



Education, Audiovisual and Culture Executive Agency

**ERASMUS+ : SPORT, YOUTH AND EU AID VOLUNTEERS**

**Call for proposals**  
**EACEA/12/2019**  
**ERASMUS+ PROGRAMME**  
**KA3 – SUPPORT FOR POLICY REFORM**  
**EUROPEAN YOUTH TOGETHER**

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## 1. INTRODUCTION - BACKGROUND<sup>1</sup>

Many young people are active in EU-related activities: they join pan-European organisations or engage in less structured ‘non-formal’ exchanges with young people from other European countries and they show positive attitudes and support to the European integration process<sup>2</sup>. In their capacity, they can be powerful ambassadors of the European project and build bridges across the continent, East and West North and South line, to inspire others in the way they experience Europe and their European identity.

Erasmus+ Youth today promotes different mobility formats, including youth exchanges or youth worker mobility and supports youth organisations. Analysis of experience reveals a fruitful and active cooperation between organisations and young people across countries. The Erasmus+ programme is successful in attracting and engaging young people. There is great interest in participation and currently only 1 in 3 mobility projects (Youth Exchanges, Youth Workers Mobility) and 1 in 5 in partnerships (Transnational Youth Initiatives) can be supported.

As President Juncker pointed out<sup>3</sup>; "...Europe must be a Union of equality and a Union of equals. Equality between its Members, big or small, East or West, North or South." Young people are key actors in making this happen. They might often be less engaged than older persons in traditional forms of participation such as voting or belonging to a political party, but a majority among them declare interest in politics and have stronger feelings of citizenship towards the EU than older groups.

A number of preparatory activities and young people’s consultations, including a Eurobarometer survey<sup>4</sup>, were carried out prior to putting forward the Commission proposal for a new EU Youth Strategy, adopted in November 2018<sup>5</sup>, which will frame EU activities for EU youth policy over the next few years and build on European Youth Goals put forward by young people.

These consultations confirmed that the majority of surveyed young people ask the EU to prioritise subjects such as education and skills and the protection of environment.

## 2. OBJECTIVES

The scope of the “European Youth Together” actions should build on the experience obtained through the 'New Narrative for Europe'<sup>6</sup> project, the European Youth Goals<sup>7</sup> and Eurobarometer findings on young people's priorities<sup>8</sup> and other youth policy and programme initiatives, including projects selected under this action in 2018, aiming to promote young people's participation in European civic life as well as cross-border exchanges and mobility activities.

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<sup>1</sup> See C(2018)774 of 15/2/2018 (WPI 3.18): <https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/c-2018-774-en.pdf>.

<sup>2</sup> See 'European Youth' Eurobarometer 455 (September 2017), published January 2018: <http://ec.europa.eu/commfrontoffice/publicopinion/index.cfm/survey/getsurveydetail/instruments/flash/surveyky/2163>.

<sup>3</sup> [http://europa.eu/rapid/press-release\\_SPEECH-17-3165\\_en.htm](http://europa.eu/rapid/press-release_SPEECH-17-3165_en.htm).

<sup>4</sup> See footnote 1

<sup>5</sup> Council Resolution 2018/C 4556/014, published in December 2018 : [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:42018Y1218\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:42018Y1218(01)&from=EN)

<sup>6</sup> See [https://europa.eu/youth/have-your-say/new-narrative-for-europe\\_en](https://europa.eu/youth/have-your-say/new-narrative-for-europe_en).

<sup>7</sup> [https://ec.europa.eu/youth/policy/youth-strategy\\_en](https://ec.europa.eu/youth/policy/youth-strategy_en)

<sup>8</sup> Flash Eurobarometer 478,

<http://ec.europa.eu/commfrontoffice/publicopinion/index.cfm/survey/getsurveydetail/instruments/special/surveyky/2224>

## **2.1. General Objectives**

"European Youth Together" projects aim to create networks promoting regional partnerships, to be run in close cooperation with young people from across Europe (Erasmus+ programme countries). The networks would organise exchanges, promote trainings (for instance for youth leaders) and allow young people themselves to set up joint projects.

