



# How to find and apply for funding opportunities

Programming period 2021-2027

*European Education and Culture  
Executive Agency*

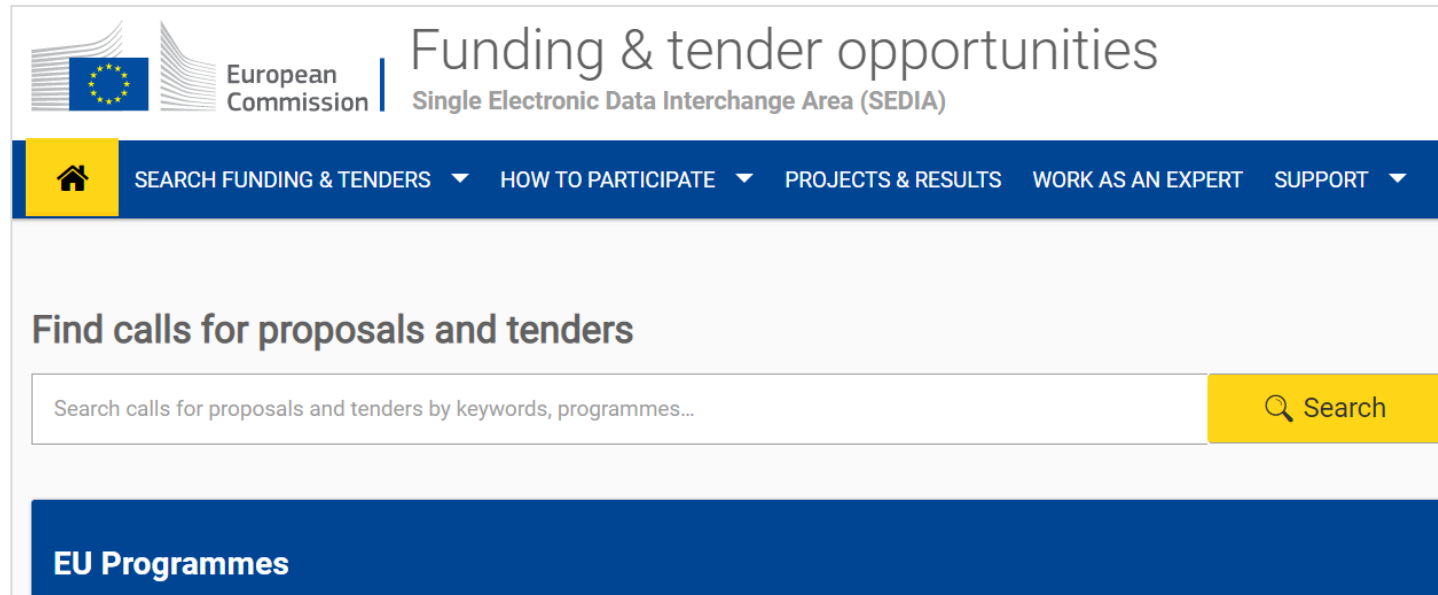
*April 2021*

# 1. How to find funding opportunities

Programming period 2021-2027

# How to find funding opportunities

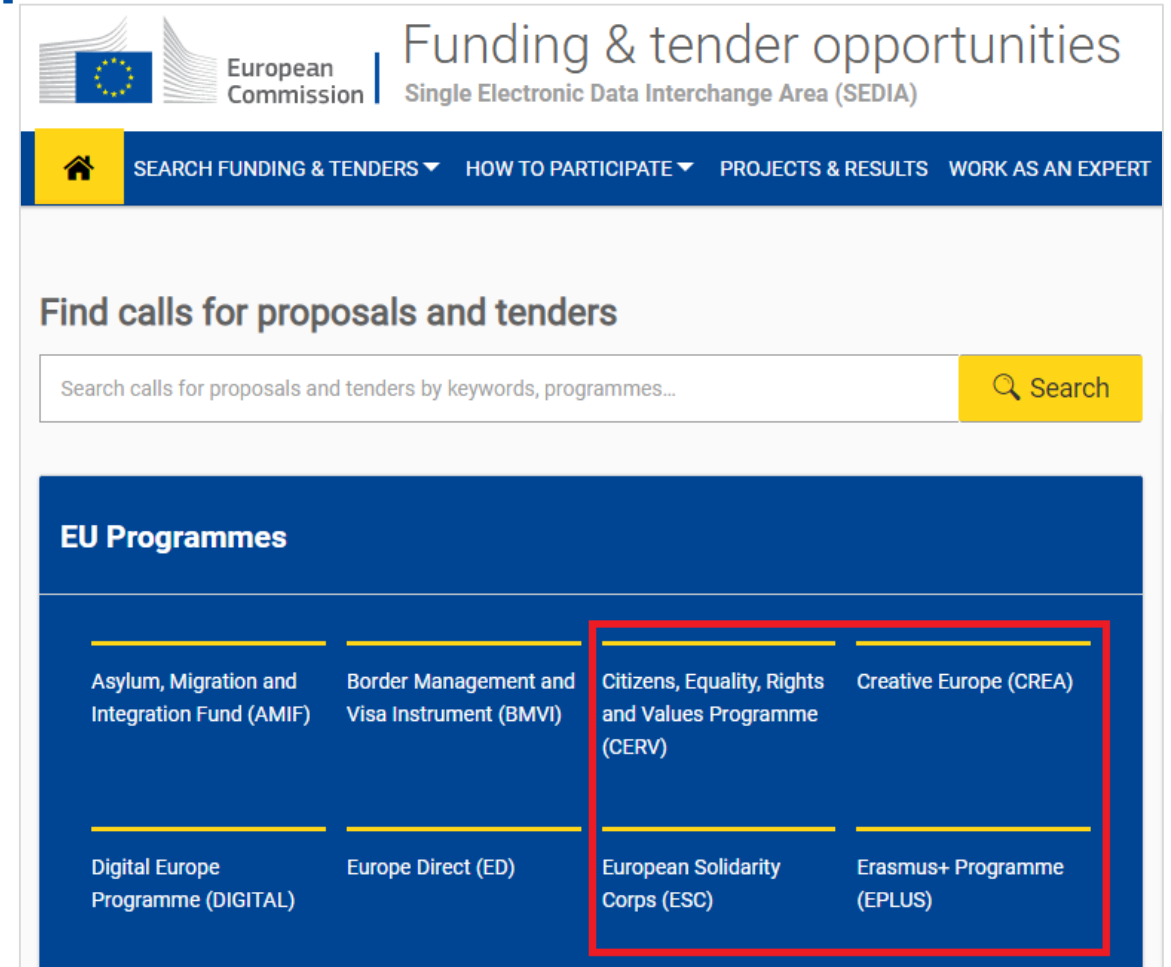
- EACEA's funding opportunities are published on the European Commission's Funding & Tender Opportunities Portal (F&TP)  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- Funding opportunities are made available through 'calls for proposals'.



The screenshot shows the homepage of the European Commission's Funding & Tender Opportunities Portal (F&TP). The page features the European Commission logo and the text "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". A navigation bar includes a home icon, "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". Below the navigation bar, there is a search bar with the text "Find calls for proposals and tenders" and a search button labeled "Search". At the bottom of the page, there is a blue banner with the text "EU Programmes".

# How to find funding opportunities

- Calls for proposals are listed by funding programme. EACEA's four funding programmes are:
  - Erasmus+
  - Creative Europe
  - the European Solidarity Corps
  - the Citizens, Equality, Rights and Values programme (CERV)
- You can find these on the F&TP homepage.

