



Erasmus+ Sport Programme

Online submission of application

Education, Audiovisual and
Culture Executive Agency



Participant Portal

What is the EACEA participant portal?

- Unique entry point for the registration of organisations that want to apply for the following programs:
 - Erasmus+
 - Creative Europe
 - Europe for Citizens
 - EU Aid Volunteers
- Unique entry point for Experts applying for the call for expression of interest EACEA/2013 for experts



Organisation registration

- Organisations (and partners) **MUST** register to receive the **Participant Identification Code (PIC of 9 digit numbers)** *before submitting a project proposal via the official e-Form*
- e-Forms will be pre-filled with the organisation's data by inserting the PIC
- Beneficiaries will **no longer need to send the organisation documents for each application** for each programme – ***only uploaded once***

Organisation registration – How?

- Necessity to have or create a personal ECAS account to start the registration
- Registration will take approximately 5 to 10 minutes if all information are at hand
- After the first registration and the creation of PIC, documents related to the organisation can be uploaded



European
Commission

Participant's Portal home page

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

Contact | Legal Notice | English ▾

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

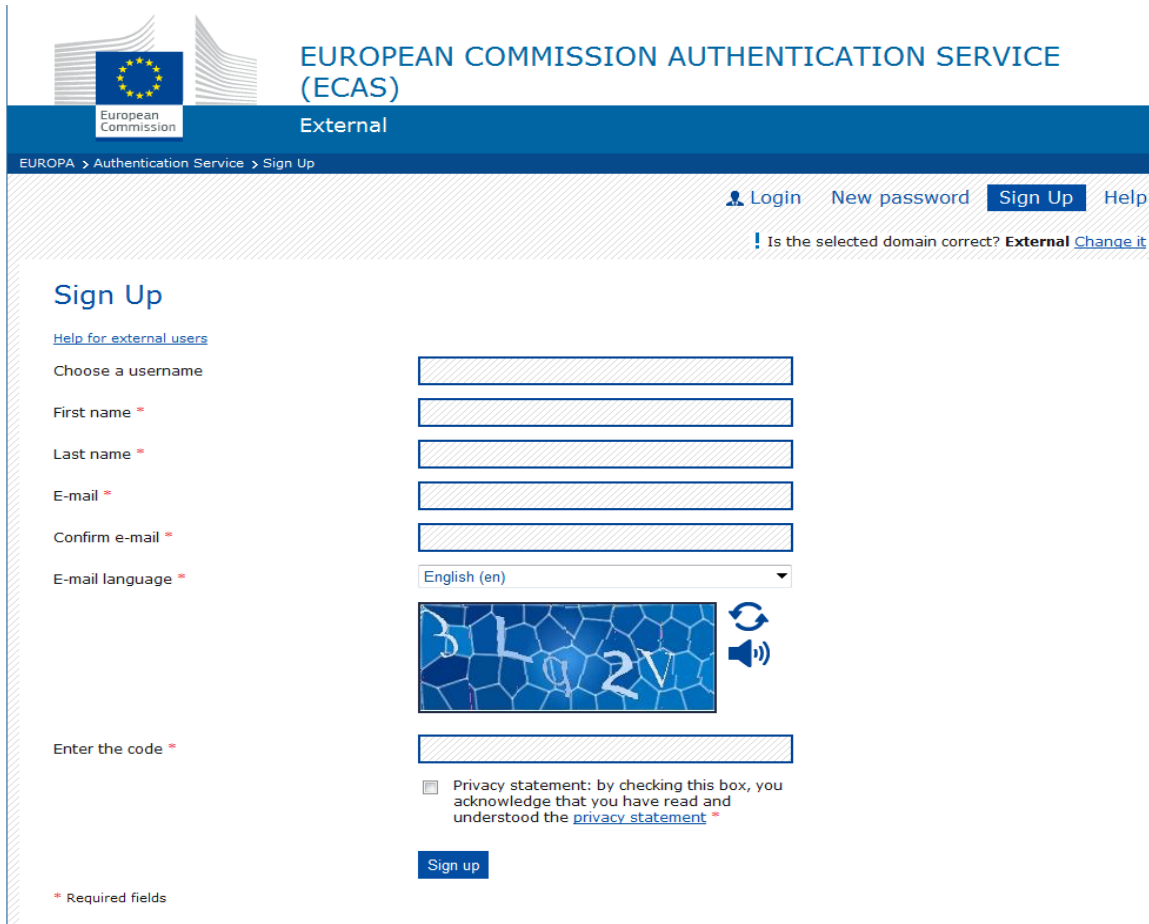
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details [here](#). In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

- 1** To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)
- 2** If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).
- 3** Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?

