

Lifelong Learning Programme
Infodays

November 2010

Submission and selection procedures

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Education, Audiovisual and Culture Executive Agency



Education and Culture DG

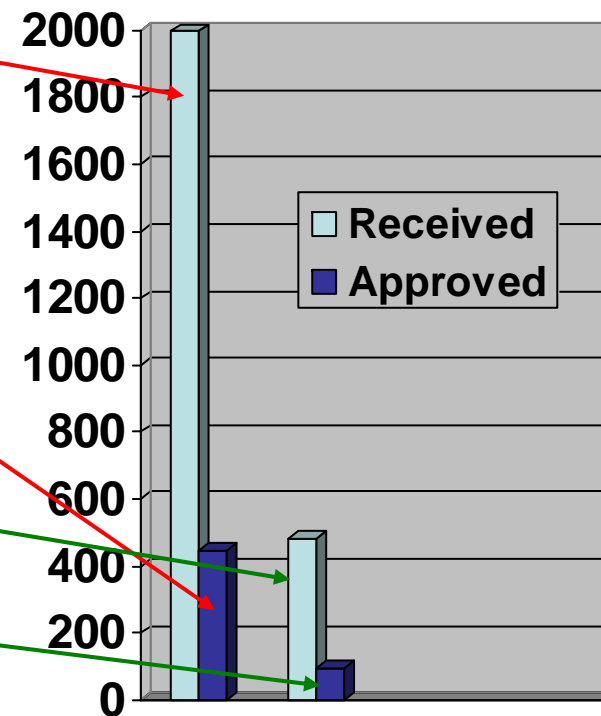




Context: LLP 2010 - Success rate

- 1997 applications received
- 448 approved
- 22% (2009 - 24 %)

- 484 M€ requested
- 95 M€ allocated
- 20% (2009 - 22%)





Purpose of the presentation

- Maximise your chances of submitting a high quality application by:
- Identifying **key innovations** in the application and selection procedures
- Identifying and locating **essential information**
- **Applying this knowledge** during the preparation and submission of applications
- Main focus on Sub-programmes and Transversal Programme
 - Jean Monnet specifics explained in workshop





1. Innovations 2011
2. Orientation:
 - Identify and locate key information
 - The application package
3. The key documents in context: The selection procedure in detail
4. Some advice from staff and experienced coordinators





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Main innovations in 2011



- **Priorities are exclusive**
 - For actions where there are published priorities
 - Not applicable where there are no published priorities (Accompanying Measures and Erasmus Networks)
- **New Action**
 - Transversal Programme KA1 Networks
- **International cooperation**
 - CH and HR participate fully once formalities completed
 - Pilot for partners in 3rd Countries continues
- **eForm for all**
 - except Jean Monnet





Exclusive priorities

Priorities: http://ec.europa.eu/education/llp/doc/call11/prior_en.pdf

- If priorities have been published they must be addressed in applications
- eForm cannot be submitted unless at least 1 priority is selected and justified
- Experts will judge whether they are sufficiently addressed
- The final selection take account of quality and coverage of priorities





Revised eForm

eForm 2011

- Erasmus Networks, Erasmus Accompanying Measures
- Paper submission for Jean Monnet
- All applicants have access to the Forms in November 2011

Few changes in content:

- Project content elaborated in Word and attached to the eForm
- Repetitions of information reduced where possible
- Only successful applicants need to provide data on past grant awards





Participation of Third countries

- Pilot implementation limited to multilateral projects and networks
 - in all Sub programmes
 - Certain part of the Transversal Programme (KA1- Net, KA2, KA3, KA4 only)
- Purpose of measures
 - Enhanced quality of education and training in Europe
 - Note: NOT to provide assistance and support for organisations in Third countries (EU external cooperation activities)
- Eligibility:
 - Legal bodies (not individuals)
 - Any country outside “LLP 31/33”
 - Priorities specified
 - Not “Associated partner”
- Financial considerations:
 - Maximum 25 K€ for all Third country participants
 - Third country grant additional to the LLP31/33 maximum grant
 - Maximum 75% of total eligible costs for third country participation
 - Budget: Subcontracting and Equipment not eligible





1. Innovations 2011
2. Orientation:
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Orientation

Take it step by step

- Step 1 Understand the LLP
- Step 2 Locate key information
- Step 3 Complete the application package
- Step 4 Send the application package
- Step 5 Prepare for the next stage...





Orientation

Take it step by step

- Step 1** **Understand the LLP**
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Step 1

Understand the LLP



Agency procedures for

- 40+ different types of project under
 - Sub-Programmes
 - Transversal Programme
 - Jean Monnet Programme

Therefore

- Certain **general** issues (apply to all)
- Certain **specific** issues (apply to certain applications)



General issues - apply to all



Project content

- Transnational impact
- Programme objectives

Selection management

- Selection methodology
- Equal treatment
 - all applicants
 - those who decided not to apply

Importance of

- Eligibility criteria
 - Important formalities
- Exclusion criteria
 - Legalities
- Award criteria
 - Quality
- Selection criteria
 - Organisational capacity





Specific issues

- Priorities
- specific objectives

**Call for
Proposals**

- Eligible costs

**Programme
Guide -
General**

- Application forms & Instructions
- Submission procedures
- Award criteria: scores and thresholds
- Notification of results
- Grant Agreements
- FAQs

