



European
Commission



FROM
ERASMUS
TO
ERASMUS+
A STORY OF
30 YEARS

Erasmus+ Capacity Building in the field of Youth

Eastern Partnership Youth Window

Infoday

7 December 2017

Gabriela Scibiorska, EACEA

Part I

Erasmus+ Capacity Building in the field of Youth 2018

Main conditions to participate

Key Action 2: Capacity Building in the field of Youth

Objectives :

To promote cooperation and mobility activities between Programme Countries and Partner Countries that will have a positive and long term impact

Within a project you will find :

Capacity Building Activities

Mobility Activities include:

- Volunteering activities
- Mobility of youth workers
- Youth Exchanges

Capacity building activities

Activities that will aim at :

- **strengthening** youth cooperation by raising awareness on issues such as education, work, entrepreneurship
- **encouraging** policy dialogue on youth issues
- **reinforcing** capacities of youth councils and authorities
- **supporting** qualitative development of youth work/policies/systems by setting objectives based on young people's needs
- **helping** to enhance the ability of those working with young people
- **supporting** the recognition of non-formal learning

Using **tools, methods** and **new forms** of youth work and training schemes in order to implement new work practices

Capacity building activities

- conferences, workshops and meetings;
- large-scale youth events;
- information and awareness campaigns;
- development of information, communication and media tools;
- development of youth work methods, tools and materials, as well as youth work curricula, training modules and documentation instruments such as Youthpass;
- creation of new forms of delivering youth work and providing training and support, notably through open and flexible learning materials, virtual cooperation and open educational resources (OER).

For example, a project aims at:

- stimulating and strengthening integration of non-formal education and formal education at universities  Through establishment of certified course on International youth studies
- Strengthening human potential in youth field by building a critical mass of quality youth workers  Through developed curricula
- increasing awareness of the entrepreneurship of young women as an alternative to the search for paid employment  Guidebook on good practices in support of women's entrepreneurship, Toolkit "SAFE - Women Entrepreneurship Support Service", e-platform
- building capacity of the organizations working in the field of volunteering and youth engagement  Mapping of key stakeholders, conference, online campaign, local activities, workshops

Mobility activities

These activities will provide opportunities for young people to exchange their views, will allow their capacities to progress and will allow youth workers to benefit from cooperation through exchanges.

➤ **Youth Exchanges**

For young people people between the ages of 13 and 30

The exchange is between 5 to 21 days

➤ **Volunteering activities**

For young people people between the ages of 17 and 30

The duration of the service is between 60 days to 12 months

➤ **Mobility of youth workers**

No age limit

The duration of the activity is between 5 days to 2 months

Between the
Programme Countries
and the eligible
partner countries



Capacity Building in the field of Youth: Projects dedicated to Eastern Partnership countries

Two types of projects:

1. Civil Society Fellowships for Youth
2. Partnership for Entrepreneurship

Eligible applicants: Eastern Partnership countries

Eligible partners: Eastern Partnership countries and Programme countries

1. Civil Society Fellowships for Youth

Young leaders from applicant organisations (the "Fellows") enhance their skills and competences through **mobility activities in hosting organisations established in Programme Countries.**

Combination of:

- mobility activities including **mentorship schemes** and **job shadowing**

and

- Capacity Building activities – small policy engagement projects carried out by the Fellows upon return to their sending organisation

Example of CBY CSF project

Coordinator: GE, co-beneficiaries: MD, AM, FI, SE, GE, GE.

- Aim** increase the efficiency of youth policies through cross-sectorial cooperation and youth participation in youth policy making & implementation on different levels and in different sectors;
- Means** investing in professional growth of youth workers and leaders, enhancing youth participation establishing and acting within the networks youth organisations – municipalities – national authorities;
- Actions** sharing practices, meeting authorities, influencing the policy making through lobbying;
- Activities** (CBA) – Information and awareness-rising campaigns, conference, handbook, local activities
(MA) – Training course, **job shadowing (2)**, Youth Exchange, seminar

The innovative character:

Multi-sectorial cooperation, cross-policy, synergy between formal, non-formal and informal education and methodologies.

Mix of various pedagogical, campaigning and lobbying methodologies in order to achieve youth development on the regional level.

2. Partnership for Entrepreneurship

Promotion of youth entrepreneurship education and social entrepreneurship based upon multilateral partnerships between organisations including business.

