# Info Session:
# Civil Society Cooperation in the field of Education and Training – Framework Partnership Agreement (2026-2027)

*Erasmus+ Key Action 3*

ERASMUS-EDU-2025-CSC-OG-FPA

*European Education and Culture Executive Agency*

*The session will resume in 10 minutes*

# How to prepare a good project proposal

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## In this session:

1. Activities

2. Admissibility criteria

3. Eligibility criteria

4. Award criteria

5. Financial and Operational capacity

6. What's next

7. Useful Information

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# Activities

## Content

- Must be directly linked to the objectives and priorities of the Call;
- Must be coherent, consistent and cost-effective;
- Embedded in the work plans, activities and deliverables of the applicant organisation;
- Activities presented are core activities of the applicant (those which are part of its general working plan).

## Duration

- The activities described should cover the period 2026-2027.

## Geographic coverage

- May be performed at European, cross-border, national, regional or local level;
- Taking place in the eligible countries.

Example of activities (non-exhaustive list) are given in section 2 of the Call document and in the first part of this info-session (on the Policy context)

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# Admissibility criteria - *section "5 Admissibility and documents" of the call document*

- Proposals must be **submitted before the call deadline.**

- Proposal can be **submitted in any official EU language** (project abstract/summary should however always be in English).

- Proposals must be **submitted electronically** via the Funding & Tenders Portal Electronic Submission System.

- Proposals (including annexes and supporting documents) must be submitted **using the forms provided inside the Submission System.**

- Proposals **must be complete** and contain all the requested information and all required annexes and supporting documents.

- Application must be **readable, accessible and printable.**

- Page limit (Part B): **40 pages.**

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# Eligibility criteria - *section "6. Eligibility" of the Call document*

- The call **ERASMUS-EDU-2025-CSC-OG-FPA** awards Framework Partnership Agreements (FPA) lasting 2 years (2026-2027).

- **Only** awarded FPA partners will be eligible to apply for annual operating grants (**Specific Grant Agreement-SGA**).

- The yearly restricted SGA call for the year concerned is always launched in the previous year (i.e. 2025 for grants covering 2026)

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# Applicants

- Be **legal entities, non-profit making, non-governmental**.

- Be **established in an Erasmus+ Programme Country:** cfr list in §6 of the Call document: EU Member States and Third countries associated to the programme.

- Be **a single applicant**; in case of ENGO/networks, only the organisation acting as the secretariat/officially appointed coordinator may submit an application; the member organisations are not eligible to apply and are not part of the Grant Agreement. Partners, affiliated entities and associated partners are NOT allowed in the framework of this call. **Remember that this is a mono-beneficiary call/Grant Agreement**

- **Erasmus+ National Agencies** (sole activity of their legal entity) or National Agencies departments of legal entities dealing with activities outside the remit of National Agencies **cannot apply or participate** in this Action.

# Two categories of applicants are eligible:

## Category 1: European non-governmental organisations (ENGO) in education and training

- NGOs that operate through a formally recognised structure composed of a **European body/secretariat legally established for** <u>at least two years</u> in an EU Member State or third country associated to the Programme and of **national organisations/branches in at least nine EU Member States and third countries associated to the Programme**.

- National organisations/branches must:

  ✓ Have a proven statutory link with the European body/secretariat;

  ✓ Be active in the field of education and training.

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# Two categories of applicants are eligible:

## Category 1: ENGO - Statutory link

This notion implies that the **cooperation between the organisations** concerned is based on a **formalised/documented relation**

> neither limited to the project they apply for, nor established for the sole purpose of its implementation.

This link **can cover many forms**, from a **very integrated one**

> e.g. one "*mother organisation*" with its national branches/affiliated entities or without proper legal entity

to a **looser one**

> e.g. a network functioning through **a clearly defined membership modality** requiring: the *payment of a fee*, the *signature of a membership contract/agreement*, the *definition of rights and obligations from the two parties, etc.*

# Two categories of applicants are eligible:

## Category 2: EU-wide network in education and training

An EU-wide network must:

- Be **composed of legally autonomous ENGOs** as defined in category 1 and be active in the implementation of the Strategic Framework for European cooperation in education and training towards the European Education Area and beyond (2021-2030);

- **Represent more than one major stakeholder group** – such as: learners (at all levels of education and training), the teaching profession (including teachers, trainers and school leaders), parents, etc; **AND**

- **Be active in all the following sectors**: (i) early childhood education and care, (ii) school education, (iii) higher education, (iv) vocational education and training, (v) adult learning, **AND**