**Agency
website**

- Deadlines
- Award criteria
- Start date and Maximum Duration
- Maximum grant
- Minimum consortium
- Type of organisations in consortium
- Target groups (end users / beneficiaries)
- Scope and type of activity

**Programme Guide -
Actions**





Orientation

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Locate key information

Documentation relevant to all LLP Actions - **DG EAC**

- Official announcement of the Call for Proposals
- Strategic priorities
- Lifelong Learning Programme Guide - Part I - General Provisions
- Lifelong Learning Programme Guide - Part IIa - Sub-Programmes and Actions
- Lifelong Learning Programme Guide - Part IIb - [Explanations by action](#)





Locate key information

European Commission website: <http://ec.europa.eu/llp> Official documentation relevant to all LLP Actions
http://ec.europa.eu/education/llp/doc848_en.htm

The screenshot displays the European Commission Education & Training website. The main header reads "European Commission Education & Training". Below it, a navigation path shows "European Commission > Education & training > Lifelong Learning Programme". The page title is "Lifelong Learning Programme - Call for proposals 2011".

On the left sidebar, there is a "Consultation on future education and training programmes" section with a laptop icon. Below it is the "Lifelong Learning Policy" section, which includes a list of strategic framework areas: Strategic framework for education and training, Mobility and lifelong learning instruments, School education, Higher education, Vocational education and training, Adult learning, Innovation and creativity, and Research and analysis.

The main content area is titled "Official documents on the Lifelong Learning Programme". It states: "Each year, the European Commission sets out the priorities and documents related to the call are listed below." Under "General Call for Proposals 2011", it lists: Official announcement of the Call for Proposals and Strategic priorities. Under "Official programme guide", it lists: Lifelong Learning Programme Guide - Part I - General Provision, Lifelong Learning Programme Guide - Part IIa - Sub-Programmes and Actions, and Lifelong Learning Programme Guide - Part IIb - Explanations by action (Full document).

On the right, there is a "Lifelong Learning Programme - Call for proposals 2011" section with a "Guide to the programme 2011 - Explanations on the actions" link. Below this is a list of "What are Comenius actions?" with 12 numbered items, each with language selection icons. A dropdown menu is open over the list, showing a table of contents for the "GENERAL CALL FOR PROPOSALS 2011-2013 STRATEGIC PRIORITIES" document. The table of contents includes: INTRODUCTION, 1. The general and specific objectives of the Lifelong Learning Programme, 2. General Policy Context, 3. General priorities, 4. Transversal Conditions, 5. How to use this document, CHAPTER 1 - SECTORAL PROGRAMMES, 1. Comenius - School Education, 1.1 Mobility and Partnerships, 1.2 Multilateral projects, 1.2.1 School development, leadership and links with the world of work, 1.2.2 Development of approaches to teaching and learning, 1.2.3 Support to literacy and "transversal key competences", 1.2.4 Reducing early school leaving, improving the learning of students.

Orientation: Locate key information


LLP Guide: http://ec.europa.eu/education/llp/doc/call11/part1_en.pdf



Lifelong Learning Programme
LLP GUIDE 2010 PART I

Table of contents

- 1. GENERAL OVERVIEW OF THE LIFELONG LEARNING PROGRAMME (LLP)..... 3**
 - 1.A. WHAT IS THE STRUCTURE OF THE PROGRAMME?..... 5
 - 1.B. WHAT ACTION CATEGORIES ARE SUPPORTED? 7
 - 1.C. WHICH COUNTRIES PARTICIPATE IN THE PROGRAMME? 8
 - 1.D. WHO CAN PARTICIPATE? 10
 - 1.E. WHO DOES WHAT? 10
 - 1.F. SOME BASIC TERMS 13
- 2. WHAT IS THE LIFE-CYCLE OF A PROJECT? 14**
 - 2.A. ADMINISTRATIVE CYCLE..... 14
 - 2.B. FINANCIAL CYCLE 15
 - 2.C. APPLICABLE RULES 15
- 3. WHAT ARE THE SUBMISSION AND SELECTION PROCEDURES?..... 17**
 - 3.A. PROCEDURE FOR SUBMITTING GRANT APPLICATIONS 17
 - 3.B. PROCEDURE FOR THE ASSESSMENT AND SELECTION OF APPLICATIONS 19
- 4. FINANCIAL PROVISIONS 27**
 - 4.A. GENERAL FINANCIAL CONDITIONS APPLICABLE TO ALL ACTIONS..... 27
 - 4.B. TYPES OF FINANCING 27
 - 4.C. MOBILITY GRANTS AWARDED FOR INDIVIDUALS..... 29
 - 4.D. GRANTS FOR ORGANISATIONS IMPLEMENTING MOBILITY (ERASMUS, LEONARDO DA VINCI AND GRUNDTVIG) 35
 - 4.E. PARTNERSHIPS 38
 - 4.F. MULTILATERAL PROJECTS, NETWORKS, ACCOMPANYING MEASURES, OBSERVATION AND ANALYSIS 40
 - 4.G. JEAN MONNET PROGRAMME..... 49
- 5. DISSEMINATION AND EXPLOITATION OF RESULTS IN THE LIFELONG LEARNING PROGRAMME 55**
 - 5.A. WHAT IS DISSEMINATION AND EXPLOITATION OF RESULTS?..... 55



Lifelong Learning Programme
LLP GUIDE 2010 PART IIA

INDEX OF PROGRAMMES AND ACTIONS

SECTORAL PROGRAMMES..... 3

- What are the aims?* 3

COMENIUS 4

- What are the aims?* 4
- Who can participate?* 4
- Comenius supports the following activities* 5
- What are COMENIUS actions?* 6

ERASMUS..... 7

- What are its aims?* 7
- Who can participate?* 7

Part I
Understand
the LLP!

