



Lifelong Learning Programme Call for Proposals 2010



SUBMISSION PROCESS VS. SUCCESSFUL APPLICATION



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The aim of this summary is to provide the University of Lapland and Rovaniemi University of Applied Sciences with the general information concerning the submission process and with the useful information on how to prepare the successful application in the frame of the Lifelong Learning Programme – Call for Proposals 2010.



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I. Submission Procedure

Submission procedure/process can be presented in *5 basic steps* needed to be followed by the applicant organisation to ensure the requested criteria are fulfilled. The 5 Steps are as follows:

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





I. Submission Procedure

Step 1 Understand the LLP

Step 2 Locate key information

- EACEA provides submission procedures for more than 40 different types of project under Sub-Programmes, Transversal Programme, Jean Monnet Programme. Therefore there are General issues and Specific issues to be located and understood.
- To choose a suitable sub-programme and action, and to prepare the project proposal, a strong understanding of the specific of the Lifelong Learning Programme and the knowledge on the location of the information are needed.





I. Submission Procedure

Step 1 Understand the LLP

Step 2 Locate key information

Step 1 Understand the LLP		Step 2 Locate key information
<p>General issues (apply to all types of project)</p>	<p>Topic: Eligibility criteria (<i>Important formalities</i>) Exclusion criteria (<i>Legalities</i>) Award criteria (<i>Quality</i>) Selection criteria (<i>Organisational capacity</i>)</p>	<p>Location: Agency website</p>
<p>Specific issues (apply to certain types of projects)</p>	<p>Priorities Specific objectives</p>	<p>Call for Proposals</p>
	<p>Eligible costs Application forms & Instructions Submission procedures Award criteria: scores and thresholds Notification of results Grant Agreements FAQs</p>	<p>Programme Guide –General Agency website</p>
	<p>Deadlines Award criteria Start date and Maximum Duration Maximum grant Minimum consortium Type of organisations in consortium Target groups (end users / beneficiaries) Scope and type of activity Type of organisations in consortium</p>	<p>Programme Guide -Actions</p>





I. Submission Procedure

Step 3 Complete the application package

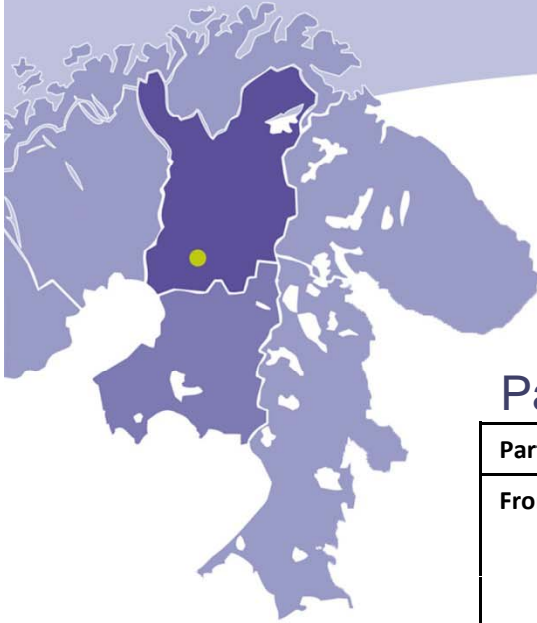
Step 3

The application package (eForm or MS Word form) is a tool for presenting the project proposal and requesting the project funding.

The application package contains 2 main parts:

- **Part 1 Application form,**
- **Part 2 Gantt chart and Budget table.**





I. Submission Procedure

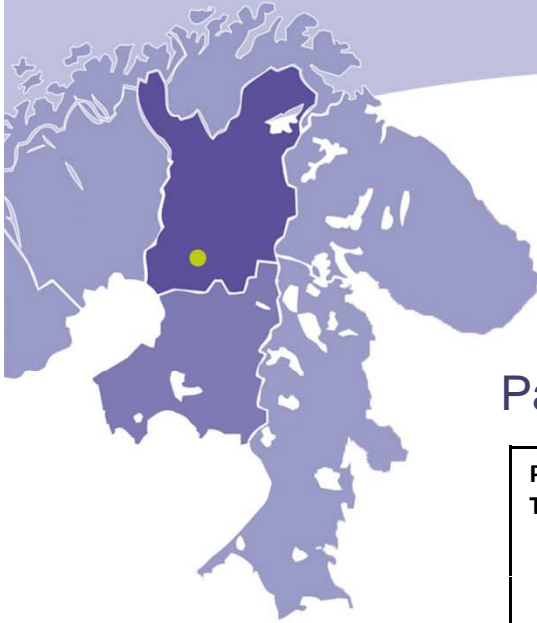
Step 3 Complete the application package

Step 3

Part 1: Application form – Description

Part of the eForm	What to do:
Front page – formalities	Test eForm Check the latest version of the eForm Pick up the sub programme Mind the deadline (12:00 CET) Language of submission (in one official EU language only, understandable for all partners)
Part A: Applicant, coordinator and partners	Identify the applicant, coordinator and other organisations participating in the project Define legal representative: signs Declaration and Legal Entity Form. Match name and signature! Define Co-ordinator or Contact person in Applicant Organisation.
Part B: Organisation and activities	Define structure of the organisation (status and type of applicant) Define aims and activities of the organisation (what does organisation do, what is the role in the project) Describe other community grants (history of project activity)
Part C: Description of the project	Write the summary of the project Describe: why? what? who? Define the relevance of your objectives and priorities to LLP Provide the action-specific information





I. Submission Procedure

Step 3 Complete the application package

Step 3

Part 1: Application form – Description

<p>Part D: Technical Capacity</p>	<p>To be completed by each organisation Provide 'Mini CVs':</p> <ul style="list-style-type: none"> -name key personnel; -summarize the relevant competences; -describe and justify tasks for each organisation; <p>Remember to present all information in the same language as the rest of the application. Check coherence with Parts A, B, F and detailed budget.</p>
<p>Part E: Project implementation / Award criteria</p>	<p>Refer to Instructions for applicants: Award Criteria, scoring grid, scoring mechanism Justify/describe:</p> <ul style="list-style-type: none"> -Relevance; -Quality of the Work Programme; -Innovative Character; -Quality of the Consortium; -European Added Value; -The Cost-Benefit Ratio; -Impact; -Quality of the Valorisation Plan.
<p>Part F: Workplan in work packages</p>	<p>Identify Workpackage (Management, Dissemination, Exploitation, Quality, Development) *minimum 1 work package for each type Identify Deliverables (will be reviewed at end of project)</p> <ul style="list-style-type: none"> -For each work package; -Define Language versions. <p>Identify Resources:</p> <ul style="list-style-type: none"> -Staff allocation: coherence Part D; -Subcontracting: coherence budget and Part D; -Describe and justify other relevant costs included in the budget.





I. Submission Procedure

Step 3 Complete the application package

Step 3

Part 2: [Gantt chart and Budget table](#)

Part 2 of the Application Package contains a Gantt chart and Budget tables. Gantt chart provides a clear summary of work packages and assists in the control on duration. Budget tables are a calculation of the project costs, where the specific financial information is to be provided. Both of the documents, Gantt chart and Budget table are provided in MS Excel sheet and define specifically:

- Summary of work packages;
- Duration;
- Staff costs ;
- Travel and subsistence;
- Equipment;
- Sub-contracting;
- Other Production;
- Expenditure and revenue (costs and sources of funding).





