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Erasmus+ Programme
of the European Union



How to prepare Capacity Building in VET Proposal

National Erasmus+ Office – Jordan
December, 2021



➤ The EU Treaty – Article 166

“...**foster cooperation** with third countries and the competent international organisations...”

➤ The European Education Area

“**Geopolitical dimension**” and

“Education as part of a stronger **Europe in the world**”

➤ The Council Recommendation on VET

“**Promoting VET in an international context**”, and establishing a target of
“**8 % of learners** in VET benefit from a learning mobility abroad”

➤ The Osnabruck Declaration

“European Education and Training Area and **international dimension** of VET”





EU Development cooperation on VET

€700 million for VET related projects (2014-2020)

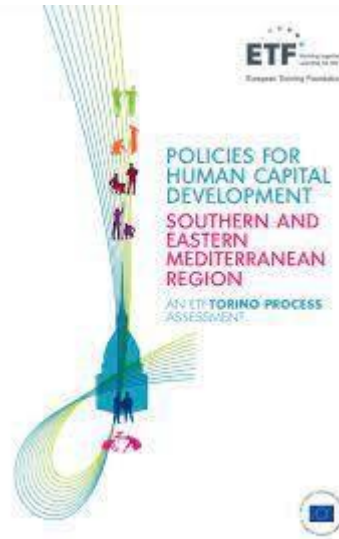
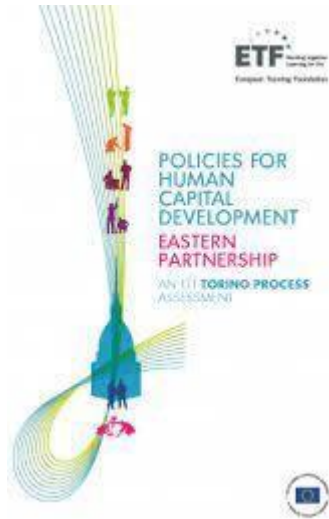
- National VET system reforms
- Increasing access to competence and skills
- Inclusion of vulnerable and marginalised groups
- Promoting decent work and training
- Supporting environmentally sustainable development
- Establishing links with formal education and lifelong learning



**Vocational
education and training**
for inclusive growth in
development cooperation



Human Capital Development



Human capital development high priority. Support through:

- Education reform and VET including budget support (primary, secondary, VET)
- European Training Foundation – Torino process
- Erasmus+ Higher Education and VET
- Support to youth





The European Training Foundation (ETF)

Supporting 29 transition and developing countries develop their human capital through **reforms of education, training, and labour market systems**, in the context of EU external relations policies.

Activities include:

- Skills and employment needs analysis
- System governance, including stakeholder engagement
- Social dialogue and private sector participation
- Qualification systems and quality assurance
- Work-based learning
- Teacher training
- Entrepreneurial learning and core competences, and
- Career guidance



Albania
Algeria
Armenia
Azerbaijan
Belarus
Bosnia and Herzegovina
Egypt
Georgia
Israel
Jordan
Kazakhstan
Kosovo*
Kyrgyzstan
Lebanon
Libya
Moldova
Montenegro
Morocco
North Macedonia
Palestine*
Russia
Serbia
Syria
Tajikistan
Tunisia
Turkey
Turkmenistan
Ukraine
Uzbekistan



Summary recommendations ETF

- Improve the **quality** and **relevance** of VET outcomes for inclusive and innovative economies
- Address the large need for upskilling and reskilling
- Develop skills intelligence systems and consolidate monitoring and evaluation in education as key ingredients of forward-looking education and training policies

[ETF recommendations Torino process – country and regional reports](#)



VET in Jordan Context

- Policies For Human Capital Development in Jordan (ETF A TORINO Assessment Report)
- National Human Resource Development Strategy



Erasmus+ 2021-2027 – Key features

Budget almost doubled compared to the 2014-2020

- Own budget of **26.2 billion €**
- Complemented by **2.2 billion €** from the Neighbourhood, Development and Cooperation Instrument (NDICI) and the Instrument for Pre-Accession (IPA III).

A variety of fields covered

- Higher education
- **Vocational Education and Training**
- Adult Education
- School education
- Youth (non-formal education)
- Sport



Erasmus+ Programme structure

Key Action 1

Mobility of
learners and staff

Key Action 2

Partnerships for
cooperation and
exchange of
practices

Key Action 3

Support to policy
development and
cooperation



Program Countries & Partner Countries



**27 EU
Member
States**

*Iceland,
Liechtenstein,
Norway, Republic of
North Macedonia,
Serbia, Turkey*

Third countries
associated to the
programme

Third countries
non-associated
to the
Programme

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden



*Most other
countries in the
world
Jordan is in R3*



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Capacity Building in VET Objectives and Activities

National Erasmus+ Office – Jordan
December, 2021

Capacity building projects are **international cooperation projects** based on multilateral partnerships between organisations active in the field of VET in:

- EU Member States
- Third countries associated to the Programme
- Third countries not associated to the Programme

They aim to support the

- **Relevance**
- **Accessibility**
- **Responsiveness**

of VET institutions and systems in third countries not associated to the Programme





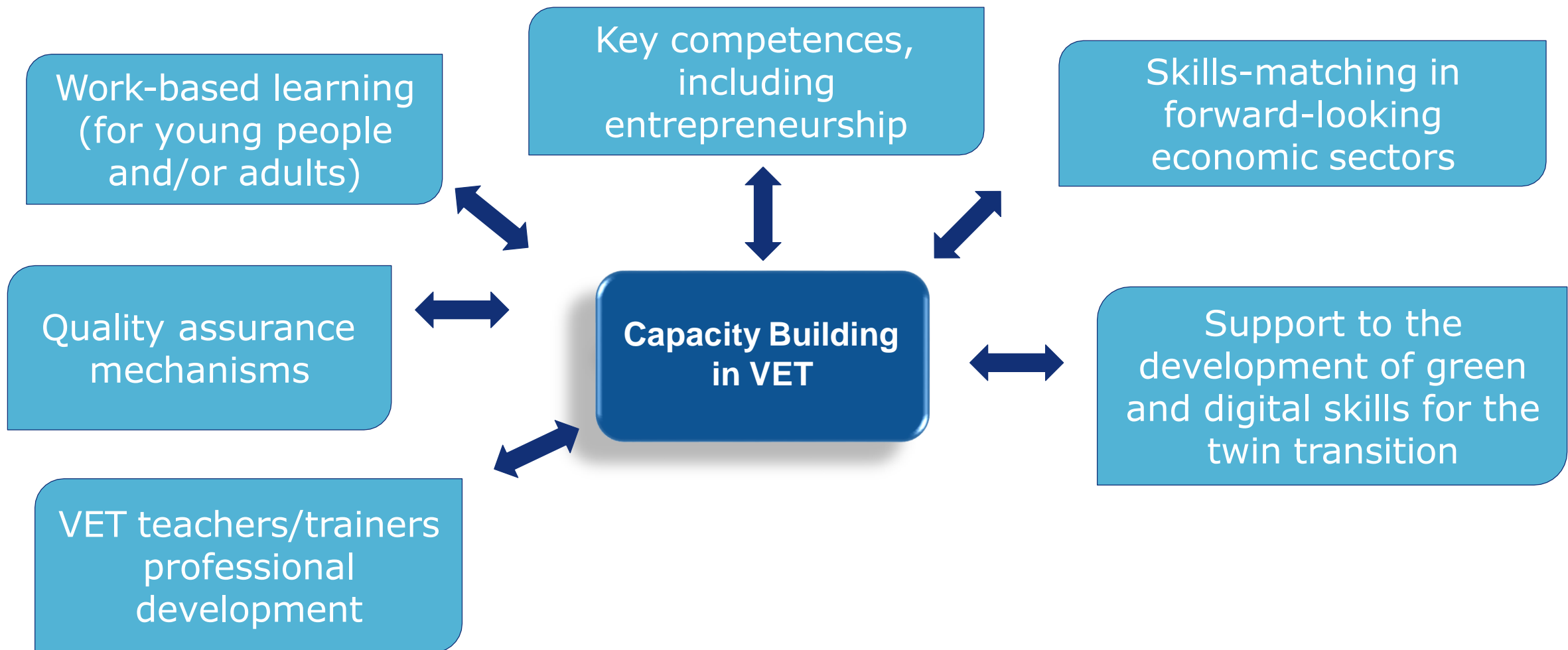
OBJECTIVES



- Reinforce **links between VET system and labour market** so as to better align VET to (emerging) local labour market opportunities
- Increase the links between **VET profiles and local/regional/national strategies and priorities**
- Increase the **capacities of VET providers**, especially in the fields of management, governance, inclusion, quality assurance, innovation and internationalisation
- Support the exposure of **staff, managers, policy makers and senior teachers** to approaches bringing the labour market and VET closer (dual learning, curriculum development with private sector partners...)
- Improve knowledge, technical, managerial and pedagogical **skills of VET teachers and trainers**
- Integrate the **input from teachers/trainers, VET learners and employers**, from private sector in particular, into curriculum, profile and training reform
- Improve the level of competences, skills and employability potential of VET learners by **developing new and innovative VET education programmes**
- Foster **cooperation across different regions** of the world through joint initiatives



THEMATIC AREAS – Focus on one or more





Building and strengthening the capacities of organisations active in the field of VET **principally in the third countries not associated to the Programme covered by the action**

For example:

- Creating and developing **networks and exchanges of good practice** between VET providers
- Creating tools, programmes and other materials to build the **capacity of institutions**
- **Creating mechanisms to involve private sector** (design and delivery of curricula, work-based experience)
- **Developing and transferring pedagogical approaches, teaching and training materials and methods**, including work based learning, virtual mobility, open educational resources and better exploitation of the ICT potential
- Developing and implementing international (virtual) **exchange activities for staff** primarily



In case learner and staff mobility activities are proposed, these should contribute directly to the objectives of the project



Applicants are encouraged to take into account



Inclusion and diversity

Reaching out to all participants and fostering inclusive approaches for mobility and cooperation activities



Green

Building up knowledge on sustainability and climate action and promote the use of green travel



Digital

Developing accessible and high-quality digital learning and foster digital capacities



Active participation

Enhancing participation in democratic life and civic engagement



REGIONS COVERED

- Western Balkans (Region 1)
- Neighbourhood East (Region 2)
- **South-Mediterranean countries (Region 3)**
- Russian Federation (Region 4)
- Sub-Saharan Africa (Region 9)
- Latin America (Region 10)
- Caribbean (Region 11)





INDICATIVE BUDGET



Region	Indicative budget in EUR
Western Balkans (Region 1)	7 701 141
Neighbourhood East (Region 2), except Belarus	2 484 035
South-Mediterranean countries (Region 3)	4 140 058
Russian Federation (Region 4)	1 242 017
Sub-Saharan Africa (Region 9)	8 573 369
Latin America (Region 10)	2 070 029
Caribbean (Region 11)	310 504
Total	26 521 153



If the applications involve ETF (European Training Foundation) countries*, priority will be given to those project proposals that show evidence of responding to ETF recommendations under the Torino process (TRP)**

For the countries where a respective ETF TRP country assessment report is not available for the current TRP round 2019-2021 (i.e. Algeria, Egypt, Israel and Morocco), projects shall refer to the ETF recommendations of the relevant TRP report for the Southern and Eastern Mediterranean region

**Except Belarus and Central Asia countries that are not eligible under this action, as well as Libya, Syria and Russia that are not covered by the concerned TRP reports*

***The Torino Process (TRP) is a participatory process leading to an evidence-based analysis of the vocational education and training (VET) policies in a country. Introduced in 2010 and carried out every two years, the Torino Process provides a snapshot of the state of development of VET systems in the ETF's partner countries, an overview of progress made and priorities for the future*





- Tighter **links between VET system and its labour market**
- Improved links between **VET profiles and local/regional/national strategies** and priorities
- Improved **capacities of VET** providers especially in the fields of management, governance, inclusion, quality assurance, innovation and internationalization
- **Increased exposure of staff**, managers, policy makers and senior teachers to approaches bringing the labour market and VET closer
- Improved knowledge, technical, managerial and pedagogical **skills of VET teachers** and trainers
- **Better input of teachers/trainers, VET learners and employers** into curriculum, profile design and training reform
- Improved level of competences, skills and employability **potential of VET learners**
- Increased **cooperation** across different regions
- Development of competences regarding **environmental sustainability**
- Improved **digital skills** and competences of the target public
- Increased **social and intercultural competences**



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Capacity Building in VET: Eligibility, Admissibility, Exclusion and Selection Criteria

National Erasmus+ Office – Jordan
December, 2021



- Role of participating organisation
- Who can apply/participate?
- Types of organisations
- Eligible countries and minimum requirements
- Duration of the project
- Where to apply?
- Deadline



What is the role of participating organisations (1)

The transnational partnership shall be made of 4 different roles (2 compulsory and 2 optional):

- **Applicant (compulsory)** - a participating organisation that submits the project proposal on behalf of all the partners
- **Full Partners (compulsory)** participating organisations which contribute actively to the accomplishment of the project



What is the role of participating organisations (2)

- **Affiliated entities (optional):** organisations which contribute to the achievement of project objectives and activities. **They are not counted for the minimum number of partners and partnership composition.** *They are receiving a grant and **are** listed in the financial table (budget)*
- **Associated partners (optional):** organisations which contribute to the implementation of specific activities of the project (i.e promotion and sustainability of the project). **They are not counted for the minimum number of partners and partnership composition.** *They are **not** receiving a grant and are **not** listed in the financial table (budget)*



Who can apply?

*Any public or private organisation
active in VET field and legally
established in an EU Member State or
third country associated to the
Programme*



Who can participate?

*Any public or private **VET provider** or **organisation active in VET or in the labour market** and legally established in an EU Member State or eligible third country associated to the Programme or in an **eligible third country not associated to the Programme***

*Associated partner (from eligible countries): Any public or private **organisation contributing to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project***




What types of organisations can participate?

Non-exhaustive list (*part C of the application form*):

- VET Providers
- Schools/institute/educational center providing Vocational training (secondary/tertiary level)
- Companies, industry or sector representative organisations
- Public bodies at local, regional or national level



Eligible countries to apply/participate

APPLICANT	PARTICIPANT
<p data-bbox="481 589 996 634">EU Member States (27)</p>  <p data-bbox="715 776 759 821">+</p> <p data-bbox="364 851 1116 953">Third countries associated to the Programme</p> <p data-bbox="580 968 945 1296">Iceland Liechtenstein Norway North Macedonia Serbia Turkey</p>	<p data-bbox="1561 589 2076 634">EU Member States (27)</p> <p data-bbox="1755 672 1798 716">+</p> <p data-bbox="1403 746 2155 849">Third countries associated to the Programme (6)</p> <p data-bbox="1755 889 1798 933">+</p> <p data-bbox="1360 963 2198 1066">Third countries not associated to the Programme</p> <p data-bbox="1274 1080 2288 1239">in Regions 1, 2, 3, 4, 9, 10 and 11 (see section eligible countries in Part A of the E+ Programme Guide)</p>



Minimum requirements to participate

	At least 4 organisations	From minimum 3 countries
Scenario 1	2 organisations + 2 organisations	1 EU MS + 1 Third country associated to the Programme 1 eligible Third country not associated to the Programme
Scenario 2	2 organisations + 2 organisations	2 EU MS + 1 eligible Third country not associated to the Programme
Scenario 3	2 organisations + 2 organisations	2 Third countries associated to the Programme + 1 eligible Third country not associated to the Programme
NOT POSSIBLE	N° of organisations from EU MS and Third countries associated to the Programme > N° of organisations from eligible Third country not associated to the Programme Ex: 3 organisations from EU MS + 2 organisations from Third countries not associated to the Programme	



Duration

1 or 2 or 3 years



Budget

**Total EU grant per
project: from
100.000 € to
400.000 €**

**Total EU grant for all
projects:
26 521 153 €**



Where to apply

**[Funding and Tenders
opportunities portal](#)**

**Call ID: ERASMUS-
EDU-2022-CB-VET**



Deadline

**31 March 2022 at
17:00:00**
(Brussels time - CET)

Venues of the activities: The activities must take place in the countries of the participating organisations except seats of EU institutions, sharing and promotion of results and duly justified cases

Financial mechanism: Lump sums Type II



Admissibility Criteria

- ✓ Applications must be submitted electronically via the Funding & Tenders Portal Electronic Submission System no later than **31/03/2022** – 5.00 pm (Brussels time, CET)
- ✓ Using the forms provided by the Submission system
- ✓ Page limit (*read instructions in part B of an Application form and Programme Guide, part C “Admissibility criteria)* – maximum **70 pages** (part B)
- ✓ The applications must be readable and accessible
- ✓ Applications must be complete containing all parts and mandatory annexes
- ✓ Only clerical errors can be corrected after the submission deadline upon request of the Agency





Exclusion situations linked to legal issues

Fields to **tick in application form +
declaration on honour** if selected





OPERATIONAL CAPACITY

*Appropriate professional competencies
and qualifications*

FINANCIAL CAPACITY

Stable and sufficient sources of funding

Does not apply to
public
organisations

Insert in **Part B of application form**:

- Description of relevant skills and experience of project staff (no CVs)
- Description of the consortium participants
- List of previous and running EU-funded projects

Provide **upon request** and upload in Funding and Tender Opportunities portal:

- Profit and loss account
- Balance sheet
- Other documents if requested



TIPS

- Do not wait until the **last hour/day** to submit your application
- Make sure you read **all parts of the Programme Guide**
- Make sure you apply under the correct Call ID (**ERASMUS-EDU-2022-CB-VET**)
- Make sure you include the right **number and profile of participating organisations**





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Building in VET Award Criteria

National Erasmus+ Office – Jordan
December, 2021



Scoring system and award criteria

Criteria	Maximum points	Minimum pass points
Relevance of the project	30	15
Quality of the project design and implementation	30	15
Quality of the partnership and the cooperation arrangements	20	10
Impact	20	10
<p>Total score: Maximum 100 points To be considered for funding:</p> <ol style="list-style-type: none">1. Minimum total score 60 points AND2. Minimum pass points		



Relevance

- Relevance to objectives and thematic areas
- The extent to which the proposal addresses:
 - Geographical targets
 - Regional and cross-cutting priorities
 - Local context
 - Objectives of the action realistic
 - Innovativeness and/or complementarity
 - Capacity building
 - Strategies of VET providers and countries
 - Horizontal aspects



