INFORMATION SESSION

Call for proposals of ESF Social Innovation+ initiative to support ALMA (Aim-Learn-Master-Achieve)

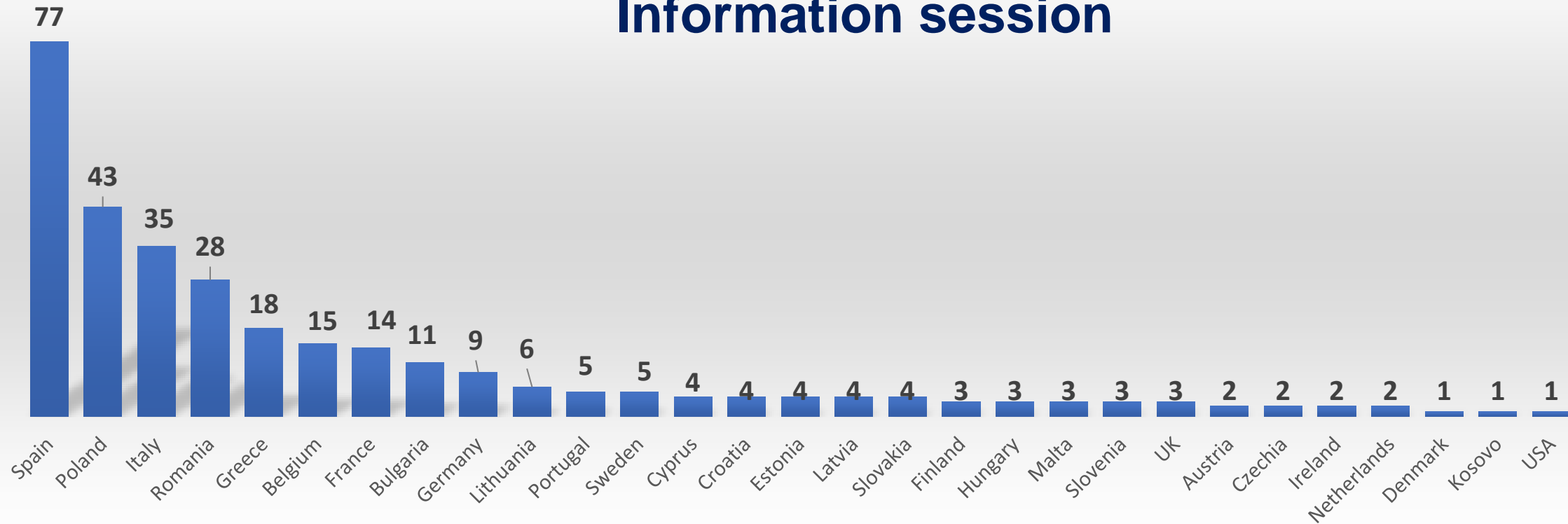**Number of participants registered to the Information session**

Country	Number
Spain	77
Poland	43
Italy	35
Romania	28
Greece	18
Belgium	15
France	14
Bulgaria	11
Germany	9
Lithuania	6
Portugal	5
Sweden	5
Cyprus	4
Croatia	4
Estonia	4
Latvia	4
Slovakia	4
Finland	3
Hungary	3
Malta	3
Slovenia	3
UK	3
Austria	2
Czechia	2
Ireland	2
Netherlands	2
Denmark	1
Kosovo	1
USA	1
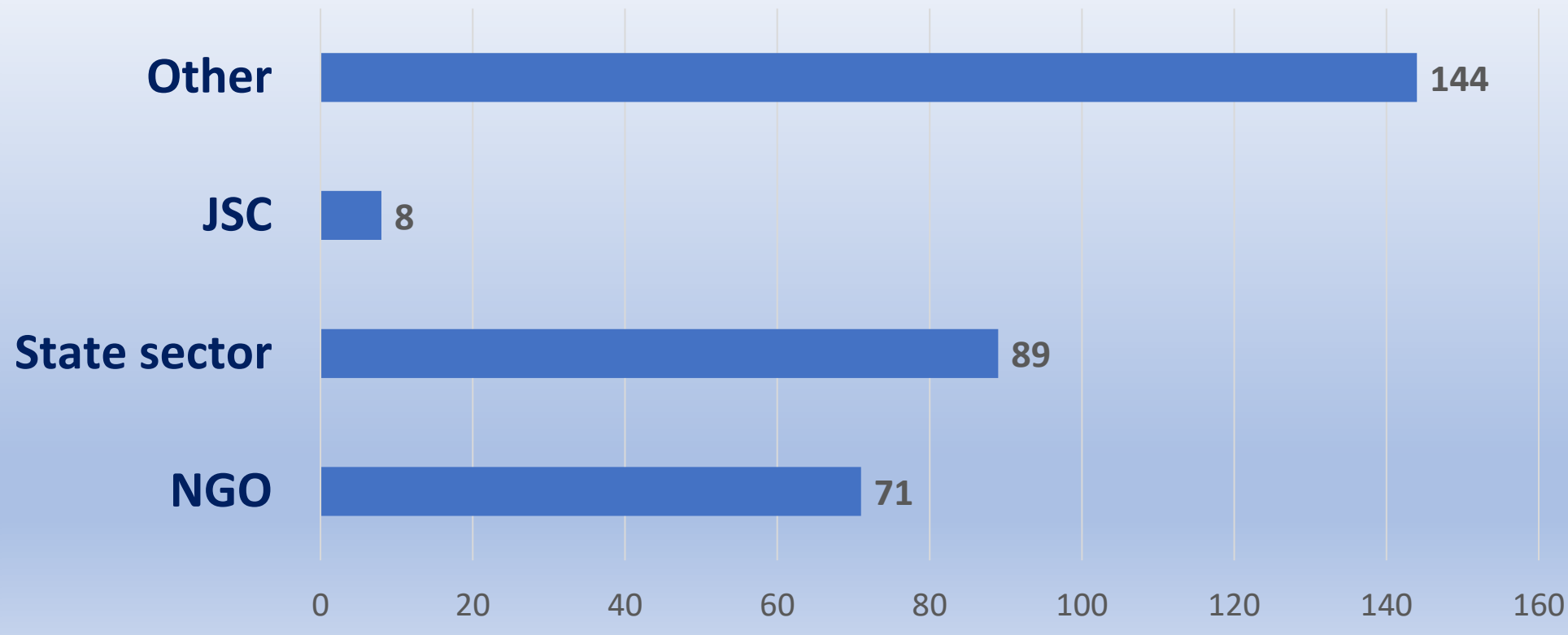
Project design

