

# PRATICHE DI INNOVAZIONE SOCIALE PER COMBATTERE IL FENOMENO DEI SENZATETTO



<b>Link al bando</b>	<a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/esf-2023-homeless?programmePeriod=2021%20-%202027&amp;frameworkProgramme=43254019">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/esf-2023-homeless?programmePeriod=2021%20-%202027&amp;frameworkProgramme=43254019</a>
<b>Fondo</b>	Fondo Sociale Europeo + 2021-2027 - Gestione diretta UE
<b>Territori</b>	<p><i>Stati membri dell'Unione europea:</i> Austria, Belgio, Bulgaria, Cechia, Cipro, Croazia, Danimarca, Estonia, Finlandia, Francia, Germania, Grecia, Irlanda, Italia, Lettonia, Lituania, Lussemburgo, Malta, Paesi Bassi, Polonia, Portogallo, Romania, Slovacchia, Slovenia, Spagna, Svezia e Ungheria;</p> <p><i>Stati aderenti all'EFTA:</i> Islanda e Norvegia;</p> <p><i>Stati in fase di adesione, candidati e potenziali candidati:</i> Albania, Bosnia e Erzegovina, Kosovo, Moldavia, Montenegro e Serbia.</p>
<b>Beneficiari</b>	Nel caso di singolo soggetto proponente: organizzazione ombrello delle organizzazioni della società civile, network di autorità pubbliche a livello locale e regionale e/o fornitori di servizi sociali a livello europeo (almeno 14 Stati ammissibili al Programma), organizzazioni internazionali o un'istituzione finanziaria internazionale, incluse banche multilaterali di sviluppo.

	<p>Nel caso di un partenariato: il soggetto capofila deve essere una organizzazione della società civile, un'autorità pubblica locale o regionale, un fornitore di servizi sociali o una banca per lo sviluppo nazionale, oppure uno dei soggetti ammessi come singolo soggetto proponente. Nel caso il soggetto capofila sia un soggetto a livello nazionale, almeno 2 degli aderenti al partenariato dovrebbero essere stabiliti formalmente in 2 diversi stati ammissibili.</p>
<b>Dotazione finanziaria</b>	<p>Il bando ha una dotazione finanziaria pari a 15.000.000,00 euro.</p>
<b>Agevolazioni</b>	<p>Il bando prevede l'erogazione di sovvenzioni, di importo compreso tra 2.000.000,00 e 5.000.000,00 euro. Il tasso di co-finanziamento del progetto è pari al 90%.</p>
<b>Interventi ammissibili</b>	<p>Per essere ammissibili, le attività devono essere ricondotte a due categorie:</p> <ol style="list-style-type: none"> <li>1. Interventi di sperimentazione sociale che offrano una risposta innovativa ai bisogni sociali, prima su scala ridotta, per poi essere replicati, in caso di esiti positivi, su scala più ampia (questa attività è obbligatoria);</li> <li>2. Collegato alla prima categoria, attività di <i>capacity building</i> rivolti ai principali <i>stakeholder</i> coinvolti nell'implementazione dei progetti di sperimentazione sociale. Questi <i>stakeholder</i> possono essere il settore del no profit, le autorità pubbliche, le imprese sociali/le cooperative sociali (questa attività è facoltativa).</li> </ol> <p>I progetti devono prevedere una durata pari a 36 mesi e le attività devono essere svolte in almeno 3 Stati ammissibili al Programma.</p>
<b>Spese ammissibili</b>	<p>Le spese ammissibili sono:</p> <ol style="list-style-type: none"> <li>A) Costi del personale <ol style="list-style-type: none"> <li>a. Dipendenti;</li> <li>b. Persone fisiche con contratto diretto;</li> <li>c. Personale distaccato.</li> </ol> </li> <li>B) Costi di subappalto</li> <li>C) Costi di acquisto <ol style="list-style-type: none"> <li>a. Viaggi e soggiorni;</li> <li>b. Attrezzature;</li> </ol> </li> </ol>