Part Iia
Understand
your
action!





Locate key information

LLP Guide Pt IIb: http://ec.europa.eu/education/llp/doc1943_en.htm

Programme	LIFELONG LEARNING
Subprogramme	KAZ LANGUAGES
Action Category	MULTILATERAL PROJECTS
Action	KAZ New Materials / Online Courses / Awareness Raising
Objectives and description of action	The Languages Key Activity provides support for Multilateral Projects that promote language
Who can benefit	<ul style="list-style-type: none"> Schools, universities, adult education establishments Language schools, libraries, open and distance learning centres, centres providing initial or continuing training for language teachers, centres for research into language education Establishments developing curricula, issuing diplomas or devising methods for testing and
Duration	
Minimum Duration :	
Maximum Duration:	3 years
Comment on Duration:	Extension of the eligibility period by up to a maximum of 3 years for Projects and Networks, Studies and Comparisons only in exceptional cases. Total Grant will not exceed 200,000/year.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information	
Applicable Grant Table(s):	Table 5 & Table 1a
Maximum Grant C:	200,000/year. However, maximum Community Grant is 2,000,000.
Comment on Funding:	Maximum Community Grant: 75%
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	The general eligibility criteria for applications in the LLP Programme are: Participating countries: please refer to Part I of this Guide, section "Who can apply"
Specific eligibility rules:	Applications must be submitted by bodies who are eligible to participate in the Leonardo da Vinci Grundtvig programmes of the LLP Programme
Minimum number of Countries:	3
Minimum number of Partners:	3
Comment on participants:	At least one country must be an EU Member State. For projects concerned with the development of languages, the consortium must include organisations that speak the target languages as defined in the section "Who can benefit"
Award criteria	<ol style="list-style-type: none"> 1. Relevance The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant topic / target group. Where relevant, at least one of the priority areas of the Call for Proposals for the action concerned is addressed. 2. Quality of the Work Programme The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. 3. Innovative Character The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adopting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme. 4. Quality of the Consortium The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners. 5. European Added Value The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated. 6. The Cost-Benefit Ratio
Fiche N°/File Nr 54 : KAZ-MP - p. 2	
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	July
Probable sending date of agreement to the beneficiaries	October
Probable starting date of the action	November

“Explanations by Action” includes:

- Detailed description
- Eligible organisations
- Deadline
- Max duration
- Maximum grant
- Specific eligibility rules
- Minimum partnership





Locate key information

Executive Agency website <http://eacea.ec.europa.eu/llp>
 Documentation: relevant to “centralised” LLP Actions

The screenshot displays the website interface for the Executive Agency Education, Audiovisual & Culture, specifically the Lifelong Learning section. The page is titled "Lifelong Learning" and includes a navigation menu with categories like "About Lifelong learning", "Programmes & actions", "Funding opportunities", and "Results and projects".

The main content area features a "Leonardo da Vinci - Vocational training" section, which includes a description of the program and a photo of students. Below this, there is a "New & updates Lifelong" section with a "News feed: Receive updates" button.

On the right side, there is a "LLP Call for Proposals 2011" section, titled "Call EAC/49/10 (2010/C 290/06)". It provides information about the call for proposals, including a list of documents and a table of actions.

Actions	Reference & application	Deadline and results
Sub-Programmes: Comenius, Erasmus, Grundtvig, Leonardo da Vinci Multilateral Projects', Networks, Accompanying Measures	EAC/49/10	12:00 noon (CET) 28/02/2010 Results due June
Transversal Programme: KAI (Studies and Comparative Research) KAZ (Languages)	(2010/C 290/06)	12:00 noon (CET) 21/02/2011

Information for applicants



Agency website

- Application forms and annexes
- Notification of results and contractualisation
- Frequently asked questions
- Helpdesks
- Information updates
- New / updated documents
 - Results
 - RSS feeds

+ information for and about beneficiaries:

Reporting requirements,
project handbook,
reports of activities,
compendia





Orientation

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eForm

Part A: Data on applicant and partner organisations

Part B: Core information and data on the project

Attachments

1. Detailed description of the project
2. Detailed budget tables and GANTT chart
3. Declaration of Honour by the Legal Representative of the Applicant Organisation
4. Legal Entity Form





Use the Instructions for applicants



Lifelong Learning Programme

Application and selection procedures Call 2011 (EAC/49/2010)

Instructions for completing the Application Form and its attachments

Multilateral Projects, Networks, Accompanying Measures, Studies and Comparative Research