Miglė Aleksonytė
European Social Fund Agency

ESF SI+ INITIATIVE: ALMA CALL

ALMA PROJECT DESIGN

Miglė Aleksonytė, ESFA

31/01/2023 Information session

MAIN ASPECTS OF ALMA CALL

Call title:	European mobility and social inclusion for integrating disadvantaged young people not in employment, education, or training (NEETs)
Expected Publication date:	15/12/2022
Expected Deadline:	15/03/2023
Indicative overall grant budget for the call:	15 000 000 EUR
Expected duration of projects:	18 months
Indicative budget for individual project	Between 300 000 and 650 000 Eur per project 20% co-financing

MAIN ASPECTS OF ALMA CALL

What for?	**This call aims to help Member States to integrate ALMA in their ESF+ programs, by piloting or scaling up ALMA type of operations, targeting the disadvantaged young people aged 18 to 29 (NEETs), in line with the ALMA manual.**
Who may ap ply?	The call is addressed to public and private bodies established in one of the EU Member States - whether or not ALMA is already included under ESF+ shared management in their country or region
Where?	The projects will take place within the EU.
Target group	Young people aged 18 to 29 who are not in education, employment or training (NEETs)
Duration	1st phase - Start-up (maximum 4 months) 2nd phase - Implementation (maximum 14 months)

The 1st phase - Start-up Phase (max 4 months). Financing to be provided for the following activities and results:

Partnership Activities	Deliverables
Building up partnerships and defining the roles of actors within a Member State/region.	Signed Memorandum(s) of Understanding (Partnership Agreement(s)) **between the Beneficiary and the national Partner(s).**
Building transnational partnerships with the relevant actors in at least one receiving Member State.	Signed Memorandum(s) of Understanding (Partnership Agreement(s)) **between the Beneficiary and the lead Partner organisation from the receiving country** (transnational Partner).

The 2nd phase - Implementation Phase (max 14 months). Financing will be provided for the following activities and results:

Activities	Deliverables
Preparation: selection of NEETs and their preparation for mobility.	**Final Report "Lessons learned and future plans",** including analysis of the results and impact of the project, lessons learned, recommendations, and future plans.
Mobility of the young people (2–6 months of work placement, accommodation, social activities etc.). Minimum 2 groups of 8-12 young people to be sent to placements in another Member State.	
Follow-up with the young people after their stay abroad, including counselling, professional guidance, etc.	
Preparation of the Final Report "Lessons learned and future plans".	
Dissemination of experience and the best practices.	

Potential Beneficiaries and Partners include:

NGOs, third-sector, voluntary, youth and non-profit organisations,

local authorities and municipalities,

job centres,

schools,

public employment services (PES), employment agencies,

vocational education and training (VET) providers,

companies, social Partners, and other representative bodies linked to the labour market, including chambers of commerce and other trade associations,

agencies responsible for skills validation,

lifelong-learning research centres and organisations,

associations and representatives of those involved in VET,

guidance, consultancy, and information services linked to lifelong learning.

Transnational Partnership

Under this Call, all projects must establish operational partnerships with **at least one Partner from another Member State**.

If not concluded by the time of application submission, the transnational partnership can be finalised after the Start-up phase.

To facilitate the search for a transnational Partner, a database is available at Partner Search Database. This database includes all project operators that have been selected in the context of the TLN Mobility program.

Expenditures: Start-up phase

Expenditures for activities **in the Start-up phase** can be submitted based on **unit cost and real costs.**

A lump sum for activities of the Start-up phase will be established during the assessment of application, **based on the draft budget submitted and linked to work packages.**

Expenditures for activities in the Implementation phase can be submitted:

Using EU level ALMA SCOs and FNLC based on the Delegated act by the EC (hereinafter – Delegated Act) for the piloting exchanges,

Real costs for preparation of the final report and dissemination.

Commission Delegated Regulation (EU) 2022/2175 of 5 August 2022 supplementing Regulation (EU) 2021/1060 of the European Parliament and of the Council regarding the definition of unit costs and establishment of amounts for financing not linked to costs for certain operations facilitating the integration of young persons into the labor market, education and society in the framework of the 'Aim, Learn, Master, Achieve' (ALMA) initiative, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32022R2175

STRUCTURE OF WORK PACKAGES

WORK PACKAGE	ACTIVITIES	DELIVERABLE
\	START-UP PHASE	
WP1	Searching for the national partnership Searching for the international partnership	Signed memorandum with national partner(s) Signed memorandum with international partner(s)
\	IMPLEMENTATION PHASE	
WP2	Implementation - participants mobility and follow-up	The Final Report "Lessons learned and future plans"
WP3	Preparation of the final (lessons learned and future plans) report	
WP4	Dissemination of experience and best practice	

Theory of Change

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Activities	Outputs/Deliverables	Short-Term Outcomes	Long-Term Outcomes (impact)
Activities needed to reach your outcomes. Auto-fill from previous forms	Tangible results you produce through your activities. Examples: • # of targeted beneficiaries (organizations) • # NEETs • % of completion • % increase in learning outcomes • etc.	Outcomes expected from your intervention(s). Changes in: • Learning • Awareness • Knowledge • Attitudes • Skills • Opinions • Aspirations • Motivations	Outcomes you hope to observe beyond your intervention timeframe. Changes in: • Conditions (NEETs living, working, local unemployment rate, etc.) • Social contexts • Environmental characteristics

Problem Statement	Write the problem statement that resulted from your problem analysis
Social Innovation goal	Explain the objective of the social innovation planned in the project
Planned number of TG	Please indicate a number of participants

Timetable for implementing ALMA call

TASK	2022.12				2023.01				2023.02				2023.03				2023.04				2023.05				2023.06				2023.07				2023.08				2023.09				2023.10				2023.11				2023.12		
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Call ALMA:																																																				
1. Drafting the call																																																				
2. Launch of the call	12.15																																																			
3. Counselling of applicants																																																				
4. Submission of applications													03.15																																							
5. Evaluation of applications																																																				
6. Selection of applications																																																				
7. Informing applicants about the selection results																																																				
8. Signature of grant agreements																																																				
9. Implementation of projects																																																				
10. Communication and visibility																																																				

Thank you!

