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Education in small museums: digital solutions for a renewed accessibility

A Schematic Guide to the Erasmus+ Programme

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Unit 1 - European Union

The EU Institutions

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The European Union

27 Member States

447.7 mln inhabitants

24 official languages

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From 6 to 27 members

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- **1952** Founding fathers
- **1973** First enlargement
- **1981** Greece joins the EU
- **1986** Spain and Portugal become members
- **1995** The fourth enlargement
- **2004** Largest enlargement so far
- **2007** Romania and Bulgaria join
- **2013** Croatia is the latest country to join the EU
- **2020** UK is the first country to leave the Union

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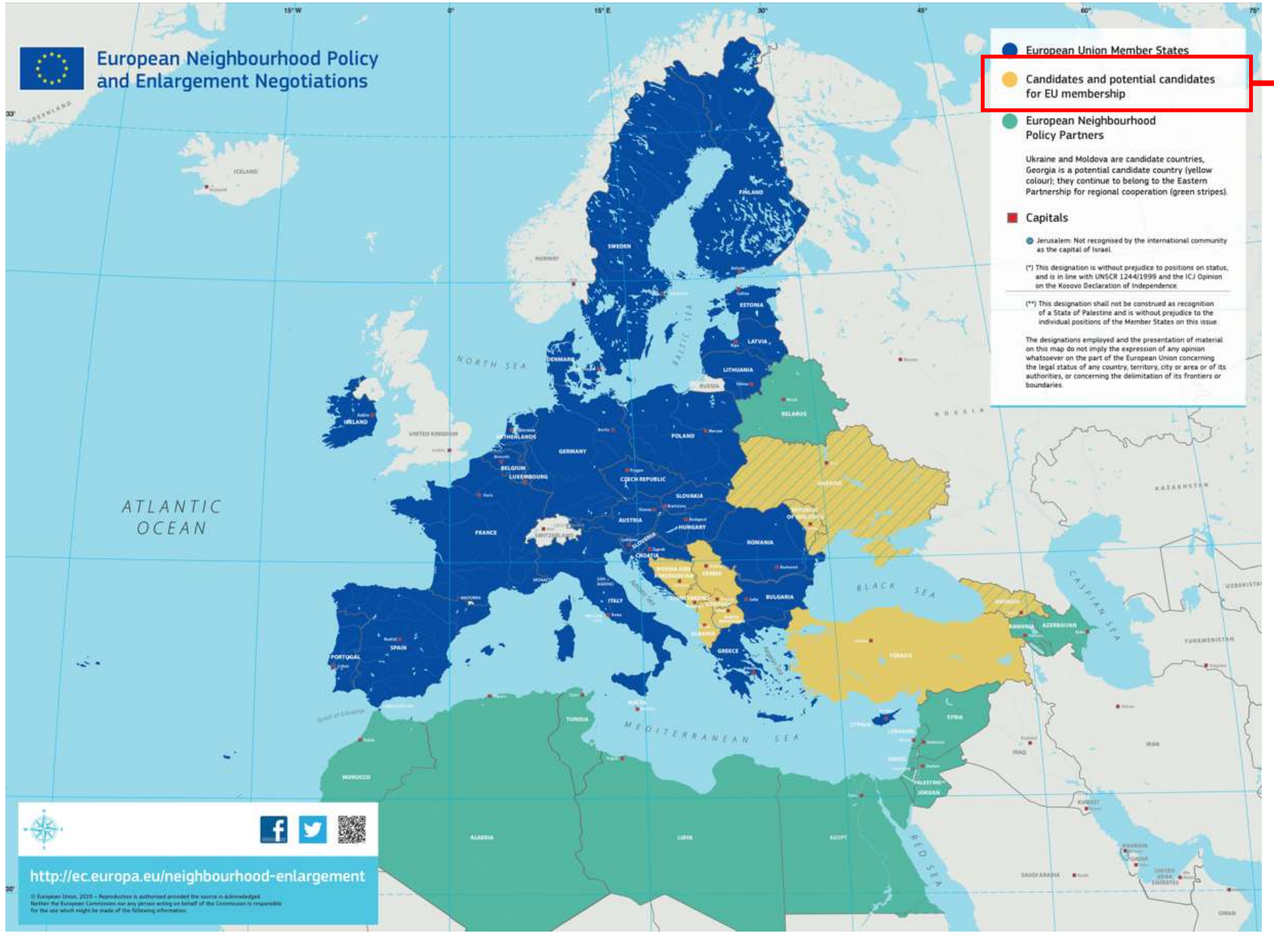
Candidate and potential countries



Candidate countries

Countries in the process of integrating EU legislation into national law

- Albania
- Bosnia and Herzegovina
- Moldova
- Montenegro
- North Macedonia
- Serbia
- Turkey
- Ukraine

Potential candidate

Countries that do not yet fulfil the [EU membership conditions]

- Georgia
- Kosovo

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The institutional triangle

European Commission

27 Commissioners

Power of initiative

Legislative power

Executive function

European Parliament

705 Deputies

Council of the European Union

Ministers of Member States

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The institutional triangle

The European Parliament

- The EP represents the citizens of EU’s countries and is directly elected by them.
- Passes EU’s laws, together with the Council of the EU, based on European Commission proposals.
- Approves the EU’s budget.

The Council of the European Union

- Represents the governments of EU’s countries, where national ministers from each government meet to adopt laws and coordinate policies.
- Takes decisions on European laws jointly with the European Parliament.

The European Commission

- The Commission is the EU's **politically independent executive arm**, composed by one Commissioner per country.
- It is alone responsible for drawing up proposals for new European legislation.
- **It proposes and implements the EU’s budget and manages EU’s funding programmes.**

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The Multiannual Financial Framework

The **MFF** (Multiannual Financial Framework) is the **EU's long-term budget** and covers a seven-year-period.

It is primarily an **investment budget**, pools resources to implement policies and brings an added value to the benefit of all EU citizens by delivering on common challenges (i.e. fighting climate change and environment protection, digital challenges, defense and border security, social rights and jobs.

The **MFF** sets the **limits for EU spending** for the period it covers. It breaks EU expenditure down into broad categories - 'headings' - which correspond to the EU's priorities and areas of action.

MFF 2021 – 2027: what's new?

- More than 50% of the total amount of the next long-term budget and NextGenerationEU will support the modernisation of the European Union through research and innovation / fair climate and digital transitions / preparedness, recovery and resilience.
- 30% of the EU budget will be spent to fight climate change specific attention to biodiversity protection and gender-related issues
- In 2026 and 2027, 10% of the annual spending under the long-term budget will contribute to halting and reversing the decline of biodiversity

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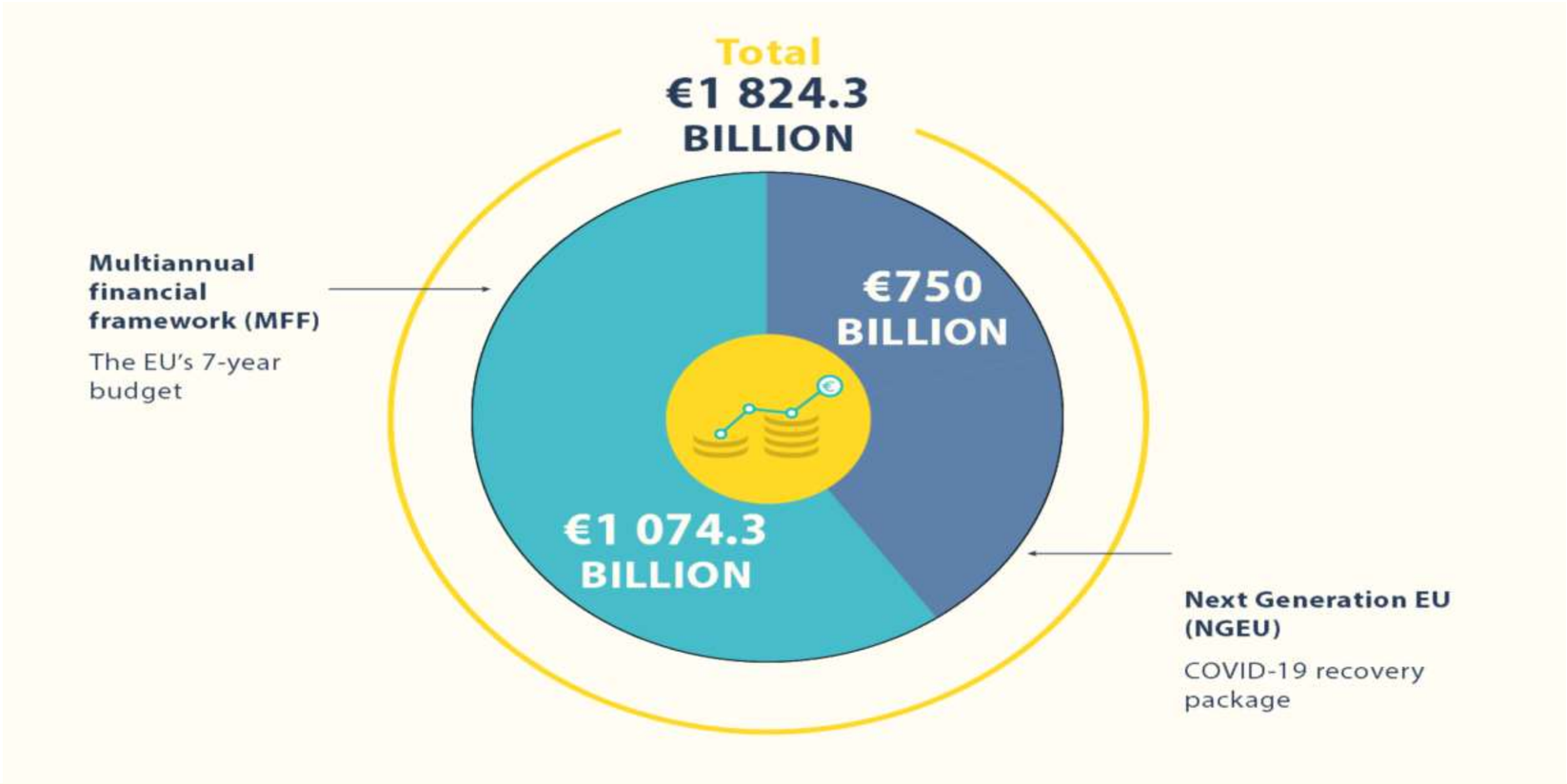
The EU budget 2021-2027



Council of the European Union
General Secretariat

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The EU budget 2021-2027

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Heading 1
Single Market, Innovation and Digital
EUR 149.51 billion

Research and Innovation
- Horizon Europe
- Euratom Research and Training Programme
- ITER

European Strategic Investments
- InvestEU
- Connecting Europe Facility
- Digital Europe Programme

Single Market
- Single Market Programme
- EU Anti-Fraud Programme
- Cooperation in the field of taxation (FISCALIS)
- Cooperation in the field of customs (CUSTOMS)

Space
- European Space Programme

Heading 2
Regional Development & Cohesion
EUR 426.69 billion

Research and Innovation
- European Regional Development Fund (ERDF)
- Cohesion Fund (CF)
- REACT-EU

Recovery and Resilience
- Recovery and Resilience Facility
- Union Civil Protection Mechanism (rescEU)
- EU4Health

Investing in People, Social Cohesion & Values
- European Social Fund+
- Erasmus+
- European Solidarity Corps
- Justice Programme
- Citizens, Equality, Rights and Values programme
- Creative Europe

Heading 3
Natural Resources & Environment
EUR 401.00 billion

Agriculture & Maritime Policy
- European agricultural guarantee fund (EAGF)
- European agricultural fund for rural development (EAFRD)
- European Maritime, Fisheries and Aquaculture Fund

Environment & Climate Action
- Programme for Environment and Climate Action (LIFE)
- Just Transition Fund

Heading 4
Migration & Border Management
EUR 25.70 billion

Migration
- Asylum, Migration and Integration Fund

Border Management
- Integrated Border Management Fund

Heading 5
Security & Defence
EUR 14.92 billion

Security
- Internal Security Fund
- Nuclear Decommissioning (Lithuania)
- Nuclear Safety and Decommissioning

Defence
- European Defence Fund

Heading 6
Neighbourhood & the World
EUR 110.60 billion

External Action
- Global Europe: Neighbourhood, Development and International Cooperation Instrument
- Humanitarian Aid
- Common Foreign and Security Policy
- Overseas Countries and Territories

Pre-Accession Assistance
- Pre-Accession Assistance

Heading 7
European Public Administration
EUR 82.47 billion

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Unit 2 - EU Funding Programmes

Main features and functioning

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The management of EU programmes

There are three categories of implementation modes for EU programmes:

- **Direct management**
  The European Commission manages directly the EU financing

- **Indirect management**
  Partner organisations or other bodies inside or outside the EU manage the funding

- **Shared management**
  The European Commission and national authorities jointly manage the funding

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Direct management

Through its Departments, Directorates-General (DG)or Agencies, the European Commission is directly accountable for the following:

- Releasing the request for proposals
- Assessing the submissions made
- Signing grants contracts
- Monitoring the execution of the project
- Evaluating the outcomes
- Making payments

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Indirect management

As part of the indirect management approach, the Commission assigns budget execution tasks to different implementing partners, such as:

- **Erasmus+ national agencies** → Find here your national agency
- Member States' development agencies
- National Promotional Banks

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Shared management

The national, regional, or local administrations of Member States issue the call for proposals, decide which projects to fund, and are in charge of the overall administration.

The Commission participates in the monitoring and assessment process with the help of the national authorities to ensure that the projects are completed and that the funds are wisely spent.

Examples: The European structural and investment funds / The European Social Fund

PLEASE REMEMBER THAT THESE FUNDS ARE NOT PART OF THIS COURSE

To know more go to https://ec.europa.eu/regional_policy/funding_en

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Actions funded under EU programmes

This section explains the overall functioning of EU programmes (like the Erasmus+ programme) whose execution falls under the category of direct or indirect management.

Which actions can be funded by these programmes?