"European Youth Together" seeks to support initiatives from at least five youth organisations from five different eligible Erasmus+ programme countries to share their ideas about the EU, encourage wider civic participation and help foster a sense of European citizenship. The initiative aims to bring together European youth from across Europe; East, West, North and South.

The thematic priorities are active citizenship, network-building, European values and European citizenship, democratic participation, democratic resilience and social inclusion related to youth.

## **2.2. Specific Objectives**

The initiative seeks to specifically support:

- promotion and development of more structured cooperation between different youth organisations to build or strengthen partnerships;
- youth organisations involved in initiatives to encourage young people to participate in the democratic process and in society by organising trainings, showcase commonalities among young Europeans and encourage discussion and debate on their connection to the EU, its values and democratic foundations.
- promote participation of under-represented groups of young people in politics, youth organisations and other civil society organisations by engaging vulnerable and socio-economic disadvantaged youth.

It targets youth NGOs, public bodies and informal groups of young people, especially those active at grassroots level, which would propose projects involving at least five partners who have the capacity to mobilise young people in partnerships covering different countries and regions within the Erasmus+ Programme Countries.

Large-scale mobility activities for young people should form a key component of European Youth Together projects. This mobility should offer cross-border exchanges and non-formal or informal training opportunities for young people from across Europe (East, West, North and South) to support the objectives of this call. These mobility activities must be very clearly justified according to the call objectives.

All the above activities should contribute to widening the outreach towards young people to ensure a diversity of voices, reach young people within and beyond youth organisations and youth with fewer opportunities, thereby using a variety of channels.

## **2.3 Project results**

The granted projects should demonstrate their expected contribution to EU youth policy by:

- building on the objectives of the EU Youth Strategy 2019-2027 and more specifically by demonstrating how they are contributing to the 'Engage-Connect-Empower' priorities of the Strategy.

- building on the outcomes of the New Narrative for Europe, European Youth Goals and other debate projects and opinion surveys related to the future of Europe and linking them to policy development at local/regional/national/European level;
- improving the involvement of young people in democratic life, in terms of active citizenship and engagement with decision-makers (empowerment, new skills, involvement of young people in project design, etc.);
- helping to improve the capacity of the youth sector active at grassroots level to work transnationally and promoting transnational learning and cooperation between young people and decision makers;
- upscaling existing best practices and outreach beyond the regular network(s);
- disseminating their results in an effective and attractive way among young people involved in youth organisations, so as to pave the way for more systematic partnerships, and also among youngsters who are not affiliated to youth structures or those who come from disadvantaged backgrounds.

### 3. TIMETABLE

The stages of the call are as follows:

	<b>Stages</b>	<b>Indicative period</b>
a)	Publication of the call	6 June 2019
b)	Deadline for submitting applications	<b>18 July (noon) CET</b>
c)	Evaluation period	20 July – 15 October
d)	Information to applicants (notifications)	October 2019
e)	Signature of grant agreement	October - December
f)	Starting date of the action	At the date of signature of contract

### 4. BUDGET AVAILABLE

The total budget available for the co-financing of projects under the present call is EUR 5 000 000.

The financial contribution from the EU is minimum EUR 100 000 and cannot exceed EUR 500 000. It is limited to a maximum co-financing rate of 80 % of the total eligible project costs.

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

### 5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in Section 3 above (18/07/2019– 12:00 midday Brussels time);

- submitted online (see Section 14 of the present Guidelines), using the electronic application form (eForm) and its compulsory annexes;
- drafted in one of the EU official languages.

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

In order to submit an application, applicants and co-applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Participant's Register hosted in the Funding & Tender opportunities Portal. The Participant Register is a tool shared by other services of the European Commission. If an applicant or co-applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present Call for proposals.

The Funding & Tender Portal allows applicants and co-applicants to upload or update the information related to their legal status and attach the requested legal and financial documents.

## **6. ELIGIBILITY CRITERIA**

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

Only applications from legal entities established in the Erasmus+ programme countries are eligible<sup>9</sup>.

