

European Funding Guide

for the Non-Profit Sector 2015 V 3.0





ECAS Guide to European Funding for the Non-Profit Sector

Version 3.0

21st edition

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FOREWORD

Dear ECAS members, colleagues and friends,

We are pleased to present to you the 21st edition of the Funding Guide for the Non-Profit Sector, which this year takes the form of an e-Book (version 3.0), offering increased user-friendliness and allowing the readers to:

- ✚ Access it from electronic devices;
- ✚ Easily find the information they are looking for as all programmes are presented in a uniform and systematic manner;
- ✚ Easily navigate through the publication using a quick navigation menu;
- ✚ Download it in a PDF version and print it if so desired.

The 2015 edition of the Funding Guide also offers:

- ✚ An introduction to the overarching framework of the EU Funding programmes;
- ✚ Insights on the European Commission priorities and main budget lines for 2015;
- ✚ Useful tips and recommendations for preparing a project application;

- ✚ An expanded list and contact details of over 70 non-EU funding sources, including international organisations, national and regional foundations and private donors.

In line with the ECAS 2.0 Strategy, the e-Funding Guide comes as part of the upgraded package of services we offer to our Members. ECAS' newly launched [online membership area](#) offers our Members access to:

- Individual and timely advice on EU funding opportunities and programmes;
- Monthly funding updates on open calls for proposals and tenders;
- Free access to the e-Funding Guide;
- Information about relevant EU information days and networking events;
- Opportunities to identify other members active in their policy fields and build partnerships for projects.

We hope that you will find this e-Funding Guide useful and practical in terms of both content and accessibility. We would very much appreciate your feedback as providing quality services to our Members is one of our key priorities. You are therefore very welcome to send any comments or remarks to publications@ecas.org.

Sincerely Yours,

Assya Kavrakova
ECAS Director

LIST OF ABBREVIATIONS

ACP	African, Caribbean and Pacific Countries	ECAS	European Citizen Action Service
AMIF	Asylum, Migration and Integration Fund	ECR	European Research Council
CAP	Common Agriculture Policy	EDF	European Development Fund
CBC	Cross-Border Cooperation Programmes	EEA	European Economic Area
CBSS	Country Based Support Schemes	EEAS	European External Action Service
CECIS	Common Emergency Communication & Information System	EFTA	European Free Trade Area
CEF	Connecting Europe Facility	EIB	European Investment Bank
CFP	Common Fisheries Policy	EIDHR	European Instrument for Democracy and Human Rights
CHAFEA	Consumers, Health and Food Executive Agency	EIF	European Investment Fund
CIP	Competitiveness and Innovation Programme	EIUC	European Inter-University Centre for Human Rights and Democratization
CISE	Common Information Sharing Environment	EMFF	European Maritime and Fisheries Fund
CLLD	Community-Led Local Development	EMN	European Migration Network
CORDIS	Community Research and Development Information Service	EMSA	European Maritime Safety Agency
CSO	Civil Society Organisation	EMU	European Monetary Union
DAC	Development Assistance Committee (of the OECD)	ENI	European Neighbourhood Instrument
DCI	Development Cooperation Instrument	ENP	European Neighbourhood Policy
DG	Directorate-General (of the European Commission)	ENRD	European Network for Rural Development
EAC	Education and Culture (DG of the European Commission)	EPALE	European Platform for Adult Learning
EACEA	Education, Audiovisual and Culture Executive Agency	EPCIP	European Programme for Critical Infrastructure Protection
EAFRD	European Agricultural Fund for Rural Development	ERA	European Research Area
EAGF	European Agricultural Guarantee Fund	ERC	Emergency Response Centre
EAO	European Audiovisual Observatory	ERC	European Research Council
EaSI	EU Programme for Employment and Social Innovation	ERCC	Emergency Response Coordination Centre
EASME	Executive Agency for Small and Medium-sized Enterprises	ERDF	European Regional Development Fund
EC	European Commission	ESF	European Social Fund
		ESIF	European Structural and Investment Funds
		EU	European Union
		EUAV	EU Aid Volunteers Initiative
		EURES	European Employment Services
		FEAD	Fund for European Aid to the Most Deprived
		FP7	7 Framework Programme

