



**European Social Fund+ (ESF)
Employment and Social Innovation (EaSI)
strand**

Call for proposals

EURES TARGETED MOBILITY SCHEME (TMS)

ESF-2024-EURES-TMS

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CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of Labour Markets and Labour Mobility **under the European Social Fund Plus (ESF+)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (ESF+ Regulation [2021/1057](#)¹).

The call is launched in accordance with the [2024 Work Programme](#)² and will be managed by the **European Commission, Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL)**.

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the [AGA – Annotated Grant Agreement](#) contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

¹ Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) (OJ L 231, 30.6.2021, p. 21).

² Commission Implementing Decision C(2023)7573 final of 15-11-2023 concerning the adoption of the work programme for 2024 and the financing decision for the implementation of the EaSI Work Programme

1. Background

This call for proposals is financed under the **Employment and Social Innovation ("EaSI") strand of the ESF+** which is a European-level financing instrument managed directly by the European Commission. It provides financial support to achieve high employment levels, fair social protection, a skilled and resilient workforce ready for the future world of work, as well as inclusive and cohesive societies aiming to eradicate poverty.

In accordance with the [European Pillar of Social Rights](#) and the [Action plan](#), which outlines key principles and rights essential for fair and well-functioning labour markets, the Commission has embarked on concrete initiatives to translate these principles into actionable measures that directly benefit citizens. The [ESF+ programme](#), which is the EU's main instrument for promoting employment and social inclusion, supports this commitment. The scope of the ESF+ includes, *inter alia*, the development and support of targeted mobility schemes with the aim of filling vacancies in areas where labour market shortcomings have been identified.

Following the announcement by President Ursula von der Leyen in her 2022 State of the Union address, the Commission has adopted its proposal to make 2023 **the European Year of Skills**³. This strategic initiative running until May 2024 is designed to empower people and companies to contribute to the green and digital transitions, supporting innovation and competitiveness. In this context, the European Year of Skills aims to help people get the right skills for quality jobs and companies, in particular small and medium enterprises, to address skills shortages in the EU. It also promotes a mindset of reskilling and upskilling, helping people to get the right skills for quality jobs.

In line with the Commission Recommendation of March 4, 2021 on [Effective Active Support to Employment \(EASE\)](#) the Commission is committed to helping Member States maintain and create jobs for a fair, inclusive and resilient recovery from the Covid-19 crisis. In this context, the Commission promotes professional mobility, sustaining young and old people to have access to timely and tailor-made support, including training, to improve chances of getting a quality job.

In this context, this call for proposals is an integral part of the Commission's overarching mission to build a more inclusive and sustainable growth model. The objective is to create employment opportunities, nurture social cohesion, and champion fairer labour mobility. Through these concerted efforts, the Commission aims to contribute to the realization of a resilient and fair recovery, promoting a robust and supportive environment for individuals to thrive in their professional journeys.

The EURES TMS action, as direct expression of the principle "Active support to employment" principle of the European Pillar of Social Rights, aims to support employment by endorsing and promoting the implementation of tailor-made employment services that ensure quality working conditions. It seeks to facilitate the placement and integration of mobile workers in the host country(ies) through financial incentives.

³ The European Year of Skills started officially on 9 May 2023 and will run until 8 May 2024. https://year-of-skills.europa.eu/news/rolling-2024-why-we-need-everyone-board-year-skills-2023-12-21_en#:~:text=In%202024%2C%20the%20Year%20will,a%20bang%20on%2030%20April.

The support to fair intra-EU labour mobility, as advocated by this call for proposals, can help address labour market imbalances and enhance labour market efficiency. It can contribute to improving the allocation of resources and serve as an adjustment mechanism for unbalanced labour markets, addressing skills shortages, and enabling economies to better cope with economic shocks.

[EURES \(europa.eu\)](https://europa.eu) is a network formed by public and private employment services and other partner organisations. The objective of the EURES network is to facilitate the free movement of workers within the European Economic Area (EEA) (the 27 members of the European Union, plus Norway, Liechtenstein and Iceland) and Switzerland, i.e. giving information and assistance to job seekers and employers on respectively the available job vacancies, job research and living and working conditions in Member States.

