

Portal Funding & Tender

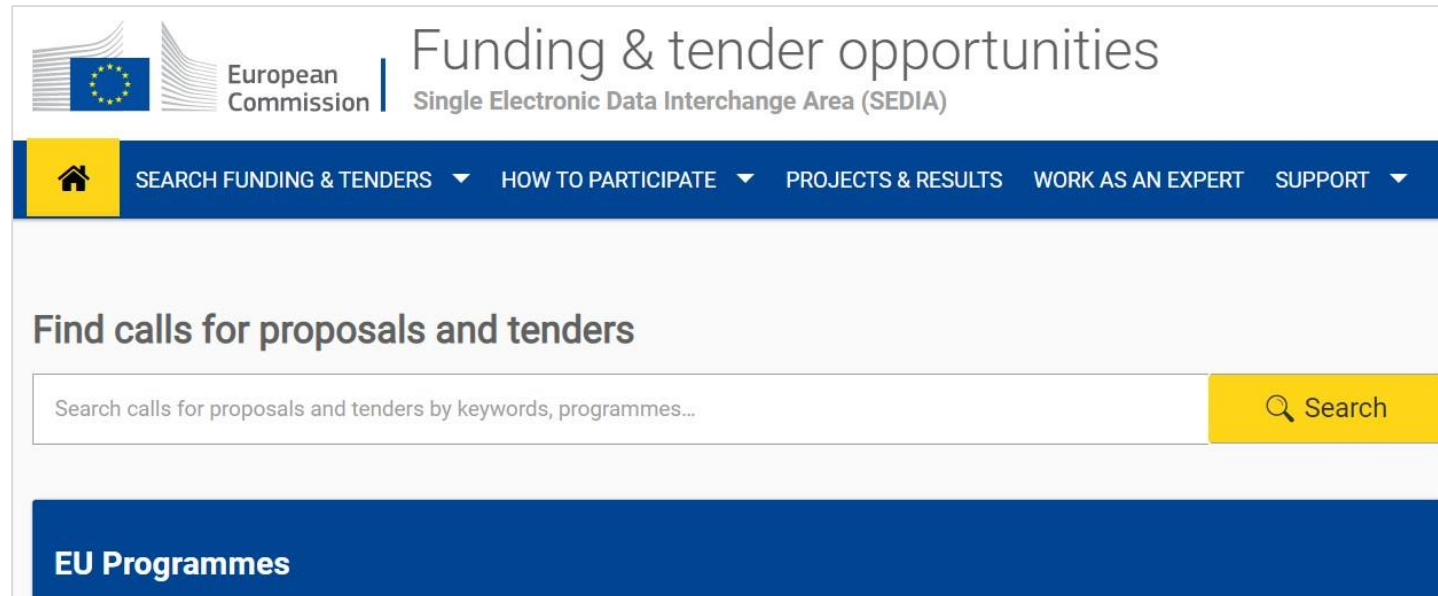
Przewodnik: jak znaleźć dofinansowanie i jak aplikować

Programowanie 2021 - 2027

Jak znaleźć program grantowy?