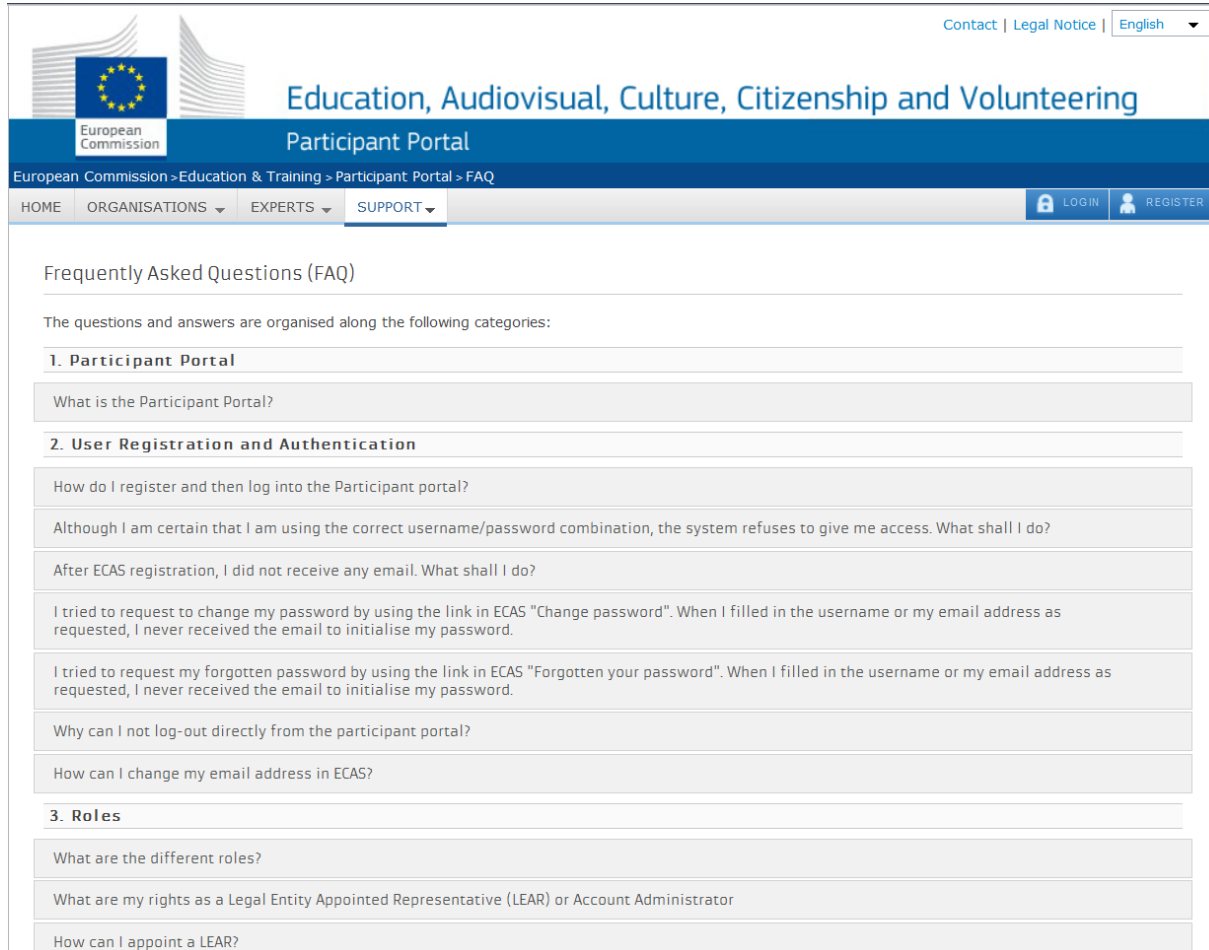
ECAS Account registration



The screenshot shows the 'Sign Up' page for the European Commission Authentication Service (ECAS) External. The page header includes the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below the header, there are navigation links for 'Login', 'New password', 'Sign Up', and 'Help'. A warning message states: '! Is the selected domain correct? External [Change it](#)'. The main form area is titled 'Sign Up' and includes a link for 'Help for external users'. The form fields are: 'Choose a username' (text input), 'First name *' (text input), 'Last name *' (text input), 'E-mail *' (text input), 'Confirm e-mail *' (text input), 'E-mail language *' (dropdown menu set to 'English (en)'), and 'Enter the code *' (text input). A CAPTCHA image with the code '3LQ2V' is displayed below the email fields, with a refresh icon and a speaker icon. A checkbox for 'Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *' is located below the code input. A 'Sign up' button is at the bottom of the form. A legend at the bottom left indicates '* Required fields'.