### **6.1. Eligible applicants**

Participating organisations can be:

- non-profit organisations, associations and NGOs including European Youth NGOs;
- social enterprises;
- public bodies at local level-, regional-, or national level;
- associations of regions;
- European Groupings of Territorial Cooperation;
- profit-making bodies active in Corporate Social Responsibility

established in a Erasmus+ Programme Country.

The minimum partnership composition requirement for this call is at least 5 partners from 5 different countries eligible for participation in the Erasmus+ programme. Applying organisations should demonstrate their capacity to ensure a good geographical balance in terms of partners from different parts of the Erasmus+ Programme Countries. This means a partnership distribution across eligible countries where partners come from different regions East, West, North and South.

### **6.2. Eligible countries**

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

- EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg,

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<sup>9</sup> [http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf).

Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;

For British applicants: Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of grant agreement Article II.17.3.1 (a).

- The European Free Trade Association (EFTA) countries, which form part of the European Economic Area (EEA): Iceland, Liechtenstein, Norway;

- Candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with those countries with a view to their participation in EU Programmes: North Macedonia, Republic of Serbia<sup>10</sup> and Turkey.

### **6.3. Eligible activities**

European Union financing under this Call takes the form of an action 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 a project description covering the whole period of the grant applied for.

The following types of activities are eligible:

- Mobility activities including large scale exchanges between young people, including (but not restricted to) networking and non-formal or informal training opportunities and the development of projects by young people;
- Activities facilitating access and participation of youth in EU policy activities relevant to young people;
- Exchanges of experience and good practice; networking and partnerships with other youth organisations; participation in meetings or seminars with other stakeholders and/or policy-makers also with a view to increasing policy impact on target groups, sectors and/or systems;
- Initiatives and events for developing European NGO/Civil Society organisations/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 youth;

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

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<sup>10</sup> The budgetary adaptations determined by Serbia's becoming a Programme Country of the Erasmus+ Programme shall apply from 1 January 2019 subject to the adoption of the Commission Decision approving the (amendment to the) Agreement between the European Union and the Republic of Serbia on the participation of the Republic of Serbia in "Erasmus+": the Union programme for education, training, youth and sport as of 1 January 2019.

As a transversal principle, participating organisations should pursue strategies to connect to young people at grassroots level from a diversity of backgrounds with a view to ensuring a growing number of young people at the grassroots levels are being reached.

The project duration must be between 9 and 24 months. It cannot be extended in time.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion**

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

(a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

(c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
- (ii) entering into agreement with other applicants with the aim of distorting competition;
- (iii) violating intellectual property rights;
- (iv) attempting to influence the decision-making process of the Agency during the award procedure;
- (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(d) it has been established by a final judgment that the applicant is guilty of any of the following:

- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
- (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
- (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
- (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;



- (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.
- (g) it has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
  - (iv) information transmitted by Member States implementing Union funds;
  - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
  - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

## **7.2. Remedial measures**

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

### **7.3. Rejection from the call for proposals**

The authorising officer shall not award a grant to an applicant who:

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

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion) may be imposed on applicants or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

### **7.4. Supporting documents**

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.

The declaration is part of the Application Package (see section 14).

This obligation may be fulfilled in one of the following ways:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities

## **8. SELECTION CRITERIA**

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

### **8.1. Financial capacity**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

A declaration on their honour and the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

In the course of the procedure applicants shall be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant(s) will receive instructions on how to create a PIC in due time.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial] capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

## **8.2. Operational capacity**

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour and the following supporting documents

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action (this should include a description of relevant experience related to the action(s) to be carried out);
- the organisation's activity reports for the last three years;
- an exhaustive lists of previous projects and activities performed during the last three years and connected to the policy field of the call or to the actions to be carried out;
- a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;
- an inventory of natural or economic resources involved in the project.

## **9. AWARD CRITERIA**

The eligible applications will be assessed on the basis of exclusion (see section 7), selection (see section 8), and the award criteria as stated below.

