

Tips on writing an application for Erasmus+ centralised actions

Keep in mind that Erasmus+ funding is grant-based, meaning that some co-funding from the partner institutions will be necessary. Writing a proposal is time consuming and requires an initial investment of the institution's/organisation's resources. Project development funding from HK-dir can serve as a valuable support in this process and may improve the quality of an application and increase the chances of success.

When writing an application, make sure that your project idea from the start is well-aligned with the relevant Erasmus+ Action's objectives and requirements.

In order to qualify for project development support, HK-dir does not require thorough answers to all the questions below in the early stage of the project development. However, when developing an application for project development funding and ultimately an Erasmus+ project proposal, the following should guide you in the process:

Why is the project important?

The rationale for the project must be presented as clearly as possible, and it should be based on a thorough analysis of the needs of the target groups concerned.

For whom is the project important?

Always keep in mind the final recipients of the project when drafting a proposal. You should demonstrate that the activities proposed, and the expected final results match the recipients' actual needs, for instance through a needs analysis and statements from representatives of the target groups at all stages in the implementation of the project.

What does the project want to achieve?

A project should have clear objectives and result in measurable change. A baseline study should be carried out before the start of the project. A monitoring and evaluation strategy should be included to ensure that the achievements of the projects can easily be demonstrated.

By whom will the project be implemented?

A project should demonstrate that the partners involved have the capacity and experience required to reach the objectives and deliver the expected results. The partnership must be right when it comes to geographical coverage (if applicable for the action), complementary experience and representation of the target groups. Clear roles and responsibilities should be assigned to the partners, and an action plan should be developed.

When will the activities take place?

Depending on the specific actions, makes sure that the timetable is realistic and fits the funding period for the action.

How will the activities take place?

Last but not least; the final project proposal must include a description of the methodology for managing the project and delivering the outputs, a plan for monitoring quality, dissemination, impact and sustainability is crucial.