Version 1: November 2010

TABLE OF CONTENTS

1 Introduction	3
1.1 Presentation and organisation of these Instructions	3
1.2 Contents of the Application Package	4
1.3 Deadlines and submission of the Application Package	5
1.4 Key documents	6
1.5 Third countries participation	8
1.6 The Award Criteria, Assessment Grids and Scoring Mechanism	13
1.7 Summary of the selection procedure	26
2. The Application Package - The E-Form	29
3. The Application Package compulsory Attachments	43
3.1 The Application package: Detailed Description of the project	43
3.2 Detailed budget tables and Work plan/Work packages summary chart (excel document)	54
3.3 Declaration of Honour By the Legal Representative of the Applicant Organisation (PDF, TIFF, JPEG)	70
3.4 Legal Entity Form (PDF, TIFF, JPEG)	71
4. Glossary	72
5. List of Organisation Types	74

- Explanations of selection procedure
- Information on 3rd country participation
- Step-by-step instructions and guidance for completing the forms and budget



eForm User Guide

How to complete & submit the eForm

CALL DG EAC/49/10
LLP CENTRALISED PROJECTS AND NETWORKS

Deadlines:

Main Calls 2011	Deadline for submission
Sub-programmes: Comenius, Erasmus, Grundtvig, Leonardo da Vinci Multilateral Projects, Networks, Accompanying Measures	28 th February 2011 12:00 midday CET
Transversal Programme: KA1 (Studies and Comparative Research) KA2 (Languages), KA3 (ICT), KA4 (Valorisation) Multilateral Projects, Networks, Accompanying Measures, Studies	31 st March 2011 12:00 midday CET

eForm Technical Helpdesk:

Contact Details	Availability
Tel: +32 229 90705 Email: encca-external-helpdesk@ec.europa.eu	09:30 to 12:30 and 14:00 to 16:30 (CET/CEST) Monday to Friday

Table of Contents

1	Introduction.....	3
2	Technical Requirements & Considerations	3
3	The Online Application Process – Overview.....	5
4	Working with the eForm	5
4.1	Download the eForm from EAQEA	5
4.2	Adobe Reader – a brief introduction to some key features of the pdf form.....	5
4.3	eForm completion.....	7
4.4	Mandatory, optional and calculated fields.....	8
4.5	Saving your form	9
4.6	Entering Dates and Numbers.....	9
4.7	Using the Add and Delete buttons (eForm tables).....	9
4.8	Formatting.....	10
4.9	Character Limits.....	10
5	Guidance for specific Parts of the form	11
5.1	Cover Page.....	11
5.2	Part A – Participating Organisations.....	12
5.3	Part B – Description of the Project.....	16
6	Attaching Documents to your eForm	18
7	Validation of your eForm.....	20
8	Submission of your eForm	22
8.1	The mandatory save BEFORE submission.....	22
8.2	Submission.....	23
8.3	The mandatory save AFTER submission.....	24
9	Printing your eForm.....	25
10	How to obtain Technical assistance – eForm HelpDesk.....	25

Step-by-step instructions and guidance for completing the eForm





Front page **FIRST!**

Education and Training

Education and Culture DG

EAQEA

Form version : 3.0 EN Adobe Reader version : 8.1.05 Lifelong Learning Programme

Application Form Lifelong Learning Programme

Before you begin completing this eForm:

- Try the test eForm. This is a very brief eForm to help you become familiar with how the fields and tables work, and to test that your software and internet connection allow an application to be submitted.
- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to publish an updated i.e. corrected version of the eForm. Please check to see if a later version is available and to see details of any problems that have arisen and their impact.

Click on the following link to go to the webpage to try the test eForm and to check for the latest version of the eForm:

http://eaqea.ec.europa.eu/eforms/Index_en.php

Programme	LIFELONG LEARNING PROGRAMME Centralised
Sub-programme*	
Call for proposals	EAC/49/2010
Action*	
Sub-action*	
Deadline for submission	12:00 midday CET
Project title*	
Project acronym*	
Language used to complete the form*	

**YOU MUST COMPLETE ALL FIELDS ON THIS FIRST PAGE BEFORE COMPLETING ANY OTHER PARTS OF THE FORM.
SELECTIONS YOU MAKE ON THIS FIRST PAGE, DICTATE THE APPEARANCE AND BEHAVIOUR OF THE REST OF THE FORM.**

Submitter number: 000000000 Validate form

<http://easms.ec.europa.eu>
Page 1 of 12

Test eForm
Check latest version

Pick Sub-programme first!

Deadline 12h00 CET
for submitting eForm

Language of submission

Complete the application in 1 language only.

- Official EU language
- Understood by all partners

Lifelong Learning Programme *Infodays*

Complete the application package
Front page FIRST!



http://ec.europa.eu/learning/infodays/index_en.php

Programme	LIFELONG LEARNING PROGRAMME Centralized
Sub-programme *	LANGUAGES (KEY ACTIVITY 2)
Call for proposals	EAC/40/2010
Action *	KA2 Multilateral Projects
Sub-action *	Awareness raising and development of new materials and/or on-line courses
Deadline for submission	31/03/2011 12:00 midday CET
Project title *	Langues für Europa
Project acronym *	LFE
Language used to complete the form *	English

YOU MUST COMPLETE ALL FIELDS ON THIS FIRST PAGE BEFORE COMPLETING ANY OTHER PARTS OF THE FORM. SELECTIONS YOU MAKE ON THIS FIRST PAGE, DICTATE THE APPEARANCE AND BEHAVIOUR OF THE REST OF THE FORM.