The Commission tested the [Your First Eures Job](#) (YFEJ)⁴ mobility scheme during three consecutive budget years (2011-2013) as a preparatory action. The scheme aimed to help young EU citizens aged 18-30 finding a job, traineeship, or apprenticeship in another Member State (remunerated, minimum 6 months contract). It also supported employers ([SMEs](#)) in finding workers in another EU country for their hard-to-fill vacancies. The scheme combined the provision of information, recruitment, matching, and placement services with EU financial support, based on a mix of simplified cost options and reimbursement of actual declared costs. The ex-post evaluation of the YFEJ preparatory action pinpointed the need to upscale the scheme and improve its operational capacity for greater effectiveness and efficiency. As of 2014, YFEJ continued as a Targeted Mobility Scheme financed under the [EaSI programme](#), covering the EU/EEA countries (EU 28, Norway, and Iceland) and the age group 18-35.

The examples and lessons learnt from YFEJ demonstrated the relevance of the scheme, notably its EU added value and complementarity with EURES. Therefore, based on the features of YFEJ, a targeted mobility scheme named "[Reactivate](#)"⁵ was implemented to help EU citizens aged at least 35 to find a job, traineeship or apprenticeship opportunity in another EU country, and to help employers find qualified workforce.

Both YFEJ and Reactivate were created as inclusive schemes, serving as active labour measures aiming to improve access to EU labour markets. Job seekers and employers had an opportunity to benefit from tailor-made employment support, acquire diversified knowledge and skills, learn new languages, and strengthen their EU values.

Since 2019, the integrated action EURES Targeted Mobility Scheme (TMS) is implemented to ensure the continuity and further development of the two intra-EU job mobility schemes, "Your First EURES Job" (YFEJ) and "Reactivate," providing support measures to job seekers and enhancing EURES' potential as a job-matching and job placement tool.

In line with the objectives of the European Year of Skills, the EURES TMS action is part of the Commission's commitment to effectively address labour shortages, and enhance the resilience and overall competitiveness of the European labour market. By supporting professional mobility, EURES TMS aims to address skills shortages by helping individuals to access transnational job opportunities where their skills are most in demand. In addition, it also may contribute to equipping the workforce with the necessary skills.

⁴ <https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=328&furtherCalls=yes>

⁵ <https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=485&furtherCalls=yes>

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

Objectives (expected outcome)

The overall objective of this call for proposals is to ensure around **4 000 placements** for mobile jobseekers, in particular of young people.

The action targets the filling of hard-to-fill vacancies and labour shortages as identified in national/EU labour market studies or other data sources.

The action, being strongly result-oriented, may contribute to:

- a) addressing labour market needs, in particular tackling labour markets' imbalances, as well as labour and skills shortages;
- b) improving the conditions for jobseekers and workers to exercise their right of freedom of movement across the EU;
- c) filling of hard-to-fill vacancies (in the form of either jobs, traineeships or apprenticeships), notably where specific labour shortages have been identified;
- d) enhancing the service catalogue of the EURES organisations;
- e) fostering public-private partnerships within EURES.

This call may contribute also to the initiatives and activities in the context of [30th anniversary of EURES in 2024](#).

Themes and priorities (scope)

The EURES Targeted Mobility Scheme (TMS) constitutes a European-level labour market measure designed to address labour shortages and hard-to-fill vacancies.

It combines tailor-made recruitment, matching, training, and placement services with financial incentives. Support measures may vary based on labour market needs and their analysis. They should include provisions for interviews in another EU/EEA country, relocation, linguistic training, recognition of qualifications, as well as recruitment support. The end beneficiaries may include job changers, job/traineeship/apprenticeship seekers, and recruiting businesses, including SMEs, who may receive direct financial support through targeted allowances.

The proposed action shall cover the overall objectives and activities set out in this call of proposals, in compliance with Annex I ("Implementing guide").

