

Call for ESAA Project Ideas, detailed description

02/2023

Thank you very much for your interest in the ESAA Projects. Please carefully read the following information:

The ESAA Project Ideas Scheme is explained in the ESAA Projects webpage, please have a look at it to have a general idea of the components and phases of this call: <https://www.esaa-eu.org/esaa-projects>

Project proposals under the 3rd call 2022 could include some aspects of the "2023 European Year of Skills". But this is not compulsory and won't affect the evaluation of your submission.

For more information about the 2023 European Year of Skills please see the [link](#).

1st Call of ESAA Project Ideas 2023 competition process and deadlines

First Phase, ESAA Project Ideas competition

Launch of call: 01 February, 2023

Submission deadline: 13 March 2023, 10:00hrs CET

Project Ideas selection: 24 April 2023

Second Phase, ESAA Project Idea Elaboration

Project Design: 25 April 2023

Third Phase, ESAA Project Implementation

The respective ESAA Project Coordinator of the funded project will implement the ESAA Project and will be supported by the Service Provider within the agreed timeline but no longer than the following six months from **May 2023 to October 2023 (no exceptions allowed)**.

Supported project topics

The ESAA Project Ideas should be aligned with one of the four well-known cluster topics:

- *Cluster 1: Strengthening Higher Education Quality.* This cluster aims to promote projects that serve to improve higher education.
- *Cluster 2: Spreading Erasmus+ and Widening Participation.* This cluster aims to support the promotion of Erasmus+ and to increase participation in Erasmus+ initiatives and programmes.
- *Cluster 3: Increasing Social Inclusion, Empowerment, and Participation.* This cluster aims to consider issues of social justice and work to address equity concerns and better serve marginalised populations.
- *Cluster 4: Capacity Building.* This cluster aims to increase the capacity of volunteers, Erasmus+ participants, and youth to better engage and participate in varied opportunities.

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You can have a wider idea of each component in the [Clusters Overview document](#)

IMPORTANT: We kindly advise to consider the current physical and social restrictions in your project ideas due to the Corona pandemic.

ESAA Project sizes

Project sizes: All Project Ideas from small to large projects (up to 13,500 EUR) are welcome and can be supported.

Any member of an ESAA Partner Organisation can apply for all sizes of projects.

The final project budget will be fixed in the second phase approved by EACEA. Hence the submission of a project idea needs to include a realistic budget estimation.

Eligible costs for ESAA Projects

Please review the “Eligible costs and budgetary framework” document where the eligible costs and budgetary framework is further explained. There you can find some examples of costs that can be covered, you will also find examples of what cannot be covered by this scheme.

It is not allowed to purchase goods/equipment/office furniture or to pay daily rates/lump sums or salaries to alumni. We advise you to rent needed goods/equipment.

In case, you have additional current and/or past donors (co-funding) partially for your project idea, please specify in your submission idea. It is strictly forbidden to have double funding (several sponsors for the same project). Anyone who violates this provision may be excluded from the procedure.

Submission criteria

1. Submitters must be a member of one of the four ESAA Partner Organisations: Erasmus Mundus Student and Alumni Association (EMA), Erasmus Student Network (ESN), OCEANS Network, garagErasmus (gE). Proof of membership can be one of the following:
 - a. Certificate
 - b. Screenshot of your account in the community portal
 - c. Support letters from your organisation

Volunteers who are part of one or more ESAA Partner Organisations should specify it and apply exclusively as a member of one of them.

2. We highly encourage and recommend partnerships with other organisations for the purposes of the ESAA Projects scheme. However, non-ESAA partner organisations do not meet the criteria for applications. Therefore, they can only be part of a project but cannot apply as a stand-alone. (See point 5 of next section)
3. Submitters can propose up to a maximum of three projects per open call but will receive one contract only if their project got accepted.