Priority will be given to projects which:

- provide practical solutions to social challenges in the region
- exploit the economic potential of the region

Example of CBY PE project

Coordinator: AZ, co-beneficiaries: DE, GE, UK.

- Aim** enhancement of social inclusion of young offenders through entrepreneurship
- Means** educational activities, support in creating start-ups, long-term consultancy service,
- Actions** international, interdisciplinary, inter-sectorial strategic cooperation of civil society organisations, Ministries of Justice and penitentiary Services; delivery of tailor-made instruments based upon field research to young (ex)-offenders
- Activities** (CBA) – Kick-off meeting, Training Kit for youth workers and penitentiary specialist working with young prisoners, local training courses, social media campaign, ex-offenders Inclusion and Development consultancy services, small grant program
- (MA) – study visits, international training of trainers

The innovative character:

Involvement of young offenders in educational activities which empower entrepreneurship competences and reveal 'out of box' business ideas. Sustainable support (small-grant scheme and consultancy services); international and cross-sectorial cooperation.

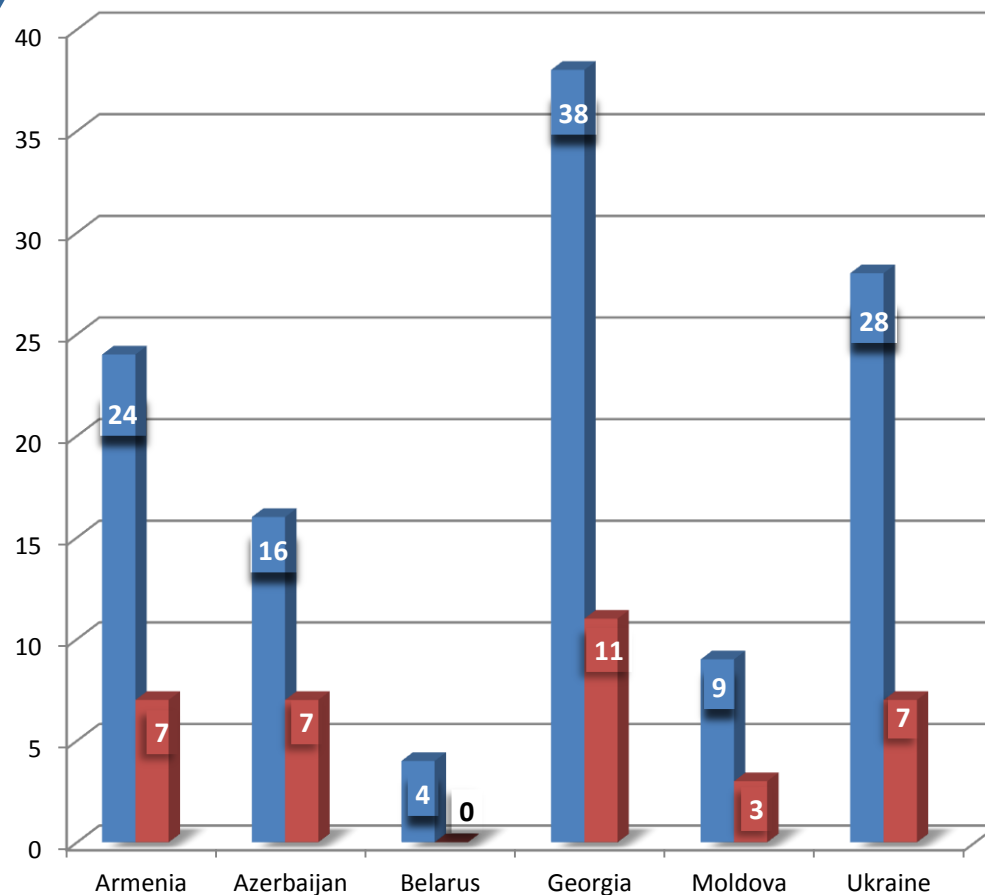
In practice projects should

Projects should include activities aiming to launch, test and implement youth work practices, such as:

- tools and methods for the socio-professional development of youth workers and trainers;
- **non-formal learning methods**, in order to improve competences and promote new approaches to education, including media literacy skills;
- and they should contribute to the development of new forms of youth work, ensuring efficient training schemes, virtual mobility, open educational resources and exploit the potential of ICT tools.

