



Guidelines for Applicants

Call for proposals EACEA/34/2019

Key Action 3: Support for policy reform

Social inclusion and common values: the contribution in the field of education and training

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1. INTRODUCTION – BACKGROUND

Lot 1: General education and training

The European Union is committed to supporting Member States in fostering social inclusion and in building cohesive societies.

Article 2 of the *Treaty on European Union* states that ‘The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail’.

The *European Pillar of Social Rights*¹ supports ‘the right to quality and inclusive education, training and lifelong learning in order to maintain and acquire skills that enable [everyone] to participate fully in society and manage successfully transitions in the labour market.’

On 14 December 2017, the *European Union’s Heads of State and Government*² confirmed the key role of education and culture in building inclusive and cohesive societies, and in sustaining our competitiveness. Furthermore, they stressed the need for an inclusive, lifelong-learning-based and innovation-driven approach to education and training and recalled their willingness - expressed at the *Gothenburg summit* - to do more in these areas, in which the EU plays an important supplementing and supporting role.

The *Council Recommendation of 22 May 2018 on promoting common values, inclusive education, and the European dimension of teaching*³ aims at promoting common values at all levels of education and fostering inclusive education, in line with the 2015 *Paris Declaration*⁴, as well as to supporting teachers and teaching and encouraging a European dimension of teaching. It encourages Member States and the Commission to share good practice and information and to develop policies at both national and EU levels.

Promoting equity, social cohesion and active citizenship is one of the strategic objectives of the *Strategic Framework for European Cooperation in Education and Training (ET 2020)*. Relevant and high-quality knowledge, skills and competences developed throughout lifelong learning, focusing on learning outcomes for employability, innovation, active citizenship and well-being are among the priority areas for European cooperation in this context, as highlighted also under the European Agenda for Adult Learning⁵.

Common EU values are the bedrock of our democracies and a reflection of who we are. They are especially relevant against the background of challenges such as populism, xenophobia, divisive nationalism, discrimination, the spreading of fake news and misinformation, or the risk of violent radicalisation, which can undermine our democratic foundations and

¹ [European Pillar of Social Rights](#)

² European Council Conclusions, [EUCO 19/1/17 REV 1](#), 14.12.2017

³ [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018H0907\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018H0907(01)&from=EN)

⁴ [Paris Declaration](#), 17th March, 2015

⁵ Council Resolution on a *Renewed European Agenda for Adult Learning*
[OJ C 372](#), 20.12.2011,

institutions and the trust in the rule of law, and hinder a common sense of belonging within and amongst European societies.

Access to education and training for ²all continues to improve in Europe as a whole. However, ensuring quality education and training for all, at all ages, remains a challenge for many countries, and a significant educational gap persists. Inequality is increasing and has a negative impact on access and learning outcomes, since education and training systems tend to reproduce existing patterns of socio-economic status.

There is strong evidence⁶ that educational inequalities and students' socio-economic background are linked. Students from poorer households are three times more likely to perform worse than their wealthier counterparts, and students of migrant background are more than twice as likely to be low achievers as other students. It should be noted that the educational background of parents also often influences the educational trajectories of their children, hence the need to improve learning opportunities at all stages of life.

Lot 2: Adult education: Networks and partnerships of Adult Education providers

The Council Resolution of 20 December 2011 on a Renewed European Agenda for Adult Learning ⁷ is the EU reference text on adult learning policy. The European Pillar of Social rights further strengthens the agenda, through its first principle setting out the right to quality and inclusive education, training and lifelong learning for all. It notes that adult learning can contribute, inter alia “to tackling issues such as the education and social inclusion of migrants, Roma and disadvantaged groups (which) require concerted action in both school and adult education”.

The Agenda endeavours to “enhance the possibilities for adults, regardless of gender and their personal and family circumstances, to access high-quality learning opportunities at any time in their lives, in order to promote personal and professional development, empowerment, adaptability, employability and **active participation in society**”.

It aims to “ensure the **comprehensive provision** of high-quality formal and non-formal education and training for adults aimed at acquiring key competences or leading to qualifications at all levels of the European Qualifications Framework (EQF), supported by civil society and the social partners, as well as by local authorities”.

In December 2016, the Council Recommendation on Upskilling Pathways: New Opportunities for Adults reaffirmed the importance of investing in the development of skills, knowledge and competences of low-skilled adults, as a way to reduce unemployment, and combat poverty and social exclusion.

In 2018, there were almost 60 million people, more than a quarter of the Union population aged 25-64, who had left initial education and training with at most a lower secondary education qualification.

