



# PROJECT LEADER'S MINI-GUIDE

**10 Key points to understand more about  
European Grants**

**Master the key factors for a successful European  
Grant application !**

# What is the Guide for?

Accessing European grants seems for most project leaders to be a little-known and difficult task.

Indeed, many organizations miss out on sources of funding they need for their development.

Thanks to this guide, you will have a first concrete approach to the functioning of grants.

Moreover, it aims to explain in a simple way the various steps, rules and priorities that you will have to follow in order to access European grants and optimize your chances of success.

Throughout this guide, follow the questions of our project leader and the practical answers specifically made by Welcomeurope.



# Welcomeurope guides you along every step of your project

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# Definition and Explanation European Grants

## What is a European Grant?

It is a financial aid distributed by the European Commission to a private or public organization.

## How do I find the grant that best suits my project?

Welcomeurope offers an advanced database with a search engine filtered by organization, activity, sector... to find the grant best suited to your project.

To discover our search engine, go to : [www.welcomeurope.com](http://www.welcomeurope.com)

## Who can benefit?

Beneficiaries may vary for each program and call for proposals, depending on the objective sought. Other specific eligibility criteria are added (such as project relevance or sustainability).

## Who do I need to contact for more information?

Welcomeurope helps you by giving you access to various services related to European Grants.

You can reach us by phone :

+33 (0)1.42.54.60.64 or by email : [contact@welcomeurope.com](mailto:contact@welcomeurope.com)



# Definition and Explanation European Programmes

## What is a European Programme?

These are theme-based programs (related to culture, youth, etc...) that reflect the objectives of the European Commission and that finance projects to help achieve the objectives of its policies.

## How long is a program valid for?

The existence of the programs is planned in a multi-year financial framework, which has a duration of 7 years. The current framework has been defined for the period 2014-2020. It will be succeeded by the 2021-2027 framework.

## Which activity sectors are concerned?

There are programs in all types of sectors (examples: health, research, education...).

## Is there a program categorisation?

Yes of course. Programmes are divided into 3 categories :

- Community Outreach Programmes
- External Cooperation Programmes
- Structural Funds

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## Community Outreach Programmes

These are all programs that allow you to finance your projects within the European Union, for organizations located in the EU area in partnership with at least one organization from another member state.



Member countries of the European Union eligible for Community Outreach Programmes



Funding example: International training of students



Funding example: control surface and ground water pollution

The new 2021-2027 program will bring new perspectives. Stay connected on our website and social networks to know everything about it as soon as the new program is released.

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## External Cooperation Programmes

These are all programs that allow you to finance your projects around the world, in partnership with at least one organization from another member state. There are several types of non-EU countries involved in external cooperation.

### Instruments for pre-accession aid for candidate countries.



Candidate countries: this is a country whose application to the European Union has been officially accepted. Turkey, Former Yugoslav Republic of Macedonia (FYROM), Montenegro, Iceland and Serbia.

### Neighbouring Countries



The European Neighbourhood and Partnership Instrument (ENPI) is the financial instrument of the European Neighbourhood Policy (ENP). It is addressed to the ENP partner countries as well as Russia and offers co-financing to the processes of strengthening governance and equitable economic and social development.

### Other countries

External cooperation programs affect all geographical areas outside the European Union.

The new 2021-2027 program will bring new perspectives.

Stay connected on our website and social networks to know everything about it as soon as the new program is released.



# Structural Funds

These are all the programs that make it possible to finance your projects at the regional, local and inter-regional levels.

## European Social Funds

It mainly supports EU priorities in 4 areas:

- Increasing the adaptability of workers, businesses and entrepreneurs, in order to improve forecasting and positive management of economic changes;
- improving access to employment and the sustainable integration into the labour market for job seekers ;
- strengthen the social inclusion of disadvantaged people with a view to their sustainable integration into employment.

## European Regional Development Funds

The ERDF is the second of two Structural Funds, financial instruments of the European Union's regional policy meant to reduce development gaps between European regions.

