



# How to find and apply for funding opportunities

Programming period 2021-2027

*European Education and Culture  
Executive Agency*

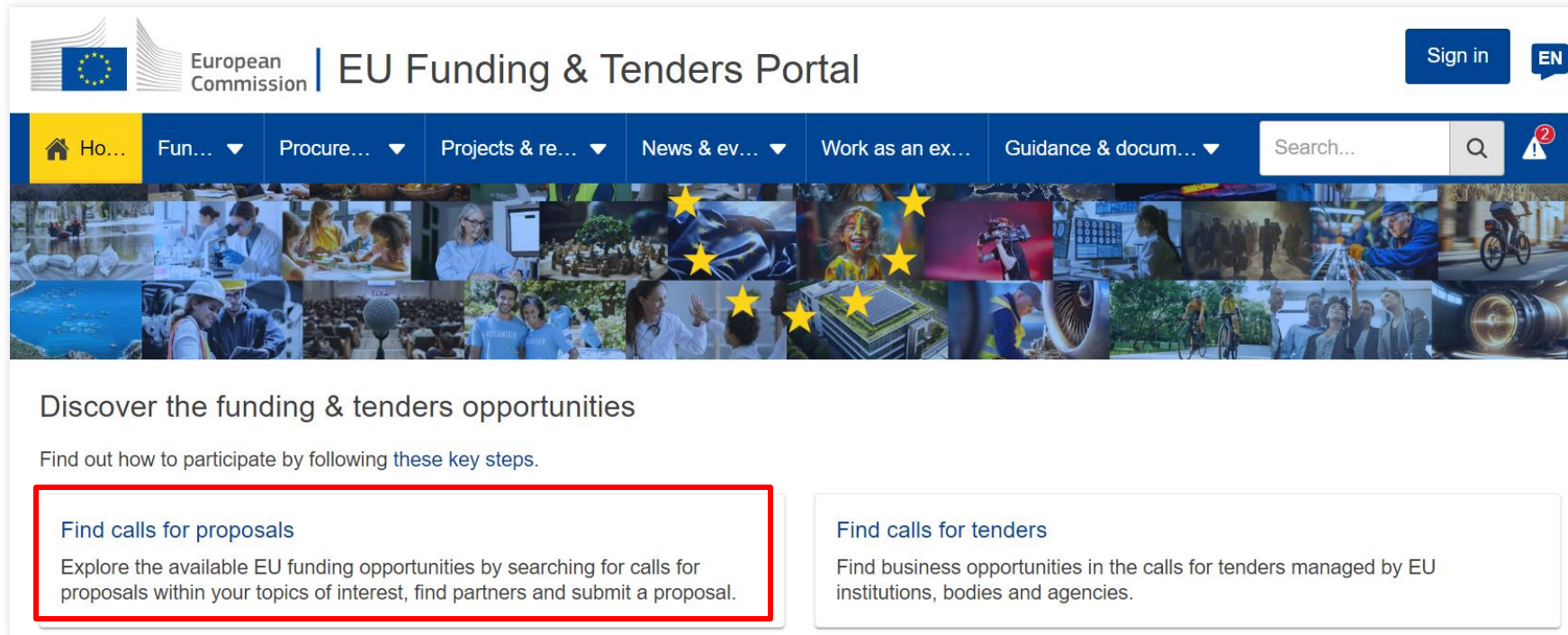
*June 2024*

# 1. How to find funding opportunities

Programming period 2021-2027

# How to find funding opportunities

- EACEA's funding opportunities are published on the [European Commission's Funding & Tender Opportunities Portal \(F&TP\)](#)
- Funding opportunities are made available through 'calls for proposals'.



The screenshot shows the homepage of the European Commission's Funding & Tenders Portal. At the top left is the European Commission logo. The main header reads "EU Funding & Tenders Portal" with a "Sign in" button and a language selector set to "EN". Below the header is a navigation menu with options: Home, Funding, Procurement, Projects & research, News & events, Work as an expert, and Guidance & documents. A search bar is located on the right side of the navigation menu. The main content area features a large banner with various images related to funding and tenders. Below the banner, the text reads "Discover the funding & tenders opportunities" and "Find out how to participate by following these key steps." Two key steps are highlighted in red boxes: "Find calls for proposals" and "Find calls for tenders".

Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

**Find calls for proposals**  
Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

**Find calls for tenders**  
Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

# How to find funding opportunities

The screenshot shows the EU Funding & Tenders Portal interface. At the top, there is a navigation bar with the European Commission logo and the text 'EU Funding & Tenders Portal'. Below this is a search bar and a navigation menu. The main content area displays a list of funding opportunities. A filter dropdown menu is open, showing a list of funding programmes. Two programmes are highlighted with red boxes: 'Creative Europe Programme (CREA)' and 'Erasmus+ (ERASMUS+)'. The list of programmes includes:

- European Researchers' Night and Researchers at Schools 2026-2027 (HORIZON-MSCA-2025-CITIZENS-01-01 | Call for proposal | Opening date: 17 June 2025 | Next deadline: 22 October 2025 | Single-stage)
- Horizon Europe (HORIZON) | Type of action: HORIZON Coordination and Support Actions
- Creative Europe Programme (CREA)
- Research Fund for Coal & Steel (RFCS)
- Interregional Innovation Investments Instrument (I3)
- EU Bodies and Agencies (EUBA)
- Erasmus+ (ERASMUS+)
- Horizon Europe (HORIZON) | Type of action: HORIZON TMA MSCA Cofund Doctoral programme
- Horizon Europe (HORIZON) | Type of action: HORIZON TMA MSCA Staff Exchanges

• Calls for proposals are listed by funding programme. **EACEA's funding programmes are:**

- Erasmus+
- Creative Europe
- the European Solidarity Corps
- the Citizens, Equality, Rights and Values programme (CERV)
- Intra-Africa Academic Mobility Scheme (under NDICI Global Europe)

# How to find funding opportunities

The screenshot shows the 'EU Funding & Tenders Portal' interface. The top navigation bar includes 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. A search bar is located on the right. Below the navigation bar, there are 'Filters' and 'Quick search' sections. The 'Filters' section includes 'Programming period', 'Call', and 'Open for submission'. The 'Open for submission' filter is expanded, showing 'Open for submission' (4) and 'Closed'. The 'Quick search' section includes a search bar and a 'Programme' dropdown set to 'Erasmus+ (ERASMUS+)'. The main content area displays four search results, each with a title, description, opening date, next deadline, and a 'Open For Submission' button. The results are:

- #BeInclusive - Breaking barriers Sport Award  
ERASMUS-SPORT-2024-BEINCLUSIVE-SPORT-AWARDS-BBSA | Call for proposal  
Opening date: 11 June 2024 | Next deadline: 25 September 2024 | Single-stage
- #BeInclusive - Promoting Gender Equality in Sport  
ERASMUS-SPORT-2024-BEINCLUSIVE-SPORT-AWARDS-GENDER | Call for proposal  
Opening date: 11 June 2024 | Next deadline: 25 September 2024 | Single-stage
- #BeInclusive - Sport for Peace  
ERASMUS-SPORT-2024-BEINCLUSIVE-SPORT-AWARDS-PEACE | Call for proposal  
Opening date: 11 June 2024 | Next deadline: 25 September 2024 | Single-stage

Once you are in the 'Funding' tab:

- Click on the programme that you are interested in, e.g. Erasmus+.
- Choose the **submission status**.
- See all the funding opportunities.
- Pick the one that interests you.

# How to find funding opportunities

The screenshot shows the EU Funding & Tenders Portal interface. At the top, there is a navigation bar with the European Commission logo, the text 'EU Funding & Tenders Portal', a 'Sign in' button, and a language selector set to 'EN'. Below the navigation bar is a search bar with the text 'Search...' and a magnifying glass icon. The main content area is titled 'Calls for proposals' and includes a brief description of funding opportunities. A 'Filters' section on the left shows '3 item(s) found' and a 'Quick search' box containing the keyword 'sports'. The search results are displayed as a list of three calls for proposals, each with a title, a description, and an 'Open For Submission' button. The first call is '#BeInclusive - Sport for Peace' with an opening date of 11 June 2024 and a next deadline of 25 September 2024. The second call is '#BeInclusive - Breaking barriers Sport Award' with an opening date of 11 June 2024 and a next deadline of 25 September 2024. The third call is '#BeInclusive - Promoting Gender Equality in Sport' with an opening date of 11 June 2024 and a next deadline of 25 September 2024. The search bar and the opening and deadline dates in the first result are highlighted with red boxes.

European Commission | EU Funding & Tenders Portal

Sign in EN

Home > Funding > Calls for proposals

## Calls for proposals

Calls for proposals are funding opportunities issued by the European Union institutions, agencies and bodies. These are direct financial contributions, known as grants, that are awarded to third-party beneficiaries (e.g., research organisations, public entities, non-governmental organisations, and private companies) to engage in activities that serve EU policies.

