

# Erasmus+: Sport Info Day

## Session 3: Evaluation process

Brussels, 5 February 2019

#sport infoday

# Evaluation in brief

Eligibility  
& Exclusion  
criteria

Selection  
criteria

Award  
criteria

Final  
evaluation

## Eligibility criteria

Action	E+ Programme Guide
Collaborative Partnerships	page 236
Small Collaborative Partnerships	page 244
Not-for-profit European sport events	page 249

Collaborative Partnerships		Not-for-profit European sport events	
Small Collaborative Partnerships			
Eligible participating organisations	}	Who can apply?	
Who can apply?			
Participating organisations N° & profile		Eligible events & participants	
Duration of project			
Venue(s) of the activity		Dates of the event	
Where to apply?			
When to apply?			
How to apply?			

# Exclusion criteria

## Declaration of honour



- PDF
- Only applicant fills it in (on behalf of all partners)
- Legal representative of applicant signs duly

## Selection criteria

### Operational capacity

Evaluation based on

- Part D.1: Aims and activities of organisation
- Part G.1 and G.2: Project team and CVs

### Financial capacity

Evaluation by the Validation Service:

- Profit and loss account
- Balance sheet
- Explanatory notes and/or annexes
- Statutory audit report



## Award criteria

<b>Collaborative Partnerships</b> <b>Small Collaborative Partnerships</b>	<b>Not-for-profit European sport events</b>
Relevance of the project	Relevance of the project
Quality of the project design & implementation	Quality of the project design & implementation (including project team)
Quality of the project team & the cooperation arrangements	
Impact and dissemination	Impact and dissemination



## Locating specific information

Award Criteria	Project description (e-Form annex)
Relevance of the project	Part D: Aims and activities of organisation Part E: Project characteristics and relevance
Quality of the project design and implementation	Part F: Quality of the project design and implementation
Quality of the project team and cooperation arrangements	Part D: Aims and activities of organisation Part G: Quality of the project team and cooperation arrangements
Impact and dissemination	Part H: Impact and dissemination

# Funding rules

Collaborative Partnerships	Small Collaborative Partnerships	Not-for-profit European sport events
Unit costs + real costs		Real costs
Project management and implementation		Personnel
Transnational project meetings		Travel and subsistence
Exceptional costs		Equipment
Intellectual outputs	-	Consumables and supplies
Multiplier sport events	-	Subcontracting
		Duties, taxes, charges
		Other costs

## Award criteria - Scoring

Award Criteria	Partnerships	Events	Thresholds
Relevance of the project	30 p	30 p	15 p
Quality of the project design & implementation	20 p	40 p	10 p / 20 p
Quality of the project team & cooperation arrangements	20 p	-	10 p
Impact & dissemination	30 p	30 p	15 p
<b>Total</b>	<b>100 p</b>	<b>100 p</b>	<b>60 p</b>

Double threshold:

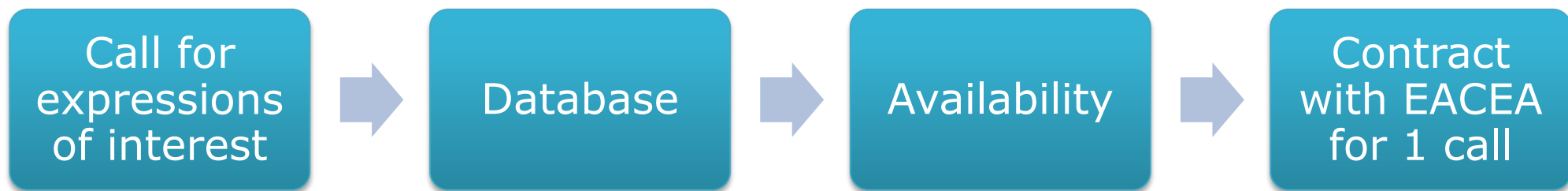
- 50% of each criterion
- at least 60 points in total

## Funding thresholds

Action	Call 2017	Call 2018
Collaborative Partnerships (4 topics)	average 78 points	average 77 points
Small Collaborative Partnerships	62 points	65 points
Not-for-profit European sport events	86 points	86 points



# Experts



[https://eacea.ec.europa.eu/about-eacea/working-expert\\_en](https://eacea.ec.europa.eu/about-eacea/working-expert_en)