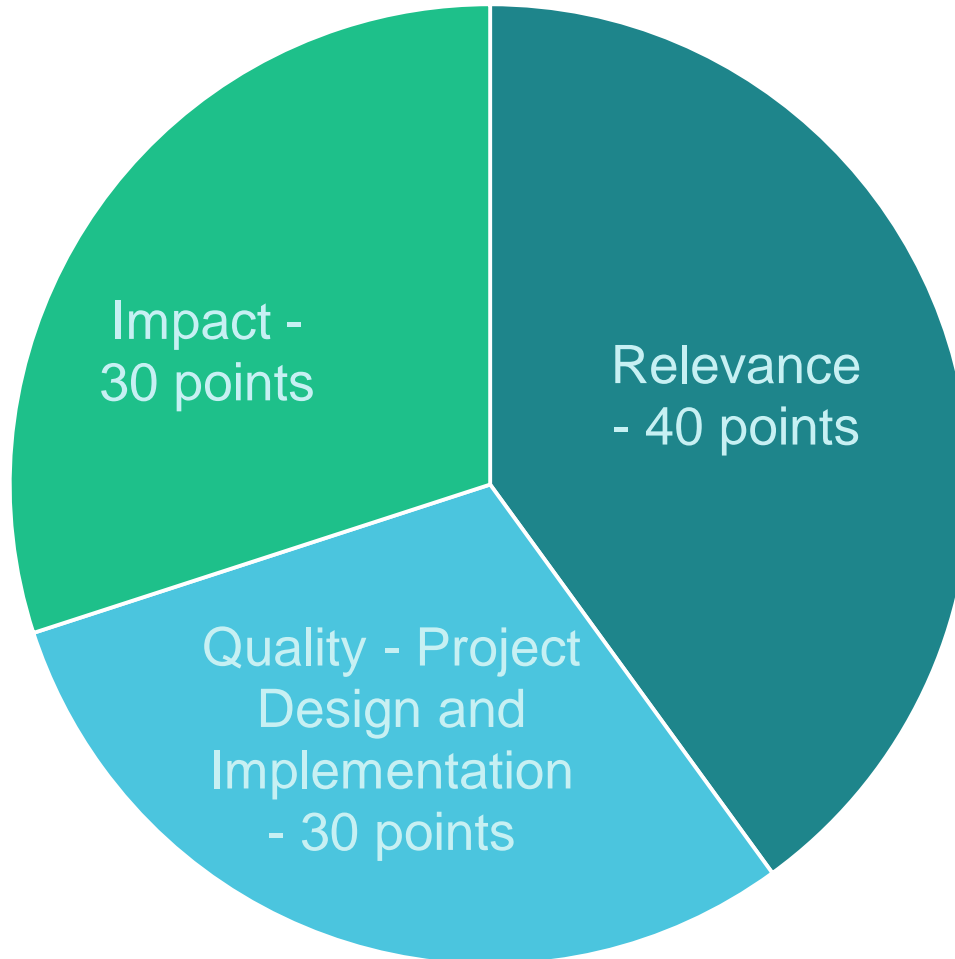European Commission

# Two categories of applicants are eligible:

## Category 2: EU-wide network in education and training

- Be active in **more than one major cross-sector area** (such as citizenship education, ICT and digital education, language learning, entrepreneurship education, etc.) involving one or more representative stakeholder groups as described in slide n° 10;

- **Be formally established**, i.e. have legal personality and have been legally registered for at least two years in an Eligible country on the date of submission of the application;

- Have a minimum of **20 member organisations** (ENGOs as defined in category 1, Topic 1);

- Be **independent** of public authorities, of political parties and commercial organisations;

- Have **at least 7 staff members** (staff employed).

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# Award criteria *- section 9 "Award criteria" of the call document*

*The award criteria are weighted according the below thresholds*



Impact - 30 points

Relevance - 40 points

Quality - Project Design and Implementation - 30 points

**Threshold for funding**

- Minimum of **70** points overall

- Minimum pass score (**50%**) in each award criterion

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# Relevance (40 points – min. pass score 20)

The scope of the work programme and activities will be assessed in terms of their **relevance to the aims and objectives of the Call**.

- the extent to which the applicant runs activities that **support the implementation of EU policies in the sector of education and training**;

- the relevance to the **Erasmus+ Programme priorities, to the EU Values and other key strategic documents/plans**;

- their relevance to increase **stakeholder commitment & cooperation with public authorities**;

- their relevance to **education and training areas** including dealing with **at least one major cross-sector priority areas**;

- **Overall relevance** of the activities and deliverables

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# Quality of the project (30 points – min. pass score 15)

- Quality of the **2-year work programme and its planned activities** and deliverables in terms of content, approach and methodology;

- **How tasks are distributed** among the members with regard to relevance, balance and an efficient achievement of the aims;

- **Added-value** of the current proposal in relation to eventual previous activities;

- **Transnational and multilingual character** of activities and products developed.