AWARD CRITERIA

<p>Relevance of the project (maximum score 30 points)</p>	<ul style="list-style-type: none"> ▪ The relevance of the proposal to the objectives and thematic areas of the action. ▪ The extent to which: <ul style="list-style-type: none"> - the proposal addresses the geographical targets of the action; - the proposal addresses the regional and cross-cutting priorities of the third countries not associated to the Programme involved; - the proposal is feasible in the local context of the targeted country(/ies); - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups; - the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; - the capacity building activities are clearly defined and aim at reinforcing the capacities of the participating organisations; - the activities inscribe themselves in the development strategies of the targeted VET providers and support strategies at country level, including a greater attention to employability, inclusion, diversity and socio-economically disadvantaged participants where relevant; - the horizontal aspects of the Programme are taken into consideration.
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Quality of the project design and implementation

- Quality of the work programme
- Appropriateness and quality of the methodology proposed for addressing the needs
- Innovative nature
- Consistency between project objectives and activities proposed
- Quality and effectiveness of the work plan
- Quality of the non-formal learning methods proposed
- Quality of arrangements for the selection of participants in relation to inclusion and diversity objectives
- Quality of recognition and validation of participants' learning outcomes
- Quality control measures to ensure that the project implementation is of high quality
- Cost-effectiveness and allocation of appropriate resources
- The appropriateness of measures for selecting and/or involving participants in mobility





Quality of the partnership and the cooperation arrangements

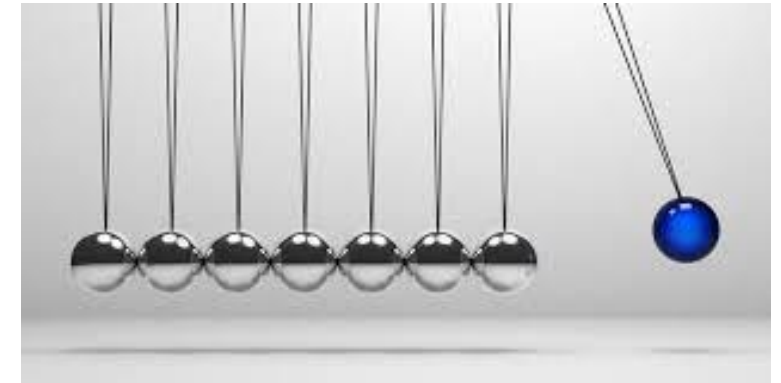
- The extent to which:
 - ✓ appropriate mix of complementary participating organisations with the necessary profile, experience and expertise exists
 - ✓ the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all
- The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders





Impact

- Quality of measures for evaluating the outcomes of the project
- Potential impact of the project:
 - ✓ on participants and participating organisations, during and after the project lifetime
 - ✓ outside the organisations and individuals directly participating in the project, at local, regional, national and/or international levels
- Quality of the dissemination plan
- Results freely available and promoted through open licenses *
(see also pages 14, 410 and 411 of the Programme Guide)
- Quality of the plans for ensuring the sustainability of the project

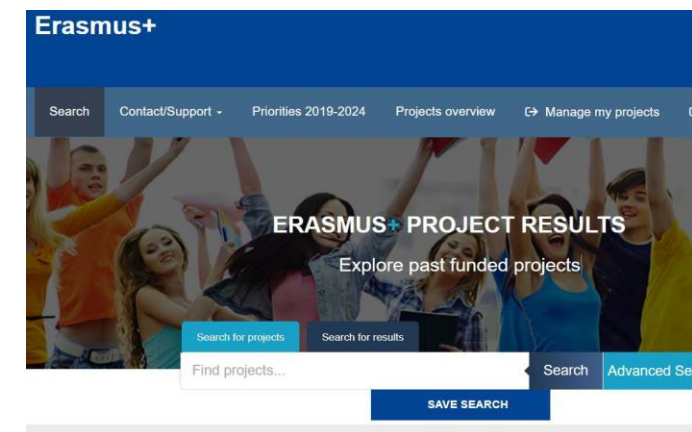


As a general rule, and within the limits of existing national and European legal frameworks, results should be made available as open educational resources (OER) as well as on relevant professional, sectorial or competent authorities' platforms. The proposal will describe how data, materials, documents and audio-visual and social media activity produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations.



Tips

- **Consider** the main aim of this action
- **Understand** the situation of partners from third countries not associated to the Programme and base your reflection on a good knowledge of their VET reality
- **Download the template of part B (Technical description)** of the application form **today**. Read it and when filling it in, have next to you the Programme Guide
- **Answer in part B of the application form to all points listed under each Award criterion in the Programme Guide (pages 314-315)**
- **Explore already funded projects** – e.g. in the [Erasmus+ project results platform](#)
 - **Consult** this section “*Setting up a project*” when drafting your application (page 310-311 of the Programme Guide):
 1. Project identification.
 2. Preparation, design and planning.
 3. Implementation and monitoring.
 4. Review and impact





Tips – application should be:

- Coherent** in its entirety; avoid contradictions, avoid "patchwork"
- Concrete:** use examples, justify your statements, bring evidence
- Clear:** follow the questions and answer them in the right order
- Simple language:** also complex subjects can be explained in a plain language. Keep sentences short
- Explicit:** do not take anything for granted; avoid abbreviations or explain them the 1st time
- Rigorous:** the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
- Focused:** stick to what is asked
- Complete:** ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements





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Capacity Building in VET: Application form and submission procedure

National Erasmus+ Office – Jordan
December, 2021



Application Form and Submission

- Application form
- Funding & tender opportunities portal
- How to participate - creating and submitting proposal
- Useful information
- Tips



1. eForm (Part A)

Structured Administrative Forms with data on

- Participants
- Legal declarations
- Contact persons
- Programme priorities and requested grant

2. eForm (Part C)

Choose:

- Thematic areas
- Horizontal aspects
- Type of organisation
- Partnership composition

3. Part B documents (attached to eForm)

1. Technical description
2. Estimated budget of the proposal



Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII)



Tpl_Detailed Budget Table (ERASMUS LSII)



Application Form: Overview - 2



Progress bar: Login ✓, Topic selection ✓, Create proposal ✓, Participants ✓, Proposal forms (active), Submit

Proposal forms

TEST MODE

Deadline
31 March 2022 17:00:00 Brussels Local Time

Administrative forms (Part A)

Part B and Annexes

Call data:
Call: ERASMUS-EDU-2022-CB-VET
Topic: ERASMUS-EDU-2022-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Proposal data:
Acronym: aaa
Draft ID: SEP-210815451

Buttons: Edit forms, Edit Part C, View history, Print preview, Upload, Submit, BACK TO PARTICIPANTS LIST, VALIDATE

Annotations: A (Administrative forms), B (Download Part B templates), C (Edit Part C)

Application Form

Part B – Technical Description

- Template to be downloaded by the applicant in the submission system
- Completed form to be uploaded in **pdf format**
- Follow the instructions including character and page limits (page 2 of the template)
- Maximum **70 pages**, excess pages will not be readable
- Includes sections corresponding to the **4 Award Criteria and a section on Work Plan**
- List of **previous projects** to be filled at the end of the form

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Application form

Part B -Detailed budget table

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES	Add a Beneficiary
BE 001	Beneficiary 1			Remove this Beneficiary	Add an Affiliated Entity
BE 002	Beneficiary 2			Remove this Beneficiary	Add an Affiliated Entity
BE 003	Beneficiary 3			Remove this Beneficiary	Add an Affiliated Entity
BE 004	Beneficiary 4			Remove this Beneficiary	Add an Affiliated Entity

- Fill in the budget of the proposal
- Use templates that are downloaded from the submission system
- Completed table to be uploaded to the submission system in the format indicated in the instructions on the Budget Table

Application form

Part C

- *Thematic area/s* you must address
- *Horizontal aspect/s* if you address it/them
- *Applicant* – see the eligibility requirements
- *Types of organisation* (select one from several options) Erasmus + Programme types of organisations
- *Partnership* (select one from 3 options) by their role in the project (eligibility requirements of your action)



VET provider
Other public or private organisation active in the field of VET and in the labour market
Associated partner from the public or private sector contributing to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project

Types of Organisations

Number	Name	PIC Number (if available)	Type of organisation	Partnership
--------	------	---------------------------	----------------------	-------------

Thematic area

You should tick on one or more of the following themes the application is focused on:

- work-based learning
- Quality assurance mechanisms
- VET teachers/trainers professional development
- Key competences, including entrepreneurship
- Skills-matching in forward-looking economic sectors
- Support to the development of green and digital skills for the twin transition

Please select minimum 1 option(s)

Horizontal aspect

Applicants are encouraged to take these Horizontal aspects into account when designing their project. Tick one or more options if relevant:

- Inclusion and diversity
- Environmental sustainability
- Digital dimension
- Common values, civic engagement and participation

Applicant

I confirm the applicant organisation is a public or private organisation active in the VET field and legally established in an EU Member State or eligible third country associated to the Programme.

This is a mandatory field.

Configuration Info

Validation Summary



1

European Commission | Single Electronic Data Interchange Area (SEPIA)

Funding & tender opportunities

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

5

English

Register Login

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

2

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)	Customs Programme (CUST)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Parliament (EP)	European Solidarity Corps	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)
European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Fiscalis Programme (FISC)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)
Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Protection of the Euro against Counterfeiting Programme (PERICLES)	Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)
Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)				

Show all

3

4

How to participate in 5 steps

1 Find an opportunity

2 Find partner(s)

3 Create an account

4 Register your organisation

5 Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities.

Learn more

News

25 May, 2021

Webinar 'The Funding & Tenders Portal for beginners', 27 May 2021, 10.00 CEST

The Funding & Tenders Portal is the single gateway for participants in many EU funding programmes and procurement actions. This webinar is addressed in the ...