	<p>c. Altri beni, lavori e servizi;</p> <p>D) Altre categorie di costo</p> <p>a. Sostegno finanziario a terzi;</p> <p>E) Costi indiretti</p>
<b>Termine iniziale</b>	14 settembre 2023
<b>Termine finale</b>	11 gennaio 2024, ore 17:00



# **European Social Fund+ (ESF) Employment and Social Innovation (EaSI) strand**

Call for proposals

Social Innovation Practices to Combat Homelessness

ESF-2023-HOMELESS

Version 2.0  
9 November 2023



<b>HISTORY OF CHANGES</b>			
<b>Version</b>	<b>Publication Date</b>	<b>Change</b>	<b>Page</b>
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		▪	
		▪	



**EUROPEAN COMMISSION**  
Directorate-General for Employment, Social Affairs and Inclusion

EMPL.D – Social Rights and Inclusion  
**EMPL.D.03 – Disability and Inclusion**

## **CALL FOR PROPOSALS**

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of homelessness, under the **European Social Fund Plus (ESF+)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (ESF+ Regulation [2021/1057](#)<sup>1</sup>).

The call is launched in accordance with the 2023 Work Programme<sup>2</sup> and will be managed by the **European Commission, Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL)**.

The call covers the following **topic**:

- **ESF-2023-HOMELESS — Social Innovation Practices to Combat Homelessness**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for financial and operational capacity and exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - legal and financial set-up of the Grant Agreements (section 10)

<sup>1</sup> Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) (OJ L 231, 30.6.2021, p. 21).

<sup>2</sup> Commission Decision [C\(2022\)9194](#) of 14.12.2022 on the adoption of the 2023 annual work programme within the framework of the European Social Fund Plus (ESF+) and in particular its Employment and Social Innovation (EaSI) strand

- how to submit an application (section 11)
- the [Online Manual](#) outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the [AGA — Annotated Grant Agreement](#) contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

## 1. Background

Combatting homelessness is an important social policy priority of the European Union. It is estimated that the number of people experiencing homelessness has gone up by 70% in Europe in the last ten years and this number is likely to worsen as a result of the Covid crisis and the recent steep increase in the cost of living. Research published throughout the EU repeatedly describes people experiencing homelessness as having multiple and complex needs that require an **integrated policy approach**, combining **prevention** and **stable housing solutions** combined with **socio-economic support services** to help homeless people maintain their tenancy, achieve stable living conditions, and avoid falling back into exclusion.

On the **prevention** side, robust evidence base demonstrates that some groups are at elevated risk of homelessness, including persons experiencing poverty, persons with a migrant background, victims of domestic violence, and those leaving state institutions, especially the criminal justice system and state care of children. These groups should be the focus of upstream prevention efforts. Upstream prevention has been subject to insufficient policy and research focus, due to the enduring focus on emergency responses.

The **services** for homeless people should be focused on the needs of the potential service users and they should contribute to supporting pathways out of homelessness. The services required by someone facing homelessness will reflect the extent/depth of their housing/homelessness crisis; the resources they have/lack to resolve it; and any combination of other needs of the person/households, together with the need for housing. Non-housing needs may require health services (physical, mental, addictions); social care services; independent living services; income benefits and employability services; and social networking/support services.

The European Platform on Combatting Homelessness (hereinafter the Platform) was launched by the Lisbon Declaration in June 2021. The Platform's objective is to promote debate, facilitate mutual learning, increase knowledge, and improve monitoring systems, as well as strengthen cooperation between all actors involved in working towards ending homelessness across the EU by 2030.

The Platform has been established as an instrument for the implementation of Principle 19 of the European Pillar of Social Rights, which stresses the need for social housing or housing assistance of good quality for those in need, the right to appropriate assistance and protection against forced eviction for vulnerable people and adequate shelter and services for people experiencing homelessness.

The [Work Programme of the Platform](#) was adopted formally during the Ministerial Conference on Combatting Homelessness hosted by the French Presidency of the



Council of the EU on 28 February 2022 in Paris. The Work Programme is built around three work strands:

1. Work strand on analytical work and data collection;
2. Work strand on mutual learning activities;
3. Work strand on access to financing.