Submission number: 000000000 [Validate form](#)

<http://ec.europa.eu/learning/infodays>
Page 1 of 12

 Education and Training

  Education and Culture DG

 EAC EA

Form version: 3.0 EN Adobe Reader version: 8.1.06 Lifelong Learning Programme

This application includes participation and budget for third country partner(s)

Part A: Identification of the applicant and other organisations participating in the project.

This part must be completed separately for each organisation participating in the project.

Front page data enables relevant action-specific functions

- Third country participation
- Objectives and priorities
- Budget and duration

Complete the application package

Part A: Applicant, coordinator and partners

Education and Training
Form version : 3.0 EN Adobe Reader version : 8.1.06
Lifelong Learning Programme
Part A: Identification of the applicant and other organisations participating in the project.
This part must be completed separately for each organisation participating in the project.

A.1 Organisation

Partner number
Role in the application
Full name of the organisation *:
Full name of the organisation in Latin characters (if applicable)
Acronym *:
Erasmus University Charter number (if applicable)
Status *:
Type of organisation *:
Department / Faculty
Registered address
Street *:
Post code *:
Town *:
Country *:
Internet address:

A.2 Person responsible for the management of the application (contact person)

Title *:
Family name *:
First name *:
Role in the organisation *:
Email address *:
First name *:
 Check this box if the address is different from the address provided in section A.1
Address
Street *:
Number
Post code *:
Town *:
Country *:
Region *:
Telephone 1 *:
Telephone 2
Fax
 Check this box if the legal representative is different from the person responsible for the management

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Administrative number
000000000
http://ec.europa.eu
Page 2 of 12

Co-ordinator or Contact person in Applicant Organisation.

Legal representative: signs Declaration, Legal Entity Form, Mandate letters.

Match name and signature!



Part B: Description of the project

B.1 Summary of the project

For successful applications, this section will be published, as presented below, in compendia etc. You should therefore ensure that it gives a concrete overview of the work your consortium plans to undertake including:

- The reason for your project / network / study.
- Concise description of
- The impact envisaged!

Summary: compendium (EN, FR, DE - for publication)

Please identify in the box below, which of the **Priorities** this application addresses (Max. 500 characters) (minimum 1 choice)

Please indicate the

Code *:

Description

- Priority 2
- Priority 1
- Priority 2
- Priority 3
- Priority 4
- Priority 5

Promotion and reinforcement of the acquisition of less used European languages

Project addresses this priority (Max. 500 characters) *:

Objectives and priorities: at least 1!

B.3 Dates and languages

Dates and languages

B.3.1 Total duration of the project

Start date (dd/mm/yyyy) * : 01/01/2011 End date (dd/mm/yyyy) * : 31/12/2014 Duration (months) 48

For KA2 Multilateral Projects, start date of the project should be between 01/11/2011 and 01/01/2012

For KA2 Multilateral Projects, maximum duration of the project should be up to 36 months

B.3.2 Language for Grant Agreement and communication

Budget: copy carefully from Excel table

B.4 Summary budget

Expenditure		
Direct Costs		
Staff*	240 000€	
Travel and subsistence*	63 000€	
Equipment*	100 000€	This amount should respect the following rule(s) : - should be less than or equal to : 10% of Sub-Total Direct Costs
SubContracting*	560 000€	This amount should respect the following rule(s) : - should be less than or equal to : 30% of Sub-Total Direct Costs
Other*	20 000€	
Sub-Total: Direct Costs	973 000€	
Sub-Total: Indirect Costs		
Total Cost	973 000€	The budget is not balanced
Revenue		
EU Grant Requested*		Cannot exceed 0€
% of total cost	0	Cannot exceed 75% of Total Cost
Own funding of the members of the consortium*		
Other sources of financing*		
Total Co-financing	0€	
Total revenue	0€	The budget is not balanced





Attachments

Attachments

Description of the project (WORD)*:

Attach a document

Declaration of Honour By Legal Representative of Applicant Organisation (PDF, TIFF, JPEG)*:

Attach a document

Detailed budget tables and Workplan/Workpackages summary chart (EXCEL)*:

Attach a document

Legal Entity Form [Applicant Organisation only] (PDF, TIFF, JPEG)*:

Attach a document

Complete the application package



Part C: Organisations and activities

2 questions per organisation

- Aims and Activities of the organisation
- Technical capacity: Skills and expertise of key staff involved in the project / network

Provides important information for Experts

- What does the organisation do?
- What role in the proposed project?
- Avoids the necessity to provide CVs of key personnel
- Your opportunity to demonstrate the strength of your consortium



Complete the application package



Part D: Project Characteristics

- Why?
 - Rationale and background of the project
 - Transfer of results of previous projects
 - Rationale of consortium
 - Innovative character based on analysis of existing work in the field
- Aims and objectives
- Methodology (milestones and indicators)
- European added value
- Budget and cost effectiveness



Complete the application package

Part E: Impact, dissemination and exploitation, sustainability

Expected impact

- During the life of the project
- After the project has finished

Dissemination and exploitation strategy

- How will news of the work be circulated and to whom?
- Measures to ensure optimal use of the results
- How will you know if your strategy is working (targets)

Sustainability

- Future after EU funding
- Mainstreaming
- Reaching new audiences



Complete the application package

Part F: Action / programme-specific information

See Instructions for Applicants, Section 3.1

- Comenius Networks
- Erasmus Multilateral Projects + Networks
- Leonardo da Vinci Multilateral Projects
- Grundtvig all
- KA1 Studies and Comparative Research
- KA2 all
- KA3 all
- KA4 all





Part G: Workplan and workpackages

5 types: Management, Dissemination, Exploitation, Quality, Development

- Minimum 1 workpackage for each type

Deliverables

- For each workpackage
- Language versions
- Reviewed at end of project!