- Only **non-structural actions** can be funded

  ✓ Pilot projects
  ✓ Shares of exchange, cooperation
  ✓ Research and development
  ✓ Education
  ✓ Information Actions

- Structural investments are **NOT** allowed
  (only limited instrumental investments in some cases)

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Eligibility criteria

The following components must be included in the project proposal in order for it to qualify for a grant under an EU programme:

- **Innovative** character
- **Relevance** to the objectives of the Programme (See Programme Guide)
- **Multiplier effect**
  - Dissemination of results
- **European added value** - Has the project any effect on the European level? If not, it signifies that your proposal only qualifies for structural funds because it has an effect at local level (see previous slides)

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Common features of EU programmes

- Multiannual programmes divided by sectors - Complete list of EU funding programmes
- Division in sub-programmes (action lines, priorities, ...)
- EU Regulation establishing the Programme
- Documentation (i.e. Work programme, Call for proposals, Form, Programme Guide)
- Financial aspects
- The Consortium

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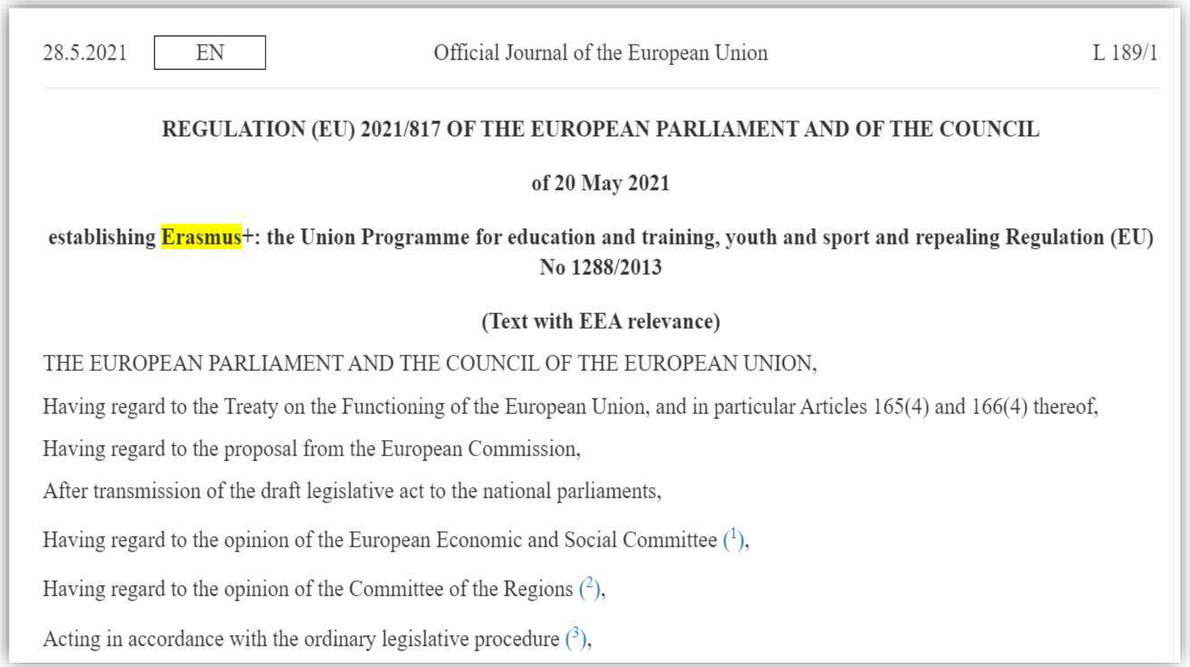
EU Regulation establishing the programme

Published on the Official Journal of the European Union, L series (Legislation).

It includes the fundamental elements of the programme:

- Sector
- Duration
- Targets
- Funded actions
- % funding
- Total budget



28.5.2021 EN Official Journal of the European Union L 189/1

REGULATION (EU) 2021/817 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL

of 20 May 2021

establishing Erasmus+: the Union Programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013

(Text with EEA relevance)

THE EUROPEAN PARLIAMENT AND THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty on the Functioning of the European Union, and in particular Articles 165(4) and 166(4) thereof,

Having regard to the proposal from the European Commission,

After transmission of the draft legislative act to the national parliaments,

Having regard to the opinion of the European Economic and Social Committee ([1]),

Having regard to the opinion of the Committee of the Regions ([2]),

Acting in accordance with the ordinary legislative procedure ([3]),

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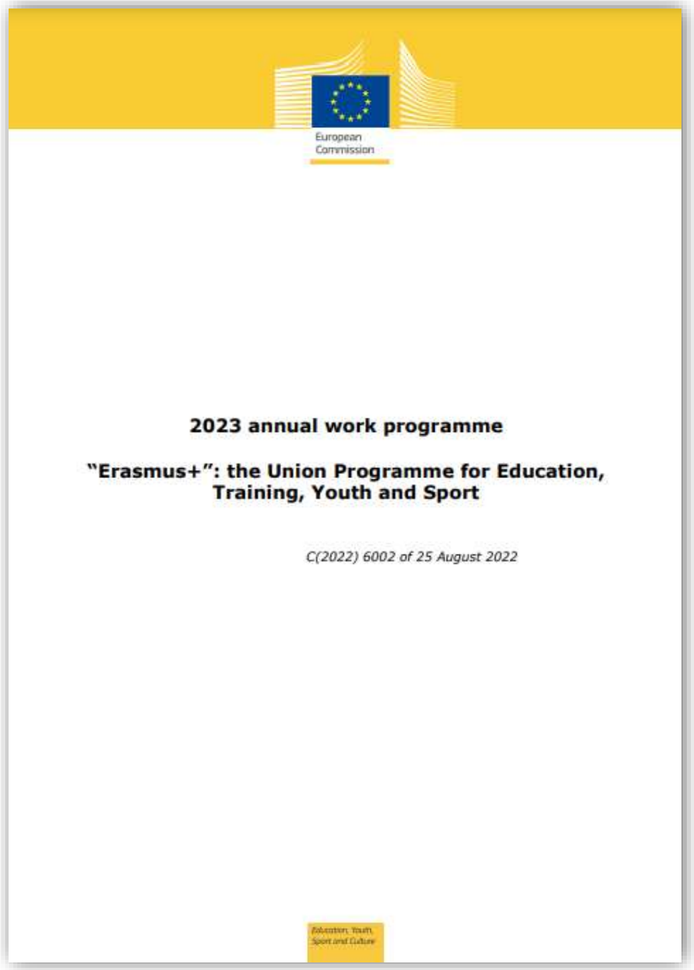
The Work Programme

- Internal working document
- Published on the website of the programme
- The document defines:
  - Annual priorities
  - Methods of implementation
  - Roadmap for the publication of deadlines
  - Budget breakdown
  - Etc.

[Erasmus+ annual Work Programme 2023]



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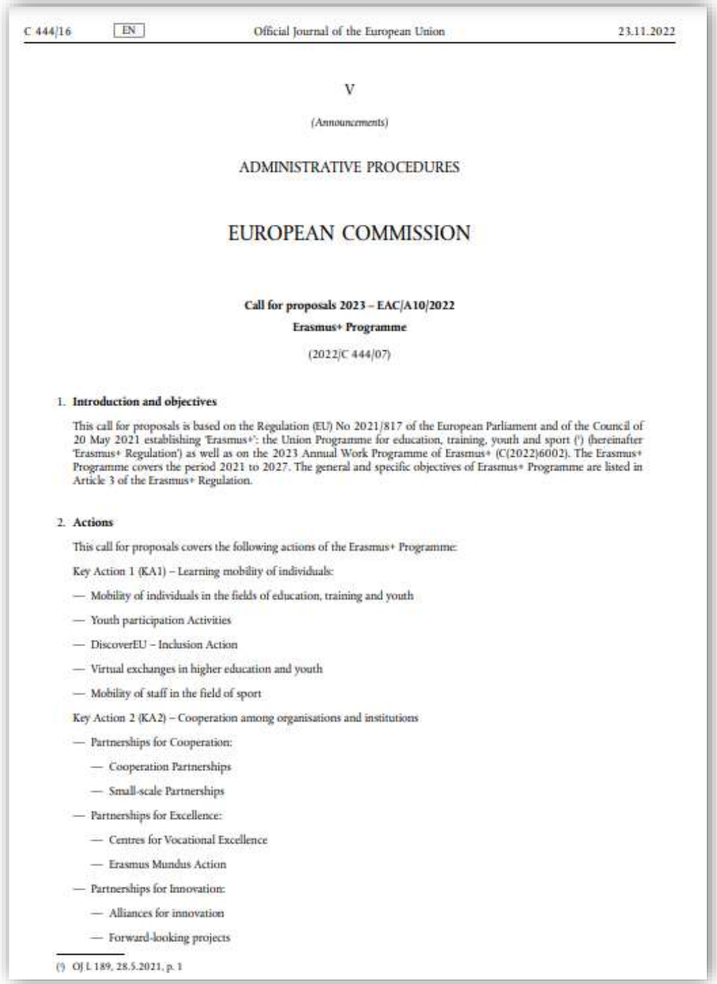
Call for proposals

- Published in the C series (information and notices) or on the programme's website of the Official Journal of the EU.
- Its publication opens the period for the submission of proposals.
- Sets specific deadlines for each Action.



C 444/16 EN Official Journal of the European Union 23.11.2022

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN COMMISSION

Call for proposals 2023 – EAC/A10/2022
Erasmus+ Programme

(2022/C 444/07)

1. **Introduction and objectives**

This call for proposals is based on the Regulation (EU) No 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing 'Erasmus+': the Union Programme for education, training, youth and sport (1) (hereinafter 'Erasmus+ Regulation') as well as on the 2023 Annual Work Programme of Erasmus+ (C(2022)6002). The Erasmus+ Programme covers the period 2021 to 2027. The general and specific objectives of Erasmus+ Programme are listed in Article 3 of the Erasmus+ Regulation.

2. **Actions**

This call for proposals covers the following actions of the Erasmus+ Programme:

Key Action 1 (KA1) – Learning mobility of individuals:

— Mobility of individuals in the fields of education, training and youth
— Youth participation Activities
— DiscoverEU – Inclusion Action
— Virtual exchanges in higher education and youth
— Mobility of staff in the field of sport

Key Action 2 (KA2) – Cooperation among organisations and institutions

— Partnerships for Cooperation:
  — Cooperation Partnerships
  — Small-scale Partnerships
— Partnerships for Excellence:
  — Centres for Vocational Excellence
  — Erasmus Mundus Action
— Partnerships for Innovation:
  — Alliances for innovation
  — Forward-looking projects

(1) OJ L 189, 28.5.2021, p. 1

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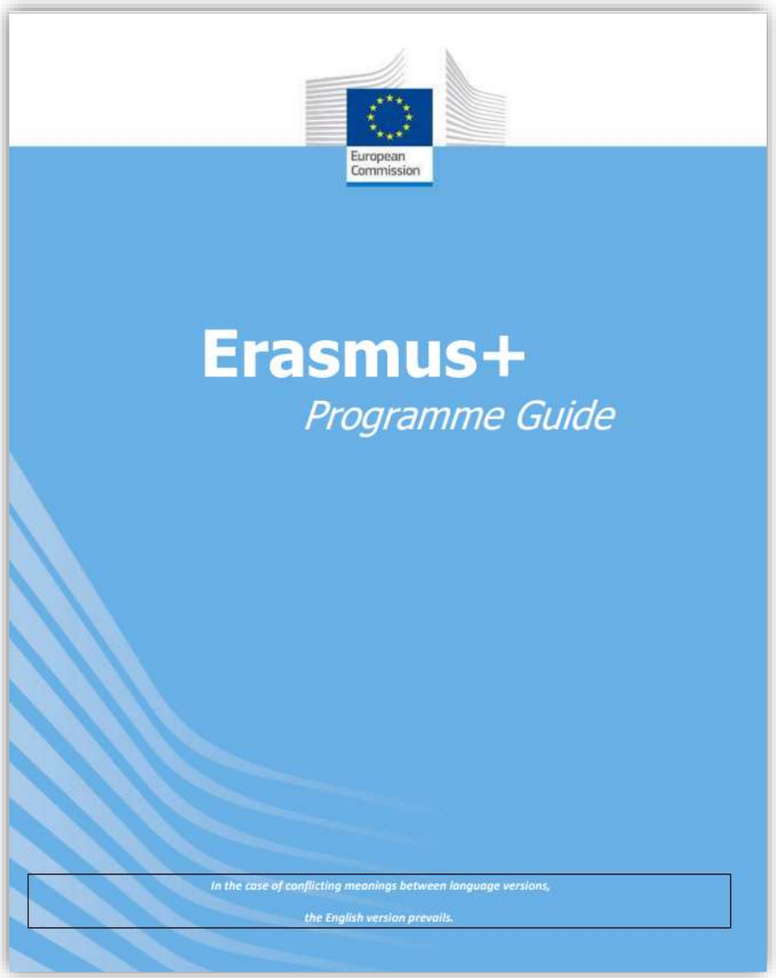
The Programme Guide

The Programme Guide includes:

- Priorities and objectives of the Programme
- Rules and content of each Key Action
- Eligibility criteria and Award Criteria of each Action



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Financial aspects – a brief introduction

NON-profit projects

↓

Non-repayable grant

↓

Principle of co-funding

% of maximum funding

(possible maximum amount in €)

*A grant funded from the Union budget **must not have the purpose or effect of producing a profit**, defined as surplus calculated at the payment of the balance, of receipts over the eligible costs of the action or work programme.*

European Commission

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The Transnational Consortium

In order to submit a proposal, a Transnational Partnership (Consortium) shall be set-up under the coordination of the “Applicant”.

The Consortium shall include organisations from different Countries, including

- EU Member states
- Candidate countries (actual / potential)
- European Economic Area (EEA) countries - Iceland, Norway, Liechtenstein
- Beneficiary countries (in cooperation Programmes)
- Third countries (according to the Programme)

For the minimum number of countries to be included in the Partnership see the Programme Guide.

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The Consortium - The Partners

Partners can be:

- Public (local) authority
- Private (SME)
- Non profit Organisation / NGO
- University

A natural person cannot be partner but ONLY a scholarship recipient

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The Consortium – How to set it up?

The Consortium is an informal partnership set on the basis of these documents:

1. The **Mandate letters** signed between each partner and the Applicant

2. The **Grant Agreement**, the contract signed between the Applicant and the Commission.

3. In most cases a **Consortium/Partnership Agreement** is signed between each partner and the Applicant (in some Programmes the Consortium Agreement is mandatory).

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Unit 3 – Structure of the Erasmus+ Programme

Key Actions and Strands

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The Erasmus+ Programme

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- Erasmus+ is the EU Programme in the fields of **education, training, youth and sport.**
- These are key areas that support citizens in their personal and professional development.
- The Programme is essential to support the objectives of the European Education Area, the Digital Education Action Plan 2021-2027, the European Union Youth Strategy and the European Union Work Plan for Sport (2021-24).
- COVID-19 pandemic showed how much is essential to ensure a swift recovery, while **promoting equal opportunities for all.**
- For this reason, the Erasmus+ Programme 2021-2027 will reach out more and better to people of different ages and from diverse cultural, social and economic backgrounds.
- In addition, the Programme will pay special attention in supporting people with fewer opportunities (i.e. people with disabilities and migrants, citizens living in remote areas or facing socio-economic difficulties).