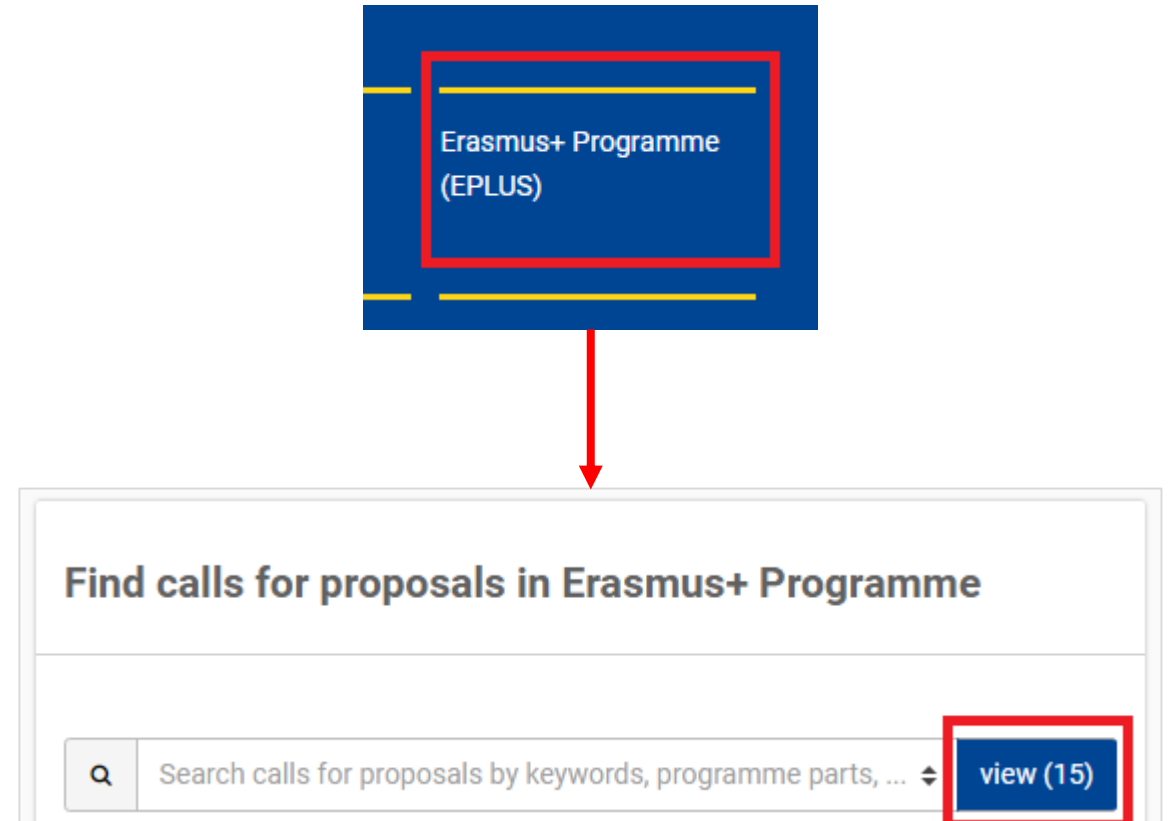


The screenshot shows the 'Funding & tender opportunities' page on the European Commission's Single Electronic Data Interchange Area (SEDIA). The page includes a search bar with the text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button. Below the search bar is a section titled 'EU Programmes' which displays a grid of eight funding programmes. A red box highlights the following four programmes: Citizens, Equality, Rights and Values Programme (CERV), Creative Europe (CREA), European Solidarity Corps (ESC), and Erasmus+ Programme (EPLUS).

EU Programmes			
Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Solidarity Corps (ESC)	Erasmus+ Programme (EPLUS)

# How to find funding opportunities

- Click on the programme that you are interested in, e.g. Erasmus+.
- This will take you to the 'programme page'.
- Scroll down to 'Find calls for proposals' and click on 'view' to see which funding opportunities are available.



# How to find funding opportunities

- You will now see a list of all the programme's calls for proposals listed under 'Funding and tenders'. Each call has an opening date and a deadline.

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Erasmus+ Programme (EPLUS)

sport

Match whole words only  
GRANTS TENDERS

Submission status  
Forthcoming Open for submission Closed(3)

Programming period  
2014 - 2020 (3)  
Erasmus+ Programme (EPLUS)

Filter by call  
Select a Call...

CPV code (Tenders Only)  
Select a CPV code...

Funding and tenders (3)

Need help?

Sort by:

Grant Not-for-profit European Sport events  
Closed

Programme	Erasmus+ Programme (EPLUS - 2014-2020)	Deadline model	single-stage
ID	EPP-SNCESE-2020	Opening date	02 January 2020
Types of action	EPLUS	Deadline date	21 April 2020 17:00:00 Brussels time

Grant Small Collaborative Partnerships  
Closed

Programme	Erasmus+ Programme (EPLUS - 2014-2020)	Deadline model	single-stage
ID	EPP-SSCP-2020	Opening date	02 January 2020
Types of action	EPLUS	Deadline date	21 April 2020 17:00:00 Brussels time

Grant Collaborative Partnerships  
Closed

Programme	Erasmus+ Programme (EPLUS - 2014-2020)	Deadline model	single-stage
ID	EPP-SCP-2020	Opening date	02 January 2020
Types of action	EPLUS	Deadline date	21 April 2020 17:00:00 Brussels time

- You can enter keywords into the search bar to refine your search.
- Click on a call to find out more about it.

