Capacity Building in the Field of Youth
ERASMUS-YOUTH-2024-CB
Erasmus+ Key Action 2

How to write a good proposal

European Education and Culture Executive Agency

Background: Erasmus+ Youth actions

KA1

KA2

KA3

MOBILITY / INDIVIDUALS

- Youth exchanges
- Youth workers mobility
- Youth Participation Activities
- Discover EU

COOPERATION / ORGs

- Cooperation partnerships
- **Capacity Building in the field of Youth (CBY)**

POLICY / SYSTEMS

- EU Youth Dialogue
- Youth Wiki
- European Youth Together (Grassroots)

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Action 2

KA 2: **COOPERATION AMONG ORGANISATIONS AND INSTITUTIONS**

Aims:

- To bring positive and **long-lasting** effects on the participating organisations and the persons directly involved in the project
- To contribute to the development, transfer and/or implementation of **innovative practices** at organisational, local, regional, national or European levels
- To support exchanges of experiences and best practices with a view to **modernize and strengthen the organisations involved** / the sector concerned

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What are CBY projects?

Capacity building projects are **international cooperation projects** involving organisations active in the field of youth in Programme countries and eligible third countries not associated to the Programme

Youth Capacity Building 2024 – highlights

1. **Erasmus+ Programme Guide publication:** before the end of November 2023

2. **CBY INFODAY 2024:** 12/12/2024 in the morning

3. **Deadline**: beginning of March 2024 at 5pm

4. **Global budget:** 9 million euros

5. **Duration**: Projects can last between 12 and 36 months.

6. **Grant contribution**: The maximum grant is € 300,000 and corresponds to max 80% of the total project costs. Lump sum based.

7. **Minimum of 4 organisations** from **at least 3 different countries**

CHANGES* IN 2024 COMPARED TO 2023

➤ **Cross regional partnerships are NOT eligible anymore**

➤ **Organisations from Region 2 Neighbourhood East are ELIGIBLE – Please note: Organisations from Belarus are not eligible and organisations from Armenia and Azerbaijan are eligible only as participants, but not as coordinators**

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

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

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

> **Eligible third countries not associated to the Programme:**
> - **Region 1 - Western Balkans** (Albania, Bosnia and Herzegovina, Kosovo, Montenegro)
> - **Region 2* - Neighbourhood East*** (Armenia, Azerbaijan, Georgia, Moldova, Territory of Ukraine as recognised by international law) (*Please note: Organisations from Belarus are not eligible to participate in this action. Organisations from Armenia and Azerbaijan are eligible to participate, but not as coordinators)
> - **Region 3 - South-Mediterranean countries** (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia)

*DISCLAIMER: This information is to be confirmed by the publication of the Erasmus+ Programme Guide 2024. When preparing an application, please refer to the text of the soon published Programme Guide which will be the legally binding document.

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An eligible geographical composition is made of at least 4 organisations, of which

At least 1 is legally established in one country from the green list

(EU Country or an Erasmus+ third country associated to the Programme)

+

At least 2 are established in 2 <u>different</u> countries from the orange list

(2 countries from the Western Balkan list, or 2 countries from the South Mediterranean list, or 2 countries from the Eastern Neighbourhood list*)

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HOW TO DRAFT A GOOD PROPOSAL*

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Key points to remember

- You should read the Programme Guide, the call information and the templates on FTOP multiple times

- Consider the checklist- you must keep the eligibility criteria in mind throughout the drafting

! The award criteria are central to a well-written proposal

AWARD CRITERIA

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Award criteria

Relevance of the project

Quality of the project design and implementation

Quality of the partnership and the cooperation arrangements

Impact

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Weighting of criteria

- Relevance- 30 points
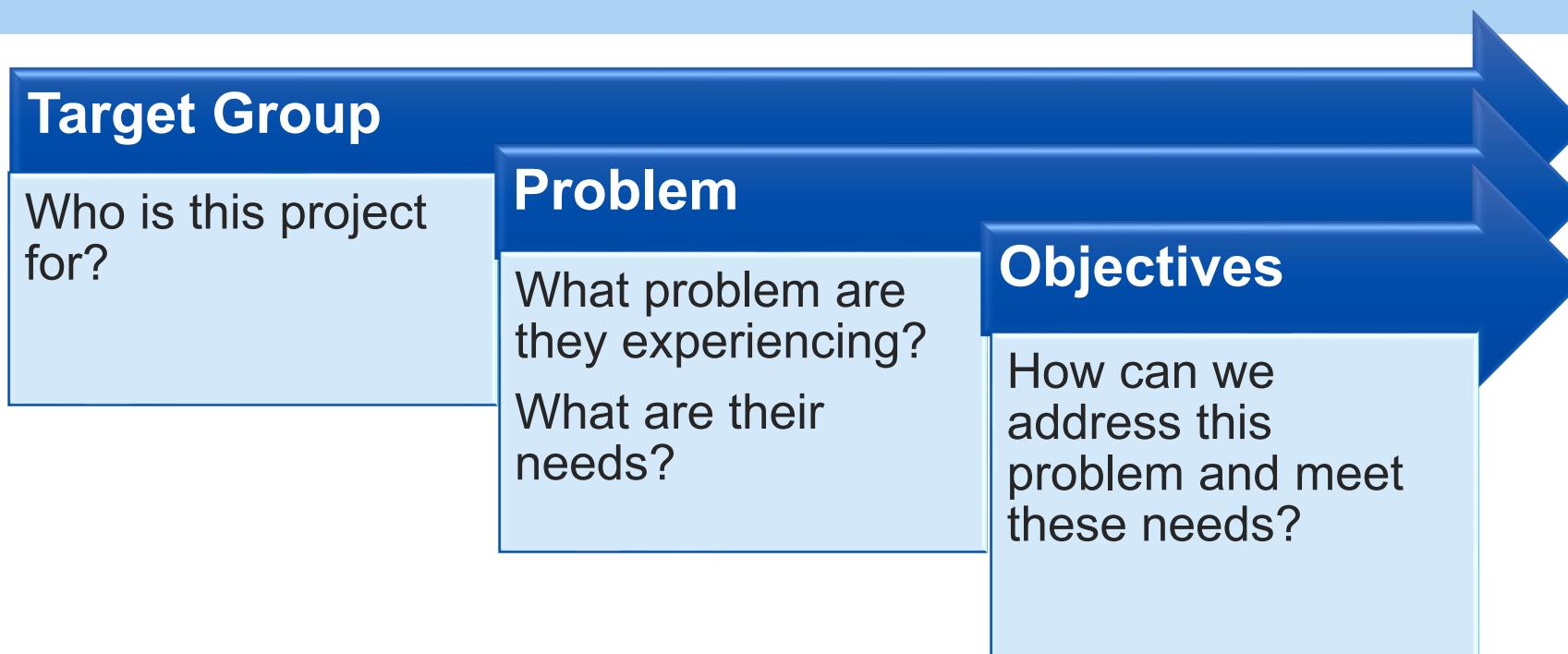- Quality of Project Design and Implementation- 30 points
- Quality of Partnership and Cooperation Arrangements- 20 points
- Impact- 20 points
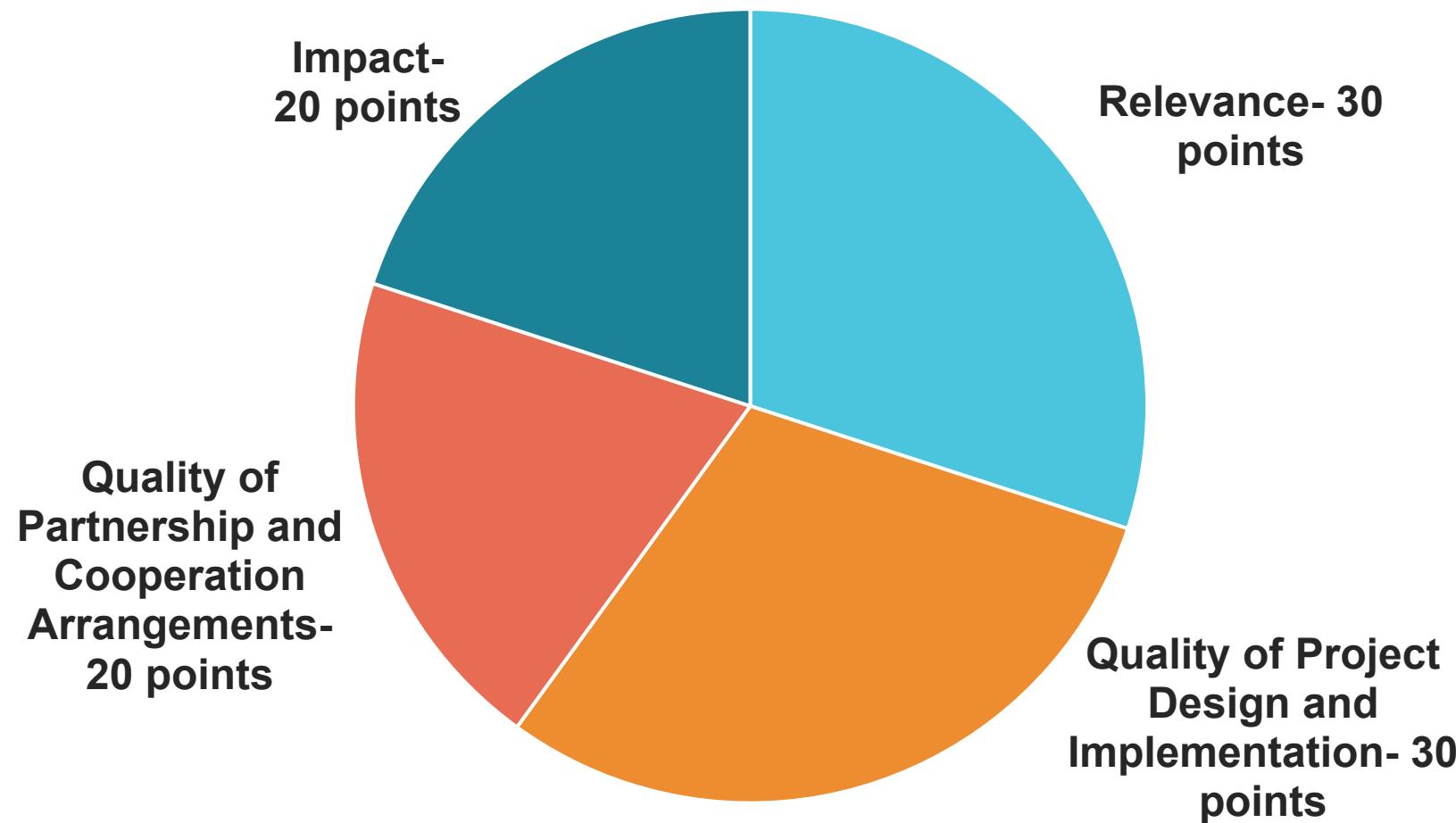
Threshold for funding:

- Minimum of 60 points overall
- Minimum pass score (50%) in each award criterion

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AC 1: Relevance of the project

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

Target Group

Who is this project for?

Problem

What problem are they experiencing?

What are their needs?

Objectives

How can we address this problem and meet these needs?

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Target group

- Clearly defined

- Visible throughout your proposal

- Don't forget!

  "the project involves **young people with fewer opportunities**"

- Consider the groups you have access to

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Needs analysis

1. This is **not a project activity**! It forms the foundation of the project and it is part of the application

2. It should be based on **up to date**, **verifiable facts and figures**: cite, give sources, provide evidence from own research conducted

3. Data must be **relevant to all countries and organisations in the consortium** and the **target groups**

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Needs ANALYSIS, not Needs Description

Critical engagement with the data

- Why are there gaps in the data?

- What has been done thus far/is being done to address these problems?

- Has 'X' policy worked?

- Why do these problems persist?

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AC2 : Quality of the project design and implementation

- The clarity, completeness and **quality of the work programme**, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination;

- The appropriateness and **quality of the methodology proposed for addressing the needs identified**;

- The **consistency between project objectives and activities proposed**;

- **Risk management**

- **Cost-effectiveness**

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What is meant by "cost-effectiveness" exactly?

✓ Value for money

✓ Allocation between the partners ensures commitment

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

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

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

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

✓ Budget must be detailed, clear and **justified**

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AC 3: Quality of the partnership and the cooperation arrangements

- The extent to which:

  - the project involves an appropriate mix of complementary participating organisations **with the necessary profile, experience and expertise** to successfully deliver all aspects of the project;

  - the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations.

- The existence of **effective mechanisms for coordination and communication** between the participating organisations, as well as with other relevant stakeholders.

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AC 4: Impact

- The quality of measures for **evaluating the outcomes** of the project;

- The **potential impact** of the project:

  - on participants and participating organisations, during and after the project lifetime;

  - outside the organisations and individuals directly participating in the project, at local, regional, national and/or international levels.

- The quality of the **dissemination plan**: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;

- If relevant, the proposal describes how **the materials, documents and media** produced will be made **freely available** and promoted through open licences, and does not contain disproportionate limitations;

- The quality of the plans for ensuring the **sustainability** of the project: its capacity to **continue having an impact** and producing results after the EU grant has been used up.

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Key messages

- Don't try to meet every objective of the Action.

- The **target group** should be clear and well defined.

- A well-developed needs **analysis** will help in designing the project and will impress the experts!

- Do not plan to have a plan.

- Follow the prompts in the template.

- Don't just describe, **justify**!

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How to submit a good application

THERE IS A CHECKLIST!

Online info session: Capacity Building in the field of Youth (CBY) 2023 (europa.eu)

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Thank you