How to find and apply for funding opportunities

Programming period 2021-2027

European Education and Culture Executive Agency

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1. How to find funding opportunities

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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’.
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.
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.

- 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

- 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

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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.
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

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

- 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

- 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

- 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.
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

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

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
How to participate

- Edit the eForm, save it, and validate.
How to participate

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

- 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)

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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 organization.
LEAR (legal entity appointed representative)

• The LEAR regularly:

  • enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation. These are people who are able to commit the organisation legally by signing grant agreements or contracts and authorising amendments to them.

  • enters and updates the names of any colleagues authorised to sign financial statements or invoices on behalf of the organisation.
The LEAR decides who signs the agreement.

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](https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation)
Useful links


• 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
Thank you and good luck with your application.