# How to find funding opportunities

The screenshot shows a web interface for finding funding opportunities. On the left is a vertical navigation menu with the following items: General information, Topic description, Conditions and documents, Submission service, Topic related FAQ, Get support, Call information, Call updates, Funded project list, and a 'Go back to search results' link with a back arrow icon. The main content area is divided into sections. The 'Topic conditions and documents' section is highlighted with a red box and contains the following text: '1. Eligible countries: See section 5 of the Call Document and list of countries participi' followed by a blue link 'http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-coi', 'Full information and documents related to the call are available at: Portal Reference D', '2. Eligibility and admissibility conditions:', and 'Admissibility: see section 4 of the Call Document'. Below this, the 'Start submission' section is also highlighted with a red box and contains a blue button with the text 'START SUBMISSION'. At the bottom, the 'Topic related FAQ' section is visible, stating 'There are no FAQ related to this topic.'

- Read all the information relating to the call. This should give you all the information you need in order to apply.
- If you are ready to apply, click on 'start submission'.

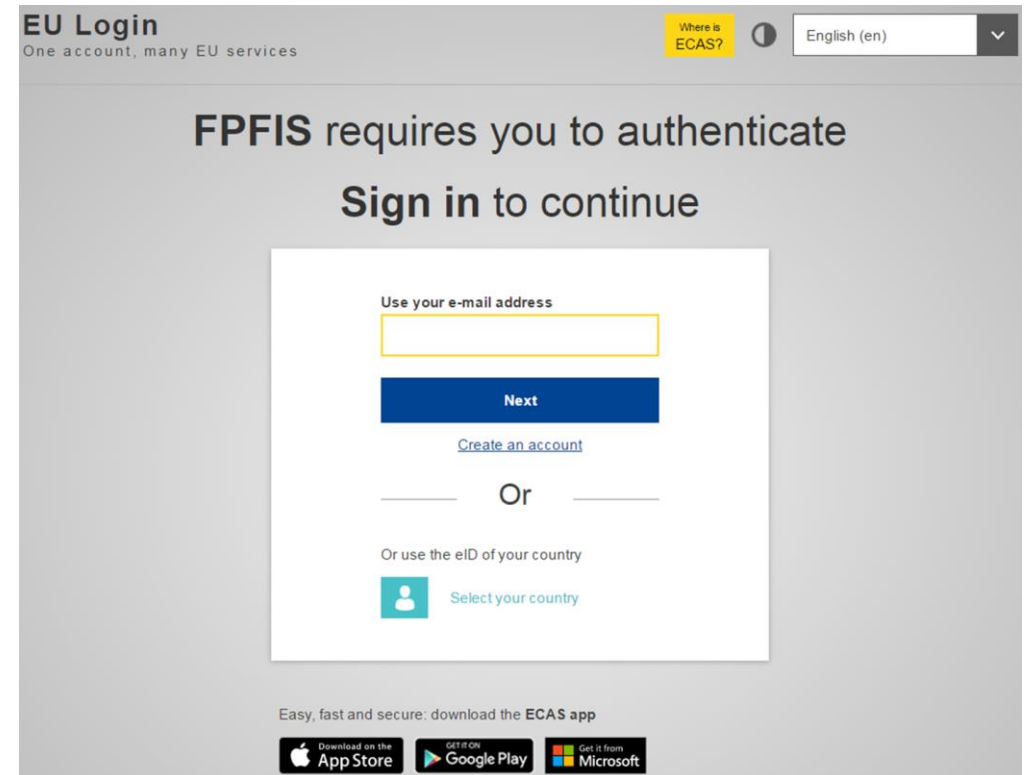
# 2. How to participate

Programming period 2021-2027



# How to participate

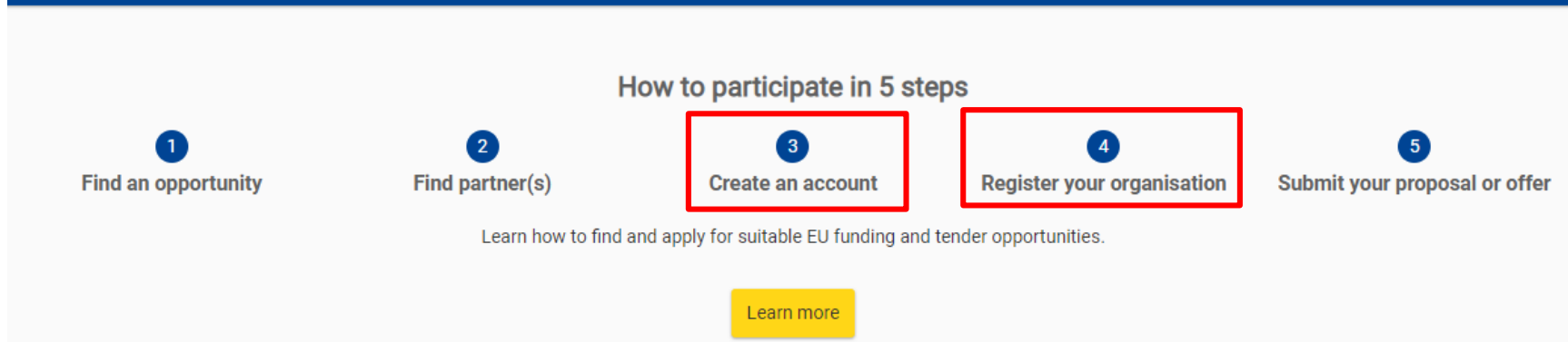
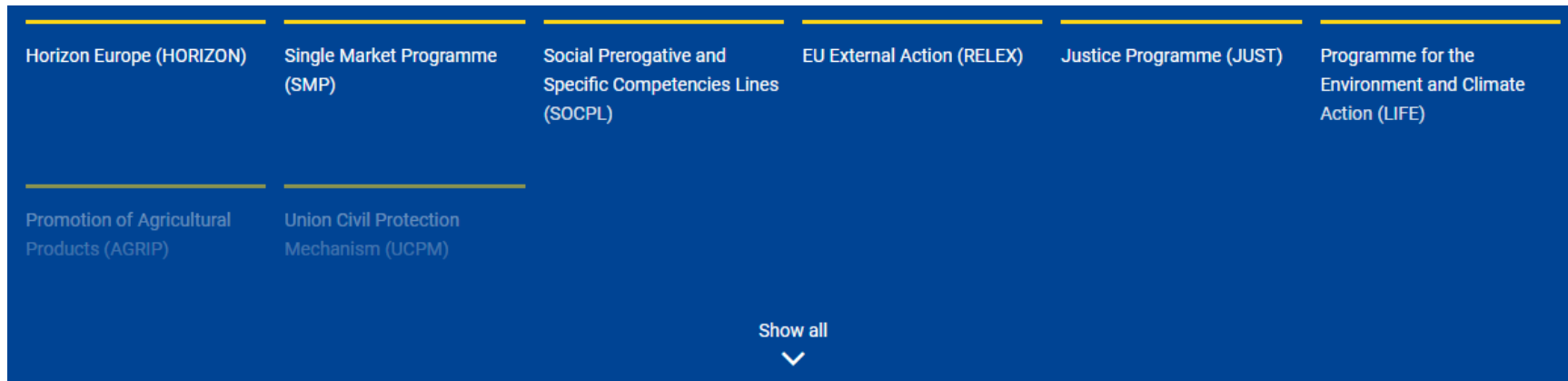
- To apply, you will need the following:
  1. You, as the coordinator and organiser of the project, must have a **valid EU Login account**.
  2. Your organisation must have a **9-digit PIC** (Participant Identification Code). You receive this when you register your organization.
- You will be prompted to enter your EU Login details in order to start or update your application.