- ECAS account creation is necessary to start the registration.
- An email confirmation is sent after the Sign Up.
- This step is not the organisation registration. It allows starting the process

If lost : go to Support page, read the FAQ



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Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > FAQ

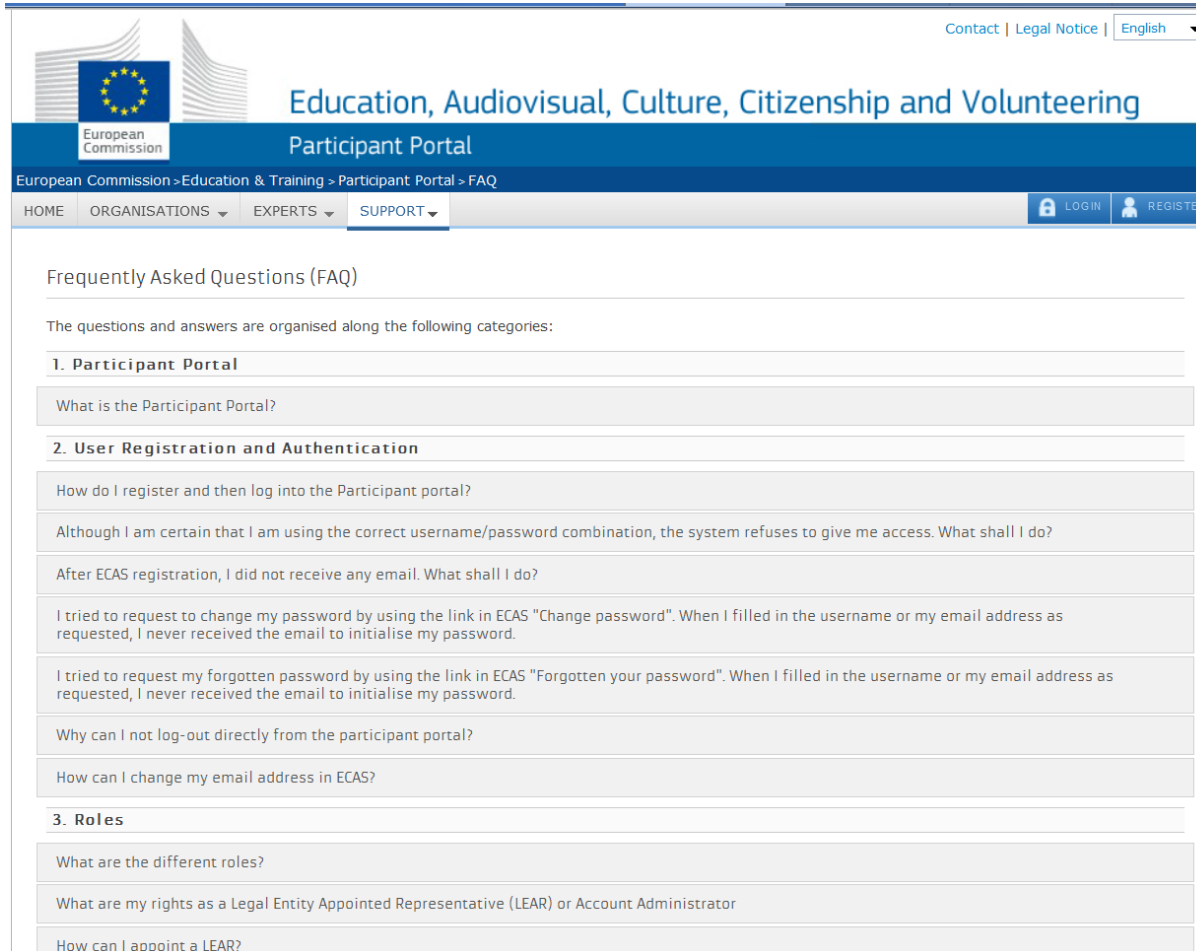
HOME ORGANISATIONS EXPERTS **SUPPORT** LOGIN REGISTER

Frequently Asked Questions (FAQ)

The questions and answers are organised along the following categories:

- 1. Participant Portal**
 - What is the Participant Portal?
- 2. User Registration and Authentication**
 - How do I register and then log into the Participant portal?
 - Although I am certain that I am using the correct username/password combination, the system refuses to give me access. What shall I do?
 - After ECAS registration, I did not receive any email. What shall I do?
 - I tried to request to change my password by using the link in ECAS "Change password". When I filled in the username or my email address as requested, I never received the email to initialise my password.
 - I tried to request my forgotten password by using the link in ECAS "Forgotten your password". When I filled in the username or my email address as requested, I never received the email to initialise my password.
 - Why can I not log-out directly from the participant portal?
 - How can I change my email address in ECAS?
- 3. Roles**
 - What are the different roles?
 - What are my rights as a Legal Entity Appointed Representative (LEAR) or Account Administrator?
 - How can I appoint a LEAR?