Participation in learning by lower-qualified adults remains four times lower than participation by those with tertiary qualifications. Access to learning opportunities during adulthood remains uneven across socioeconomic groups, and some groups of the working-age population have less access. Encouraging wide and inclusive participation is therefore key to

⁶ [PISA 2015: Performance and initial Conclusions Regarding Education Policies in Europe](#);

⁷ Council Resolution on a *Renewed European Agenda for Adult Learning*; [OJ C 372](#), 20 December 2011

the success of upskilling measures. Efforts to reach out to individuals who need special motivation, and lifelong guidance and support, especially those furthest away from the labour market or education and training, are essential.

Moreover, all adults should participate more in learning, in the interest of their professional and personal lives and well-being. In 2018, the average participation rate was 11% and the Union's target of 15% adult participation in learning by 2020 will not be met. Providers of all kinds of adult education need to work together to achieve more equitable and higher rates of participation.

Although adult education can contribute significantly to social inclusion - by enabling adults to improve their ability to adapt to changes in the labour market and society - adult education 'systems' are characterised by their fragmented nature, complexity and wide variety of actors. To be future-proof, policy initiatives in the field of adult education need to be known at grassroots level, be implemented effectively and have systemic impact. This requires a strong network of providers, with sound institutional capacity to be active in their local communities but also to link up in national and cross-national networks.

For the purposes of this call, providers are understood as:

- any public and private adult education organisations and centres that deliver education and training, guidance, counselling or validation arrangements to adults;
- Bodies addressing the learning needs of people with disabilities and people in specific situations of exclusion from learning, e.g. seniors, people in hospitals, care homes and prisons, etc.;
- Cultural organisations (such as museums, libraries, etc.), civil society, sporting organisations and other bodies providing creative and innovative settings for non-formal and informal adult learning; and
- Higher and vocational education and training institutions opening to less traditional groups of learners, such as adult learners.

This call addresses the contribution of education and training, including adult education, to promoting social inclusion and the sharing of common values against the background outlined above.

The management of this call is delegated by the European Commission to the Education, Audiovisual and Culture Executive Agency, hereinafter referred to as "the Agency".

2. OBJECTIVES, KEY FEATURES AND EXPECTED RESULTS

2.1 Objectives

This call for proposals will support transnational cooperation projects in the fields of general education and training and adult education.

The call comprises two lots, one for general education and training (Lot 1) and one for adult education (Lot 2).

Each application must address **one** general objective and **one** of the specific objectives, which are listed separately for Lot 1 and for Lot 2.

Both the general and specific objectives of the call are **exhaustive**: proposals that do not address them will not be considered.

2.1.1 Lot 1: General education and training

General objectives

Projects submitted under this lot should aim at:

1. Disseminating and/or scaling up good practices on inclusive learning initiated in particular at local level. In the context of the present call, **scaling up** means replicating good practice on a **wider scale/transferring** it to a **different context** or implementing it at a **higher/systemic level**;

or

2. Developing and implementing innovative methods and practices to foster inclusive education and promote common values.

Projects under Lot 1 are encouraged to involve [role models](#) as an integral part of their activities.

Specific objectives

Proposals should address **one** of the following **specific objectives**:

- a) Enhancing the acquisition of social and civic competences, fostering knowledge, understanding and ownership of values and fundamental rights;
- b) Promoting inclusive education and training and fostering the education of disadvantaged learners, including through supporting educational staff in addressing diversity and reinforcing diversity among education staff;
- c) Enhancing critical thinking and media literacy among learners, parents and educational staff;
- d) Supporting the inclusion of newly arrived migrants in good quality education, including by assessing knowledge and validating prior learning;
- e) Fostering digital skills and competences of digitally excluded groups (including older people, migrants and young people from disadvantaged backgrounds) through partnerships between schools, business and the non-formal sector, including public libraries.

2.1.1.2. Key features of the projects submitted under the present lot

In line with the objective of Erasmus+ Key Action 3 to *support policy reform*, projects should demonstrate the capacity to generate impact not only on the partner organisations but also at the systemic level, e.g. generating multiplier effects at territorial or sector-specific level, attracting or involving major players or networks – including from the private sector, obtaining support from public authorities, enhancing awareness and visibility of activities or outputs, etc.