Resources: coherence with other parts of the application

- Staff allocation: coherence Part C
- Subcontracting: coherence budget
- Describe and justify other relevant costs included in the budget



Complete the application package

Gantt chart and Budget

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** WORKPLAN AND WORK PACKAGES
- Row 2:** Please ensure that the information you provide in this worksheet is consistent with Section 5 of your Application Form
- Row 4:** First select a type of action (dropdown menu)
- Row 5:** Maximum project duration (input field showing 0 months)
- Row 7:** Headers for WORK PACKAGE, TYPE, START, DURATION, and MONTHS (1-27)
- Row 8-22:** Grid for entering work package data.
- Row 32:** IMPORTANT: You should first select the type of action
- Row 40-45:** Summary rows for Total: Expenditure and revenue (costs and sources of funding)

Gantt chart

- Summary of workpackages
- Control on duration

Direct costs

1. Staff costs
 - Programme Guide Part I: Max per country
2. Travel and subsistence
 - Instructions: max subsistence (staff only)
3. Equipment (**Not eligible for 3rd Countries**)
 - Max 10% - PC part of general costs
4. Sub-contracting (**Not eligible for 3rd Countries**)
 - Max 30% - includes travel
5. Other
 - Production, conferences etc

Indirect Costs

6. General

Total: Expenditure and revenue (costs and sources of funding)

Complete the application package

Gantt chart and Budget

Expenditure and revenue for Third countries partners

ESTIMATED EXPEND. and REVENUE for Third countries partners

		Project Acronym:											
		LLP Action:											
Costs						Financing							
Direct costs					Indirect costs	Total project expenditures		Community grant requested from LLP		Partner's own funding	Other sources		Total project revenues
A. Staff costs	B. Operations		Total direct costs (A + B)	Total project indirect costs (up to 7%)							Max. grant = 25,000	%	
	1. Travel and subsistence	2. Other			B. Total operational costs	Total	%	Amount	Specification				
%	0,00%	0,00%	0,00%	0,00%	0,00%			0,00%		0,00%			100%
Total	0	0	0	0	0	0	0,00%	0	0,00%	0	0		0
P1TC	0					0	0,00%		0,00%				0
P2TC	0					0	0,00%		0,00%				0
P3TC	0					0	0,00%		0,00%				0

- Fill white cells manually
- Transfer contents of “consolidated budget” to application form
- Carefully!

Consolidated budget (LLP countries + Third countries): summary per type of costs

	LLP countries	Third countries	Consolidated figures
Staff costs	0,00	0,00	0,00
Travel & subsistence costs	0,00	0,00	0,00
Equipment costs	0,00	0,00	0,00
Subcontracting costs	0,00	0,00	0,00
Other costs	0,00	0,00	0,00
Indirect costs	0,00	0,00	0,00
Total costs	0,00	0,00	0,00
Grant	0,00	0,00	0,00
% of funding	#DIV/0!	#DIV/0!	#DIV/0!



Orientation

Take it step by step

- Step 1 Understand the LLP
- Step 2 Locate key information
- Step 3 Complete the application package
- **Step 4 Send the application package**
- Step 5 Prepare for the next stage... hopefully



Send the application package
eForm submission



- eForm validated and submitted with attachments on or before **12:00 CET**
- Back-up
 - Original (paper print-out) to Correct address
 - Keep proof of postage (original)
 - eMail to eacea-llp@ec.europa.eu
 - Keep electronic acknowledgement (eForm)