FPA	Framework Partnership Agreement	ODA	Official Development Assistance
FYROM	Former Yugoslav Republic of Macedonia	OECD	Organization for Economic Cooperation and Development
GDP	Gross Domestic Product	OP	Operational Programmes
GMES	European Earth Monitoring Programme	PADOR	Potential Applicant Data On-Line Registration
GNI	Gross National Income	PbP	Peace-building Partnership
IcSP	Instrument contributing to Stability and Peace	PF4EE	Private Financing for Energy Efficiency
IMP	Integrated Maritime Policy	PI	Partnership Instrument for Cooperation with Third Countries
INEA	Innovation and Networks Executive Agency	PROGRESS	Programme for Employment and Social Solidarity
IOM	International Organisation for Migration	REC	Rights, Equality and Citizenship Programme
IPA II	Instrument for Pre-Accession Assistance (Phase II)	SMEs	Small and Medium-sized Enterprises
ISF	Internal Security Fund (ISF)	TEN-T	Trans-European network in transport infrastructure
ISP	Instrument contributing to Stability and Peace	TO	Thematic Objectives
ITI	Integrated Territorial Investment Approach	TTIP	Transatlantic Trade and Investment Partnership Agreement
JAES	Joint Africa-EU Strategy	UNHCR	United Nations High Commissioner for Refugees
KA	Key Action (Erasmus+)	YEI	Youth Employment Initiative
LDCs	Least Developed Countries	YEP	Youth Employment Package
LGBTI	Lesbian, Gay, Bisexual, Transgender and Inter-sex persons		
LEADER	<i>Liaison Entre Actions de Développement de l'Économie Rurale</i> (in French)		
LIFE	EU Programme for Environment and Climate Action		
MDP	Food Distribution programme for the Most Deprived Persons		
MFF	Multiannual Financial Framework		
MIP	Multi-Annual Indicative Programme		
MSCA	Marie Skłodowska-Curie Actions		
NCFE	Natural Capital Financing Facility		
NCP	National Contact Point		
NEET	Young persons not in employment, education or training		
NGO	Non-Governmental Organisation		
NIP	National Indicative Programmes		
NUTS	Nomenclature of Units for Territorial Statistics		
OCT	Overseas Countries and Territories		

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INTRODUCTION

In recent years, there has been increasing interest in funding from the European Union budget. The climate of economic austerity and insecurity in the past few years has led various bodies, actors and individuals to increasingly seek funding opportunities at the supra-national level, as funding at national and regional levels has experienced serious cuts, in particular as regards the non-profit sector.

The EU allocates considerable financial resources to projects and actions that are related to EU policies and their implementation. This money is used for investments in a broad spectrum of policy areas ranging from sustainable economic development to employment conditions, research & innovation, education, culture, health and environmental protection, to name but a few. Actually, for virtually every idea, initiative or action that could encompass a European perspective, or which could work in a European dimension, there is a dedicated budget line at the EU level.

However, in spite of the increasing interest in EU funding opportunities, prevailing prejudices about the European budget and the way it is distributed still cause some organisations to refrain from applying for EU funding, as they believe it to be based on complex rules and cumbersome procedures only understandable to “insiders”. EU funding rules are certainly tough, but gaining access to EU funds is not impossible, provided that some effort is put into identifying the relevant programmes and funding instruments and understanding their specific requirements.

For the past 20 years, ECAS has published an annual funding guide for the non-profit sector, as part of the services it provides to its network of members, in order to address this need for simplification and guidance. Once again, ECAS is pleased to issue this 21st edition of the Funding Guide, which aims to guide the reader through the EU funding opportunities available to the non-profit sector.

To this end, this Guide provides a single reference document for all programmes, actions and initiatives relevant to the non-profit sector and funded through the EU budget, gathering all the essential information and key contact points otherwise scattered across different documents and websites of the EU institutions. This Guide should hence be used as your reference document to identify programmes of interest and potential funding opportunities available to your organisation. In addition, this year’s edition comes for the first time in an e-format, in line with state-of-the-art publications, making it easier for the reader to quickly find the information looked for.

ECAS hopes to encourage more interaction between civil society organisations and the EU institutions as part of its mission to help bring Europe closer to its citizens. In this context, EU programmes should not merely be perceived as a source of funding for projects, but rather as a promising framework for ideas and partnerships to emerge and for innovation to be stimulated to the benefit of millions of people, while fostering interactions and opportunities to learn from one another. This is, ultimately, what the European project is all about.