Experiences of the TLN Mobility programmes

Bettina Reuter
Thematic expert Youth Mobility

Funded by the European Union

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From TLN Mobility to ALMA:

Key findings and lessons learnt from TLN Mobility programmes implemented since 2015

Bettina Reuter, Thematic expert

31/01/2023 Information session

ALMA – Core Elements

For **most disadvantaged NEETs (18-29)**

A **supervised work-related learning experience abroad** in a hosting public or private structure for a period of 2 to 6 months in another EU Member State

Included in a **comprehensive project cycle** implying coaching and counselling at every step

Key implementation elements

- Selection and preparation of participants
- Work-related learning experience of 2-6 months in a company abroad embedded in a project cycle
- Group size: 8-12 participants
- Pedagogical support for participants before, during and after their stay abroad
- Allowances and reimbursement for participant-related costs for mobility and the organisational services of the partner organisation
- Hosting young people from abroad (hosting costs will be covered by sending project)

Partnership
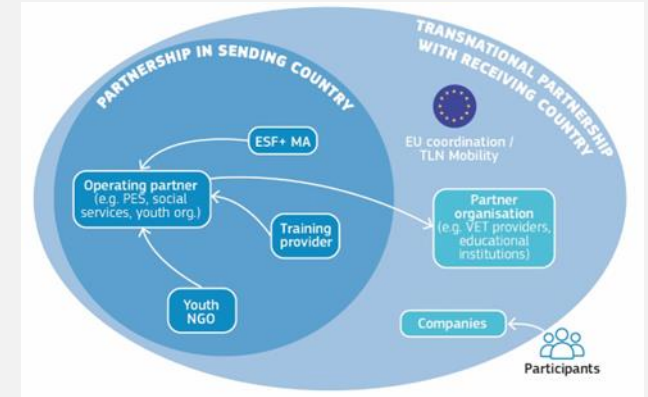
Project cycle
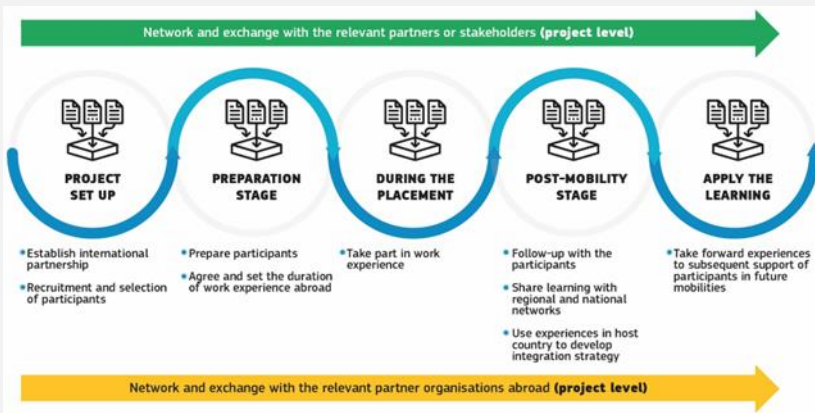
Theory of a change
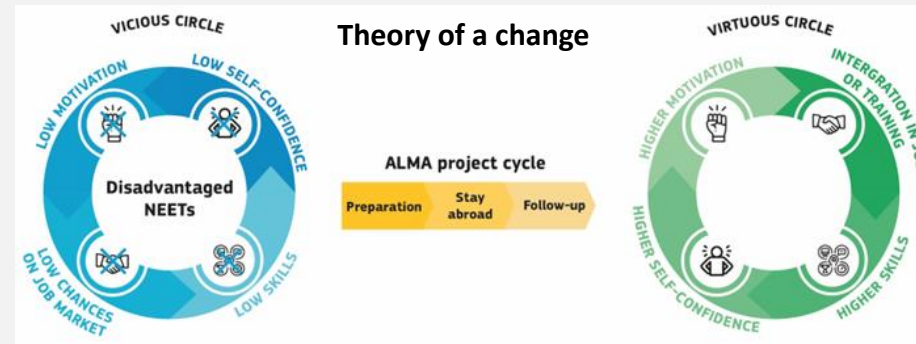
TLN Mobility

➢ Set up in February 2013 and comprised ESF MAs and IBs from 15 EU Member States and regions who wanted to implement mobility programmes for disadvantaged young people (NEETs) under their national/regional ESF OPs.

➢ **Objective**: Integrate disadvantaged young people and young adults into employment, vocational training and education by improving their skills, knowledge and experience through work-related learning experiences abroad.

➢ TLN Mobility **jointly developed a framework to facilitate the synchronization and foster the quality** of the national/regional schemes (➔*TLN Coordinated Call and Manual of Guidance*).

➢ Includes parameters (minimum standards) on the target group, quality, eligibility of costs and implementation structures for transnational ESF mobility measures addressing disadvantaged young people.

➢ Since 2015 **TLN mobility programmes are successfully in place in 8 EU Member states and regions**:
Catalonia, Czech Republic, Galicia, Germany, Poland, Slovenia, Sweden and Trento.

➢ The mobility programmes **have proved a remarkable success** (integration rates up to 60%).
The participants are much more likely to finish school, find a training place or get a job.

Experience from the past: participants 2014-2020

Germany 4 061
18-35 year olds with no school-leaving qualification, early school leavers, single mothers, people with disabilities

Poland 1 853
18-35 year old young people not in employment, education or training (NEETs), long-term unemployed, early school leavers, people with disabilities

Catalonia (Spain) 629
18-29 year old NEETs, young people with without professional experience, people with disabilities

Slovenia 164
18-35 year old NEETs, long-term unemployed

Sweden 163
18-30 year old long-term unemployed persons, people with disabilities, people on sick leave and in need of support to return to work

Trento (Italy) 18
18-35 year old NEETs

102 MEUR

European Commission

Participants integrated into employment or education after the stay abroad

Integration rates

Region	Rate
Slovenia	70% - 100%
Germany	Up to 55%
Trento (Italy)	Up to 44%
Poland	Up to 43%
Sweden	Up to 43%
Catalonia (Spain)	Up to 34%

TLN Key Effects

Increase of..