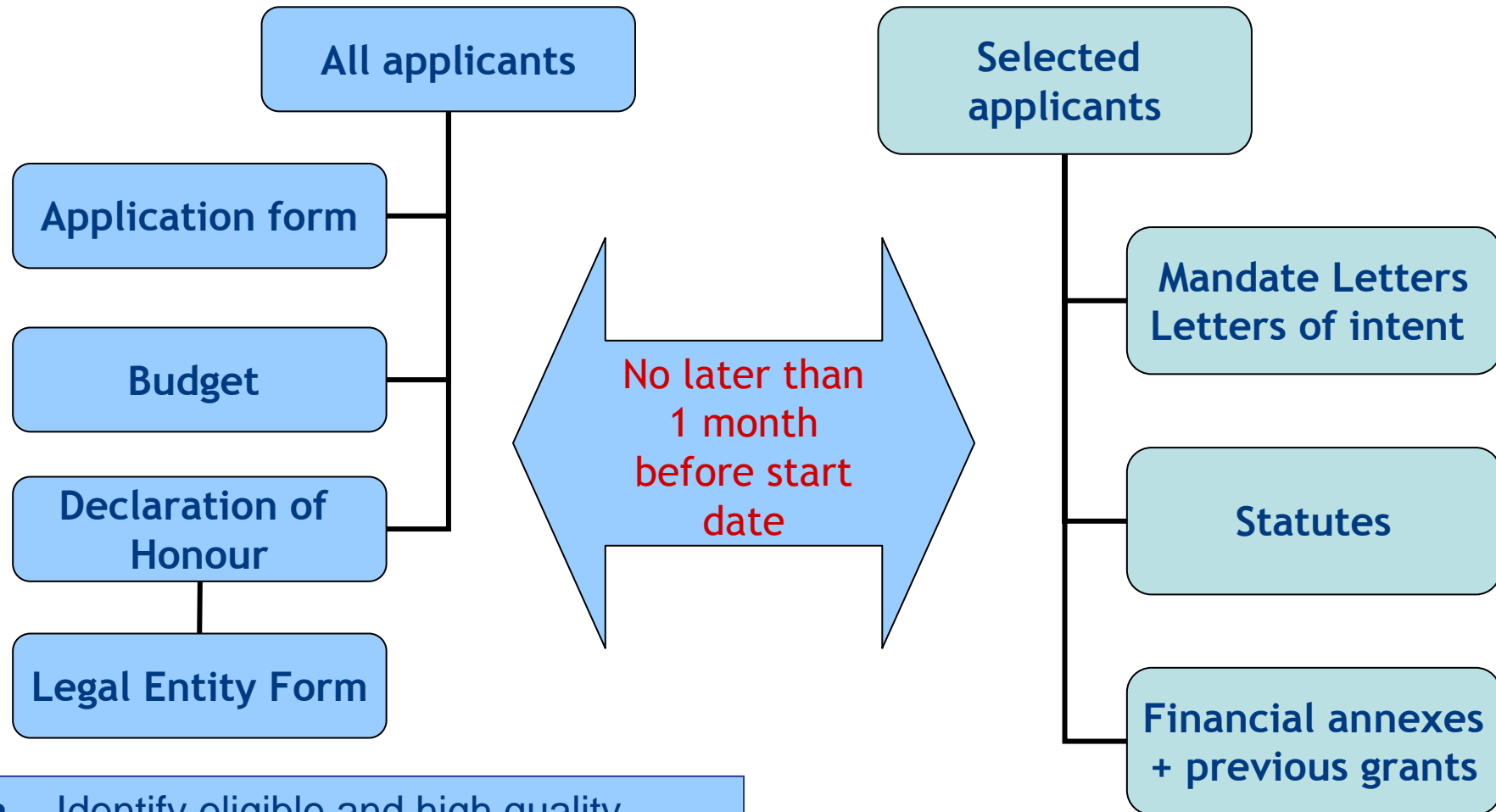


Orientation

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- Identify eligible and high quality proposals
- Limit workload of applicants
- Notify applicants sooner

- Start contractualisation
- Reserve lists established



Contractualisation documents

Each Partner Organisation

- Original Mandate letter (multibeneficiary) / Letter of intent (Others)
- Information on other EU grants

All applicant organisations

- Statutes
- Financial documentation:
- bank details (and recent bank statement or signature / stamp of bank)
- VAT registration

Applicant organisations considered public

- Schools - HE - organisations providing education and training (statutes)
- 50+% annual revenues - excluding grant funds- from public sources for 2+ years
- Controlled by public bodies or their representatives
- Justify if requested by Agency

Provide

- Financial capacity form
- Annual Accounts - Balance sheets





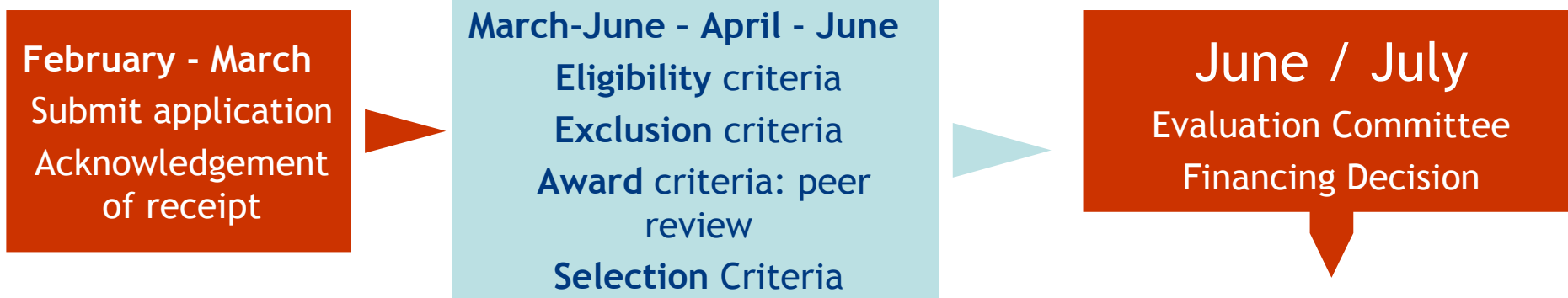
1. Innovations 2011
2. Orientation:
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Summary selection procedure

All applicants: Selection



Notification and contractualisation





Eligibility Criteria

Dates

- Deadline respected
- End date - start date = duration

Documents

- Correct form
- Complete package
- Language
- Currency (exchange rate)

Data

- Minimum countries
- Maximum grant (% and €)