WHO ARE WE AND WHAT ARE OUR GOALS?

The European Citizen Action Service (ECAS) is a Brussels-based, international non-profit organisation with 24 years of experience and a pan-European and cross-sectoral membership. ECAS' general mission, as defined in its Statutes, is:

Interested in our organisation?

If you think that ECAS matches your interests, you envisage a partnership with us and/or you are thinking of joining our network of members, we invite you to visit our website for more detailed information about our fields of activity and the services we offer and/or to contact us directly via email at: info@ecas.org

- To strengthen the European strategy of NGOs in member and applicant countries of the European Union;
- To defend people's free movement rights and promote a more inclusive European citizenship; and
- To campaign for transparency and institutional reforms to bring the EU closer to citizens.

As part of our mission and objectives, we provide free legal advice and technical assistance to both CSOs and citizens on EU citizens' rights enforcement and civic participation in the EU decision-making process through a number of dedicated services, including *Your Europe Advice*, the *EU Rights Clinic* and the *ECI Support Centre*.

We also provide advice and guidance to our network of approximately 140 members about funding opportunities and relevant events and updates at EU level, including information days and workshops organised by the EU institutions, networking events and partnership opportunities.

For more information about our mission and about the activities we plan for this year, we invite you to consult the [ECAS Mid-term Strategy 2014-2017](#) and its [Work Programme for 2015](#).

ECAS 2015 FUNDING GUIDE AT A GLIMPSE

The present guide is divided into four Chapters, containing the following information:

- **Chapter I** gives an overview of the EU funding perspectives and budget, and how the latter is managed and divided. In addition, this section provides information on the overarching framework underpinning the funding activity of the EU, namely the *EU 2020 Strategy*, together with EU's priorities under the Multiannual Financial Framework (MFF) 2014-2020. Finally, general information on how the non-profit sector can access and benefit from EU funds is briefly presented in this first Chapter;
- **Chapter II** offers a thorough and detailed analysis of the different budget lines relevant for the non-profit sector. Here you will find all relevant funds and initiatives –with their respective specificities, types of funded activities, indicative calendar and estimated budget allocations- for each of the

main headings of the EU budget, namely *Heading 1a: Competitiveness for Growth and Jobs*; *Heading 1b: Economic, Social and Territorial Cohesion*; *Heading 2: Sustainable Growth: Natural Resources*; *Heading 3: Security and Citizenship*; and *Heading 4: Global Europe*. In addition, key contact details of the relevant programme manager(s) at EU and/or at national/regional level will be provided, together with a list of useful links and documents for further information;

- **Chapter III** offers a step-by-step guide for the preparation of your project proposal and consists of a series of recommendations and tips for a successful project application;
- **Chapter IV** finally, presents a list of alternative or complementary sources of funding to the EU that might be of interest for the non-profit sector.

There is no doubt that civil society and non-governmental organisations can and ought to play a more prominent role in the EU funding period 2014-2020. In this vein, funding programmes increasingly include NGOs as potential beneficiaries, and innovations such as the *Partnership Principle* and the *Community-Led Local Development (CLLD) approach* build the ground for a more active involvement of NGOs in the implementation, monitoring and decision-making of various funds and initiatives at regional and local level. What is more, under the new programming period, NGOs are for the first time explicitly included as potential beneficiaries of technical assistance, which aims at supporting the development of their necessary institutional capacity to be able to implement their own projects.

With this goal in mind, we hope you find this Guide useful and instructive, and we wish you all the success in your proposals and aspirations!

BUDGET LINES RELEVANT FOR THE NON-PROFIT SECTOR

The EU budget for 2015 is divided into 6 main headings, which follow the same logic as the MFF, of which 4 are particularly relevant for grant seekers as they are devoted to EU policies and programmes. As already reviewed in section 1.3, these headings are: Smart and Inclusive Growth, which is subdivided in two sub-headings (1a: *Competitiveness for Growth and Jobs*, and 1b: *Economic, Social and Territorial Cohesion*); *Sustainable growth: Human Resources* (heading 2); *Security and Citizenship* (heading 3), and *Global Europe* (heading 4). Overall, sub-headings 1a and 1b have experienced an increase compared to the 2014 budget, whereas the budget for heading 2 has stabilized, and headings 3 and 4 have decreased. In more detail:

- **Heading 1a** of the financial framework comprises programmes and actions which are at the heart of the Europe 2020 Strategy –the EU’s growth strategy for the next decade, which sets out 5 ambitious targets on employment, innovation, education, social inclusion and climate/energy to be reached by 2020. More than half of the budget for this sub-heading is allocated to Horizon 2020, the new EU Programme for Research and Innovation bringing together research, technological development and

Glossary: Budget Line

A budget line is simply the reference given to a specific action or instrument within the Commission’s budget.

innovation to deliver on jobs, prosperity and quality of life. The *Connecting Europe Facility (CEF)* supports the implementation of projects aimed at developing and constructing new or existing infrastructures in the fields of transports, energy and communications, and the *Erasmus+ Programme*, which brings together all EU actions in the fields of education, training, youth and sport, represent also an important part of the budget allocated to this sub-heading. Finally, it is worth mentioning the *Employment and Social Innovation Programme (EaSI)*, which contributes to the Europe 2020 specific targets for inclusive growth. Heading 1a has a total budget of EUR 17.5 billion for 2015.

- **Heading 1b** of the financial framework covers the EU Cohesion Policy, including the so-called *Structural and Investment Funds (ESIF)*,

namely the *European Regional Development Fund (ERDF)* and the *European Social Fund (ESF)*; in addition, the *Cohesion Fund*, the *Youth Employment Initiative (YEI)* specific top-up allocation and the *Fund for European Aid to the Most Deprived (FEAD)* complement Heading 1b. It has a planned budget of EUR 49,2 billion for 2015. The main objective of the Structural Funds and the Cohesion Fund is to strengthen the economic, social and territorial cohesion between regions and Member States of the EU, by concentrating the resources on less developed regions and Member States. In addition –particularly since the entry

into force of the reformed Cohesion Policy- the Cohesion Policy also plays a major role in investment, growth and job creation at EU level, while it pushes for structural reforms at national level and it contributes to the achievement of the Europe 2020 Strategy targets. It continues to account, as ever, for an important bulk of the EU budget. The *Youth Employment Initiative (YEI)* is a new support tool put in place for the most affected regions in terms of youth unemployment and education drop. The *FEAD* is an instrument to promote social cohesion in the EU by contributing to the specific objective of alleviating the worst forms of poverty.

- **Heading 2** of the budget covers mainly the *Common Agriculture Policy (CAP)*, which aims at promoting viable food production, a sustainable management of natural resources and a balanced territorial development of rural areas across the EU through 2 specific instruments: the *European Agricultural Guarantee Fund (EAGF)*, which is allocated through market related expenditure and direct payments, and the *European Agricultural Fund for Rural Development (EAFRD)*. Heading 2 has a planned budget of EUR 58.8 billion for 2015. In addition to funds targeting Agriculture and Rural Development, this heading also covers the *European Maritime and Fisheries Fund (EMFF)* and the *EU programme for Environment and Climate Action*, known as *LIFE Programme*. Finally, the EAFRD and the EMFF constitute, and complement the other three ESIF, namely ESF, ERDF and Cohesion Fund; nonetheless, they fall under Heading 2 as far as budgetary allocations are concerned, based on the areas/fields covered by the Funds in question.

- **Heading 3** of the budget groups a varied number of policies whose common objective is to promote European citizenship by creating an area of freedom, justice and security, and improved access to basic public goods and services. It has a relative small budget compared to the other headings, with only EUR 2,1 billion for 2015. It covers the *Asylum, Migration and Integration Fund (AMIF)* for the effective management of migration in the EU, the *Internal Security Fund (ISF)*, the *Civil protection mechanism*-which can also be found and will be analyzed under Heading 4- to increase EU's resilience to natural and man-made disasters, the *Justice and Rights, Equality and Citizenship Programmes*, the *Europe for Citizens Programme*, the *Creative Europe Programme* for culture and media activities, the *Food and Feed Programme*, the *Consumer Programme* and the *Health Programme*.
- **Heading 4** covers all policies and actions related to the EU's external actions. The financial envelope for this heading (i.e. EUR 8,4 billion for 2015) seeks to enable the EU to strengthen its role on the global stage and promote its interests and values. This heading covers several instruments, including the *Instrument for Pre-Accession Assistance (IPA II)*, the *European Neighbourhood Instrument (ENI)* and the *Development Cooperation Instrument (DCI)*, which altogether account for almost three quarters of the available funding under this heading. Other important instruments covered by this heading are *Humanitarian Aid*, the *European Instrument for Democracy and Human Rights (EIDHR)* and the *Instrument contributing to*

Stability and Peace (ISP), along with other specific actions such as the *Union Civil Protection Mechanism* and the *EU Aid Volunteers Initiative (EUAV)*.