- Quality of the **management arrangements**, including financial management

- The **profile, number and diversity of background** of the members of the network and the participants / stakeholders involved in the activities.

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# Impact (30 points – min. pass score 15)

- The scope of the work programme, its **multiplier effect**, the **sustainable impact** and **long-term viability** of the activities and deliverables:

  - ✓ The **expected results, outcomes, and deliverables** such as policy contributions, position papers and events, awareness-raising and training programmes, events and materials, information and guidance materials and events, etc.;

  - ✓ How the work programme will facilitate **exchanges and debates** between actors from different sectors and levels and different countries;

  - ✓ The expected **short- and long-term quantitative and qualitative impact** of the activities and deliverables on the target groups, and, beyond these groups, policies, strategies or systems at European, national, regional or local level;

  - ✓ The measures planned to ensure the **visibility of the activities/deliverables/results**;

  - ✓ How the **dissemination and exploitation plans** will ensure **optimal use of the results** among and beyond organisations/branches/members, during the period covered by the FPA

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# What makes a good proposal

## Tips and hints

- **COHERENT** with the objectives of the call/topic and **RELEVANT** to the policy priorities;

- Approaches, activities and deliverables **COHERENT** with objectives of the applicant;

- **REALISTIC**: the work programme should be comprehensive, realistic and sustainable;

- Ensure **balanced distribution of tasks** among participating organisations linked to their expertise domain;

## To avoid

- **Inconsistencies** – avoid long/vague explanations;

- **Low/inadequate information** on participants' involvement, on targeted public for the various activities;

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# What makes a good proposal

## Tips and hints

- **Detailed description of roles and responsibilities** which enable a clear view of how the project will deliver its aims and objectives;

- **Good/exhaustive description of short and longer term impact** on a local and regional level;

- **Well-planned and described dissemination** and use of relevant social media platforms;

- **Well-developed communication and outreach**, expected to successfully contribute to ensuring the visibility of the activities, deliverables and results.

## To avoid

- **Lack of definition** of the development and implementation of different aspects of the work programme;

- **Insufficient information** on the methodology and mechanism for the learning outcomes.

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# Financial capacity *- section 7 "Financial and operational capacity & exclusion" of the call document.*

Applicants must have **stable and sufficient resources** to successfully implement the projects.

The financial capacity assessment (FCA) will be carried out on the basis of the documents to be upload in the Participant Register during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc).*

**For framework partnerships, the financial capacity check will be done only once at FPA-level**, for all applicants.

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# Operational capacity *- section 7 "Financial and operational capacity & exclusion" of the call document.*

Applicants must have **the know-how, qualifications and resources** to successfully implement the projects;

This capacity will be **assessed together with the 'Quality' award criterion**, on the basis of the competence and experience of the applicant;

Applicants will have to show their operational capacity via the following information: (i) **profiles (qualifications and experience) of the staff responsible for managing and implementing the project**; (ii) description of the **network,** (iii) **list of previous projects** (key projects for the last 4 years).

For framework partnerships, **the operational capacity check will be done generally at FPA-level and then again for each grant application in the specific grant calls**.

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# Application's parts and supporting documents

- **Part A**: to be filled directly online.

- **Part B:** technical description of the project – to be downloaded, completed and re-uploaded (in PDF)

- **List of key projects for the last 4 years:** template available inside Part B – you can make a separate document to be uploaded in the specific field or complete it within part B (*attention! In this last case, the pages will count towards the maximum page limit of 40 pages*).

- **CSC EDU – Other Annex**: annex listing the network members/branches of the applicant organization - to be downloaded, completed and re-uploaded (in PDF)

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# Part A – Application form – Administrative forms

**Part A** needs to be filled in directly online and it is structured under two sections:

- General Information

- Participating organisations and contacts

Table of contents

| Section | Title | Action |
|---|---|---|
| 1 | General information | Show |
| 2 | Participating organisations & contacts | Show |

How to fill in the forms
The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

Read more

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# Part A – Application form – Administrative forms

## General information

- Complete all the required fields, in particular 'Proposal title',

- Duration => it is fixed at 24 months!