- Projects focussing on *dissemination/upscaling* should primarily build on actions for which solid proof of their effectiveness can be provided and which show potential for being disseminated and/or scaled up.
- Projects focussing on *innovative practices* in education and training should demonstrate their innovative character building on the outcomes of previous analyses, evaluations and pilot actions.
- Projects cutting across sectors and involving non-formal learning are encouraged to create synergies between education, training, youth, culture and sport.

Proposals should include the following elements:

- Context and rationale justifying the proposed actions, including the challenges to be addressed at local level and the assessment of the needs of the target group(s);
- Description of the policies and practices to be disseminated and/or scaled up (e.g. courses, teaching materials, use of role models, recommendations) or of the innovative approach proposed, including supporting evidence.
- Description of the strategy and methodology for implementation of the proposed action, in particular of the relevant concrete activities (e.g. adaptation to new context, testing, training, capacity building, awareness-raising activities, etc.).
- Description of the evaluation methods, which should be integral part of the project and should provide evidence on the effectiveness of the activities;
- Plans for follow-up (replication or up-scaling in other sectors, areas, target groups, integration at systemic level, etc.) showing the project sustainability, including possible funding through EU (e.g. Erasmus+, European Structural and Investment Funds, European Fund for Strategic Investment) or national funds.

Synergies with other projects are encouraged, including:

- Other (on-going or completed) European projects on citizenship education and engagement and intercultural understanding under Erasmus+ (including the joint EU-Council of Europe schemes “Human Rights and Democracy in action” and *Democratic and Inclusive School Culture in Operation* ([DISCO](#)) and the predecessor European programmes in education and training;
- The activities supported by the *Asylum Migration and Integration Fund* ([AMIF](#)).

2.1.1.3 Expected results

Projects should lead to results such as:

- increased awareness, knowledge and understanding of good practices in the relevant educational institutions and communities;
- increased use of state of the art innovative approaches in policy or practice ;
- increased awareness, motivation and competence of educational leaders and educators with regard to inclusive educational approaches and the promotion of common values;
- active engagement of families and local communities in supporting inclusive educational approaches and the promotion of common values;
- more widespread and effective tools to support education and training institutions and learning providers in implementing inclusive education approaches and in promoting common values.

Examples of activities

Activities aimed at achieving the expected results listed above could include:

- Cooperation and networking models which involve combinations of relevant (public/private) stakeholders across different sectors;
- Adapting and applying learning practices to new target populations;
- Conferences, seminars, workshops and meetings with policy and decision makers;
- Assessing, sharing and validating good practices and learning experiences;
- Training and other capacity-building activities (e.g. for teachers, local authorities, prison staff, etc.);
- Supportive approaches and outreach practices from young people to young people as well as role model activities;
- Targeted awareness-raising and dissemination activities including information material and effective communication strategies;
- Operational or policy recommendations in the field of education and training that are relevant to the objectives of the *Council Recommendation on promoting common values, inclusive education, and the European dimension of teaching and of the Paris Declaration*;
- Supportive approaches and outreach practices addressing disadvantaged groups and newly arrived migrants and refugees.

2.1.2. Lot 2: Adult education: Networks and Partnerships of Adult Education Providers

- **Adult Learning:** “the term adult learning covers the entire range of formal, non-formal and informal learning activities — both general and vocational — undertaken by adults after leaving initial education and training.” (*Renewed European Agenda for Adult Learning*; [OJ C 372](#), 20 December 2011).
- **Network:** An interconnected group or association of organisations, institutions or bodies that operates within the framework of a formal agreement or understanding.

The aim of this lot is to support projects that create or further develop transnational and national networks of adult education providers. These projects should help build up the capacity of Adult Education providers to implement European policy on adult learning at national and regional levels.

General objectives

Proposals should address **one** of the following three **general objectives**:

1. Within participating countries, help to **establish new** national or regional **networks of adult education providers**, and facilitate their involvement in European cooperation⁸;
or
2. Within participating countries, provide **capacity-building support** to **existing national** or **regional networks** of adult education providers, and improve their cooperation at European level;
or
3. **Strengthen** existing **transnational networks** of adult education providers by means of mutual learning, peer counselling, and capacity building.

