



Erazmus+ Mladi u akciji

Erasmus+ program - april, 2021

KA1 radionica Projekti za aktivno učešće mladih

Priprema i podnošenje projektnih prijava

Grupa za mlade, Fondacije Tempus



Sadržaj

01

Projektni formular (e-form)

02

Saveti za podnošenje prijava i saveti evalutora

03

Najčešći izazovi aplikanata i ocenjivanje projektnih prijava

04

Pitanja i odgovori

Projektni formular (e-form)

Guidelines

Application details

Please have a look at the following information about the budget request form for KA154-YOU - Youth participation activities

- In navigation menu before each section, an information icon ⓘ is displayed, when the user clicks it, a pop up appears with explanation about the section.
- Mandatory fields are marked with red star (*). They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: ✓

If a section is marked with this sign: ✗, this means that there is some information missing or not all rules have been respected. The above mentioned validations do not apply for sections "Submission history" and "Sharing".

- Most individual questions will be marked in the same way to make it easy to identify and fix issues.



4000

- Length of answers to text questions is limited. The maximum number of characters that can be used in each answer is indicated next to the text box. Please note that it is not compulsory to use the maximum allowed number of characters.



50

- Multiple sections of the form contain tables. You should notice the button on the right side of the table:



Those buttons will allow you to access additional options to work with the table contents.

- Throughout the form, you can view more information about particular questions by positioning your mouse pointer over or clicking the mark signs: ⓘ or ⓘ
- Your changes has to be saved by clicking on the button:
- After closing the form, you will be able to access to the form in My Applications in the main menu.
- After the form is submitted,

- The badge **DRAFT** : becomes **SUBMITTED**

- You are able to **re-open** and **re-submit** it until the submission deadline has expired.

- You can re-open the form in the "My Applications"

- If the form is not submitted and the deadline is expired the badge become **EXPIRED**
- In the "Submission History" section, on the left navigation you can access information about all submissions you made with this application form.
- In the "Sharing" section, on the left navigation, you will be able to share the application.
- If there are important announcements about this call, they will appear on top of the page, below the title.
- If there are important announcements about section or sub-section, they will appear inside their panel (close to the information)

Plan aktivnosti (Activity timetable)

| ACTIVITY PROGRAMME - YOUTH PARTICIPATION ACTIVITIES MOBILITIES | | | |
|--|------------|--|------------|
| Activity n° | | | |
| Participating organisations | | | |
| Activity Duration | | | |
| Venue (if more than 1, please add additional rows) | | Dates | |
| City/Town | | Country | Start date |
| Activity Programme | | | |
| Timetable | Activities | Non-formal and informal learning methods used (for events, please cover this information in the specific timetable for events) | |
| DAY 1 | | | |
| AM | | | |
| PM | | | |
| DAY 2 | | | |
| AM | | | |
| PM | | | |
| DAY 3 | | | |

Preporučujemo detaljno popunjavanje plana aktivnosti, jer nema ograničenja u karakterima, a evaluatori veoma cene dobro popunjen plan aktivnosti, te je često to upravo čini razliku u tome da li će projekat biti odobren ili ne.

Izjava o istinitosti podataka (*Declaration of honour*)



Call 2021 Round 1
Youth participation activities
Form ID KA154-YOU-C6E77D08 Deadline (Brussels Time) 11 May 2021 12:00:00

Place:

Date (dd/mm/yyyy):

| | |
|--|--|
| (for legal persons and entities without legal personality) the following entity: | |
| Full official name: | |
| Official legal form: | |
| Statutory registration number: | |
| Full official address: | |
| Vat registration number ('the person'): | |
| Stamp of the applicant organisation (if applicable): | |
| Name of legal representative: | |
| National ID number (if requested by the National Agency): | |
| Signature: | |
| (only for natural persons): | |
| Name: | |
| ID or passport number: | |
| Address: | |
| Signature: | |

Veoma je važno naglasiti da ovaj dokument mora potpisati pravni zastupnik organizacije podnosioca projekta, te da mora biti popunjen. Ukoliko dokument ne ispunjava pomenute kriterijume celokupna prijava može biti odbijena.

Načini potpisivanja su potpis pravnog zastupnika i pečat organizacije ili, elektronski potpis pravnog zastupnika izdat od strane nadležnog tela (MUP, Pošta...)

Obrazac za partnersko pismo (Mandate letter)

Participating organisations will need to sign a mandate to the applicant organisation. The mandates should be provided at application stage and at the latest by the time of the grant agreement signature. For further information, please check Part C of this guide.



Erasmus+

Call 2021 Round 1
Form ID KA154-YOU-C6E77D08 Deadline (Brussels Time) 11 May 2021 12:00:00

This mandate shall be annexed to the [project application](#) KA154-YOU-C6E77D08 and shall form an integral part of the grant agreement in case the project is selected for funding.

