Info-session UA NEO
Capacity Building in the Field of Youth

Erasmus+ Key Action 2

Capacity Building Youth 2024 Call for proposals
ERASMUS-YOUTH-2024-CB

Lene MEJER, Deputy Head of Unit
A.5 Youth, EU Solidarity Corps and Aid Volunteers
European Education and Culture Executive Agency
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Useful links & where to find the **Programme Guide**

To PREPARE your project proposal	To SUBMIT your project proposal
2024 Erasmus+ Programme Guide 2024-Erasmus+Programme-Guide_EN.pdf (europa.eu) Eligibility and admissibility criteria are key Award criteria are central to a well-written proposal Application forms (Part B and excel budget table) Lump sum funding F&TOP section Link to CBY 2024 Info Day: Info session – Capacity Building in the field of Youth - Call 2024 - European Commission (europa.eu)	An introduction to the Funding & Tenders Portal IT tools: Business process flow video tutorial F&TOP Online Manual F&TOP IT How To Presentation How to submit

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CBY2024 | Timeline

https://ec.europa.eu/info/funding-tenders/opportunities/portal
Capacity Building in the Field of Youth (ERASMUS-YOUTH-2024-CB)

28 November 2023
Call opening

6 March 2024 at 17:00 CET (Brussels time)
Call deadline

March – July 2024
Evaluation period

August 2024
Information to applicants

September - November 2024
Signature of grant agreement

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Eligibility: Minimum geographical composition of the application

For your convenience, information is colour coded, i.e. different colours correspond to different categories

Proposals must be submitted by a consortium of **at least 4 applicants** (coordinator and full partners), including:

➢ **At least 1 EU Member State or third country associated to the Programme**

+

➢ **At least 2 eligible third countries not associated to the Programme**

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Eligibility: Organisations must be **legally established** in one of the following eligible countries:

➢ **EU Member States** (Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden)

➢ **Erasmus+ third countries associated to the Programme** (Iceland, Norway, Liechtenstein, North Macedonia, Serbia and Turkey)

➢ **Eligible third countries not associated to the Programme:**

- **Region 2 – Neighbourhood East** (Georgia, Moldova, Territory of Ukraine as recognised by International law, Armenia and Azebaijan but **NOT as coordinators**)
➢ Organisations from different eligible regions cannot participate in the same project. **Cross-regional projects are not eligible**.

The extension of the action to countries from the Eastern Partnership (Region 2)
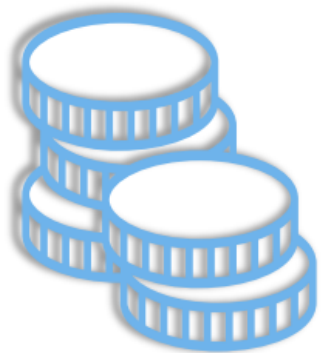
The 2024 Annual Work Programme has been revised to **increase the 2024 budget allocations**.

Therefore the **2024 Budget is now 9.230.000 euros** for regions 1, 2 and 3 (**instead of 6.350.000** euros for regions 1 and 3 only).

Total budget for 2024 : 9.230.000 €		
2.668.841 €	6.561.159 €	
Region 1 : Western Balkans	Region 3 : South Mediterranean	*Region 2 : Eastern Partnership*
2.668.841 €	3.681.159 €	*2.880.000 €*

What are Capacity Building Youth (CBY) projects expected to achieve in Partner countries?

Raise the **capacity of youth organisations**

Enhance **synergies and complementarities with formal education systems**

Foster interregional cooperation

Support the development of **youth work**

Contribute to the promotion and implementation of the **EU Youth Strategy**

Promote **non-formal learning**

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Key points to retain before starting to write & submit your proposal

1. Read the relevant **information**

2. Have a good **understanding** of the **Action** and the **Call**

3. Check the Call **requirements**

4. Choose your project **idea**, **structure** it and **stick** to it

5. Build a good **consortium**

6. **Write** a good proposal

7. Create a coherent **budget** based on cost estimations that will generate the proposal's lump sum grant

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What is a good proposal?

CONTENT WISE

Proposal aligned to the objectives and policy priorities of the Action and field and fulfilling all the criteria set out in the call for proposals and complying with quality standards

Competitive call based on the quality of proposals and available budget

Remember!!

- A complete **APPLICATION PACKAGE** is not equal to a good proposal

- An **ADMISSIBLE** and **ELIGIBLE** proposal is not equal to a good proposal

- The availability of **BUDGET** does not guarantee that all proposals will be funded, - ONLY quality proposals will be funded (quality threshold is 60 points)

- Only proposals **ABOVE THE FUNDING THRESHOLDS** may be funded (in 2023, the funding threshold was more than 80 points)

- The QUALITY of your proposal must be in line with your **REQUESTED LUMP SUM GRANT**

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Target groups "The extent to which: - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups"

Target Group

Who is this project for?

Is your target group clearly defined & visible throughout your proposal?

Is your target group diverse enough i.e. including youth with fewer opportunities?

Problem statement

What problems are they experiencing?

What are their needs?

Objectives

How can you address this problem to bring solutions and meet these needs?