**Filters** 3 item(s) found

Quick search

sports

Programme Erasmus+ (ERASMUS+)

Programming period

Programme

Call

Submission status

All filters

#BeInclusive - Sport for Peace  
ERASMUS-SPORT-2024-BEINCLUSIVE-SPORT-AWARDS-PEACE | Call for proposal  
Opening date: 11 June 2024 | Next deadline: 25 September 2024 | Single-stage  
Open For Submission

Type of action: ERASMUS Prizes

#BeInclusive - Breaking barriers Sport Award  
ERASMUS-SPORT-2024-BEINCLUSIVE-SPORT-AWARDS-BBSA | Call for proposal  
Opening date: 11 June 2024 | Next deadline: 25 September 2024 | Single-stage  
Open For Submission

Type of action: ERASMUS Prizes

#BeInclusive - Promoting Gender Equality in Sport  
ERASMUS-SPORT-2024-BEINCLUSIVE-SPORT-AWARDS-GENDER | Call for proposal  
Opening date: 11 June 2024 | Next deadline: 25 September 2024 | Single-stage  
Open For Submission

Want to use the ‘Quick search’ bar?

- Enter your keyword to refine your search.
- You will now see a list of all the programme’s calls. Each call has an **opening date** and a **deadline**.
- Click on a call to find out more about it.

# How to find funding opportunities

European Commission | EU Funding & Tenders Portal

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents Search...

## #BeInclusive - Breaking barriers Sport Award

ERASMUS-SPORT-2024-BEINCLUSIVE-SPORT-AWARDS-BBSA

Topic Call for proposal

### Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic Q&As
- Get support
- Call updates

### General information

**Programme**  
Erasmus+ Programme (ERASMUS) [Budget overview](#)

**Call**  
#BeInclusive EU Sport Awards (ERASMUS-SPORT-2024-BE-INCLUSIVE-SPORT-AWARDS)

<b>Type of action</b> ERASMUS-PRIZE ERASMUS Prizes	<b>Type of MGA</b> ERASMUS Prize [ERASMUS-Pr]	<a href="#">Open For Submission</a>
<b>Deadline model</b> single-stage	<b>Opening date</b> 11 June 2024	<b>Deadline date</b> 25 September 2024 17:00:00 Brussels time

### Start submission

[Need help?](#)

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

**Please select the type of your submission:**

ERASMUS Prizes [ERASMUS-PRIZE], ERASMUS Prize [ERASMUS-Pr]

[Start submission](#)

- Read all the information relating to the call. This should give you all the information you need in order to apply.
- If you are ready to apply, click on **‘Start submission’**.