The proposal should clearly define and justify a) placement targets, and b) the chosen economic sectors affected by labour/skills shortages, at least within the geographical coverage of the participating countries in the consortium.

Relative to its previous editions, this call focuses on the issue of shortage occupations. Applications should particularly focus on matching EU movers with shortage and hard-to-fill positions.

Applicant organisations shall also be ready to provide information and support to nationals from other EU/EEA countries not directly covered by their respective projects.

Applications shall also detail the innovative matching/recruiting methods to identify and reach job seekers - integrating a demand-oriented strategy, as well as labour market integration services, financial support measures, and/or training programs to be provided. Applicant organizations are free to choose the activities, methods, and tools to implement their actions, provided they comply with the mandatory framework for the provision of assistance and financial support to target groups laid down in the Annex I ("Implementing Guide").

Activities that can be funded (scope)

The activities will encompass the provision of direct services to jobseekers and employers, including:

- information, matching, recruitment and placement; This may include innovative approaches and matching/recruitment methods to identify and reach individuals with particular skills, qualifications or profiles in line with the needs of specific labour sectors affected by labour shortages, in identified geographical area.
- pre- and post-placement support (e.g., profiling and pre-selection of jobseekers, assessment of training needs and skills development, providing interview preparation support, offering information and assistance, addressing challenges that may arise during the early stages of employment, regular monitoring and assessing the performance and satisfaction of placed individuals and employers).
- direct financial support to jobseekers to contribute to interview and relocation trip expenses, language training, and recognition of qualifications.
- direct financial support to SMEs for training programmes for newly recruited individuals.

The action aims to:

- reach the target groups aged over 18 and seeking a job, traineeship, or apprenticeship in another EU/EEA country;
- address labour mobility obstacles, such as the cost of moving abroad, lack of language knowledge, integration of mobile workers in destination countries, as well as the need for specific training programs;
- contribute to reducing labour market imbalances and address hard-to-fill vacancies, particularly in sectors with identified labour shortcomings based on recent national/EU labour market studies or other relevant data sources.

The activities funded under this call shall support the implementation of the EURES TMS objectives, ensuring the provision of **customized employment services**, including **innovative working** methods to:

- a) Tackle labour and skills shortages.
- b) Facilitate the matching and recruitment process supporting the placement of jobseekers in quality jobs, as well as the integration of mobile workers in the host countries.
- c) Provide financial incentives, in compliance with the Annex I ("Implementing Guide").

- d) Promote and disseminate activities/results to maximize impacts, addressing the challenges posed by labour shortages in identified economic sectors.

To this end, the action supported by the projects shall have at least the following six components:

1. **Creation of a partnership** involving different labour market actors focused on specific work integration areas facilitating inclusion of individuals into employment with a view to tackling labour market imbalances and skills shortages.
2. **Establishment of cooperation arrangements within the partnership between EURES member/partner organisations and other labour market actors**, in particular private employment services. This includes the exchange of labour market information as referred to in Article 30 [EURES Regulation](#)⁶, providing support services to workers or employers in accordance with Articles 12, 23, 24, 25, 26 and 27 of the same Regulation, the promotion of and awareness raising for job opportunities, gradually broadening the EURES network.
3. **Provision of services to jobseekers and employers**, comprising at least labour market information and assistance with offers and vacancies, matching these with jobseekers and facilitate the placement/recruitment in the countries covered by the action. The provision of support services shall be adapted to the specificity and needs of targeted groups, as well as of the identified job sectors.
4. **Identification of relevant economic sectors affected by labour/skills shortages** in at least the geographical coverage of the consortium members (i.e. their countries of establishment). Where relevant, analysis may also be extended to the regional level.
5. In the context of the services indicated under point 3) above, **provision of measures and direct financial support to both job seekers and SMEs**, including the support **for training programmes**, as laid down in Annex I (“Implementing guide”).
6. Development of **post-placement support measures** for jobseekers and employers.

Additionally, actions **may support** the development of **services and measures** referred to under points 3 and 5 also for placement of jobseekers in **traineeships and/or apprenticeships** in another EU/EEA country, in compliance with the EURES Regulation⁷ and with the requirements of the Quality Framework for Traineeships⁸.

