

Key Action 2 – Partnerships for Cooperation

Handbook on the lump sum funding model

*Erasmus+ Programme - Call 2022
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1. Introduction

This guide aims to offer methodological guidance on how to interpret and correctly follow the rules of the Cooperation Partnerships and Small-scale Partnerships actions, as described in the Erasmus+ Programme Guide. It provides indications covering the entire project life-cycle, from the preparation and presentation of the application to the management of the project, reporting and controls.

This handbook is applicable only to actions under 'Erasmus+ Key Action 2 – Partnerships for Cooperation' managed by National Agencies (decentralised actions).

The purpose of this document is informative. Should there be inconsistencies between the information provided in this document and the provisions of the Erasmus+ Programme Guide, the latter would prevail.

The following annexes provide additional methodological guidance aiming to support the design of a project:

[Annex 1](#) provides general guidelines on project management to help project applicants preparing a successful grant application.

[Annex 2](#) shows how to design the indicators and provides examples from former strategic partnerships funded in the 2014-2020 programming period.

2. Partnerships for cooperation: description

Partnerships for cooperation supported under Erasmus+ allow organisations and institutions to increase the quality and relevance of their activities in the fields of education, training, youth and sport.

This section – summarising information contained in the Erasmus+ Programme Guide - provides a general description of the objectives, structure, criteria and rules applying to Partnerships for cooperation.

2.1. Objectives

Partnerships for cooperation aim at:

- **Increasing quality in the work, activities and practices of organisations and institutions involved**, opening up to new actors, not naturally included within one sector;
- **Building capacity of organisations** to work transnationally and across sectors;
- **Addressing common needs and priorities** in the fields of education, training, youth and sport;
- **Enabling transformation and change** (at individual, organisational or sectoral level), leading to improvements and new approaches, in proportion to the context of each organisation.

In addition to the above, Small-scale Partnerships aim to:

- **Attract and widen access for newcomers, less experienced organisations and Small-scale actors to the programme.** These partnerships should act as a first step for organisations into cooperation at European level.
- **Support the inclusion of target groups with fewer opportunities**
- **Support active European citizenship and bring the European dimension to the local level**

2.2. Structure

A **Cooperation Project** typically consists of four stages, which start even before the project proposal is selected for funding: planning, preparation, implementation and follow-up. Participating organisations and participants involved in the activities should take an active role in all those stages and thus enhancing their learning experience.

- Planning (define the needs, objectives, project and learning outcomes, activity formats, schedule etc.);

- Preparation (planning of the activities, development of work programme, practical arrangements, confirmation of the target group(s) of envisaged activities, set up of agreements with partners etc.);
- Implementation of activities;
- Follow-up (evaluation of the activities and their impact at different levels, sharing and use of the project's results).

For Small-scale Partnerships in the field of sport, it is recommended to include in the proposals at least one local or regional sport club.



3. The funding model

3.1. Overview

The funding rules of Partnerships for Cooperation have been simplified compared to similar actions supported under Erasmus+ during the period 2014-2020. These rules are based on the following principles:

- The grant will take the form of one single fixed amount (single lump sum), covering all costs of eligible activities linked to the implementation of the project;
- The Erasmus+ Programme Guide sets different single lump sum amounts (see section 3.2) to cover different types of partnerships with different levels of complexity in terms of administrative and reporting requirements.
- The type of Partnership (Small-scale Partnerships or Cooperation Partnerships) and the corresponding single lump sum amount chosen by the applicant will determine:
 - The level of complexity of the administrative and reporting requirements (in respect of the proportionality principle), and
 - The type of selection process and ranking carried out by the National Agencies, in respect of the principles of equal treatment and fair competition.
- When planning their projects, the applicant organisations – together with their project partners – will need to choose the most appropriate single lump sum amount to cover the costs of their project, based on their needs and objectives. Their choice needs to match the ambitions and expected outcomes of the project.
- Proposals must describe the activities that the applicants commit to carry out in line with the lump sum amount requested. When submitting their application, the applicants should:
 - Propose to implement a series of activities which must be compliant with the eligibility criteria described in the Programme Guide and relevant to the objectives of KA2, so as to justify the request of the chosen single lump sum amount;
 - Submit a budget summary, which must satisfy the principles of economy, efficiency and effectiveness in relation to the objectives of KA2.
 - Provide information on “key-success factors” of the project (see Annex 1).
- At the end of the selection process, the granting authority (EACEA or NA) will select on the basis of a distinct ranking list for each of the predefined lump sum amounts proposed in the call, so that competition only takes place among proposals applying for equivalent budgets.
- The final payment of the lump sum will only be subject to the occurrence of the triggering event, that is to say the completion of the action. The beneficiaries of the grant will not have the obligation to provide evidence of the actual costs incurred when their project is finished. However, they will be asked to report on their achievements. As explained further, if these achievements are lower than initially planned, the National Agency shall apply grant reductions to ensure that the grant remains proportional to the quality of the activities implemented by the project (see section **Error! Reference source not found.**).