In case of a technical question:



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Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > FAQ

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Frequently Asked Questions (FAQ)

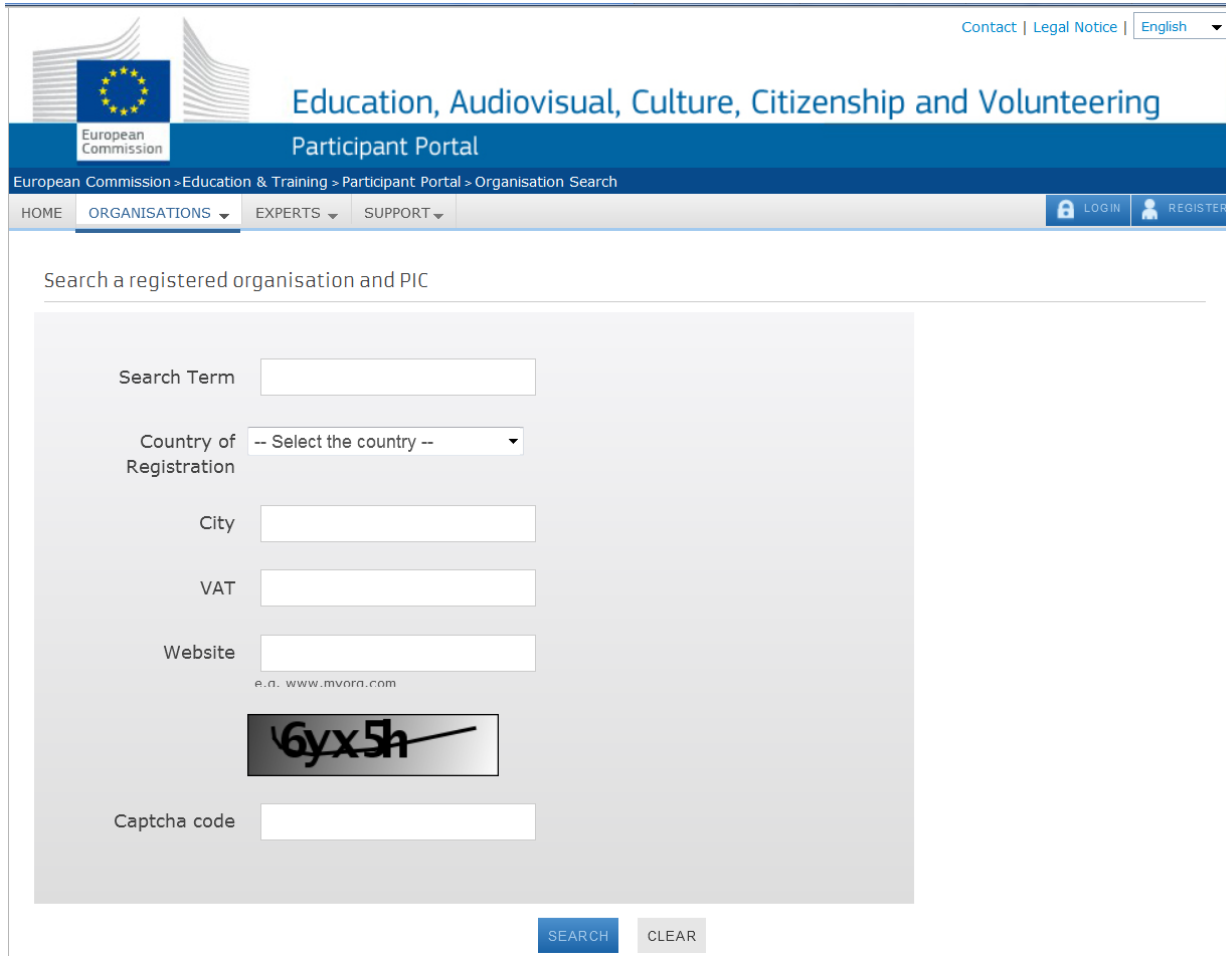
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- Participant Portal**
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- User Registration and Authentication**
 - How do I register and then log into the Participant portal?
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- Roles**
 - What are the different roles?
 - What are my rights as a Legal Entity Appointed Representative (LEAR) or Account Administrator
 - How can I appoint a LEAR?