Considering the information provided above, proposals must:

- a) **Focus on specific economic sectors/occupations affected by labour/skills shortages at least within the geographical coverage of the consortium.** Applicants shall **justify the chosen and identified sectors/occupations**, providing a **clear rationale** based on recent national/EU labour market studies or other relevant data sources.

⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L.2016.107.01.0001.01.ENG>

⁷ The EURES Regulation specifies that “*apprenticeships and traineeships should be covered under this regulation provided that successful applicants are subject to an employment relationship*”.

⁸ For placements in compliance with the requirements of the Quality Framework for Traineeships http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lisa/141424.pdf, [EUR-Lex - 32014H0327\(01\) - EN - EUR-Lex \(europa.eu\)](#)

- b) **Include quantitative targets** of work placements, apprenticeships and/or traineeships, where applicable.
- c) **Identify target groups.**
- d) Present approaches integrating ways to address labour shortages through labour mobility.

The EURES TMS basic requirements applicable to job or work-based placements are set out in the relevant sections of Annex I. Applicants involved in the European Alliance for Apprenticeships⁹ may also explore the potential of the Alliance's signatory employer organisations to offer work-based opportunities for mobile jobseekers.

The EURES TMS action is designed to facilitate the alleviation of labour market imbalances, particularly by addressing vacancy bottlenecks and shortages in the labour supply through effective mitigation strategies.

The selection of countries, economic sectors, and occupations prioritized in this action should be guided by a comprehensive analysis of the labour market situation. This analysis, incorporating mitigation measures, is crucial for identifying shortages and surpluses in EU/EEA countries and provides the basis for the implementation of the action.

The sources of evidence and the basis for this choice must be clearly explained in the proposal (Form B, 'Description of the action').

The EURES TMS scheme shall **neither support the return mobility of jobseekers and workers** to their EU/EEA country of origin or former country of residence, nor cross-border commuting where a worker works in one country and lives in her/his country of residence.

Expected impact

The actions shall be quality-oriented and outcome-driven, offering quality work opportunities and employment services to enhance the skills and employability of job/traineeship/apprenticeship seekers.

The applicant organisations shall consistently work towards achieving the best matching results between job seekers and job offers, considering the potential long-term impact of placements and the required investments.

The overall objective of the 2024 call is to fund 3 to 4 projects, facilitating approximately **4000 (indicative) placements**¹⁰ for mobile jobseekers in EU/EEA countries, other than their country of residence, in particular of young people.

Applications submitted under this call shall clearly indicate the **expected quantitative outcome in terms of placements** (jobs, and/or traineeships/apprenticeships).

⁹ <http://ec.europa.eu/social/main.jsp?catId=1147>

¹⁰ The cost per placement may vary according to recruitment needs, in compliance with the financial measures applicable and rules included in the "Implementing Guide" (Annex I to the Call Document). The breakdown of the budget shall respect a minimum percentage of support to third parties, i.e. a minimum of 70% of the total eligible costs should be dedicated to providing financial support to the target groups.

Specific Provisions for Monitoring

The European Commission will monitor the action through the EURES performance measurement system to which the beneficiaries need to make available the following data:

Jobseekers information: total number of jobseekers, gender, age of jobseekers, educational attainment, status of jobseekers (PES registered or not);

Employers information: total number, size of the employers (in terms of number of employees), three most frequent NACE Sectors.

The reporting of the co-financed activities must contribute, wherever appropriate, to the exchange of information between Member States and to the EURES programming cycle in accordance with chapter V of the EURES Regulation.

In setting up the action, beneficiaries must foresee the necessary funds for monitoring and reporting to the Commission.

3. Available budget

The estimated available call budget is **EUR 16 000 000**. The budget allocation for this call may be modified based on the outcome of the evaluation of the submitted proposals and on the availability of additional funds, in accordance with the 2024 Work Programme.

The Commission expects to fund 3-4 proposals.

