

Capacity Building in the Field of Youth

How to submit a project proposal?



“Available youth and sports supporting opportunities: Erasmus+ programme and Ministry of Sports and Youth”

Parallel workshops

*Sports and Culture Centre of University of Montenegro
6th February 2024*



CBY projects at a glance

- What are CBY projects?
- What are CBY projects expected to achieve?
- What are the thematic areas?
- What are the supported activities?
- What are the call novelties?
- What are the horizontal priorities?

***Programme Guide: KA2 – Capacity Building
in the field of Youth - page 354***





Eligibility

Who can apply?

- **NGOs** working in the field of Youth (including National Youth Councils);
- **Public authorities** at local, regional or national level
- **Public or private companies** (small, medium or large enterprise (including social enterprises) may also participate but not as coordinator.



N° of organizations

- Minimum of **4 organisations from at least 3 different countries**
- **At least 1 EU Member State or third country associated to the programme**;
- **At least 2 legal entities from 2 different eligible third countries not associated to the Programme belonging to the same eligible Region**
- **Cross-regional projects are not eligible**



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Which of the following geographical compositions respect the minimum eligibility requirements?

1. Belgium (EU)
2. Belgium (EU)
3. Armenia (Region 2)
4. Lebanon (Region 3)

1. Albania (Region 1)
2. Albania (Region 1)
3. Austria (EU)
4. Latvia (EU)

1. Serbia (Associated)
2. Albania (Region 1)
3. Montenegro (Region 1)
4. Kosovo (Region 1)

1. Turkey (Associated)
2. Egypt (Region 3)
3. Ireland (EU)
4. Poland (EU)

1. Turkey (Associated)
2. Norway (Associated)
3. Azerbaijan (Region 2)
4. Georgia (Region 2)

How to find partners?



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

EN

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Capacity Building in the field of Youth

ERASMUS-YOUTH-2024-CB

Topic [Call for proposal](#)

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Partner search announcements

148 Searches of partners to collaborate on this topic

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LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

Application

Duration of the project

- **12, 24 or 36 months**

Where to apply?

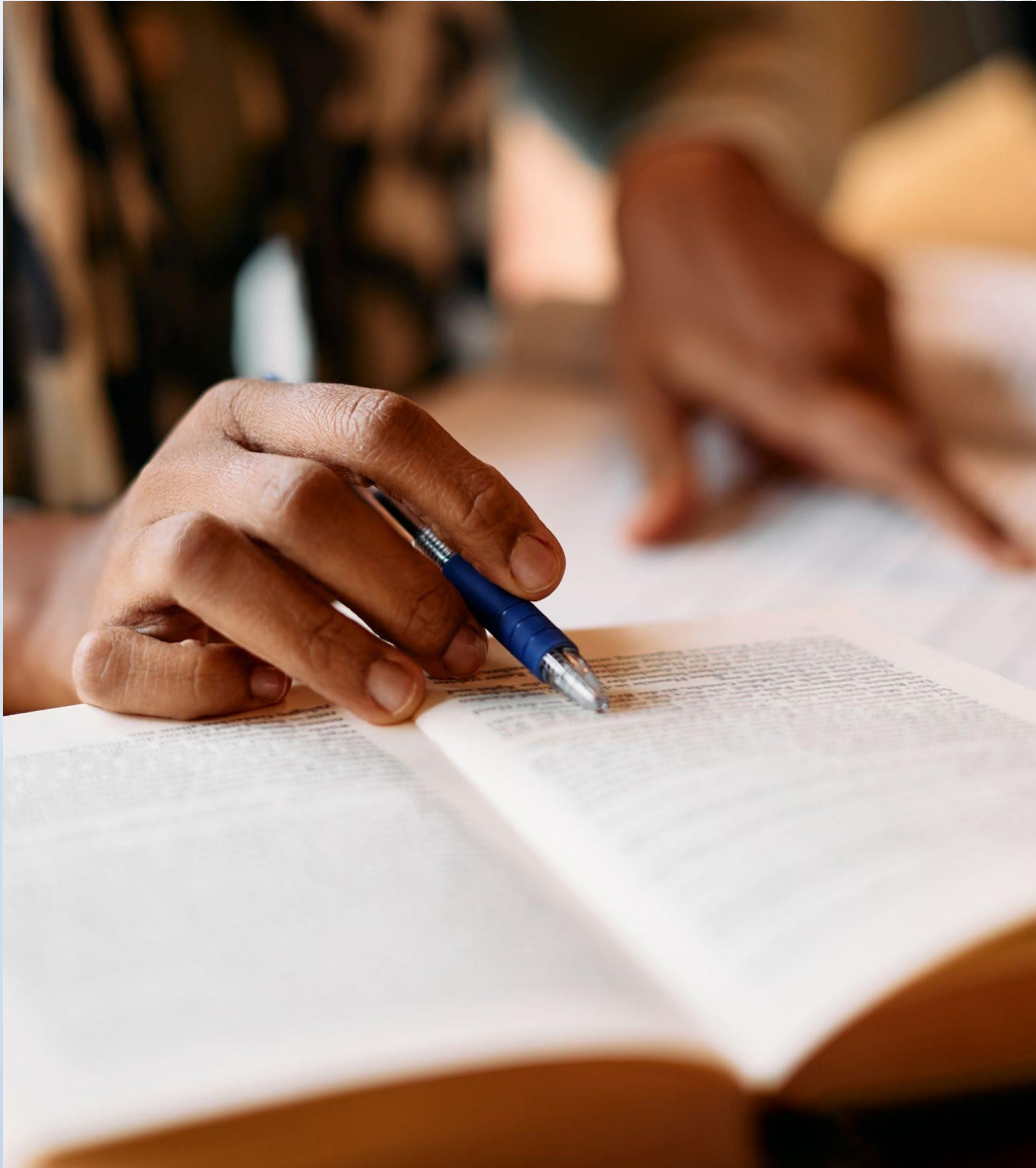
- European Education and Culture Executive Agency (EACEA)
- **Call ID: ERASMUS-YOUTH-2024-CB**