Overview CBY EP 2017

- **119** applications
- **35** successful projects
- Available budget: 3.450.000 Euro
- Average requested grant per successful project: 98.570.000 Euro
- **28** applications from Ukraine
- **7** succesful projects from Ukraine
- Total grant requested by beneficiaries from Ukraine: 556.340 Euro



Budget

Total available budget in 2018: **5.550.000 EUR**

(increase of 2,1 mio comparing to 2017)



The budget will be allocated as follows:

60% to Civil Society Fellowships for Youth

40% to Partnership for Entrepreneurship

Funding Rules

Maximum grant: **150.000 EUR**



Maximum 80% of the estimated costs
and
100% of the unit costs

Budget = combination of **unit costs** and **estimated costs**

Projects starting between **1 July** and **31 December 2018**

Duration of projects from **9** to **24 months**

Eligible applicants

The applicant must be established in an **Eastern Partnership Country** and be legally registered **for at least 1 year**.

The applicant can be any **public or private organisation** active in the education, training and youth fields or the socio-economic sectors:

- **Non-profit organisation, association, NGO**
- **National Youth Council**
- **Public bodies at local, regional or national level**
- **Private company**
- **Social enterprise**

Eligible partners

In addition to the profile of the eligible applicant (see the previous slide), partners can also be:

- a school/institute/educational center
- a social partner or other representative of working life, including chambers of commerce,
- craft/professional associations and trade unions;
- a higher education institution;
- a research institute;
- a foundation;
- an inter-company training centre;
- a cultural organisation, library, museum;
- ...



Eligible Partnership

Minimum **3** participating organisations from **3 different Programme and Eastern Partnership countries** including:

minimum **1 Programme country**
and
minimum **1 Eastern Partnership country**



Award criteria - relevance

- **the proposal is responding to the objectives of the Action and of the Window;**
- the objectives are clear, realistic, addressing issues relevant to the target groups and well reflected in planned activities;
- the capacity-building activities are clearly defined and aim at reinforcing the capacities of the participating organisations;
- the project involves youth with fewer opportunities;
- addressed issues and proposed solutions are relevant to the situation in the region and contribute to the socio-cultural and youth policy development;
- the proposal is innovative and/or complementary to other initiatives

As regards Eastern Partnership projects:

Partnership for Entrepreneurship

- The extent to which projects offer practical solutions to social challenges present in the communities of the origin and exploit the economic potential of the region also by involving the private sector.

Civil Society Fellowships for Youth

- The extent to which projects offer mobility activities of fellows from Eastern Partnership countries to Erasmus+ Programme countries relevant to above practical solutions

Award criteria - quality of the project design and implementation

- consistency between project objectives and activities proposed;
- clarity, completeness and quality of the work program, including preparation, implementation, monitoring, evaluation and dissemination;
- quality of non-formal learning methods;
- quality of arrangements for the recognition and validation of participants' learning outcomes;
- existence of quality control measures;
- cost-effectiveness and allocation of appropriate resources to each activity;
- appropriate measures for selecting and/or involving participants in the mobility activities.

Award criteria - quality of the project team and the cooperation arrangements

- appropriate mix of complementary participating organisations with the necessary profile, experience and expertise;
- the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations.
- mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders.

Award criteria – impact and dissemination

- measures for evaluating the outcomes of the project;
- potential impact on participants and participating organisations as well as outside the organisations and direct participants;
- dissemination plan;
- plans for ensuring the sustainability of the project;
- If relevant, the proposal describes how the materials, documents and media produced will be made freely available

Additional hints: What is a good project ?

- **Innovative character**
- **Coherence** of the activities throughout the project (consistent with project objectives)
- **Local and international impact**
- **Visibility** and **Dissemination** strategy
- Concrete **results**



Save the date

Only one deadline per year to submit a proposal for Capacity Building in the field of Youth:

8 March 2018

12:00 (midday) Brussels time

How and where to submit a proposal:

http://eacea.ec.europa.eu/erasmus-plus/funding_en

The Programme Guide:

http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

Contact:

EACEA-YOUTH@ec.europa.eu



On-line Info session

18/12/2017 10:30–12:30 Brussels time

Part II

Erasmus+ Capacity Building in the field of Youth 2018

How to apply?

Practical guidelines

Application process, Step 1

The **applicant** and **all partners** must have a **PIC number** issued through the registration on the Participants Portal.

The Participant Portal is the tool through which legal information related to organisations will be managed.