The new 2021-2027 program will bring new perspectives.

Stay connected on our website and social networks to know everything about it as soon as the new program is released.





# Prepare your project & identify the right Programme

## 1- Define a relevant project

The project must be innovative and bring added value to the European Union (in terms of growth, employment or research and development for example).

## 2- Building a network of partners

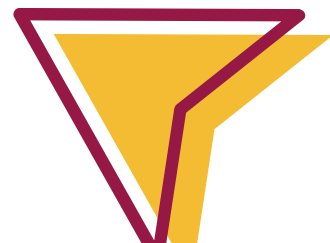
Each project leader (also called coordinator) must have a network of partners (at least 2) based in the European Union and outside its own national territory. The objective of this partnership is twofold:

- for the coordinator, the partners bring know-how and human resources that will improve the quality of the project.
- for the partners, participation in a project allows them to exchange good practices and increase their visibility at the European level.

The coordinator establishes and proposes to the partners an operating mode for the project and the network.

## 3- Identify the right funding program

The project must match the objectives specified by the program. However, do not design a project in response to a funding opportunity: you could spend a lot of energy for poor results! Finally, be aware that you cannot apply to several funding programs at the same time for the same project.



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## Writing the application

Calls for proposals are published within the framework of European programs and set the framework of response that project leaders must comply with in order to obtain funding for their operations. The text of the call determines in detail the eligibility criteria (eligibility of project leaders, activities, expenses...) and the objectives that the projects must meet.

### 6 essential elements to know in a call for proposals:

- Eligible recipients
- Actions to be realised
- Budget and co-financing rate
- The calendar
- The procedure
- Informations sources





# Writing the application

## Documents in the Application file

The text of the call for proposals announces the objectives of the call and the actions financed. The applicant's guide recalls the rules of participation, eligibility criteria and it provides additional information. It is advisable to refer to this document when preparing your application.

The application form. You must obligatorily use the form indicated in the call for proposal (on a document or directly on the platform).

The budget appendix (document in Excel format) highlights the expenses and resources of your project.

The financial information sheet (or bank identification form) specifies the coordinator's bank details.

The checklist helps you finalize your file and prevents you from forgetting any document or signature.

The acknowledgement of receipt, upon reception of the application, is proof that your file has been delivered on time at the European Commission.



# Carry out and manage the funded project

## 1- Activity reports

During the course of the project, you will be required to submit several interim reports and one final report to the European Commission.

An interim report must provide a mid-term assessment of the project. The final report covers the total duration of the project and deals with the impact of the project, its results and the lessons to be learned from its implementation.

## 2- Financial statements

They are to be submitted at the same time as the activity reports (one to be provided with the interim report and one with the final report) to the European Commission.

They shall present the state of expenditure over the period covered and a budget for the coming period.





# Carry out and manage the funded project

## Our experts will guide you throughout your project

To ensure the proper management of the funds allocated by the European Union, to guarantee the respect of the rules and to optimize the effective payment of subsidies, Welcomeu-ropes sets up all the necessary tools as soon as the actions are launched.

Throughout the implementation of the project, the Welcomeurope team verifies the conformity of acts and reports, proposes corrective measures and optimization axes. Welcomeurope also supports the beneficiary of the grant in answering possible questions from the authorities.

This mission is eligible for the grant provided that it has been foreseen in the initial budget.