The screenshot shows the EU Login interface. At the top, it says "EU Login" and "One account, many EU services". There is a "Where is ECAS?" button and a language selector set to "English (en)". The main heading reads "FPFIS requires you to authenticate" and "Sign in to continue". Below this is a white box with a form. The form has a label "Use your e-mail address" above a text input field. A blue "Next" button is below the field, with a link "Create an account" underneath. Below the button is the word "Or" flanked by horizontal lines. Underneath is the text "Or use the eID of your country" and a button with a person icon and the text "Select your country". At the bottom of the white box, it says "Easy, fast and secure: download the ECAS app" followed by three app store logos: "Download on the App Store", "GET IT ON Google Play", and "Get it from Microsoft".

# How to participate

- To create your EU Login account and register your organisation, click on the steps 3 and 4 the EU programmes on the F&TP homepage.



# How to participate

Create proposal

**Deadline**  
📅 07 April 2021 17:00:00 Brussels Local Time  
22 days left until closure

**Find your organisation**

Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one. ✕

PIC  Short name

**Search for your organisation**

Organisations you have been previously associated with. (Click to select)

**Call data:**

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

⚠️ Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**

📄 Download part B templates

**Support & Helpdesk**

📖 Online Manual

**Your role**

- You can now begin your application.
- You will need to enter your PIC in the box shown in red.

# How to participate

Create proposal

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📅 07 April 2021 17:00:00 Brussels Local Time  
22 days left until closure

**Find your organisation**

PIC  Short name

**Search for your organisation**

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**Download Part B templates**

📄 Download part B templates

**Support & Helpdesk**

📖 Online Manual

**Your role**

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- Use the PIC to search for your organisation in the F&TP database.
- You can select your organisation from the search results that appear.