Information on how to register can be found in the portal under the following address:

<http://ec.europa.eu/education/participants/portal>

- All technical questions related to the registration process shall be addressed to the Helpdesk: EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU

Application process, Step 2

Download the corresponding eForm from:

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



Be sure that your PIC number is correct and that you have collected the PIC numbers of all partners involved in the project.

Application process, Step 2

Click on:

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation

Then choose:

▼
Search

Show entries

Click on the line of the appropriate eForm:

Filter search re

Programme Guide / Call for Proposals	Programme	Key Action	Action	Action Type
EAC-A03-2016	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in ACP countries, Latin America and Asia	Capacity Building for youth in ACP countries, Latin America and Asia
EAC-A03-2016	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building youth - Western Balkans
EAC-A03-2016	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - South Mediterranean Youth Window - Tunisia
EAC-A03-2016	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - Eastern Partnership - Civil Society Fellowships for youth
EAC-A03-2016	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - Eastern Partnership - Partnership for Entrepreneurship

or

Application process, Step 3



Fill in the compulsory annexes/attachments:

1. Detailed Description of the Project
2. Declaration on honour: please select according to the grant requested:
 - Declaration on honour for grants lower than or equal to € 60 000
 - Declaration on honour for grants higher than € 60 000:
3. Budget

Application process, Step 3

Annex 1. Detailed Description of the Project



Please pay attention to the explanations you will give in the detailed description of the project. This document together with explanations introduced in the eForm will be used to assess your proposal. Your proposal will be among other criteria evaluated against award criteria mentioned in the Programme Guide.

There is character limit, please respect it!

- Relevance of the Project (20)
- Quality of the project design and implementation (30)
- Quality of the project team and cooperation arrangements (30)
- Impact and dissemination (20)

Application process, Step 3

Annex 3. What is important to know about the Budget?

1. The Budget Excel table contains a significant number of formulas, so you will not be able to fill in certain fields/sheets (such as Totals).
2. It is divided into categories which must not be mixed-up: Capacity Building Activities and Mobility Activities (Youth Exchanges, Volunteering activities and Mobility of youth workers).
3. The budget is a combination of estimated costs and scale of unit costs.

Application process, Step 3

Annex 3. What is important to know about the Budget?

The Excel file includes 5 sheets:

→ The first two must be filled in by the applicant :

- "Capacity building activities"
- "Mobility activities"

→ The remaining three sheets are automatically updated ("Summary Capacity Building" "Summary Mobility", "Summary")

All types of costs for Capacity Building activities:

DIRECT COSTS:

1. Information, Communication and Technology (ICT) costs
2. Transnational project meetings between project partners for implementation and coordination purposes, conferences and large scale youth-events (excluding travel costs)
 - 2.1 Board and lodging including local transport
 - 2.2 Visa and insurance costs
 - 2.3 Rental of rooms for meetings, conferences, other events
 - 2.4 Interpretation costs
 - 2.5 Costs for external speakers
3. Intellectual outputs and dissemination of project results
 - 3.1 Production
 - 3.2 Translation
 - 3.3 Dissemination and/or information costs, including local activities
4. Linguistic, intercultural, task-related preparation of participants in mobility activities
5. Cost for the financial audit of the project - **the audit is compulsory when the total of estimated real costs is equal or higher than 60.000 EUR**



INDIRECT COSTS : Flat rate amount not exceeding **7%** of eligible direct costs

TRAVEL COSTS are calculated on the basis of scale of unit costs using the **DISTANCE CALCULATOR**





Detailed budget for Capacity Building Activities:

Conferences, Workshops, Meetings, Large scale youth events, Information and Awareness Campaigns, Information/Communication/Media Tools, Youth Work Methods/Tools/Material, New Forms of delivering Youth Work (funding rules of the Programme Guide 2018)

DIRECT COSTS

1. Information, Communication and Technology (ICT) costs (please note that costs linked to services and goods are eligible only if the provider is different from the participating organisation and will present a detailed and valid invoice at final report stage)

Organisation	Activity <i>(please indicate the activity/ies concerned)</i>	Specification <i>(please indicate the type of expenditure)</i>	Costs
xyz	campaign	development of exchange on-line platform	2.500,00 €

2. Transnational project meetings between project partners for implementation and coordination purposes, conferences and large scale youth-events:

2.1 Board and lodging including local transport

Organisation	Activity <i>(please indicate the activity concerned)</i>	Specification <i>(please indicate the number of participants and the duration of the stay)</i>	Costs
ABC	Final Evaluation Meeting	Accommodation for 2 days	80,00 €
DEF	Final Evaluation Meeting	Accommodation for 2 days	80,00 €
GHI	Final Evaluation Meeting	Accommodation for 2 days	80,00 €
JKL	Final Evaluation Meeting	Accommodation for 2 days	80,00 €