20 May, 2021

Webinar "All you need to know on D&E under Horizon Europe", 9 June 2021; 9:30 CEST

Are you planning to apply for a Horizon Europe call? Don't forget to prepare your Dissemination & Exploitation (D&E) section under the impact! In order ...

19 May, 2021

Webinar addressed to providers of Certificates on Financial Statements in Horizon 2020 grants

A recorded webinar about Certificates on Financial Statements (CFS) for Horizon 2020 grants is now available on the Funding & Tenders Portal. The purpose of...

All news >

Useful links

Calls for tenders on Ted

Overview of all EU funding opportunities

Access to publications and data on OpenAire

Apply for EU loans & venture capital

Find funding in the EU Macro-Regions



How to access your call submission area - 1



1

- SEARCH FUNDING & TENDERS
- HOW TO PARTICIPATE
- PROJECTS & RESULTS
- WORK AS AN EXPERT
- SUPPORT

Capacity Building in the field of Vocational Education and Training (VET)

TOPIC ID: ERASMUS-EDU-2022-CB-VET

Grant

2

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Go back to search results

3

General information

Programme **Erasmus+ Programme (ERASMUS)** Work programme part **ERASMUS-2022**

Call	Work programme year	
Capacity building in the field of Vocational Education and Training (VET) (ERASMUS-EDU-2022-CB-VET)	ERASMUS-2022	
Type of action	Type of MGA	
ERASMUS-LS ERASMUS Lump Sum Grants	ERASMUS Lump Sum Grant [ERASMUS-AG-LS]	
Deadline model	Planned opening date	Deadline date
single-stage	25 November 2021	31 March 2022 17:00:00 Brussels time

See budget overview

Forthcoming

Topic description

Scope:

Funding & tender opportunities portal (FTOP)



← → ↻ 🏠 🔒 <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erasmus-edu-2022-cb-v>

General information

Topic description

Conditions and documents

Partner search

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Get support

Call information

🏠 Go back to search results

Topic conditions and documents

- 1. Eligible countries:** as described in the Call document.
Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)
- 2. Eligibility and admissibility conditions:** as described in the Call document.
Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)
Proposal page limits and layout: Please refer to Part B of the standard proposal template.
 - maximum **Part B of proposal template – maximum 70 pages**
- 3. Evaluation**
Evaluation criteria, scoring, threshold and process are described in the Call document.
Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)
- 4. Indicative timetable for evaluation and grant agreement:** as described in the Call document. Erasmus+ Programme Guide is available in all official EU languages (see PDF versions).
Publication of the call: 24/11/2021
Deadline for submitting applications: 31/3/2022 17:00 (Brussels Time)
Evaluation period: April - August 2022
Information to applicants: September 2022
Signature of grant agreement: December 2022
- 5. Proposal templates, guidance and model grant agreements (MGA):**
 - Standard proposal template
 - Call document - Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)
 - Guide for applicants
 - Mono/Multi-beneficiary Model Grant Agreement

Part B of proposal template – maximum 70 pages

**Standard proposal template -
For information only**



How to access your call submission area - 2

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of action** confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals p

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

[Start submission](#)

[Need help?](#)



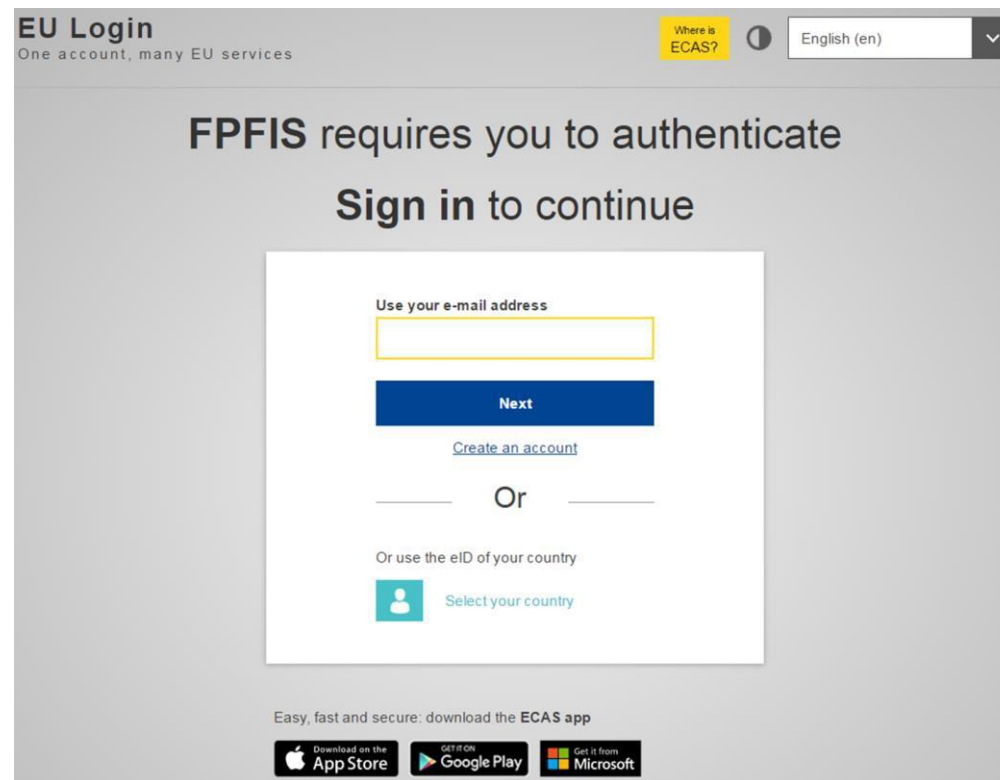
Before creating your proposal

You will need the following:

1. To have a **valid EU Login account**. If you do not have EU Login you can create it [here](#)
2. Your organisation must have a **9-digit PIC** (Participant Identification Code)

If your organization is not registered in the Participant Register you can register it at:

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



EU Login
One account, many EU services

Where is ECAS? English (en)

FPFIS requires you to authenticate
Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country
Select your country

Easy, fast and secure: download the ECAS app

Download on the App Store GET IT ON Google Play Get it from Microsoft



Start your proposal

Create proposal

Deadline

31 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-CB-VET

Topic: ERASMUS-EDU-2022-CB-VET

Type of action: ERASMUS-LS

Type of MGA: ERASMUS-AG-LS



Topic and type of action can only be changed by creating a new proposal.

Download Part B templates



Download part B templates

Support & Helpdesk



Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Find your organisation

PIC Short name

Search for your organisation

Organisations you have been previously associated with. (Click to select)

- As the first step you need to enter PIC of your organisation in the dedicated box
- Please check first if your organisation already has a PIC



Finding PIC

Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC

 147

<p>PIC: 901482014 ULB Coopération Avenue F.D. Roosevelt 50 Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 999986290 ULB AVENUE FRANKLIN ROOSEVELT 50 BRUXELLES, BE VAT: BE0407626464 Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 907953660 ULB COOPERATION Avenue F.D. Roosevelt 50 BRUXELLES, BE VAT: BE0407626464 Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
<p>PIC: 922241857 Bureau des étudiants de la faculté de philosophie et sciences sociales de l'ULB Avenue Paul Héger Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 937496562 CEFES-ULB 50 Av. Fr. Roosevelt Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 899373719 HOPITAL ERASME - CLINIQUES UNIVERSITAIRES DE BRUXELLES 808 ROUTE DE LENNIK BRUXELLES, BE VAT: BE0941792893 Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
<p>PIC: 901330500 Specque ULB Avenue Franklin Roosevelt 39 Ixelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 905956818 ULB LIMITED 75 Camelot House Camden Park Road London, UK Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 940211786 BEST Brussels ULB Av. F.D. Roosevelt Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>

More results were found

To register your organisation for a Participant Identification Code (PIC) [Click here](#)

- Enter the name of your organisation to see if it already has a PIC
- If not, create one [here](#)
- PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement



Create your proposal

📅
Deadline
 31 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-CB-VET
 Topic: ERASMUS-EDU-2022-CB-VET
 Type of action: ERASMUS-LS
 Type of MGA: ERASMUS-AG-LS

⚠️ Topic and type of action can only be changed by creating a new proposal.

Download Part B templates

↓ Download part B templates

Support & Helpdesk

📖 Online Manual

📄 IT How To

✉️ IT Helpdesk

❓ FAQ

Service Desk:

✉️ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
 ☎️ +32 2 29 92222

Find your organisation

PIC Short name

Search for your organisation

Organisations you have been previously associated with. (Click to select)

PIC: 923131832
 Aero LTD
 MaartStreet 12
 Almere,US
 VAT: 125648321

Your role

Please indicate your role in this proposal

Main contact
 Contact person

Your proposal

Please choose an acronym for your proposal.
 It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

- Indicate your role in the application process
- Main contact: Proposal coordinator (mandatory)
- Contact person: role delegated by the main contact (optional)



Create your proposal - 2

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:
 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
 +32 2 29 92222

Your role

Please indicate your role in this proposal

Main contact

Contact person

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

SAVE AND GO TO NEXT STEP

- Fill in the acronym of your project
- Include a summary of your proposal and move to 'Save and go to next step'



HOW TO PARTICIPATE



Access different parts of your proposal

Progress bar: Login ✓, Topic selection ✓, Create proposal ✓, Participants ✓, Proposal forms (active), Submit

Proposal forms

TEST MODE

Deadline
31 March 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-CB-VET
Topic: ERASMUS-EDU-2022-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

⚠️ Topic and type of action can only be changed by creating a new proposal.