- **Personal competence**:
self-motivation, independence, self-esteem, self-confidence

- **Social competence**:
ability to deal with conflicts and capacity for teamwork

- **Opportunities on the labour-market**:
openness towards mobility, practical professional experience

- **Active labour-market action**:
flexibility, own initiative on job applications

"Mobility is more than travelling, it fosters geographic, mental and emotional flexibility and forces participants to learn and live under unfamiliar conditions. This brings about distinct personal changes in their attitude and behaviour."

Learning from experience: ALMA Manual

Experiences from 8 TLN
mobility programmes launched
by TLN partners 2015-2021

- 50-page support document for the implementation of the ALMA programme
- Based on the *Coordinated Call* and *Manual of Guidance* jointly developed by the TLN mobility network in 2013/2014
- Provides a coordinated framework for transnational collaboration on the level of programme management
- Sets out quality criteria for all phases of ALMA projects and provides background information and further guidance
- Includes examples of approaches from previous TLN mobility programmes and
- Proposals on specific models of implementation for certain themes, including brief discussions of benefits and risks involved.

ALMA Manual of Guidance – Target group

Content

Foreword

1. Disadvantaged young people and work-related learning experience abroad: a unique opportunity
2. **Target group**
3. Programme cycle
4. Implementation structure
5. Common eligibility criteria
6. **Minimum quality standards**
7. Support

Annex 1: Agreement between sending and hosting partners

Annex 2: Range of costs to be taken into account for ALMA

Most disadvantaged young people aged 18-29 not in employment, education or training (NEETs) who have difficulties accessing work or training for individual or structural reasons, e.g.

- Disabilities or mental health problems
- Long-term unemployed
- Insufficient school performance or vocational skills
- Migration background
- ...
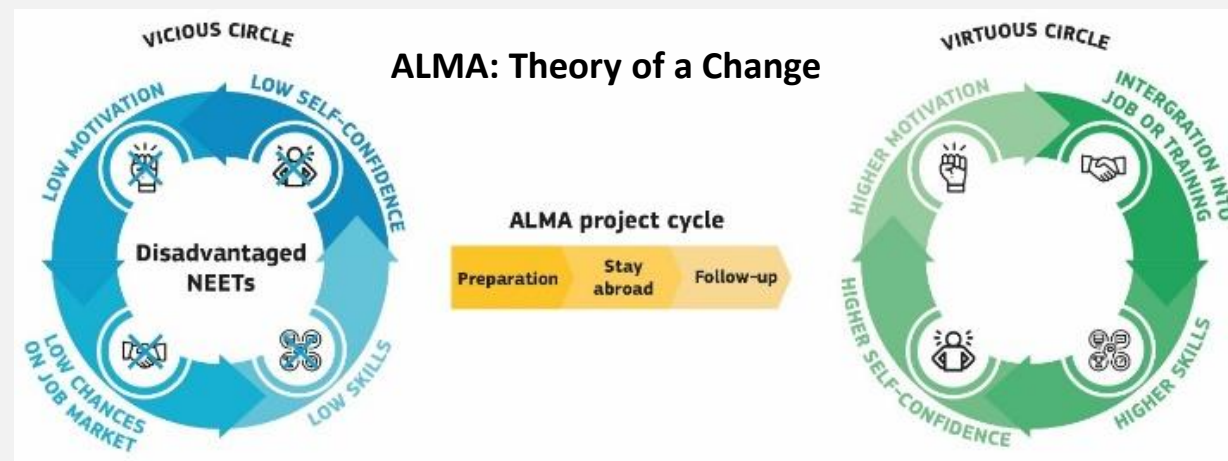
Challenges and how to address them

- Target group
- How to reach the target group
- Involvement of and cooperation with job centres
- Involvement of and cooperation with enterprises/employers
- Set up of transnational cooperation
- Follow up: What comes after the traineeship abroad?

- **Quality Management**
  Development of quality standards for all phases of the project

- **Regional cooperation networks**:
  active involvement of enterprises and job centres/PES, Youth organisations etc. (cooperation agreement)

- **Dual competence of actors**
  (target group <u>and</u> transnational collaboration)

- Transnational project has to be an integral part of the local or regional labour-market integration policy of job centres/ PES

- **Dissemination** of results and experiences on national and EU level

Quality Standards for all project phases

Overall project structure

Content

Foreword

1. Disadvantaged young people and work-related learning experience abroad: a unique opportunity
2. Target group
3. Programme cycle
4. Implementation structure
5. Common eligibility criteria
6. **Minimum quality standards**
7. Support

Annex 1: Agreement between sending and hosting partners

Annex 2: Range of costs to be taken into account for ALMA
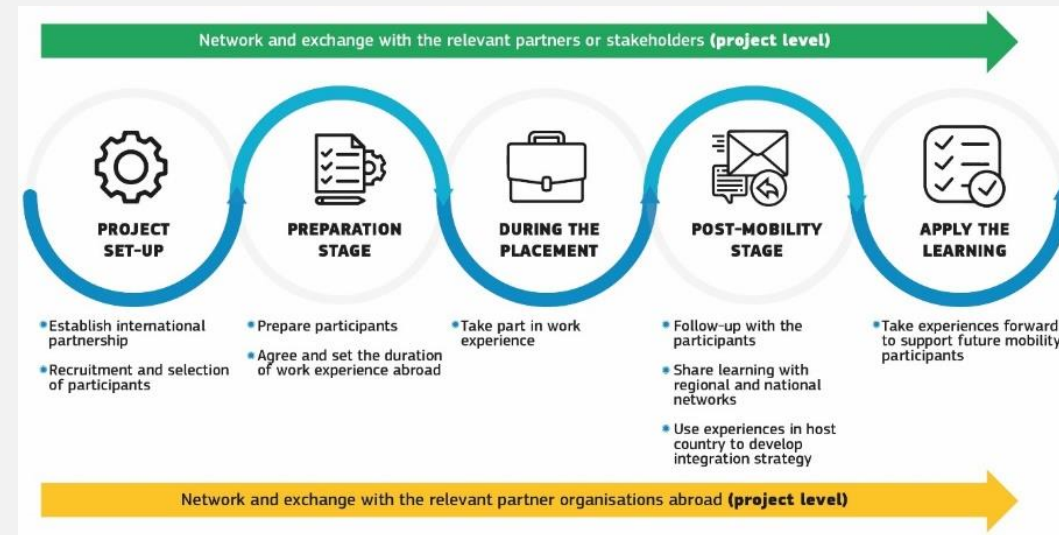
- **Project set-up and management**
- **Participant recruitment and selection**
- **Participant preparation**
- **Work-related learning experience abroad**
- **Follow-Up**