In the sections below, you will find a thorough and analytical overview of the main programmes under each of the above-listed headings that are most relevant for the non-profit sector. The information displayed under each of the programmes includes the allocated budget, the legal basis of each Fund/programme or initiative, the funded actions, the way the funds are being managed, the geographical area covered, the eligibility criteria for applying, the indicative calendar –where applicable-, useful links and documents, and relevant contacts.

SAMPLE



ERASMUS+: THE EDUCATION, TRAINING, YOUTH AND SPORT PROGRAMME

Overall Objectives

The Erasmus+ programme supports actions in the fields of Education, Training, Youth and Sport for the period 2014-2020. It builds on the achievements of, and is the result of the integration of, previous European programmes in the fields of education, training and youth implemented by the Commission during the period 2007-2013: the Lifelong Learning Programme, the Youth in Action Programme, the Erasmus Mundus Programme, Tempus, Alfa, Edulink, and Programmes of cooperation with industrialised countries in the field of higher education. It will contribute to achieving the EU headline targets for 2020 in the field of Education, which are to reduce the rates of early school drop below 10% and to ensure that at least 40% of 30-34 year-olds complete third level education.

In line with articles 5, 11 and 16 of the Regulation establishing the Programme, Erasmus+ will pursue the following specific objectives:

In the field of Education and Training Erasmus+ will:

- support actions to improve the level of key competences and skills in order to address the gaps faced in the European labour market
- foster quality improvements, innovation excellence and internationalisation at the level of education and training

institutions through enhanced transnational cooperation between education and training providers and other stakeholders

- promote the emergence and raise awareness of a European lifelong learning area designed to complement policy reforms at national level and to support the modernisation of education and training systems
- promote the emergence and raise awareness of a European lifelong learning area designed to complement policy reforms at national level and support the modernisation of education and training systems
- enhance the international dimension of education and training, in particular through cooperation between Union and partner-country institutions
- improve the teaching and learning of languages and promote the Union's broad linguistic diversity and intercultural awareness

In the field of Youth it will:

- improve the level of key competences and skills of young people, including those with fewer opportunities, and promote participation in democratic life in Europe and the labour market, active citizenship, intercultural dialogue, social inclusion and solidarity

- foster quality improvements in youth work
- complement policy reforms at local, regional and national level and support the development of knowledge and evidence-based youth policy and the recognition of non-formal and informal learning
- enhance the international dimension of youth activities and the role of youth workers and organisations as support structures for young people

In the field of Sports Erasmus+ will:

- tackle cross-border challenges to the integrity of sport, such as match-fixing, doping, violence and racism
- promote good governance in sport and dual careers for athletes
- promote voluntary activities in sport and the awareness of the importance of health-enhancing physical activity through increased participation in and equal access to sport for all

Legal Basis

[Regulation \(EU\) establishing 'Erasmus+': the Union programme for education, training, youth and sport](#)

Budget

The total budget for 2014-2020 under this programme is EUR 14.7 billion. In addition, EUR 1.68 billion for funding actions with third countries (partner countries) has been made available through the EU's

external action budget. This amount will be allocated in the following way according to article 18 of the Regulation:

- 77.5% to Education and Training
- 10% to Youth
- 3.5% to the Student Loan Guarantee Facility
- 1.9% to Jean Monnet
- 1.8% to Sport
- 1.9% to cover administrative expenditure

The total budget earmarked for Erasmus+ actions for 2015 is estimated at EUR 1,592 million according to the last figures available.

Funded Actions

In order to achieve its objectives, the Erasmus focuses on **3 types of key actions (KA)**: transnational and international learning mobility of students, young people, teachers and staff; co-operation for innovation and good practices, with a stronger focus on strengthening innovative partnerships between educational institutions and businesses; and support for policy reform, strengthening the tools and impact of the Open Methods of Coordination

Supported Actions under Erasmus+:

Key Action 1:

Learning Mobility of Individuals

Key Action 2:

Cooperation for innovation and the exchange of good practices

Key Action 3:

Support for policy reform

Jean Monnet Activities

Sport Actions

reinforce networks at EU level so that national members of those networks benefit from synergies and exchanges with their partners;

- o Dialogue with relevant European stakeholders, mainly the annual EU Sport Forum and support to Sport Presidency events organised by the EU Member States holding the Presidency of the EU. Other ad hoc meetings and seminars relevant to ensure optimal dialogue with the sport stakeholders may also be organised.