The Commission reserves the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	19/03/2024
<u>Deadline for submission:</u>	<u>04/06/2024 17:00:00 CET (Brussels)</u>
Evaluation:	June - July 2024
Information on evaluation results:	September - October 2024
GA signature:	January - February 2025

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - Detailed budget table/calculator: not applicable
 - CVs (short outlines) of core project team
 - Activity reports of last year: not applicable
 - list of previous projects (key projects relating to free movement of workers or EURES in the last 3 years) - *template available in Part B*

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a Declaration of Honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

- ① For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies),
- be established in one of the eligible countries, i.e.:
 - **EU Member States** (including overseas countries and territories (OCTs)

– **non-EU countries:**

- listed EEA countries associated to the ESF+ ([list of participating countries](#)).

In addition to above-mentioned eligibility requirements:

- **Coordinators (lead applicants)** must be no profit entities, listed in the following categories:
 - EURES National Coordination Offices,
 - EURES members or EURES partners which are placed in organisations whose main mission is to ensure the provision of employment and placement services to jobseekers, job changers, trainee/apprentice jobseekers and employers covering jobs and/or work-based trainings. Those services must include information, recruitment, matching and pre- and post-placement support.
- **Co-applicants (beneficiaries and affiliated entities)** must be legal entities listed in the following categories:
 - EURES member organisations (i.e. National Coordination Offices, EURES Members and Partners),
 - Public or private labour market actors (including the third sector) providing services from the range of services provided by lead applicants and/or complementary customer-oriented services in other expertise fields such as information, training, education, career guidance, mentoring, legal advice, integration support or other equivalent.

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).

Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are NOT eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons¹¹.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

¹¹ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'¹². ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Social partner organisations — These include notably the European social partner organisations that are consulted in accordance with Article 154 TFEU (for the list, see [List of consulted organisations](#)), as well as other European-level social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level. Social partner organisations without legal personality are eligible provided that the conditions for entities without legal personality (*see above*) are met.

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*¹³). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

- ❗ For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

Only consortia are eligible.

Proposals must be submitted by a consortium of at least two applicants (beneficiaries; not affiliated entities). Those 2 beneficiaries must be EURES Member/Partner organisations established in at least two different EU/EEA Countries.

All beneficiaries signing the grant agreement with the Commission must be actively involved in the implementation of the action and financially engaged, (be it by hiring staff, or incurring other costs, or by providing a direct financial contribution). The way they are financially engaged must be detailed in the project budget of the proposal.

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc.*).

Financial support to third parties is allowed for grants under the following conditions:

- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality;
- the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations,

¹² For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

¹³ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

and final recipient legal names and countries;

- the calls must have a clear European dimension;
- financial support to third parties, as defined in art. 204 of the [EU Financial Regulation](#), is eligible under this call provided that the overall amount allocated to this type of support does not exceed EUR 30 000 per third party.

Your project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

For further details on the rules and ceilings governing financial support to third parties (i.e. job/traineeship/apprenticeship seekers and employers), please refer to Annex I "Implementing Guide".

Geographic location (target countries)

The consortia shall demonstrate that the proposed activities are fully carried out and implemented in at least five EU Member States or EEA participating countries, in accordance with art. 27 of the ESF+ Regulation (see section above "6. Eligibility").

Duration

Projects are expected to have a duration of 24 months.

Extensions are possible, if duly justified and through an amendment.

Project budget

Project budgets (maximum grant amount) are expected to range between EUR 2 million and EUR 6 million per project.

This does not however preclude the submission/selection of proposals requesting other amounts. The grant awarded may be lower than the amount requested.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that one or more participants' financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that the participants are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

Applicants will have to show their operational capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project (CVs of the proposed the persons who will perform the main tasks, notably project manager and key personnel);
- description of the consortium participants;
- list of previous projects (key projects relating to free movement of workers or EURES in the last 3 years);
- At least 3 years' experience of international team management for the coordinator.

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations are exempted from the operational capacity check.

Exclusion

Applicants, which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹⁴:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁵ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that¹⁶:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

¹⁴ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

¹⁵ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹⁶ See Article 141 EU Financial Regulation [2018/1046](#).