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The Programme Guide - Key Action 1

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Key Action 1 (KA1) - Mobility for individual

KA1 supports

- Mobility of learners and staff
- Youth participations activities
- DiscoverEU
- Language learning opportunities
- Virtual exchanges in higher education and youth

Deadline KA1: end of February

See the call for proposals for the exact deadline

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KA2 - Cooperation between organisations and institutions

KA2 supports

- Partnership for cooperation
- Partnership for Excellence
- Partnership for Innovation
- Capacity Building Projects
- Not-for-profit sport event

Deadline KA2: end of March

See the call for proposals for the exact deadline

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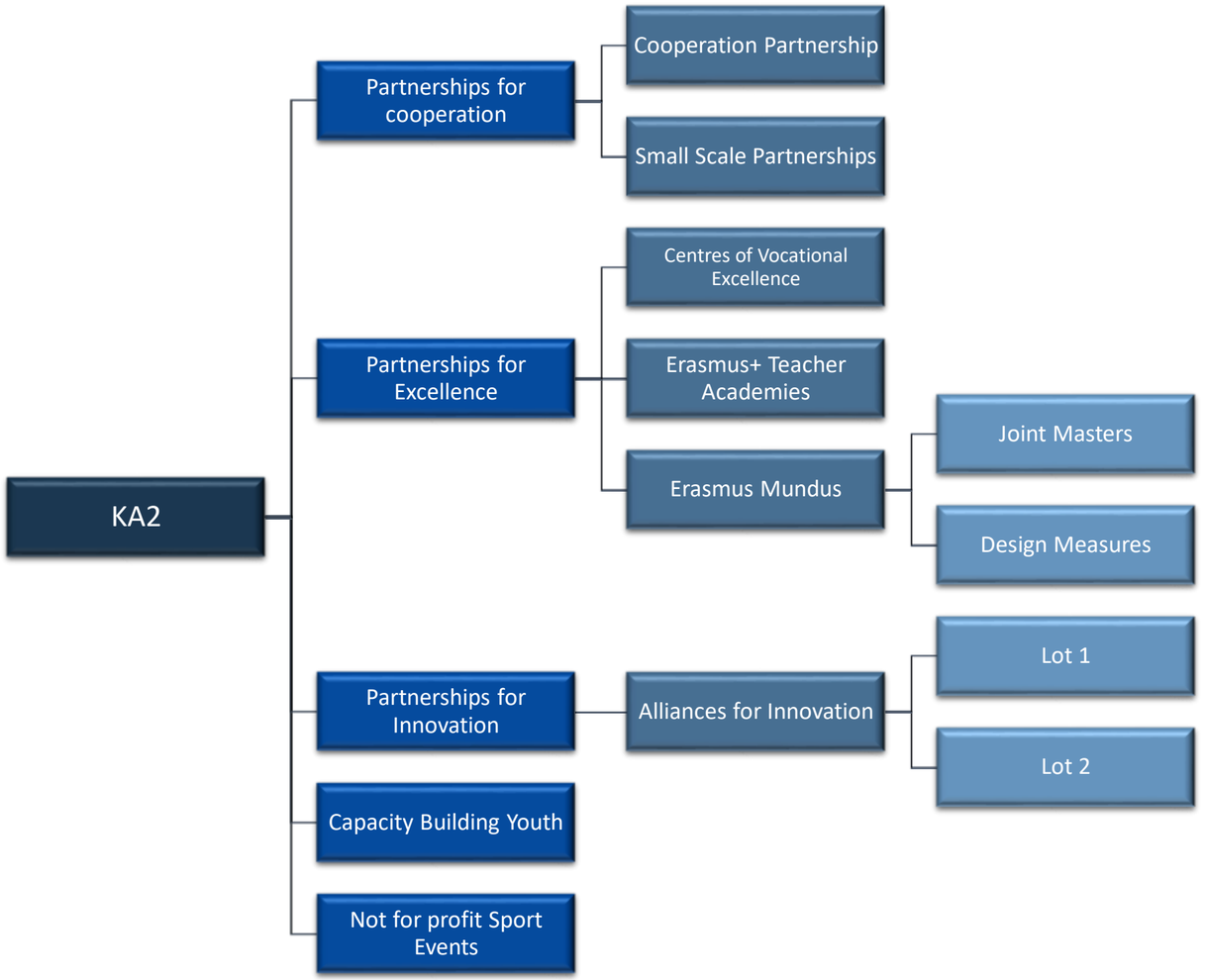
Structure of KA2



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Activities carried out in KA2

- **Project Management**
  All the activities that are necessary to ensure the planning, implementation and follow-up of the project.

- **Implementation activities**
  Networking events, meetings, working sessions to exchange practices and to develop results…

- **Sharing and Promotion activities**
  Organisation of conferences, sessions, events aimed at sharing, explaining and promoting the results of the project…

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KA3 - Support to Policy development and cooperation

KA3 supports

- European Youth Together
- The development of European Policies
- The development of tools and measures that foster the quality transparency and recognition of skills, competences and qualifications
- Policy dialogue and cooperation with key stakeholders and international organisations

See the guide for other actions supported.

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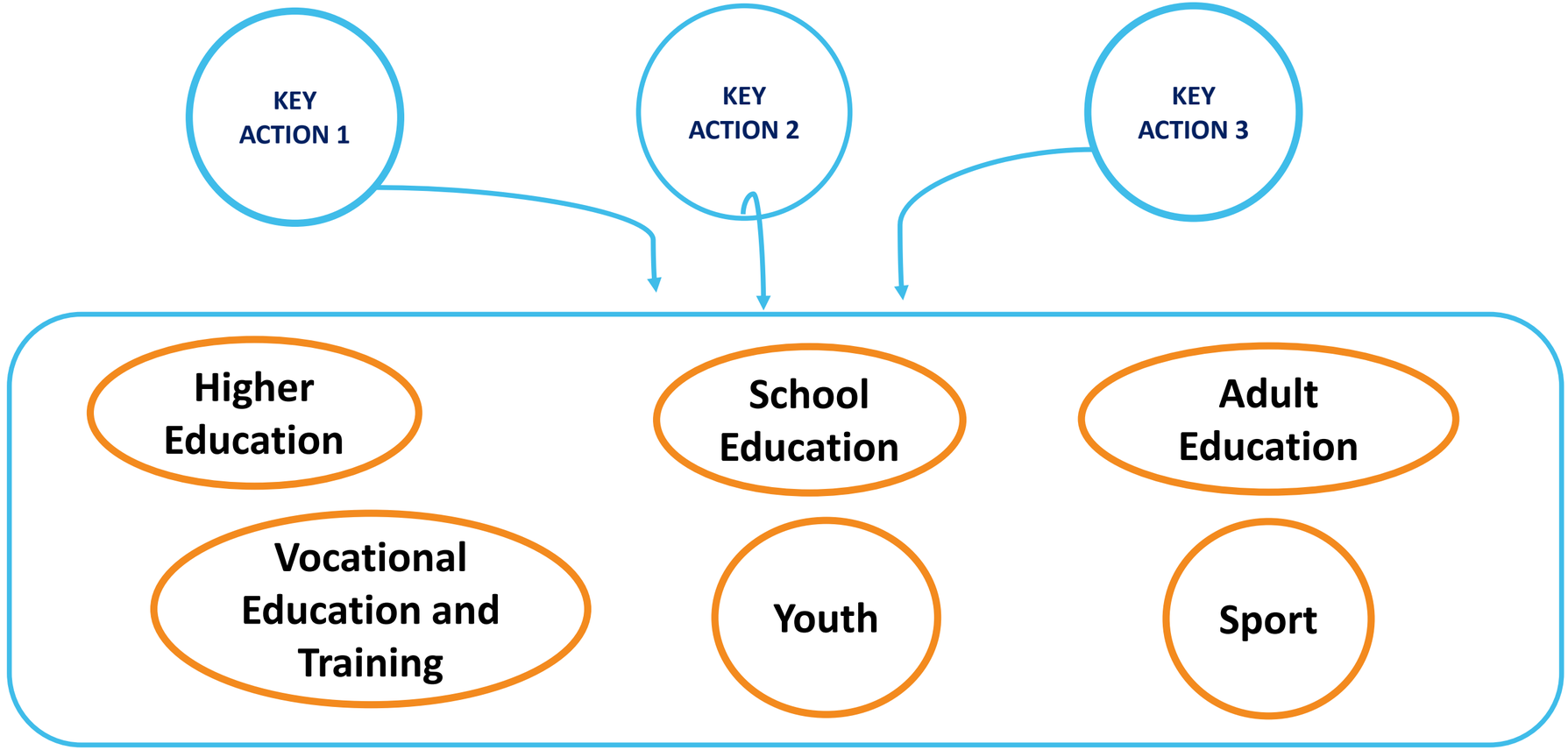
Erasmus+ Programme - the Strands



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Erasmus+ Programme - the Strands

HIGHER EDUCATION

- Promoting inter-connected higher education systems
- Stimulating innovative learning and teaching practices
- Developing STEM/STEAM in higher education, in particular women participation in STEM
- Rewarding excellence in learning, teaching and skills development
- Building inclusive higher education systems
- Supporting digital and green capabilities of the higher education sector

SCHOOL EDUCATION

- Tackling learning disadvantage, early school leaving and low proficiency in basic skills
- Supporting teachers, school leaders and other teaching professions
- Development of key competences
- Promoting a comprehensive approach to language teaching and learning
- Developing high quality early childhood education and care systems
- Recognition of learning outcomes for participants in cross-border learning mobility

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Erasmus+ Programme - the Strands

ADULT EDUCATION

- Improving the availability of high quality, flexible learning opportunities for adults
- Creating upskilling pathways, improving accessibility and increasing take-up of adult education
- Improving the competences of educators and other adult education staff
- Enhancing quality assurance in adult learning opportunities
- Developing forward looking learning centres
- Creating and promoting learning opportunities among all citizens and generations

VOCATIONAL EDUCATION AND TRAINING

- Adapting vocational education and training to labour market needs
- Increasing the flexibility of opportunities in vocational education and training
- Contributing to innovation in vocational education and training
- Increasing attractiveness of VET
- Improving quality assurance in vocational education and training
- Creation and implementation of internationalisation strategies for VET providers

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Erasmus+ Programme - the Strands

YOUTH

- Promoting active citizenship, young people’s sense of initiative and youth entrepreneurship including social Entrepreneurship
- Increasing quality, innovation and recognition of youth work
- Strengthening the employability of young people
- Reinforcing links between policy, research and practice

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Unit 4 - Erasmus+

History, objectives, features and priorities

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The history

- The Erasmus Programme was established in 1987 and gave students coming from 11 European Countries the possibility to study abroad.
- The Programme has constantly been evolving, giving more than 9 million people from all over Europe the chance to study, train, volunteer and gain professional experience abroad.
- Today, it offers a wide range of opportunities in higher education, vocational education and training, school education, adult education, youth and sport.
- The main target groups are: learners, educators and youth workers.

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General objectives

- Supporting the educational, professional and personal development of European citizens
- Contributing to the sustainable growth of all European Member States
- Ensuring high quality jobs and social cohesion
- Driving innovation
- Strengthening European identity and active citizenship
- Building a European Education Area

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Specific objectives

- Promoting learning mobility of individuals and groups
- Promote non-formal and informal learning mobility and active participation among young people
- Promoting learning mobility of sport staff

As well as cooperation, quality, inclusion, creativity and innovation at the level of organisations and policies in the field of education and training, youth and sport.

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Important features

While submitting a proposal it is essential to consider the following features

- Protection, health and safety of participants
- Multilingualism
- International dimension
- Erasmus+ Open Access Requirement for educational materials
- Recognition and validation of skills and qualifications
- Communicating projects and results to maximize their impact
- Erasmus+ Open Access for research and data

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Horizontal priorities

The Erasmus+ Programme has 4 horizontal priorities:

1. Priority “Inclusion” to support the inclusion and diversity in all fields of education, training, youth and sport.

2. Priority “Green” to fight against climate change in order to ensure a better long-term environmental sustainability.

3. Priority “Digital” to sustain actions that enhance the digital skills and competence development at all level of society and especially the development of a high-performing digital education ecosystem.

4. Priority “Engagement” to foster the development of social and intercultural competences, critical thinking, media literacy and encourage active citizenship and ethics in lifelong learning.

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Unit 5 - Erasmus+ Priorities

Inclusion, Digital Transformation, Green Transition, Civic Engagement

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Priorities

- Every year, the European Commission sets the common priorities and objectives of the Erasmus+ Programme in different fields of education, training, youth and sport.

- During the application phase, the Consortium shall **select one or more of the programme's priorities**, in order to frame the project in relation to them.

- When developing project ideas, it is recommend to **look at the outcomes of earlier projects** with similar goals to ensure consistency and avoid duplications and to **build on existing results** and contribute to the collaborative **development of diverse sectors** (search for information in the Erasmus+ Project Platform: https://ec.europa.eu/programmes/erasmus-plus/projects_en)

- There are two types of priorities: Horizontal Priorities (see next slides) and STRAND-specific Priorities (see the Programme Guide).

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PRIORITY «Inclusion»

Inclusion and diversity in all fields of education, training, youth and sport

The Programme supports projects that promote social inclusion and aim at improving the outreach to people with ***fewer opportunities***, including:

- People with **disabilities**
- People with a **migrant background**
- People living in **rural and remote areas**
- People facing **socio-economic difficulties**

Projects should assist these groups in overcoming the challenges that they may face in gaining access to the Programme's opportunities, as well as contributing to the creation of inclusive environments that support equity and equality and are attentive to the needs of the community.

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PRIORITY «Green»

Environment and fight against climate change

The Programme aims to support, across all sectors, awareness raising about environmental and climate-change challenges.

Priority will be given to projects aiming at:

- Developing competences in various sustainability-relevant sectors, developing **green sectorial skills** strategies and methodologies, as well as **future-oriented curricula** that better meet the needs of individuals
- Supporting the testing of **innovative practices** to prepare learners, staff and youth workers to become **agents of change**
- Enabling behavioural **changes of consumption habits and lifestyles**
- Developing **sustainability competences of educators** and education leaders
- Supporting the planned approaches of the participating organizations regarding **environmental sustainability**

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PRIORITY «Digital»

Addressing digital transformation through development of digital readiness, resilience and capacity

The Programme will support digital transformation plans of primary, secondary, vocational education and training (VET), higher, and adult education institutions.

Priority will be given to projects aiming at:

- Increasing the **institutions' capacity and readiness** to manage an effective shift towards **digital education**
- Supporting the purposeful use of **digital technologies** in education, training, youth and sport for teaching, learning, assessment and engagement
- Promoting gender equality and addressing differences in relation to the **access and use by underrepresented groups**
- Supporting the use of the **European Frameworks on digital competences** of educators, citizens and organisations (see DigComp)

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PRIORITY «Engagement»

Common values, civic engagement and participation

The Programme will support active citizenship and ethics in **lifelong learning**; it will foster the development of **social and intercultural competences**, **critical thinking** and **media literacy**.

Priority will be given to projects that:

- Offer opportunities for people's participation in democratic life, social and civic engagement through formal or non-formal learning activities.
- Focus on raising awareness and understanding the European Union context, notably as regards the common EU values, the principles of unity and diversity as well as their cultural identity, cultural awareness and their social and historical heritage.

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Unit 6 – EU Login, Erasmus+ Platform, SEDIA, OID and PIC

Practical tools to start submitting a proposal

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How to create an EU Login account

The **EU Login** Authentication Service - previously **ECAS** - is a single point for user authentication to a wide range of Commission information systems, like the Erasmus+ and European Solidarity Corps Platform or the Funding & Tenders opportunities portal (see further).

To submit the project proposal, it is mandatory to create an EU login account, following these steps:

1. Fill here the registration form to receive an e-mail with the **username** and a link for creating the **EU Login password**
2. Create a new password and click on "Submit"
3. Click “Proceed” and access EU Login.