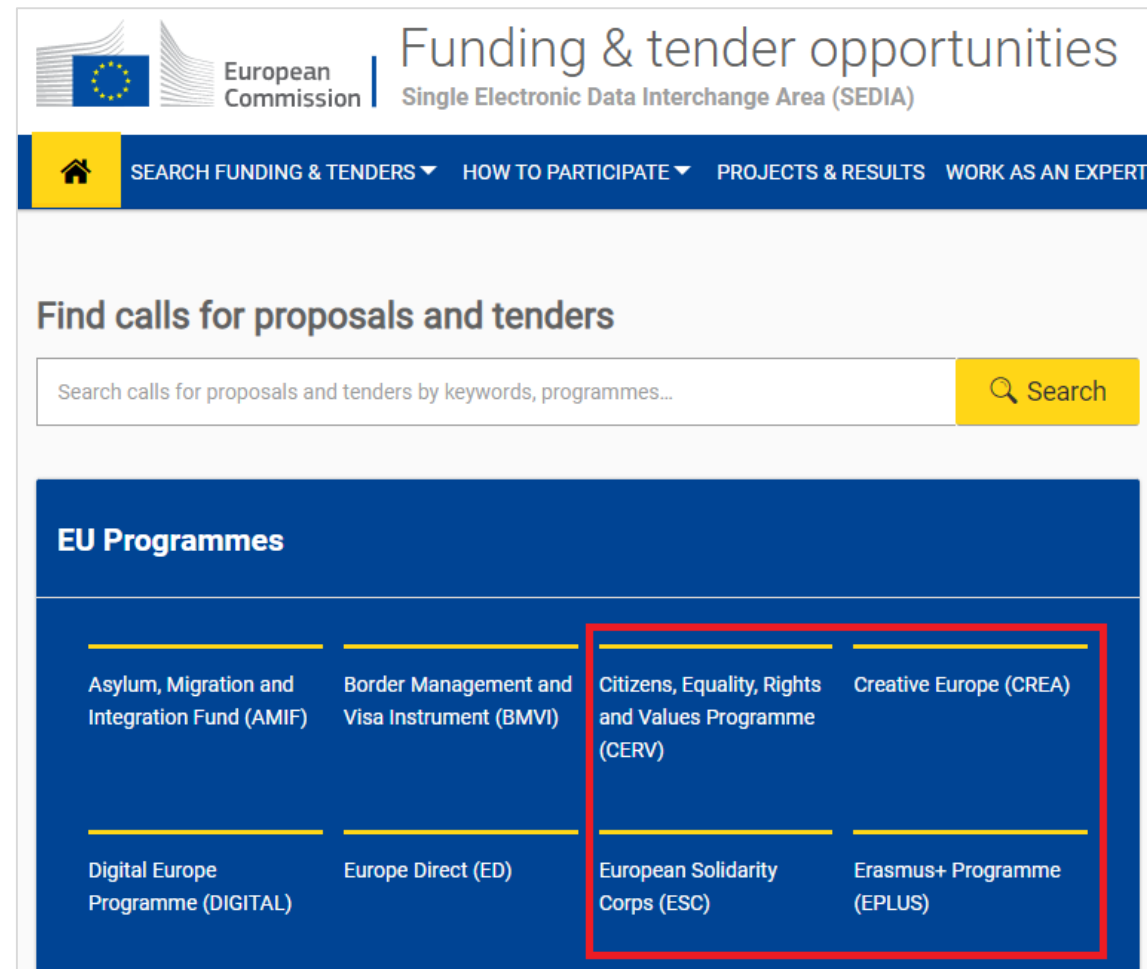
Jak znaleźć program grantowy

- Informacje o konkursach wniosków ogłaszanych przez EACEA są publikowane na portalu Komisji Europejskiej Funding & Tender Opportunities Portal (F&TP) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- Informacje o konkretnych konkursach znajdują się w zakładce 'calls for proposals'