European
Commission

Organisation/Company – Search tool



The screenshot shows the 'Participant Portal' for the European Commission, specifically the 'Organisation Search' section. The page header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below the header is a navigation menu with 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. A search bar is located at the top right with 'Contact | Legal Notice | English' and a dropdown arrow. The main search area is titled 'Search a registered organisation and PIC' and contains several input fields: 'Search Term', 'Country of Registration' (a dropdown menu with '-- Select the country --'), 'City', 'VAT', and 'Website' (with an example 'e.g. www.mvora.com'). A CAPTCHA image with the text '6yx5h' is displayed below the website field. At the bottom of the search area are 'SEARCH' and 'CLEAR' buttons.

- The Search tool allows to see if your organisation already exists in the database.
- If your organisation exists and has a PIC, **no new one should be created.**
- Please note that the database is **common to other Commission services** (e.g. research)

Organisation/Company – Registration

European Commission > Education And Formation > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Organisation Registration

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

[REGISTER ORGANISATION](#) [RESUME REGISTRATION](#)

How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
<p>If the Validation Services have not started the validation of your data yet:</p> <p>To modify the data of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.</p>	<p>If the Validation Services have already started the validation process:</p> <p>You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.</p>	<p>If your data has been validated by the Validation Services:</p> <p>Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My Organisations option in the Organisations menu.</p>

- If your organisation **does not exist**, it can be created by choosing the "**Register organisation**" button.
- The button will redirect you to the unique registration facility.

Organisation – contact data registration

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Contact data

During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Enter contact information

Contact

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

Last Name *

First Name *

Address

Use the existing Legal Person's address? Yes No

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Close Save Draft Delete Draft < Back Next >

- **Contact data are the general contacts** of an organisation, not the ones related to a particular project.
- Contact person will be contacted in case of questions related to organisation or before validation



European
Commission

Participant Portal – See My Organisations

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Register
My My Organisations
Search

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
	950479139			
	950479333			
	957458386			
	950479818			
Bulgaro-Rumanska Targovsko Promishlena Palata	950405516	117611755	DECLARED	VO MO
Remming d.o.o. Cveticanin	950405225	not applicable	DECLARED	VO MO

Showing 1 to 6 of 6 entries. ← PREVIOUS 1 NEXT →

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- All organisations created with the ECAS account will be visible in the "My organisation" tab.
- In order to modify the organisation data or to upload official documents, click on Modify Organisations (MO)



Sport eForms



European
Commission

Where? home page (EACEA website)

<https://eacea.ec.europa.eu/PPMT/>

[About EACEA](#) | [Contacts](#) | [Sitemap](#) | [Search](#) | [Accessibility](#) | [Legal notice](#)



Executive Agency
Education, Audiovisual & Culture

[Europa](#) > [European Commission](#) > [EACEA](#) > [Home](#)

[User Guide](#)

Application for funding: partner list management and application eForm creation

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers

In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEAs Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.

Organisations can obtain their PIC number by registering in EACEAs Participant Portal. Click [here](#) to be directed to the Participant Portal.

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please scrupulously check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication

Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

Create new application eForm

Revise your list of participating organisations and incorporate it in your existing application eForm

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.

Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

Revise list of participating organisations and update application eForm

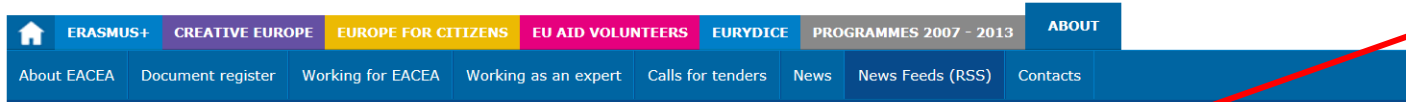
When?



EACEA
Education, Audiovisual and Culture Executive Agency

European Commission > EACEA > About EACEA > News feeds (RSS)

Share 0



ERASMUS+ CREATIVE EUROPE EUROPE FOR CITIZENS EU AID VOLUNTEERS EURYDICE PROGRAMMES 2007 - 2013 ABOUT

About EACEA Document register Working for EACEA Working as an expert Calls for tenders News News Feeds (RSS) Contacts

News feeds (RSS)

A RSS feed allows you to stay up to date with the latest news and documents published on a website. Simply subscribe to the RSS feed, in the reader of your choice, and all the new features will be automatically brought to you without having to browse regularly. You can subscribe to as many RSS feeds as you like. [More about RSS on Wikipedia](#)

Find here the main feeds that allow you to keep an eye on your sector(s) of interest. Preview the content of the referred feed simply by clicking on the feed title.