# How to participate

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:  
EC-FUNDING-TENDER-SERVICE-  
DESK@ec.europa.eu  
+32 2 29 92222

### Your role

Please indicate your role in this proposal

Main contact  
 Contact person

### Your proposal

Please choose an acronym for your proposal.  
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

SAVE AND GO TO NEXT STEP

- First, indicate your role in the application process.
- Then fill in a summary of your proposal and move onto the next step.

# How to participate

Participants

**Deadline**  
07 April 2021 17:00:00 Brussels Local Time  
22 days left until closure

**Call data:**  
Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**  
Acronym: Sport test  
Draft ID: SEP-210734188

[Download Part B templates](#)

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen. Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

**Coordinator**

[Add partner +](#)

[SAVE](#) [SAVE AND GO TO NEXT STEP](#)

- Add partners to the proposal if necessary. You will have to search for them using their PIC, and follow the same steps as before.
- If you do not need to add additional partners, you can move onto the next step.

# How to participate

## Proposal forms

**Deadline**  
07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

**Call data:**

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

⚠ Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**

Acronym: Sport test  
Draft ID: SEP-210734188

**Download Part B templates**

Download part B templates

**Support & Helpdesk**

**Administrative forms**

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#)

**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B Technical Annex  [Upload](#)

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

**Information:** In this step you can edit the Administrative Forms and upload the proposal itself.

**Error:** Your proposal contains changes that have not yet been submitted.

- Depending on the call you are applying to, you will have to complete some or all of the following:
  - the eForm
  - Part C
  - the attachments

# How to participate

eForms - Google Chrome  
Secure | <https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?draftid=SEP-210458761&editmode=offline&fRepository=FORMSET>

Step 5 Table of contents 1 - General Information

Directorate-General Justice and Consumers  
Proposal Submission Forms

Please check our [wiki](#) for help on navigating the form.

**Rights, Equality and Citizenship Programme**  
**Call: REC-AG-2017**  
( Call for proposals for action grants under 2017 Rights, Equality and  
Citizenship Work Programme )