- Free keywords are not mandatory but you can indicate some; Acronym and Abstract are pre-filled based on the information you have entered in the first screen of the submission wizard

- Tick all the Declaration boxes

Application form

Proposal ID  SEP-211142327

Acronym     fddsfds

### 1 - General information

Field(s) marked * are mandatory to fill.

| Topic | | Type of Action | ERASMUS-FPA-OG |
|-------|--|----------------|----------------|
| Call | | Type of Model Grant Agreement | ERASMUS-FPA-OG |

Acronym *  fddsfds

Proposal title *  Max 200 characters (with spaces). Must be understandable for non-specialists in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: <>" &

Duration in months  24

Free keywords  Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

**Abstract**

dfsdfsdfsd

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# Part A – Application form – Administrative forms

**Participating organisations and contacts:**

- Click on 'Show participant's Details' and fill in all the empty details. Some of them are pre-filled by the information you entered in the first screen of the submission wizard

# Part A – Application form – Administrative forms

Once you have finished to fill in part A, remember to **'Validate'** the form to see if there is any field still to be completed, then go through the **eventual errors shown** (if any) and then click on **'Save and exit form'**

# Part B – Application form – Narrative part

Part B is the technical description of the project:

- Be **RELEVANT**

- Be **COHERENT**

- Be **COMPLETE**

- Be **CLEAR** & **CONCISE**

- **40 pages maximum!**

| Part B - Technical description |
|---|
| 1.RELEVANCE<br>1.1.Profile<br>1.2. Mission statement, vision and objectives<br>1.3. Contribution to EU policy |
| 2.QUALITY<br>2.1. PROJECT DESIGN AND METHODOLOGY<br>2.1.1.Management, quality assurance and monitoring and evaluation strategy<br>2.1.2. Team, staff and experts<br>2.1.3. Financial management and cost effectiveness<br>2.1.4. Risk management |
| 3. IMPACT<br>3.1 Impact<br>3.2. Communication, dissemination and visibility |
| 4. MULTI ANNUAL ACTION PLAN & Multi-annual budget estimate |
| 5. OTHER – NOT applicable |
| 6. DECLARATIONS |
| ANNEXES |

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# Part B – Application form – Narrative part

## Attention!

**1. Relevance:** You can use this section to describe the transnational scope of your organisation.

**1.1 section:** Present your organisation here. Please confirm in this section that your organisation still meet the eligibility criteria (slides 8-15) and list the members and countries of your network.

**2.1.2 section: NO need to provide CVs of key actors**. Focus on description of your organisational/ financial management structure

| Part B - Technical description |
|---|
| 1.RELEVANCE<br>1.1.Profile<br>1.2. Mission statement, vision and objectives<br>1.3. Contribution to EU policy |
| 2.QUALITY<br>2.1. PROJECT DESIGN AND METHODOLOGY<br>2.1.1.Management, quality assurance and monitoring and evaluation strategy<br>2.1.2. Team, staff and experts<br>2.1.3. Financial management and cost effectiveness<br>2.1.4. Risk management |
| 3. IMPACT<br>3.1 Impact<br>3.2. Communication, dissemination and visibility |
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# Part B – Application form – Narrative part

## Attention!

**4. Multi annual action plan**: Provide an <u>overview of activities planned during the two years</u> of the foreseen duration of the FPA (2026-2027);

<u>Milestones</u> are not mandatory;

<u>Deliverables</u> are project outputs which are submitted to show project progress. We do not recommend defining more than 5 deliverables per Activity.

Activities and deliverables are not necessarily covered by the CSC grant (!) They are part of the organization core work programme

<u>Multi-annual budget estimate:</u> fill in only the columns 'Total global yearly budget (costs)' and 'Total estimated income"

| Part B - Technical description |
|---|
| 1.RELEVANCE<br>1.1.Profile<br>1.2. Mission statement, vision and objectives<br>1.3. Contribution to EU policy |
| 2.QUALITY<br>2.1. PROJECT DESIGN AND METHODOLOGY<br>2.1.1.Management, quality assurance and monitoring and evaluation strategy<br>2.1.2. Team, staff and experts<br>2.1.3. Financial management and cost effectiveness<br>2.1.4. Risk management |
| 3. IMPACT<br>3.1 Impact<br>3.2. Communication, dissemination and visibility |
| 4. MULTI ANNUAL ACTION PLAN & Multi-annual budget estimate |
| 5. OTHER – NOT applicable |
| 6. DECLARATIONS |
| ANNEXES |

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# Part B – Application form – Activities

## 4. MULTI-ANNUAL ACTION PLAN

### Multi-annual action plan

This section concerns the overview of the activities you are planning for the years covered by the EU framework partnership and how they will be implemented.