Geographic Focus

The following Programme countries can fully take part in all Erasmus+ Programme actions:

- ✓ The 28 EU Members States
- ✓ The EFTA/EEA countries (i.e. Iceland, Liechtenstein and Norway)
- ✓ The EU candidate countries (i.e. Turkey and the former Yugoslav Republic of Macedonia)

In addition, certain Erasmus+ Programme actions are open to organisations from partner countries (see full list of partner countries in pages 24 and 25 of the [Programme Guide](#)).

Who can apply?

Individuals - students, trainees, apprentices, pupils, adult learners, young people, volunteers, professors, teachers, trainers, youth

workers, professionals of organisations active in the fields of education, training and youth are the main target population of the Erasmus+ Programme. However, in order to apply for funding opportunities under this Programme, individuals need to do so through organisations, institutions, bodies or groups that organise such activities (i.e. participating organisations).

For further details on the specific conditions for participating in an Erasmus+ project see pages 23-25 of the [Erasmus+ Programme Guide](#).

Who manages the funds and how are they allocated?

The [Directorate-General for Education and Culture of the European Commission](#) is in charge of the policies related to the fields of Education, Training and Youth. It manages the budget and sets priorities, targets and criteria for the Programme on an on-going basis. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level. It also bears the overall responsibility for the supervision and coordination of the structures in charge of implementing the Programme at national level.

Rules for participation in Erasmus+:

Erasmus+ targets individuals active in the fields of education, training and youth (*individual participants*).

However, Erasmus+ projects must be submitted by organizations representing the participants (*participating organisations*). If a project is selected, the participating organisation becomes a beneficiary of a grant, which is then made available to individuals.

The actions of the Erasmus+ programme are divided into decentralised actions and centralised actions.

The de-centralised actions are managed in each programme country by National Agencies that are appointed by their national authorities (see *list of National Agencies* [here](#)). This procedure is known as “indirect management” and the rationale behind it is to bring Erasmus+ as close as possible to its beneficiaries and to adapt to the diversity of national education, training and youth systems. These National Agencies promote and implement the

Glossary: National Agencies

They are the structures established by the national authorities in each Programme Country in order to assist the European Commission with management and implementation of the Erasmus+ Programme.

Programme at national level and act as the link between the European Commission and participating organisations at local, regional and national level.

The centralised actions are managed at a European level by the European Commission’s Education, Audiovisual and Culture Executive Agency (EACEA). Some of them are included in the annual [General Call for Proposals](#) with the corresponding deadline for application, while others are implemented through specific calls for proposals and tenders and are regularly published on the [EACEA website](#). Finally, there are the so-called ‘restricted calls for proposals’, which are addressed exclusively at the bodies nominated by the national authorities responsible for the Erasmus+ Programme.

The EACEA is in charge of the complete life-cycle management of projects, from the promotion of the programme, the analysis of the grant requests, the on-the-spot monitoring of projects, up to the dissemination of the projects' and programme's results.

Applications are submitted online, through the EACEA [Participant Portal](#), which is the common entry point for the electronic submission of EU-funded projects under the programmes Erasmus+, Creative Europe, Europe for Citizens and EU Aid Volunteers – all of which are managed by the EACEA.

Indicative Timetable

For the actions centrally managed by the EACEA, a calendar with the indicative amounts and number of selected projects can be found [here](#), as well as the [2015 General Call for proposals](#) (see last [revision](#)).

[Specific calls for proposals](#) and [tenders](#) are regularly published on the EACEA website.