E+

SIGNATURE

Done at

11 11,

TEST - Grupa za mlade - Fondacija Tempus //

Mr

Done at

In duplicate in English

Šm

**Nakon popunjavanja podataka o organizacijama,
možete preuzeti dokument iz same prijave,
te ga proslediti partnerima na potpisivanje i overu pečatom (ukoliko koriste pečat).**

Om

E+

Cb

Om

Sp

Sd

Vm

E+

Cb

Sm

E+

Mr

Cb

Or

Km

Mr

E+

Ks

Cb

Mr

Šm

Vm

Cb

Upustvo za popunjavanje KA1 online projektnih prijava



Saveti za podnošenje prijava

- Uključiti partnere i mlade u **sve faze projektnog ciklusa**, počevši od faze pripreme projektne prijave
- Upoznati se sa **ugovorom i propratnom dokumentacijom**
- Upoznati se sa **IT alatima** (Prijavni formular, E+ Platforma projektnih rezultata)
- Unesite **sve planirane aktivnosti** i proces učenja
- **Ocenite** kvalitet i kvantitet aktivnosti
- Koristite **rezultate projektnih aktivnosti**

Primeri projekata na
Erazmus+ platformi projektnih rezultata





- Potrebe za projektom su slabo opisane i nisu opisane u svim zemljama učesnicama - **ponavljaće**
- (Ne)prilagođenost projekta okviru programa Erasmus+ i obimu raspoloživih sredstava - **ponavljaće**
- Generičko popunjavanje aktivnosti bez detalja i fokusa - **ponavljaće**
- Nedostatak upotrebe Youthpass alata - **ponavljaće**
- Kopiranje odeljaka iz Programskog vodiča
- Nedostatak uključivanja mladih u projekat i povezivanja projekta sa njihovim potrebama - **ponavljaće**
- Disbalans broja učesnika po partnerima - **ponavljaće**
- Nedostatak povezanosti sa ciljevima/temama relevantnih politika za mlade - **ponavljaće**
- Finansiranje ideje iz više izvora bez navođenja razgraničenja u troškovima

Najčešći izazovi aplikanata



On-line formular

Nedostatak **relevantnih dokumenata** (Declaration of Honor, mandatna pisma svih partnera i Timetable of Activities za svaku aktivnost)

Aplikant nije uključio partnerske organizacije i mlađe u proces pisanja, pripreme i realizacije projekta

Podnošenje **već realizovanih projekata**

Dodatni troškovi za dane puta lokalnih učesnika

Najčešći izazovi aplikanata



Troškovi smeštaja i ishrane tokom pripremne posete (APV) nisu budžetirani

Iako je navedeno da će mlađi sa smanjenim mogućnostima biti uključeni, nije objašnjeno **kako**

Omladinska razmena vs. trening vs. seminar

Slanje projekta **bez provere raspoloživih sredstava**
u datom konkursnom roku

Ocenjivanje KA1 projektnih prijava



KA1 Projekti za aktivno učešće mladih

- Relevantnost i uticaj projekta – 30 pt.
- Kvalitet dizajna projekta – 40 pt.
- Kvalitet upravljanja projektom – 30 pt.

Napomena – Da bi projektna prijava ušla u razmatranje, mora da ostvari **minimum 60 poena**. Dodatno mora da ostvari minimum **polovinu poena u svim kategorijama** ocenjivanja projektne prijave.





Pitanja i odgovori?



Kontakti



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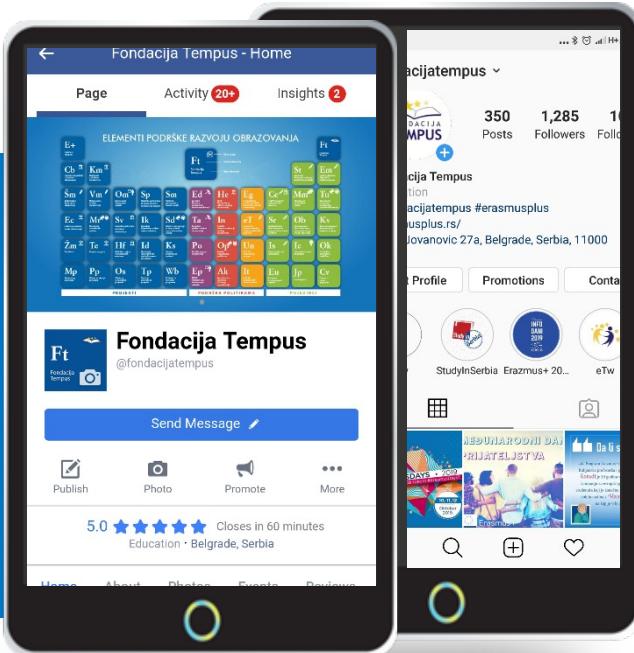
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Hvala na pažnji!