**Topic: REC-RDAP-GBV-AG-2017**

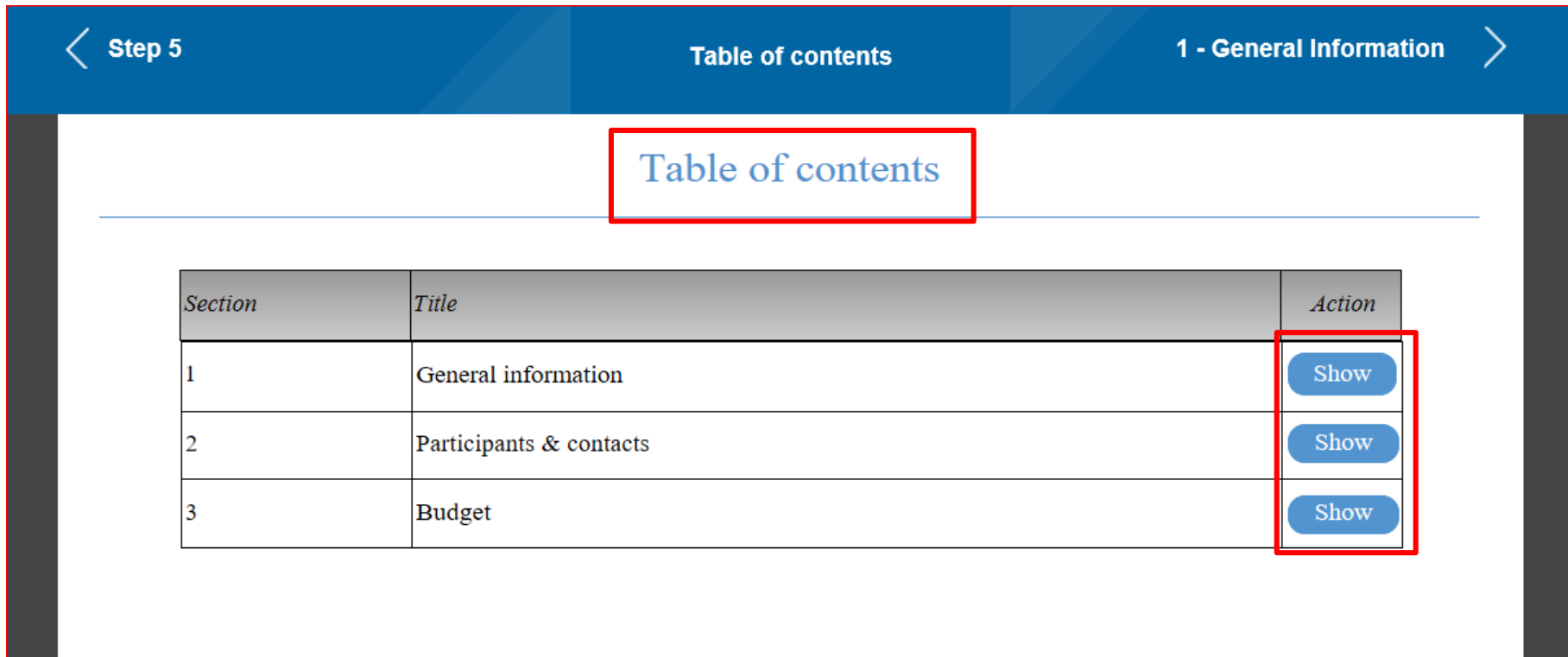
**Type of action: REC-AG**

- Fill in the eForm.
- Click on 'Table of Contents' to see the parts that you need to complete.



# How to participate

- Edit the eForm, save it, and validate.



Step 5 Table of contents 1 - General Information

Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show

# How to participate

Proposal forms

**Deadline**  
07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

**Call data:**

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**

Acronym: Sport test  
Draft ID: SEP-210734188

**Download Part B templates**

Download part B templates

**Support & Helpdesk**

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

**Administrative forms**

Edit forms Edit Part C View history Print preview

**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.


Part B Technical Annex Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

- To complete part B, you may need to download and complete the annex forms.

# How to participate

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

 Topic and type of action can only be changed by creating a new proposal.

## Proposal data:

Acronym: Sport test  
Draft ID: SEP-210734188

## Download Part B templates

 Download part B templates

## Support & Helpdesk

 Online Manual

 IT How To

 IT Helpdesk

 FAQ

## Service Desk:

 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

 +32 2 29 92222


Edit forms 

Edit Part C

View history

Print preview 

## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B Technical Annex

 Upload

[← BACK TO PARTICIPANTS LIST](#)

**VALIDATE**

**SUBMIT**

- When you are ready, you can validate and submit.
- If in doubt, you can access support resources at any moment.

# 3. LEAR (legal entity appointed representative)

Programming period 2021-2027

# LEAR (legal entity appointed representative)

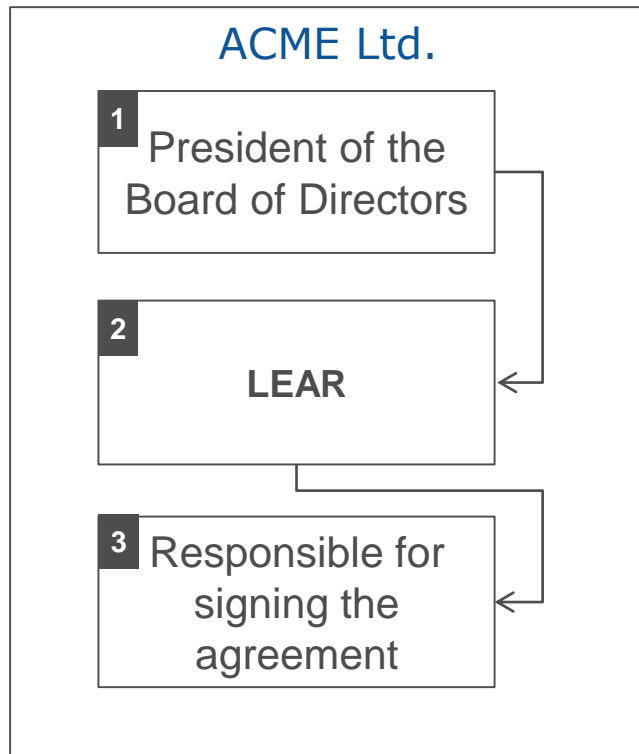
- To participate, your organisation will need to have a LEAR (legal entity appointed representative).
- For organisations (not individuals), the LEAR is a person formally appointed by the legal representative of the organisation to perform certain tasks on behalf of their organisation.

# LEAR (legal entity appointed representative)

- The LEAR role is key. The LEAR is formally nominated to manage your organisation's use of the Portal and thus bears the final responsibility for all your actions in the Portal. Once validated, the LEAR will be responsible for:
  - keeping an overview of all the proposals/projects/contracts your organisation is involved in;
  - managing all the legal and financial information about your organization;
  - managing the access rights at organisation-level (and read-only access at project-level);
  - appointing the persons which will be able to electronically sign grants/contracts (Legal Signatories — LSIGNs) and cost claims/invoices (Financial Signatories — FSIGNs).