Specific objectives

In addition, proposals should foster **European cooperation** between different providers (and relevant stakeholders), *on either*:

- a) **Specific themes** in adult learning (e.g. digital skills, literacy and numeracy, citizenship, career management skills, health literacy, personal finance, migrant integration, intergenerational learning, social inclusion ...); *or*
- b) **Specific innovative pedagogical approaches** in adult education (e.g. blended learning, personalised learning approaches, educational technologies...); *or*
- c) **Specific adult education learner groups** (e.g. adult education for seniors or for people in isolated rural areas, inactive people, prisoners...); *or*

⁸ Wherever possible, in each country, links should be established with the National Coordinator for adult learning and the national representative on the ET2020 Working Group on adult learning

- d) Specific **organisational management** themes (financial sustainability, building up local or regional networks, internationalisation, strategic, professional development of staff, communication and social media engagement etc.); *or*
- e) **Specific models** of Adult Education (e.g. folk high schools, ‘second chance’); *or*
- f) Adult education **generally**.

2.1.2.2. Key features of the projects submitted under the present lot

In line with the objective of Erasmus+ Key Action 3 to support policy reform, projects should demonstrate the capacity to generate impact not only on the partner organisations but also at the system level.

Proposals should include the following elements:

- **Context** and **rationale** justifying the proposed actions, including the challenges to be addressed at local /regional/ national/ European level;
- A clearly defined **strategy** for the establishment / capacity-building / strengthening of the network, a clear definition of the proposed structure of the network;
- a detailed **methodology** based on a coherent set of work packages to implement this strategy;
- Description of the methods used to **evaluate** the project, and clear indicators for monitoring it, which should be integral part of the project and should provide evidence on the **effectiveness** of the activities; and
- Detailed plans for **follow-up** ensuring the network’s longer-term **sustainability** for at least three years after the project lifetime;
- Anticipated long-term **impact**, for example:
 - development of additional capacity or provision in the adult education sector;
 - increased awareness, knowledge and understanding of the benefits of adult education in the relevant authorities, organisations and communities;
 - increased awareness, motivation and competence of adult educational leaders and educators;
 - active engagement of local and regional authorities and other key stakeholders in developing adult education provision;
 - more widespread and effective tools to support education and training institutions and learning providers in developing provision for adult education.

Synergies with other projects are encouraged, including (on-going or completed) European projects on adult education, as are links with the relevant National Coordinators for implementing the [European Agenda for Adult Learning](#) and active engagement with the Electronic Platform for Adult Learning in Europe (EPALE).

2.1.2.3 Expected results

Projects should lead to concrete results such as:

- new networks of adult education providers, that increase their impact at local level and cooperate effectively at **European** level;
- more effective and impactful cooperation at **European** level by existing networks of adult education providers.

2.1.2.4 Examples of activities

Activities aimed at achieving the expected results listed above could include:

- Connecting with other stakeholder groups and networks, etc., in order to overcome the fragmented nature of adult education and training provision;
- Piloting, assessing, validating and sharing good practices for building capacity in adult education;
- Adapting and applying capacity-building practices to new situations, organisations, or regions;
- Training and other capacity-building activities (e.g. for staff of local or regional authorities, staff of civil society organisations, associations, etc.);
- Developing and implementing the necessary legal and financial structures to establish sustainable long term cooperation in the network;
- Developing evidence-based operational or policy recommendations that are relevant to Adult Education at national or European level.

3. TIMETABLE

	Stages	Date and time (or indicative period)
a)	Publication of the call	October 2019
b)	Deadline for submitting applications	February, 25 th 2020 at 5 p.m. (CET/Brussels time)
c)	Evaluation period	March – June 2020
d)	Information to applicants	July - August 2020
e)	Signature of grant agreement	September- November 2020
f)	Starting date of the action	1 st November or 1 st December 2020 or 15 th January 2021

4. BUDGET AVAILABLE

The total budget available for the co-financing of projects under the present call is 20.000.000 EUR allocated as follows:

- Lot 1 – General education and training € 14,000,000
- Lot 2 – Adult education € 6,000,000

The financial contribution from the EU cannot exceed **80%** of the total eligible project costs.

The maximum grant per project will be:

- **€ 400,000 for projects of 24 months duration;**
- **€ 500,000 for projects of 36 months duration.**

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;
- submitted in typing (see section 14 of the present guidelines), using the application form and electronic submission system⁹ available at:
https://eacea.ec.europa.eu/erasmus-plus/funding_en
using the Call reference **EACEA/34/2019**
and
- drafted in one of the EU official languages (preferably in English, French or German).

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

⁹ If you encounter technical issues that are not addressed in the user guide:

http://eacea.ec.europa.eu/documents/eforms_en.

you can contact the EACEA Helpdesk to request assistance. The contact details and hours of operation are as follows: Email address: EACEA-HELPDESK@ec.europa.eu - Telephone: +32 229 90705

The EACEA Helpdesk service is available from 08:30 to 17:30 Monday to Thursday and from 08:30 to 17:00 on Fridays (all times are Brussels time). The service is not available on Belgian public holidays or on official Commission holidays. The details for the computer that you are using to complete and submit your application: The version of Adobe Reader (or Adobe Acrobat) that is installed; The internet browser and version you are using; The operating system and version installed on the computer; Details of any error messages / error codes that you encountered; Screenshots of the problem.

6. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be subject of an in-depth evaluation. The eligibility criteria will be assessed on the basis of the information provided in the application form.

6.1 Eligible applicants

Eligible applicants are public and private organisations active in the field of general education and training and adult education, or other socio-economic sectors or organisations carrying out cross-sector activities (e.g. cultural organisations, civil society, sport organisations, recognition centres, chambers of commerce, trade organisations, etc.).

If higher education institutions are involved, they must have been awarded an *Erasmus Charter for Higher Education* ([ECHE](#)).

National Agencies or other structures and networks of the Erasmus+ Programme, receiving a direct grant from the Commission in accordance with the [legal basis](#) of the Erasmus+ Programme are not eligible to participate. Nevertheless, the legal entities hosting the Erasmus+ National Agencies or the structures and networks mentioned above are considered eligible applicants.

Entities affiliated to the applicants and natural persons are not eligible to receive funding under this Call for proposals.

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

- Member States of the European Union;
- the EFTA/EEA countries: Iceland, Liechtenstein, Norway;
- EU candidate countries: North Macedonia, Turkey and Serbia.

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 Article II.17 of the grant agreement.

Proposals from applicants in candidate countries may be selected, if on the date of award, agreements have entered into force setting out the arrangements for the participation of those countries in the programme.

In order to assess the applicants' eligibility, the following supporting documents are requested via the *Funding and Tender Portal* ([FTOP](#)):

- for a private entity: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain

programme countries, the trade register number and VAT number are identical, only one of these documents is required); or a

- Public entity: copy of the resolution, decision or other official document establishing the public- law entity;
- Entities without legal personality: documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.
- Consortium: in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project,

Associated partners: Additionally, the project may benefit from the involvement of associated partners. These organisations can contribute to the implementation of specific tasks /activities and/or support the dissemination and sustainability of the project. They will not benefit financially from the EU grant and associated partners can be established in either Programme or partner countries. For that purpose, applicants shall identify such associated partners in the 'Detailed Project Description' which is part of the Application Package.

Specific requirements by lot

Lot 1:

The minimum partnership composition requirement for this lot is **4 eligible organisations from 4 different programme countries**.

If networks are involved in the project, the consortium must include **at least 2 organisations** which are not members of the network(s) and the consortium has to represent **at least 4 eligible countries**.

Lot 2:

The minimum number of partners required for this lot is **4 eligible organisations from 4 different programme countries**.

If one of the 4 organisations is an existing transnational network, the project must include **at least 2 organisations** that are not members of that network.

6.2 Eligible activities and project duration

Only activities taking place in Programme countries (see Section 6.1) will be considered eligible for funding. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in the Programme countries are not eligible. Exceptionally and on case by case basis activities involving other countries than the

Programme countries can be granted but must have the prior and specific authorization from the Executive Agency.

Activities must start either on 1 November or 1 December 2020 or 15 January 2021.

The project duration must be **24 or 36 months**.

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 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 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.

Administrative sanctions (exclusion) may be imposed on applicants, 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 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.

This obligation may be fulfilled by the coordinator of a partnership signs a declaration on behalf of all applicants.

This declaration is part of the Application Package (see Section 14.3).

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 finance 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 that will be requested from selected applicants by the *Research Executive Agency Validation Services*:

a) Grants > EUR 60 000:

- a declaration on their honour, and
- the profit and loss account as well as the balance sheet for the last 2 financial years for which the accounts were closed;
- for newly created entities: the business plan might replace the above documents;

b) Grants for an action > EUR 750 000:

- (i) the information and supporting documents mentioned in point a) above, and
- (ii) **an audit report** produced by an approved external auditor certifying the accounts for the last 2 financial years available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self- declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last 2 financial years available must be provided.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

On the basis of the documents submitted, if the Responsible Authorising 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 11.6.2 below);
- propose a grant agreement without pre-financing but an interim payment based on expenses already occurred;
- where applicable, require the joint and several financial liability of all

the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

8.2 Operational capacity

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

- a description of the profile of the people primarily responsible for managing and implementing the operation (accompanied, where appropriate, by a list of relevant publications) within each partner institution showing all their relevant professional experience;
- an exhaustive list of past or current projects related to the selected objectives of the call, implemented by the applicants.

