



# Erasmus+ programme (ERASMUS)

## Application Form

Administrative Forms (Part A)  
Technical Description (Part B)

#BeActive Awards

Version 1.0  
14.03.2024

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Participant Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly inside the Participant Portal Electronic Submission System.





## IMPORTANT NOTICE

### What is the Application Form?

The Application Form is the template for EU prize applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the application.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ Annexes) in the Submission System. The templates to use are available there.


### How to prepare and submit it?


The Application Form must be prepared by the Consortium and submitted by a Representative. Once submitted, you will receive a confirmation.

### Character and page limits:

- page limit: **20** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your project.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

## **ADMINISTRATIVE FORMS (PART A)**

*Part A of the Application Form must be filled out directly in the Portal Submission System screens.*

## APPLICATION FORM (PART B)

### COVER PAGE

*Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.*

**Note:** *Please take due account of the call conditions published on the Portal. Pay particular attention to the award criteria; they explain how the application will be evaluated.*

PROJECT <sup>1</sup>	
Project name:	[title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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<sup>1</sup> For ease of reference and consistency on the Funding & Tenders Portal, the terms 'call', 'project', 'proposal', 'coordinator' or 'beneficiary' (or other project-related acronyms like COO or BEN) are used as equivalent to 'contest', 'application' or 'contestants/applicants'.

## 1. SUMMARY

<b>Project summary</b>
See Proposal Abstract (Part A).

## 2. CONCEPT & METHODOLOGY

<b>Concept &amp; methodology</b>
<i>Describe and explain the overall concept underpinning the application. Describe main ideas, models or assumptions involved. Identify any trans-disciplinary considerations.</i>
Insert text

## 3. DETAILED DESCRIPTION

<b>Detailed description of the application</b>
Describe the application in detail, specifically addressing each of the award criteria set out in the Rules of Contest (see also below)
<b>Award criterion 1: Relevance</b>
<p>Applications should provide to what extent the project is:</p> <ul style="list-style-type: none"> <li>- is aligned with the purpose of the prize for each individual category.</li> <li>- successfully promotes sport and physical activity in the relevant environment, for instance schools, universities and educational establishments, enterprises, sport clubs, local communities, associations, etc.</li> <li>- tackles some of the barriers that can prevent the target groups from being active, such as lack of time, lack of interest/motivation, disability/illness, cost or other.</li> <li>- outreaches to citizens with limited access to sport activities.</li> <li>- contributes to the fight against discrimination in sport</li> <li>- relevant for the respect and promotion of shared EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, as well as fighting any sort of discrimination.</li> </ul>
Insert text
<b>Award criterion 2: Quality</b>
Applications should provide the quality of the overall design of the sport project developed and of the methodology used to implement it, including its creative/innovative character. Quality of the activities implemented in the sport project developed.

Insert text
<b>Award criterion 3: Impact</b> <i>Applications should describe the impact of the project on its participants and their communities, from both a qualitative and a quantitative point of view, according to its budget and the size of the project. Benefits for the participants beyond the sport practice (for example, job placement activities, language learning, empowerment, etc.). The sustainability of the project over time and its replicability in another context of the EU. The communication actions, both online and offline, undertaken by the project.</i>
Insert text

## 4. OTHER

### 4.1 Ethics

<b>Ethics</b> <i>Describe ethics issues linked to your application (if any) and the measures you took/intend to take to solve/avoid them.</i>
Insert text

### 4.2 Security

<b>Security</b> <i>Describe security issues linked to your application (if any) and the measures you took/intend to take to solve/avoid them. Indicate if any of the information is/should be EU-classified (Decision <a href="#">2015/444</a>).</i>
Not applicable.

## 5. DECLARATIONS

Double funding	
<b>Information concerning other prizes for this project</b> ⚠️ <i>Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies calls). Applications that have already received an EU prize cannot receive a second prize for the same activities</i>	<b>YES/NO</b> (if NO, add details)
We confirm that to our best knowledge neither the application as a whole nor any parts of it have benefitted from any other EU prize.	
We confirm that to our best knowledge neither the application as a whole nor any parts of it are (nor will be) submitted for any other EU prize.	

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	14.03.2024	Initial version (new MFF).