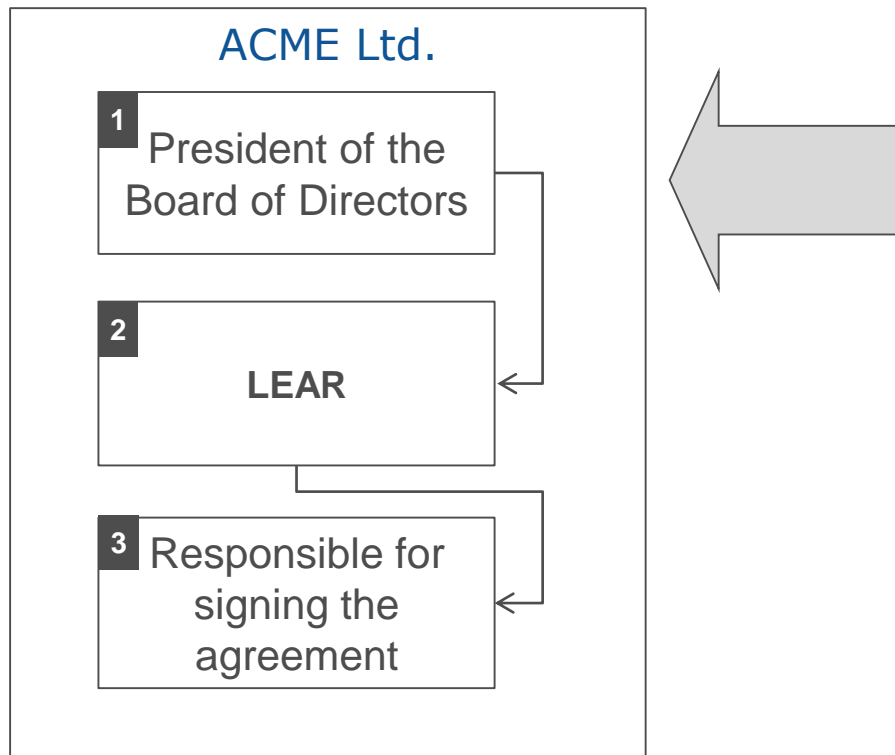
# LEAR (legal entity appointed representative)

The LEAR allocates the role(s) of who signs the agreement in the system.



- 1** I, in my capacity as *President of the Board of Directors* and authorised to legally represent my organisation, **have appointed** as our legal entity appointed representative (LEAR) Ms XXXX
- 2** Ms XXXX enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation.
- 3** Finally, this is the person who ultimately signs the Agreement.

# LEAR (legal entity appointed representative)



- **This is the most difficult** person to identify. He or she will be scrutinised to check whether he or she can indeed represent the organisation.
- Official documents will have to be provided to the European Commission's validation authority for verification.

**Often, however, the same person has the 3 roles.**



# LEAR (legal entity appointed representative)

- You can find full details on appointing and validating the LEAR in the F&TP online manual here: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation>

The screenshot shows a web interface for the 'Participant Register' section. On the left is a navigation menu with options like 'Online Manual', 'My Area', and 'Participant Register'. The main content area is titled 'LEAR appointment and validation' and features a process flow diagram. The diagram consists of three main steps: 'Registration of your organisation', 'Validation of your organisation', and 'LEAR appointment'. The 'LEAR appointment' step is highlighted in dark blue and includes a sub-step 'Financial capacity assessment'. Below these steps are two horizontal bars: 'Data updates' and 'Bank account registration'. To the right of the flow is a box for 'Complaints about validation'. At the bottom, a text box explains that users will be requested by the Central Validation Service to appoint their LEAR.

Online Manual / Participant Register — Register your organisation

## LEAR appointment and validation

Registration of your organisation    Validation of your organisation    **LEAR appointment**

Financial capacity assessment

Data updates

Bank account registration

Complaints about validation

### LEAR appointment and validation

Parallel to the validation of your organisation, you will be requested by the Central Validation Service to appoint your **Legal Entity Appointed Representative (LEAR)**.

# Useful links

- F&TP online manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- How to participate: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>
- F&TP support section: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- EACEA website 'How to get a grant': [https://www.eacea.ec.europa.eu/grants/how-get-grant\\_en](https://www.eacea.ec.europa.eu/grants/how-get-grant_en)

# Thank you and good luck with your application.



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