I. Submission Procedure

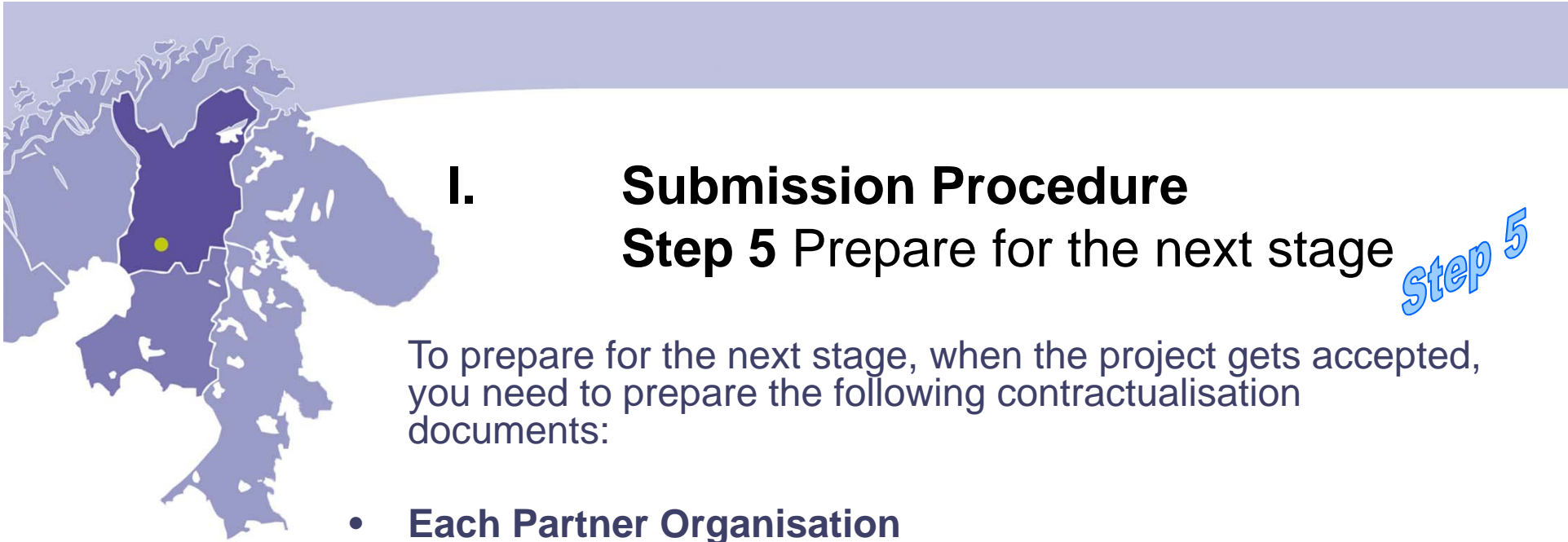
Step 4 Send the application package

Step 4

To submit the Application Package, it is crucial to remember about some practicalities:

- Validate and submit the eForm together with required attachments on or before deadline at 12:00 CET. In necessary cases, the paper submission is required. For the paper submission – date of postmark is seen as a proof of date and time of submission.
- Provide the back-up:
 - Original (paper print-out) to correct address;
 - Keep proof of postage (original);
 - eMail to eacea-llp@ec.europa.eu;
 - Keep electronic acknowledgement (eForm);





I. Submission Procedure

Step 5 Prepare for the next stage

step 5

To prepare for the next stage, when the project gets accepted, you need to prepare the following contractualisation documents:

- **Each Partner Organisation**
Original Mandate letter (Multibeneficiary) / Letter of intent (Others)
- **All applicant organisations**
 - Statutes;
 - Financial documentation: (bank details + recent bank statement or signature/stamp of bank, VAT registration).



Applicants not considered public are expected to provide:
(Financial capacity form, Annual Accounts - Balance sheets).





II. Selection Procedure

Selection Procedure is the process of assessment which your project proposal needs to go through to be evaluated by the experts/evaluators.

Project proposal is evaluated against the assessment criteria (eligibility, exclusion and award criteria) and is granted scores according to the scoring mechanism.





II.

Selection Procedure

II.1. Application procedure – summary

Application procedure – summary	
All applicants: Selection	
Submit application Acknowledgement of receipt	February-March 2010
Eligibility criteria Exclusion criteria Award criteria Selection criteria	March/April-June 2010
Evaluation Committee Financing decision	June/July 2010
Successful applicants: Notification and contractualisation	
Notification + feedback Submission of documents	July-September 2010
Grant Agreements Pre-financing	August-October 2010





II. Selection Procedure

II.2. Assessment criteria

To select the project proposal 3 assessment criteria developed:

- a) **Eligibility criteria:** dates, documents, data, definitions:
- Dates (Deadline respected; End date – start date = duration)
 - Documents (Correct form; Language; Currency (exchange rate))
 - Data (Minimum countries; Maximum grant (% and €))
 - Definitions (Legal entity (not individuals); Types of organisation)



- b) **Exclusion and selection criteria:**

Declaration of Honour signed by authorised person, confirming:

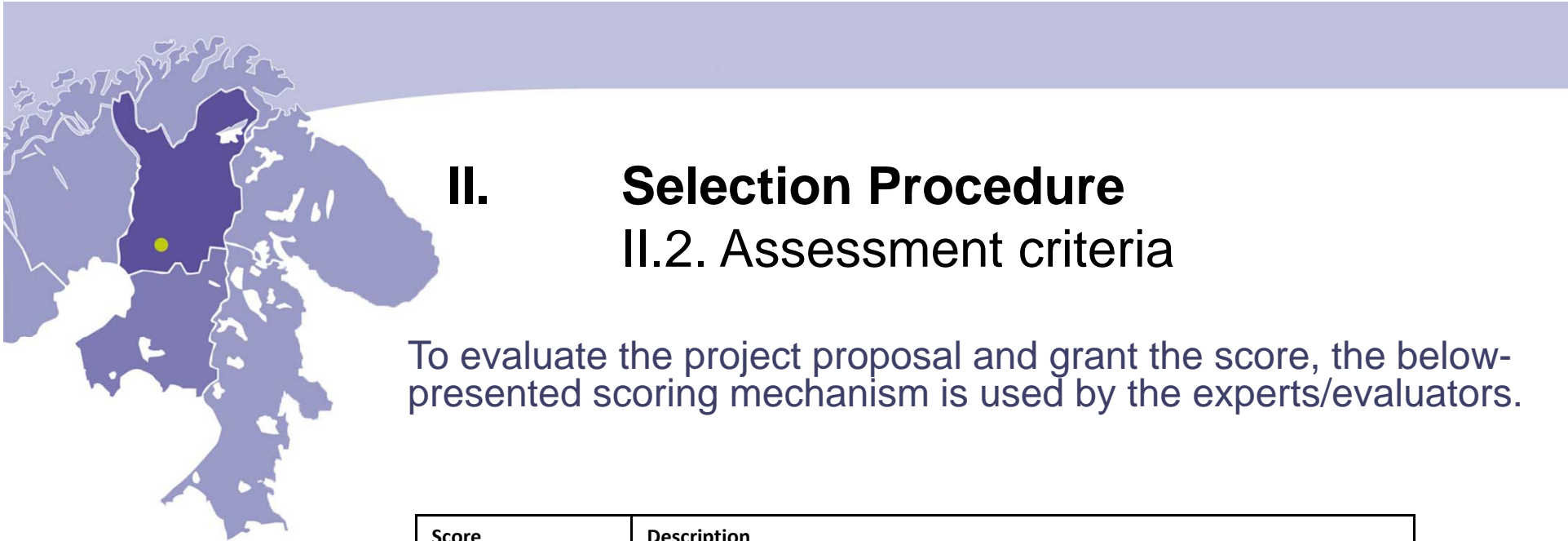


- Legal status of organisation (public status or not);
- Financially stable;
- Legally “clean”;
- Operational capacity to undertake the work;
- Consulted with all partners in consortium.

- ★ c) **Award criteria:**

- | | |
|---|--------------------------------|
| 1. Relevance | 5. European added value |
| 2. Quality of the work programme | 6. The cost-benefit ratio |
| 3. Innovative character | 7. Impact |
| 4. Quality of the Consortium | 8. Quality of the Valorisation |
| 9. International cooperation (<i>where applicable</i>). | |





II. Selection Procedure

II.2. Assessment criteria

To evaluate the project proposal and grant the score, the below-presented scoring mechanism is used by the experts/evaluators.