Proposal data:
Acronym: aaa
Draft ID: SEP-210815451

Administrative forms (Part A)

1 Edit forms **2** Edit Part C View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B **3** Upload

Detailed Budget Table **3** Upload

4 < BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Download Part B templates

Download part B templates



HOW TO PARTICIPATE



Edit part A of your proposal

< Proposal forms Table of contents General Information >

Application forms [Table Of Contents](#) [Save](#) [Save&Close](#)

Call: ERASMUS-EDU-2022-CB-VET
(Capacity building in the field of Vocational Education and Training (VET))

Topic: ERASMUS-EDU-2022-CB-VET

Type of Action: ERASMUS-LS

Proposal number: 210806920

Proposal acronym: aaaaaaaaaaaaaaaaaaaaa

Type of Model Grant Agreement: ERASMUS Lump Sum Grant t

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

[How to fill in the forms](#)

- Fill in the eForm (Part A)
- Click on 'Table of Contents' to see the parts that you need to complete
- Go to 'Proposal forms' to return to previous step
- Save every time before closing part of your proposal



Add your partners

Progress bar: Login (checked), Topic selection (checked), Create proposal (checked), Participants (checked), Proposal forms (active), Submit (unchecked)

Proposal forms

Deadline
31 March 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-CB-VET
Topic: ERASMUS-EDU-2022-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Topic and type of action can only be changed by creating a new proposal.

Proposal data:
Acronym: aaa
Draft ID: SEP-210815451

Download Part B templates
Download part B templates

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)
Edit forms | Edit Part C | View history | Print preview

Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B	Upload
Detailed Budget Table	Upload

Navigation: [← BACK TO PARTICIPANTS LIST](#) | **VALIDATE** | **SUBMIT**



Add your partners - 2

Participants

Deadline
31 March 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-CB-VET
Topic: ERASMUS-EDU-2022-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Topic and type of action can only be changed by creating a new proposal.

Download Part B templates
Download part B templates

In this step you as coordinator should manage and review the participants of your proposal.
Only you as coordinator can edit the elements on this screen.
Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

Coordinator Add Affiliated entity

1 SME Test [Redacted] Contacts: 0 Add contact +

SME Test
Brussels, BE
PIC: 892863661

Change organisation Contact organisation

Vytaute EZERSKIENE - Main contact

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

- All partners must have PIC (not validated PIC is acceptable for submission of proposal)
- Add partners - full partners (and affiliated entity/ies and /or associated partner/s if relevant)
- Affiliated entities - their link to full partners is defined in Part A



HOW TO PARTICIPATE



How to access your draft proposal

The screenshot shows the 'Funding & tender opportunities' portal. At the top right, a user profile is visible with the text 'Welcome User' and a language selector 'EN'. A navigation menu on the left includes 'Manage my area', 'My Organisation(s)', 'Grants', 'My Proposal(s)', and 'My Formal Notification(s)'. The main content area is titled 'My Proposal(s)' and displays a table of proposals. The table has columns for Programme, Call, Funding Scheme, Proposal ID, Acronym, Status, Remaining Time, Closure Date, and Actions. One proposal is highlighted in blue, showing details for ERASMUS-EDU-2022-CB-VET.

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
ERASMUS2027	ERASMUS-EDU-2022-CB-VET	ERASMUS-LS	SEP-210754086	new test	Draft	99	31/03/2022	Actions



HOW TO PARTICIPATE



Validate and submit proposal

Deadline
31 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-CB-VET
Topic: ERASMUS-EDU-2022-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Warning: Topic and type of action can only be changed by creating a new proposal.

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual | IT How To

IT Helpdesk | FAQ

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

Edit forms | Edit Part C | View history | Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B Technical Annex | Upload

← BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

- When you are ready, you can validate and submit
- While the call remains open you can always update your proposal and submit again
- You can access numerous support resources



Useful links



- **Recording and presentations** of Info-session on Capacity building in the field of Vocational Education and Training 8/12/2021: https://www.eacea.ec.europa.eu/news-events/events/online-info-session-8-december-2021-new-action-capacity-building-field-vocational-education-and_en
- **Capacity Building in the field of Vocational Education and Training (VET) in FTOP- Funding & tenders (europa.eu) + Standard proposal template (part A and B) + budget table + model grant agreement**
- **Programme Guide** <https://erasmus-plus.ec.europa.eu/document/erasmus-programme-guide-2022> (pages 309-316 in ENG version)
- **How to participate:** <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>
- FTOP online manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual> + [Online manual](#) (pdf version)
- FTOP support section: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- The Funding & Tenders Opportunities Portal for beginners (webinar recording) <https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm>
- **Short guide on submission system** <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Submission+system>
- Video tutorials https://www.eacea.ec.europa.eu/grants/how-get-grant_en



- Part A: Requested Grant Amount in part A has to correspond to the requested EU contribution in the Budget Table (cannot be higher than € 400 000 in total)
- Part B:

It is a template. Verify which parts you have to fill in:

- n/a prefixed lump sum (**must be completed**)
- n/a Lump Sum Grants (**don't complete**)
- 5.1 Ethics and 5.2 Security (**don't complete**)

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*

Overview of Work Packages/ *(n/a for Lump Sum Grants)*

Fill in part B based on information in Programme Guide:

- **Address each guiding point in the Programme Guide under the 4 award criteria**
- At least 3 Work Packages
- Financial support to third parties not eligible



Address each guiding point in the Programme Guide under the 4 award criteria

Part B

Erasmus+ Programme Guide

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Relevance'.

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call (if applicable)?

Insert text



AWARD CRITERIA

Relevance of the project (maximum score 30 points)	<ul style="list-style-type: none"> ▪ The relevance of the proposal to the objectives and thematic areas of the action. ▪ The extent to which: <ul style="list-style-type: none"> - the proposal addresses the geographical targets of the action; - the proposal addresses the regional and cross-cutting priorities of the third countries not associated to the Programme involved; - the proposal is feasible in the local context of the targeted country(/ies); - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups; - the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; - the capacity building activities are clearly defined and aim at reinforcing the capacities of the participating organisations; - the activities inscribe themselves in the development strategies of the targeted VET providers and support strategies at country level, including a greater attention to employability, inclusion, diversity and socio-economically disadvantaged participants where relevant; - the horizontal aspects of the Programme are taken into consideration.
---	--



- **Partners have to be relevant for your proposal and correspond to the Call requirements.** All participating organisations must have PIC (not validated is fine at application level)
- Ensure that **Part B – Technical Description is not longer than 70 pages** as the text on excess pages will not be visible to evaluators
- Check in advance **recommended system configuration**
- Validate and **submit the form well in advance (at least 48 hours before deadline).** You will be able to update your proposal until the call closure and submit updated version





Funded by the
Erasmus+ Programme
of the European Union



LEAR (legal entity appointed representative)

Programming period 2021-2027



LEAR (legal entity appointed representative)

- To participate, your organisation will need to have a LEAR (legal entity appointed representative).
- For organisations (not individuals), the LEAR is a person formally appointed by the legal representative of the organisation to perform certain tasks on behalf of their organisation.



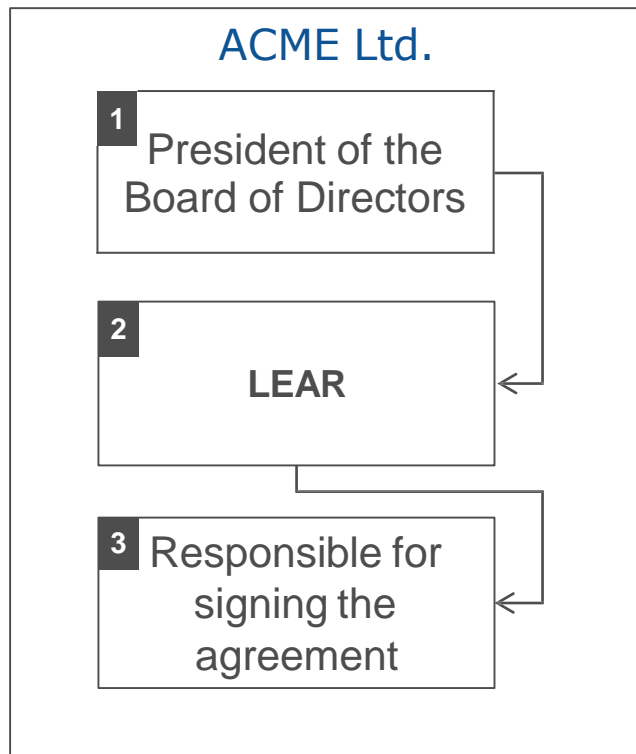
LEAR (legal entity appointed representative)

- The LEAR role is key. The LEAR is formally nominated to manage your organisation's use of the Portal and thus bears the final responsibility for all your actions in the Portal. Once validated, the LEAR will be responsible for:
 - keeping an overview of all the proposals/projects/contracts your organisation is involved in;
 - managing all the legal and financial information about your organization;
 - managing the access rights at organisation-level (and read-only access at project-level);
 - appointing the persons which will be able to electronically sign grants/contracts (Legal Signatories — LSIGNs) and cost claims/invoices (Financial Signatories — FSIGNs).