# 2. How to participate

Programming period 2021-2027



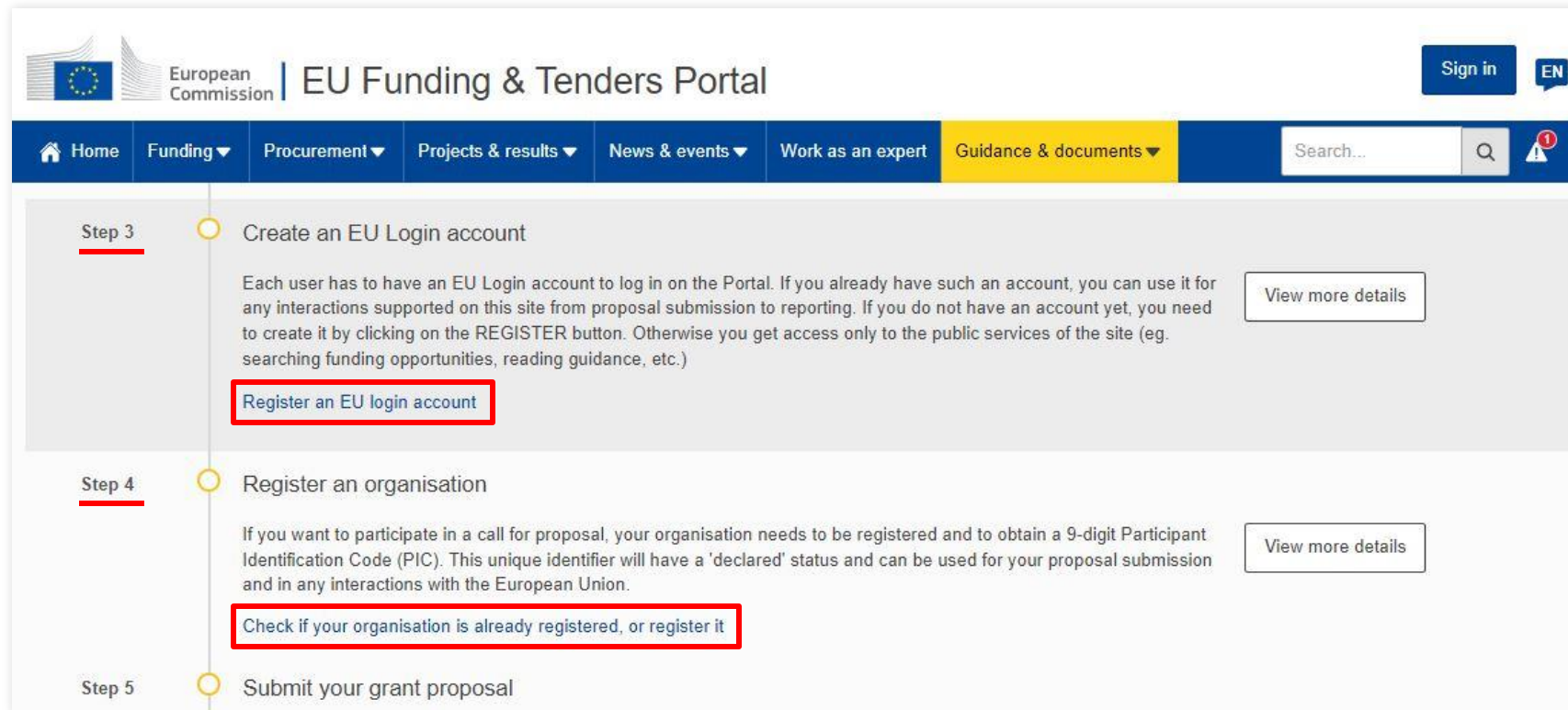
# How to participate

The screenshot shows the EU Login interface. At the top left, it says "EU Login" and "One account, many EU services". On the top right, there is a language selector set to "English (en)" and a "Where is ECAS?" button. The main heading reads "FPFIS requires you to authenticate" and "Sign in to continue". Below this is a white box containing the login form. The form has a field for "Use your e-mail address" with a yellow border, a blue "Next" button, and a link for "Create an account". Below the form, it says "Or" and "Or use the eID of your country" with a "Select your country" button featuring a person icon. At the bottom, there is a banner for the ECAS app with download links for the App Store, Google Play, and Microsoft.

- To apply, you will need the following:
  1. You, as the coordinator and organiser of the project, must have a **valid EU Login account**.
  2. Your organisation must have a **9-digit PIC** (Participant Identification Code). You receive this when you register your organization.
- You will be prompted to enter your EU Login details in order to start or update your application.

# How to participate

- To create your EU Login account and register your organisation, click on the steps 3 and 4 the EU programmes on the F&TP homepage, under [Guidance & Documents, How to Participate tab](#)



The screenshot shows the top navigation bar of the EU Funding & Tenders Portal. The 'Guidance & documents' tab is highlighted in yellow. Below the navigation bar, a vertical list of steps is displayed. Step 3, 'Create an EU Login account', and Step 4, 'Register an organisation', are both highlighted with a red underline. The text for Step 3 includes a 'View more details' button and a red-bordered button labeled 'Register an EU login account'. The text for Step 4 includes a 'View more details' button and a red-bordered button labeled 'Check if your organisation is already registered, or register it'. Step 5, 'Submit your grant proposal', is partially visible at the bottom.

European Commission | EU Funding & Tenders Portal

Sign in EN

Home Funding Procurement Projects & results News & events Work as an expert **Guidance & documents** Search... Q

**Step 3** Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting. If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

View more details

Register an EU login account

**Step 4** Register an organisation

If you want to participate in a call for proposal, your organisation needs to be registered and to obtain a 9-digit Participant Identification Code (PIC). This unique identifier will have a 'declared' status and can be used for your proposal submission and in any interactions with the European Union.

View more details

Check if your organisation is already registered, or register it

Step 5 Submit your grant proposal

# How to participate

Create proposal

**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  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

**Find your organisation**

PIC  Short name

[Search for your organisation](#)

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

**Your role**

**Deadline**  
⚠️ 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.

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

[Download Part B templates](#)  
Download part B templates

**Support & Helpdesk**  
[Online Manual](#)

- You can now begin your application.
- You will need to enter your **PIC** in the box shown in red.

