rows of the tables, please use the copy-paste function of your computer.

Please note that, as this is a word document, it is possible to insert pictures and diagrams into the text boxes in addition to the character limit. However, in order to avoid any potential problem during the submission of the application, **the maximum capacity of the application package (eForm + three annexes) is 5 MB.**

Part D. Organisation and activities

This section provides information about applicant organisation and, where applicable, to partner organisations (in case of collaborative partnerships). It also provides an overview of main activities and involvement in previous or current projects co-financed by the European Union.

Section D.1. Aims and activities of organisation

The description in this section should provide a brief presentation of the applicant organisation. Please do not forget to state the key activities relating to the area covered by the project.

In case of collaborative partnership, please provide the same type of information for all partner organisations.

Section D.2. Previous sport projects

Please mention all projects financed in the framework of the sport preparatory actions (2009-2013) by the European Commission, DG Education and Culture, the applicant organisation was involved in. You must provide references to these projects in the respective table. Quote the full reference number of your project (e.g. the EU grant agreement number) and then complete the various sub-sections in this table. The 'website' relates to the website of project. You also have to summarise the project outcomes and describe if and how the new proposal builds on them.

Section D.3. Other EU grants

Please list the projects for which the applicant organisation responsible for the management of this application has received financial support from the EU programmes or initiatives during this financial year. Please add more tables if you received more than one financial contribution.

Please list the EU grant applications you have submitted for other projects this financial year. Please indicate the EU programme and/or key action concerned as well as the title of project and the amount requested.

Part E. Project characteristics and relevance

Section E.1. Objectives

First of all, please tick only one of the three objectives listed in the table. As a second step, it is important to describe the reasons for undertaking the project and how the project addresses the objective ticked above. The applicant also has to demonstrate the expertise and knowledge in the field of operation. The applicant should explain any synergies with other fields of operation too. In addition, it is important to explain the relevance of your proposal to the objectives of European policies in the field of sport.

The description should help experts to assess the level of preparedness and operational capacity for the implementation of the project initiative and for addressing relevant needs. The rationale and background of the project, including specific needs/problems/challenges that it intends to address has to be described too.

Section E.2. Innovative aspects

Please provide an analysis of the state of art in the project domain and describe how and why the project has an innovative character. Please provide explanation of innovative aspects of your project.

Section E.3. EU added value

Detailed information on the benefit of the European cooperation should be provided in this section. It has to explain why it is necessary to implement the project at European level rather than at national/regional/local level.

Part F. Quality of the project design and implementation

Section F.1. Project design

This section should outline how the project intends to tackle the need for action, which was previously analysed, in order to improve the situation (or deficiencies) in the project domain.

This section also has to provide a clear and complete work programme and describe main activities planned. An overview of all activities will be presented in section F.4. If you prefer to describe the project via work packages, you can do so. Please structure the text and activities thoroughly, so that experts can evaluate your project proposal properly. The lack of good structure and explanation of project activities will considerably impact the overall score of project.

Section F.2. Methodology

The applicant has to elaborate the methodological approach applied in the project. This illustrates how the project team proceeds to achieve the envisaged objectives and how the progress of project activities can be assessed against milestones and measurable indicators. This section plays an important role in the assessment of work programme quality and the foreseen project activities.

If you intend to subcontract, please provide all details in this section (companies you intend to subcontract, the approach applied when selecting the companies, tasks performed by these companies, total costs of subcontracting, etc.).

Section F.3. Quality control during project implementation

In this section, you have to provide an overview of work monitoring and evaluation undertaken within the activities foreseen. The applicant is also asked to provide explanations as regards the achievements of results within the available budget and in an economical way. The coherence between activities and the overall coordination of project should be stressed. Equally important is a risk assessment. Please provide an analysis of potential risks and measures to redress them.

Section F.4. Overview of all activities

Please list all main activities envisaged in the work programme. Please describe the target group(s) and activity. Make sure that activities in this section correspond to those mentioned in the section F.1.

Section F.5. Selection of participants

This section applies only to not-for-profit European sport event (and not to the collaborative partnerships). It has to describe the steps and procedures for identifying and selecting individuals for the event.

This part should explain the methodology and the actions foreseen to secure the selection and a good cooperation with the sending organisations. It is also important to explain the logistics and other support provided (accommodation, insurances, etc.) for the event participants. The quality measures set up in the sending and receiving organisations to monitor the mobility activity should be explained, as well as the corrective measures in case the envisaged results seem not to be met. Please note that one of eligibility criteria is that a not-for-profit European sport event involves participants from at least 12 different Programme Countries.

If you involve people with fewer opportunities, please explain the type of fewer opportunities, how many persons and organisations are concerned as well as from which countries they come from. Please explain the nature of the support required to ensure that these persons can fully engage in the foreseen activities.

Part G. Quality of the project team and cooperation arrangements

Section G.1. Project team

You are expected to describe skills and expertise of key staff involved in the project. This section also has to describe how the project team divides and organises its work.