This call contributes to the deliverables of the three work strands.

The Platform has, thus far, focused on knowledge-gathering and transfer among stakeholders. This call will implement on the ground the lessons learned as yet, while at the same time complementing the knowledge that has already been collected in this area. This project will take into consideration the other projects and activities carried out in the context of the European Platform on Combatting Homelessness, in particular:

- Mutual learning activities of the Platform organised in the following areas: development of national strategies, prevention of homelessness, social and healthcare services for homeless people, vulnerable groups within the homeless population, data collection and access to finance for national authorities.
- A pilot project on a European Homelessness Count aims at:
  1. identifying a common operational definition of homelessness and a common data collection methodology and;
  2. testing it at city level in different Member States.
- An OECD<sup>3</sup> study focusing on:
  1. defining a common counting methodology, building upon existing methodologies
  2. publishing a Policy Toolkit on how to tackle homelessness.

The Contracting Authority will inform the beneficiaries of all relevant projects and activities during the kick-off meeting.

This call for proposals is financed under the Employment and Social Innovation (EaSI) strand of the ESF+, which is a European-level financing instrument managed directly by the European Commission. It provides financial support to achieve high employment levels, fair social protection, a skilled and resilient workforce ready for the future world of work, as well as inclusive and cohesive societies aiming to eradicate poverty.

In line with the objectives of the ESF+ EaSI strand 2023 Annual Work Programme, this call will support innovative projects and/or policy measures addressing homelessness and housing exclusion. Social innovation is the process of developing, evaluating and deploying effective solutions to challenging and often systemic social issues in support of social progress – in this case, homelessness and housing exclusion.

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<sup>3</sup> See VS/2022/0104 – Support OECD survey on housing (European Platform on Combatting Homelessness)

## 2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

### ESF-2023-HOMELESS — Social Innovation Practices to Combat Homelessness

#### *Objectives (expected outcome)*

The call will contribute to the prevention and reduction of homelessness across the EU, in line with the Principle 19 of the European Pillar of Social Rights, and the Lisbon Declaration on the European Platform on Combatting Homelessness, through financial support to innovative projects and/or policy measures addressing homelessness and housing exclusion, such as prevention, access to housing, including housing-led approaches and enabling services, as well as building the capacity of local players engaged in the prevention and fight against homelessness.

In view of the diverse landscape of homelessness actions in the EU Member States, the objective of this call is to:

1. Implement and evaluate innovative projects and/or policy measures through social experimentation, piloting and evaluating social innovation practices in the field of homelessness and housing exclusion.
2. Build the capacity and knowledge of a large number of local, regional and national stakeholders active in the area of homelessness and housing exclusion.

#### *Themes and priorities (scope)*

This call for proposals aims at selecting and supporting financially **a limited number of beneficiaries**, active in the greatest number of Member States, capable of interventions in the field of homelessness and housing exclusion. The beneficiaries may opt to implement the funded activities through re-granting to third parties<sup>4</sup>.

The following priorities will be implemented:

- (1) Social experimentation interventions defined as policy interventions that offer innovative response to social needs, implemented on a small scale, prior to being implemented in other contexts or on a larger scale, if the results prove convincing. These interventions should provide valuable information for policy-makers, avoiding the costs of launching large-scale programmes before being tested. Some social experimentations may also fail, being nevertheless an important source of information for policy-makers.
- (2) Capacity building of key stakeholders active in the experimentation interventions, notably local, regional and national stakeholders and civil society organisations. This includes knowledge transfer and mentoring, expertise, tools, methods and models to suitable organisations in the Member States.

#### *Activities that can be funded (scope)*

To meet the above-mentioned objectives, the activities funded and carried out by a limited number of beneficiaries, in at least 3 eligible countries, should fall in the following categories:

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<sup>4</sup> For “Financial support to third parties” the beneficiary will have to act as a funding intermediary, namely to act as an entity that serves to connect the granting authority to organizations that it wishes to fund.