# How to participate

Create proposal

**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  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

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

**Download Part B templates**  
📄 Download part B templates

**Support & Helpdesk**  
📖 Online Manual

⚠️ 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.

**Find your organisation**

PIC  Short name


**Search for your organisation**


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


**Your role**


- Use the PIC to search for your organisation in the F&TP database.
- You can select your organisation from the search results that appear.



# How to participate

 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

Short Summary

[SAVE AND GO TO NEXT STEP](#)

- First, indicate your role in the application process.
- Then fill in a summary of your proposal and move onto the next step.

# How to participate

Participants

**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  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG  
**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**  
Acronym: Sport test  
Draft ID: SEP-210734188

**Number of participants:** 1

**Coordinator**

**Add partner +**

**SAVE** **SAVE AND GO TO NEXT STEP**

**Download Part B templates**

**Information:** 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.

- Add partners to the proposal if necessary. You will have to search for them using their PIC, and follow the same steps as before.
- If you do not need to add additional partners, you can move onto the next step.

# How to participate

European Commission | Funding: Submission Service

Welcome

**Call data**

Call: CERV-2024-CITIZENS-REM  
Topic: CERV-2024-CITIZENS-REM-TRANSITION  
Type of action: CERV-LS  
Type of MGA: CERV-AG-LS

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

**Proposal data**

Acronym: test  
Draft ID: SEP-211051520

**Download Part B templates**

Download part B templates

**Edit forms** **Edit Part C (KPI)** 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\*  Upload

Calculator\*  Upload

List of previous projects  Upload

Child protection policy  Upload

Letters of support  Upload

Other annexes  Upload

- Depending on the call you are applying to, you will have to complete some or all of the following:
  - the eForm
  - Part C (KPI)
  - the attachments

# How to participate

< Exit form      Table of contents      General Information >

Table of contents    Validate form    Save form    Save & exit form

Application forms

**Call: CERV-2024-CHAR-LITI**  
( Promote civil society organisations' awareness of, capacity building and implementation of the EU Charter of Fundamental Rights)

**Topic: CERV-2024-CHAR-LITI-CIVIC**  
**Type of Action: CERV-PJG**  
(CERV Project Grants)

**Proposal number: SEP-211057545**  
**Proposal acronym: test**  
**Type of Model Grant Agreement: CERV Action Grant Budget-Based**

- Fill in the eForm.
- Click on '**Table of contents**' to see the parts that you need to complete.



# How to participate

- Edit the eForm, save it, and validate.

Table of contents		
Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

# How to participate

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  
Type of action: ERASMUS-OG  
Type of MGA: ERASMUS-OG

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

**Proposal data:**

Acronym: Sport test  
Draft ID: SEP-210734188

**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


- To complete part B, you may need to download and complete the annex forms.

# How to participate





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.

**Proposal data:**  
Acronym: Sport test  
Draft ID: SEP-210734188

**Download Part B templates**  
 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

[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](#)

- When you are ready, you can **validate** and **submit**.
- If in doubt, you can access support resources at any moment.

# 3. LEAR (legal entity appointed representative)

Programming period 2021-2027

# LEAR (legal entity appointed representative)

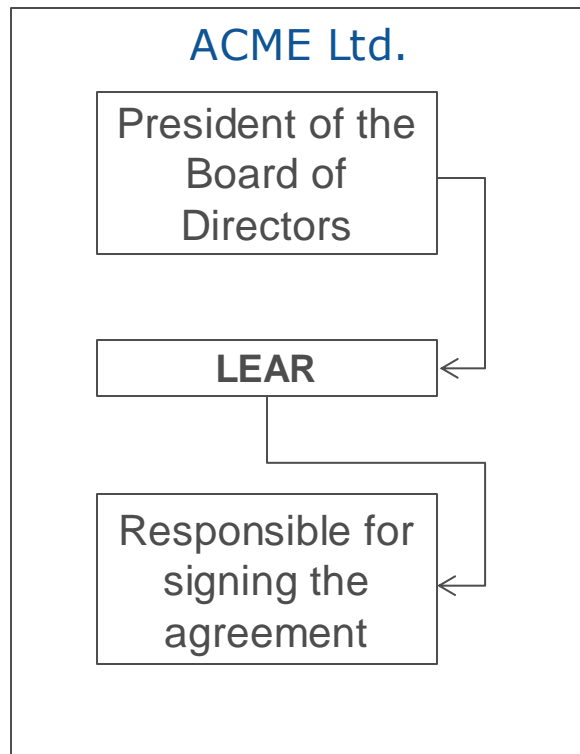
- To participate, your organisation will need to have a LEAR (legal entity appointed representative).
- For organisations (not individuals), the LEAR is a person formally appointed by the legal representative of the organisation to perform certain tasks on behalf of their organization.