Evaluation process and award criteria

The process of the project evaluation consists of several steps and will be conducted by independent evaluators from the networks, DG EAC and the Service Provider who will evaluate the project ideas based on the following criteria:

1. Content (30 points)
 - a. Objectives and relevance:
 - i. Clear description of objectives and how they align with the planned cluster topics and aims of ESAA.
 - ii. Soundness of the idea, how relevant is the problem that the project is addressing?
 - iii. The objectives stated in the application are SMART (Specific, Measurable, Achievable/Action Oriented, Realistic and Relevant, Time based) and the goals are well described.
 - b. Added value for the 3rd call 2022, environment topics
 - i. The ESAA-Project submission is offering clearly added value as for the defined aims.
 - ii. The project itself is related to environmental topics.
2. Feasibility (20 points)
 - a. Activities: The project idea includes a clear description of the planned activities which are part of the project.
 - b. Human resources (volunteers) are clearly assigned, and their availability is safeguarded. The workload is well described, and realistically distributed and balanced and back-up resources are in place.
 - c. Timeline: The project application includes a realistic and clear timeline and project plan.
 - d. The project application includes a realistic cost estimation.
 - e. The project considers environmental impact
3. Resilience (15 points)
 - a. Mitigation and flexibility towards external factors
 - i. The ESAA Project Idea shows resilience towards externalities.
 - ii. The ESAA Project Idea as such is generally not dependent on travel/physical meetings etc.
 - iii. The ESAA Project Idea is already designed to be blended or able to be converted to an accessible design.
 - iv. The submitter provides a realistic and sound plan B to mitigate externalities.
4. Expected Outreach (20 points)
 - a. Impact: The idea clearly identifies:
 - i. The direct and indirect beneficiaries of the project idea,
 - ii. Explains how the project impacts its beneficiaries, and
 - iii. How this impact can be measured.
 - b. Visibility: The Idea is including a concept on how to reach high visibility (for the project, for E+, for ESAA and for the EU)

- c. Inclusion. The Project Idea is inclusive and enables a population difficult to reach or in less represented regions to participate. The inclusion criteria will also consider the diversity of the population target.
5. Collaboration and networks (15 points)
- a. The ESAA-Project-Idea takes into account the major and most relevant stakeholders (i.e. European Delegations, National Agencies, National Erasmus+ Offices and Higher Education Institutions) and includes their potential contribution and/or participation in the project.
 - b. Incorporates other relevant stakeholders on the planned topic.
 - c. Collaborative proposals with other ESAA Partner Organisations and EC funded Alumni networks will receive extra points.

A project not covering any of the five criteria will be excluded from the selection. In the final selection process, the proposals with the highest scores will be clustered according to the network affiliation and regional representation. These two aspects will be considered in the final award procedure to balance the distribution of projects among the networks and regions.

Format of the local project

To make easier the implementation of the project, we recommend you ensure that your project entails the following:

1. No. of events: max: 2
2. Duration of the events: max. 5 days
3. No. of participants: max. 30
4. Presence of the project coordinator: the project coordinator needs to be present at the events to ensure a complete signed attendance list
5. Location: one location

The project can be local or international. There will be room for other formats of projects, but we highly recommend you include this proposal in your project idea submission.

Reporting

You will need to report to ESAA about:

- The development of your project. If your Project Idea is accepted, you are requested to inform us regarding your project design status, to create a social media item about this process.
- The outcomes of the project. Once your project finishes you will need to create:
 - a. A narrative report
 - b. A news item

These documents/templates can be found in the “Additional information and templates” section of the call for projects in the ESAA webpage.

Personal Data Privacy

When applying, you will be required to give your consent to the ESAA Service Provider as well as the European Commission and, where necessary, to the ESAA Partner Organisations to receive, store and use your data and, where applicable the data of your organisation, for organisational purposes.

If your project is successful, you also accept that your contact information will be sent to European Delegations (EUDs) and the contacts of national agencies to promote your project and connect you. The contact information of the project manager will also be made public on the ESAA website to support further collaboration.

Please be aware that you will be using google suite to fill in your application data and therefore you automatically accept the regulations of the google suite regulations. For more information, please check these details: <https://policies.google.com/privacy?hl=en-US>

Application

Does your project idea meet all requested requirements?

Do you have an idea that meets the specifications?

Do not hesitate to submit your Project Idea!

Proposal and reporting language is English.

Proposals need to be uploaded within the given deadline. It is not possible to deviate from this condition. Any proposals submitted after the submission deadline are not accepted. You will find the link for the application in the call for ESAA Project Ideas: <https://www.esaa-eu.org/esaa-projects/call-for-projects>

Please read all the documents and information for the call before submitting your ESAA Project Idea. You will need to download the templates to describe your project idea and the costs, all available in the call for projects.

Thank you very much for your interest in the ESAA Project Ideas, we look forward to receiving your project proposals!

Your ESAA Team