3.2. Lump sum amounts

The Table below shows the different amounts as set out in the Erasmus+ Programme Guide.

Action	Single lump sum
Small scale partnerships	30.000 EUR
	60.000 EUR
Cooperation Partnerships	120.000 EUR
	250.000 EUR
	400.000 EUR

3.3. Co-financing and no-profit

As all grants funded by the European Union budget, contributions in the context of this action shall comply with the principles of co-financing and no-profit.

The principle of **co-financing** implies that the resources necessary to carry out the action are not provided entirely by the grant. Co-financing may be provided in the form of the beneficiary's own resources, income generated by the action or financial or in-kind contributions from third parties.

In the context of Partnerships for Cooperation, in application of the co-financing principle, it is expected that total amount of the project activities presented in the application is actually higher than the grant amount requested. However, it is not required to demonstrate this by means of a detailed budget. As an example, if an applicant requests a lump sum of 120.000 EUR, they will not be required to submit a detailed project budget where all the items sum up to more than 120.000 EUR, but only to show that the estimated value of the planned activities is higher than the grant amount requested.

In line with the **no-profit** principle Grants shall not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary.

3.4. Activities covered by the lump sum

The single lump sum shall be used to cover all costs related to the implementation of eligible activities falling within the scope of Erasmus+ Key Action 2 Partnerships for Cooperation (both Small scale Partnerships and Cooperation Partnerships), such as for example:

- Project management (planning, finances, coordination and communication between partners, monitoring and supervision, etc.)

- Learning activities
- Teaching and training activities
- Meetings and events
- Project deliverables (publications, materials, documents, tools, products, etc.)
- Activities aimed at sharing project's results

Typical costs linked to such activities would be: travel and subsistence; equipment; costs for publication and editing of materials; IT development (such as creating a website); staff and human resources costs; administrative costs; etc.

Please note that any activity can be accepted when considered relevant for the project and compliant with the eligibility criteria. If an application presents activities that are deemed not relevant to achieving the objectives of the programme or are disproportionate in terms of costs, the project might be either ranked with a low scoring during the selection phase or even rejected.

If the budget of a proposal is considered inadequate, there is no possibility to "downgrade" the proposal to a lower lump sum amount: the proposal will just not be selected.

3.5. Budget management

Once a project is selected and the grant amount corresponding to the selected lump sum is awarded, beneficiaries have flexibility in the management of the budget allocated to each work package. However, at reporting stage, the amount paid for each work package will always be the same as what was allocated at application stage and will only depend on the level of achievement of the objectives of the work package.

In case that, during the implementation of the project, a beneficiary needs to modify the budget allocated to a work package and the related list of activities, this can be done by requesting an amendment. The amendment request will be assessed by the NA/EACEA and, if approved, it becomes part of the grant agreement.

In the case of Small-scale Partnerships, the same rules apply with reference to the project activities.

4. Small-scale Partnerships

4.1. Award criteria

Relevance of the project (maximum score 30 points)	<p>The extent to which:</p> <ul style="list-style-type: none">▪ the project proposal is relevant to the objectives and the priorities of the Action. In addition the proposal will be considered as highly relevant if:<ul style="list-style-type: none">– it addresses the priority "inclusion and diversity";– In case of projects managed by the Erasmus+ National Agencies at decentralised level: if it addresses one or more "European Priorities in the national context", as announced by the National Agency;▪ the profile, experience and activities of the participating organisations are relevant for the field of the application;▪ the proposal brings added value at EU level by building capacity of organisations to engage in cross-border cooperation and networking.
Quality of the project design and implementation (maximum score 30 points)	<p>The extent to which:</p> <ul style="list-style-type: none">▪ the project objectives are clearly defined, realistic and address the needs and goals of the participating organisations and the needs of their target groups;▪ the activities are designed in an accessible and inclusive way and are open to people with fewer opportunities;▪ the proposed methodology is clear, adequate and feasible:<ul style="list-style-type: none">– the project work plan is clear, complete and effective, including appropriate phases for preparation, implementation and sharing project results;– the project is cost-effective and allocates appropriate resources to each activity;▪ the project incorporates the use of digital tools and learning methods to complement their physical activities, and to improve the cooperation with partner organisations;<ul style="list-style-type: none">○ If applicable: the extent to which the project makes use of Erasmus+ online platforms (School Education Gateway, eTwinning, EPAL, European Youth Portal, EU Youth Strategy Platform) as tools for preparation, implementation and follow-up of the project activities.▪ the project is designed in an eco-friendly way and incorporates green practices in different project phases.