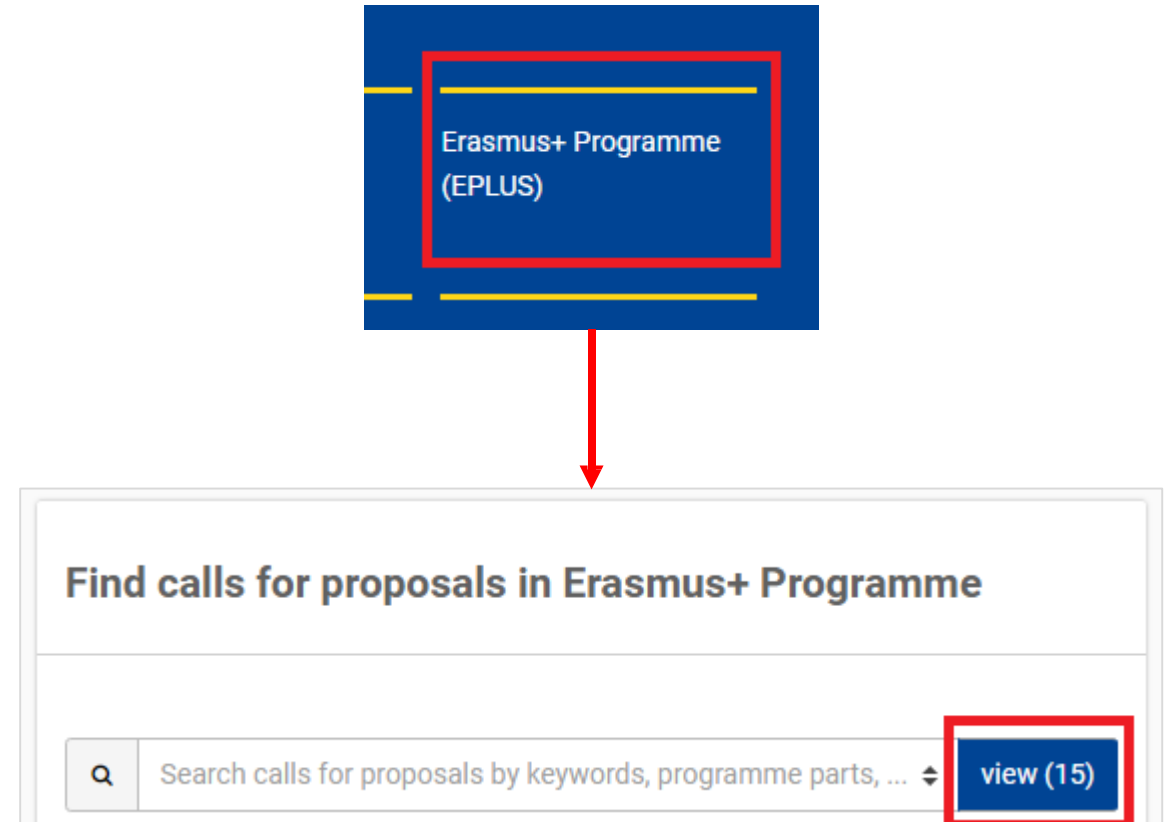
Jak znaleźć program grantowy

- Cztery programy grantowe zarządzane przez EACEA to:
 - Erasmus+
 - Kreatywna Europa
 - Europejski Korpus Solidarności
 - Program Obywatele, Równość, Prawa i Wartości (CERV)
- Wszystkie znajdują się na stronie głównej F&TP



Jak znaleźć program grantowy

- Należy kliknąć wybraną nazwę programu np. Erasmus+
- Sprawi to odesłanie do strony wybranego programu
- Na dole strony znajduje się pole 'Find calls for proposals', aby zobaczyć dostępne opcje finansowania należy kliknąć przycisk 'view'



Jak znaleźć program grantowy

The screenshot shows the European Commission's 'Funding & tender opportunities' website. The search bar contains the word 'sport'. The results are filtered to show 'GRANTS' and 'TENDERS'. The search results are displayed in a table with columns for 'Programme', 'ID', 'Types of action', 'Deadline model', 'Opening date', and 'Deadline date'. The first result is 'Not-for-profit European Sport events' with an opening date of 02 January 2020 and a deadline date of 21 April 2020 17:00:00 Brussels time. The second result is 'Small Collaborative Partnerships' with an opening date of 02 January 2020 and a deadline date of 21 April 2020 17:00:00 Brussels time. The third result is 'Collaborative Partnerships' with an opening date of 02 January 2020 and a deadline date of 21 April 2020 17:00:00 Brussels time.

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Erasmus+ Programme (EPLUS)

sport

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming Open for submission Closed(3)

Programming period

2014 - 2020 (3)

Erasmus+ Programme (EPLUS)

Filter by call

Select a Call...

CPV code (Tenders Only)

Select a CPV code...