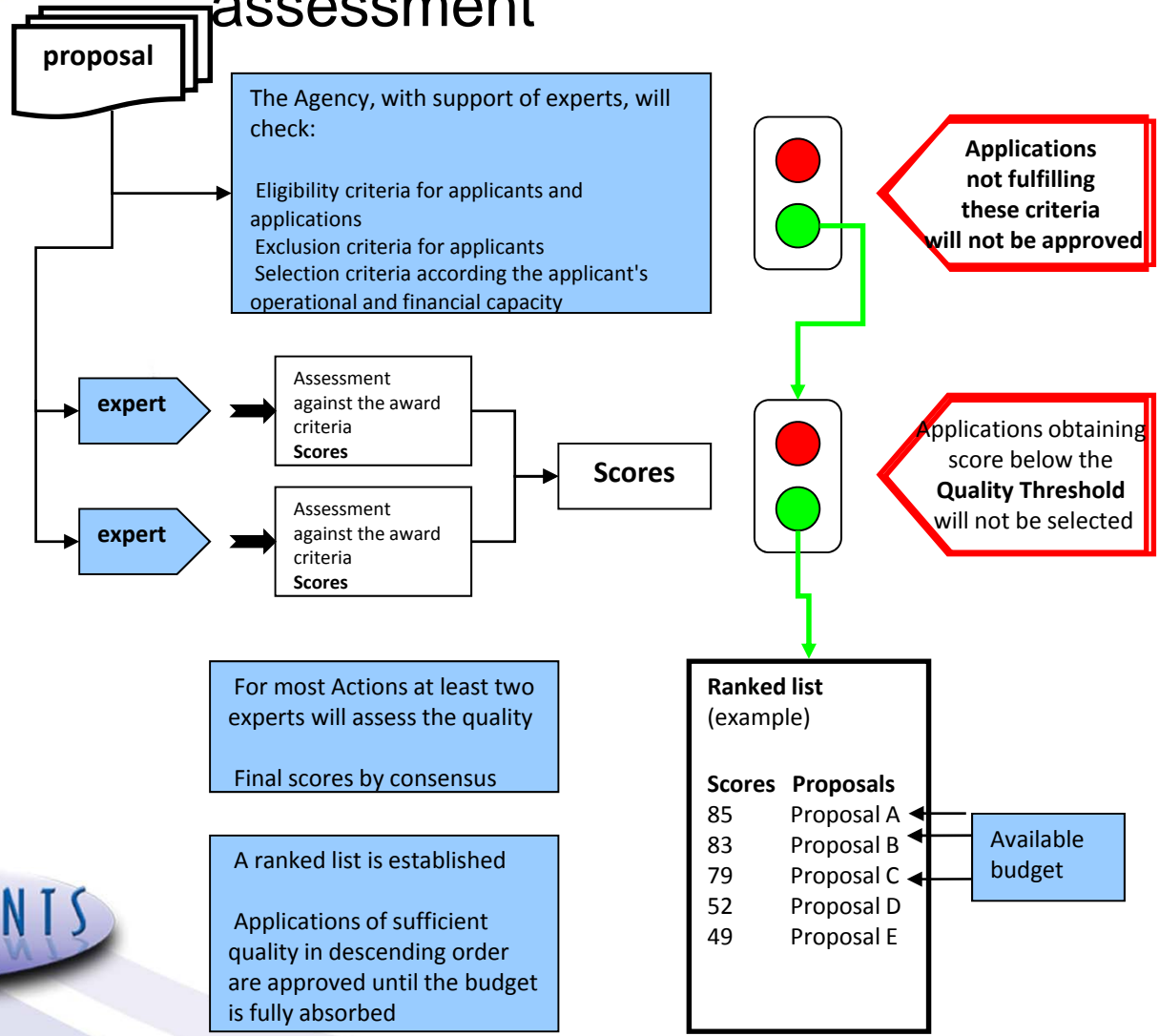
Score	Description
0 (no evidence)	fails to include a minimum amount of evidence to enable the criterion to be evaluated
1 (very weak)	addresses the criterion but with significant or many weaknesses
2 (weak)	addresses the criterion but with some weaknesses
Threshold	
3 (acceptable)	addresses the criterion satisfactorily
4 (good)	addresses the criterion with some aspects of high quality
5 (very good)	addresses the criterion with all aspects of high quality

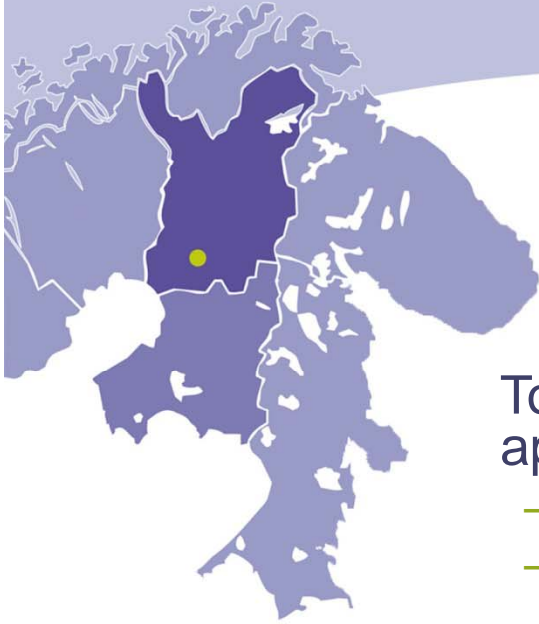




II. Selection Procedure

II.3. Basic procedure of proposal assessment





II. Selection Procedure

II.4. Application quality – advices

To ensure the good quality of the project application, the applicant is advised:

- to read the support materials carefully;
- to choose the right part of the programme corresponding with your project idea and project scope;
- to write in the application everything what should be taken into account by the experts/evaluators;
- to present the skills of the project consortium to ensure the experts/evaluators on the consortium's quality;
- to co-operate with project partners on the preparation of the application form (project planning meetings, consultations etc.);
- to decide if the consortium is ready and has the necessary resources (time and money) to prepare and apply for the project this year.





II. Selection Procedure

II.4. Application quality – advices

A strong project proposal should be:

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





Resources

- [Education, Audiovisual & Culture Executive Agency](#)
- [European Commission](#)
- [LLP Info Days 2010 materials](#)
- [Call for Proposals 2010](#)