Quality of the partnership and cooperation arrangements (maximum score 20 points)	<p>The extent to which:</p> <ul style="list-style-type: none"> ▪ the project involves an appropriate mix of participating organisations in terms of profile.; ▪ the project involves newcomers and less experienced organisations to the Action; ▪ the proposed allocation of tasks demonstrates the commitment and active contribution of all participating organisations; ▪ the proposal includes effective mechanisms for coordination and communication between the participating organisations.
Impact (maximum score 20 points)	<p>The extent to which:</p> <ul style="list-style-type: none"> ▪ the project proposal includes concrete and logical steps to integrate the project results in the regular work of participating organisation; ▪ the project has the potential to positively impact its participants and participating organisations, as well as the wider community; ▪ the project proposal includes an appropriate way to evaluate the project outcomes; ▪ the project proposal includes concrete and effective steps to make the results of the project known within the participating organisations, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding.

4.2. Application

Considering that Small-scale Partnerships are designed for inclusion and access of newcomers to the programme, the level of information required to apply for a grant under this action should be simple, while ensuring compliance with EU Financial Regulation rules. The project description should provide in simple terms the objectives, the proposed activities/deliverables and the expected results.



The description of activities shall clearly show the results they are intended to produce and the link with project objectives.

The description of expected results shall show logical correlation with objectives and project activities. Expected results correspond to the achievement of project objectives. The achievement of such objectives shall be shown with a discursive explanation supported by factual and provable evidence.

Although no detailed budget is required (e.g. no need to indicate the exact number of participants to an activity or the actual costs estimated for meals per participant), applicants should provide sufficient information so that evaluators can assess the appropriateness of each activity with the objectives of the action and with the requested amount, as well as the coherence of one activity with the others. As an example, if the activity in question is the organisation of a meeting, the description should indicate the order of magnitude (e.g. between 15 and 20 participants, coming from 5 different countries).

Applicants shall also provide a general project timeline with the expected date for completion of the activities.

Example:

Objective: promote the exchange of practices in teaching languages among different countries.

Activity: workshop for the exchange of good practices among teachers

Expected result: successful participation of 40 participants (teachers) from at least four different countries in the workshop.

4.3. Reporting

For Small-scale Partnerships, the simplified reporting template requires beneficiaries to show the consistency of project outcomes and results with the proposal presented at application stage. The report presents a similar structure to the application form and shall explain how the action was implemented and the results were reached after completion of the project in line with the initial award criteria: Relevance of the project, Quality of the project design and implementation, Quality of the partnership and cooperation arrangements and Impact. However, considering that reporting takes place at the end of the project implementation, the perspective in the analysis of the criteria changes slightly:

- **Quality of the partnership** refers to the quality of the cooperation among partners for the implementation of the project. This takes into account the respect of the project timeline and the overall management of the project.
- **Quality of the project implementation** refers to the quality and results achieved with the activities carried out in the context of the project.
- **Relevance and Impact.** In this section, beneficiaries shall show the correlation between the quality and results of the project activities carried out and the objectives stated in the application.

For each of the above, beneficiaries are requested to provide a description of how the criteria are fulfilled, a self-assessment in the form of a score from 1 to 100 and a list of elements of supporting evidence, as summarised in the table below.

Criteria	Description	Self-assessment	Evidence
Quality of the partnership			
Quality of the project implementation			
Relevance and Impact			

Beneficiaries shall only list the pieces of evidence supporting their self-assessment, they do not need to submit each document with the final report. However, during the quality assessment, evaluators can request specific documents to analyse them in depth. NAs shall use a risk assessment and/or sampling methods for the selection of the cases subject to in-depth analysis.

4.4. Quality assessment

In Small-scale Partnerships, evaluators attribute an overall score to the project, calculated as the average of the individual scores attributed to each of the criteria, namely quality of the partnership, quality of the project implementation, relevance and impact as they are described in the final report.

Criteria	Description	Self-assessment	Evidence	Quality assessment score
Quality of the partnership				
Quality of the project implementation				
Relevance and Impact				
Final score				

In case a grant reduction needs to apply, this is calculated on the total amount of the grant according to the following scale:

Project score	% Grant Paid
60 - 100	100%
45 - 59	90%
30 – 44	70 %
0 – 29	30%

5. Cooperation Partnerships

5.1. Award criteria

<p>Relevance</p> <p>(maximum score 25 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none"> ▪ the proposal is relevant for objectives and priorities of the Action. In addition the proposal will be considered as highly relevant if: <ul style="list-style-type: none"> – it addresses the priority "inclusion and diversity"; – In case of projects managed by the Erasmus+ National Agencies at decentralised level: if it addresses one or more "European Priorities in the national context", as announced by the National Agency; – In case of projects submitted by ENGOs in the fields of education, training, and youth to the European Education and Culture Executive Agency: the extent to which the applicant runs activities that support the implementation of EU policies in one of these sectors. ▪ the profile, experience and activities of the participating organisations are relevant for the field of the application; ▪ the proposal is based on a genuine and adequate needs analysis; ▪ the proposal is suitable for creating synergies between different fields of education, training, youth and sport or it has potentially a strong impact on one or more of those fields; ▪ the proposal is innovative; ▪ The proposal is complementary to other initiatives already carried out by the participating organisations; ▪ the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.
<p>Quality of the project design and implementation</p> <p>(maximum score 30 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none"> ▪ the project objectives are clearly defined, realistic and address needs and goals of the participating organisations and the needs of their target groups; ▪ the proposed methodology is clear, adequate and feasible: <ul style="list-style-type: none"> - the project work plan is clear, complete and effective, including appropriate phases for preparation, implementation and sharing project results; - the project is cost-effective and allocates appropriate resources to each activity; - the project proposes appropriate quality control, monitoring and evaluation measures to ensure that the project implementation is of high quality, completed in time and on budget; ▪ the activities are designed in an accessible and inclusive way and are open to people with fewer opportunities; ▪ the project incorporates the use of digital tools and learning methods

	<p>to complement their physical activities, and to improve the cooperation between partner organisations;</p> <ul style="list-style-type: none"> – If Erasmus+ online platforms are available in the field(s) of the participating organisations: the extent to which the project makes use of Erasmus+ online platforms (School Education Gateway, eTwinning, EPAL, European Youth Portal, EU Youth Strategy Platform) as tools for preparation, implementation and follow-up of the project activities. <ul style="list-style-type: none"> ▪ the project is designed in an eco-friendly way and incorporates green practices in different project phases; <p>If the project plans training, teaching or learning activities:</p> <ul style="list-style-type: none"> ▪ the extent to which these activities are appropriate for the project's objectives and involve the appropriate profile and number of participants; ▪ the quality of practical arrangements, management and support modalities in learning, teaching and training activities; ▪ the quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.
<p>Quality of the partnership and the cooperation arrangements</p> <p>(maximum score 20 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none"> ▪ the project involves an appropriate mix of participating organisations in terms of profile, including grassroots organisations, past experience in the Programme and expertise to successfully complete all project objectives; ▪ the project involves newcomers and less experienced organisations to the Action; ▪ the proposed allocation of tasks demonstrates the commitment and active contribution of all participating organisations; ▪ the proposal includes effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders; ▪ if applicable, the extent to which the involvement of a participating organisation from a third country not associated to the Programme brings an essential added value to the project (if this condition is not fulfilled, the participating organisation from a third country not associated to the Programme will be excluded from the project proposal at assessment stage).
<p>Impact</p> <p>(maximum score 25 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none"> ▪ the project proposal includes concrete and logical steps to integrate the project results in the regular work of participating organisations; ▪ the project has the potential to positively impact its participants and participating organisations, as well as their wider communities; ▪ the expected project results have the potential to be used outside the organisations participating in the project during and after the project

	<p>lifetime, and at local, regional, national or European level;</p> <ul style="list-style-type: none"> ▪ the project proposal includes concrete and effective steps to make the results of the project known within the participating organisations, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding; ▪ if relevant, the extent to which 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 project proposal includes concrete and effective steps to ensure 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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5.2. Application

In Cooperation Partnerships, the project description shall make a distinction between one work package dedicated to project management and other work packages for implementation of the project activities. The budget allocation between the work package for project management and the other work packages shall be indicated in the application form.



Each project shall include a standard work package for project management and additional work packages for project implementation.

The description of the **project management** work package shall include a project management methodology with a clear distribution of tasks and the financial arrangements among partners, a detailed timeline with milestones and main deliverables, the monitoring and control system and the tools put in place to ensure a timely implementation of the project activities.

The **project management** work package can represent maximum 20% of the budget and does not require the indication of specific objectives, as it is considered to contribute horizontally to all the objectives of the project.

The description of each of the other **work packages** should include the following information:

WP 1
Title:
Allocated budget:
Specific objectives:
Activities:
Expected results:
Estimated start and end date:
Quantitative result indicators:
Qualitative result indicators:
Targets (value of the indicators at the end of the activity):

The description of all other work packages shall include a reference to the relevant specific objectives, illustrate the activities and deliverables proposed and clearly show how such activities are contributing to the achievement of the objectives. The description of the expected results shall be supported by a system of quantitative and qualitative indicators enabling to assess the performance of the project and the relevance of each activity.