Are the objectives clearly defined, realistic and address issues relevant to the participating organisations and target groups?
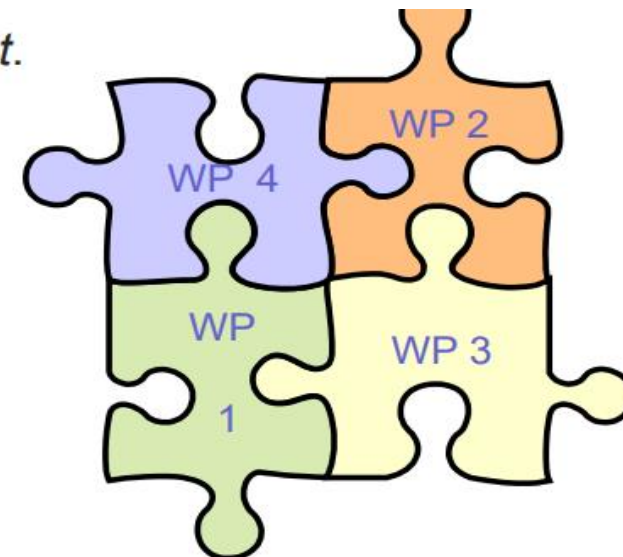
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Work packages

❑ **What?** Work package *means a major sub-division of the proposed project.*

Therefore:

    ✗ A single activity is **not** a WP
    ✗ A single task is **not** a WP
    ✗ A % of progress of work is **not** a WP
                      (e.g. 50 % of the tests)
    ✗ A lapse of time is generally **not** a WP
   (e.g. activities of year 1)

❑ **How many?** Minimum of 3 WPs

    ✓ **WP1** --- *management and coordination* activities and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages).

    ✓ **WP2** --- *project activities implementation.* You can create as many WPs as needed.

    ✓ **WP3** --- The last WP should be dedicated to *Impact and dissemination*

Deliverables

❑ What? Expected tangible outputs derived from the execution of a series of tasks/activities to demonstrate progress and achievement of each WP's objective *(e.g. workshops' material, trainings' material, website, quality management plan, communication and dissemination plan)*

❑ Attention:

✓ **NOT** a task or an activity.

✓ Do **NOT** include minor sub-items, internal working papers, meeting minutes, internal handbooks, guidelines on how to manage the project and monitoring of finances. The latter is part of project management internal and for the consortium ONLY.

✓ **EU reporting documents** (progress and final reports) are **NOT** considered as deliverables.

✓ For each deliverable, please indicate a **due month** by when you commit to upload the expected tangible output on the Portal.

✓ The due month cannot be outside the duration of the work package the deliverable is linked to, and it must be in line **with the timeline of the project** you have provided

✓ be as **complete**, **accurate** and **specific** as possible while providing the **description** of the activities implemented per each deliverable. Do NOT only refer to the format and language of the deliverable.

✓ **EU funding visibility:** *the final grant may be reduced if project's materials do not comply with this rule!!*

✓ Ensure that there is **no duplication of information**

❑ How many? It is recommended to limit them to **max 10-15** for the entire project. However, if justified due to the complexity or based on the duration of the project, the number can exceed 15.

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Setting-up a proposal budget

✓ Maximum EU contribution per project is **EUR 300,000** and EU co-financing rate **80%**

✓ Ensure value for money

✓ Allocation of funding between the partners secured

✓ Coherence of the budget in relation to the deliverables and objectives

✓ Justifications in case of high budget, especially staff costs (countries have different salary scales)

✓ Management and coordination costs proportionate to the number of partners to coordinate, size and geographical coverage of the project

✓ Budget meeting the needs of the beneficiary and enhance inclusion in the ERASMUS + programme

Lump sum

No actual costs

No cost eligibility rules

No financial audits

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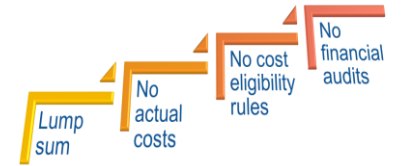
Budget guidance

✓Proposed budget is proportional to the project outputs, expected results and with the proposed action

✓Justifications must be provided especially for subcontracting: differentiate between subcontracting and contracts/purchases (MGA)

✓Budget must be detailed, clear and justified: beware of consistency of the annex detailed budget 'excel sheet' and DoA Part B

✓Indicate 'efforts' measured in person-months - what is person-month and how to calculate it

Lump sum grant – Budget allocation

Annex 2

Lump sum = Maximum grant amount

Max. liability of the beneficiary after payment of balance

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Share of the lump sum per WP

Disclaimer: Information not legally binding

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Evaluation criteria and Thresholds

Relevance	Quality of the project design and implementation	Quality of the partnership and cooperation arrangements	Impact
☐ The relevance of the proposal to the objectives of the Action; ☐ The extent to which: i. the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups; ii. the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; iii. the capacity-building activities are clearly defined and aim at reinforcing the capacities of the participating organisations; i. the project involves young people with fewer opportunities.	☐ Clarity, completeness & quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination; ☐ Appropriateness & quality of the methodology proposed for addressing the needs identified; ☐ Consistency between project objectives and activities proposed; ☐ Quality & effectiveness of the work plan, including the extent to which the resources assigned to work packages are in line with their objectives and deliverables; ☐ Quality of the non-formal learning methods proposed; ☐ Quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools; ☐ Existence & relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget; ☐ Extent to which the project is cost-effective and allocates appropriate resources to each activity. ☐ Appropriateness of measures for selecting and/or involving participants in mobility activities, if any	The extent to which: ☐ the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project; ☐ the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations. ☐ The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders	☐ The quality of measures for evaluating the outcomes of the project; ☐ The potential impact of the project: i. on participants and participating organisations, during and after the project lifetime; ii. outside the organisations and individuals directly participating in the project, at local, regional, national and/or international levels. ☐ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations; ☐ If relevant, the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations; The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.

Any Questions?
Thank you

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