Funding and tenders (3)

Grant Not-for-profit European Sport events

Closed

Programme Erasmus+ Programme (EPLUS - 2014-2020)

ID EPP-SNCESE-2020

Types of action EPLUS

Deadline model single-stage

Opening date 02 January 2020

Deadline date 21 April 2020 17:00:00 Brussels time

Grant Small Collaborative Partnerships

Closed

Programme Erasmus+ Programme (EPLUS - 2014-2020)

ID EPP-SSCP-2020

Types of action EPLUS

Deadline model single-stage

Opening date 02 January 2020

Deadline date 21 April 2020 17:00:00 Brussels time

Grant Collaborative Partnerships

Closed

Programme Erasmus+ Programme (EPLUS - 2014-2020)

ID EPP-SCP-2020

Types of action EPLUS

Deadline model single-stage

Opening date 02 January 2020

Deadline date 21 April 2020 17:00:00 Brussels time

- Pojawi się lista wszystkich naborów wniosków wraz z datą otwarcia konkursu i jego deadline
- Wyszukiwanie można zawęzić używając słów kluczy w pasku wyszukiwania
- Klikając w nazwę danego konkursy pojawią się dodatkowe informacje

Jak znaleźć program grantowy

The screenshot shows a grant portal interface. On the left is a sidebar with a menu containing: General information, Topic description, Conditions and documents, Submission service, Topic related FAQ, Get support, Call information, Call updates, Funded project list, and a 'Go back to search results' link with a back arrow icon. The main content area has a header 'General information' and a section 'Topic conditions and documents'. This section contains two numbered items: '1. Eligible countries' with a link to a Creative Europe library page, and '2. Eligibility and admissibility conditions' with a link to section 4 of the Call Document. Below this is a 'Start submission' section which states 'No submission system is open for this topic.' At the bottom is a 'Topic related FAQ' section stating 'There are no FAQ related to this topic.'

General information

Topic description

Conditions and documents

Submission service

Topic related FAQ

Get support

Call information

Call updates

Funded project list

Go back to search results

Topic conditions and documents

1. Eligible countries: See section 5 of the Call Document and list of countries participating at <http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-coi>

Full information and documents related to the call are available at: [Portal Reference D](#)

2. Eligibility and admissibility conditions:

Admissibility: see section 4 of the Call Document

Start submission

No submission system is open for this topic.

Topic related FAQ

There are no FAQ related to this topic.

- Należy zapoznać się ze wszystkimi informacjami dotyczącymi naboru wniosków. Z pewnością ułatwi to poprawne wypełnienie wniosku.
- Aby zacząć wypełniać wniosek aplikacyjny, należy nacisnąć 'start submission'.

Jak wypełnić wniosek
aplikacyjny?

Wypełnianie wniosku

- Aby złożyć wniosek, wnioskodawca musi posiadać aktualne konto EU Login
- Każda organizacja musi posiadać 9-cyfrowy **numer PIC** (kod identyfikacji uczestnika). Otrzymuje się go w momencie rejestracji swojej organizacji
- Należy podać dane do logowania EU Login lub je zaktualizować

The screenshot shows the EU Login interface. At the top, it says 'EU Login' and 'One account, many EU services'. There are links for 'Where is ECAS?' and a language selector set to 'English (en)'. The main heading reads 'FPFIS requires you to authenticate' followed by 'Sign in to continue'. The central form asks the user to 'Use your e-mail address' with a text input field and a blue 'Next' button. Below the button is a link to 'Create an account'. A separator line with 'Or' in the middle follows. Below that, it says 'Or use the eID of your country' with a user icon and a link to 'Select your country'. At the bottom, it promotes the 'ECAS app' with download links for the App Store, Google Play, and Microsoft.

Wypełnianie wniosku

- Aby utworzyć konto EU Login i zarejestrować swoją organizację należy kliknąć krok 3 i 4 na stronie głównej F&TP

The screenshot displays the F&TP homepage. At the top, a blue banner lists various EU funding programs: Horizon Europe (HORIZON), Single Market Programme (SMP), Social Prerogative and Specific Competencies Lines (SOCPL), EU External Action (RELEX), Justice Programme (JUST), and Programme for the Environment and Climate Action (LIFE). Below this, a 'Show all' link with a downward arrow is visible. The main section, titled 'How to participate in 5 steps', outlines the process: 1. Find an opportunity, 2. Find partner(s), 3. Create an account, 4. Register your organisation, and 5. Submit your proposal or offer. Steps 3 and 4 are highlighted with red rectangular boxes. Below the steps, a line of text reads 'Learn how to find and apply for suitable EU funding and tender opportunities.', followed by a yellow 'Learn more' button.