1. Social experimentation interventions that offer an innovative response to social needs, implemented on a small scale, prior to being implemented in other contexts or on a larger scale, if the results prove convincing. This activity is mandatory.
2. Linked to point (1), capacity building of key stakeholders involved in the implementation of the social experimentation projects. These can be the non-profit-making sector, public authorities or social enterprises/ social cooperatives, active at local, regional and national level in order to carry out activities in the area of homelessness and housing exclusion. This activity is optional.

In order to implement these activities, the beneficiaries can foresee the provision of financial support - re-granting - to third parties of **maximum EUR 60 000 per sub-grant**<sup>5</sup>. The targeted third parties must be from the non-profit-making sector, public authorities or social enterprises/ social cooperatives - active at local, regional and national level and carrying out activities in the homelessness area.

Proposals should be based on and include a thorough assessment of the non-profit-making sector, public authorities or social enterprises/ social cooperatives landscape (in the country(ies) covered), the challenges they face and their needs.

The project activities must be organised in the following work packages:

WP1 - Social experimentation interventions (mandatory)

WP2 – Capacity building (optional)

Additional work packages may be added.

### **1. Social experimentation interventions – mandatory activity**

Social experimentation could cover the following activities:

- Pilot innovative projects and practices in the field of homelessness and housing exclusion, putting in place a robust and rigorous ex-ante and ex-post evaluation framework.
- Innovative forms of service delivery in the areas of homelessness and housing exclusion, including new forms of collaboration between public authorities at different levels (European, national, regional and local) and all relevant stakeholders (such as civil society organisations, social cooperatives, foundations, social housing providers).
- Integrated approaches to homelessness, covering areas such as prevention, access to housing, including housing-led approaches, and enabling services.
- Setting up innovative forms and structures of multi-level governance.
- Innovative forms and sources of funding for projects to tackle homelessness and housing exclusion; increase the cooperation of the funding authorities through new governance structures.

This list is not exhaustive; other relevant and innovative activities may be considered.

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<sup>5</sup> As per Article 204 of the Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union

## **2. Capacity building of innovative multi-stakeholder governance structures – optional activity**

Social experimentation actions may be accompanied by capacity building of innovative multi-stakeholder governance structure, based on knowledge sharing of partner organisations through mentoring, coaching and on-the-job training.

The applicant should define clearly the objectives of capacity building activities – namely which problems are to be addressed through the actions and link these to the objectives of the social experimentation interventions.

The capacity building actions need to be result-oriented and sustainable, and aimed at strengthening organisational ability to make more effective decisions, become more active players and to take full responsibility for the consequences of decisions.

The following non-exhaustive list of capacity building activities can be considered:

- Training opportunities and other resources for homelessness service providers to grow the organisation's knowledge and delivery capacity around homelessness services.
- Training and building the capacity and sustainability, for instance with coaching aimed at strengthening strategic thinking and managerial capacities, fundraising training sessions, or strengthening policy research and analysis;
- Fostering and facilitating networking with relevant stakeholders with a view to promoting actions for the fight against homelessness and housing exclusion.
- Help with efficient access and use of EU funds to combat homelessness and housing exclusion.

The activities may also include mutual learning, exchange of good practices and awareness raising. Information and dissemination activities should be included, and the results should be made public.

### **Financial Support to Third Parties (if applicable)**

Financial support via re-granting to third parties must be reflected appropriately in the budget distribution by the applicant.

For financial support to third parties, beneficiaries will have to identify the typology of third parties they foresee for the re-granting schemes, the budget envisaged - maximum EUR 60 000 per sub-grant, a short summary of the type of sub-project to be funded and the target group reached, desired qualitative and quantitative results as appropriate.

This information should be provided to the Commission in the form of a table.

The applicants (beneficiaries and affiliated entities) should clearly identify a specific focus for their financial support to third parties. This focus should reflect the expertise and competencies of the applicant and it could refer to: social experimentation with a strong analytical component and expertise in evaluation; funding mechanisms, including blending instruments or capacity building.

Irrespective of the typology of activities chosen, they should all include a strong innovative component that should be identified from the onset.