LEAR (legal entity appointed representative)

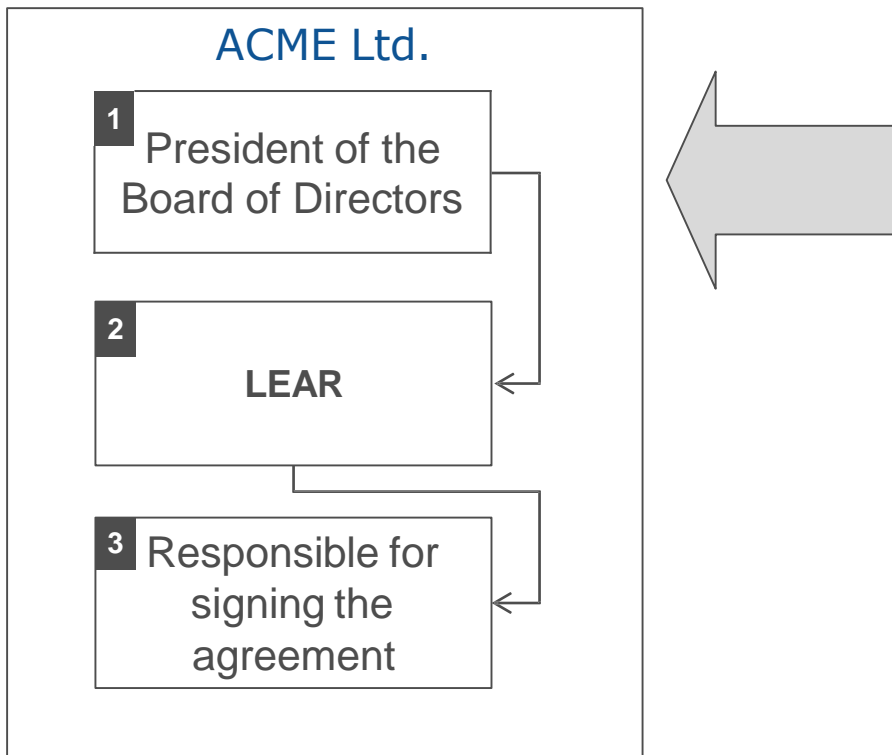
The LEAR allocates the role(s) of who signs the agreement in the system.



- 1** I, in my capacity as *President of the Board of Directors* and authorised to legally represent my organisation, **have appointed** as our legal entity appointed representative (LEAR) Ms XXXX
- 2** Ms XXXX enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation.
- 3** Finally, this is the person who ultimately signs the Agreement.



LEAR (legal entity appointed representative)



- **This is the most difficult** person to identify. He or she will be scrutinised to check whether he or she can indeed represent the organisation.
- Official documents will have to be provided to the European Commission's validation authority for verification.

Often, however, the same person has the 3 roles.



LEAR (legal entity appointed representative)

- You can find full details on appointing and validating the LEAR in the F&TP online manual [here: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation](https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation)

The screenshot shows a web interface for the online manual. On the left is a navigation menu with the following items: Online Manual, My Area — User account and roles, Participant Register — Register your organisation (expanded), Registration and validation of your organisation, LEAR appointment and validation (highlighted), Bank account registration and validation, Financial capacity assessment, Data updates, Complaints about validation, Grants, Procurement, Prizes, Financial instruments, Working as an expert, and Help. The main content area has a breadcrumb trail: Online Manual / Participant Register — Register your organisation. Below this is the title 'LEAR appointment and validation'. A process flow diagram consists of three main steps in chevron-shaped boxes: 'Registration of your organisation', 'Validation of your organisation', and 'LEAR appointment'. The 'LEAR appointment' box is dark blue and contains two sub-steps: 'Financial capacity assessment' and 'Data updates'. Below the 'Validation of your organisation' box is a separate chevron box for 'Bank account registration'. To the right of the 'LEAR appointment' box is a separate box for 'Complaints about validation'. At the bottom, a text box titled 'LEAR appointment and validation' contains the text: 'Parallel to the validation of your organisation, you will be requested by the Central Validation Service to appoint your **Legal Entity Appointed Representative (LEAR)**.'



Useful links

- [F&TP online manual: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual](https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual)
- [How to participate: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1)
- [F&TP support section: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support)
- EACEA website 'How to get a grant':
https://www.eacea.ec.europa.eu/grants/how-get-grant_en



Funded by the
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of the European Union

Partner search tool



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



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Capacity Building in VET: Funding Mechanism (Lump Sum II)

National Erasmus+ Office – Jordan
December, 2021



- **Simplification – Lump sum system** focuses on **performance, content and quality of the project** (implemented activities, deliverables = work packages) and not on detailed financial reporting. Several categories of budget are converted into a **simple lump sum amount** (fixed amount) **per work package and per partner**
- **Budget** - based on **work packages (WP)**

A work package:

- Is a major sub-division of the project
- Having objectives, milestones and activities
- Having multiple deliverables

A work package is NOT:

- A single activity (e.g. conference)
- Period of time (e.g. first half year of your project)

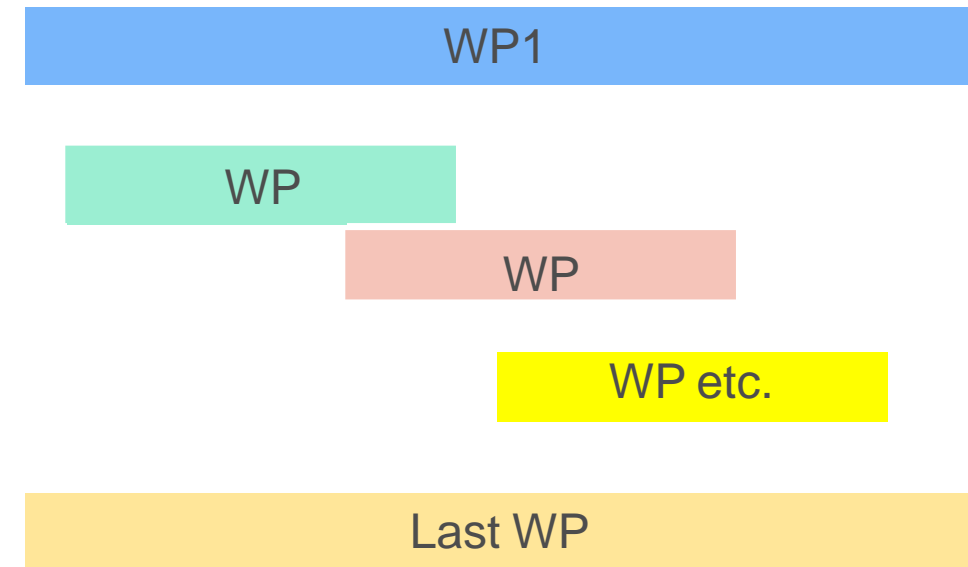




Number and type of work packages (WPs)

(see part B, section 4.2. Work packages and activities):

- Minimum 3 and maximum should be manageable (e.g.10)
- Minimum number + type:
 - 1 - WP1 “Management and coordination activities”
 - 2 - WP/s “Project activities”
 - *Training, organisation of events, preparation and implementation, quality assurance, mobility, etc.*
 - 3 - last WP “Impact and dissemination”





- **Evaluators:**

- Assess budget "*The extent to which the project is cost-effective and allocates appropriate resources to each activity*"
- Recommendations on budget (if need be) to Evaluation Committee

- **New** - During the **application assessment**, budget may be **confirmed or modified**:

- **Ineligible** costs will be removed
(outside eligibility period, activities already implemented, non eligible partnership, etc.)
- **Inflated costs** will be reduced



- Budget/EU grant **fixed** during preparation of Grant Agreement. The amounts per partner per each WP will be **displayed in your Grant Agreement** (*indicative date December 2022*)

Assessment at **FINAL reporting** stage focused on delivery and completion of WPs (work packages).
If you manage to **implement a WP**, you will receive the corresponding **amount**





Payments of an EU grant

	First pre-financing	Second pre-financing	Balance payment
Duration	Beginning of a project	Mid-term of a project (Progress report)	End of a project (Final report)
1 year	80%	na	20%
2 or 3 years	40%	40%	20%

The table shows percentage of an EU grant

If a financial capacity check of an applicant shows weak results

-> more than one/two pre-financing payment/s





1. Programme Guide

(Page 323 - What are the funding rules?
Page 391 – Check the financial conditions)

2. Annotated model Grant Agreement

3. EU grant is maximum 80% of the estimated budget. Maximum EU grant: 400 000 EUR

4. 20% - Contribution from sources other than the EU grant (own resources, financial contributions from third parties or income generated by the project)

A. DIRECT PERSONNEL COSTS	
A.1. Employees (or equivalent) man days	
Type 1	With partners agree on 4 common types of staff
Type 2	
Type 3	
Type 4	
Other	
A.2 Natural persons under direct contract	
A.3 Seconded persons	
A.4 SME Owners without salary	
A.5 Volunteers	
B. Subcontracting costs	
C. Purchase costs	
C.1 Travel and subsistence per travel or day	
Travel	
Accommodation	
Subsistence	
C.2 Equipment (please refer to the Depreciation Cost sheet)	
C.3 Other goods, works and services	
Consumables	
Services for Meetings, Seminars	
Services for communication/promotion/dissemination	
Website	
Artistic Fees	
Other	
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	
E. Indirect costs 7% (rounded to zero decimals)	
TOTAL COSTS (A+B+C+D+E) -	

5. Use actual costs for all type of costs (estimation)

6. No percentage limits (for costs categories A, B or C)

7. Recommendation: Prepare your total budget with all actual costs and then transfer it to work packages with lump sum system. You will do it with the help (if need be) of calculating an average amounts of actual costs