2.2 Visa and insurance costs

Organisation	Activity <i>(please indicate the activity concerned)</i>	Specification <i>(please indicate the type of expenditure)</i>	Costs
ABC	Workshop no 2	visas and insurance for 3 participants	300,00 €

2.3 Rental of rooms for meetings, conferences, other events

Organisation	Activity <i>(please indicate the activity concerned)</i>	Specification <i>(please indicate the type of expenditure)</i>	Costs
ABC	local training course, round table	2 days local training + half of day round table	250,00 €

EXTERNAL STAFF CANNOT BE ON YOUR PAYROLL

2.4 Interpretation costs

Organisation	Activity <i>(please indicate the activity concerned)</i>	Specification <i>(please indicate the type of expenditure, languages concerned, number of interpreters ...)</i>	Costs
DEF	Seminar no 2	1 Serbian interpreter	250,00 €

2.5 Costs for external speakers

Organisation	Activity <i>(please indicate the activity concerned)</i>	Specification <i>(please indicate the type of expenditure, number of external experts, number of days ...) (please note that costs linked to external speakers are only eligible for Capacity building Activities, in addition please note that experts must be EXTERNAL, thus not coming from the participating organisations)</i>	Costs
ABC	round table	1 one guest external speaker during round table	100,00 €
DEF	round table	1 one guest external speaker during round table	100,00 €

3. Intellectual outputs and dissemination of project results (please note that costs linked to services and goods are eligible only if the provider is different from the participating organisation and will present a detailed and valid invoice at final report stage)

3.1 Production

Organisation	Activity <i>(please indicate the activity/ies concerned)</i>	Specification <i>(please indicate the type of expenditure)</i>	Costs
ABC	Final workshop	Brochures	1.000,00 €

3.2 Translation

Organisation	Activity <i>(please indicate the activity/ies concerned)</i>	Specification <i>(please indicate the type of expenditure, the languages concerned, number of pages ...)</i>	Costs
ABC	Final workshop	<p>EXTERNAL STAFF CANNOT BE ON YOUR PAYROLL</p> <p>Costs for 3 translators for booklet into 3 languages (FR/EN/IT)</p>	1.500,00 €

3.3 Dissemination and/or information costs

Organisation	Activity <i>(please indicate the activity/ies concerned)</i>	Specification <i>(please indicate the type of expenditure)</i>	Costs
DEF	Dissemination meeting	Launch of dissemination plan and broadcast	350,00 €

4. Linguistic, intercultural, task-related preparation of participants in mobility activities (please note that these costs can only be claimed for youth exchanges, EVS activities or mobility of youth workers. For EVS activities: please bear in mind that the EVS training cycle costs are eligible only for EVS activities in Partner countries (National Agencies organise the training cycle activities in Programme countries))

Organisation	Activity (please indicate the activity concerned)	Specification (please indicate the type of expenditure)	Costs
ABC	EVS activity	training for 5 people €25/person	125,00 €
DEF	Youth exchange activity	workshop for 7 people €20/person	140,00 €

5. Cost for the financial audit of the project

Organisation	Activity (please indicate the activity concerned)	Specification (please indicate the type of expenditure)	Costs
The applicant	AUDIT	costs for external auditor	1.500,00 €

INDIRECT COSTS

Beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity bills, costs for premises, Internet bills, permanent staff costs), (only eligible for time periods during which the applicant does not benefit from an Operating grant from the EU budget)

Indirect costs (Flat rate amount not exceeding 7% of eligible direct costs)

4.000,00 €

TOTAL INDIRECT COSTS

3.521,00 €

Income (financial)

Co-financing organisation	Descriptions	Income
National/regional/local institutions		1.000,00 €
Private donors		4.000,00 €
Own resources		2.000,00 €
Other resources		
Total financial income		7.000,00 €

Travel cost for capacity building activities (excluding the mobility activities)

Travel costs - scale of unit costs calculation

Travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return

Number of participants	Sending Organisation and country	From home/departure City and Country	To venue City and Country	Distance in km per participant (one way)	Total distance in km (all participants one way)	Total
2	ABC	Charkiv, UA	Verona, IT	1946,93	3893,86	550
4	DEF	Budapest	Ganja, AZ	2295,61	9182,44	1440
6	GHI	Telavi, GE	Ganja, AZ	156,25	937,5	1080
2	JKL	Minsk	Ganja, AZ	2029,53	4059,06	720