In compliance with the present call for proposals, applicants to this call shall define and describe in the proposal:

- a. The objectives and the results that the third parties should achieve with the financial support, and which must be in line with the objectives and priorities of this call for proposals;
- b. The maximum amount which may be given and the criteria for determining the exact amount of financial support for each third party;
- c. The types of organisations which may receive financial support and which must be in line with this call for proposals;
- d. The different types of activities eligible for financial support on the basis of a fixed list which must be in line with the objectives of this call for proposals; these activities should reflect the expertise and professional capacity of the applicant and therefore be more limited in scope than those foreseen in this call for proposal;
- e. The procedure for evaluating these third parties and for giving the financial support, the selection and award criteria;
- f. The communication tools and channels through which they will ensure outreach to potential third parties.

*Selection of third parties for re-granting: Award criteria and evaluation procedure*

Applications must specify clearly how financial support to third parties will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

The applicant is expected to describe the procedure and the criteria used to make sure they select the appropriate third-party organisations in line with the priorities of this call, as well as respect of EU values.

The calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, absence of conflict of interest and confidentiality. The calls must remain open for at least two months, the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries of implementation. The calls must have a clear European dimension.

Beneficiaries must ensure transparency with adequate publication of calls for proposals and prevent conflict of interests throughout the entire award procedure. They will have to clearly demonstrate this in their application and report on it throughout the project. Calls for proposals should be published in EU languages relevant to the local context, and must remain open for at least two months. Open-ended calls under which third parties can apply at any time are also possible.

Applicants for financial support to third parties should be able to submit applications in the language of the call for proposals. The application forms and procedures should be tailor-made to the technical and managerial capacities of local organisations of the respective countries.

Beneficiaries could foresee a two-stage selection process in order for third parties with less capacity to receive assistance and better develop their ideas into fully-fledged projects.

Beneficiaries should provide support to applicants in the process of preparing applications (pre-application information sessions, helpdesk etc) respecting principles of equal treatment and absence of conflict of interest. They should use a uniform

evaluation procedure and ensure that the proposals are evaluated in the same manner, independently from which partner in the beneficiary consortium<sup>6</sup> is organising the Call for Proposals.

Beneficiaries must publish the outcome of the call(s) on their websites, including a description of the selected projects, award dates, project durations, final recipients' legal names and countries of establishment. The indicative timeline for this publication is within two months after the submission deadline of the call the proposal or equivalent date for open-end calls.

In the case of a consortium, one member of the consortium is under the obligation to re-grant.

#### Management and control system

The application shall cover in particular:

- Project management and control set-up;
- The beneficiary's procedures for the selection of third parties and procedures for granting funds; those procedures should be in compliance with article 204 of the financial regulation, and in particular should foresee no margin for discretion by the beneficiary when choosing the third parties to be financially supported.
- The beneficiary's system for preventing, detecting, mitigating, reporting on and remedying suspected or actual cases of conflict of interests in the selection procedures;
- The beneficiary's system for preventing, mitigating, detecting, reporting on and remedying suspected or actual cases of irregularities and frauds, and other cases such as those described in art 136 of the EU Financial Regulation<sup>7</sup>.
- The beneficiary's system for preventing, mitigating, detecting, reporting on and remedying risks to the effective implementation of the project and the achievement of its expected outcomes.
- The beneficiary's system for preventing, mitigating, detecting, reporting on and remedying reputational risks. As regards reputational risks linked to the non-respect of EU values by the third parties, the beneficiary must demonstrate in the grant application form how they plan to ensure that their grantees have not:
  - Breached Union values
  - Promoted values contradictory to Union values
  - Engaged into activities contradictory to Union values

In addition, the beneficiary may include in their calls for proposals a requirement that the third party signs a Declaration of Honour to this effect. The Declaration should state that breaches will make the (potential) beneficiary liable to exclusion, administrative sanctions or cancellation of funding.

- Beneficiaries must carry out a due diligence process whenever they have reason to doubt that an organisation does/will not comply with its stated

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<sup>6</sup> The beneficiary may be a consortium of several organisations, see section 6 "Eligibility".