Lump Sum **Type II**, the

mechanism - example

BUDGET BASED

Cost categories

Estimated eligible costs (per budget category)										
Direct costs								Indirect costs	Total costs	
A. Personnel costs		B. Subcontracting	C. Purchase costs			E. Indirect costs				
A.1 Employees (or equivalent)	A.2 Volunteers	B. Subcontracting	C.1 Travel and subsistence		C.2 Equipment	C.3 Other goods, works and		E. Indirect costs		
			Travel	Subsistence						
Forms of funding	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs		
Victory	80.000							13.458	6.542	100.000
Super Nova	140.000	-	-	-	-	30.000		16.916	13.084	200.000
Widget Ltd	90.000							3.458	6.542	100.000
Total	310.000	-	-	-	-	-	-	33.832	26.168	400.000

LUMP SUM BASED

Work Packages

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Estimated EU contribution										
Estimated eligible lump sum contributions (per work package)										Maximum grant amount ¹
Forms of funding	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	
	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	$l = a + b + c + d + e + f + g + h + i + j + k$
	a	b	c	d	e	f	g	h	i	
Victory	30 000	20 000		10 000					20 000	80 000
Super Nova	20 000			30 000	30 000	30 000		20 000	30 000	160 000
Widget Ltd	20 000		10 000					50 000		80 000
2.1 - [short name affiliated entity]										
X - [short name associated partner]										
Total consortium	70 000	20 000	10 000	40 000	30 000	30 000	50 000	20 000	50 000	320 000

80% of estimated total costs of 400 000 EUR



Where is a template of a budget excel table

- [FTOP portal](#) – Funding and tender opportunities portal

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

[Go back to search results](#)

Topic conditions and documents

1. Eligible countries: as described in the Call document.
Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)

2. Eligibility and admissibility conditions: as described in the Call document.
Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)

Proposal page limits and layout: Please refer to Part B of the standard proposal template.

- maximum 120 pages

3. Evaluation **Part B of proposal template – maximum 70 pages**
Evaluation criteria, scoring, threshold and process are described in the Call document.
Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)

4. Indicative timetable for evaluation and grant agreement: as described in the Call document. Erasmus+ Programme Guide is available in all official EU languages (see PDF versions).

Publication of the call: 24/11/2021

Deadline for submitting applications: 31/3/2022 17:00 (Brussels Time)

Evaluation period: April - August 2022

Information to applicants: September 2022

Signature of grant agreement: December 2022

5. Proposal templates, guidance and model grant agreements (MGA):

- Standard proposal template
- Call document - Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)
- Guide for applicants
- Mono/Multi-beneficiary Model Grant Agreement



Model of a budget excel table will be available here – for information purpose only



Where to find your Budget table (Excel)



once I start an online submission process

Deadline
31 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-CB-VET
Topic: [ERASMUS-EDU-2022-CB-VET](#)
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS



Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: c
Draft ID: SEP-210814899

Download Part B templates

[Download part B templates](#)

Administrative forms (Part A)

[Edit forms](#)

[Edit Part C](#)

[View history](#)

[Print preview](#)



Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B



[Upload](#)

Detailed Budget
Table



[Upload](#)

CLICK HERE



1. Where to find the Budget Excel table



Tpl_Application Form (Part B SEP) (ERASMUS IBA)



Tpl_Detailed Budget Table (ERASMUS LSII)

Here is the budget Excel file to be filled in based on estimated actual costs



2. Presentation of the Excel table



Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E). This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon. Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

Read carefully the tab instructions where you will find the information needed to fill in this Excel file



2. Presentation of the Excel table

Please indicate the **EU Co-financing rate** 80%

<i>FILL IN THE BELOW VALUES BEFORE STARTING:</i>	
Insert the name of your call :	<input type="text"/>
Insert the acronym of your project :	<input type="text"/>
Maximum amount for the EU CONTRIBUTION :	<input type="text"/>
Co-financing rate :	<input type="text"/>

PRINT PDF
Double-Click to activate

EU contribution =
EU grant
from 100 000 EUR
to 400 000 EUR

Instructions | Beneficiaries List | **Work Packages List** | PE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D

You will first have to fill in that information in the tab « Instructions » based on the information mentioned in the Erasmus+ Programme Guide



2. Presentation of the Excel table

Explain the staff category « Other » in the sheet « Any comments »

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) man days (you can change the types based on your structure)

Senior experts
Type 2
Type 3
Type 4
Other

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person D

Any comments

Agree with partners and mention the type of staff that will be identical for all partners that will work on the project. You can split your staff in maximum 5 types (See slide further on 'tab BE 001')

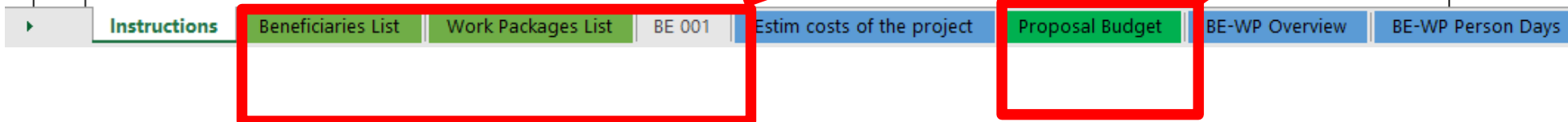


3. Beneficiaries list

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E). This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

These 4 tabs will have to be filled in in order for your Detailed budget table to be complete, before uploading it into the Submission system





3. Beneficiaries list

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	VET organisation AAA	I	AL

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project
---	--------------	---------------------------	--------------------	--------	----------------------------

Complete the information
related to your organisation:
(applicant, full partners)
beneficiaries and if relevant
affiliated entities



3. Beneficiaries list

List of Beneficiaries and Affiliated Entities				
BE NR/AE	BE/TP name	Acronym	Country	
BE 001	VET organisation AAA	I	AL	APPLY CHANGES Remove this Beneficiary

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project
---	--------------	---------------------------	--------------------	--------	----------------------------

Double click on « apply changes »
once the information is duly
completed or after any change



3. Beneficiaries list

The screenshot shows a software interface with a 'TASKS IN PROGRESS' panel on the left and a 'PROPAGATE CHANGES' dialog box on the right. The task list includes:

- 1 ✓ Update from BENEFICIARIES LIST
- 2 ✓ Update from WORK PACKAGES LIST
- 3 ✓ Update DETAILED SUMMARY TABLE
- 4 ✓ Update BE-WP Person Days
- 5 ✓ Update TECHNICAL CALCULATIONS
- 6 ✓ Update PROPOSAL BUDGET
- 7 ✓ Update BE-WP Overview

The dialog box displays the message 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and 'Job done!'. A red box highlights the 'OK' button in the dialog, and a red arrow points from it to a red box containing the text 'Click here'. At the bottom of the interface, a red box highlights the 'Beneficiaries List' tab in the navigation bar.



4. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Management and coordination activities	Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
---	--------------	--------------------	---------------------------	--------	----------------------------	-----------------	----------------	----------------

Complete the information related to your different
work packages
coherently with Part B



4. Work Packages list



Double click here to add a Work Package

List of Work Packages	
WP Nbr	WP Label
WP 001	Management and coordination activities
Last WP	Impact and dissemination

Actions (double-click to activate)

APPLY CHANGES	Add a Work Package
Remove this Work Package	
Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001
---	--------------	--------------------	---------------------------	--------

Double click here to remove the Work Package



4. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Management and coordination activities	Remove this Work Package	
Last WP	Impact and dissemination	Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001
---	--------------	--------------------	---------------------------	--------

**Double click on « apply changes »
once the information is duly
completed or after any change**



4. Work Packages list



The screenshot displays a software interface with a spreadsheet-like grid on the left and a central dialog box. The spreadsheet grid has columns labeled A through G and rows numbered 1 through 19. A blue-bordered box titled "TASKS IN PROGRESS" is overlaid on the grid, containing a list of seven tasks, each with a green checkmark:

- 1 Update from BENEFICIARIES LIST
- 2 Update from WORK PACKAGES LIST
- 3 Update DETAILED SUMMARY TABLE
- 4 Update BE-WP Person Days
- 5 Update TECHNICAL CALCULATIONS
- 6 Update PROPOSAL BUDGET
- 7 Update BE-WP Overview

The central dialog box is titled "PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists" and contains an information icon and the text "Job done!". Below the text is an "OK" button, which is highlighted with a red rectangle. A red arrow points from this button to another red rectangle containing the text "Click here". At the bottom of the interface, a tabbed menu is visible, with the "Work Packages List" tab highlighted in green and also enclosed in a red rectangle.



5. Report of the estimated actual costs



BE 001		BE 001		BE 001
VET organisation AAA		VET organisation AAA		
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL CO
Total WORK PACKAGES:				
Management and coordination activities				
A. DIRECT PERSONNEL COSTS				
A1. Employees (or equivalent) man days				
			-	
Type 1			-	
Type 2			-	
Type 3			-	
Type 4			-	
Other			-	
A.2 Natural persons under direct contract				
A.3 Seconded persons				
A.4 SME Owners without salary				
A.5 Volunteers				
B. Subcontracting costs				
C. Purchase costs				
C.1 Travel and subsistence per travel or day				
			-	
Travel			-	
Accommodation			-	
Subsistence			-	
C.2 Equipment (please refer to the Depreciation Cost sheet)				
C.3 Other goods, works and services				
			-	
Consumables			-	
Services for Meetings, Seminars			-	
Services for communication/promotion/dissemination			-	
Website			-	
Artistic Fees			-	
Other			-	

Reference to the Work Package

Just go down in the Excel sheet to see the other Work Packages

You have to fill in the estimated actual cost per Work Package

Cells that need to be filled in

For each cost (line) both columns have to be filled in

The other columns will be automatically calculated

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)

These cells are calculated automatically

WVP 001



5. Report of the estimated actual costs



BE 001		BE 001 VET organisation AAA		BE 001
VET organisation AAA		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:				
Management and coordination activities				
A. DIRECT PERSONNEL COSTS				
A1. Employees (or equivalent) man days				
Senior experts				
Type 2				
Type 3				
Type 4				
Other				
A.2 Natural persons under direct contract				
A.3 Seconded persons				
A.4 SME Owners without salary				
A.5 Volunteers				

A. DIRECT PERSONNEL COSTS	
A1. Employees (or equivalent) man days (you can change the types based on your structure)	
Senior experts	
Type 2	
Type 3	
Type 4	
Other	

See initial slides 'Instructions' to update the type of staff.