9. AWARD CRITERIA

Lot 1: General Education and training

Eligible proposals will be assessed on the basis of the following criteria:

1) Relevance of the project (30%)

Purpose: The application is relevant to the chosen general and specific objectives of the call outlined in section 2, in the selected Lot. The project features are consistent with the features described in the call.

Consistency: The different components of the application are mutually relevant and consistent. The application is based on an adequate analysis of challenges and needs, the objectives are realistic and address issues relevant to participating organisations and the immediate and indirect target groups. Evidence of the effectiveness of the selected good practice(s) action(s) is provided.

Scaling up: The application demonstrates the potential for scaling up good practice(s) at different levels (e.g. local, regional, national, EU) and sectors. The scaling up is likely to generate impact not only at the level of the different partner organisations but also at system and/or policy level.

European added value: The application brings added value at EU level, through results that would not be achieved at country level alone, and there is potential for transferring results to countries not involved in the project. The project outcomes have the potential to feed into the relevant EU policy agendas.

2) Quality of the project design and implementation (20%)

Strategic plan: The application establishes a clear strategy building on a feasibility analysis and identifies the necessary activities for testing, adapting, disseminating and scaling up the good practice in the new context.

Structure: The work programme is clear and intelligible and covers all project phases.

Management: The project management plan is sound with adequate resources allocated to different tasks, clear cooperation and decision-making processes. The budget shows cost effectiveness and value for money. There is coherence between tasks, roles and financial resources allocated to partners. The financial management arrangements are clear and appropriate as well as the design of the proposal

Evaluation: Specific measures for evaluation of processes and deliverables ensure that the project implementation is of high quality. There is a clear quality assurance plan which also covers project management adequately. The monitoring strategy includes risk identification and a mitigating action plan.

3) Quality of the partnership and the cooperation arrangements (20%)

Configuration: The **partnership** is capable of ensuring full achievement of the project's objectives. They ensure coverage of all necessary skills, expertise and experience in the areas covered by the selected lot, including for the dissemination and up scaling involving major players and policy makers. Adequate allocation of time and input among the partners is ensured. Skills and competences of the **partnership** are complementary.

Commitment: Each participating organisation demonstrates full involvement corresponding to its capacities and specific area of expertise.

Cooperation: The cooperation arrangements are balanced. The roles attributed to each partner guarantee a good balance between analysis work and exploitable outputs for dissemination, scaling up and policy making. Effective mechanisms are proposed to ensure coordination, decision making and communication between the participating organisations, stakeholders and any other relevant party.

4) Impact, dissemination and sustainability (30%)

Dissemination: There is a clear awareness-raising, dissemination and communication strategy that ensures reaching the relevant target groups as well as the general stakeholders and the general public during the lifetime of the project. This strategy includes plans for making any produced materials accessible through open licenses¹⁰.

Exploitation: The application demonstrates that the selected best practice(s) can be successfully disseminated and scaled up, create a wider impact and influence systemic

¹⁰ For this purpose, educational materials should be understood as any materials meant to provide support to teaching and learning processes, such as course syllabi, class notes, presentations, exercises, textbooks, interactive materials or other Open licenses for these materials should guarantee, as a minimum, free access for any individual or organisation. Applicants are allowed to include limitations in the open licenses as appropriate

change. The exploitation approach is clearly described and the proposed measures to exploit the project results are potentially effective.

Impact: The foreseeable impact, notably for the identified disadvantaged groups and systems, is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant. The project outcomes have the potential to support long-term changes, improvements, or developments for the benefit of the target groups and systems concerned.

Sustainability: The application includes appropriate measures and resources to ensure that the results and benefits can be sustained and up-scaled beyond the project lifetime.

Lot 2: Adult education

Eligible proposals will be assessed on the basis of the following criteria:

1) Relevance of the project (30%)

Purpose: The application is relevant to the chosen general and specific objectives of the call outlined in section 2, in the selected Lot. The project features are consistent with the features described in the call.

Consistency: The different components of the application are mutually relevant and consistent. The application is based on an adequate analysis of challenges and needs, the objectives are realistic and address issues relevant to participating organisations and the immediate and indirect target groups. Evidence of the effectiveness of the selected good practice(s) action(s) is provided.

European added value: The application brings added value at EU level, through results that would not be achieved at country level alone.

2) Quality of the project design and implementation (20%)

Strategic plan: The application establishes a clear strategy, founded on a sound analysis.