<sup>7</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32018R1046>

objectives<sup>8</sup>. The beneficiary should explain how their evaluation procedures will incorporate the expertise necessary to ensure that only organisations defending EU values will qualify for grants.

### Reporting

The applicant should put in place and describe in their grant application form a reporting mechanism in order to meet the following reporting requirements:

- Report back to the European Commission on the achievement of outputs and outcomes of the project and of the projects by the third parties;
- Submit standardised information related to each third party project (see section 10 Milestones & deliverables);
- Collect and review third party project implementation and completion reports;
- Respond to ad hoc requests for information from the European Commission.

The applicant should explain in the grant application form, in which way and how frequently they propose to monitor third parties projects, e.g. visit projects in the field and offer advice and support, or phone or video calls, and whether they will use financial, risk or other criteria for intensity of monitoring, and what standard thresholds will be for more intensive monitoring.

### Expected impact

The design and implementation of policies and action to fight homelessness often presents several challenges. In particular:

- The responsibility for homelessness policies is often shared between different levels of government, including the national, regional and local levels.
- Social experimentation, piloting and evaluating social innovation practices in the field of homelessness policies and projects is limited at European level.
- Funding to fight homelessness and housing exclusion is often dispersed and managed by different authorities at different levels. Furthermore, projects to fight homelessness should generally focus on both infrastructure such as housing and social, personal support to individual people; these different types of interventions often require different types of funding.

To address the above challenges, projects are expected to:

- Create new forms of service delivery are implemented and tested for a more supportive environment for homeless people;
- Improved capacity and knowledge for preventing and combatting homelessness;
- Increased support to the full implementation of the Social Pillar Principle 19 and the Lisbon Declaration on the European Platform on Combatting Homelessness;

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<sup>8</sup> This could be carried before or after the selection process, but before signing the grant agreement. It needs to be made clear in the call for proposals at which point this may occur and that eventual signature of a grant agreement may be subject to this due diligence process, including requests for additional information to facilitate transparency. The process could include a review of third parties' online presence, including social media channels and social media channels of its key personnel and trustees/board members, and verification of other sources available in their Member State, including annual reports, state registers, etc., as well as engaging on a dialogue with the concerned organisation.

- Strengthened cooperation between stakeholders working in the homelessness sector.

### 3. Available budget

The estimated available call budget is **EUR 15 000 000**.

We expect to fund between 3 and 5 proposals ranging between 2 million and 5 million EUR each.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	14 September 2023
Deadline for submission:	<u>11 January 2024 – 17:00:00 CET</u> (Brussels)
Evaluation:	January - March 2024
Information on evaluation results:	April 2024
GA signature:	May/June 2024

### 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
  - detailed budget table/calculator: not applicable
  - CVs (standard) of core project team




- activity reports of last year
- list of previous projects relating to the subject of the call in the last 3 years) (*template available in Part B*)

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **40 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which it is submitted.

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - non-EU countries: listed EEA countries and countries associated to the ESF+ or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))
- be non-profit organisations (private or public), public authorities (national, regional, local), international organisations, universities, educational institutions, research centres or companies

**If sole applicant:** an umbrella civil society organisation, a network of local and regional authorities and/ or social services providers at European level (covering at least 14 eligible countries), an International Organisation or an International Financial Institution, including Multilateral Development Banks. It must be active in the area of the call (part of statutory aim).

**If consortium:** the lead applicant must be either one of the above or a civil society organisation, local or regional authority, social service provider, or national development bank at national level. Co-applicants can include research centres/institutes and higher education establishments (private and public). In the case of a lead applicant at national level, at least two co-applicants should be from

two other eligible countries. The majority of the applicants must be active in the area of the call (part of statutory aim).

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

### *Specific cases*

**Natural persons** — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

**International organisations** — International organisations are eligible. The rules on eligible countries do not apply to them.

**Entities without legal personality** — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>9</sup>.

**EU bodies** — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

**Associations and interest groupings** — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>10</sup>. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

**Social partner organisations** — These include notably the European social partner organisations that are consulted in accordance with Article 154 TFEU (for the list, see [List of consulted organisations](#)) as well as other European-level social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level. Social partner organisations without legal personality are eligible provided that the conditions for entities without legal personality (*see above*) are met.

