



# Erasmus+ Programme (ERASMUS)

## Call for proposals

Civil Society Cooperation: Education and Training

ERASMUS-EDU-2022-CSC-OG

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## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.A – Erasmus+, EU Solidarity Corps  
EACEA.A.2 – Platforms, Skills and Innovation

### CALL FOR PROPOSALS

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## 0. Introduction

This is a call for proposals for EU **operating grants** in the field of education and training under the **Erasmus+ Programme**<sup>1</sup>.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Erasmus+ Regulation [2021/817](#)<sup>2</sup>).

The call is launched in accordance with the 2022 Work Programme<sup>3</sup> and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').



Please note that this call is subject to the final adoption of the budget by the EU budgetary authority. In case there are substantial changes, we may have to modify the call (or even cancel it).

Operating grants provide general financial support to organisations whose statutory activities serve the strategic objectives of EU policies (*mainly non-profit organisations, voluntary associations, foundations, NGOs or similar*). They do not support a specific project (like action grants), but the annual operating budget of the organisation (or part of it). Operating grants are always mono-beneficiary grants supporting the work programme of activities of only one organisation. They follow the same rules for the grant agreements as action grants, but do not differentiate between direct and indirect costs. Receiving an operating grant may however have an impact on the possibility to receive the indirect costs flat-rate in EU action grants (see [AGA – Annotated Grant Agreement, art 6.2.E](#)).

The call covers the following **topic**:

- **ERASMUS-EDU-2022-CSC-OG - Civil Society Cooperation in Education and Training**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)

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<sup>1</sup> Please note that a similar call is published for the youth sector. Please see call reference ERASMUS-YOUTH-2022-CSC-OG.

<sup>2</sup> Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union Programme for education and training, youth and sport (OJ L 189, 28.5.2021, p. 1).

<sup>3</sup> <https://erasmus-plus.ec.europa.eu/document/2022-annual-work-programme-erasmus-the-union-programme-for-education-training-youth-and-sport>

- admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
- criteria for financial and operational capacity and exclusion (section 7)
- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the AGA – Annotated Grant Agreement contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [Erasmus+ Project Results](#) website to consult the list of projects funded previously.

## 1. Background

Cooperation with civil society organisations in the field of education and training is necessary for raising awareness about the European education area<sup>4</sup> and the external dimension of EU education and training policies among Europe's citizens.

Cooperation with high quality civil society organisations is relevant due to their broad contact with end users through their extensive networks at both European and national level. They have a dual role on the education and training scenes given their top-down multiplier effect and their bottom-up contribution to policy development.

Cooperation with civil society organisations is also instrumental in providing the Commission with analysis and advice on the main education and training priorities, especially those established under the European Education Area and the Digital Education Action Plan.

The cooperation will also promote policy transfer, learning and support on EU objectives and priorities among the relevant stakeholders in the participating countries as well as relay their views to the Commission.

Such cooperation contributes to create a broad sense of ownership in relation to EU actions and policies relevant to people and to take into consideration ideas and concerns of education and training civil society at all levels.

It is vital for securing the active involvement of education and training civil society stakeholders, for promoting their participation in the Erasmus+ Programme, the European Solidarity Corps and other European programmes and for disseminating policy, programme results and good practice among stakeholders through their networks and beyond.

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<sup>4</sup> [https://ec.europa.eu/education/resources-and-tools/document-library/council-resolution-strategic-framework-european-cooperation-towards--european-education-area-2021-2030\\_en](https://ec.europa.eu/education/resources-and-tools/document-library/council-resolution-strategic-framework-european-cooperation-towards--european-education-area-2021-2030_en)

## **2. Objectives – Themes and priorities – Activities that can be funded – Expected impact**

### **ERASMUS-EDU-2022-CSC-OG - Civil Society Cooperation: Education and Training**

#### Objectives

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

- ✓ Raise awareness of European policy agendas in education and training, in particular for the European Education Area.
- ✓ Increase stakeholder commitment and cooperation with public authorities for the implementation of policies and reforms in the fields of education and training, in particular for the implementation of policies in areas relevant for the country-specific recommendations issued in the framework of the European Semester.
- ✓ Boost stakeholder participation in the fields of education and training, - including by building upon the potential of digital communication alongside other forms of participation.
- ✓ Boost stakeholder involvement in the dissemination of policy and Programme actions and results and of good practice among their membership and beyond.
- ✓ Boost civil society involvement in the dissemination of policy and programme actions including results and good practices among their membership and beyond.

The call also embraces the four general priorities of the Von der Leyen Commission as embedded in the Erasmus+ programme namely – *inclusion and diversity*, - *digital transformation*, - *environment and fight against climate change* as well as *participation in democratic life*.

Specifically for 2022, priority will also be given to activities linked to the European Year of Youth.