ALMA Project set-up
Involving relevant actors/ project partnerships
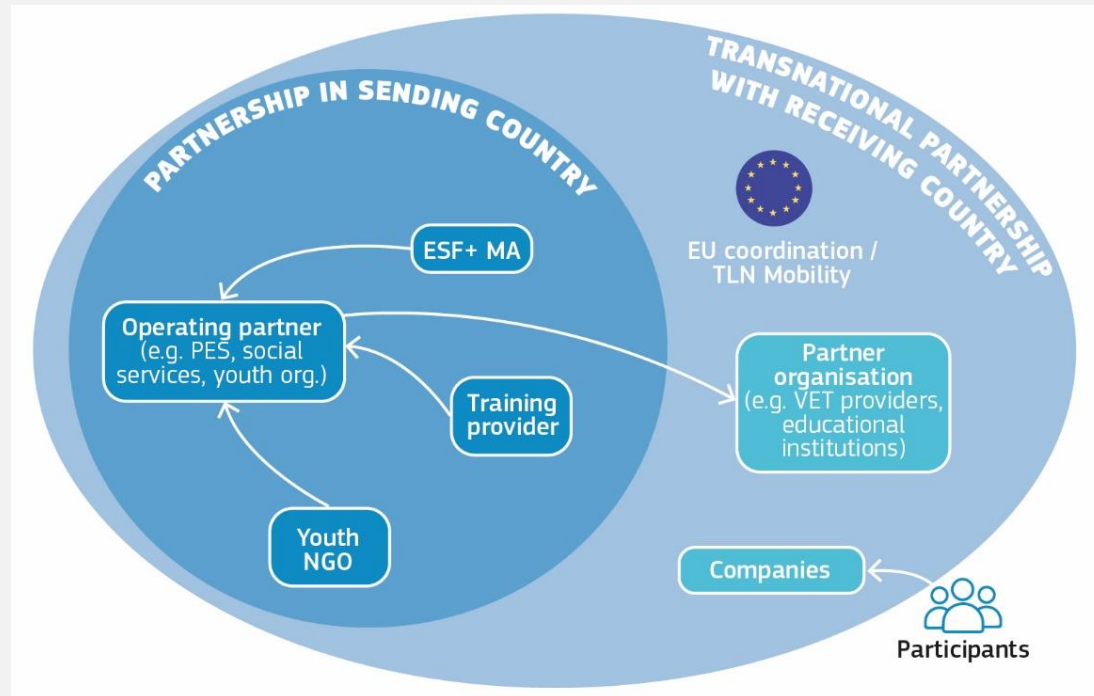
- Regional cooperation networks: active involvement of enterprises and job centres/PES, Youth organisations etc. (cooperation agreement)

- Dual competence of actors (target group <u>and</u> transnational collaboration)

- Transnational project has to be an integral part of the local or regional labour-market integration policy of job centres/ PES

- Cooperation with a partner from at least one other EU Member State

- Project networks: "learn from each other"

ALMA Project set-up – Transnational Cooperation

Key elements of successful transnational cooperation

- Getting to know each other (organisation, aims and objectives, target group(s), etc.)

- Developing an atmosphere of trust as a basis for the partnership

- Clarifying expectations regarding ALMA (aims and objectives of the mobility programme, expectations of each partner, competences, etc.)

- Developing a common view about the stay abroad/project

- Clarifying ways of working together and steering the process (e.g., working language, communication and conflict resolution processes, number of meetings, deliverables, etc.)

- Clarifying each partner's tasks and responsibilities (staff involvement and responsibilities will be made transparent)

- Face-to-face meetings

Developing a common view

Agreements between sending and hosting projects
should include
- Types of participants involved
- Structure and content of activities before and during stay abroad
- Cooperation and decision taking, communication between partners
- Financial arrangements
- Risk management etc.

➢ Examples of main points to be covered in the agreement is provided in Annex 1 of the ALMA Manual and a detailed guidance on how to build up a transnational partnership in the FAQ doc.

Technical meeting for the launch of the ALMA-initiative

ALMA Participant Recruitment and Selection (1)

Participant Recruitment

Participants from disadvantaged backgrounds may have had negative experiences in education, training or the labour market, and often don't see themselves as "natural" participants in a mobility measure, thus special measures may be needed to encourage them to participate.

Encouraging participation

– Taking low self-confidence and self-esteem into account

– Using community gate keepers

– Implementing a range of methods that are appropriate for the target group and encourage, motivate and stimulate the target group to participate e.g. web-based tools, social media, open days etc. or involving previous participants (face-to-face meetings, video)

ALMA Participant Recruitment and Selection (2)

Participant selection

Identify people who with the right support will benefit from participation in terms of integration into education, vocational training and employment an can cope with the stay abroad

Participant selection: key questions

- Does the disadvantage criterion apply for this participant and do they therefore belong to the target group?

- Is there potential for positive development of the person selected and can the basic objective for their integration into training/work be identified?

- Is the individual's motivation clear? What is it?

- Will the person be able to cope with difficulties in an unfamiliar and complex situation abroad? What evidence or examples can be found in their background information?

- Does the person selected fit into the overall group structure?

ALMA Participant Preparation – Key elements (1)

Ensuring that participants are well equipped for their placements (e.g. able to cope with linguistic and cultural differences) is a vital part of supporting them to reap all of the potential benefits.

Set up of inclusive learning/development plans for each participant

– Objectives and intended outcomes of the participant's placement

– Activities they will undertake

– Assessment methods that will be used

Baselining participant's competences

– Work jointly with the participants to set their individual goals

– Adapt the provision to the participant's needs

– Assess the participant's progress during and after the mobility period

The value of self-assessment

• Where am I going?

• How will a work-related learning experience abroad help me?

• What would help me to progress (wishes and compromises)?

• Before and after assessment (current situation and expectations).

ALMA Participant Preparation – Key elements (2)

Mentoring

Role of mentors, continuity, building trust, dealing with conflicts involving participants

Intercultural, linguistic, professional and practical preparation

– Intercultural aspects (helping participants to address any kind of 'culture shock' in advance, and to reflect on their own and foreign cultures, as well as on socio-cultural processes taking place when going to a foreign country);

– Linguistic support;

– Requirements of the professional/vocational placement
(discussing and clarifying options, providing vocational guidance and counselling);

– Practical matters involved in travelling to and spending time in a foreign country
(e.g. travel and social security arrangements, accommodation and daily life abroad).

Technical meeting for the launch of the ALMA-initiative

ALMA Participant Stay-abroad

Work-related learning experiences abroad

– Duration minimum 2 months

– Support programme including social and cultural activities to encourage development of non-formal skills and competences, team building and language skills

– Different types of accommodation according to participants' needs

  – Hotel, hostel, host family, flat-sharing

– Mentoring during the stay abroad appropriate to participants' needs

  – Division of responsibilities between home and host mentors will vary according to the circumstances

  – Experiences from TLN programmes shows that especially vulnerable target groups should be accompanied by a mentor who speaks the participants' native language as well as the language of the host country

  – Host country mentors also have a vital role and can help participants to feel part of the local community

ALMA Participant Follow-up

- Working out / recording participants' progress, provide support to participants after the stay abroad, including:
  - Support and guidance to identify and reflect on the competences they have developed
  - Implementation plan for each participant setting out how they will be integrated into further education, vocational training or employment
  - Ensuring that, if they do not find education, vocational training or employment within the time limits of ESF-funded support, they are passed on to the appropriate support agencies.
- Measuring soft outcomes and "distance travelled"
- Preparing employers to provide employment for participants
  - Employers may not have a positive view of disadvantaged young people and young adults and project operators may therefore need to put time in persuading employers that participants have developed positive attitudes to work, as well as having the skills that employers need.
  - Project operators can offer support to the companies in case of conflicts
- Project should fit into the local labour-market policy to make sure that there is something to offer to participants when they return from abroad.

ALMA Support

ESF+ support to ALMA at EU level

Under ESF Social Innovation + (indirect management):
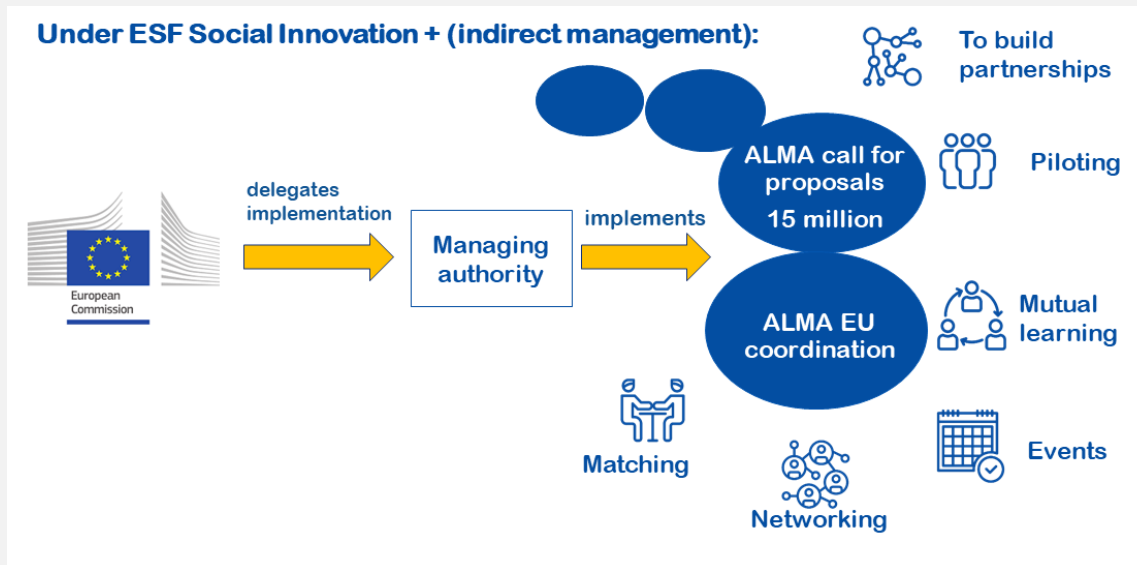
ALMA Manual of Guidance

[ALMA Manual of Guidance | European Social Fund Plus (europa.eu)](#)

- ➤ Examples of national and regional calls under TLN Mobility;
- ➤ Partner search database;
- ➤ Toolkit with templates for project documentation, the partnership agreement and the participant contract;
- ➤ Peer learning between ESF managing authorities/implementing bodies during the implementation stage.
- ➤ Information at www.tln-mobility.eu

Thank you!

Expenditures' eligibility rules

Dalia Justinavičiūtė-Bulkevičė
European Social Fund Agency

PROJECT BUDGET & FUNDING

The form of Grant:	**It is an action Grant which takes the form of contributions of** • **lump sum,** • **unit costs and** • **financing not linked to costs (FNLC).**
The indicative budget for individual Grant:	Between 300 000 and 650 000 Eur per project.
Co-financing:	At least 20% co-financing must come from the Beneficiary's own resources. **Can't be financed from the other EU funds**.

PROJECT BUDGET & FUNDING

THE PROJECT EXPENDITURES CAN BE DIVIDED INTO THE FOLLOWING CATEGORIES:

Costs related to the **organisational set-up**

Costs related to the **selection, preparation and training** of the participants, as well as to the **follow-up** activities

Costs related **to the mobility** of individual participants

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PAY ATTENTION:

Only organisations that will act as Beneficiaries may submit Applications under this Call.

– The Grant agreement will be signed by the Beneficiary

AND

– All related costs will be reimbursed to the Beneficiary

– Partner(-s) costs are possible

BUT

– the Beneficiary will be responsible for payment and reimbursement of these costs

– The financial responsibilities and distribution of them among partners

MUST BE

addressed in the Partnership Agreement

EXPENDITURES & ELIGIBILITY

ELIGIBLE EXPENSES. START-UP PHASE	travel, accommodation, and subsistence, associated with Partners search,
	travel, accommodation, and subsistence, associated with visiting potential Partners,
	external advice on drafting Partnership Agreements and other documentation necessary for project implementation,
	staff costs for carrying out the tasks above,
	other additional costs in relation to Partners' search.