**Countries currently negotiating association agreements** — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

**EU restrictive measures** — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*<sup>11</sup> and entities

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<sup>9</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>10</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>11</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

covered by Commission Guidelines No [2013/C 205/05](#)<sup>12</sup>). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Consortium composition

Proposals by both single applicants and consortia are allowed.

Proposals submitted by a consortium should be composed of at least 2 applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

The lead applicant must be either:

- an umbrella civil society organisation, a network of local and regional authorities and/ or social services providers at European level (covering at least 14 eligible countries), an International Organisation or an International Financial Institution, including Multilateral Development Banks,

or

- a civil society organisation, local or regional authority, social service provider, or national development bank, at national level.

In the case of a lead applicant at national level, at least two co-applicants should be from two other eligible countries. In this case, the consortium should be comprised of at least 3 organisations.

Co-applicants can include research centres/institutes and higher education establishments (private and public). The majority of the applicants must be active in the area of the call (part of statutory aim)

### Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*).

Financial support to third parties will be accepted for proposals that also meet the conditions set in **section 2**.

The maximum amount of financial support per third party is EUR 60 000<sup>13</sup>.

In order to be eligible for financial support, the third party must:

- Be established in an eligible country;
- Be legal entities (public or private bodies)
- Be non-profit-making or a public authority or a social enterprise/ social cooperative;
- Respect the fundamental rights and values on which the EU is founded.

Activities carried out by third parties must take place in the eligible countries (see

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<sup>12</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

<sup>13</sup> See Article 204(a) of the EU Financial Regulation [2018/1046](#).

above) and during the grant implementation period. Only cost incurred during that period can be considered eligible<sup>14</sup>.

The affiliated entity(ies), associated partner(s) or subcontractors of the beneficiary are not eligible as third parties that may receive financial support.

Applicants for financial support to third parties should be able to use simplified cost options and in particular lump sums.

The mandatory conditions for giving financial support (see above points) will be strictly defined in the grant agreement between the beneficiary and the European Commission.

#### Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (see above).

#### Duration

Projects should normally last 36 months.

Extensions are possible, if duly justified and through an amendment.

#### Project budget

To be considered eligible, project budgets (maximum grant amount) should range between EUR 2 000 000 and EUR 5 000 000 per project.

The grant awarded may be lower than the amount requested.

## **7. Financial and operational capacity and exclusion**

#### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

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<sup>14</sup> A typical duration of a third-party project could be around six to twelve months, with the third party having one month after the end of the project to submit their report to the beneficiary.

If we consider that one or more participants' financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that the participants are replaced or, if needed, reject the entire proposal.

For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

Applicants will have to show their operational capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project (CVs of the proposed the persons who will perform the main tasks, notably project manager and key personnel)
- description of the consortium participants
- applicants' activity reports of last year
- list of previous projects (key projects relating to the subject of the call in the last 3 years)
- 5 years of proved international team management activities for the coordinator of the project.

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>15</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>16</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that<sup>17</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## **8. Evaluation and award procedure**

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation)

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<sup>15</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>16</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>17</sup> See Article 141 EU Financial Regulation [2018/1046](#).

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (*see also [Funding & Tenders Portal Terms and Conditions](#)*). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria

The **award criteria** for this call are as follows:

### – **Relevance:**

Extent to which the applicant's activities and mission:

- match the objectives and priorities of this call;
- are relevant to the fight against homelessness and housing exclusion in the eligible countries;
- show the capacity of the applicant to work with be non-profit-making or a public authorities

Extent to which the proposal:

- matches the priorities and objectives of the call;
- has clear and consistent objectives and planning;
- clearly defines target groups;
- presents a high quality overview and analysis of the homeless situation in the eligible countries, including the identification of key challenges needs, and needs assessment;
- is relevant to the particular needs and constraints of the target country(ies) and region(s)

Extent to which the planned measures, in particular capacity building and social experimentation:

- are balanced, well-proportioned and well-structured and relevant to address their needs and challenges (**Max. 30 points**)

### – **Quality:**

#### – **Project design and implementation:**

- clarity and consistency of project;



- logical links between the identified problems, needs and solutions proposed (logical frame concept);
  - strategy to reach out to a large number of grass-root CSOs and public authorities active in the area of homelessness;
  - approach to evaluation and selection of third parties to be funded (including how to ensure absence of conflict of interest) (if applicable)
  - approach to reduce administrative burden on third parties and facilitate implementation of third parties projects (if applicable);
  - methodology for implementing the project (organisation of work, timetable, allocation of resources and distribution of tasks between partners);
  - risk control & risk management, monitoring and evaluation;
  - strategy to ensure that ethical issues are addressed;
  - feasibility of the project within the proposed time frame;
  - financial feasibility (sufficient/appropriate budget for proper implementation);
  - cost-effectiveness (best value for money) (**Max. 30 points**)
- **Project team and cooperation arrangements:**
- quality of the consortium and project teams;
  - explication how cooperation arrangements among team and consortium members will ensure effective delivery of the work programme;
  - appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium;
  - well-justified recourse to sub-contracting (**Max. 30 points**)
- **Impact:**
- ambition and expected long-term impact of results on target groups/general public;
  - appropriate dissemination strategy for ensuring sustainability and long-term impact;
  - sustainability of results after EU funding ends (**Max. 10 points**)

Award criteria	Minimum pass score	Maximum score
Relevance	21	30
Quality — Project design and implementation	21	30
Quality — Project team and cooperation arrangements	21	30
Impact	7	10
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: 21/30, 21/30, 21/30 and 7/10 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.



## 10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

### Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Beneficiaries in ESF EaSI projects will have to ask attendees in activities/events to participate in an EU survey to provide policy feedback. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a weblink to the survey, to be forwarded to the attendees.

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons— but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

### Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): *see section 6 above*.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

### Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

*Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
  - D.1 Financial support to third parties
- E. Indirect costs

*Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost<sup>18</sup>: No
  - volunteers unit cost<sup>19</sup>: No
- travel and subsistence unit cost<sup>20</sup>: Yes
- equipment costs: depreciation
- other cost categories:
  - costs for financial support to third parties: allowed for grants; maximum amount per third party EUR 60 000
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
  - kick off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for separate project websites are not eligible

<sup>18</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

<sup>19</sup> Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

<sup>20</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

- other ineligible costs: No

### Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

Payment of the grant is generally made in **prefinancing** instalments and a final payment (the balance). The aim of the prefinancing is to provide the beneficiaries with a float. The prefinancing remains the property of the EU until the payment of the balance. The frequency and size of prefinancing will depend upon the project duration but may be adjusted in case of risk.

**Actions between 24 and 36 months:** prefinancing payments linked to annual reporting periods will be made as follows:


30% from the entry into force of the grant agreement or after receiving the financial guarantee (if required), whichever is the latest

a second and third prefinancing of 40% and 20% after receiving additional prefinancing reports. Where the consumption of the previous prefinancing is less than 70%, the amount of the new prefinancing payment will be reduced by the difference between the 70% ceiling and the amount used.

There will be no interim payments.

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal to the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*:

- specific rules for ESF+ actions: Yes
- specific rules for financial support to third parties: Yes

### Other specificities

n/a

### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

 For more information, see [AGA — Annotated Grant Agreement](#).

## **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

#### b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## **12. Help**

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

### Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address:

- general questions on ESF+ [EMPL-EaSI@ec.europa.eu](mailto:EMPL-EaSI@ec.europa.eu)
- call-specific questions: [EMPL-ESF-2023-HOMELESS@ec.europa.eu](mailto:EMPL-ESF-2023-HOMELESS@ec.europa.eu)

 Please:

- send your questions at the latest 7 days before the submission deadline (see *section 4*)
- indicate clearly the reference of the call and topic to which your question relates (see *cover page*).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).  
Organisations may participate in several proposals.  
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).



- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).