Horizon Europe (HORIZON)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Programme for the Environment and Climate Action (LIFE)
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Promotion of Agricultural Products (AGRIP) Union Civil Protection Mechanism (UCPM)

Show all
▼

How to participate in 5 steps

- 1 Find an opportunity
- 2 Find partner(s)
- 3 Create an account
- 4 Register your organisation
- 5 Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities.

Learn more

Wypełnianie wniosku

Create proposal

Deadline

07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Call data:

Call: **ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA**

Topic: **ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA**

Type of action: **ERASMUS-OG**

Type of MGA: **ERASMUS-OG**

Topic and type of action can only be changed by creating a new proposal.

Find your organisation

PIC Short name

Search for your organisation

Organisations you have been previously associated with. (Click to select)

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

Your role

- Teraz można rozpocząć wypełnianie wniosku aplikacyjnego
- W polu zaznaczonym na czerwono należy podać numer PIC swojej organizacji

Wypełnianie wniosku

Create proposal

Deadline

07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

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Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

Find your organisation

PIC Short name

Search for your organisation

Organisations you have been previously associated with. (Click to select)

Your role

- Można użyć wyszukiwarki, aby znaleźć swoją organizację w bazie danych F&TP
- Należy wybrać swoją organizację z listy wyświetlonych wyników

Wypełnianie wniosku

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

Your role

Please indicate your role in this proposal

☒ Main contact

☐ Contact person

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Sport test

Short Summary

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

SAVE AND GO TO NEXT STEP

- Należy określić swoją rolę w procesie aplikacyjnym
- Wypełnić pole „acronym” i uzupełnić krótkie streszczenie projektu
- Po wypełnieniu powyższych pól należy przejść do następnego kroku

Wypełnianie wniosku

Participants

Deadline
07 April 2021 17:00:00 Brussels Local Time
22 days left until closure

Call data:
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Proposal data:
Acronym: Sport test
Draft ID: SEP-210734188
[Download Part B templates](#)

In this step you as coordinator should manage and review the participants of your proposal. ×

 Only you as coordinator can edit the elements on this screen.
Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 

 Coordinator

[Add partner +](#)

[SAVE](#) [SAVE AND GO TO NEXT STEP](#)

- Kolejnym etapem jest dodanie partnerów projektu – można ich znaleźć za pomocą numerów PIC (tak jak w poprzednich krokach)
- Jeśli projekt nie obejmuje dodatkowych partnerów, należy pominąć ten krok

Wypełnianie wniosku

Proposal forms

Deadline
07 April 2021 17:00:00 Brussels Local Time
22 days left until closure

Call data:
Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
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Download Part B templates
 Download part B templates

Support & Helpdesk

In this step you can edit the Administrative Forms and upload the proposal itself. ?

Your proposal contains changes that have not yet been submitted.

Administrative forms
[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#) ?

Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?
Part B Technical Annex [Upload](#) 