An **evaluation committee** (which may be assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (*see also [Funding & Tenders Portal Terms and Conditions](#)*). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

Relevance (max. 40 points):

- The degree to which the proposal meets the six components identified in section 2 “Activities that can be funded” of the call.
- The degree to which the proposal meets the minimum requirements for ensuring compliance with the Implementing Guide.
- The extent to which the proposal identifies specific economic sectors affected by labour/skills shortages within the geographical coverage of the consortium.
- The clarity of the rationale for the chosen economic sectors/occupations supported by references to recent national/EU labour market studies or other pertinent data sources. This includes a comprehensive explanation of how the identified economic sectors/occupations will be prioritized, with a particular emphasis on addressing labour and skills shortages.
- The compliance of the package of services for target groups (job/traineeship/apprenticeship seekers over 18), combining activation measures and items of direct financial support, in light of the objectives of the call.

Quality (max. 40 points):

- Project design and implementation (max. 20 points):

- Soundness of methods and approaches to integrate a demand-oriented strategy for addressing labour shortages, with a supply-oriented perspective.
- The extent to which the methodology and proposed activities are adequate to ensure efficient service delivery to the target groups.
- The quality of services and measures for the placement of jobseekers, including the provision of training programmes.
- Soundness of methods and procedures to ensure effective and timely direct financial support to the identified target groups, to monitor expenditure and to guarantee sound financial management.
- Adequateness of measures for quality control of job offers/vacancies and activities in general, as well as measures to ensure the proper monitoring of activities.
- Appropriateness of the identification of risks that can be encountered during the implementation of the action, along with the adequateness of corresponding mitigation measures.
- Solidity of the strategy to make adjustments over the life cycle of the action, taking into account the evolution of labour market needs. The implemented approach should be aimed at a fair distribution of placements keeping the labour market balanced
- Clarity and consistency of the estimated budget and the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.
- Feasibility of the project within the proposed time frame, and the consistency of the planned timetable for activities.

- Project team and cooperation arrangements (max. 20 points):

- Quality of the consortium composition and of the project team(s).
- Adequacy and consistency of the tasks, responsibilities, resources and management tools of the consortium.
- The degree to which organisations which are not part of the EURES network provide an added value in their role and contribution to the action.
- Appropriateness of procedures and problem-solving mechanisms for cooperating within the project teams and consortium.

Impact (max. 20 points):

- The added value, geographical coverage, transnational dimension and expected impact of the action at both national and EU level.
- The extent to which the proposal contributes to the overall expected number of work placements in other EU/EEA countries, taking into

account the composition of the consortium and the resources allocated to the action. The estimate should be clearly justified.

- The extent to which the proposal contributes to addressing labour and skills shortages in the countries or regions of mobility.
- The degree to which applicant organisations (coordinator and other applicants/beneficiaries) managing other European actions (e.g. EURES or other EU programmes) can capitalise and exploit on existing resources to enhance the success of the action.
- The innovativeness of communication and dissemination approaches and methodologies, planned to promote the activities/results and maximise the impact, with a view to reaching the target groups, while addressing the challenges posed by labour shortages in the identified economic sectors.
- Sustainability of results after EU funding ends.

Award criteria	Minimum pass score	Maximum score
Relevance	28	40
Quality – Project design and implementation	14	20
Quality – Project team and cooperation arrangements	14	20
Impact	14	20
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 28/40, 14/20, 14/20 and 14/20 points.

Overall threshold: 70/100 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding – within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Beneficiaries in ESF+ EaSI projects will have to ask attendees in activities/events to participate in an EU survey to provide policy feedback. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a weblink to the survey, to be forwarded to the attendees.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc.*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): *see section 6 above*.