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

#### Themes and priorities (scope)

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

- *Promoting inclusive education for all*, through targeted actions focused on the implementation of the priorities set in the Council Recommendation on Common values, Inclusive Education and the European Dimension of Teaching and of the Inclusion and gender equality axes of the European Education Area, particularly: fostering the integration of disadvantaged learners (including migrants), and supports learners according to their needs; enhancing cooperation with families, social services, civil society, social partners and the non-formal learning sector, strengthen mutual support between the learning environment and the community

and promote intercultural understanding; supporting teachers, trainers, educators and leaders of educational institutions in dealing with diversity and in promoting a fair and unbiased learning environment; promoting a life-long learning approach to inclusive education to facilitate access, completion and transitions between various educational levels and sectors and to attract hard-to-reach groups back into learning; improving educational governance, funding and monitoring mechanisms to remove barriers potentially leading to educational inequalities; helping develop innovative pedagogies for teaching social and civic competences.

- *Enhancing the acquisition by all citizens of a wide set of (key) competences*, through: supporting the acquisition of basic reading, mathematics and science skills; supporting the acquisition of key competences, including through facilitating transitions and flexible or alternative learning pathways, developing quality Adult learning and Vocational Education and Training (VET), promoting work-based learning, traineeships, apprenticeships and volunteering; promoting interdisciplinary approaches and developing guidance and support for teacher education and development; boosting competence-based teaching and learning; promoting European tools for transparency and the recognition of prior learning – including non-formal and informal learning outcomes – and of experience.
- *Supporting teachers, staff and leaders of education and training institutions* through: promoting attractive career structures, improving selection, recruitment and retention; supporting effective induction schemes that combine professional, social and personal support; promoting accessible, affordable and relevant continuing professional development (CPD); promoting team teaching, mutual classroom observation and professional learning communities; contributing to developing online communities and resources for school professionals.
- *Promoting excellence and innovation*, through formal, non-formal and informal learning and through learner-centred provision of basic and key competences. A specific attention should be given to the Digital Action Plan and its focus on inclusion in access and use of digital technologies for teaching and learning, especially in the context of infrastructure and connectivity divides between urban and rural areas.

### Activities that can be funded (scope)

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

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

European Union financing under this Call takes the form of an operating grant to support part of the costs incurred by the selected bodies in carrying out a series of activities. These activities must be directly linked to the general and specific objectives of the Call and must be detailed in an annual work programme for 2022. Activities must not start before 1<sup>st</sup> January 2022 and must be completed by 31<sup>st</sup> December 2022.

The following is an indicative, non-exhaustive list:

- Activities facilitating access and participation of stakeholders in the implementation of EU policy priorities in the field of education and training;
- Exchanges of experience and good practice; networking and partnerships with other stakeholders;
- Capacity-building for the member organisations, including peer learning, training, advisory, guidance and coaching activities to improve the effectiveness of policy actions;



- Initiatives and events for developing the membership of the ENGO/EU-wide networks;
- Awareness-raising, information, dissemination and promotion activities (seminars, workshops, campaigns, meetings, public debates, consultations, etc.) on EU policy priorities in the field of education and training and on EU funding instruments (European programmes, in particular Erasmus+, European Structural and Investment Funds) to support these priorities. Activities establishing synergies between Erasmus+ and other EU or national/regional funding sources are encouraged.
- Cooperation projects to increase policy impact on target groups, sectors and/or systems.

All the above activities should contribute to widening the outreach to ensure a diversity of voices, reach people within and beyond education and training organisations, thereby using a variety of traditional and digital channels.

#### *The expected impact*

- The expected quantitative and qualitative impacts of the activities and deliverables on the target group(s); policy or strategies concerned, in the short and long term and at European, national, regional or local level.
- The impact of involving target groups in the proposed activities and in the production of the proposed deliverables.
- The impact of the work programme on awareness and active commitment, and how it will facilitate exchanges and debates between actors from different sectors, levels and countries on key policy issues.

### **3. Available budget**

The available call budget is **EUR 2 800 000**. This budget might be increased by maximum 20%.

Specific budget information per topic can be found in the table below.

	<b>Budget</b>
Civil Society Cooperation: Education and Training	<b>EUR 2 800 000</b>

The availability of the call budget still depends on the adoption of the budget 2022 by the EU budgetary authority.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

#### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	22 October 2021
<u>Deadline for submission:</u>	<u>15 December 2021 – 17:00:00 CET</u> (Brussels)
Evaluation:	January-February 2022
Information on evaluation results:	March 2022
GA signature:	March-April 2022

#### 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- Part C (*to be filled in directly online*) containing additional project data
- **mandatory annexes and supporting documents** (*to be uploaded*):
  - detailed budget table: not applicable
  - CVs of core project team: not applicable
  - activity reports of last year: not applicable
  - list of previous projects (key projects for the last 4 years) (*template available in Part B*)
  - excel annex on eligibility criteria

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc.*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:

Erasmus+ Programme Countries:

EU Member States (including overseas countries and territories (OCTs))

- non-EU countries:
  - listed EEA countries and countries associated to the Erasmus+ Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))

This Call is open to two categories of bodies:

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

To be eligible, applicants must be:

- ✓ non-governmental;
- ✓ not-for-profit-making;

Please refer to the detailed definitions of the two categories of eligible applicants provided below.