For further information
https://wikis.ec.europa.eu/display/NAITDOC/EU+Login+-+European+Commission+Authentication+Service

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Erasmus+ and European Solidarity Corps Platform

The Erasmus+ and European Solidarity Corps Platform enables the Applicant to:

- ✓ Search for registered organisations participating in Erasmus+ or European Solidarity Corps
- ✓ Register an organisation to start submitting proposals
- ✓ Submit applications for grants and/or accreditation for ***DECENTRALISED ACTIONS**
- ✓ Manage ongoing projects

***Decentralised actions are managed by the Erasmus+ National Agencies**

To learn more about the Platform https://wikis.ec.europa.eu/pages/viewpage.action?pageId=33530315

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SEDIA Platform

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

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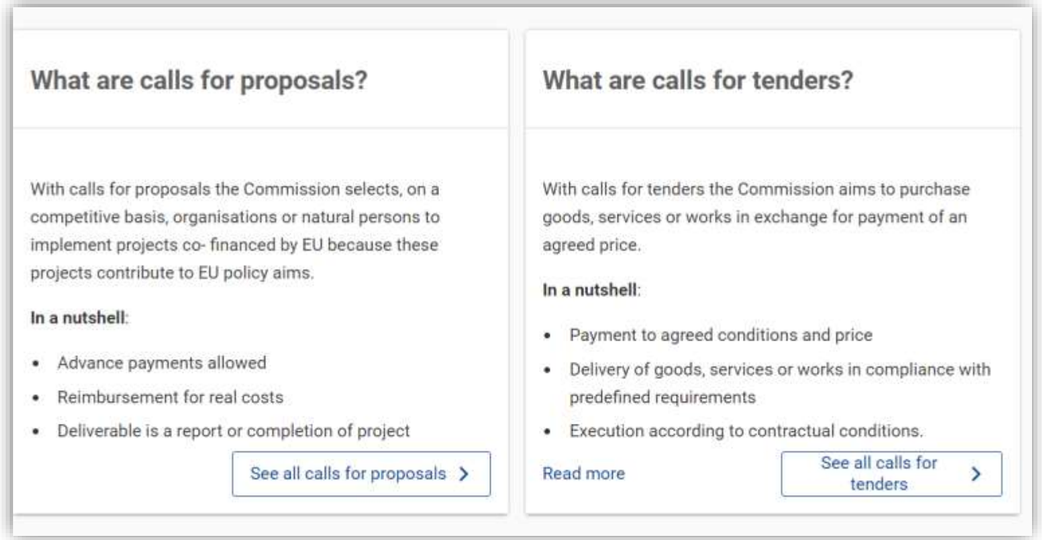
The Funding & Tender opportunities portal (SEDIA) can be used to:

✓Search for funding or tender opportunities

✓Submit applications for grants for ***CENTRALISED ACTIONS**

***Actions managed by the European Education and Culture Executive Agency in Brussels (EACEA).**



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Register an organisation – OID and PIC number

The Organization ID (OID) and the Participant Identification Code (PIC number) are organizations/institutions' identifiers used to participate in Erasmus+ projects.

OID

Required to submit project proposals **managed by the National Agencies**.

It shall be generated on the **Erasmus+ and European Solidarity Corps Platform**

PIC

Required to submit project proposals **managed by the EACEA**

It shall be generated using the **Funding & tender opportunities portal** **(SEDIA)**

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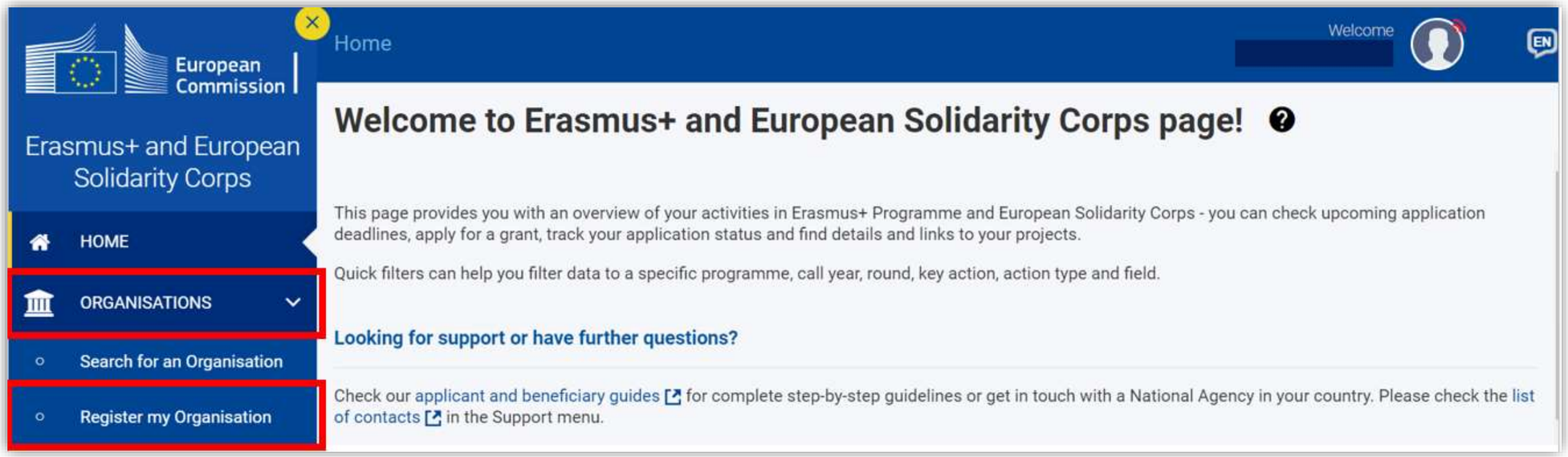
How to create an OID

1. Click on Erasmus+ and European Solidarity Corps Platform and log-in with the EU login credentials.

2. Click to **Organisation** --- **Register my Organisation**



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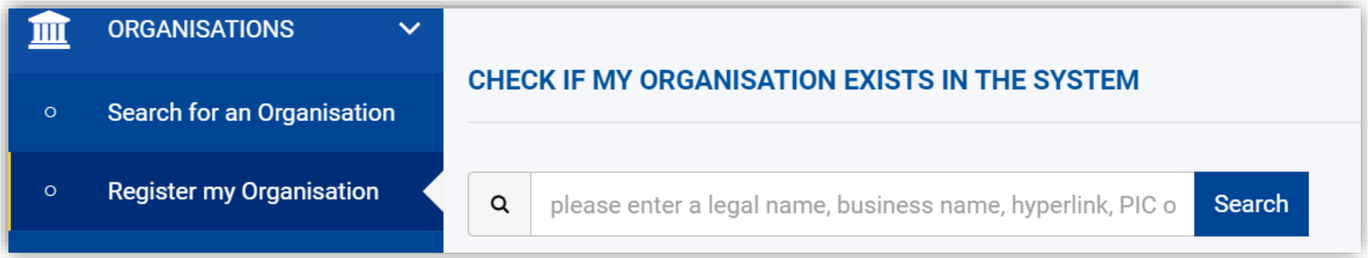
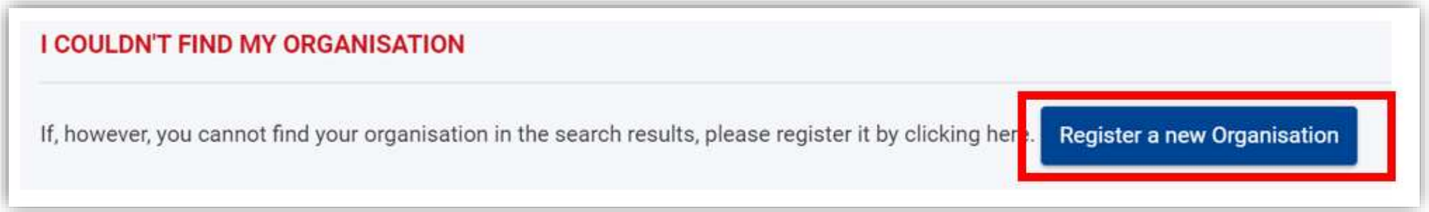
How to create an OID

3. Check if the organisation already exists within the system. If not, you can proceed with the registration.





4. Once submitted the information needed to register the organisation, you will obtain a unique **Organisation ID**. While awaiting certification by the responsible National Agency, the OID can be used to apply for decentralised actions immediately.

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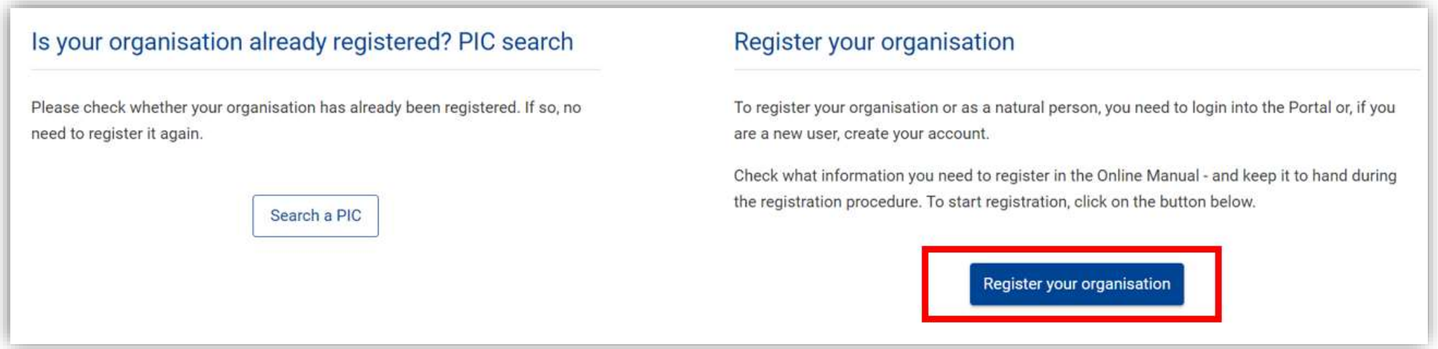
How to create a PIC

1. Click on Funding & tender opportunities portal and log-in with your EU login credentials
2. Go to “Register your organisation”



3. At the end of the registration, your PIC number will be displayed.

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Unit 7 – Form, DoH, Mandates

Documents required to submit a proposal

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The submission

Once the organisation is registered, three documents are needed to submit the proposal:

1. **The form** available on the Platform
(on the SEDIA or the Erasmus+ and European Solidarity Corps Platform depending on the action)

2. **Declaration on Honour** (DoH)

3. **Mandate letters**

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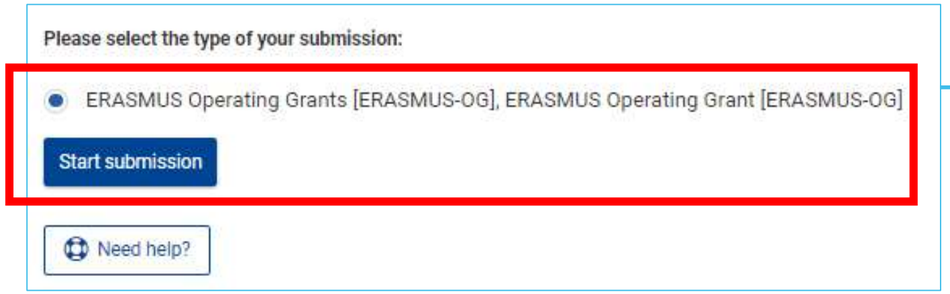
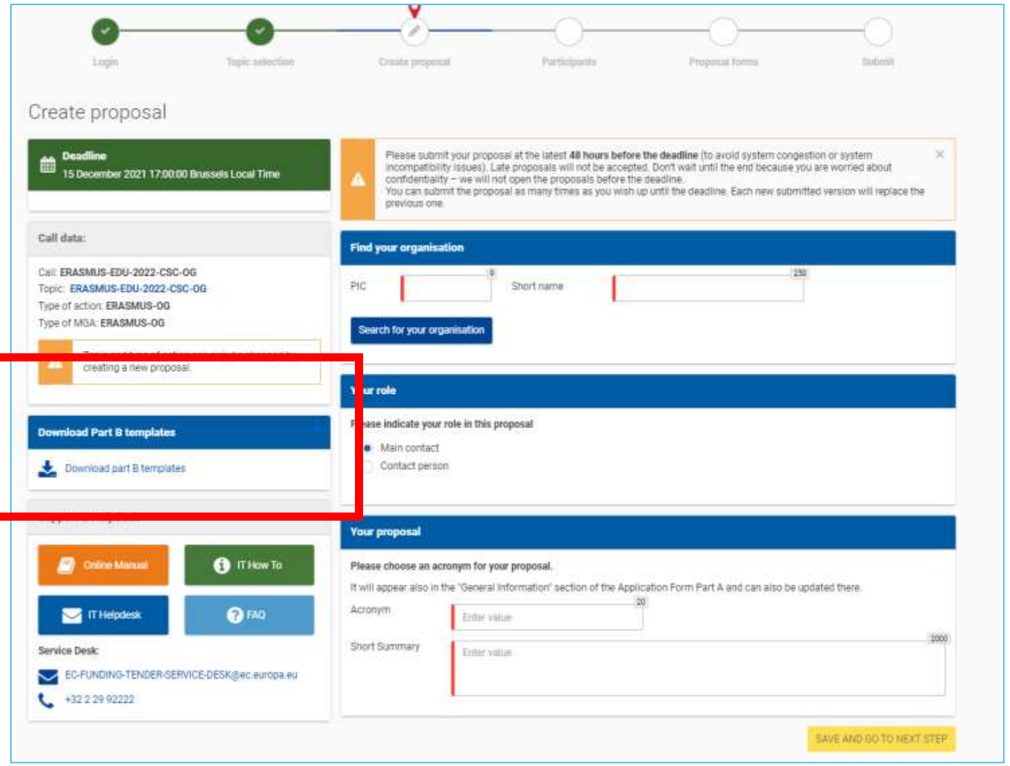
The Form in the SEDIA Platform

1. Access the SEDIA Platform and do the login

2. Search and **select the call for proposals** you are interested in and **start the submission**



3. Download **part B of templates**



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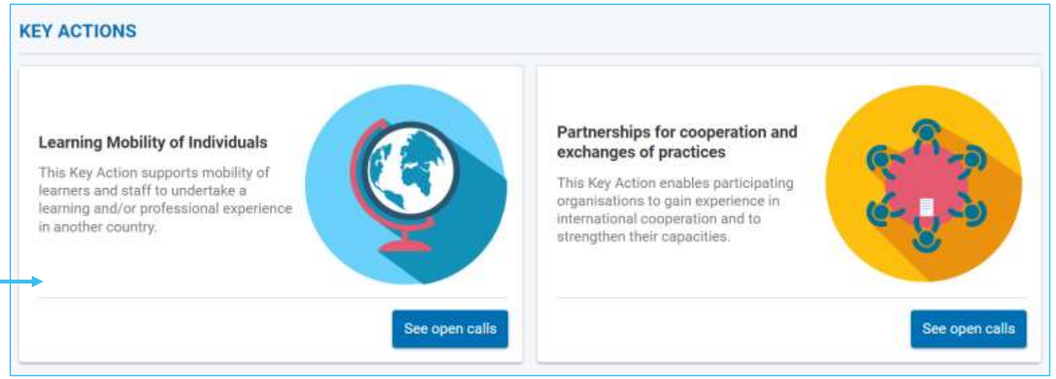
The Form in the Erasmus+ Platform

