



Lifelong Learning Programme

Submission and selection procedure for Leonardo da Vinci proposals at the Executive Agency

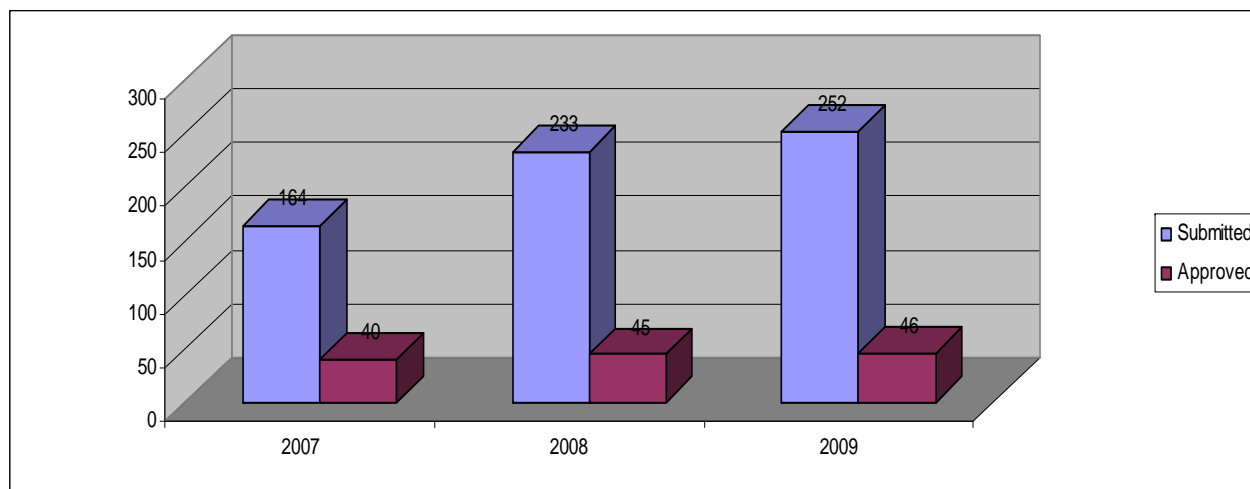
Stefano Di Giusto



	Multilateral Projects for Development of Innovation (MP-Dol)	Networks (NW)	Accompanying Measures (AM)
Min./Max. duration	1 to 3 years	1 to 3 years	Up to 1 year
Min. countries (min. 1 EU)	3	5	1
Max grant %	75% (of the total eligible costs)		
Max grant	200.000 € (max/ year) 400.000 € (max per project)	200.000 € (max/ year)	150.000 €
Funds available (Mio euro)	12 m €	4.2 m €	0.55 m €
Expected funded projects	31	9	5
Deadline for submission	26 February 2010		
Results of selection	June 2010		
Starting date of project	From October 2010		
Award criteria	Identical for the 3 actions (except "Innovative character" for MP-Dol) + 9th award criteria (« third countries ») for MP-Dol and NW		



Statistics/ Project type	All Leonardo da Vinci (MP-DoI, NW, AM)		
	2007	2008	2009
Submitted	164	233	252
Approved	40	45	46 (40 MP, 4 NW, 2 AM)
Success rate	24.4%	19.3%	18.2%





Documentation relevant to all LLP Actions – **DG EAC**

European Commission: DG EAC

http://ec.europa.eu/education/llp/doc848_en.htm

- ✓ Official announcement of the Call for Proposals (OJ)
- ✓ Strategic priorities
- ✓ Lifelong Learning Programme Guide - Part I – General Provisions
- ✓ Lifelong Learning Programme Guide - Part IIa – Sub-Programmes and Actions
- ✓ Lifelong Learning Programme Guide - Part IIb – [Explanations by action](#) (“action fiches” for LdV MP-DoI, NW, AM):
http://ec.europa.eu/education/llp/doc1943_en.htm



Agency website: Call for proposals 2010 webpage:
http://eacea.ec.europa.eu/llp/funding/2010/call_lifelong_learning_2010.htm

- ✓ Application forms and annexes
- ✓ Notification of results and contractualisation
- ✓ Frequently Asked Questions
- ✓ Helpdesks
- ✓ Information updates
 - New / updated documents
 - Results

+ information for and about beneficiaries:
Reporting requirements,
project handbook,
reports of activities,
compendia



- October 2009: call publication
- November / December: Infodays
 - Presentations and videos available at:
http://eacea.ec.europa.eu/llp/events/infodays_2010/infoday_llp_2010_en.php
- 26 February 2010 (12:00 CET): deadline for submission of applications
- March – June: evaluation of applications
- June: notifications to applicants
- October 2010: earliest start of projects



- eForm validated and submitted with attachments on 26 February, on or before **12:00 CET**
- Back-up
 - Original (paper print-out) to correct address
 - E-mail to eacea-llp@ec.europa.eu



Documents requested from applicants at application stage:

- Only what is required for assessment!
= Application package
- Additional documents only from selected applicants



Part 1: Application form (eForm)

Attachments for all applicants:

2. Detailed **financial tables** and Work packages summary chart
3. **Declaration Of Honour** by Legal Representative Of Applicant Organisation
4. **Legal Entity Form**

Attachments where relevant:

5. List of **associated partners**
6. Description of **Third Country** Participation



- ✓ **Pilot implementation limited to multilateral projects and networks**

- ✓ **Purpose of measures**
 - Enhanced quality of education and training in Europe
 - Note: NOT to provide assistance and support for organisations in Third countries (EU external cooperation activities)

- ✓ **Eligibility:**
 - Legal bodies (not individuals)
 - Any country outside “LLP 31”
 - Priorities specified
 - Not “Associated partner”

Financial considerations:

- Maximum 25 K€ for all Third country participants in an application
- Third country grant additional to the LLP31 maximum grant
- Maximum 75% of total eligible costs for third country participation
- Budget input on specific sheets in the Excel Tables, and in the budget section of the Application Form
- Subcontracting and Equipment not eligible

- See note “International cooperation”:
http://eacea.ec.europa.eu/llp/funding/2010/documents/call_llp_2010/3rd_countries_note_v_2_en.pdf



Principles for the assessment of applications: peer review

- 2 experts on each application, third evaluation if significant and continuing disagreement between the 2 experts
- One common consolidated assessment for each application, agreed by the 2 experts



Award criteria:

	Award Criteria	Max. Score	Threshold
1	RELEVANCE	... / 5 x 2	> 2 points x 2
2	QUALITY OF THE WORK PROGRAMME	... / 5	> 2 points
3	INNOVATIVE CHARACTER	... / 5	> 2 points
4	QUALITY OF THE CONSORTIUM	... / 5	> 2 points
5	EUROPEAN ADDED VALUE	... / 5	> 2 points
6	THE COST-BENEFIT RATIO	... / 5	> 2 points
7	IMPACT	... / 5	> 2 points
8	QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)	... / 5	> 2 points
	Total (points)	... / 45	> 27 points
	Total (%)	... %	> 60 %
9	PARTICIPATION OF ORGANISATIONS FROM THIRD COUNTRIES	... / 5	> 2 points

These are the only award criteria against which applications are evaluated!

Published in the call (« action fiches ») and in the « Instructions for completing the application form »



Scoring system:

- **0: No evidence:** fails to include a minimum amount of evidence to enable the criterion to be evaluated
- **1: Very weak:** addresses the criterion but with significant or many weaknesses
- **2: Weak:** addresses the criterion but with some weaknesses

THRESHOLD -----

- **3: Acceptable:** addresses the criterion satisfactorily
- **4: Good:** addresses the criterion with some aspects of high quality
- **5: Very good:** addresses the criterion with all aspects of high quality

NB: Failure to achieve threshold on one single criterion = rejection of the application regardless of the total score



<h2>Relevance</h2>	
<p>The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where relevant, at least one of the priority areas of the Call for Proposals for the action concerned is addressed .</p>	<p>Total: .../5 x 2 Threshold: > 2 x 2</p>
<p><i>Points to be addressed in the assessment (non-exhaustive list):</i></p> <ul style="list-style-type: none"> • The proposal clearly falls within the scope of the sectoral programme / key activity in which it has been submitted • Objectives and results of the proposal are clearly described, realistic and appropriate. • The proposal clearly addresses one of the priority areas set out in the Call. • Problems / challenges addressed by the proposal are clearly described, and the proposed solutions are appropriate. 	



- **Each Partner Organisation:**
 - Original Mandate letter (Multibeneficiary) / Letter of intent (Others)
- **All applicant organisations:**
 - Statutes
 - Financial documentation:
 - bank details (and recent bank statement or signature / stamp of bank)
 - VAT registration
- **Applicant organisations not considered public:**
 - Financial capacity form
 - Annual Accounts - Balance sheets
 - **Applicant organisations are considered public when:**
 - Schools – HE – organisations providing education and training (statutes)
 - 50+% annual revenues – **excluding EU grant funds** – from public sources for 2+ years
 - Controlled by public bodies or their representatives



1. Read support materials carefully
2. Choose right part of the programme for your proposal
3. If it's not written in the application, it cannot be taken into account by experts
4. All skills needed in the consortium: identify new partners to cover "missing skills"
5. Co-operate with your partners on application form
6. Decide: this year or next?



- **Coherent** (problems, solutions, target groups, activities, budget, ambitions/resources/competence)
- **Simple** (objectives, approach)
- **Evidence based** (ex-ante needs analysis, state of art)
- **Clear** (identifying the need for such proposal, the solutions, and the outputs)
- **Rigorous** in its planning (which activities, when, for how long, and with what resources)
- **Explicit** (do not take for granted any information, if it is not in the application it cannot be taken into account)
- **Circumscribed** (a proposal is not about solving the worlds' problems, but about solving a specific issue however complex this might be)



EACEA (Executive agency) Leonardo da Vinci (including compendia of selected projects):

http://eacea.ec.europa.eu/llp/general_information/leonardo_da_vinci_en.htm

European database - approved Leonardo projects, results (1995 - 2006):

http://ec.europa.eu/education/programmes/leonardo/new/leonardo2/products/index_en.cfm

ADAM portal - approved Leonardo da Vinci projects, results (2007 onwards):

<http://www.adam-europe.eu/>

Best practice projects:

http://ec.europa.eu/dgs/education_culture/valorisation/best-practice_en.htm#Education

Thematic monitoring 2: Small and Medium Enterprises

<http://www.skillsweb.eu/>

DG EAC (Directorate General Education and Culture) Leonardo da Vinci:

http://ec.europa.eu/education/lifelong-learning-programme/doc82_en.htm

DG EAC (vocational education and training policy):

http://ec.europa.eu/education/lifelong-learning-policy/doc60_en.htm

CEDEFOP (European Centre for Development of VET):

<http://www.cedefop.europa.eu/>



How to find ALL centralised projects:

1. Go to web page - <http://www.adam-europe.eu/adam/project/extendedsearch.htm>
2. For « COUNTRY » chose « EU - Centralised projects »

How to find specific centralised projects:

2. For « Project type » chose
« Development of Innovation » OR
« Network » OR « Accompanying
measure »



Projects and Products Portal
for Leonardo da Vinci

How to find progress report of a specific project:

3. Go to the section « PRODUCTS »
4. Click « Progress report », then « Product downloads area »