Section G.2. CVs of project team

This table should include a résumé of specific expertise of each of the key staff involved in the project. In the spaces provided, you should provide the names of all key staff and summarise their work skills/experience and educational background relevant to the project domain. Please copy-paste the table as many times as needed in order to insert the data for each of key staff member involved.

Section G.3. Cooperation arrangements

This section applies only to collaborative partnerships (and not to the not-for-profit European sport event).

The applicant must explain the overall structure of the management, thereby making specific references to the structure of the partnership, the decision-making process, the methods for communication and reporting within the partnership. The applicant organisation must explain how the overall project management will be implemented, how the tasks and resources (including the grant) will be divided between the partners.

Section G.4. Partner Countries

This section applies only to collaborative partnerships (and not to the not-for-profit European sport event).

The applicant should bear in mind that the application will be rejected in case the applicant fails to demonstrate sufficient partner country participation added-value.

In case the proposal involves organisations from the Erasmus+ Partner Countries, it should be explained how the participation of these countries adds value to the project in terms of specific skills, experience or expertise these organisations bring to the partnership.

If the partnership does not involve any organisations from the Partner Countries, this section can be deleted.

Part H. Impact and dissemination

Section H.1 Quality control of final outcomes

The applicant should describe which mechanisms are put in place for ensuring the quality of the project and how the evaluation will be carried out, as well as any methodology to verify the outcomes of the activities.

Section H.2 Expected impact of the project

The applicant is requested to elaborate how the project outcomes affect the addressed target groups. In addition, it has to explain how the organisation intends to reach these target groups during the project lifetime as well as after the project is finished.

Section H.3 Dissemination

Please describe how dissemination will be organised in order to ensure that positive results will be made available both within and outside the participating organisations during the project lifetime. Describe what kind of dissemination actions the event envisages in order to make the outcomes available to groups not directly involved in the project. This could include information sessions, training exercises or the involvement of policy-makers not belonging to the applicant institution.

In addition, if the project produces any material, it should be clearly indicated how this material will be made freely accessible through the use of open licences.

Although dissemination and exploitation of results are closely related, they are distinct processes. While the mechanisms for dissemination and exploitation often overlap, dissemination (information provision and awareness raising) can take place from the beginning of a project and intensify as results become available, but full exploitation (mainstreaming and multiplication of results) can happen only when it becomes possible to transfer what has been learnt into new policies and improved practices. Please describe how exploitation activities ensure optimal use of the results (see Erasmus+ Programme Guide, Annex II – Dissemination and exploitation of results).

DETAILED BUDGET TABLE (EXCEL)

The detailed budget table is an annex of application form (eForm) and must be uploaded and submitted electronically together with the application form.

The EU-Grant for Collaborative Partnerships as well as for Not-for-profit European sport events is based on the reimbursement of a specified portion of the approved eligible costs incurred.

Therefore each applicant has to provide a detailed estimated budget in order to indicate the total estimated costs and incomes related to the project proposal.

The detailed project budget has to be indicated in the excel template that can be downloaded from the call notification for Collaborative Partnerships and for Not-for-profit European sport events on the EACEA website: <https://eacea.ec.europa.eu/erasmus-plus/actions/sport>. Please make sure that you choose the correct template.

When completing the templates please keep in mind that the maximum grant that may be awarded for Collaborative Partnerships is Euro 500 000, and for Not-for-profit European sport events Euro 2 000 000. In no case the maximum rate of EU-contribution can go beyond 80 % of the total eligible costs.

Before drafting the estimated project budget, applicants are advised to make themselves familiar with the financial provisions set out in the Programme Guide, in particular with the financial conditions applying for all actions funded under the Erasmus+ programme (see Part C of the Erasmus+ Programme Guide) and the specific conditions applying for Collaborative Partnerships or for Not-for-profit European sport events (see Part B of the Programme Guide).

In order to calculate the EU-Grant the applicants have to provide information on the estimated direct and indirect costs in the expenditure part as well as the sources of funding in the income part of the budget template.

ESTIMATED EXPENDITURES:

Any costs that can be directly linked to the implementation of the complementary activities of the project and can therefore be attributed directly to it should be filled in the part "**Direct Costs**".

In particular, the following direct costs may be included in the project budget provided that they satisfy the conditions outlined in the Erasmus+ Programme Guide:

Direct Cost:

Please note that with Collaborative Partnerships the estimated direct costs have to be indicated per project partner. This does not apply for Not-for-profit European sport events as no partners are foreseen within this action.