# Experts

Field of expertise, languages, nationality

Declaration of honour

- Confidentiality and no conflict of interest

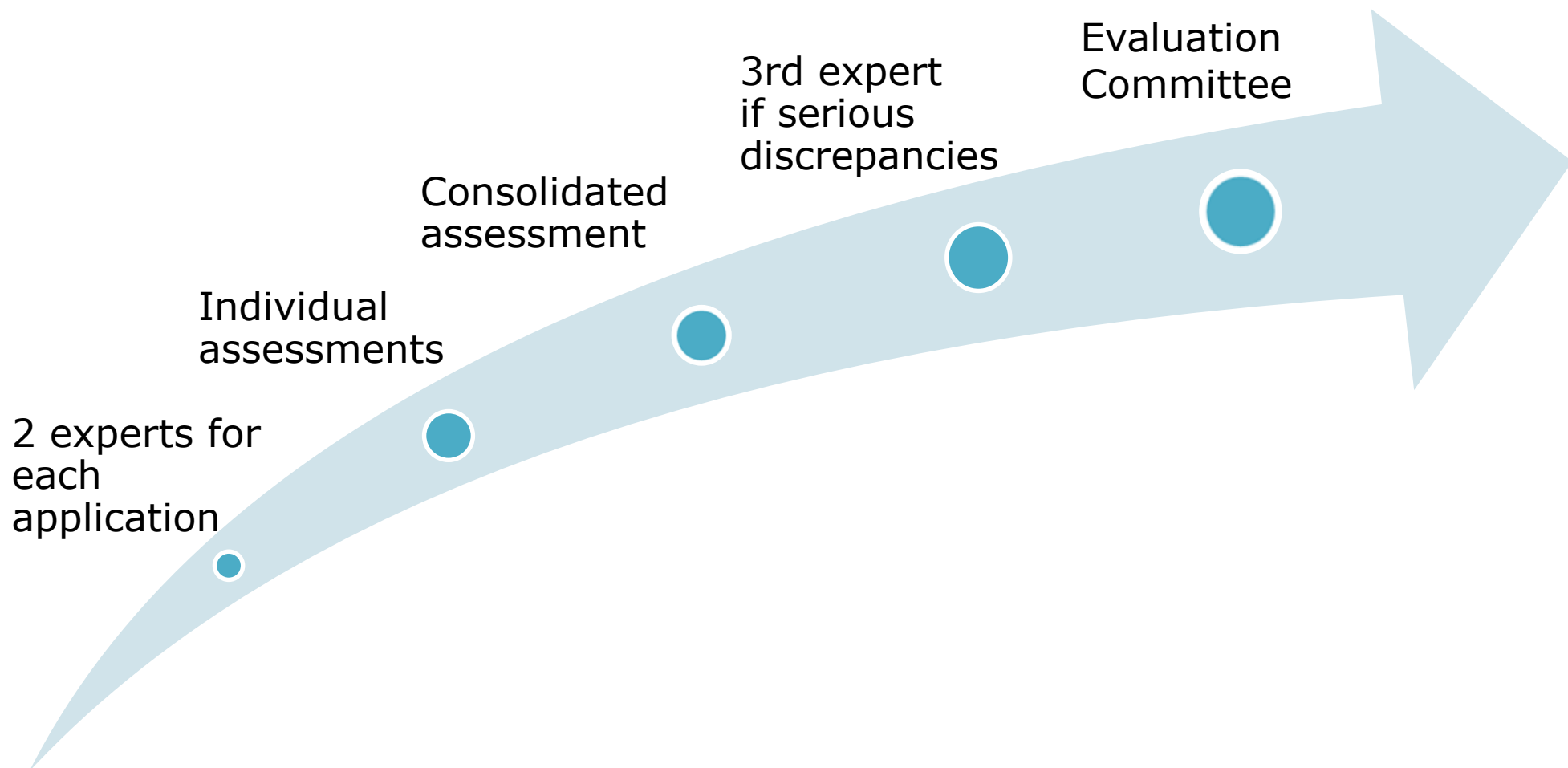
Guide for experts

- EACEA website

Briefing

- Online or onsite

# Award criteria - Evaluation





# Notification letter

## Letter

- General information
- Evaluation result
- Funding thresholds

## Evaluation report

Annex

Per each award criterion:

- Scores
- Assessment

## List of requested documents

Annex if selected

- Mandate letters
- Modified budget
- Financial identification form
- Financial capacity documents

# Evaluation Report

Award criteria	Experts' comments	Score	Max score
<b>Relevance of the project</b>	«Comment_1»	«Score_1»	30
<b>Quality of the project design and implementation</b>	«Comment_2»	«Score_2»	20
<b>Quality of the project team and the cooperation arrangements</b>	«Comment_3»	«Score_3»	20
<b>Impact and dissemination</b>	«Comment_4»	«Score_4»	30
	<b>Total:</b>	<b>«Total_score»</b>	<b>100</b>

# Evaluation Report – examples of comments Relevance

## Weakness

*"The initial research is the pivotal element of the project as the data that will be gathered is identified as missing at EU level and all the subsequent work will be based on this research. For this reason a more detailed planning on the target group, concrete research activities and the identification of this as a risk element of the project shall be addressed."*

# Evaluation Report – examples of comments

## Quality of design and implementation

### Weakness

*"It is not explained who the experts for the e-learning modules will be and how they are defined and recruited. For example, it is missing what kind of experience and skills is necessary and how potential trainers will be involved and encouraged to be involved in the project. The structure of e-learning courses as well as the methodology to construct them is not fully explained."*

*"The proposal refers to but unfortunately does not include a clear timeline."*

# Evaluation Report – examples of comments

## Quality of team and cooperation

### Strength

*"Roles and responsibilities are well shared across the partnership, with different organisations in charge of different intellectual outputs and key activities. These address the involvement and commitment of different organisations."*

# Evaluation Report – examples of comments Impact and Dissemination

## Strength

*"In terms of dissemination, the proposal foresees dissemination and communication activities throughout the entire project life cycle as well as on the longer term, considering project sustainability. It focuses on exploitation of results as well as on valorisation."*

# Applicants' common mistakes

- Vague description
- No focus
- No consistency between project objectives, methodology, activities and budget
- Inflated budget
- Weak impact and dissemination



## Weaknesses - Relevance of the project

- Proposal not entirely **relevant** to the objectives of the **European policies in the field of sport**
- Objectives are not **realistic**, not clearly **defined**, do not address **issues relevant** to the participating organisations and target groups
- Project's ability to **bring EU added value** not demonstrated
- A genuine and adequate needs **analysis** missing



## Weaknesses - Quality of project design & implementation

- No **consistency** between the project objectives, methodology, activities and budget proposed
- **Innovative aspects** not convincingly addressed
- **Budget categories** not applied properly
- Clarity, **completeness** and quality of all phases of project not ensured

## Weaknesses - Quality of project team & cooperation arrangements





- Project does not involve an **appropriate mix** of complementary participating organisations
- **Distribution of responsibilities and tasks** between the members of the project team not convincing
- Essential added value of involvement of **partner country** organisation not presented






## Weaknesses - Impact & dissemination

- Measures for **evaluating and disseminating the outcomes** of the project, within and outside the participating organisations, not of high quality
- **Impact** not elaborated, not clearly **linked to the defined objectives**
- **Sustainability** not ensured after the EU grant has been used up
- Measures ensuring **visibility** and media coverage of the project/event and EU support not demonstrated



## Advice for applicants

-  Have the project idea firmly in mind before starting to complete the form
-  Take time to understand how the application is structured
-  Be sure your project fits into the Erasmus+ Sport objectives and actions
-  Ensure that partner involvement (work packages and budget) has been fully discussed and agreed

-  Allow time for drafting *and* reviewing *and* redrafting
-  Test your draft application on someone outside the partnership
-  Time required - a few weeks to more than a year from the concept to finalisation
-  Partners who provide low quality input to the drafting of application will not provide high quality input into the project!
-  It is a time-intensive process and will require dedicated staff time

# Suggestions to avoid amendments



- ➡ Don't involve large number of partners
- ➡ Be familiar with partners' profile for a proper project implementation
- ➡ Inform your partners about the administrative requirements if selected
- ➡ Make sure that your partners are ready to implement the project if selected
- ➡ Clarify the number & dates & venues of meetings in advance
- ➡ Make sure you have adequate project team for implementation
- ➡ Make sure you understand budget categories

# Roadmap





# Be part of E+ Sport family



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