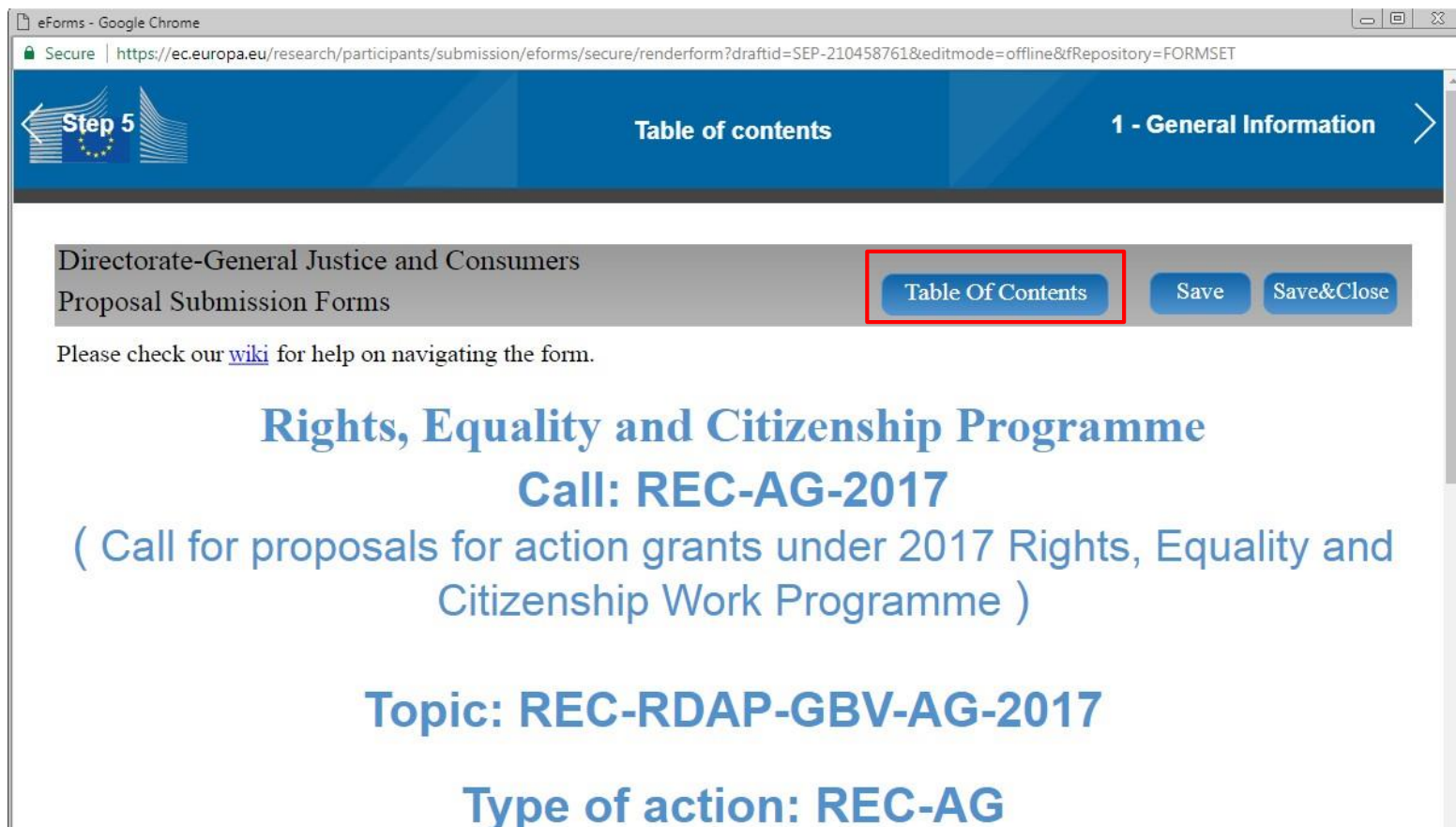
[< BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

- Wniosek aplikacyjny składa się z kilku elementów:

- the eForm
- Part C
- the attachments (załączniki)

Należy zapoznać się z wytycznymi naboru, jakie załączniki są wymagane

Wypełnianie wniosku



The screenshot shows a web browser window titled 'eForms - Google Chrome' with a secure connection to 'https://ec.europa.eu/research/participants/submission/efrms/secure/renderform?draftid=SEP-210458761&editmode=offline&fRepository=FORMSET'. The interface has a blue header bar with 'Step 5' on the left, 'Table of contents' in the center, and '1 - General Information' on the right with a navigation arrow. Below the header, a grey bar contains the text 'Directorate-General Justice and Consumers' and 'Proposal Submission Forms'. To the right of this text is a button labeled 'Table Of Contents' which is highlighted with a red rectangular box. Next to it are 'Save' and 'Save&Close' buttons. Below the grey bar, a message says 'Please check our [wiki](#) for help on navigating the form.' The main content area displays the following text in blue: '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', and 'Type of action: REC-AG'.