To subscribe, click the Button of your choice.

Select a feed	Subscribe	Google	MY Yahoo!	netvibes
Erasmus+	en	en	en	en
Creative Europe	en	en	en	en
Europe for Citizens (2014- 2020)	en	en	en	en
Lifelong learning programme	en	en	en	en



Latest News about EACEA

News feed: Receive updates in real-time!

Welcome to the new EACEA website

15/01/2013 - 17:30

[Read more](#)

[All News](#)

Subscribe to **EACEA RSS feed** : up to date with the latest news and documents published on a website, no browsing, **info comes to you in real time !**



European Commission

e-Form creation – select your call sport

Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Festivals	NA	01/10/2013	02/04/2014

eForm language version

EN

Previous step

Next step

CREATIVE EUROPE

Search

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EACEA/XX/XXX	CREATIVE EUROPE	MEDIA	Distribution Automatic support	Automatic generation	01/10/2013	02/04/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	04/02/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/03/2014	01/09/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014
			Development Single Project	Development Single Project Creative		

Insert your PIC & choose the applicant organisation and partners

Application for funding: selection of the participating organisation(s)

Applicant organisation

Important information! The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	
1	997566043	Thémis Holding	BE	<input type="checkbox"/>
2	997666438	Biofortuna Ltd	UK	<input type="checkbox"/>
3	999949333	MORPHO CARDS GMBH	DE	<input type="checkbox"/>

Proposal Submission User Guide

- https://eacea.ec.europa.eu/sites/eacea-site/files/proposal_submission_user_guide_og_2014_v1_en.pdf

eForm tutorial



Submission

Form version : 1.2 - Adobe Reader version : 10.104

Simple Test Form

Submit this form

000000000 Test number

Save the application e-Form

*Please do not change the file name,
this will be your reference document*

- If all the details of applicant and partners are correct, click on the "Create application e-Form" button.
- If any details are incorrect or missing click on the *Previous step* button to make the necessary changes.

Submission number:
000000000

Validate form

<http://ec.europa.eu>

Attachments to e-Forms (mandatory)

Attachments

Detailed description of the project. Word document (doc, docx, odt) or PDF document(pdf). *:

Attach a document

Declaration of Honour. PDF document only (pdf). *:

Attach a document

Budget. Excel document only (xls,xlsx, ods). *:

Attach a document

The annexes are mandatory parts of application

Maximum size of application: 10 MB

As the screenshot above is merely an example, your own eForm may include different document attachments from the ones displayed above.

To carry out the attach operation, click on the relevant *Attach a document* button and a window will pop up enabling you to browse, locate and select the file you wish to attach:

Attachments

Detailed description of the project. Word document (doc, docx, odt) or PDF document(pdf). *:

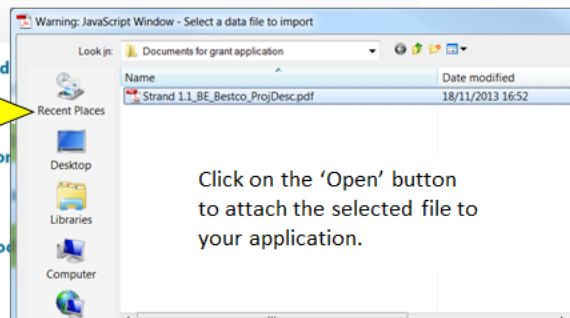
Attach a document

Declaration of Honour. PDF document only (pdf). *:

Attach a document

Budget. Excel document only (xls,xlsx, ods). *:

Attach a document



eForm Technical assistance

EACEA Helpdesk	Availability
<p>Tel: +32 229 90705</p> <p>Email: <u>eacea-helpdesk@ec.europa.eu</u></p>	<p>08:30- 17:30, Monday to Thursday</p> <p>08:30 to 17:00, Fridays</p> <p>Excluding public holidays and European Commission holidays</p> <p>All times are Brussels time</p>



Erasmus+ Sport Programme

Legal basis

- Regulation (EU) No 1288/2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0050:0073:EN:PDF>
- Erasmus+ Programme Guide
http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf



Actions

- Support for collaborative partnerships
- Support for not-for-profit European sport events
- Support for strengthening the evidence base for policy-making
- Dialogue with European stakeholders