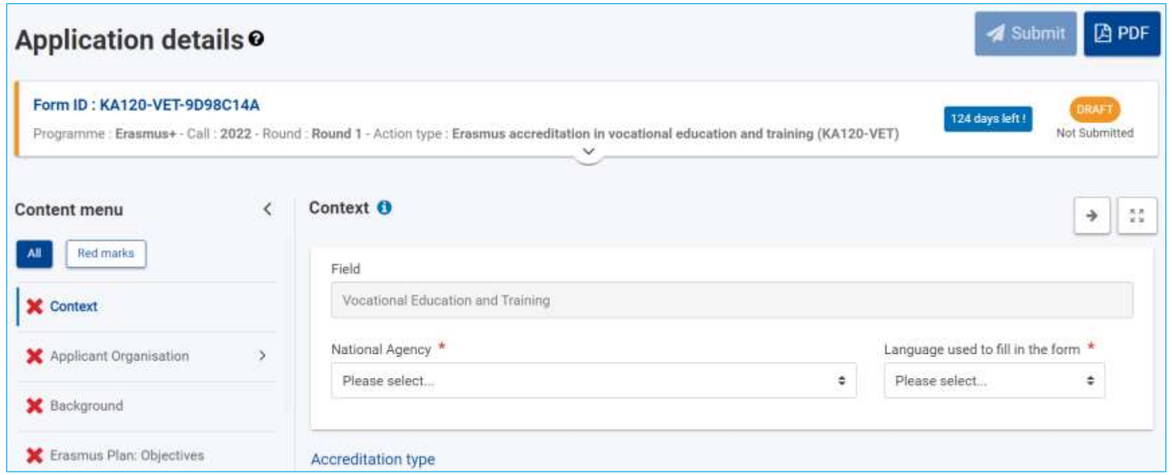
1. Access the Erasmus+ Platform

2. Search for a call and **Apply** for it

3. Access through **EU Login**

4. Start the submission, **filling in the required sections** in the Platform





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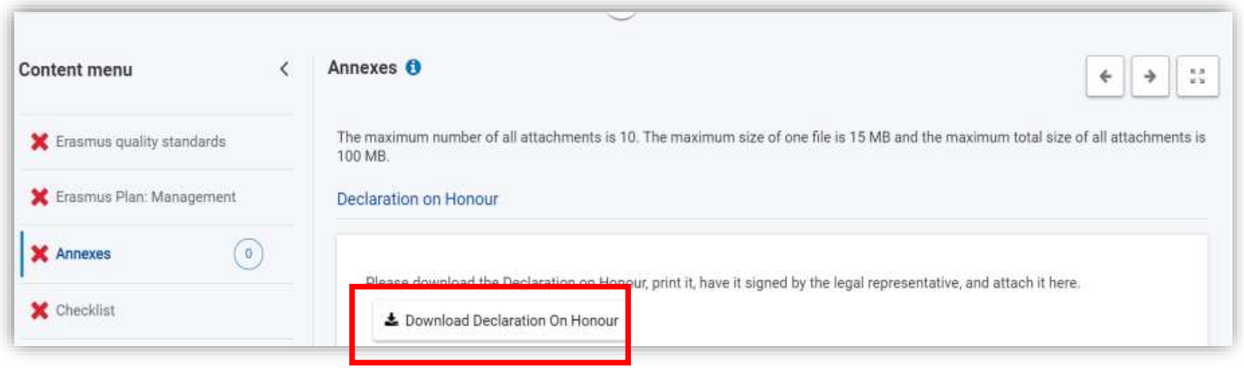
Declaration on Honour

1. **After inserted the required information about the applicant organisation**, click on the Annex section and download the Declaration on Honour (this process is ONLY related to the Erasmus+ Platform)

*This document shall be **signed and stamped only my the Applicant**, who declares, on behalf of the members of the Consortium, their eligibility, their financial and operational capacity and the existence of the other requirements established in the call.*



2. Once signed, the Declaration shall be uploaded

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Mandate letters

1. The Applicant shall have the **mandate to act** for all the members of the Consortium

2. This is proved by the Mandate letters, signed between the Applicant and every single partner

3. After filled in the form with the data of partners' organisations, the Mandates are generated automatically by the Platform

4. Download the Mandates and upload them in the platform once collected data from partners (signature, stamp and date)

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Unit 8 – An introduction to KA1

Mobility’s opportunities and general rules

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Outgoing vs Incoming mobilities

Outgoing mobility

The **Applicant** acts as a **sending organisation**, selecting participants and sending them to a hosting organisation abroad.

Incoming mobility

The **Applicant hosts people** who can help develop and internationalise the organisation, ensuring upskilling opportunity for the internal staff.

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Short terms projects vs Accreditated projects

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Short terms projects

Short-term projects are recommended for newcomer organisations; they finance mobility activities over a period of **six to eighteen months**.

Accreditated projects

Accreditated projects are addressed to organisations that **hold an Erasmus accreditation** and aim to plan a long-term internationalisation strategy. These projects allow receiving **regular funding** for mobility activities that are part on an **Erasmus Plan**.

To know more go to Erasmus Accreditation

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Other opportunities

For those organisations who prefer to join the Programme without submitting an application, there is the possibility to:

- **Join an existing Erasmus+ mobility consortium** - a group of organisations from the same country implementing mobility activities as part of a joint Erasmus Plan.

- **Hosting learners or staff** coming from a partner organisation abroad.

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Short term projects

Short terms projects are open to individual organisations and not to consortia. Accredited organisations cannot apply for short-term projects since they already have permanent access to Erasmus+ funding.

Under short-term projects the following activities can be funded:

Staff mobility

Job shadowing (2 to 60 days)

Teaching or training assignments (2 to 365 days)

Courses and training (2 to 30 days, maximum 10 days of course fees per participant)

Learner mobility

Group mobility

Short-term learning mobility (2 to 29 days)

Long-term learning mobility (30 to 365 days)

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Budget categories and rules

CATEGORY	COVERED ACTIVITIES	RULE OF ALLOCATION	FINANCING MECHANISM
ORGANIZATIONAL SUPPORT	Mobility activities (preparation, mentoring, monitoring and support of participants during mobility, services, recognition of learning outcomes, sharing results).	Division of the grant agreed by the organisations	Unit costs (see Erasmus Guide for the exact amount)
TRAVEL	Travel costs of participants and accompanying persons from their place of origin to the venue of the activity	Based on the travel distance and no. of participants. The applicant indicates the air distance between the place of origin and the venue of the activity using the EC distance calculator	Unit costs
INDIVIDUAL SUPPORT	Costs of subsistence for participants and accompanying persons during the activity	Based on the no. of participants, duration of stay and receiving country	Unit costs
INCLUSION SUPPORT FOR ORGANISATIONS	Mobility activities for participants with fewer opportunities	Based on the no. of participants with fewer opportunities.	Unit costs
INCLUSION SUPPORT FOR PARTICIPANTS	Additional costs directly linked to participants with fewer opportunities and their accompanying persons	The request must be justified by the applicant and approved by the National Agency.	Real costs
PREPARATORY VISITS	Costs covering travel and subsistence for participation in a preparatory visit.	Based on the no. of participants	Unit costs
COURSE FEES	Costs covering enrolment fees for staff mobility format 'Courses and training'	Based on the duration of the activity	Unit costs
LINGUISTIC SUPPORT	Costs of providing language learning materials and training to participants	Based on the number of participants	Unit costs
EXCEPTIONAL COSTS	Costs for providing a financial guarantee (if the National Agency asks for it), visa, residence permits etc.	The request must be justified by the applicant and approved by the National Agency	Real costs

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Awarded criteria for short term projects

RELEVANCE	The project proposal's objectives shall be relevant for the objectives of the action (see the Programme Guide) and for a set of specific priorities (supporting newcomers and less experienced organisations and supporting participants with fewer opportunities).
QUALITY OF PROJECT DESIGN	Proposal's objectives address the needs of the applicant organisation, staff and learners The content of the activities is appropriate for the achievement of the objectives The working plan is clear and realistic The project incorporates environmentally sustainable and responsible practices as well as the use of digital tools (e.g., eTwinning or EPALE)
QUALITY OF FOLLOW-UP ACTIONS	Project tasks and responsibilities should be clearly defined in accordance with Erasmus Quality Standards The applicant should set a precise action plan to integrate mobility activites' results in the organisation's regular work The project should include an appropriate way of evaluating the project outcomes The applicant proposes concrete and effective steps to share the results with other organisations and the public, publicly acknowledging the European Union funding

All mobility projects should integrate the horizontal priorities of the Erasmus+ Programme (see Unit 5)

- Inclusion and diversity
- Environmentally sustainable and responsible practices
- Digital transformation in education and training
- Participation in democratic life

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Unit 9 – KA2 Cooperation Partnership

Sections of the form and tips to write successful proposals

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The “Relevance” section

The “Relevance” section represents the **1st award criteria** taken into consideration by the National Agency

Please select the most relevant priority according to the objectives of your project. *

Please select priority

If relevant, please select up to two additional priorities according to the objectives of your project.

Please select priorities

How does the project address the selected priorities ? *

Please complete...

3000

Please select up to three topics addressed by your project *

Select up to 3 topics

What are the objectives you would like to achieve and concrete results you would like to produce? How are these objectives linked to the priorities you have selected ? *

Please complete...

3000

Please describe the motivation for your project and explain why it should be funded. *

Please complete...

3000

Projects are requested to frame their work in relation to one or more of the priorities set by the EC every year (see Unit 5)

!!! Max no. of characters !!! (spaces included)

The Programme Guide represents the reference to fill in this section. Applicant should prove that their projects are **consistent and coherent** with the selected priorities.

Use SMART objectives (specific, measurable, achievable, relevant, time-bound)

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The “Relevance” section

What makes your proposal innovative? *

2000

Please complete...

Elements of innovation should encompass all project’s aspects (methodology, supply, target, impact)

How is your proposal suitable for creating synergies between different fields of education, training, youth and sport or how does it have a strong potential impact on one or more of those fields? *

3000

Please complete...

Background and expertise of partners can be leveraged to fill in this section

How is this project complementary to other initiatives already carried out by the participating organisations? *

2000

Please complete...

How does the proposal bring added value at European level through results that would not be attained by activities carried out in a single country? *

2000

Please complete...

The **EU added value** of the project (cross-national relevance) should be proved in those sections

What needs do you want to address by implementing your project? *

3000

Please complete...

Issues to contain and opportunities to leverage on should be highlighted.

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The “Relevance” section

What are the target groups of the project? *

Please complete... 2000

How did you identify the needs of your partnership and those of your target groups? *

Please complete... 2000

How will this project address these needs? *

Please complete... 2000

Tip: the way of presenting information should be concise; it is recommended to answer the question directly and go straight to the point.

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The “Partnership and Cooperation Agreements” section

The “Partnership and Cooperation Agreements” section represents the **2nd award criteria** and it is structured as follows:

How did you form your partnership? How does the mix of participating organisations complement each other and what will be the added value of their collaboration in the framework of the project? If applicable, please list and describe the associated partners involved in the project. *

3000

Please complete...

What is the task allocation and how does it reflect the commitment and active contribution of all participating organisations (including the associated partners, if applicable) ? *

3000

Please complete...

Describe the mechanism for coordination and communication between the participating organisations (including the associated partners, if applicable) *

3000

Please complete...

Responsibilities should be distributed according to the different competences of partners and staff.

Possible mechanisms to be included (see Unit 11 for further details)

- Partnership Agreements to establish partners’ roles and responsibilities
- Committee in charge of decision making, conflict resolution, monitoring & evaluation
- Strategy and rules for internal communication
- Virtual call on a regular base
- Official meetings

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The “Work Packages activities” section

WP1 Project Management

This section allows describing all the activities to be implemented during project’s implementation and corresponds to the **3rd award criteria** “Project Design and Implementation” (see Programme Guide).

It is recommended to split the project in a maximum of 5 Work packages (WPs). The first WP shall always be the Project Mangement Work Package, which requires to provide the following information:

Grant amount allocated to the work package n° 1 'Project Management' (whole number with no decimals). *

Please complete...

Max 20% of the total

How will the progress, quality and achievement of project activities be monitored? Please give information about the involved staff, as well as the timing and frequency of the monitoring activities. *

3000

Please complete...

It is recommended to set **Key Performance Indicators** (KPIs) for each objective. Monitoring and evaluation indicators should be both **quantitative and qualitative**, clear and related both to impact and outcomes.

It is also suggested to assess partners satisfaction on a regular basis (e.g., satisfaction surveys).

How will you ensure proper budget control and time management in your project? *

3000

Please complete...

Partners’ costs resumes should be collected every six months.

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The “Work Packages activities” section

WP1 Project Management

What are your plans for handling risks for project implementation (e.g. delays, budget, conflicts, etc.)? *

2000

Please complete...

How will you ensure that the activities are designed in an accessible and inclusive way? *

3000

Please complete...

How does the project incorporate the use of digital tools and learning methods to complement the physical activities and to improve cooperation between partner organisations? *

3000

Please complete...

How does the project incorporate green practices in different project phases? *

3000

Please complete...

Go to Unit 10

Partners are asked to involve participants with fewer opportunities (see Unit 5) in decision making processes:

In depth:
Implementation guidelines Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy (EC, 2021)

There are different EU platforms that can be included depending on the project’s topic an targets (e.g., EU Youth Strategy Platform, European Youth Portal School Education, Gateway, eTwinning, EPALE)

Examples of green practices can be extrapolated from these documents
Guidelines on organizing sustainable meetings and events at the Commission (EC, 2018), GreenComp (EC, 2022)

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The “Work Packages activities” section

Other Work Packages

After inserted the name of the other Work Packages, the following sections will be displayed:

What are the specific objectives of this work package and how do they contribute to the general objectives of the project? *

Please complete... 2000

What will be the main results of this work package? *

Please complete... 2000

What qualitative and quantitative indicators will you use to measure the level of the achievement of the work package objectives and the quality of the results? *

Please complete... 2000

Please describe the tasks and responsibilities of each partner organisation in the work package. *

Please complete... 2000

Please explain how the grant amount attributed to this work package constitutes a cost-effective use of the budget *

Please complete... 5000

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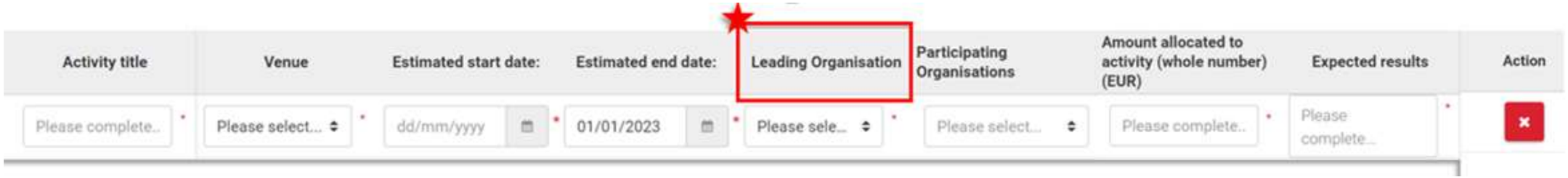
The “Work Packages activities” section

Other Work Packages

Work Packages are divided into different Activities to be specified in this table



The Applicant is usually leader of the entire WP1 (Project Management).

For the other WPs’ activities, the leading organisation should be selected according to its technical and operational competence. It should be proved that the leader has the capacity to:

- Set an action plan and provide guidelines for partners
- Monitor project’s progresses, partners’ performance and their compliance with the KPIs

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The “Impact” section

Impact represents the **4th award criteria**

How are you going to assess if the project objectives have been achieved? *

3000

Please complete...

In this section, **KPIs** and an assessment mechanism should be defined.

Please describe the potential wider impact of your project: Will the impact be equally spread among the involved organisations? What is the potential impact of the project on each participating organisation as a whole? Are there other groups or organisations at local, regional, national or European level that will benefit from your project? Please explain how. *

3000

Please complete...

INTERNAL IMPACT
- Staff / team involved
- Partners’ organizations

EXTERNAL IMPACT
- Target groups
- Beneficiaries
- Stakeholders
- Overall community

Explain how you will ensure the sustainability of the project: How will the participation in this project contribute to the development of the involved organisations in the long-term? Do you plan to continue using the project results or implement some of the activities after the project's end? *

3000

Please complete...

Please describe your plans for sharing and promoting the project results: How do you intend to make the results of your project known within your partnership, in your local communities and in the wider public? Who are the main target groups you intend to share your results with? *

3000

Please complete...

Go to Unit 14

In depth
How to communicate your project (EC, 2021)

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Unit 10 - Horizontal activities

Management, Impact and Quality Assurance

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Project methodology and Work Packages

The description of the project shall include a detailed **project methodology** describing:

- Clear distribution of tasks
- Financial arrangements among partners
- Detailed timeline with the main deliverables/results
- Monitoring and control system
- Tools to ensure a timely implementation of the project activities

Applicants shall split the project activities into **Work Packages (WP)**, defined as a set of activities contributing to the achievement of common specific objectives.