**Milestones** are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number before signature of the Framework Partnership Agreement.

Group your activities into standard activities (which you repeat each year) and ad hoc activities (which will be implemented only in certain years).

⚠ Include only the part of your activities which is eligible under the framework partnership.

### Standard activities (all years)

| Activity | Objective | Target Groups | How will it be implemented? (concept & methodology) | Milestones and Deliverables | Lead Beneficiary |
|----------|-----------|---------------|------------------------------------------------------|------------------------------|------------------|
|          |           |               |                                                      |                              |                  |
|          |           |               |                                                      |                              |                  |

### Ad hoc activities

| Year | Activity | Description | Objective | Target Groups | How will it be implemented? (concept & methodology) | Milestones and Deliverables | Lead Beneficiary |
|------|----------|-------------|-----------|---------------|------------------------------------------------------|------------------------------|------------------|
|      |          |             |           |               |                                                      |                              |                  |
|      |          |             |           |               |                                                      |                              |                  |

The only Beneficiary is the applicant organisation. Indicate any network member/branches that contribute to the activity. Remember that only the applicant is the receiver of the grant

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# Part B – Application form – Multi annual budget

**Multi-annual budget estimate**

Give a rough estimate of your overall costs and income for the duration of the EU framework partnership.

Divide your global yearly budget into general costs and costs of specific activities. For the specific activities, distinguish between activities that are eligible under the framework partnership and those that are not.

Specify regular income from other sources and estimated income generated by the activities. (No need for a balance of costs and income, since these are only rough estimates and they don't include the EU operating grants and the beneficiary's own contribution).

| | Costs | | | | | Income | | | |
|---|---|---|---|---|---|---|---|---|---|
| Year | General personnel costs (general management and common services) | General running costs | Costs of specific activities (eligible) | Costs of specific activities (not eligible) | Total global yearly budget (costs) | Membership contributions & subscriptions | Financial contributions by third parties (including funding other than EU operating grant) | Income generated by the activities (eligible and non eligible) | Total estimated income |
| YYYY | | | | | | | | | |
| YYYY | | | | | | | | | |
| YYYY | | | | | | | | | |
| YYYY | | | | | | | | | |
| YYYY | | | | | | | | | |
| Total | | | | | | | | | |

**Refer to instructions given in section 11 of the call document: 'fill in only the columns 'Total global yearly budget (costs)' and 'Total estimated income''**

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# Part B – Application form – Narrative part

## ANNEXES

1. **list of previous projects (last 4 years)**: template available at the end of template part B. You can (i) copy/paste the template in a separate word document and upload it in PDF in the specific field 'List of previous projects' or (ii) complete directly in part B. However be aware that, in this last case, the number of pages will count towards the maximum page limit of 40 pages (!)

2. **CSC EDU – Other Annex**

| Part B - Technical description |
|---|
| 1.RELEVANCE<br>1.1.Profile<br>1.2. Mission statement, vision and objectives<br>1.3. Contribution to EU policy |
| 2.QUALITY<br>2.1. PROJECT DESIGN AND METHODOLOGY<br>2.1.1.Management, quality assurance and monitoring and evaluation strategy<br>2.1.2. Team, staff and experts<br>2.1.3. Financial management and cost effectiveness<br>2.1.4. Risk management |
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# CSC EDU – Other Annex

This annex contains information on the profile of the applicant's organisation in order to check its eligibility:

- **To be downloaded from the zip file 'Part B templates', filled in and re-uploaded in PDF in the field: 'Other annexes';**

- Use drop-down menus where available to confirm/choose the category of your organisation and fill in the relevant sections.

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# CSC EDU – Other Annex

Section *'Your network composition'* **should be completed for both ENGO and EU-wide networks**.

**First row** should be completed by the applicant organization.

Please note that **only network members established in eligible countries** (section 6 of the call document) are considered for the verification of eligibility.

*Ex. a network member located in the USA is not eligible as USA is not part of the eligible countries in the Erasmus+ programme.*

**Your network composition**

Please indicate the name of network members (at least 9 for European NGOs and at least 20 for EU-wide networks) and their location.

| | Name of Network members/Organisations/Members/Branches of the Operating Grant Applicant | Country |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
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# Useful information

- [Online manual on the Funding and Tenders Opportunities Portal](#)

- [IT How to](#)

- [IT Helpdesk](#)

- FAQs

Any questions about the action or the application process?

[EACEA-CIVIL-EDU@ec.europa.eu](mailto:EACEA-CIVIL-EDU@ec.europa.eu)

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# Thank you

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# Q&A - Slido:

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# Closing session:

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