

Frequently Asked Questions (FAQ)

OBJECTIVES

1. What are the objectives of sport actions?

The Regulation No 1288/2013 establishing 'Erasmus+' stipulates specific objectives in the field of sport with particular focus on grassroots sport (Article 16), namely:

- (a) to tackle cross-border threats to the integrity of sport, such as doping, match-fixing and violence, as well as all kinds of intolerance and discrimination;
- (b) to promote and support good governance in sport and dual careers of athletes;
- (c) to promote voluntary activities in sport, together with social inclusion, equal opportunities and awareness of the importance of health-enhancing physical activity through increased participation in, and equal access to, sport for all.

2. Are there any objectives which will be supported in particular?

For collaborative partnerships, indicatively 50% of the budget will be dedicated to the projects addressing the following objectives:

- Support the implementation of the EU Guidelines on Dual Careers of Athletes;
- Support the implementation of the EU Physical Activity Guidelines.

The not-for-profit European sport events aim to contribute to the following specific objectives:

- Support the implementation, in the field of sport, of the EU strategies in the areas of social inclusion and equal opportunities, notably the EU Gender Equality Strategy, the EU Disability Strategy and the Racial Equality directive,
- to encourage participation in sport and physical activity, building in, inter alia, on the implementation of the EU Physical Activity Guidelines,
- Support the implementation of the European Week of Sport.

ACTIONS

3. What is a collaborative partnership?

The collaborative partnerships are networks created in the field of sport establishing opportunities for cooperation among the stakeholders. They aim to foster synergies with, and between, local, regional national and European policies to promote sport and physical activities. They are focused on grassroots sport.

4. Which activities are supported under the collaborative partnership?

Collaborative partnerships may typically cover a broad range of activities, such as for example:

- Networking among key stakeholders;
- Identification and sharing of good practises;
- Development and implementation of training and educational modules;

- Activities to increase the competences of multipliers in the field of sport and to develop monitoring and benchmarking of indicators, notably as regards the promotion of ethical behaviours and codes of conduct among sportspeople;
- Awareness-raising activities on the value of sport and physical activity in relation to the personal, social and professional development of individuals;
- Activities to improve the evidence-base of sport to tackle societal and economic challenges (collection of data, surveys, consultations, etc.);
- Activities to promote innovative synergies between the field of sport and the field of health, education, training and youth;
- Conferences, seminars, meetings, events and awareness-raising actions underpinning the aforementioned activities.

5. What is a not-for-profit European sport event?

The not-for-profit European sport events concern the organisation of Europe-wide sport events as well as national events organised simultaneously in several European countries.

6. Can you specify what simultaneous events in several European countries in the context of the not-for-profit European sport event mean?

The not-for-profit European sport event may finance national events organised simultaneously in several European countries by public bodies or non-profit organisations active in the field of sport. These national events have to take place in the timeframe of maximum 2-3 weeks. They also have to demonstrate the European dimension in sport. This will be duly evaluated by experts. The condition of having participants from at least 3 (in case of events related to the 2015 European Week of Sport) or 12 (in case of events not related to the 2015 European Week of Sport) different Programme Countries is fulfilled as long as the participants from all these countries are involved in total.

Please note that expected results of these events are:

- increased awareness as regards the role of sport in promoting social inclusion, equal opportunities and health-enhancing physical activity;
- increased participation in sport, physical activity and voluntary activity.

7. Which activities are supported under the not-for-profit European sport event?

Support for events will imply assigning EU grants to individual organisations in charge of the preparation, organisation and follow-up to a given event. The following standard activities will be supported:

- Organisation of educational activities for athletes, coaches, organisers and volunteers in the run-up to the event;
- Organisation of the event;
- Organisation of side-activities to the sporting event (conferences, seminars);
- Implementation of legacy activities (evaluations, drafting of future plans);
- Communication activities linked to the topic of event.

8. Which activities are not eligible under the not-for-profit European sport event?

- Sport competitions organised by international, European or national sport federations/leagues on a regular basis;
- Professional sport competitions.

9. Which sports are supported under the Erasmus+ sport actions?

As an indication, based on the lists of official and recognised sports of the International Olympic Committee and the international federations, the projects under the Erasmus+ sport actions can deal with the following sports:

Aquatics, Archery, Athletics, Badminton, Basketball, Biathlon, Bobsleigh, Boxing, Canoe / Kayak, Curling, Cycling, Equestrian, Fencing, Football, Golf, Gymnastics, Handball, Hockey, Ice Hockey, Judo, Luge, Modern Pentathlon, Rowing, Rugby, Sailing, Shooting, Skating, Skiing, Table Tennis, Taekwondo, Tennis, Triathlon, Volleyball, Weightlifting, Wrestling.

Air sports, American Football, Automobile, Bandy, Baseball-Softball, Billiard Sports, Boules, Bowling, Bridge, Chess, Cricket, Dance Sport, Floorball, Flying Disc, Karate, Korfbal, Life saving, Motorcycle racing, Mountaineering and climbing, Netball, Orienteering, Pelota Vasca, Polo, Powerboating, Racquetball, Roller sports, Sport climbing, Squash, Sumo, Surfing, Tug of war, Underwater sports, Water ski, Wushu.

In addition, the Erasmus+ sport actions focus particularly on promotion of physical activities. It means that other sports than those stipulated above can be an object of your project proposal. However you have to demonstrate how these sports/physical activities fit into specific objectives in the field of sport.

ELIGIBILITY

10. There are two calls for proposals under the Erasmus+ Sport Programme. One related to the 2015 European Week of Sport and the second one not related to the 2015 European Week of Sport. Do the eligibility criteria for the collaborative partnerships and not-for-profit European sport events of the two calls differ?

Yes. The eligibility criteria for the two calls for proposals differ. Please check the Erasmus+ Programme Guide for the exact description of eligibility criteria for both calls and for both sport actions (collaborative partnerships and not-for-profit European sport events).

11. Is the not-for-profit European sport event obliged to have 3 or 12 partner organisations?

There is only one applicant organisation in the not-for-profit European sport event. There are no partner organisations of the project. However, the transnational element is ensured by the participants coming from at least 3 (in case of events related to the 2015 European Week of Sport) or 12 (in case of events not related to the 2015 European Week of Sport) different Programme Countries. Hence, you have to describe procedures set up for identification and selection of participants for the sport event, including the selection of and cooperation with the sending organisations.

12. Can natural persons apply for sport grants, e.g. for a scholarship?

The sport actions under Erasmus+ are only designed for the legal persons as stipulated above. There is no possibility to apply for scholarships under these actions.

13. What are the Programme Countries?

The EU Member States and non-EU Programme Countries (Former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway and Turkey).

14. What are the Partner Countries?

Countries other than Programme Countries.

15. Can our organisation from a Partner Country be involved in sport actions?

Organisation established in a Partner Country can be involved only in collaborative partnerships and only as a project partner (not applicant). Please note that the involvement of such organisation must

bring an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).

16. Can our organisation established in Switzerland participate in sport actions?

Switzerland has a status of Partner Country. It means that an organisation established in Switzerland can only be involved in the collaborative partnerships and only if it brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).

17. Do the partners of collaborative partnership have to sign a mandate for an applicant organisation?

In the application stage, the applicant of collaborative partnership signs a declaration of honour where it states that "I also declare that all the partners participating in this project have agreed with the content of the application and have confirmed their intention to carry out the tasks described accordingly". The partners do not have to sign any separate mandate letter.

HOW TO APPLY

18. What are the deadlines for sport actions?

The deadline for collaborative partnerships and not-for-profit European sport events submitted under the call for proposals related to the 2015 European Week of Sport is on 22 January 2015 at 12.00 (midday Brussels time - CET). Please note the difference between the midday and midnight.

The deadline for collaborative partnerships and not-for-profit European sport events submitted under the call for proposals not related to the 2015 European Week of Sport is on 14 May 2015 at 12.00 (midday Brussels time - CET). Please note the difference between the midday and midnight.

19. Can we complete the application form in a language other than English, French and German?

The application form can be completed in any of the official languages of the European Union. Please note that for practical reasons and to speed up the assessment procedure, it is recommended that the applications are submitted in English, French or German.

Please also note that in case of collaborative partnerships, the application form should be completed in a language all partners understand and is a communication language among them. It is also important that the whole application form is completed in one language only.

20. Can we apply for several projects or participate as partners in several projects?

Organisation can submit several proposals provided that the projects are genuinely distinct. Similarly, an organisation can be a partner in several proposals. Please note that double financing is strictly prohibited by the Financial Regulation.

21. How can we find project partners?

You can use a partner search tool available on the EACEA – Sport website (<http://eacea.ec.europa.eu/erasmus-plus/actions/sport>).

22. When is the Erasmus+ Programme Guide translated in all EU official languages?

The Erasmus+ Programme Guide will be translated in all EU official languages in the coming months. Please check the website regularly or connect to RSS feeds:

http://eacea.ec.europa.eu/erasmus-plus_en

23. How can we submit the application form?

The application form can only be submitted electronically. Please follow the instructions 'How to apply' under each call notification. Please note that all calls for proposals are published on EACEA – Sport website (<http://eacea.ec.europa.eu/erasmus-plus/actions/sport>).

24. What is the Participant Portal and PIC number?

In order to submit your eForm, you have to register in the Participant Portal. Please note that an ECAS account is required in order to log into the Participant Portal where the URF is hosted. Through the URF you can register your organisation and receive a PIC.

Once the registration in the Participant Portal is completed, the organisation obtains a nine-digit PIC number (Participant Identification Code).

25. Do I need a new PIC number each time I submit a new proposal?

No. You will always use the same PIC number.

26. Do all project partners (collaborative partnership) have to obtain a PIC number?

Yes, all project partners have to register in the Participant Portal and obtain the PIC number.

27. Do all sending organisations in the not-for-profit European sport event need a PIC number?

The sending organisations are not partner organisations of the project. Hence they do not need a PIC number, and if selected, they do not sign a grant agreement and they do not receive a grant. Neither organisation-specific documents, nor cooperation agreements or a letter of intent is needed from them.

28. Can we have different LEARs (Legal Entity Appointed Representative) for different projects executed by our organisation?

One organisation can have only one PIC number and one PIC number has only one LEAR.

29. Which documents do we need to send in with the eForm?

The required annexes are described in the call for proposals document, including the eForm. We therefore ask you to read the documents carefully before sending in your application package.

30. May I send an application using my own templates/documents?

No. This is prohibited and can result in the rejection of the whole application. You can only use the templates published with the concrete call for proposals.

31. May I send other supporting documents that those specified in the call?

Only documents provided and/or listed in the call for proposals can be submitted.

32. May I change anything in my application after submitting the eForm and all annexes, but before the deadline?

You can submit a new (altered) application as long as you do so before a deadline. In this case, it is necessary to contact and inform the Helpdesk about it (eacea-helpdesk@ec.europa.eu). Please note that you cannot change anything in your application package after deadline.

33. May I change anything in my application after submitting the eForm and all annexes, but after the deadline?

No. No information can be changed during the selection procedure. This also concerns contact details (e.g. e-mails, phone numbers) of applicants and/or partners in the eForm. Thus, make sure to submit information which will be valid at least 3 (in case of events related to the 2015 European Week of Sport) or 5 months (in case of events not related to the 2015 European Week of Sport) after the deadline.

34. Can we organise a meeting or have telephone contacts with the EACEA to get feedback of our application before submitting it?

After the publication of the call for proposals, all the potential applicants are in a competitive situation. The EACEA tries to inform potential beneficiaries in a transparent way through our website and through this FAQ section, where we publish replies to the most frequent questions that have been sent to our functional mailbox. However, we have to decline all requests for meetings or bilateral discussions about potential proposals. We can answer your questions, but we cannot give you any opinion about your project or project ideas.

35. When are the results of selection published?

The indicative date of notification of the grants awarded is 3 months from the submission deadline (in case of events related to the 2015 European Week of Sport) and 5 months from the submission deadline (in case of events not related to the 2015 European Week of Sport). The selection results will be published on the EACEA website (http://eacea.ec.europa.eu/erasmus-plus/selection-results_en) and all applicants will be informed in writing about the outcome.

36. How many projects will you select?

The indicative number of selected projects is as follows:

- 5 collaborative partnerships and 3 not-for-profit European sport events in the call for proposals related to the 2015 European Week of Sport and
- 45 collaborative partnerships and 3 not-for-profit European sport events in the call for proposals not related to the 2015 European Week of Sport.

FINANCIAL ISSUES

37. Can we apply for a grant which is lower than the maximum grant stated in the Erasmus+ Programme Guide?

You are also welcome to submit your application asking for a grant lower than the maximum.

38. Does our organisation have to co-finance the project?

Yes, the organisations have to co-finance 20% of the total project budget.

39. Which forms of co-financing are allowed?

Co-financing may take the form of the beneficiary's own resources, financial contributions from third parties (e.g. private companies) or income generated by the project. The costs and income have to be recorded in the accounting records of beneficiary in order to be eligible.

40. Are contributions in kind allowed to be part of the estimated budget?

Contributions in kind are not considered as a possible source of co-financing.

41. Does our organisation receive a pre-financing of the project, if selected?

Yes, the project will receive 60% of the grant as a pre-financing. The remaining grant amount will be received at the end of project, subject to grant agreement provision.

42. Can the private third party that co-finances at least 20% of the project costs take part in project activities?

The private third party must be external to the project and cannot be involved in project activities. It must be ensured that the management of the project is fully independent from the third party. Similarly, the third party cannot be a subcontractor within the project. However, the third party may participate in project activities where also other external participants are involved, such as, for example, conferences or meetings.

43. Can we subcontract any activities?

Beneficiaries may subcontract tasks forming part of the action provided that they meet the conditions for sub-contracting and award of procurement contracts. Subcontracting costs are costs entailed by procurement contracts for the purposes of carrying out specific and limited parts of the action. A description and justification of subcontracting has to be provided in the application form.

44. Can we subcontract the management of project?

The management and the general administration of project must not be subcontracted.

45. Where can we find templates of grant decision, etc.?

For your information, you can find templates in the document register: https://eacea.ec.europa.eu/about-eacea/document-register_en

46. Can we purchase sport goods or repair sport facilities?

The objective of the call for proposals is not to finance the acquisition, construction or renovation of sport infrastructure or equipment, but actions in order to identify and test suitable networks and good practices in the field of sport. The eligible and ineligible costs of projects are listed in the call for proposals documents. Accordingly, the EACEA will approve costs that are necessary for the implementation of the action which is the subject of the grant. The coherence between the budget and the aims of the project will be evaluated once the application has been received. It is recommended to rent the equipment if necessary for executing the event.

EUROPEAN WEEK OF SPORT

47. Why are there two different deadlines?

The first deadline, 22 January 2015, 12.00 (midday) Brussels time, is the deadline to submit proposals supporting the implementation of the 2015 European Week of Sport.

The second deadline, 14 May 2015, 12.00 (midday) Brussels time, is the deadline to submit proposals linked to projects to be implemented as from 1 November 2015 (not-for-profit European sport events) and from 1 January 2016 (collaborative partnerships). These projects may include proposals supporting the implementation of the 2016 European Week of Sport.

48. Can I submit proposals for the two deadlines?

Yes, as long as the proposals submitted refer to projects that are clearly distinct (implementation dates, subject, etc.).

49. I (my organisation) have been appointed the National Coordinating Body for the European Week of Sport by my Programme Country.

- **Will Erasmus+: Sport provide any form of support to my tasks?**

Yes, for National Coordinating Bodies, a restricted call for proposals will be organised in the very short term. The Commission and the Executive Agency are currently finalising the terms of reference for this restricted call.

- **Can I submit different proposals to the different calls relating to the 2015 European Week of Sport?**

Yes. The restricted call will focus on the organisation of a national event (e.g. a day, a Week, some other tailor-made activity). The current open call focuses on transnational projects. The absence of overlap between the two proposals should be clearly highlighted in both applications.

50. Regarding projects supporting the implementation of the 2015 European Week of Sport:

- **What are the main factors for a project to be successful?**

Successful projects will support the main ideas of the European Week of Sport, i.e. raise awareness about and help change public perception as well as individual behaviour on participation in sport and physical activity.

- **Where can I find more information about the Focus Days?**

The choice of Focus Days reflects the settings where sport and physical activity take place. These are, for instance: Sport in the education environment (kindergarten, schools, and universities), Sport at the workplace, Outdoor Sport, and Sport clubs and Fitness centres. More information can be found on the EWoS dedicated website: <http://ec.europa.eu/sport/week>

- **What about the Flagship event?**

The Flagship event is meant to cover one day in the Week and to focus on a topical issue, which could for instance be based on "social groupings", such as gender equality in sport, active ageing, sport for people with a disability and which would change every year according to political priorities. The theme of the 2015 Flagship event is currently being discussed within the Commission. It should be confirmed by the end of February 2015 and will be communicated afterwards.

- **How many projects does the European Commission intend to co-finance? What would be the average value of the EU grant?**

According to the Erasmus+ 2015 annual work programme, the Commission intends to allocate a maximum of 1.6 M € for collaborative partnerships, and 600.000 € to not-for-profit European sport events. Translated into a number of projects, and as a first indication, it makes around 5 collaborative partnerships (with an average value of 320.000 €), and 3 not-for-profit events (with an average value of 200.000 €). If the average project value is lower, there may be a possibility to co-finance more projects.

- **How to understand the implementation dates (7-30 September 2015)?**

At EU level, the Week will take place from 7th to 13th September; it is likely to include the following Focus Days: Sport in the education environment, Sport at the workplace, Outdoor sport, Clubs and Fitness centres. One day in that Week should be dedicated to the Flagship event.

Programme Countries are encouraged to align their national weeks with these dates. However, according to national circumstances there might be a need for flexibility as these dates may not suit all Programme Countries and other sport stakeholders supporting the Week. Therefore, flexibility is given to projects supporting the implementation of the 2015 European Week of Sport at transnational level, hence possible implementation dates from 7th to 30th September.

For collaborative partnerships, the main output (e.g. a conference, a seminar, an award ceremony, a publication, etc.) has to happen between 7th and 30th September. For not-for-profit events, the event needs to take place between 7th and 30th September.

- **Will all projects selected under the 2015 call obtain a "European Week of Sport" label?**

Yes, all projects selected under this call and supporting the implementation of the European Week of Sport, will automatically receive the EWoS label and have access to all promotional materials, including communication handbook and guidelines.

Independently from Erasmus+ co-financing, there will be a possibility to obtain the EWoS label at a later stage in 2015. Information will follow.

51. Following the first European Week of Sport 2015:

- **Will there be a European Week of Sport in 2016?**

Yes.

- **Will there be support under Erasmus+: Sport?**

Yes. Proposals can be submitted by 14 May 2015 (second deadline 2015).

- **What will be the Focus Days?**

The Focus Days are meant to be stable over the years. They will therefore be the same in 2016 as in 2015 (see question above).

- **When will the theme of the Flagship event for 2016 be known?**

The theme of the 2016 Flagship event is currently being discussed within the Commission. It should be confirmed by the end of February 2015 and will be communicated afterwards.