Definitions

- Legal entity (not individuals)
- Types of organisation





Exclusion Criteria

Declaration of Honour

- Signature of authorised person
- Confirms:
 - Legal status of organisation (public status or not)
 - Financially stable
 - Legally “clean”
 - Capacity to undertake the work
 - Consulted with all partners in consortium - are in agreement with the content of the application





The selection procedure in detail Award criteria

Peer review

- Experts
 - Common briefing
 - 2 Individual assessments
 - Consensus (**automatic** 3rd assessment)
 - Consolidation
 - Feedback to applicants
- Applicants have access to same information as experts (no *secret* documents)





1. Relevance
 2. Quality of the work programme
 3. Innovative character
 4. Quality of the Consortium
 5. European added value
 6. The cost-benefit ratio
 7. Impact
 8. Quality of the Valorisation plan (dissemination and exploitation of results)
-

9. **International cooperation (where applicable).**
Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money.





Award criteria:

Scoring mechanism

0	No evidence	fails to include a minimum amount of evidence to enable the criterion to be evaluated
1	Very weak	addresses the criterion but with significant or many weaknesses
2	Weak	addresses the criterion but with some weaknesses
Threshold		
3	Acceptable	addresses the criterion satisfactorily
4	Good	addresses the criterion with some aspects of high quality
5	Very good	addresses the criterion with all aspects of high quality

The selection procedure in detail
Award criteria
Feedback form



Applicants will receive feedback on their proposal score – comment and score for each award criterion...

Award Criteria				
1	RELEVANCE			
	Comments:			
2	QUALITY OF THE WORK PROGRAMME			
	Comments:			
3	INNOVATIVE	... / 5	≥ 3 points	
	Comments:			
4	QUALITY OF	... / 5	≥ 2 points	
	Comments:			
5	EUROPEAN ADDED VALUE	... / 5	≥ 2 points	
	Comments:			
6	THE COST-BENEFIT	... / 5	≥ 2 points	
	Comments:			
		... / 40	≥ 24 points	
		... %	≥ 60 %	
7	IMPACT			
	Comments:			
8	QUALITY OF THE VALORISATION PLAN (DISSEMINATION RESULTS)			
	Comments:			
Total (points)				
Total (%)				

9	WHERE APPLICABLE: PARTICIPATION OF ORGANISATIONS FROM THIRD COUNTRIES		
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money.	/ 5	≥ 2 points
	<i>Points to be addressed in the assessment (non-exhaustive list):</i>		
	<ul style="list-style-type: none"> ➤ Clear description of the added value for Europe of involving the third country partner(s). ➤ Relevant knowledge and experience from the third country partner(s) that is complementary to the remainder of the consortium. ➤ Good quality description of the activities/work package (s) of the third country partner(s). ➤ Appropriate impact on the target groups and on the dissemination strategy of the project. ➤ Demonstration of an efficient and effective use of resources and value for money. 		

Comments provided on each Award Criterion. Comments agreed by the experts involved in the analysis

Score provided on each criterion. Scores agreed by experts

threshold: 2 or less on any criterion = application not accepted even if overall score is high

Total score separate from 3rd country score





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General

- Start with a clear idea of the ideal mixture of skills
- Partner organisations also need to find the results relevant and useful
- Mix “old” and “new”: previous collaborators + new ones

Finding partners

- Work with your own networks (former projects, other projects)
- Work with organisations with the skills needed for the specific project
- Use recommendations of people you trust (colleagues, previous partners)
- Programme compendia and partner-search databases
- Select carefully according to criteria you establish in advance

Working with partners

- Ensure that **partner involvement** (work packages and budget) has been fully discussed and agreed
- Involve them in all stages of development and drafting



Advice on completing the form



- Have the **project idea firmly in mind** in advance of starting to complete the form
- Take time to **understand how the form is constructed**
- Be sure that your project fits into a specific LLP action
- Allow time for drafting *and reviewing and redrafting* the texts
- **Test your draft application** on someone outside the partnership
- The **time required** is variable (a few weeks to more than a year from concept to finalisation)
- Partners who provide **low quality input to the drafting** of the application may not provide high quality input into the project!
- It is a time-intensive process and will require **dedicated staff time**
- Don't wait until the last minute of the last day before submitting the eForm





- Your early planning should take into account:
 - Mentors and a project team in your organisation
 - Experienced partners and external evaluator
 - Avoid charring meetings
 - Gaining experience as a project partner before becoming coordinator
 - As a manager, focus significantly on tasks and quality assurance
- Approval from participating institutions is essential and can take time
- The objectives of the project need to fit into the objectives of the partner organisations **and** the objectives of the LLP funding stream
- When planning communication with partners take into account:
 - Importance of social time
 - Blending different types of meeting (workshops and virtual meetings as well as formal meetings)





Application quality - A strong proposal is:

- **Coherent** (problems, solutions, target groups, activities, budget, ambitions/resources/competence)
- **Simple** (objectives, approach)
- **Evidence based** (ex-ante needs analysis, state of art)
- **Clear** (identifying the need for such proposal, the solutions, and the outputs)
- **Rigorous in its planning** (which activities, when, for how long, and with what resources)
- **Explicit** (do not take for granted any information, if it is not in the application it cannot be taken into account)
- **Circumscribed** (a proposal is not about solving the world's problems, but about solving a specific issue)