When to apply?

- **6th of March 2024 at 17:00 (Brussels time)**

Grant awarded

- **Max 300.000 EUR**



How to write a good proposal?

Setting up a project: 4 stages

Project
identification
and initiation

Preparation,
design and
planning

Implementation
and monitoring
of activities

Review and
impact
assessment

What is a good proposal?

Aligned to the objectives and policy priorities

Delivering the expected results

Effective implementation

Expected changes

Keeping the results alive

Prepared and agreed jointly by all consortium partners



Award criteria

Relevance

Quality of project
design and
implementation

Quality of
partnership and
cooperation

Impact

Note:

- *Min threshold 60/100*
- *Relevance and quality of the project design: max 30 points*
- *Quality of the partnership and impact, dissemination and sustainability: max 20 points*



1. Relevance of the project



The extent to which: the objectives are clearly defined, realistic and address the issues relevant to the participating organizations and target groups

- Target groups
- Problems and needs – needs analysis
- Objectives

1. Relevance of the project



Target groups

- Choose the **most appropriate and clearly defined** target group
- Visible throughout **ALL** your proposal
- Don't forget - **the project involves young people with fewer opportunities**
- Consider the groups you have access to

1. Relevance of the project

Inclusion and diversity



- **Youth engagement: active engagement with a diverse youth population** including those from **remote/rural areas and/or with fewer opportunities**
- Consider the **minorities/people with fewer opportunities** you have access to & demonstrate you **promote inclusion and youth diversity in your proposal**
- What **type of groups** will you engage with and why are they relevant to the project? Is their inclusion credible?
- How will you **perform outreach** to these groups? Have you considered **obstacles to their participation**? Are these reflected in your risk management strategy?
- What will be **their role in the project activities**? How will you will select participants and engage with them?
- What **practical arrangements** are needed in the activities planned with these participants (i.e. to facilitate their access, take into account special needs, impact on budget)?

1. Relevance of the project

Needs analysis

This analysis is **not a project activity!**

It shall already be completed by submission of the proposal:

- forms **part of the application**
- forms the **foundation of the project**
- based on **up to date, verifiable facts and figures: cite, give sources, provide evidence from own research conducted**

Multi level needs analysis

- **Data relevant to all countries and organisations in the consortium and the target groups**



Needs analysis, not needs description!





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2. Quality of the project design and implementation



What methodology is being used and why?

- ✓ Explain how the activities will meet the objectives and why the chosen methodology would be **the most appropriate** for your planned goals
- ✓ Have you appropriately considered **links between methodology and needs analysis, objectives and activities as the foundation?**
- ✓ **Cost effectiveness**
- ✓ **Risk analysis**



2. Quality of the project design and implementation

What work packages are & how many?

- **Work Package**: the building blocks of the proposal
- **Number of WPs**: minimum 3 WPs
- **WP structure**: WP1 – Management and structure
WP2 – Implementation
WP3 – Dissemination and impact

Remember:

- ❖ A single activity is not a WP
- ❖ A single task is not a WP

Deliverables:

- ❖ Expected **major tangible output** derived from the execution of a series of tasks/activities
- ❖ How many? It is recommended to **limit them to max 10-15 for the entire project**
- ❖ **Tasks, Milestones and Deliverables** – avoid identical wording, and same date in the 3 sections





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3. Quality of the partnership and cooperation

- Is there an appropriate mix of complementary organisations **with the necessary profile, experience and expertise to successfully deliver all aspects of the project?**
- Does the distribution of responsibilities and tasks demonstrate the commitment and active contribution of **ALL participating organisations?**
- Have **effective mechanisms for coordination and communication** between the participating organisations been appropriately conceived, as well as vis-à-vis other relevant stakeholders?