Expenditures in this phase can be submitted based on **unit cost and real cost.**

START-UP PHASE CALCULATION

Use the calculator of expenses (Annex 2):

SALARY

TRAVEL COSTS*

ADDITIONAL COSTS

INDIRECT COSTS (up to a max. of 7 %)

*European Commission Decision C(2021) 35, 12.1.2021, https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf

ELIGIBILITY & METHOD & DOCUMENTS

START-UP PHASE			
ELIGIBLE DIRECT COST	**CALCULATION METHOD**	**DATA**	**DOCUMENTATION TO SUBMIT**
STAFF COST based on historic data	$Hourly\ rate = \dfrac{Annual\ payroll}{1\ 720}$	1. from similar projects, or 2. historical personnel data, or 3. salary normally applied in the organisation for the same or similar functions or duties, or 4. publicly available information	*Salary calculation certificate* for hourly rate for staff using annual working time of 1720 hour.
TRAVEL AND SUBSISTENCE based on unit cost	The method set out in the Decision 12.1.2021 C(2021) 35 by the European Commission. **No additional information and documentation required**.		
OTHER GOODS, WORKS AND SERVICES based on real costs	Offers must be equivalent, and the lowest price or price average should be selected.	1. Calculation certificate 2. at least two preliminary commercial offers, or 3. screenshots (public information sources), or 4. equivalent historical data of previous projects.	

START-UP PHASE CALCULATION

A lump sum for activities of the Start-up Phase will be established during the assessment of application, based on the draft budget submitted and linked to work packages.

Receive the reimbursement of the LUMP SUM:

1. Establish a partnership with national and at least one transnational Partner.

2. Prepare all the expected deliverables of the Start-up Phase.

3. Declare in the Periodic report.

TIPS FOR START-UP PHASE

- Make a list of potential partners and countries.
- Use a calculator to plan activities and costs.
- Check out our completed examples **calculator & salary calculation certificate**
- Use **EC Decision** to plan your future travels & meetings with partners.
- Do not forget to calculate costs in EUROS. If you need to convert currencies, please use **Exchange rate (InforEuro) (europa.eu)**
- Please note, the calculator is programmed in excel in English in order to make it equally understandable for all applicants. Make sure you use excel in English when completing the calculator.

EXPENDITURES & ELIGIBILITY

ELIGIBLE EXPENSES. IMPLEMENTATION PHASE	a daily rate, additional daily amounts for the mobility phase (if relevant), a top-up for the successful participants, based on a Delegated act for ALMA*,
	expenses related to the project Final Report, monitoring and assessment activities,
	dissemination of experience and the best practices.

*PAY ATTENTION: excluding a daily top-up for the participants that receive an allowance from the Beneficiary, which **is not covered** by this Call.

IMPLEMENTATION PHASE CALCULATION

Use the calculator of expenses (Annex 3):

ALMA SCOs and FNLC for piloting exchanges

Staff costs and other additional costs for preparing the Final Report

Staff costs and other additional costs for dissemination activities

INDIRECT COSTS (up to a max. of 7 %)
(only for **Final Report preparation and Dissemination activities**)

ELIGIBILITY & METHOD & DOCUMENTS

IMPLEMENTATION PHASE. ALMA SCOs and FNLC for the piloting exchanges			
ACTIVITY	**SIMPLIFICATION USED**	**CALCULATION**	**DOCUMENTATION TO SUBMIT**
Preparation activity	A daily rate, additional daily amounts for the mobility phase (if relevant), a top-up for the successful participants	Based on the **Delegated Act***	**No additional information and documentation required**.
Mobility activity			
Follow up activity			

*Commission Delegated Regulation (EU) 2022/2175 of 5 August 2022 supplementing Regulation (EU) 2021/1060 of the European Parliament and of the Council regarding the definition of unit costs and establishment of amounts for financing not linked to costs for certain operations facilitating the integration of young persons into the labour market, education and society in the framework of the 'Aim, Learn, Master, Achieve' (ALMA) initiative, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32022R2175

IMPLEMENTATION PHASE CALCULATION

ALMA SCOs and FNLC for the piloting exchanges

Participants' preparation, mobility and follow-up costs **will be paid on an actual basis at fixed rates** in accordance with the Delegated Act for ALMA

SCOs and FNLC already include indirect costs and cover all the costs of the operation.