The award criteria for the funding of an application are:

- Relevance of the project (30 %)
  - The relevance of the proposal to the objectives of the call for proposals;
  - The extent to which:
    - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;
    - projects demonstrate that they are based on a thorough needs assessment.
- Quality of the project design and implementation (20 %)
  - The clarity, completeness and quality of the action, including appropriate phases for preparation, implementation, monitoring, evaluation and (as appropriate) dissemination;

- The appropriateness and quality of the methodology proposed: Consistency between project objectives and activities proposed; logical links between the identified problems, needs and solutions proposed plus feasibility of the project within the proposed time frame;
- The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;
- Cost effectiveness: the proposed budget is sufficient for proper implementation and the project is designed so as to ensure the best value for money.
- Quality of the partnership and cooperation arrangements (30 %)
 

Including how young people are involved in all stages of the project implementation and how the East-West and North-South lines are taken into account, as well as:

  - The extent to which the project involves an appropriate mix of complementary participating organisations;
  - The existence of effective mechanisms for coordination and communication between the participating organisations;
  - Activities establishing synergies between Erasmus+ and other EU or national/regional funding sources are encouraged.
- Impact, dissemination and sustainability (20 %)
  - The quality of measures for evaluating the impact of the project and for assuring the sustainability of the project;
  - The potential impact of the project on participants and partner organisations, during and after the project lifetime;
  - The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;
  - The expected results display the understanding and capacity of the applicant and partners to communicate the European Union's values particularly in regard to citizenship.

Only proposals having reached:

- at least the threshold of 60 % of the total score (i.e. aggregate score of the 4 award criteria); and
- at least the threshold of 50 % of each criterion

will be considered for EU funding.

## **10. LEGAL COMMITMENTS**

In the event of a grant awarded by the Agency, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the coordinator on behalf of the consortium and returned to the Agency immediately. The Agency will then sign them last.

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

## **11. FINANCIAL PROVISIONS**

### **11.1.1 Form of funding**

The grant will be defined by applying a maximum co-financing rate of 80 % to the eligible costs actually incurred and declared by the beneficiary and its affiliated entities.

#### **Supporting documents**

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

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,
- The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

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

<http://intranet.eacea.cec.eu.int/reference-documents/SitePages/Programme%20management.aspx>

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

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

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

For details on eligibility of costs, please refer to section 11.2 below.

### **11.1.2 Reimbursement of eligible costs declared on the basis of flat-rate**

The grant will be defined by applying a maximum co-financing rate of 80 % to the eligible costs declared by the beneficiary and its affiliated entities on the basis of:

- a flat rate of 7 % of the eligible direct costs (‘reimbursement of flat-rate costs’).

The flat rate will be paid following acceptance of the costs to which the flat rate is to be applied.

### **11.1.3 Payment conditions, checks and audits for flat-rate(s)**

Contribution based on flat-rate will be paid in full provided the action is implemented properly (with the required quality, fully and on time. If the action is not properly implemented the amount of the grant will be reduced proportionately. See also step 4 of section 11.5.

The fulfilment of the above conditions and/or results triggering the payment of the flat rate as specified in section 11.1.2, including where required the achievement of outputs and/or results will be checked at the latest before the payment of the balance. In addition, the fulfilment of those conditions and/or results may be subject to ex post controls.

For this purpose, in case of verifications, checks and audits, the beneficiary will be required to provide the requested contribution to which the flat rate applies.

The amount of flat rates as specified in section 11.1.2 will not be challenged by ex-post controls. This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.

Payment of the grant on the basis of flat-rates as specified in section 11.1.2 does not affect the right of access to the statutory records of the beneficiaries for the purpose of:

- reviewing them for future grants, or
- protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations.

## **11.2 Eligible costs**

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
  - The period of eligibility of costs will start as specified in the grant agreement.
  - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

### **11.2.1. Eligible direct costs**

The eligible direct costs for the action are those costs which:

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

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of

those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
  - (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
  - (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;
- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
- (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and
  - (ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (e) costs of consumables and supplies, provided that they:
- (i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and
  - (ii) are directly assigned to the action;
- (f) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;

- (g) costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;
- (h) costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;
- (i) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.

### **11.2.2. Eligible indirect costs (overheads)**

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

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

Indirect costs may not include costs entered under another budget heading.

**Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.**

- In order to demonstrate this, in principle, the beneficiary should:
  - a. use *analytical cost accounting that allows to separate all costs (including overheads)* attributable to the operating grant and the action grant. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation* of the costs is done in a *fair, objective and realistic way*.
  - b. *record separately*:
    - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
    - all costs incurred for the action grants (including the actual indirect costs linked to the action)
- If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

### **11.3. Ineligible costs**

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Agency charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Agency for the purpose of



implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action;

- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

#### **11.4 Balanced budget**

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

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

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

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

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

The final amount of the grant is calculated by the Agency at the time of the payment of the balance. The calculation involves the following steps:

##### **Step 1 — Application of the reimbursement rate to the eligible costs and flat-contributions**

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Agency including costs declared in the form of flat rate contributions to which the co-financing rate applies in accordance with section 11.1.2.

##### **Step 2 — Limit to the maximum amount of the grant**

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs approved by the Agency minus the amount of volunteers' work approved by the Agency.

### Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries and affiliated entities other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Agency. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Agency.

### Step 4 — Reduction due to improper implementation or breach of other obligations

The Agency may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

## 11.6 Reporting and payment arrangements

### 11.6.1 Payment arrangements]

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
A <b>pre-financing payment</b> corresponding to 80 % of the maximum grant amount	financial guarantee (see section 11.6.2) if applicable
<p><b>Payment of the balance</b></p> <p>The Agency will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.</p>	<ul style="list-style-type: none"> <li>(a) final technical report</li> <li>(b) final financial statement</li> <li>(c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts</li> <li>(d) a certificate on the financial statements and underlying</li> </ul>

	accounts
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In case of a weak financial capacity, section 8.1 above applies.

### **11.6.2 Pre-financing guarantee**

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

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

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

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

### **11.7 Other financial conditions**

#### **a) Non-cumulative award**

An action may only receive one grant from the EU budget.

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

#### **b) Non-retroactivity**

No grant may be awarded retrospectively for actions already completed.

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

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

#### **c) Implementation contracts/subcontracting**

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU or contracting entities within the meaning of Directive 2014/25/EU must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:
  - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
  - (ii) after recourse to subcontracting if the subcontracting:
    - is specifically justified in the interim or final technical report and
    - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

#### **d) Financial support to third parties**

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

## **12. PUBLICITY**

### **12.1 By the beneficiaries**

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

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

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

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

### **12.2. By the Agency and/or the Commission**

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

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

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

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

### **13. PROCESSING OF PERSONAL DATA**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC<sup>11</sup>.

Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the Agency.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046<sup>12</sup>. For more information see the Privacy Statement on: [https://eacea.ec.europa.eu/sites/eacea-site/files/privacy\\_statement-eacea\\_grants.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement-eacea_grants.pdf)

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

#### **14.1 Publication**

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

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

#### **14.2 Registration in the Participant Portal/ Funding and Tender Portal**

Before submitting an electronic application, applicants and co-applicants will have to register their organisation in the Participant hosted in the Funding & Tender opportunities Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Funding & Tender Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

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<sup>11</sup> OJ L 295, 21.11.2018, p. 39–98, date of entry into force 11/12/2018

<sup>12</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

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

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

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

### **14.3 Submission of the grant application**

Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the applicant for this purpose during the evaluation process.

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

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

Applications must be made using an online grant application form (eForm). The eForm is available in English, French and German at the following Internet address: [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en) and must be duly completed in one of the official languages of the EU.

A complete application package comprises:

- ✓ The eForm and its compulsory attachments (to be submitted online)
- ✓ and the additional compulsory administrative annexes (to be sent by email to the Agency by the same deadline.). The email address to be used (clearly stating the submission reference number) is EACEA-YOUTH@ec.europa.eu

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

The eForm, including its attachments, duly completed must be submitted **online by 12.00 (midday, Brussels time) on 20/06/2019.**

### **14.4 Rules applicable**

- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 PE/13/2018/REV/1 (OJ L 193, 30.7.2018, p. 1–222).
- Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC.

### **14.5 Contacts**

If you have any questions, please contact us at

[EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu)