

Where to Look Briefing Sheet: KA220 and KA210 Applications

In this briefing sheet, we consider those parts of the **application form or funding proposal** that need to be considered when assessing applications for COOPERATION PARTNERSHIPS (KA220) and SMALL-SCALE PARTNERSHIPS (KA210).

Cooperation Partnerships

For each of the four assessment criteria, we have listed sections of the application that are important to review, with some sections listed under more than one criterion. In all cases, it is important to read the application as a whole, to get a complete overview of all that is planned.

RELEVANCE

- PROJECT SUMMARY: objectives; implementation; results.
- PRIORITIES AND TOPICS: horizontal or sectoral priorities; justification; topics addressed.
- PROJECT DESCRIPTION: motivation; objectives; innovation; synergies; European added-value; follow-up and evolution.
- NEEDS ANALYSIS: needs, target groups and engagement; needs identification; how needs are to be addressed.
- EU VALUES: Confirmation of adherence to EU Values by applicant and co-beneficiaries.

QUALITY OF PROJECT DESIGN

- CONTEXT: field; project title; start and end dates; duration; NA; language; project lump sum.
- PROJECT SUMMARY: objectives; implementation; results.
- BUDGET SUMMARY: amount per WP; distribution of grant among participating organisations.
- OVERVIEW OF WORK PACKAGES: identification; title; number of activities; expected grant.
- PROJECT MANAGEMENT (WP1): measuring progress, quality and achievement; budget control and time management; handling risks; accessibility and inclusion; use of digital tools and learning methods; green practices; civic engagement; participation and civic engagement; grant allocated to project management.
- REMAINING WORK PACKAGES (WP2 ONWARDS): specific objectives; main results; qualitative indicators; quantitative indicators; partner tasks and responsibilities; budget determination and cost effectiveness).
- LIST OF ACTIVITIES (WP2 ONWARDS): activity title; venue; start and end dates; leading organisation; participating organisations; allocated grant amount; expected results.
- DESCRIPTION OF ACTIVITIES (WP2 ONWARDS): content; rationale; expected results; expected number and profile of participants.

QUALITY OF THE PARTNERSHIP

- PARTICIPATING ORGANISATIONS: OID; legal name; country; city; date of establishment; organisation, background, experience and skills/expertise of key persons.
- PARTNERSHIP COMPOSITION: list of applicant and partner organisations; newcomer status.
- COOPERATION ARRANGEMENTS: partnership formation; complementarities and added value; associated partners; task allocation; coordination and communication mechanisms.

IMPACT

- PROJECT SUMMARY: objectives; implementation; results.
- IMPACT: mechanisms for assessing achievement of objectives; sustainability including organisational development, use and integration of results; dissemination mechanisms; anticipated impact at one or more levels).

Small-Scale Partnerships

For each of the four assessment criteria, we have listed sections of the application that are important to review, with some sections listed under more than one criterion. In all cases, it is important to read the application as a whole, to get a complete overview of all that is planned.

RELEVANCE

- PROJECT SUMMARY: objectives; implementation; results.
- PRIORITIES AND TOPICS: horizontal or sectoral priorities; topics addressed.
- PROJECT DESCRIPTION: objectives; target groups and identified needs; motivation; addressing needs and goals of the participating organisations and how they will be addressed; benefits of transnational collaboration; link to horizontal priorities.
- EU VALUES: Confirmation of adherence to EU Values by applicant and co-beneficiaries.

QUALITY OF PROJECT DESIGN

- CONTEXT: field; project title; start and end dates; duration; NA; language; project lump sum.
- PROJECT SUMMARY: objectives; implementation; results.
- BUDGET SUMMARY: amount per activity; project lump sum.
- ACTIVITY OVERVIEW: titles; start and end dates; durations; allocated grant amounts.
- ACTIVITIES: title; venue; start and end dates; leading organisation; participating organisations; allocated grant amount; content of proposed activities; target groups and beneficiaries; link to project objectives; expected results; budget determination.

QUALITY OF THE PARTNERSHIP

- PARTICIPATING ORGANISATIONS: OID; legal name; country; city; organisation, activities, profiles and age groups of learners; years of experience in field of application; newcomer status and past participation.
- COOPERATION ARRANGEMENTS: partnership formation and individual partner strengths; management, cooperation and communication mechanisms; use of Erasmus+ platforms; partner tasks and responsibilities.

IMPACT

- PROJECT SUMMARY: objectives; implementation; results.
- PROJECT DESCRIPTION: objectives; target groups and identified needs; motivation; addressing needs and goals of the participating organisations and how they will be addressed; benefits of transnational collaboration; link to horizontal priorities.
- IMPACT AND FOLLOW-UP: mechanisms for assessing achievement of objectives; organisational development, use and integration of results; sharing and promotion of project results.