Structure: The work programme is clear and intelligible and covers all project phases.

Management: The design of the proposal and the project management plan are sound, with adequate resources allocated to different tasks, clear cooperation and decision-making processes. The budget shows cost effectiveness and value for money. There is coherence between tasks, roles and financial resources allocated to partners. The financial management arrangements are clear and appropriate.

Evaluation: Specific measures for evaluation of processes and deliverables ensure that the project implementation is of high quality. There is a clear quality assurance plan, which also covers project management adequately. The monitoring strategy includes risk identification and a mitigating action plan.

3) Quality of the partnership and the cooperation arrangements (20%)

Configuration: The project consortium is capable of ensuring full achievement of the

project's objectives. It ensures coverage of all necessary skills, expertise and experience in the areas covered by the selected lot. Adequate allocation of time and input among the partners is ensured. Skills and competences of the partners are complementary.

Commitment: Each participating organisation demonstrates full involvement corresponding to its capacities and specific area of expertise.

Cooperation: The cooperation arrangements are balanced. The roles attributed to each partner guarantee a good balance. Effective mechanisms are proposed to ensure coordination, decision making and communication between the participating organisations, stakeholders and any other relevant party.

4) Impact and sustainability (30%)

Exploitation: The application demonstrates that the network can create a wider impact and exert greater influence towards systemic change. The exploitation approach is clearly described.

Impact: The foreseeable impact is clearly defined and measures are in place to ensure that the impact can be achieved. The project outcomes have the potential to support long-term changes, improvements, or developments.

Sustainability: The application sets out a convincing plan for ensuring sustainability and further growth of the network after funding ends; it includes appropriate measures and resources to ensure that the results and benefits can be sustained and up-scaled beyond the project lifetime.

Only proposals having reached:

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

will be considered for EU funding. Applications falling below those thresholds shall be rejected.

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 coordinator representing all project partners (other applicants), as well as the information on the procedure to formalize the agreement of the parties.

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

11. FINANCIAL PROVISIONS

11.1 Form of the grant

11.1.1. Reimbursement of costs actually incurred

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.

- 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 (eReport);
- the final financial statement of costs actually incurred;

In case of:

- Grants for an action of more than EUR 60.000, but less than EUR 750.000

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”:

https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iii_guidance_notes_audit_type_i_03-2014_en.pdf

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

In case of:

- Grants for an action of EUR 750.000 or more, when the cumulative amounts of request for payment is at least EUR 325.000

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type II” produced by an approved auditor or in case of public bodies, by a competent and independent public officer. The certificate shall certify, in accordance with a methodology approved by the Agency, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

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”:

https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iv_guidance_notes_audit_type_ii_03-2014_en.pdf

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 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.

11.1.2 Reimbursement of eligible costs declared on the basis of flat-rate(s)

The grant will be defined by applying a maximum co-financing rate of 60 % to the eligible costs declared by the beneficiary on the basis of:

- a flat rate of maximum 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 in 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;
 - o The period of eligibility of costs will start as specified in the grant agreement.
 - o 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 with the corresponding accounting statements and supporting documents.

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;

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (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;

- (d) 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;
- (e) 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;
- (f) costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;
- (g) 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 maximum 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;
- j) excessive or reckless expenditure;
- k) deductible VAT
- l) expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency.

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 at:

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 rate 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.

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 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 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 pre-financing payment corresponding to 50 % of the maximum grant amount	A financial guarantee (if needed, see section 11.6.2)
A second pre-financing payment corresponding to 20 % of the maximum grant amount.	<ul style="list-style-type: none"> (a) technical report on progress (b) statement on the use of the previous pre-financing instalment (c) financial guarantee (see section 11.6.2)
<p style="text-align: center;">Payment of the balance</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"> (a) a final technical report (b) a final financial statement (c) a certificate on the financial statements and underlying accounts

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

11.6.2 Pre-financing guarantee

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 EU Member States. When the beneficiary is established in a third country, the Agency may agree that a bank or financial institution established in that third country may provide the guarantee if it 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 guarantee by a third party or,

- 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, in accordance with the conditions laid down in the grant agreement.

As an alternative to requesting a guarantee on pre-financing, the Agency may decide to split the payment of pre-financing into several instalments.

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.

In the event of implementation contracts exceeding € 60 000, the beneficiary must abide by following additional rules: informing the Agency before proceeding in order to get the approval and national rules on awarding contracts shall apply.

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/EU² or contracting entities within the meaning of Directive 2014/25/EU³ 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.