Neither Erasmus+ National Agencies nor organisations having overwhelmingly Erasmus+ National Agencies as members (2/3 or more) are eligible organisations under this Call.

### **Category 1: European non-governmental organisation (ENGO) in education and training**

For the purpose of this programme, these are NGOs that operate through a formally recognised structure composed of a European body/secretariat legally established for at least one year in an EU Member State or third country associated to the Programme and of national organisations/branches in **at least nine** EU Member States and third countries associated to the Programme. These national organisations/branches must:

- have a proven statutory link<sup>5</sup> with the European body/secretariat;
- be active in the field of education and training.

## **Category 2: EU-wide network**

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

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

**and**

b) be active in **all** the following sectors:

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

**and**

- c) be active in **more than one major cross-sector area** (such as citizenship education, ICT education, language learning, entrepreneurship education, etc.) involving one or more representative stakeholder groups as described above;
- ✓ Be *formally* established, i.e. have legal personality and have been legally registered for at least **two years** in an Eligible country on the date of submission of the application (applicants must submit a copy of the applicant's organisation's articles of association and official certificate of registration);
  - ✓ Have a minimum of **20 member organisations** (NGOs as defined in category 1);
  - ✓ Be independent of public authorities, of political parties and commercial organisations;

Have at least one salaried member of staff (full-time equivalent).

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

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<sup>5</sup> This notion implies that the cooperation between the organisations concerned is based on a formalized/documented relation, which is neither limited to the project they apply for, nor established for the sole purpose of its implementation. This link can cover many forms, from a very integrated one (e.g. one "mother organization" with its national branches/affiliated entities with or without proper legal entity) to a looser one (e.g. a network functioning through a clearly defined membership modality requiring for instance: the payment of a fee, the signature of a membership contract/agreement, the definition of rights and obligations from the two parties, etc.)

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (see *section 13*).

### *Specific cases*

**Natural persons** — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

**International organisations** — International organisations are not eligible. The rules on eligible countries do not apply to them.

**Entities without legal personality** — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>6</sup>.

**EU bodies** — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

**Associations and interest groupings** — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>7,8</sup>. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

**Countries currently negotiating association agreements** — Beneficiaries from countries with ongoing negotiations (see *list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

**EU restrictive measures** — Special rules apply for certain entities (e.g. *entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*<sup>9</sup> and entities covered by *Commission Guidelines No [2013/C 205/05](#)*<sup>10</sup>). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### *Consortium composition*

Only applications by single applicants are allowed (single beneficiaries).

### *Eligible activities*

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<sup>6</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>7</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>9</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>9</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>10</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc.*).

Financial support to third parties is not allowed.

#### Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries covered by the network.

#### Duration

Projects should normally last 12 months (extensions are possible, if duly justified and through an amendment).

## **7. Financial and operational capacity and exclusion**

#### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their operational capacity via the following information:

- profiles (qualifications and experience) of the staff responsible for managing and implementing the project;
- description of the consortium participants
- list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>11</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>12</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control,

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<sup>11</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>12</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

beneficial owners or persons who are essential for the award/implementation of the grant

- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant

Applicants will also be refused if it turns out that<sup>13</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8. Evaluation and award procedure

Proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, see *sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (see *sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:


- 1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.
- 4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

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<sup>13</sup> See Article 141 EU Financial Regulation [2018/1046](#).



All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria

The **award criteria** for this call are as follows:

	<b>Criteria</b>	<b>Score</b>
1	<b>Relevance</b>	.../30 points
	<p>The scope of the work programme and activities will be assessed in terms of their relevance to the aims and objectives of the Call and in particular:</p> <ul style="list-style-type: none"> <li>• the extent to which the applicant runs activities that support the implementation of EU policies in the sector of education and training;</li> <li>• their relevance to the aims and objectives of the Resolution on a strategic framework for European cooperation in education and training towards the European Education Area and beyond (2021-2030) and the Digital Education Action Plan;</li> <li>• their relevance to education areas as early childhood education and care, school education, higher education, vocational education and training, adult learning including dealing with at least one major cross-sector priority areas: inclusive education and education for social inclusion, digital education, education for a green and ecologic transition.</li> </ul> <p>The overall relevance of the activities and deliverables to the aims and objectives of the Applicant.</p>	
2	<b>Quality</b>	.../50 points
	<p>The following aspects will be assessed:</p> <ul style="list-style-type: none"> <li>• the quality of the work programme and its planned activities and deliverables in terms of content, approach</li> </ul>	