The grant will be a budget-based mixed actual cost grant (*actual costs, with unit cost and flat-rate elements*). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**95%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees
 - A.2 Natural persons under direct contract
 - A.3 Seconded persons
- B. Subcontracting costs
- C. Purchase costs

- C.1 Travel and subsistence
- C.2 Equipment
- C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost¹⁷: No
 - Volunteers' unit cost¹⁸: No
- travel and subsistence unit cost¹⁹: Yes
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: scope allowed for grants; maximum amount per third party EUR 30 000, unless a higher amount is required because the objective of the action would otherwise be impossible or overly difficult to achieve and this is duly justified in the Application Form
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies, acting as public authority, is NOT eligible)
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - kick-off meeting: costs for a kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to the venue of the meeting and accommodation for one night) only, if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, where needed.
 - other meetings: the Commission will monitor the implementation of the EURES TMS action in its entirety and promote networking among the project beneficiaries. To achieve this, a maximum of four meetings with the Commission may be convened in Brussels or another Member State (one meeting every six months). These meetings aim to offer guidance and assess the progress achieved. The lead applicant is required to

¹⁷ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

¹⁸ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

¹⁹ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

designate the project coordinator, who will actively participate in the networking meetings with the Commission. Additionally, lead applicants may receive invitations to other ad hoc meetings or events throughout the action's duration. These occasions present opportunities to raise awareness about the action and disseminate information. The estimated budget should include provisions for participation in the monitoring and reporting activities and meetings above, as well as in at least two EU level events. In setting up the action, beneficiaries must allocate the necessary funding for monitoring and reporting to the Commission.

- project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are NOT eligible.
- other ineligible costs: No

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

Payment of the grant is generally made in **prefinancing** instalments and a **final payment** (of the balance). The aim of the prefinancing is to provide the beneficiaries with a float. The prefinancing remains the property of the EU until the payment of the balance. The frequency and size of prefinancing will depend upon the project duration but may be adjusted in case of risk:

- **actions of 12 months:** one prefinancing payment of 70% paid within 30 days from the entry into force of the grant agreement, or after receiving the financial guarantee (if required), whichever is the latest.
- **actions between 12 and 24 months:** prefinancing payments linked to annual reporting periods will be made as follows:
 - an initial prefinancing payment of 40% paid within 30 days from the entry into force of the grant agreement, or after receiving the financial guarantee (if required), whichever is the latest.
 - a second prefinancing of 40% after receiving an additional prefinancing report. Where the consumption of the previous prefinancing is less than 70%, the amount of the new prefinancing payment will be reduced by the difference between the 70% ceiling and the amount used.
- **actions between 24 and 36 months:** prefinancing payments linked to annual reporting periods will be made as follows:
 - an initial prefinancing payment of 30% paid within 30 days from the entry into force of the grant agreement or after receiving the financial guarantee (if required), whichever is the latest.
 - a second and third prefinancing of 40% and 20% after receiving additional prefinancing reports. Where the consumption of the previous prefinancing is less than 70%, the amount of the new prefinancing payment will be reduced by the difference between the 70% ceiling and the amount used.

There will be no interim payments.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us – in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal to the prefinancing for your grant.

The guarantee must be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement (*art. 23*).

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is limited joint and several liability with individual ceilings – *each beneficiary up* to their maximum grant amount.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art. 17 and Annex 5)*:

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art. 18 and Annex 5)*:

- specific rules for ESF+ actions: Yes
- specific rules for financial support to third parties: Yes

Other specificities

N/A

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

- 📌 For more information, see [AGA – Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online.
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (see *section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see *section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

For more information, you may consult also:

- [Participant Register – Register your organisation - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#)
- [Submit a proposal – Electronic Submission System - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [Proposal forms - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address:

- general questions on ESF+ EaSI: EMPL-EaSI@ec.europa.eu
- call-specific questions: EMPL-ESF-2024-EURES-TMS@ec.europa.eu

 Please:

- send your questions at the latest 7 days before the submission deadline (see *section 4*)
- indicate clearly the reference of the call and topic to which your question relates (see *cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last-minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** - Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding**— It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants. If you would like to nonetheless benefit from different EU funding opportunities, projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (*see [AGA — Annotated Grant Agreement, art 6.2.E](#)*).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).
Organisations may participate in several proposals.
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).