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Project Management

Applicants are recommended to split their projects into a maximum of 5 Work Packages, including **Project Management** (PM).

Portion of the lump sum allocated to **PM is max. 20%** of the total

The Project Management Work Package covers the **horizontal activities** that are necessary for the implementation of the project:

- Monitoring, Evaluation & Quality Assurance
- Coordination
- Communication
- Risk management
- Impact assessment

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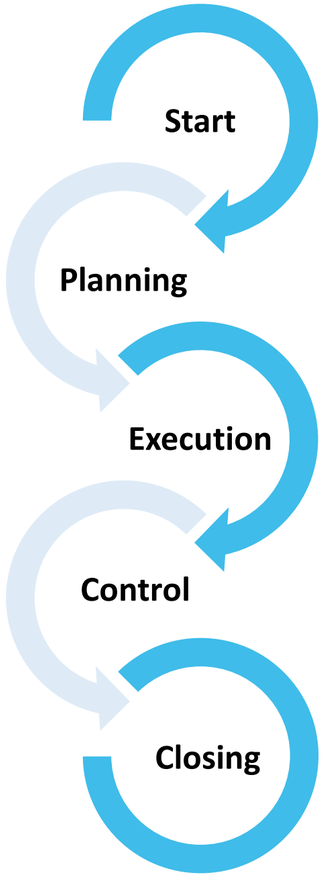
Project Management lifecycle

- Plan in detail
- Identify all the needed resources (quantification)
- Define operational requirements
- Forecast realistically all costs, timing, sequencing, quality, quantity, etc.
- Anticipate possible risks

- Access of users to project results
- Manage changes
- Guarantee constant operational control



- Overall objective
- Identify needed resource
- Organise work

- Update planning
- Mobilise and manage resources
- Launch the project

- Transfer resources to other activities/projects
- Carry out the final evaluation
- Extrapolate “lessons learned”

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Three essential tools in Project Management

1. Project Management Plan
2. Gantt Chart
3. Dashboard

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1 Project Management Plan

Index example

1. BRIEF PRESENTATION OF THE **XXX** PROJECT 3
1.1 Most Relevant sectorial priorities 5
1.2 Other Relevant horizontal and Sectorial priorities addressed by the Project 6
1.3 Targets and group of interest addressed by the Project 6
1.3.1 Participants: Internal VS External Targets 7
1.3.2 Participants with fewer opportunities 9
1.4 Results and Expected Outcomes 10
1.4.1 Impacts on Participants and Participating Organisations 11
1.4.2 Impacts Throughout and After Project Implementation 12
1.4.3 Impacts at Local, Regional, National and EU Level 12
1.5 Duration of the **XXX** Project and timeline of the foreseen activities 13
1.6 Detailed Break-Down of Intellectual Outputs and Workloads 14
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2.1 A Snapshot of the Participating Organisation 20
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1 Project Management Plan

3. DISSEMINATION & VISIBILITY OF THE **XXX** PROJECT 32

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4. FINANCIAL MANAGEMENT 39

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EXHIBIT 3: DISSEMINATION REPORTING TOOL 47

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2 Gantt Chart

A Gantt chart is a project management tool assisting in the planning and scheduling of a project. Project management ***timelines and tasks*** *are converted into a* ***horizontal bar chart****, showing start and end dates, […] including* ***how much of the task is completed*** *per stage and who is the* ***task's owner.***

[Assosiation for Project Management]

Example:

Project XXX																							
	2022		2023												2024								
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct
Project Management WP																								
Management																								
Quality Assurance Plan																								
Dissemination Plan																								
Reporting																								
WP 1 XXX																								
T1 XXX																								
T2 XXX																								
WP 2 XXX																								
T1 XXX																								
T2 XXX																								
WP3 XXX																								
T1 XXX																								
T2 XXX																								

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3 Dashboard

The Dashboard is a tool to **monitor the progresses** of the project and keep track of activities and deadlines during project's implementation.

SOME TIPS: the dashboard shall be **comprehensive** of all project details but **schematic** in style and structure. It shall be **updated on a regular basis**.

Example

WP1 XXX
Leader XXX

Start date - End date

WP1 XXX	Leader	Date of finalisation	Deadline	Note
Task 1 XXX				
Task 2 XXX				

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Impact assessment

Expected impact of the project, both **internally** and **externally**, at local, national and EU level.

INTERNAL IMPACT

- Partners' organisations and staff
- Staff involved in the project

EXTERNAL IMPACT

- Project's target group
- Project's beneficiaries
- Stakeholders
- Overall community

Impacts on these groups can be easily measured through the Impact+ Exercise, a tool developed by the UK and Slovenian Erasmus+ National Agencies (see next slide).

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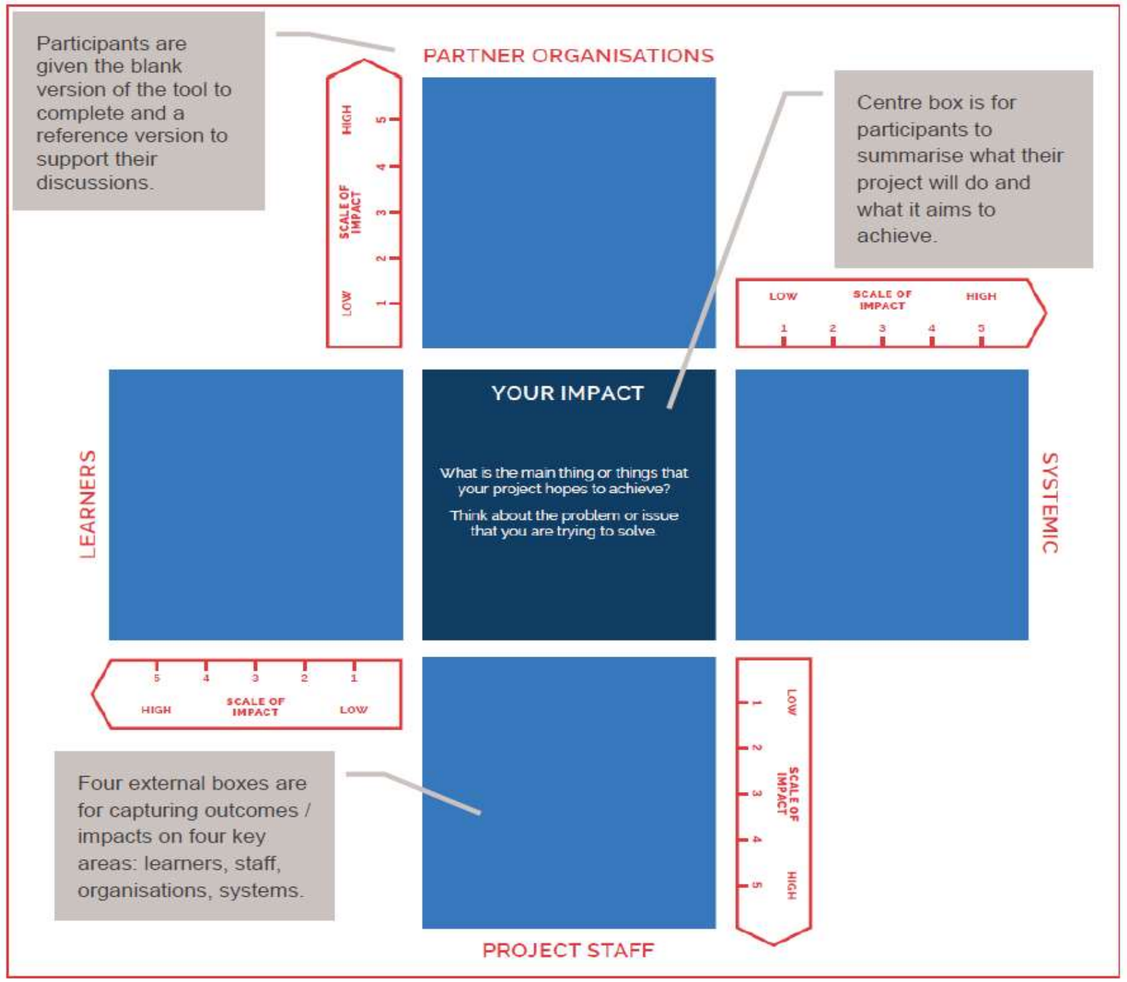
Impact exercise



Watch this video to know how to use the tool

https://www.youtube.com/watch?v=DE80HhSJA_Q&embeds_euri=https%3A%2F%2Ferasmusplus.org.uk%2F&source_ve_path=MjM4NTE&feature=emb_title&ab_channel=Erasmus%2BUK

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SWOT Analysis

When analyzing the project's impact, it could also be useful to use a strategic analysis tool like the SWOT Analysis that can help organisations to identify internal **Strengths** and **Weaknesses** and external **Opportunities** and **Threats** posed by the environment.

The SWOT can be used for many purposes: in the planning phase, during project's implementation - for instance to make strategic choices - or for evaluation to ensure that the strategy is appropriate.

To know more go to https://wikis.ec.europa.eu/display/ExactExternalWiki/SWOT+analysis

	Favourable for achieving the objectives	**Unfavourable** for achieving the objectives
External origin	**OPPORTUNITIES**	**THREATHS**
Internal origin	**STRENGHTS**	**WEAKNESSES**

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Risk management

1. Identify risks
2. Analyse the risks in terms of probability (Low / Medium / High)
3. Evaluate their impact on the project (Low / Medium / High)
4. Develop a mitigation strategy
5. Review risks on a regular basis

Describe your detailed risk management strategy in the Project Management Plan.

Example:

- If one or more partner(s) decides(s) to leave or is forced to leave from the Consortium, the partnership has already identified several replacement options that perfectly matches the competences, the expertise and the background of the leaving partner

Probability associated to the event:	very low
Impact of the event:	medium

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Monitoring, Evaluation and Quality Assurance

*The project methodology shall show the analysis leading to the identification of needs, the setting of objectives, the system put in place to **monitor** the project, a **quality assurance** mechanism and an **evaluation strategy**.*

Erasmus+ Programme Guide 2022 p.214

HOW TO MONITOR	HOW TO GUARANTEE QUALITY	HOW TO EVALUATE
Every six months, collect from partners costs resumes, that describe how they used their budget to implement project's activities.	On a regular basis, circulate within the Consortium surveys to assess partners satisfaction in terms of internal communication and project's implementation.	Identify a set of quantitative and qualitative indicators *aka* Key Performance Indicators (KPIs) to assess the performance of the project considering expected outcomes, impacts and objectives.

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Unit 11 - Project management

Coordination of partners in KA2, meetings and required documents

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How to coordinate partners

The applicant must identify - at proposal stage - and then implement - in case of approval - effective **mechanisms for the coordination and communication** between partners.

These mechanisms must be described in detail in the Project Management Plan and must be designed to develop and strengthen a sense of community and mutual harmony.

EXAMPLES

- ✓ Set-up a **Steering Committee** tasked with decision making, conflict resolution, monitoring and evaluation
- ✓ Sign **Partnership Agreements**, defining roles and responsibilities of partners
- ✓ Assign to partners **leadership roles** in specific activities depending on their area of expertise
- ✓ Schedule virtual **call on a regular base**
- ✓ Define a strategy and **tools for internal communication** (emails, google drive, other platforms)

RISK

Weak mechanisms of decision making/communication brings to:

- Entropy
- Low level of commitment on behalf of the partners

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Transnational Project Meetings

Official meetings are foreseen during project implementation, gathering all participant organisations.

TPMs – online or face-to-face – represent a moment to evaluate the status of the project and the quality of the activity developed, define the action plan for the upcoming period and set internal deadlines.

When a meeting is organised, the host organisation and the Applicant/coordinator must produce the documents required by the National/Executive Agency.

The documents that guarantee a smooth implementation of the meeting and an efficient management of the future project's activities are:

Meeting agenda

Minutes

To do list

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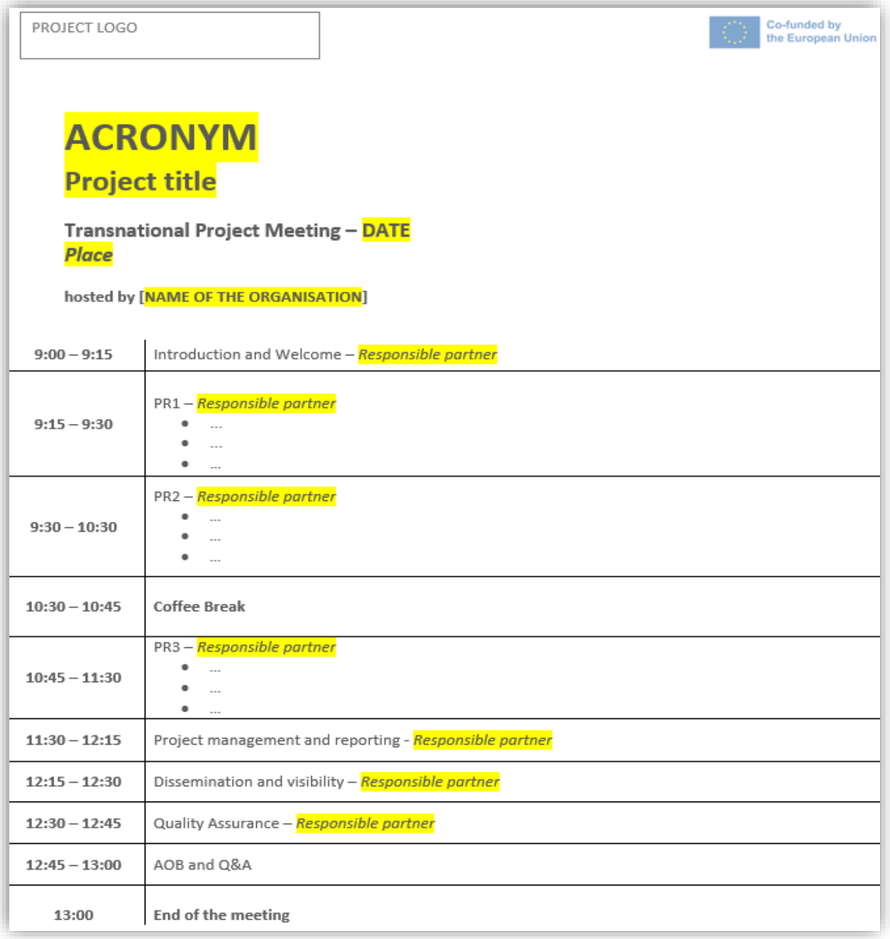
Agenda



PROJECT LOGO

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ACRONYM

Project title

Transnational Project Meeting – DATE

Place

hosted by [NAME OF THE ORGANISATION]

9:00 – 9:15	Introduction and Welcome – *Responsible partner*
9:15 – 9:30	PR1 – *Responsible partner* • … • … • …
9:30 – 10:30	PR2 – *Responsible partner* • … • … • …
10:30 – 10:45	**Coffee Break**
10:45 – 11:30	PR3 – *Responsible partner* • … • … • …
11:30 – 12:15	Project management and reporting - *Responsible partner*
12:15 – 12:30	Dissemination and visibility – *Responsible partner*
12:30 – 12:45	Quality Assurance – *Responsible partner*
12:45 – 13:00	AOB and Q&A
13:00	**End of the meeting**

Before each project's meeting, the host organisation should provide a detailed agenda, with issues to be discussed and a precise time schedule.

This document is fundamental to manage time efficiently.

Capacity to stick to the agenda is an important Key Performance Indicator (KPI), related to the communication and coordination dimension.