Contact information and useful links

- [Erasmus+ 2015 Programme Guide](#) (available in 23 EU official languages)
- [2015 General call for proposals](#)
- [Documents for applicants](#)
- [National Agencies for Erasmus](#)
- [Participant Portal](#)
- [EU EAC organisations](#)
- [EACEA website](#)
- For technical questions on the application forms: [EACEA - PARTICIPANT PORTAL](#)

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General email addresses for specific questions on the various calls:

- erasmus@ec.europa.eu (for non-Market activities)
- erasmus@ec.europa.eu (for civil society cooperation in youth and training)
- erasmus@ec.europa.eu (for capacity building actions in the field of higher education)
- erasmus@ec.europa.eu (for Joint Master Degrees)
- erasmus@ec.europa.eu (for Sector Skills Alliances)
- erasmus@ec.europa.eu (for vocational and educational training projects)
- erasmus@ec.europa.eu (for Knowledge Alliances)
- erasmus@ec.europa.eu (for policy experimentation actions in school education sector)
- erasmus@ec.europa.eu (for forward-looking/prospective policy initiatives)
- erasmus@ec.europa.eu (for Sport actions)
- erasmus@ec.europa.eu (for all calls targeting youth, including large voluntary service events)

RECOMMENDATIONS FOR A SUCCESSFUL PROJECT APPLICATION

CONTENTS | EU PRIORITIES | BUDGET LINES | TIPS | OTHER SOURCES

EU programmes offer a wide variety of options for NGOs and non-profit organisations. However, access to EU funding is not always easy as it is highly competitive and involves a number of specific requirements which must be met in order for the proposal to be considered. In addition, selection procedures are often lengthy and it can take several months before the requested funding is finally disbursed –which makes it unsuitable to cover immediate expenses.

This section offers an insight into the common features of EU funding programmes and provides some tips for preparing a project application with good chances of success. As seen in the previous section, EU programmes are wide-ranging and cover a large variety of policy areas – each of which with its own specificities in terms of eligibility requirements and types of funded actions. Yet all EU programmes share a common set of principles that is important to bear in mind when deciding to apply for funding under any of them.

Below you will find a brief reminder of these broad principles:

- **The legal nature of EU funding:** Each EU Programme has its legal basis in a document (Decision, Regulation or Communication) adopted by the European Parliament and the Council of the European Union that explains the programme’s essential purpose

and the objectives and actions to be undertaken, in addition to the general rules for participation. These documents are generally further developed in an Annual or Multi-annual Work Programme which more precisely defines the priority actions and eligible activities as well as the funding allocated to each of them;

- **The geographical coverage of EU programmes:** All EU (internal) programmes address at least the entire EU territory (with the exception of some programmes in the areas of Justice and Home Affairs, in which some Member States have opt-outs). However, some programmes are open to other European countries (e.g. potential or candidate countries, EEA/EFTA countries) or even to third countries, in the case of external budget lines;
- **The management modes of EU programmes:** As explained in the introduction, most EU programmes are centrally managed by the European Commission – either through its Directorate-Generals or Executive Agencies. Yet some programmes are mainly implemented at national and regional level with their implementation entrusted to designated “managing authorities” in each Member State. It is important to know which management mode is applied for each Programme to understand who to refer to and where to apply for funding;
- **The transnational dimension of EU-funded projects:** EU funding is a tool meant for creating European partnerships that will produce benefits at EU level and will add value to the European project. This is the reason most EU programmes require a transnational

will allow you to identify your weaknesses and amend them ahead of your next project application.

WHEN WRITING THE PROJECT APPLICATION:

Set up a coherent monitoring and evaluation system: If your project is selected, the Commission will ask you to produce regular activities and financial reports to agreed deadlines in order to ensure that the project is properly executed. These reports are crucial, as grant payments will be made upon validation of these documents by the Commission. This is why you should foresee in your project proposal how you are going to follow up on the project and measure its impact, by setting concrete goals and milestones.

Pay attention to the deadline: the deadline given to apply for a call for proposals is very short (from 4 to 12 weeks approximately). It is advisable to be knowledgeable about the structure of the relevant programme well ahead of time in order to identify key priorities and planned funded actions. Do not wait until the last day to submit your proposal. In many calls, projects must be submitted online and there may be technical problems as the deadline approaches.

Proactively contact the relevant Programme Manager: It is highly recommendable to contact the programme officer at the European Commission or its Executive Agencies, or the managing authority/contact point at national level (if the programme is implemented at national level) to make sure that your project idea is in line with EU priorities and is eligible for

funding under the concrete call. This will save time and human effort invested in the project proposal and help you find more suitable funding sources in case the one you were intending to apply to is not appropriate. Also, the programme manager may provide some clues and clarifications on what the expectations of the Commission are. In addition, it is also advisable to start developing visibility activities to promote your projects well before the publication of the calls, as this will help you to better position your project. Once the call has been published the opportunities for contacting and posing questions to the European Commission are more limited (i.e. for some calls, in particular the ones managed by DG Development and Cooperation, the Commission stops answering the questions submitted by applicants in the last days before the deadline for submission of the application form).

