

Project Design Briefing Sheet: KA220 and KA210 Applications

In this briefing sheet, detail is given on **important elements** that need to be considered when assessing applications for COOPERATION PARTNERSHIPS (KA220) and SMALL-SCALE PARTNERSHIPS (KA210). The specific focus of this briefing sheet is the assessment criterion for QUALITY OF PROJECT DESIGN.

Cooperation Partnerships

For each of the associated sub-criteria for QUALITY OF PROJECT DESIGN, additional detail is presented below on what to look for when assessing a KA220 application.

- *Extent to which project objectives are clearly defined, realistic and address the needs and goals of the participating organisations and the needs of their target groups*

Project **objectives are clearly stated** and can be achieved taking into account the nature and experience of the partnership and leading to positive change in the participating organisations; proposal identifies and adequately **addresses clearly-specified needs** among (participating and wider) members of the project **target group**.

- *Extent to which proposed methodology is clear, adequate and feasible*

Proposed **methodology is realistic and appropriate** for producing the expected results, builds on solid arguments/evidence base and takes account of existing knowledge and practice; for inclusion projects, it is clear that the participating organisations will **support participants with fewer opportunities** to participate fully and equally in the project; Youth field only: project is based on (one or more) non-formal and informal learning methods stimulating creativity, active participation and initiative.

- *Extent to which project work plan is clear, complete and effective, including appropriate phases for preparation, implementation and sharing project results*

Proposal confirms that all project phases have been properly designed in order for the project to realise its objectives and address the identified needs; **work plan is clearly defined, comprehensive and realistic**; proposal contains a clear and well-planned timetable; lump sum requested is coherent with the targeted objectives and activities.

- *Extent to which project is cost-effective and allocates appropriate resources to each activity*

Proposal confirms **value-for-money** when considering planned results and requested lump sum; lump sum is **realistic** and serves to support good quality implementation of planned activities; resources for individual work packages are **adequate and sufficient** when taking into account the targeted activities, including crucial aspects (for example: monitoring, results integration and inclusion) and allocating up to 20% of the requested lump sum for project management.

CLEAR+

- *Extent to which project proposes appropriate quality control, monitoring and evaluation measures to ensure that project implementation is of high quality, completed in time and on budget.*

Proposal foresees appropriate **evaluation and monitoring activities** at critical stages of the project, allowing progress and quality of the project activities and outcomes to be measured as well as the **appropriate use of funds**; quality control measures allow partners to take necessary corrective measures.

- *Extent to which activities are designed in an accessible and inclusive way and are open to people with fewer opportunities*

Proposed activities are in line with the **inclusion dimension** of the programme; project design considers **potential barriers** to participation, confirms specific target audiences and proposes **realistic actions** for engaging participants with fewer opportunities.

- *Extent to which project incorporates the use of digital tools and learning methods to complement physical activities and improve the cooperation between partner organisations*

Proposal confirms concrete ways in which **digital tools and learning methods** are included and how participants will benefit from blended activities, increasing digital competence and readiness; where appropriate, proposal describes how **Erasmus+ online platforms** have or will be used (e.g. EPAL, European School Education Platform, European Youth Portal) in preparation, implementation and/or follow-up activities.

- *Extent to which project is designed in an eco-friendly way and incorporates green practices in different project phases*

Project has the potential to raise awareness on **environmental and climate change** challenges; project/activity design enables **behavioural changes** by implementing ecological practices (e.g. saving resources, reducing energy use and waste; compensating for carbon footprint emissions; opting for sustainable food and mobility choices).

- *Extent to which project the project encourages participation and civic engagement*

Proposal includes credible and well-planned activities that aim to foster **active participation** among target groups and strengthen their engagement in community life; participation and **civic engagement** is **integrated into project methodology and results**, including meaningful opportunities for participants to take an active role (e.g. decision-making, co-design of activities, engaging in community initiatives).

- *Extent to which the project clearly describes both qualitative and quantitative indicators, that are realistic, feasible, and contribute to strengthening the overall quality of the project*

Proposal presents a clear and coherent set of **qualitative and quantitative indicators** that are appropriate for assessing project progress and results.