- Aby zobaczyć części aplikacji, które trzeba wypełnić, należy kliknąć 'Table of Contents'

Wypełnianie wniosku

- Należy wypełnić eForm, zapisać go i zatwierdzić

< Step 5

Table of contents

1 - General Information >

Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show

Wypełnianie wniosku

Proposal forms

Deadline
07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

Call data:

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Proposal data:

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Draft ID: SEP-210734188

Download Part B templates

 Download part B templates

Support & Helpdesk

Administrative forms

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B Technical Annex [Upload](#)

[< BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

- Następnie należy pobrać i wypełnić aneks do wniosku - część B

Wypełnianie wniosku

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Proposal data:

Acronym: Sport test
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 Download part B templates

Support & Helpdesk

 Online Manual

 IT How To

 IT Helpdesk

 FAQ

Service Desk:

 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

 +32 2 29 92222

Part B and Annexes

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Part B Technical Annex  

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#) 

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

- Wypełniony wniosek należy zweryfikować (Validate) i przesłać (Submit)
- W razie wątpliwości, w każdej chwili można skorzystać z dostępnych zasobów pomocy

LEAR (legal entity appointed
representative)

LEAR (legal entity appointed representative)

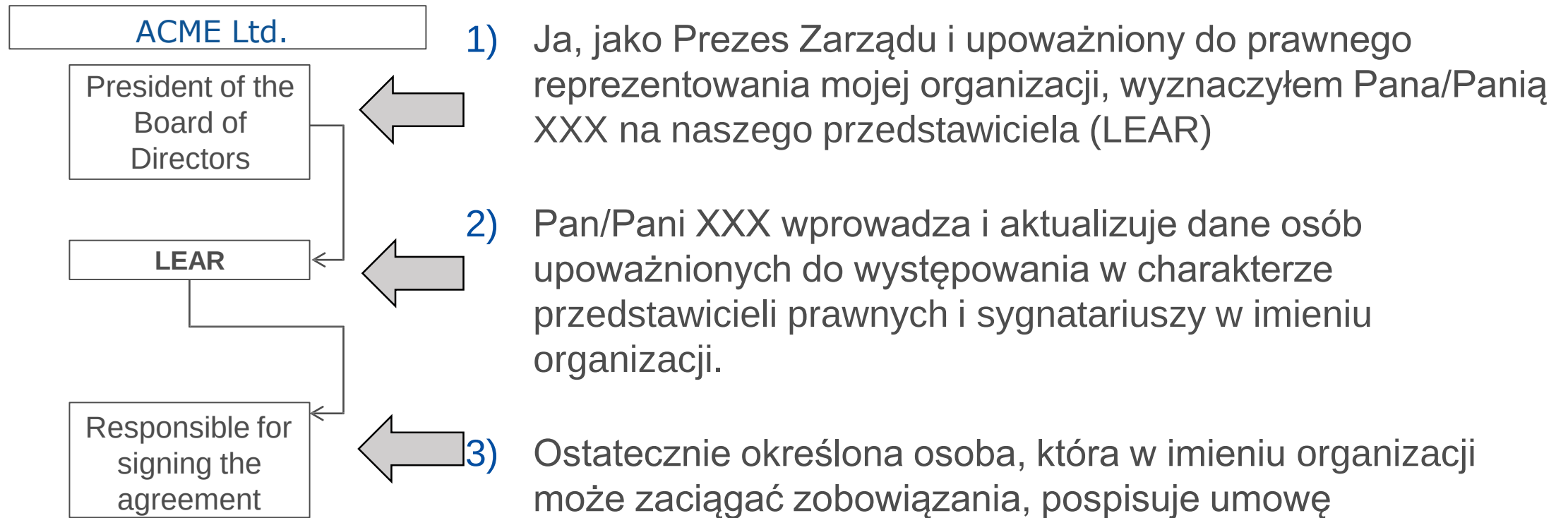
- Organizacja musi wyznaczyć osobę, która będzie sprawował funkcję -> LEAR (formalnie wyznaczony przedstawiciel).
- W przypadku organizacji (nie osób fizycznych) LEAR to osoba – formalnie wyznaczona przez przedstawiciela prawnego organizacji – do wykonywania określonych zadań w imieniu organizacji.