Present a realistic budget based on clearly defined goals and work packages: make sure that the major items of the budget are clearly justified and relate to concrete activities and prove that you will have sufficient resources to carry out the project. The budget should also identify evaluation and dissemination costs.

Ensure the visibility of the EU's support throughout the project: benefiting from EU funding obliges beneficiaries to highlight the financial support provided by the European Union in your project. This is why it is important to plan and develop a communication plan for each project and include a number of visibility actions, such as a dedicated website, publications, leaflets and brochures, dissemination of information on social

ALTERNATIVE FUNDING SOURCES AND CO-FUNDING

While this Guide has focussed on funding from the European Union, it is helpful for non-profit organisations to also be aware of other potential sources of funding for European projects. As mentioned previously, accessing EU funding is not easy and involves a substantial amount of administrative work. Additionally, even when access to EU funds is achieved, obtaining 100% of funding from the European Commission for a project is the exception rather than the rule.

As was mentioned in the previous section, the European Commission usually provides part of the funding and expects applicants to cover the rest of the costs of the project. Securing co-funding prior to applying for a Commission grant is therefore crucial. Co-funding can either come from the organisation's own resources or from external subsidies. This section offers a list of international sponsors, national foundations and private foundations that might be worth exploring to complement and/or diversify your funding portfolio.

PRIVATE FOUNDATIONS

Africa and Orphan Foundations

Aim: To contribute to sustainable development projects addressing the root causes of poverty in Africa and the Middle East. The foundation focuses on education, health, community development, and

environment. In order to achieve its mandate, the foundation makes grants to organisations, institutions or individuals designing, elaborating, carrying out or taking part in projects in the four core areas mentioned above.

Geographic Focus: Africa and the Middle East

How to Apply: The first step to submitting a project is filling out the Initial [Funding Request form](#) online. This first level of review aims to identify projects that correspond to the Foundation's field of expertise and that appear the most structured. Upon receipt of your Initial Funding Request, the Foundation will review it and, should your project correspond to the stated mission, the Foundation will contact you for more details concerning your proposal. The Foundation may request a meeting with the association leading the project to familiarise itself with its work in preparation for the finalisation of a funding application. As a partner, the Foundation willingly helps the applicant organisation with budget adjustments and action plan specifications. This partnership leads to a second stage: the creation of a [funding application file](#). This file will be reviewed and submitted to the Foundation's Board of Directors for approval. More information on selection and exclusion criteria [here](#).

Contact Information

Africa & Orphan Foundation MCF – Geneva 12, P.O. Box 203
12711 Geneva 12 Switzerland

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Compagnia di San Paolo

Aim: To support works of public interest and social well-being, particularly in the fields of scientific, economic and legal research, education, art and culture, and health; and to provide assistance to, and protection for less-privileged social groups. The areas in which Compagnia acts are research and higher education, cultural heritage, cultural activities, health, and welfare policy.

Geographic Focus: Italy and International

How to Apply: At international level, the Compagnia has no general grant-making activity, but exclusively operates through [partnerships or programmes](#) that it designs and runs directly. The Compagnia does not, therefore, accept unsolicited applications from non-Italian applicants.

foundation supporting projects promoting reason, human rights and education to improve understanding, governance and a stronger civil society, particularly in low and middle income countries in sub-Saharan Africa. Their three main areas of interest are: Education, Civil Society and Research.

Geographic Focus: They fund organisations based in the UK and elsewhere, but the main focus of their education grants are for projects in sub-Saharan Africa. They support UK charities who work with local NGOs in the country in which the programme is based (see list of grant recipients [here](#)).

How to Apply: Applications are strictly by invitation only. They do not accept or consider uninvited or unsolicited applications. If an organisation thinks its work may fit their remit they should send them an email to discuss potential eligibility. They fund registered charities and educational institutions, but they do not fund individuals or political organisations. Organisations that are not based in the UK must



European Funding Guide
for the Non-Profit Sector 2015 V3.0

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