CLEAR+

- *Where relevant: training, teaching or learning activities are appropriate for the project's aims and involve the appropriate profile and number of participants; quality of practical arrangements, management and support modalities in training, teaching or learning activities*

Only where learning, teaching, training activities are planned: proposed activities contribute directly to achieving the project objectives, are **strongly embedded** in the overall project logic and sit within a coherent package of activities; proposed activities are of the **appropriate volume**, bring added value and will have **direct impact** on the achievement of project results; activities are well conceived (i.e. good quality **management, support, selection and preparation** of participants; use of teaching, training or learning agreements; appropriate monitoring and safety arrangements for participants, etc.).

- *Where relevant: quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles*

Only where transnational learning, teaching and training activities are planned: relevant transparency and recognition tools and/or policy approaches, developed in the framework of European policy cooperation will be used for **recognising and validating learning outcomes** (for example, national and European qualifications frameworks, European framework of key competences; European guidelines for the validation of non-formal and informal learning); for Adult Education, proposal comprises measures to facilitate the validation of non-formal and informal learning and permeability within formal education pathways; for School Education, proposal clearly describes how learning outcomes of pupils and staff will be recognised/validated in school and curriculum contexts; for VET, Higher Education and Youth: proposal allows for learning outcomes to be validated in the same manner as for KA1 mobility; recommended tools for learning recognition include: Europass (adult education, school education and VET), ECTS (higher education) and Youthpass (Youth field).

Small-Scale Partnerships

For each of the associated sub-criteria for QUALITY OF PROJECT DESIGN, additional detail is presented below on what to look for when assessing a KA210 application.

- *Extent to which project objectives are clearly defined, realistic and address the needs and goals of the participating organisations and the needs of their target groups*

Project **objectives are well explained** and align well with needs and challenges for the participating organisations and the listed target groups.

- *Extent to which activities are designed in an accessible and inclusive way and are open to people with fewer opportunities*

Proposed activities are in line with the **inclusion dimension** of the programme; project design considers **potential barriers** to participation, confirms specific target audiences and proposes **realistic actions** for engaging participants with fewer opportunities.

CLEAR+

- *Extent to which proposed methodology is clear, adequate and feasible: project work plan is clear, complete and effective, including appropriate phases for preparation, implementation and sharing project results; project is cost-effective and allocates appropriate resources to each activity.*

Proposal is **clear, concrete and realistic** in presenting proposed content and expected results; proposal convincingly explains how the proposed activities will address the identified needs and achieve the stated objectives; appropriate phases for preparation, implementation, monitoring, evaluation and the sharing of results have been planned; Youth field only: project is based on (one or more) non-formal and informal learning methods stimulating creativity, active participation and initiative; **work plan is clearly defined**, comprehensive and realistic; requested **lump sum is realistic** for achieving overall project objectives; value-for-money is confirmed when comparing planned results to the requested lump sum; grant allocated to individual project activities is **adequate and sufficient**.

- *Extent to which project incorporates the use of digital tools and learning methods to complement physical activities and to improve the cooperation between partner organisations*

Proposal confirms concrete ways in which **digital tools and learning methods** are included and how participants will benefit from blended activities, increasing digital competence and readiness; where appropriate, proposal describes how **Erasmus+ online platforms** have or will be used (e.g. European School Education Platform, EPALE, European Youth Portal) in preparation, implementation and/or follow-up activities.

- *Extent to which project is designed in an eco-friendly way and incorporates green practices in different project phases*

Project has the potential to raise awareness on **environmental and climate change** challenges; project/activity design enables **behavioural changes** by implementing ecological practices (e.g. saving resources, reducing energy use and waste; compensating for carbon footprint emissions; opting for sustainable food and mobility choices).

- *Extent to which project the project encourages participation and civic engagement*

Proposal includes credible and well-planned activities that aim to foster **active participation** among target groups and strengthen their engagement in community life; participation and **civic engagement is integrated into project methodology and results**, including meaningful opportunities for participants to take an active role (e.g. decision-making, co-design of activities, engaging in community initiatives).