## Methodology :

*1st step* : Management tools creation in compliance with respect to internal constraints and European rules

*2nd step* : Close assistance to the project manager for the elaboration of reports (reporting) and the tracking of payments

*3rd step* : Support in the establishment of the final reporting and monitoring of the balance of the grant

**Reach us with +33 1 42 54 60 64 to benefit from our expertise**



# The stages of a European Project

Publication of the call for proposals drafting and submission of the application file

- File approval  
- Signature of the convention

Refusal of the file  
(improvement of the project for a future application)

- Reception of the first installement (between 30% and 40% of the amount granted)  
- Start of the project  
- Evaluation and drafting of the interim report

Approval of the interim report

Refusal of the report -  
Request of supporting documents

Reception of the second installement (30% of the amount)

Acceptance

Final refusal

- Continuation of the project  
- Project closing date : writing and sending the report

Approval of the final report

Refusal of the report -  
Request of supporting documents

Reception of the third installement (30% of the amount)

Acceptance

Final refusal

Continuation of the action outside the framework of European subsidies

# Technical Glossary

**CALL FOR PROPOSAL:** funding offer issued by the European Commission, which makes funding available for actions for which it precisely defines the priorities.

**LOGICAL FRAMEWORK :** appendix to be provided for all external cooperation projects which summarizes in tabular form the coherence between the project and the objectives of the European call for proposals.

**EXTERNAL COOPERATION :** support of the European Union for third countries.

**ERDF - EUROPEAN REGIONAL DEVELOPMENT FUND :** one of the two structural funds, a financial instrument of the European Union's regional policy which aims to reduce the development gaps between European regions.

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**ESF - EUROPEAN SOCIAL FUND :** one of the two instruments of the cohesion policy, the main source of funding to develop employment and human resources.

**STRUCTURAL FUNDS:** distributed at the regional level, they must promote local development and social policy (examples: employment, social infrastructure).

**ENPI - EUROPEAN NEIGHBOURHOOD AND PARTNERSHIP INSTRUMENT:** financial instrument of the European Neighbourhood Policy (ENP). It is addressed to the ENP partner countries as well as Russia and offers co-financing to the processes of strengthening governance and equitable economic and social development.

# Technical Glossary

**IPA - PRE-ACCESSION ASSISTANCE INSTRUMENT**: financial instrument for the period 2007-2013 providing assistance to candidate and potential candidate countries.

**PARTNER**: any legal person involved in the presentation of a project proposal. Project partners must sign a partnership declaration in which they undertake to contribute to the realisation of the project.

**HORIZON 2020** : Framework Program for Research and Development grouping 4 themes: "cooperation" (collaborative research around 10 thematic priorities, such as health, information and communication technologies or energy), "ideas" (exploratory research), "people" (mobility and training of researchers) and "capacities" (infrastructures, measures in favor of SMEs, science in society and regions of knowledge).

**SMES - SMALL TO MEDIUM ENTERPRISES** : enterprises that meet the following criteria: employ less than 250 employees (full-time equivalents) and have an annual turnover not exceeding EUR 50 million or an annual balance sheet not exceeding a total of EUR 43 million. They must meet the independence criterion.



# Welcomeurope supports you in every phase of your project

## Information

Identify the grants for which you are eligible, do not miss any opportunity and receive all calls for projects, rely on an experienced methodology to make your project a success...

Our website and our guides will accompany you throughout your projects

● Online services

● Guides

● Action sheets

## Training

Increase your skills in setting up European projects, train yourself or your team on how to identify European funds, learn at your own pace the logic behind European grants.

Our consultant trainers offer training solutions tailored to your specific needs

● Training catalogue

● Intra training

● Tailor-made training

## Consultancy

To communicate, dialogue with key people in Europe, Formalise your applications and obtain grants, Increase your strategy and your position on public funds.

For more than 15 years, our experts have been providing support to all organisations in their management of European affairs and their public grant issues

● Identify grants

● Application to a Call

● Reporting

# Welcomeurope supports you in every steps of your project

Founded in 2000 by French and Dutch partners, Welcomeurope is an independent consulting firm based in France and providing services throughout Europe and internationally. Welcomeurope is the direct gateway between European institutions and the actors on the ground for obtaining public funds.

Each year, Welcomeurope ensures:

- More than a 100 files built for 70 private, public and associative clients in Europe
- More than 80 professional training sessions
- More than 10.000 subscriptions on its website

## Consultancy



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