Erasmus+: Sport - Specific objectives

- To tackle cross-border threats such as doping, match-fixing, violence, intolerance and discrimination
- To promote and support good governance in sport and dual careers of athletes
- To promote voluntary activities in sport, together with social inclusion, equal opportunities and awareness of HEPA

Collaborative Partnership (CP) - Activities

- Networking among key stakeholders
- Identification and sharing of good practices
- Development and implementation of education and training modules and tools
- Awareness-raising activities on the added value of sport and physical activity
- Collection of data, surveys, consultations
- Conferences, seminars, meetings, events

Not-for-profit European Sport Events (NESE) - Activities

- Organisations of training activities for athletes, coaches, organisers and volunteers in the run-up to the event
- Organisation of the event
- Organisation of side-activities (conferences, seminars)
- Implementation of legacy activities (evaluations, drafting of future plans)

Not eligible

- Sport competitions regularly organised by international, European or national sport federations/leagues
- Professional sport competitions

Calls for proposals in 2015

- Related to the 2015 European Week of Sport
- Not related to the 2015 European Week of Sport



European Week of Sport (EWoS)

- Initiative launched by the EC
- Promoting sport and physical activity in the EU

EU level	7-13 September 2015
National events	7-30 September 2015

Collaborative partnerships (EWoS) – eligibility

Non-profit
organisation or
public body
established in
Programme or
Partner Country

Applicant
established
in
Programme
Country

At least 5
organisations
from 5
different
Programme
Countries

Collaborative partnerships (EWoS) – eligibility

Start of the project	Between 1/04 and 1/09/2015
Maximum duration	18 months
Deadline	22/01/2015, 12 pm (midday) CET

The initiatives and activities must be carried out during the 2015 EWoS and/or have a thematic link with it

Not-for-profit European sport events (EWOs) – eligibility

Public body or non-profit organisations active in the field of sport established in a Programme Country

Participants from at least 3 different Programme Countries

OR

Simultaneous events in at least 3 Programme Countries

Not-for-profit European sport events (EWOs) – eligibility

Start of the project	01/05/2015
Maximum duration	12 months
Deadline	22/01/2015, 12 pm (midday) CET

The event must take place: 7-30/09/2015

Call related to EWoS – co-financing

Sport action	Maximum grant
Collaborative partnerships	500 000 EUR
Not-for-profit European sport events	250 000 EUR

Max. 80% of the total eligible costs



European
Commission

Collaborative partnerships – eligibility

**Non-profit
organisation or
public body
established in
Programme or
Partner Country**

**Applicant
established
in
Programme
Country**

**At least 5
organisations
from 5
different
Programme
Countries**

Collaborative partnerships – eligibility

Start of the project	01/01/2016
Maximum duration	From 12 to 36 months (12, 18, 24, 30, 36 months)
Deadline	14/05/2015, 12 pm (midday) CET

The activities must take place in the countries of organisations involved in CP.

Not-for-profit European sport events – eligibility

Public body or
non-profit
organisations
active in the field
of sport
established in a
Programme
Country

Participants
from at least 12
different
Programme
Countries

Not-for-profit European sport events – eligibility

Start of the project	01/11/2015
Maximum duration	12 months
Deadline	14/05/2015, 12 pm (midday) CET

The event must take place in 2016.

Call not related to EWoS – co-financing

Sport action	Maximum grant
Collaborative partnerships	500 000 EUR
Not-for-profit European sport events	500 000 EUR

Max. 80% of the total eligible costs

Indicative number of selected projects in 2015

	Call related to EWoS	Call not related to EWoS
Collaborative partnerships	5	45
Not-for-profit European sport events	3	3

Application package

- eForm
- Project description
- Budget table
- Declaration of honour

- Guidelines for applicants
- FAQ





Project Description

Organisations and activities

- Aims and activities of organisations
- Previous sport projects
- Other EU grants



Project characteristics and relevance

- Objectives
- Innovative aspects
- EU added value



iStock. © Christopher Fitcher

Quality of project design and implementation

- Project design
- Methodology
- Quality control during project implementation
- Overview of all activities
- Selection of participants



Quality of project team and cooperation arrangements

- Project team
- Cooperation arrangements
- Partner Countries



Impact and dissemination

- Quality control of final outcomes
- Expected impact of project
- Dissemination
- Sustainability





Some advice from staff and experienced coordinators

Advice on finding and working with partners

- Start with a clear idea of ideal skills mixture
- Partner organisations also need to find the results relevant and useful
- Mix “old” and “new”: previous collaborators + new ones