Staff costs:

- the costs of personnel (permanent or temporary staff) working under an employment contract with the applicant organisation or an equivalent appointing act and assigned to the action;
- comprise actual salaries plus social security contributions and other statutory costs included in the remuneration;
- have to be in line with the applicant's usual policy on remuneration;
- 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 action concerned were not undertaken;

Travel and subsistence costs:

Travel costs:

- costs of travel provided that these costs are in line with the applicant's usual practices on travel;
- costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities
- reimbursement must be based on real costs, irrespective of the means of travel chosen (rail, bus, taxi, plane, car hire);
- the economically most advantageous means of transport should be chosen

Subsistence costs:

- costs of subsistence allowances, provided that these costs are in line with the applicant's usual practices on travel;
- reimbursement must be based on the existing internal rules which may be calculated on an actual cost (reimbursement of receipts) or on a daily allowance basis;
- subsistence rates cover accommodation, meals and all local travel costs

Equipment Costs

- the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statement of the applicant. Equipment or other assets have to be written off in accordance with the international accounting standards and the usual accounting practices of the applicant.
- the costs of rental or lease of equipment or other assets are eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fees;
- only the portion of the equipment's depreciation, rental or lease costs corresponding to the eligibility period of the project and the rate of actual use for the purposes of the action may be taken into account;
- each item of equipment group of similar items (e.g. equipment with similar specifications) should be described and justified in a separate line in the excel table;
- the depreciation rule applies to any purchase above 500 EUR.

Consumables and supplies

- costs of consumables and supplies, provided that they are directly assigned to the action, e.g. photocopies, office supply specifically for the project otherwise these costs should be included in the indirect cost;

Subcontracting Costs:

- costs entailed by procurement contracts for the purposes of carrying out specific and limited parts of the action, provided that they meet the conditions for sub-contracting and award of procurement contracts. A description and justification needs to be provided in the project description (see F.2 Methodology).

Duties, taxes and charges

- duties, taxes and charges related to the implementation of the project and to be paid by the applicant in line with the provisions set out in the Erasmus+ Programme Guide (e.g. for VAT see 'Specific provisions applying to grants paid on the basis of reimbursement of a specified portion of eligible costs' in Part C);

Other costs

Costs falling under this category may be considered eligible if:

- they arise directly from requirement imposed by the grant agreement e.g. audit costs or costs of any financial services (especially costs of financial guarantees);
- they are related to the implementation of the project and are not covered by the other categories e.g. costs for translations or for publications if not subcontracted, etc.

Indirect costs

"**Indirect Costs**" of the action are those costs which are not specific costs directly linked to the implementation of the action and can therefore not be attributed directly to it.

A flat-rate amount of a maximum of 7 % of the total eligible direct costs of the project may be added as "Indirect Costs" representing the applicant's general administrative costs which can be regarded as chargeable to the project.

Examples of indirect costs are:

- all costs for equipment related to the administration of the project (e.g. PCs, portables, etc.)
- communication costs (postage, fax, telephone, internet access, mailing etc.)
- infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out;

Please note: Indirect costs shall not be eligible under a project grant awarded to a beneficiary who already receives an operating grant from the EU during the period in question.

ESTIMATED INCOME

In the **income** part of the detailed project budget the applicant must indicate the contribution from sources other than the EU grant. This co-financing may take the form of the applicant's own resources, financial contributions from third parties or income generated by the project.

Please note that the budget has to be balanced in order to be valid i.e. the total project expenditure must be equal to the total project income.

How to complete the excel table for the detailed project budget

The applicant is requested to fill the white cells only. Coloured cells are locked and any calculation will be made automatically.

In case of non-respect of basic financial provisions a warning message in the excel table will appear. The system will request the applicant to modify some of the amounts stated.

When preparing the project budget, applicants should pay attention to allocate the estimated costs in the correct budget heading and to make sure that these estimated costs are justified in relation to the planned activities.

The budget (please refer to Total estimated expenditure and Total estimated income) needs to be balanced in order to be valid.

Certain amounts of the detailed project budget have to be transferred to the application form (B.4. Budget summary) and to the Declaration of Honour (EU-Grant requested). The applicant is advised to check carefully that these amounts are coherent.

Furthermore, applications for Collaborative Partnerships have to indicate in the application form (B.4. Budget summary) how the requested EU-grant will be split among the project partners. This does not apply for Not-for-profit European sport events as no partners are foreseen within this action.

DECLARATION OF HONOUR BY THE LEGAL REPRESENTATIVE OF THE APPLICANT ORGANISATION (PDF)

The declaration of honour is an annex of application form (eForm) and must be uploaded and submitted together with the application form electronically.

A Declaration of Honour should be attached and signed by beneficiaries applying for the EU grant. There are two different templates available depending on the amount of the grant requested:

- for a grant higher than EUR 60 000,
- for a grant below or equal to EUR 60 000.

In addition, please note that there is a difference between the declarations of honour for collaborative partnerships and not-for-profit European sport events. The correct templates are always published together with other documents by the respective call notification as annexes.

The Declaration of Honour certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and attachments. The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project. The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the “exclusion criteria”.

Please note that the total grant amount indicated in the Declaration must correspond to the one indicated in the application form (section B.4) and the detailed budget table (excel table).

The Declaration of Honour must be printed, filled in, signed by the legal representative and attached to the application form.