YOU INSERT THE DISTANCE BASED ON THE DISTANCE CALCULATOR



CALCULATED AUTOMATICALLY

http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4

Detailed budget for Mobility Activities

- There are 3 sections for each type of Mobility Activity:
 - Youth Exchanges
 - Volunteering activities
 - Mobility of youth workers
- The unit costs (travel and organisational support) are calculated automatically
- Exceptional costs and Special Needs Support are based on real costs
- The distance has to be calculated using the **Distance Calculator:**

http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4



Detailed budget for Mobility Activities

Detailed budget for Mobility of Youth Workers: activities such as international seminars for youth workers, training courses for youth workers, contact-making events, study visits, job shadowings *(funding rules of the Programme Guide 2017)*

Travel costs - scale of unit costs calculation

Travel costs of participants, including accompanying persons and trainers, from their place of origin to the venue of the activity and return

Costs

Number of participants <i>(participants, trainers, accompanying persons)</i>	Sending Organisation and country	From home/departure City and Country	To venue City and Country	Distance in km per participant <i>(one way)</i>	Total distance in km <i>(all participants one way)</i>	Total
2	ABC Ukraine	Kyiv, UA	Krakow, PL	753,28	1506,56	550,00
6	DEF, Georgia	Tbilisi, GE	Munchen, DE	2691,79	16150,74	2.160,00
5	GHI, Germany	Munchen, DE	Chisinau, MD	1299,82	6499,1	1.375,00

Detailed budget for Mobility Activities

Individuals support – scale of unit costs calculation

Number of volunteers	Host Organisation	Host country	Duration of the activity abroad in days	Unit cost per day / volunteer	Total
3	XYZ	Georgia	60	2,00 €	360,00

Organisational Support – scale of unit costs calculation (max 1100 eur per participant)

Number of participants (participants, trainers, accompanying persons)	Host Organisation	Host country	Duration of the activity abroad in days	Unit cost per day / participant	Total
2	ABC	Poland	30	59,00 €	2.200,00
6	DEF	Germany	45	58,00 €	6.600,00
5	GHI	Moldova	5	48,00 €	1.200,00

Detailed budget for Mobility Activities

Organisational Support – scale of unit costs calculation		CALCULATED AUTOMATICALLY			
<i>Number of participants (min 4 + 1 per SO)</i>	<i>Host Organisation</i>	<i>Host country</i>	<i>Duration of the activity abroad in days</i>	<i>Unit cost per day / participant</i>	<i>Total</i>
5	ABC	Belgium	5	37,00 €	925,00 €
Special needs support - Portion of eligible costs		REAL COSTS			
<i>Specification : (Please consult the overview of funding rules for special needs support as defined in the Programme Guide)</i>					<i>Costs</i>
Assistance for participant with disabilities for 5 days					750,00 €
Exceptional costs - Portion of eligible costs		REAL COSTS			
<i>Specification : (Please consult the overview of funding rules for exceptional costs as defined in the Programme Guide)</i>					<i>Costs</i>
3 visas, insurance and vaccinations					600,00 €
1 participant with fewer opportunities (see motivation letter)					200,00 €

Application process, Step 4

Complementary annexes to upload in the Participants Portal:

1. Legal Entity Form
2. Financial Identification Form
3. If the requested grant exceeds 60.000 EUR the applicant has to provide a Financial Capacity Form, including the applicant's profit and loss account and the balance sheet for the last two financial years for which accounts were closed.



Application Process - summary:

- **Registration** of the applicant and the partners on the Participants Portal
- Download the correct **e-form**
- Attach **annexes** (declaration on honour, project description, budget)

DO NOT send any paper version!



The deadline

Submission on-line before

8 March 2018 - 12:00 (midday)

Brussels time

Selection procedure

Deadline: 8/03/2018

Start of the selection procedure

- **Proposals: eligibility checks**
- **Proposals: Evaluation against the award criteria** (with the help of external experts)

April/May
2018

Evaluation Committee: projects proposed for funding

May/June
2018

June 2018

Applicants receive the notification letters

How and where to submit a proposal:

http://eacea.ec.europa.eu/erasmus-plus/funding_en

The Programme Guide:

http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

Contact:

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