Advice on finding and working with partners (2/2)

Finding partners

Work with your own networks (former projects, other projects)

Work with organisations with the skills needed for the specific project

Use recommendations of people you trust (colleagues, previous partners)

Select carefully according to criteria you establish in advance

Working with partners

Involve them in all stages of development and drafting

Advice on completing the form (1/2)

- Have the project idea firmly in mind before starting to complete the form
- Take time to understand how the form is constructed
- Be sure that your project fits into the Erasmus+ Sport objectives and actions
- Ensure that partner involvement (work packages and budget) has been fully discussed and agreed

Advice on completing the form (2/2)

- Allow time for drafting *and* reviewing *and* redrafting the texts
- Test your draft application on someone outside the partnership
- The time required is variable (a few weeks to more than a year from concept to finalisation)
- Partners who provide low quality input to the drafting of application will not provide high quality input into the project
- It is a time-intensive process and will require dedicated staff time

Advice for “first-timers” (1/2)

- Mentors and a project team in your organisation
- Experienced partners
- Avoid chairing meetings
- Gaining experience as a project partner before becoming coordinator
- As a manager, focus significantly on tasks and quality assurance

Advice for “first-timers” (2/2)

- Approval from participating institutions is essential and can take time
- The objectives of the project need to fit into the objectives of partner organisations **and** the objectives of the Erasmus+ Sport
- When planning communication with partners take into account:
 - Blending different types of meetings (workshops and virtual meetings as well as formal meetings)

Award criteria

- Collaborative Partnerships

Relevance of the project	Maximum 30 points
Quality of the project design and implementation	Maximum 20 points
Quality of the project team and the cooperation arrangements	Maximum 20 points
Impact and dissemination	Maximum 30 points

Min. 60 points (at least half of the max. points in each criterion)

Award criteria

- Not-for-profit European sport events

Relevance of the project	Maximum 30 points
Quality of the project design and implementation	Maximum 40 points
Impact and dissemination	Maximum 30 points

Min. 60 points (at least half of the max. points in each criterion)



Financial part

Application – Budget

Principles applying to EU Grants

- No retroactivity
- Non-cumulative award
- No-profit principle
- Co-financing principle



Application – Budget

Structure of the estimated project budget:

1) Estimated Expenditures:

- Direct costs

- Staff costs
- Travel and subsistence costs
- Equipment costs
- Consumables and supplies
- Subcontracting costs
- Duties, taxes and charges
- Other costs

- Indirect costs

max. 7 % of the total direct costs

Application – Budget

2) Estimated Income:

- Grant requested from the EU
- distribution of the grant among partners
- Co-financing
 - Own funding of the partners
 - Other sources of financing (third parties)
 - Income generated by the project

Application – Budget



Tips:

- coherence between: e-Form, detailed excel budget, Declaration of Honour
- allocating estimated costs in the right budget heading
- budget is justified in relation to the planned activities
- application is in line with the specific provisions of the relevant call for proposals

Funding Rules

	Collaborative Partnerships	Not-for-profit European Sport Events
Max. Grant	500 000 EUR	250 000, 500 000 EUR
Co-financing	Max. 80 %	Max. 80 %
Pre-financing	60 % of the grant awarded	60 % of the grant awarded
Duration	12/18/24/30/36 months	up to 12 months
Type of contract	Grant Agreement	Grant Agreement / Decision

What happens in case of selection?

Financial Capacity Verification

- Does applicant have stable and sufficient sources of funding?
- Required: - Financial Capacity Form
 - Annual accounts for the last 2 years
- Does not apply: - to public bodies
 - to international organisationsand
 - in the case of a low value grant (grant request $\leq 60\ 000$ EUR)

Contracting Procedure

- **Grant Decision or Grant Agreement**
- **Specific provisions in case of multi-beneficiary agreement (Collaborative Partnerships):**
 - all partners become beneficiaries of the agreement
 - applicant organisation signs
 - co-beneficiaries sign a mandate



Payment Arrangements

In General

- **Pre-financing payment**

- Upon entry into force of the Grant Agreement/Decision
- In exceptional cases a bank guarantee is requested

- **Payment of the balance**

- Upon acceptance of the Final report and its compulsory annexes incl.
- a certificate on the financial statements and underlying the accounts:
 - Supporting documents for Grants $\leq 60\,000$ €
 - Audit certificate "Type I" for Grants $> 60\,000$ € and $< 750\,000$ €
 - Audit certificate "Type II" for Grants $\geq 750\,000$ €



Thank you

Education, Audiovisual & Culture
Executive Agency

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