	<p>and methodology in relation to the aims;</p> <ul style="list-style-type: none"> <li>• how the tasks are distributed among the network / organisations / branches / members with regard to relevance, balance and an efficient achievement of the aims ;</li> <li>• the quality of the management arrangements;</li> <li>• the cost-benefit ratio: the value for money of the activities relative to the requested budget and intended aims;</li> <li>• the transnational and multilingual character of activities and products developed;</li> <li>• if the proposal follows on from previous activities, the added value of the current proposal in relation to these activities.</li> <li>• the profile, number and diversity of background of the network members as well as participants / stakeholders involved in the activities.</li> </ul>	
3	<b>Impact</b>	.../20 points
	<p>The scope of the work programme, its multiplier effect, the sustainable impact and long-term viability of the activities and deliverables will be assessed against this criterion, in particular :</p> <ul style="list-style-type: none"> <li>• the expected results, outcomes, and deliverables such as policy contributions, position papers and events, awareness-raising and training programmes, events and materials, information and guidance materials and events, etc. ;</li> <li>• the expected short- and long-term quantitative and qualitative impact of the activities and deliverables on the target groups, and, beyond these groups, policies, strategies or systems at European, national, regional or local level.</li> <li>• how the work programme will facilitate exchanges and debates between actors from different sectors and levels and different countries ;</li> <li>• the measures planned to ensure the visibility of the activities / deliverables / results;</li> <li>• how the dissemination and exploitation plans will ensure optimal use of the results among and beyond organisations/branches/members, during the period covered by the grant;</li> <li>• the proposed contributions / recommendations to be addressed to policy makers, education and training providers and other stakeholders at European, national, regional or local level.</li> </ul>	
	Total	.../100 points

Total %	...%
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Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality	25	50
Impact	10	20
<b>Overall (pass) scores</b>	<b>60</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: 15/30, 25/50 and 10/20 points.

Overall threshold: 60 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

## 10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: 12 months (extensions are possible, if duly justified and through an amendment).

### Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

### Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc.*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount):

- ENGOs (Category 1): between EUR 80.000 and EUR 125.000 per project
- EU-wide networks (Category 2): EUR 200 000

The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (80%).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. improper implementation, breach of obligations, etc.).

### Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

*Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories

*Specific cost eligibility conditions for this call:*


- personnel costs:
  - volunteers unit cost<sup>14</sup>: Yes (with indirect costs)
- travel and subsistence unit cost<sup>15</sup>: Yes
- equipment costs: depreciation
- other cost categories:
- costs for financial support to third parties: not allowed

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<sup>14</sup> Commission Decision of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

<sup>15</sup> Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
  - other ineligible costs: No

 **Volunteers costs** — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a pre-fixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the [AGA — Annotated Grant Agreement, art 6.2.A.5](#).

If indirect costs for volunteers costs are eligible, you can add them manually to the volunteers costs category in Annex 2 (calculate the 7% flat-rate on the amount of volunteers costs calculated as unit costs, and then add them on top).

**Indirect costs** — For operating grants, there is no differentiation between direct and indirect cost (because the grant aims to a large extent the financing of costs which would normally be considered 'indirect', i.e. general management costs, general running costs etc.). Receiving an operating grant may however make you ineligible for receiving indirect costs in your EU action grants. If you intend to also apply for action grants, please make sure that you either have the accounting tools in place to combine them (or that the operating grants pays off — meaning that it covers enough of your general running costs and overheads to compensate the loss of the indirect costs in the action grants).

#### *Reporting and payment arrangements*


The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be no **interim payments**.

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
  - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- rights of use on results: Yes
- access to results for policy purposes: Yes
- access rights to ensure continuity and interoperability obligations: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*:

*EU restrictive measures: Other specificities*

n/a

*Non-compliance and breach of contract*

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA – Annotated Grant Agreement](#).

## **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

### **a) create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

### **b) submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online.
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see section 4). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, **please try to find the answers you need yourself**, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

### Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address:

[FACEA-CIVIL-EDU@ec.europa.eu](mailto:FACEA-CIVIL-EDU@ec.europa.eu)

Please indicate clearly the reference of the call and topic to which your question relates (see cover page).



### 13. Important



#### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** (*n/a for OG and IBA named beneficiary calls*) — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** (*n/a for FPAs*) — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** (*n/a for FPAs*) — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** (*n/a for FPAs*) — There is a strict prohibition of double funding from the EU budget (except under EU Synergies calls). Outside such Synergies calls, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** (*n/a for OG and FPAs*) — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA – Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).  
Organisations may participate in several proposals.  
BUT: if there are several proposals for *very similar* projects, only one proposal will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with Regulation [2018/1725](#). It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).