# LEAR (legal entity appointed representative)

- The LEAR regularly:
  - enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation. These are people who are able to commit the organisation legally by signing grant agreements or contracts and authorising amendments to them.
  - enters and updates the names of any colleagues authorised to sign financial statements or invoices on behalf of the organisation.

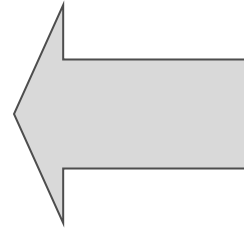
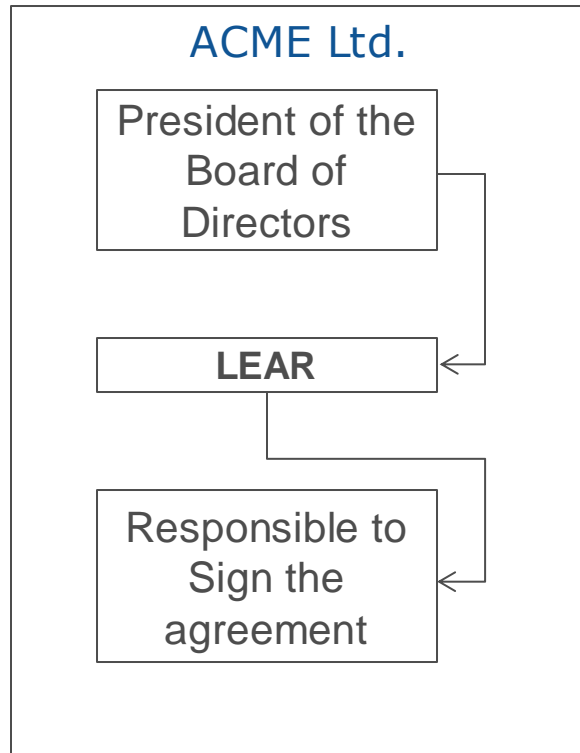
# LEAR (legal entity appointed representative)

- The LEAR decides who signs the agreement.



- **1)** I, in my capacity as *President of the Board of Directors* and authorised to legally represent my organisation, **have appointed** as our legal entity appointed representative (LEAR) Ms XXXX.
- **2)** Ms XXXX enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation.
- **3)** Finally, this is the person who ultimately signs the Agreement.

# LEAR (legal entity appointed representative)



- **This is the most difficult** person to identify. He or she will be scrutinised to check whether he or she can indeed represent the organisation.
- Official documents will have to be provided to the European Commission's validation authority for verification.

Often, however, the same person has the 3 roles.



# LEAR (legal entity appointed representative)

- You can find full details on appointing and validating the LEAR in the F&TP online manual here: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation>

The screenshot shows a web page with a left-hand navigation menu and a main content area. The navigation menu includes: 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 validation, Financial capacity assessment, Data updates, Complaints about validation, Grants, Procurement, Prizes, Financial instruments, Working as an expert, and Help. The main content area has a breadcrumb trail: Online Manual / Participant Register — Register your organisation. The title is 'LEAR appointment and validation'. A process flow diagram shows: 'Registration of your organisation' (grey arrow), 'Validation of your organisation' (grey arrow), 'LEAR appointment' (dark blue arrow), 'Financial capacity assessment' (grey arrow), 'Data updates' (grey arrow), and 'Bank account registration' (grey arrow). A 'Complaints about validation' box is positioned below the 'LEAR appointment' step. Below the diagram is a text box with the title 'LEAR appointment and validation' and 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)**.'

# Useful links

- EU Funding & Tenders Portal
  - online manual: [Submit a proposal — Electronic Submission System](#)
  - [How to participate](#)
  - [Getting Started](#)
- EACEA website 'How to get a grant':  
[https://www.eacea.ec.europa.eu/grants/how-get-grant\\_en](https://www.eacea.ec.europa.eu/grants/how-get-grant_en)

# Thank you and good luck with your application.



© European Union 2021

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