You have to encode your real costs using the following unit: 1 unit is 1 person-day

You first have to calculate average amounts if you have different costs per staff member
Afterwards, you insert the amount to « Cost per unit »



6. Proposal Budget

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €	
								Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
BE 001	VET organisation AAA	-	-	-	13.800	966	14.766	11.813	<input type="text"/>	<input checked="" type="checkbox"/>
TOTAL Consortium		-	-	-	13.800	966	14.766	11.813	<input type="text"/>	<input checked="" type="checkbox"/>

Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Days	Depreciation C
--------------------	--------------------	--------	----------------------------	------------------------	----------------	-------------------	----------------

Complete this cell and put the requested EU contribution amount

You need to have 2 green ticks and no red cross in order to go to the next step (See next page)



6. Proposal Budget

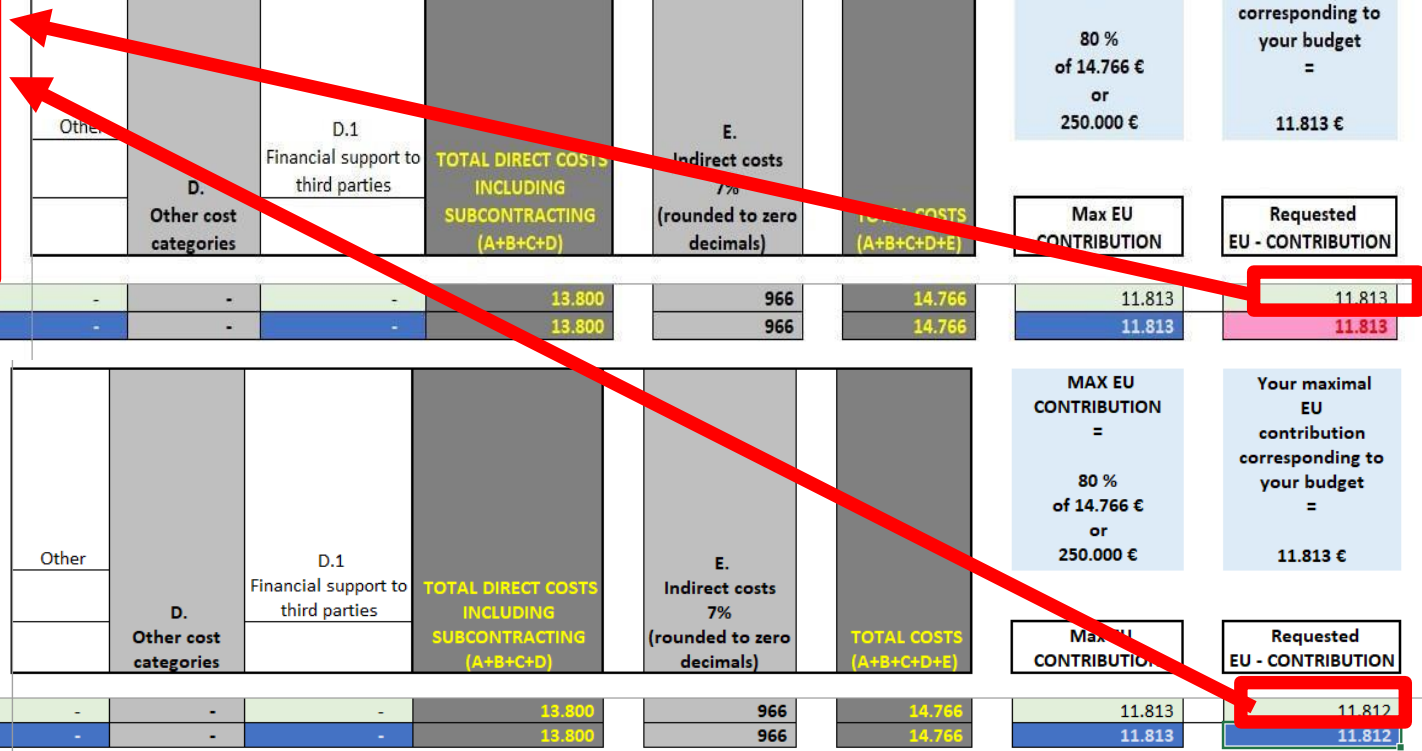


Due to decimals and rounded amounts you could have to slightly update the amount (reducing 1 €) in order to respect the maximal contribution

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €
VET organisation AAA		-	-	-	13.800	966	14.766	11.813	11.813
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.813

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €
VET organisation AAA		-	-	-	13.800	966	14.766	11.813	11.812
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.812

Navigation: Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | **Proposal Budget** | BE-WP Overview | BE-WP Person Days | Depreciation C





8. Upload the file in the application



16	Data in the "Section 3 - Budget" table in the Part A of the eForm of the proposal submission tool must be identical to amount you entered in the 'Proposal Budget' sheet of this Excel workbook under the heading Requested EU Contribution . You can copy the data from this Excel workbook directly in the Part A of the proposal submission tool.
17	The 'BE-WP Overview', 'Estim costs of the project' and 'BE-WP person days' sheets are there for your information and will be used during evaluation.
18	If you have any comment, you can use the 'Any comments' sheet.
19	The format of this Excel workbook is .xlsm because it uses macros to generate automatically some data. Always save it as .xlsm . However, this format cannot be uploaded to the submission system for security reasons. So please also save a copy as an .xlsx or .xls document (and not as .xlsm) and upload it to the proposal submission tool, at Step 5 of the submission process. Always keep a copy of the original .xlsm file . To save the workbook as .xlsx document, in Excel click on "File" and then "Save as"; in the "Save as" dialog box, choose

Go back to the first tab « Instruction » and double click on « PRINT PDF » in order to save this Excel file under pdf format on your computer (« documents » folder)

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :	ERASMUS-EDU-2021-AL-AGENDA-IBA
Insert the acronym of your project :	BE AL AGENDA
Maximum amount for the EU CONTRIBUTION :	250.000,00
Co-financing rate :	80,00%

PRINT PDF

Double-Click to activate

A. DIRECT PERSONNEL COSTS



A1. Employees (or equivalent) man days (you can change the type based on your structure)	
Senior experts	
Type 2	
Type 3	
Type 4	
Other	



8. Upload the file in the application

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

Part B		?	Upload 
Detailed Budget Table		?	Upload 

The budget table can be uploaded as Excel file



9. Update the amount in PARTA



	Other	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €
	D. Other cost categories					Max EU CONTRIBUTION	Requested EU - CONTRIBUTION
VET organisation AAA	-	-	13.800	966	14.766	11.813	11.812
TOTAL Consortium	-	-	13.800	966	14.766	11.813	11.812

The total amount has to be updated in « PART A » of the application (Edit forms / 3. Budget)

Navigation tabs: Beneficiaries List, Work Packages List, BE 001, Estim costs of the project, Proposal Budget, BE-WP Overview, BE-WP Person Days, Depreciation C

No	Name of Beneficiary	Country	Requested grant amount
1	VET organisation AAA	AL	11812,00
Total			11812,00





- Total estimated costs ARE not equal to EU grant. If EU grant is e.g. 400 000 EUR (80% of total estimated costs) then the total estimated costs are 500 000 EUR (400 000 EUR + 100 000 EUR). NB: 400 000 EUR is a maximum EU grant
- It is not correct that each organisation can have its own name for each staff category. All partners will have identical commonly agreed names of each staff category
- Staff costs – “unit” and “cost per unit “ in Lump sum ARE not the same terms as in unit costs system. In Lump sum “Unit” is one person day. “Cost per unit” is an actual (average if need be) costs of one staff category per one day. For “Services for meetings, seminars” a “unit” means number of meetings/seminars and “cost per unit” is an actual (average if need be) costs of one meeting/seminar
- The budget in part A is not filled in. Budget in part A should be filled in.
- Tables (e.g. part B - 2.1.4 Cost effectiveness and financial management or Estimated budget — Resources), are not filled in, because it is written (n/a for prefixed Lump Sum Grants). They should be filled in as Lump sum type II ARE NOT prefixed Lump Sum
- The table “Overview of Work packages” in part B is filled in, despite the fact it is written (n/a for Lump Sum Grant). It should not be filled in as Lump Sum type II are Lump Sum Grant



- Very first thing to do: Make sure you carefully read the *Instructions*
- Make sure your amounts are coherent in all parts of the application
- Make sure your budget is sound, detailed, organised and coherent with the work packages
- Make sure you regularly save your document and double click to apply the changes
- Do not wait until the last hour/day to submit your application



The image features a white background with decorative geometric shapes in the corners: a light blue square in the top-left, a yellow square in the top-right, and a light blue square in the bottom-right. The central text is written in a black, cursive script.

thank
you!