4. Impact and dissemination



- **Short, medium and long-term effects of the project**
- **How will the target groups benefit concretely from the project and what would change for them?**
- **The potential impact of the project:**
 - on participants and participating organisations, during and after the project lifetime;
 - outside the organisations and individuals directly participating in the project, at local, regional, national and/or international levels.
- **Dissemination measures and plan aimed at sharing the outcomes of the project within and outside the participating organisations;**
- **How sustainability of the project is guaranteed?**

Application checklist



Application checklist



The project idea

- ✓ The idea lines up with the **objectives of the call**
- ✓ The idea **makes sense** for the organisations involved and their core business

Application checklist



Partner search

- ✓ I have read the eligibility criteria relating to the partnership composition and eligible organisations in the call/programme guide/on FTOP multiple times
- ✓ I have conducted a considered, targeted partner search as much as possible
- ✓ I have checked the eligibility of the partnership
- ✓ I have checked that the application involves the minimum eligible number of partners.
- ✓ I have verified that the partners themselves are eligible to participate (eligible type of organisation/legal entity, eligible country).
- ✓ I have checked that the geographical composition of the partnership respects the relevant eligibility criterion.



Application checklist

Partner search

- ✓ I trust that the partners share in the overall vision of the project
- ✓ I have ensured that the partners will willingly contribute to the design of the project and to the completion of the application
- ✓ I am familiar with the expertise and operational capacity of each partner
- ✓ I am aware of any potential operational limitations of working with any partner
- ✓ The nature of the partnership and the capacities of each member, have been taken into account throughout the drafting of the proposal



Application checklist



Compliance with admissibility and eligibility criteria

- ✓ I have read and understand the admissibility, eligibility and exclusion criteria in the call/Programme Guide
- ✓ If, after the above, I have doubts concerning an aspect of the admissibility, eligibility and exclusion criteria, I have asked EACEA for clarification
- ✓ I have verified the eligibility of my partners and the composition of the consortium
- ✓ I have kept the eligibility criteria in mind throughout the drafting of the proposal, including in the design of activities, the venue of activities, the duration of the project



Application checklist

Compliance with admissibility and eligibility criteria

- ✓ I have re-read the proposal a final time, to check against the eligibility criteria
- ✓ I have verified that my proposal and all mandatory annexes respect the templates provided, are the required length and are readable and accessible
- ✓ I have respected the deadline (my project is submitted on time)
- ✓ I have submitted my proposal electronically through the Funding and Tender Opportunities Portal



Application checklist

Technical and administrative elements

- ✓ I have watched/read the information on “[How to submit a proposal](#)” provided by EACEA
- ✓ I have watched/read the information on “[How to submit a proposal](#)” available on the Funding & Tender Opportunities Portal
- ✓ I have begun the submission process as early as possible in order to familiarise myself with the workings of the portal
- ✓ I have downloaded and read the template of the application and the necessary annexes
- ✓ I have consulted the [troubleshooting information](#) when I have encountered a problem
- ✓ I have allowed myself enough time to submit the proposal in case of technical difficulties, i.e., at least one day before the deadline.



Application checklist

Write a good proposal

- ✓ I have read and understood the action and its policy objectives
- ✓ I have read and understood the award criteria
- ✓ I have read the application templates and have understood which section addresses which award criterion
- ✓ I have drafted the proposal with the collaboration of all partners
- ✓ I have addressed each and every element of the award criteria
- ✓ I have kept eligibility criteria in mind while designing the project
- ✓ I have not lost sight of the big idea. The idea is a central element visible throughout the proposal



Application checklist

Write a good proposal

- ✓ I have kept the target group at the centre of the proposal
- ✓ My proposal is written in clear, accessible language
- ✓ I have asked someone who is not involved in the application to read it with fresh eyes as if they were assessing it: is it clear? Are there enough details?
- ✓ The budget is coherent and cost effective
- ✓ I have filled in all mandatory sections in full



Information sources:

- Programme Guide: https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en
- Funding and Tender Opportunity Portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- 2024 CB Youth Call: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erasmus-youth-2024-cb?tenders=false&programmePart=&callIdentifier=ERASMUS-YOUTH-2024-CB>
- Online Manuel: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- Erasmus+ platform for dissemination and exploitation of project results:
<http://ec.europa.eu/programmes/erasmus-plus/projects/>

For help related to this call, please contact: EACEA-YOUTH@ec.europa.eu

Good luck with your project proposals! 😊

THANK YOU FOR YOUR ATTENTION!

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