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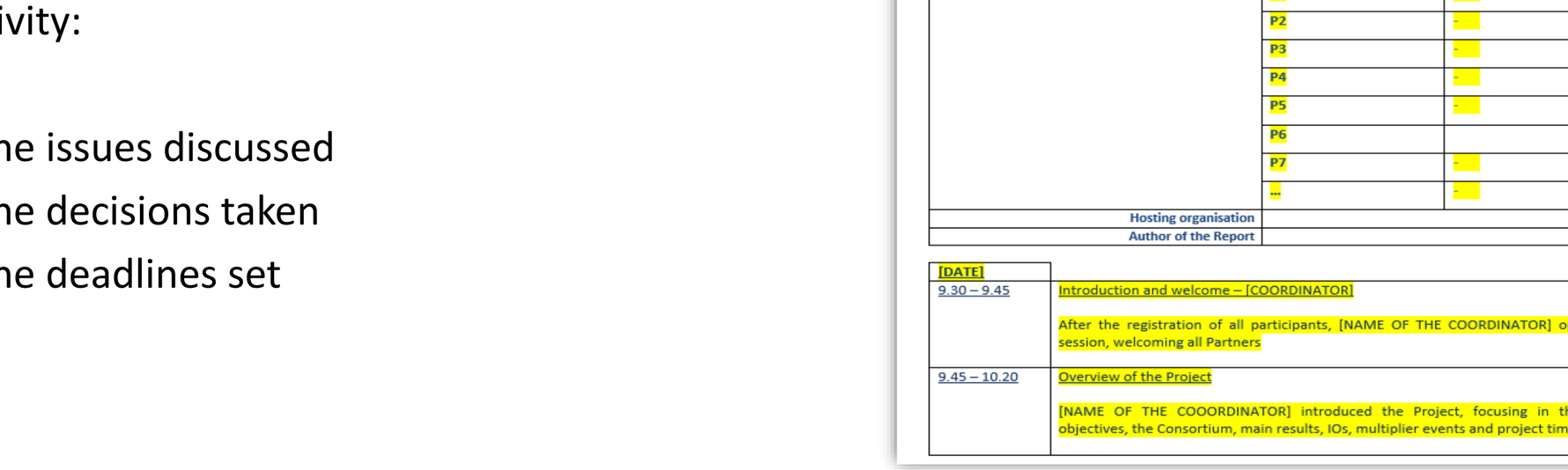
Minutes

After the end of each meeting the Coordinator must gather and submit to the Agency the Minutes.

The document must indicate for each project activity:

- The issues discussed
- The decisions taken
- The deadlines set



ORGANISATION LOGO

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[FULL NAME OF THE PROJECT]

[ACRONYM]

[PLACE], [DATE]

MEETING MINUTES

Meeting type		
Place		
Date		
Participants	PARTNER	NAME OF PARTICIPANT
	P1	-
	P2	-
	P3	-
	P4	-
	P5	-
	P6	
	P7	-
	...	-
Hosting organisation		
Author of the Report		

[DATE]	
9.30 – 9.45	Introduction and welcome – [COORDINATOR] After the registration of all participants, [NAME OF THE COORDINATOR] opened the session, welcoming all Partners
9.45 – 10.20	Overview of the Project [NAME OF THE COOORDINATOR] introduced the Project, focusing in the project objectives, the Consortium, main results, IOs, multiplier events and project timetable.

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To do list

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Action List (PROJECT) - Kick-Off Meeting - (DATE) - (PLACE)				
Code	**ACTION**	**PARTNER**	**DUE DATE**	**COMMENTS**
PR1 - TITLE				
PR2 - TITLE				
PR3 - TITLE				
Dissemination of Results				
Project management				
Quality Assurance				
Next meeting will be held in (PLACE) on (DATE)				
Next Skype call will be on (DATE) at (TIME)				

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Unit 14 – Dissemination, Communication & Sustainability

Definitions, strategies and tools

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Sharing, Promotion and Use of Project Results

A specific section of the form is dedicated to the sharing, the promotion and the use of Project Results. Under this section, the Applicant is invited to define a detailed Dissemination strategy.

What does dissemination mean?

Dissemination is a paramount action to ensure effectiveness and sustainability of project results within and beyond the project lifetime.

The Programme Guide, the Grant Agreement and the Call for Proposals illustrate all the obligations related to Communication, Dissemination and Exploitation.

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EU Logo and Disclaimer

These two elements **must be visible in all projects' publications**

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https://ec.europa.eu/regional_policy/en/information/logos_downloadcenter

Definitions

When speaking about project visibility, different terms are used:

- Communication → **informing** about projects and their results
- Dissemination → **describing and making results available** for use
- Exploitation → **making use** of results

All the terms are strictly related to project results, however they have slightly different meanings.

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Dissemination

Dissemination activities online and offline can be structured in:

Face-to-face activities
Presentations, round tables, workshops, seminars, conference etc.

Media-based activities
e-newsletters, websites, online networks, social media campaign, e-documents, paper-based flyers, posters, articles, newsletters, activity reports, TV or radio-based interviews and presentations etc

Performance activities
Activities closely related to project work packages such as the implementation of surveys, seminars, workshops or pilot courses, involvement in evaluation activities, etc.

In summary, dissemination aims to:

- Promote and raise awareness with regard to the project contents and developments
- Provide information on the quality, relevance and effectiveness of the results
- Transfer the results to appropriate decision-makers in order to achieve their sustainable promotion and support
- Convince individual end-users to adopt and/or apply the results, also after the project

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Dissemination Plan

Before the launch of the project, it is necessary to define an effective and detailed communication and dissemination strategy.

These are the elements that a good dissemination plan should include:

- ✓ **Communication objectives**
  (raise awareness, promote societal values, influence policies etc.)
- ✓ **Audience / target group**
  (general public, stakeholders, decision-makers, media etc.)
- ✓ **Channel and activities**
  (online and offline)
- ✓ **Timing**
  (linking activities to project milestones and ensuring flexibility at the same time)
- ✓ **Key Performance Indicators** (KPIs)

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Annexes:

Annex 1: standard email to policy maker

Annex 2: template of Press Release

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KPIs and useful tips

A performance indicator is a **quantitative** or **qualitative** criterion which measures the success of the communication.

Some examples:

- ✓ No. of participants joining a Multiplier Event
- ✓ No. of unique visits on the project platform or partners' websites
- ✓ No. of people who will potentially view a post, press release etc.

THE GOLDEN RULES OF DIGITAL CONTENT WRITING

- ❑ Keep it short and simple
- ❑ Prefer active verbs to passive
- ❑ Use headings and paragraphs
- ❑ Include links, catchy visuals and multimedia content

How to communicate your project – EC, 2021

For a complete list of indicators see
https://ec.europa.eu/info/sites/default/files/communication_network_indicators.pdf

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Dissemination Reporting Tool

Partners are invited to keep track of the dissemination activities carried out during project's lifetime, in order to monitor the achievement of the quantitative KPIs, as planned in the Dissemination Plan.

To do so, a Dissemination Reporting Tool (exel file) should be adopted and updated by all partners, on a regularly basis. Here an example:

ONLINE DISSEMINATION			
ACTION TYPE	LINK	DATE	NUMBER OF PEOPLE REACHED
Press Release			
Online Seminar			
Mailing List			
Web Radio Speech			
Online TV participation			

OFFLINE DISSEMINATION					
ACTION TYPE	LOCATION	LEVEL	DATE	TARGET GROUPS	NUMBER OF PEOPLE REACHED
Brochures		European			
Conference		International			
Face to Face		Local			
Leaflets		National			
Press Release					
Seminar					
Workshop					
XXX					
XXX					

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How to guarantee project's sustainability

SUSTAINABILITY

Project's capacity to continue having an impact/producing results after the EU grant has been used up (E+ Guide)

STRATEGIES

- Actively involve associated partners in the project
- Organise Multiplier Events addressed to a "strategical" audience and guarantee a vis-à-vis communication
- Engage stakeholders
- Maintain the project website alive after the end of the co-funding
- Promote project results on the Erasmus+ Project Results Platform

A **project is sustainable** when:

- ❑ Produces an **impact** and spill-over effects **beyond the co-funding period**
- ❑ Its results are **replicable** and **transferable** into different contexts and domains.

EU pools for the online engagement of STKHs

- ❑ Erasmus+ Project Results Platform
- ❑ EntreComp's Community of Practice
- ❑ EPALE Community
- ❑ INTERREG Europe Community Platform
- ❑ ESF portal
- ❑ European Circular Economy Stakeholders Platform

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Unit 12 – Beneficiary Module

Functionalities and submission of the final report

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Where to find the Beneficiary Module

The main management tool for Erasmus+ projects is the Beneficiary Module (BM), a system developed by the European Commission (replacing the Mobility tool in use with Erasmus+ 2014-2020).

Once the grant agreement is signed, received and recorded by the National Agency, the project becomes available under **My Projects** of the [Erasmus+ and European Solidarity Corps platform]

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What to do through the Beneficary Module

At this point beneficiaries can start to manage the project information, containing **mobility activities** (in case of KA1), **budget details** and **reports**.

Click on the image and watch this video for a comprehensive introduction of the BM's structure and functionalities.

To learn more go to

- E-learning videos on how to use the BM
- How to complete and submit the final report - a step by step guide

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How to submit the final report

The BM allows beneficiaries to **submit the final report to the National Agency**.

The National Agencies also have access to the project through the Beneficiary Module so to monitor and validate information entered by beneficiary organisations.

At the same time as submitting the report the beneficiary should also ensure that the project information in the **Erasmus+ Project Results Platform** is up to date and correct (see next Unit)

Click on the image and watch this video to learn how to submit the final report from the Beneficiary Module

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DIGI.MUSE
Education in small museums: digital solutions for a renewed accessibility

Unit 13 - Erasmus+ Project Results Platform and EPALE

Tools for disseminating results and searching for best practices

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Erasmus+ Project Results Platform

- The Erasmus+ Project Results Platform is a website, provided by the European Commission, where all approved Erasmus+ projects, both ongoing and completed, can be consulted.

- This platform allows advanced searches by year, country, region, programme, key action, target group and status of the projects.

- In addition to projects, in the Erasmus+ Project Platform all users can find Best Practices selected by the European Commission.

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Erasmus+ Project Results Platform

- The aim of the Erasmus+ Project Platform is to support the visibility, accessibility, dissemination and exploitation of the Erasmus+ projects.

- Moreover, beneficiaries can create thematic networks, increasing the multiplier effects of their projects.

- In the end, the Erasmus+ Project Platform is a great tools to learn more about the Programme and get inspired on projects to be submitted in the next Erasmus+ calls.

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Erasmus+ Project Results Platform

There are several ways to reach the Erasmus+ Project Results Platform:

- Through the Home Page of the Erasmus+ Project Results Platform: https://erasmus-plus.ec.europa.eu/projects
- Through the Home Page of the Erasmus+ Programme: https://erasmus-plus.ec.europa.eu/
- Through banners on National Agencies websites, such as: https://www.erasmusplus.it/

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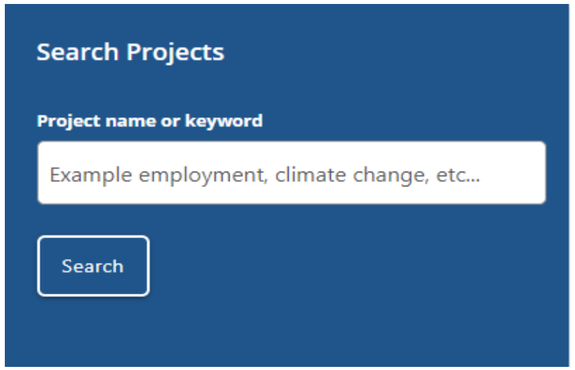
How to search for best practices



Project Clear filters

- [ ] Completed (149037)
- [ ] Ongoing (42393)
- [ ] Success Story (618)
- [ ] Good Practice (16709)
- [ ] FactSheets (214)
- [ ] European Language Label (48)
- [ ] European Year Cultural Heritage (47)
- [ ] European Innovative Teaching Award (102)

Actions

- [ ] Jean Monnet Activities (1863)
- [ ] KA1: Learning Mobility of Individuals (135123)
- [ ] KA2: Partnerships for cooperation and exchanges of practices (27442)
- [ ] KA3: Support for policy reform (2455)
- [ ] Sport (1175)

Topics

Search topics

Activity Years

Search YYYY

Call Year

- [ ] 2022 (83)
- [ ] 2021 (8121)

Former programmes

- [ ] LLP (Life-long learning programme (18946)
- [ ] YiA (Youth in Action programme (3413)
- [ ] Tempus (547)
- [ ] Erasmus Mundus (369)
- [ ] Co-operation with industrialised countries (90)
- [ ] Sports (7)

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How to search for best practices

Organisation

Clear filters

COORDINATOR

PARTNERS

Name

Search by name

Countries

Search countries

Type

Search type

Higher education student and staff mobility project

Higher education student and staff mobility within programme countries

This is a higher education student and staff mobility project, please consult the website of the organisation to obtain additional details.

Project details

Add to Booklet

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Best practices from the Platform
NICHE Project (KA2)

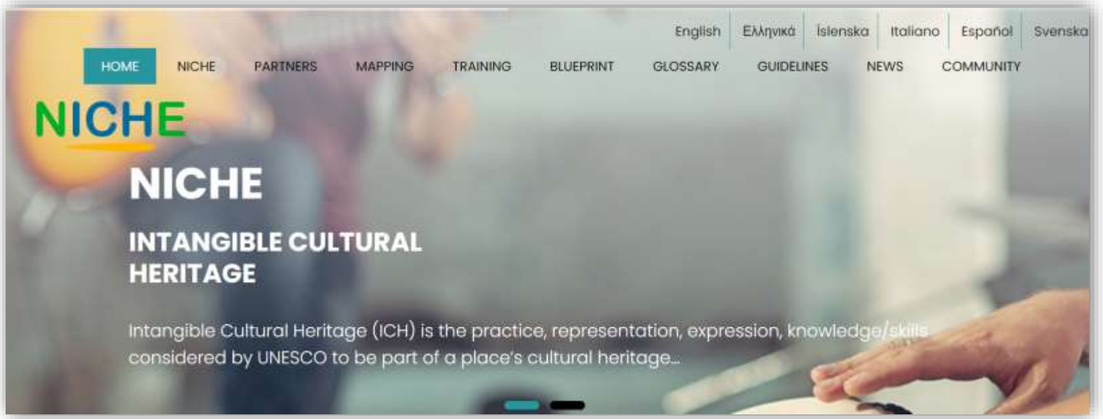
The NICHE project - Nurturing Intangible Cultural Heritage for Entrepreneurship - aimed at developing:

- Innovative training contents for the cohort of professionals who operate in the field of ICH to promote entrepreneurial initiatives in the sector
- A professional profile of ICH operator so that ICH can be leveraged to widen and create economic activities

This objective was achieved through the development of:

- An European Qualification Frameworks (EQF) compliant professional profile of ICH professional
- Training courses based on Learning Outcome and in line with EQF 3 to 5 on innovative topics for the ICH sector
- A pan-EU Open Educational Resource that became the focal point for ICH professionals

Project's results are available on the Erasmus Platform and project's website



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Best practices from the Platform

From the Root of a Tree to the Bottom of the Factory Chimney - 150 Years of Forest Industry in Kymenlaakso (KA1)

By implementing the “From the Root of a Tree to the Bottom of the Factory Chimney” project, the museum of Kymenlaakso aimed to raise the industrial theme (being part of the local tradition) as a factor unifying the entire Kymenlaakso area.

