**Open Call for Ideas/Proposals**

This is a draft document which functions as a guideline. Users need to ensure consideration of any legal regulations valid in their country or region, the authors cannot be held responsible for the way in which this draft is used. The following modules can be mixed and matched and/or amended as needed.

1) OBJECTIVE

*Specify the background of the call, goals to be realised, the wider context for proposed actions, and specific focus areas/topics if any*

2) ELIGIBILITY

Proposals must be submitted by individual institutions. The following applicants are eligible:

Public authorities (national, regional, local); non-profit organisations; higher education institutions, international organisations; education providers; research bodies (public/private). Natural persons are not eligible to funding under the terms of this scheme.

The applicant may represent a consortium of partners. The consortium must comprise a minimum of three and a maximum of ten partners. Partners must represent a wide range of expertise across multiple sectors and their value and specific expertise for the project must be clearly stated in the application.

Funding of ongoing projects is inadmissible; grants will not be awarded retrospectively for completed projects. Projects funded under this scheme must start after \_\_\_\_\_\_\_.

One applicant may submit a maximum of three different applications.

3) BUDGET

The total budget earmarked for the (co-)financing of projects under this scheme is €\_\_\_\_. Applicants must request a minimum grant of €\_\_\_\_\_\_, and a maximum grant of €\_\_\_\_\_\_.

Co-funding by third parties or from the beneficiary’s own resources is admissible.

For projects with a duration < 12 months the grant will be paid out to the beneficiary in two instalments. The first payment will comprise 70% of the total grant and is payable upon signing of the grant agreement, the remaining balance (30%) is payable after review and acceptance of the final project report. For projects running > 12 months the grant will be paid out to the beneficiary in three instalments upon request:

- the first payment after the signing of the grant agreement will comprise 50% of the total grant

- the second payment upon submission of an interim report will comprise 20% of the total grant

- the third payment (payment of balance) after submission and review of the final report will comprise 30% of the total grant, provided all obligations as outlined in the application and the grant agreement have been fulfilled.

The Agency reserves the right to reduce the third and final payment if the project has not been implemented as outlined in the application or if the beneficiary is in breach of obligations outlined in the grant agreement.

3.a ELIGIBLE COSTS

Eligible costs under this scheme must be

* directly related to the execution of the action;
* incurred during the lifetime of the project;
* incurred by the beneficiary or the consortium members;
* identifiable and verifiable through accounting records;
* comply with requirements of tax and social legislation;
* reasonable, justified and comply with the principles of sound financial management.

Eligible costs are

* salaries of personnel working on the project (full-time/part-time);
* office materials necessary and used for the implementation of the project;
* travel costs incurred in the context of implementing the project;
* teaching and training activities in the context of the project;
* organisational costs (management, overhead costs);
* additional fees (examination, course participation, etc.).

4) DURATION

Projects must run between \_\_\_\_\_\_ months. Activities may not start before \_\_\_\_\_\_\_ and must be completed by \_\_\_\_\_\_.

5) APPLICATION FORMALIA

Applications will be \_\_\_\_ pages, font size 12 and single-spaced. The following subjects must be addressed: goals and outcomes of the project, activities planned under the action, distribution of tasks across the partnership (if applicable), expertise of parties involved, timeline for implementation, quality assurance measures. A solid budget calculation must be attached to the application.

Applicants must have stable and sufficient funding other than this grant to qualify. Financial liquidity and ethical conduct must be guaranteed via the signed declaration on honour.

Applications must be submitted electronically by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_.

Failure to comply with the listed criteria will result in the rejection of the application.

Beneficiaries will be notified of the outcome of the assessment procedure by e-mail at least \_\_\_\_\_\_\_ *(time frame)* after the application deadline. This e-mail will contain further instructions on proceedings.

6) CHECKS AND AUDITS

Checks and audits by the Agency may occur within five years of completion of the project. Documents related to the implementation must therefore be kept for this period of time and must be produced upon notification. Documents must be presented in a structured and easily understandable manner.

7) DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data such as name, organisation, position and email address. Such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR). Unless otherwise indicated, the data requested and required to evaluate the application in accordance with the call for proposals will be processed solely for that purpose by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8) SUPPORTING DOCUMENTS

8.a REPORTS

Projects running <12 months will be followed by a final report. The payment of the last instalment is conditional upon submission and acceptance of this report. For projects with a duration >12 months two reports must be submitted during the grant period

* one interim report halfway through the project, incl. a request for payment of the second instalment and
* one final report submitted within four months of the end of the project, incl. the request for payment of the balance sum.

In addition to the description of the implementation process and the project results, the final report must include a financial report (incl. proof of use for funds) and an assessment of the project’s impact and a perspective for valorisation. Any materials developed within the project must be submitted with the final report.