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

³ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

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 logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. To do this, they must use the format and the [logo and disclaimer](#) of the relevant programme as provided by the. 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 an 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;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level⁴ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- 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.

⁴ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

12.3. Communication and dissemination

To maximise the impact, projects should have a clear and strong strategy for communication and dissemination of their activities and results, and applicants must provide enough time and resources to communicate and interact appropriately with peers, audiences and local communities as appropriate.

At the final report stage, (*as stipulated in the grant agreement*) beneficiaries will be required to produce an updated summary/report of the project. In addition, the beneficiaries will be able to upload the project results to the dissemination platform. This information may be used by the Commission to provide information on the results of projects

The Commission together with the Agency may identify good practices and prepare relevant dissemination materials to be shared within and across all participating countries and beyond.

Data and results from projects will be made freely available to be used by stakeholders, policy makers and others in a wide range of ways.

Beneficiaries may be required to attend and to participate in events organised by the European Commission or the Agency to share their experience with other participants and/or policy makers.

For more information on dissemination and exploitation of project result requirements, please refer to the [Erasmus+ Programme Guide](#) (Annex II – Dissemination and Exploitation of Results).

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/EC¹¹ -> .

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 Educational and Audiovisual Executive Agency (EACEA).

Personal data may be registered in the Early Detection and Exclusion System (EDES) by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046¹². For more information see the Privacy Statement on: 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 published in the Official Journal of the European Union and on the Agency's Funding website:

https://eacea.ec.europa.eu/erasmus-plus/funding_en - Call reference **EACEA/34/2019**

14.2 Registration in the Funding & Tender Portal

Before submitting an electronic [or paper] application, applicants [and co-applicants] will have to register their organisation in the Participant register hosted in the Funding & Tender Opportunities Portal and receive a Participant Identification Code (PIC9-digit number), serving as the unique identifier of their organisation in the Participant Register.. The PIC will be requested in the application form.

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

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

The Participant Register hosted in the Funding & Tender Opportunities 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>

The tool also allows applicants to upload all relevant documents related to their organisation (such as: registration documents, legal status, annual accounts).

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

https://eacea.ec.europa.eu/erasmus-plus/funding_en - Call reference EACEA/34/2019

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 modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Agency may contact the applicant during the evaluation process.

Applicants will be informed electronically 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 sent by fax or e-mail will not be accepted.

Applicants are requested to read carefully all information about the call for proposals, the submission procedure and to use the documents forming part of the application ('Application Package') which are available from the Agency's Funding pages:

https://eacea.ec.europa.eu/erasmus-plus/funding_en - Call reference **EACEA/34/2019**

Applicants must use the online application form (eForm) and its attachments. Please take note of the technical requirements for the application form (eForm) as explained in the specific eForm User Guide that is aimed at providing guidance on the technical aspects of completing and submitting the eForm. It is available at:

http://eacea.ec.europa.eu/documents/eforms_en.

Should you be blocked by any technical issue described in the User Guide during submission, this will not be considered as a technical failure of the eForm. In consequence, if the submission of your eForm fails and you do not meet the deadline, your application will be rendered ineligible.

Should you have technical problems with the online submission of your eForm, you must contact the helpdesk (eacea-helpdesk@ec.europa.eu) by email before the submission deadline,

explaining your problem. If you are close to the deadline, you have to include a screen shot of any error message together with a proof of time of occurrence.

14.4. Notification and publication of the evaluation results

Applicants shall be notified individually of the outcome of the evaluation procedure electronically, with a request for acknowledgement of receipt, signed by the Authorising officer or by a letter signed by the Authorising Officer sent as registered document to the legal Representative through the Funding & Tender Portal¹³ at the latest six months after the application deadline. During these six months assessment and selection of applications take place, followed by the adoption of the award decision. Only when these procedures are completed, the lists of selected projects will be published on the Agency website:

https://eacea.ec.europa.eu/creative-europe/selection-results_en

The Legal beneficiary of the applicant organisation will receive an email explaining when the notification letter is available in the Funding & Tenders Portal and how to access to it.

It is responsibility of the applicant to submit in the application the correct email address of the Legal Representative.

If the formal notification in the the Funding & Tender Opportunities Portal isn't opened for a period of more than 10 days (for projects) the Agency will consider the formal notification acknowledged.

14.5. Rules applicable

- 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;
- 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).
- **Contacts**

If you have any questions, please contact us at EACEA-Policy-Support@ec.europa.eu.

¹³ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>