LEAR (legal entity appointed representative)

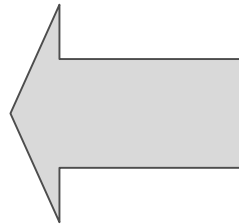
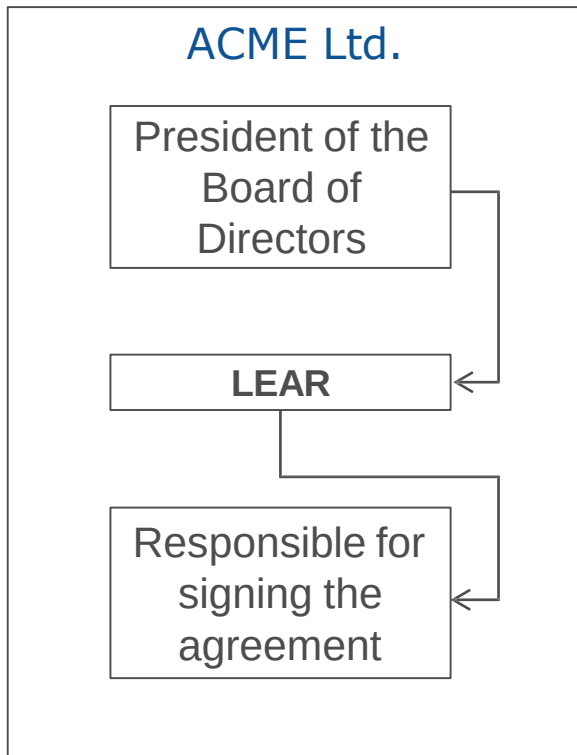
- LEAR odpowiada za:
- wprowadzenie i aktualizację danych osób prawnie upoważnionych do reprezentowania organizacji. Osoby te zgodnie z prawem reprezentują organizację i mogą w jej imieniu zaciągać zobowiązania, podpisując umowy dotacyjne.
- wprowadzenie i aktualizację danych osób upoważnionych do podpisywania sprawozdań finansowych lub faktur w imieniu organizacji.

LEAR (legal entity appointed representative)

LEAR określa, kto podpisuje umowę



LEAR (legal entity appointed representative)



- 1) Jest to najtrudniejsza do zidentyfikowania osoba. Będzie weryfikowana, czy faktycznie może reprezentować organizację.
- 2) W celu weryfikacji należy przedłożyć oficjalne dokumenty.

Często jedna osoba pełni wszystkie trzy role jednocześnie.

LEAR (legal entity appointed representative)

Więcej informacji na temat wybierania i zatwierdzania LEAR można znaleźć na stronie: [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)

The screenshot displays the 'LEAR appointment and validation' section of an online manual. On the left is a navigation menu with the following items: Online Manual, My Area — User account and roles, Participant Register — Register your organisation (expanded), Registration and validation of you, LEAR appointment and validation (highlighted), Bank account registration and vali, Financial capacity assessment, Data updates, Complaints about validation, Grants, Procurement, Prizes, Financial instruments, Working as an expert, and Help. The main content area shows a breadcrumb trail: Online Manual / Participant Register — Register your organisation. Below this is the title 'LEAR appointment and validation' and a flowchart. The flowchart consists of three main steps in chevron-shaped boxes: 'Registration of your organisation', 'Validation of your organisation', and 'LEAR appointment' (which is highlighted in dark blue). Below these steps are two horizontal bars: 'Data updates' and 'Bank account registration'. To the right of the 'LEAR appointment' step is a box labeled 'Financial capacity assessment'. At the bottom right of the flowchart is a box labeled 'Complaints about validation'. Below the flowchart is a text box titled 'LEAR appointment and validation' containing the text: 'Parallel to the validation of your organisation, you will be requested by the Central Validation Service to appoint your **Legal Entity Appointed Representative (LEAR)**.'

Online Manual / Participant Register — Register your organisation

LEAR appointment and validation

Registration of your organisation Validation of your organisation **LEAR appointment**

Financial capacity assessment

Data updates

Bank account registration

Complaints about validation

LEAR appointment and validation

Parallel to the validation of your organisation, you will be requested by the Central Validation Service to appoint your **Legal Entity Appointed Representative (LEAR)**.

Przydatne linki

- F&TP online manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- 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>
- Strona www EACEA 'How to get a grant':
https://www.eacea.ec.europa.eu/grants/how-get-grant_en