This objective was reached by involving and cooperating with local companies and residents.

Activities → Three job shadowing periods and three conference visits

Two people from the staff travelled to the Ruhr in Germany for job shadowing trip; they met with local museum and regional development company staff who have been involved in raising industrial heritage.

The conference visit in the documenta exhibition in Kassel, Germany, allowed exploring combination between the art and the industrial theme. At the same time, two people visited the ICOM meeting in Prague, Czech Republic, and explored themes such as gamification, participation, and the museum’s role as the stimulator of discussion.

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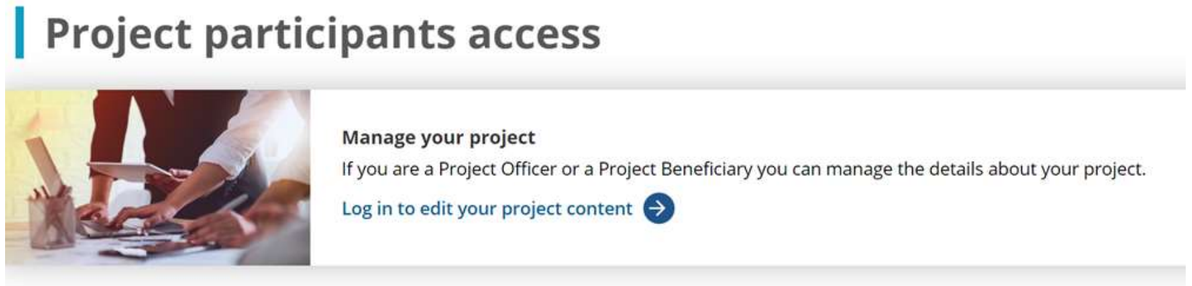
How to upload project's results on the Platform

In addition to the public interface, the Platform includes restricted working areas called Beneficiary Dashboard and Officer Dashboards.

At the end of the project and along with the final report (see Unit 12), the Applicant should use the Beneficiary Dashboard to upload the results and submit these for review. The project is automatically sent to the Officer's Dashboard and reviewed by the National Agency.

These are the steps to be followed to finalise the results' upload and publication within the Platform

1. Go to https://erasmus-plus.ec.europa.eu/projects "Manage your project" section



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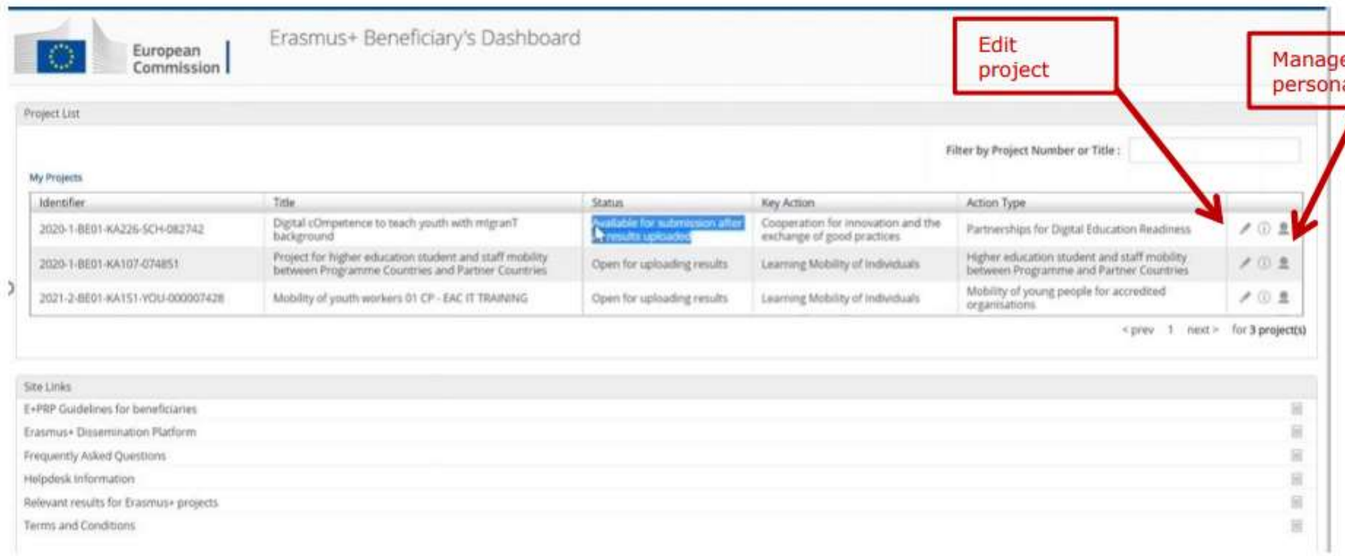
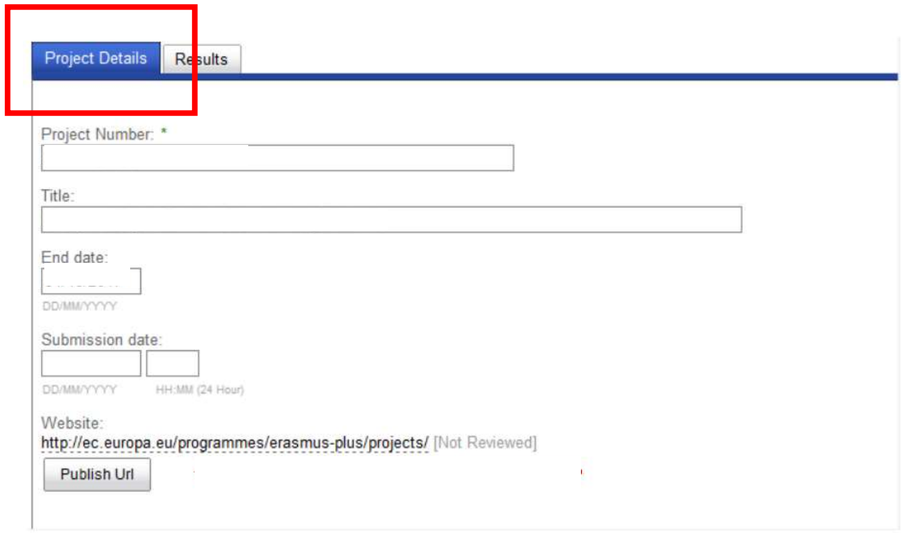
How to upload project's results on the Platform

2. Do the EU Login through the credentials used for the Beneficiary Module.
3. Once accepted the Terms and Conditions, all ongoing projects run by the Applicant under the Erasmus+ Programme will be displayed in the upper part of the screen.
4. To manage project's details, click on the pencil icon "Edit project".





Source: Erasmus+ Project Results Platform Guide for Beneficiaries, EC

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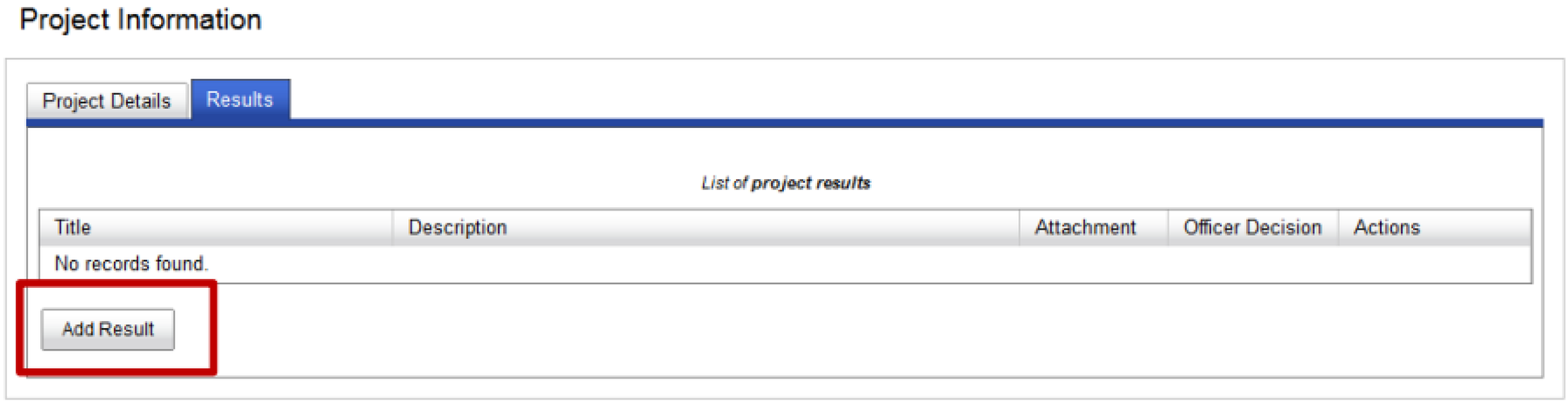
How to upload project's results on the Platform

5. To add results, go to the tab "Results"



6. Once you click on the "Add Result" button, a pop up window will open and you will be requested to introduce **a title**, **a short description**, **a category** and a **type** of a given result

7. If you want a specific result to be published on the Platform, remember to select the related box

For a step by step guide go to this link

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EPALE

The Electronic Platform for Adult Learning in Europe

Through EPALE it is possible to:

- Find inspiration from the pool of good practices and success stories
- Exchange ideas and create networking opportunities with individuals or organisations through the EPALE Partner Search
- Disseminate your projects' results in the EPALE Community

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EPALE

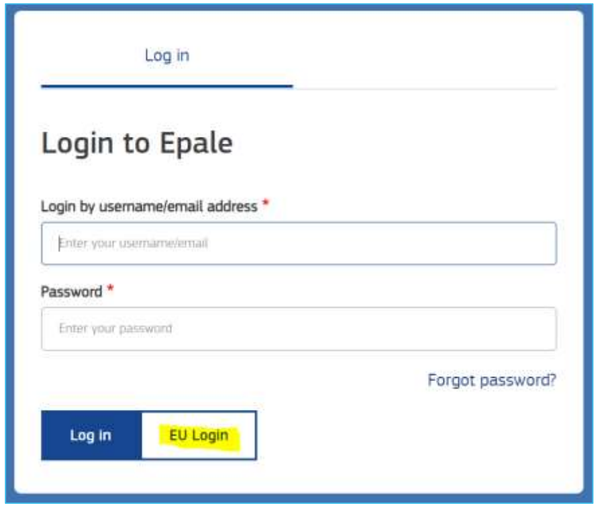
The Electronic Platform for Adult Learning in Europe

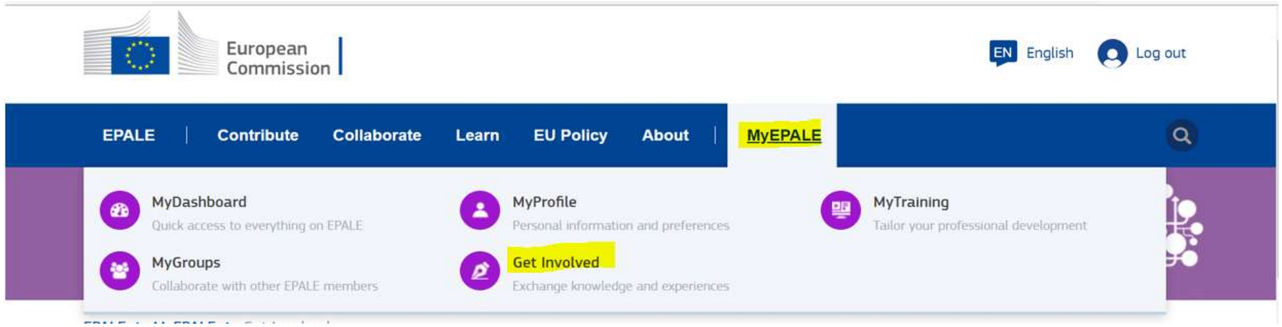
Steps to access and use the Platform:

1. Go to → https://epale.ec.europa.eu/en/user/login

2. Go to EU Login and access through your credentials

3. Go to MyEPALE > Get involved





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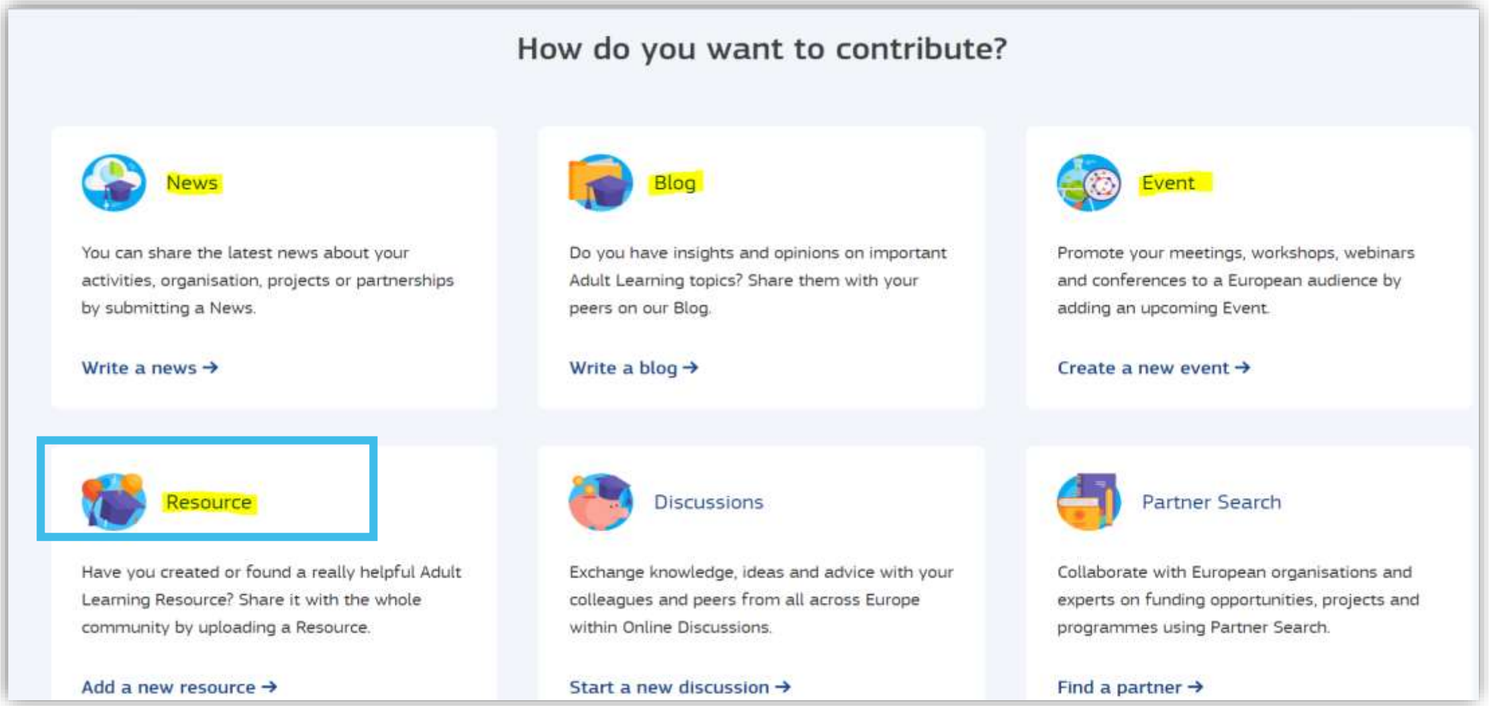
EPALE

The Electronic Platform for Adult Learning in Europe

4. Choose one of these activities depending on your needs; in particular, through the “Resource” section it is possible to share project’s results so to disseminate them among the EPALE Community.



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