No indirect costs shall be added for this phase

Receive of the **reimbursement of SCO's and FNLC:**

1. Implement NEETs preparation, mobility, follow-up activities.

2. Declare in the Periodic report.
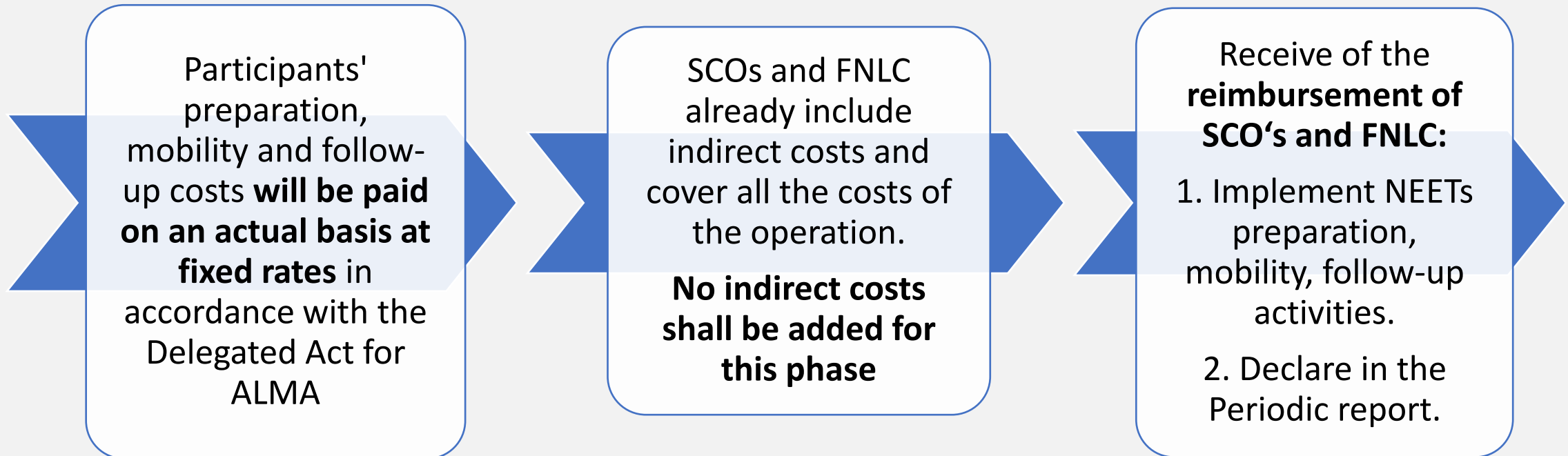
ELIGIBILITY & METHOD & DOCUMENTS

IMPLEMENTATION PHASE. Preparation of the Final Report and Dissemination			
ELIGIBLE DIRECT COST	**CALCULATION METHOD**	**DATA**	**DOCUMENTATION TO SUBMIT**
STAFF COST based on historic data	$Hourly\ rate = \dfrac{Annual\ payroll}{1\ 720}$	1. from similar projects, or 2. historical personnel data, or 3. salary normally applied in the organisation for the same or similar functions or duties, or 4. publicly available information	***Salary calculation certificate*** for hourly rate for staff using annual working time of 1720 hour.
OTHER GOODS, WORKS AND SERVICES based on real costs	Offers must be equivalent, and the lowest price or price average should be selected.	1. Calculation certificate 2. at least two preliminary commercial offers, or 3. screenshots (public information sources), or 4. equivalent historical data of previous projects.	

IMPLEMENTATION PHASE CALCULATION

Preparation of the Final Report and Dissemination

Detailed draft budget **based on real costs**

A lump sum for each work package will be defined after the assessment of detailed draft budget

Receive of the **reimbursement of the LUMP SUM:**

1. Prepare all the expected deliverables of the Implementation phase.

2. Declare in the Periodic report.
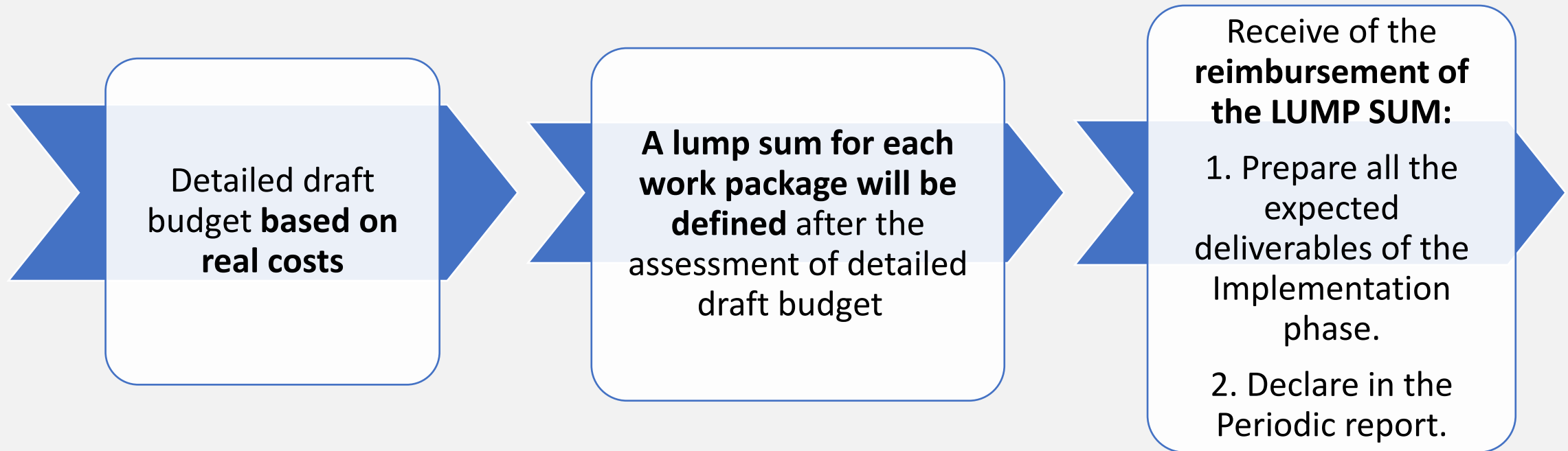
TIPS FOR IMPLEMENTATION PHASE

- **Plan the countries where mobility activities will take place in.**
- **Use a calculator to plan activities and costs.**
- **Check out our completed example calculator.**
- **Use Delegated Act to plan ALMA's operational activities.**
- **Set the percentage of successful participants in ALMA activities at around 70 %.**
- **Assess whether the project needs to use indexation by Eurostat. Indexation is only possible if Eurostat data for 2022 are available.**
- **Do not forget to calculate costs in EUROS.**
- **Do not forget to use excel in English when completing the calculator.**

THANK YOU!

Application form

Janina Bendinskienė
European Social Fund Agency

WHERE TO START?

– Fill in [Request for access](#) form ➡️

– Log in to [eSINNIS](#)

⬇️

Organization: European social fund agency
Domain: eSINNIS.onmicrosoft.com

This message was provided by the sender and is not from Microsoft Corporation.

Message from
European social fund agency:

"Congratulations on your successful registration in eSINNIS. If you have any
difficulties logging in, please contact us by email IThelp@esf.lt"

If you accept this invitation, you'll be sent to https://esinnis.sharepoint.com/sites/eSINNIS.

Accept invitation

➡️

! Read the Description of the procedure for data submission via the eSINNIS.

Request for access

(e) Social Innovation Information System (e S I N N I S)

European Social Fund Agency (Lithuania)

* Required

Personal information

1. Full name *
Enter your name and surname

Enter your answer

2. E-mail address *
Enter e-mail with @

Enter your answer

3. Phone number *
Enter your phone number

Enter your answer

eSINNIS   Home   Recycle bin   Edit

+ New ⌄   ⚙ Page details   Analytics

(e) Social Innovation Information System

European Social Fund Agency - (Lithuania)

| Application | Communication | Terms & Conditions |

START OF FILLING IN THE APPLICATION

STRUCTURE OF THE APPLICATION FORM

General information ⟷ Participants ⟷ Work packages ⟷ Deliverables

Deliverables ↕ Award criteria

Theory of change ⟷ Timetable ⟷ Budget ⟷ Award criteria

Theory of change ↕ Relevance

Relevance ⟷ Quality ⟷ Impact ⟷ Annex

Annex ↕ Review and Submit

eSINNIS ›
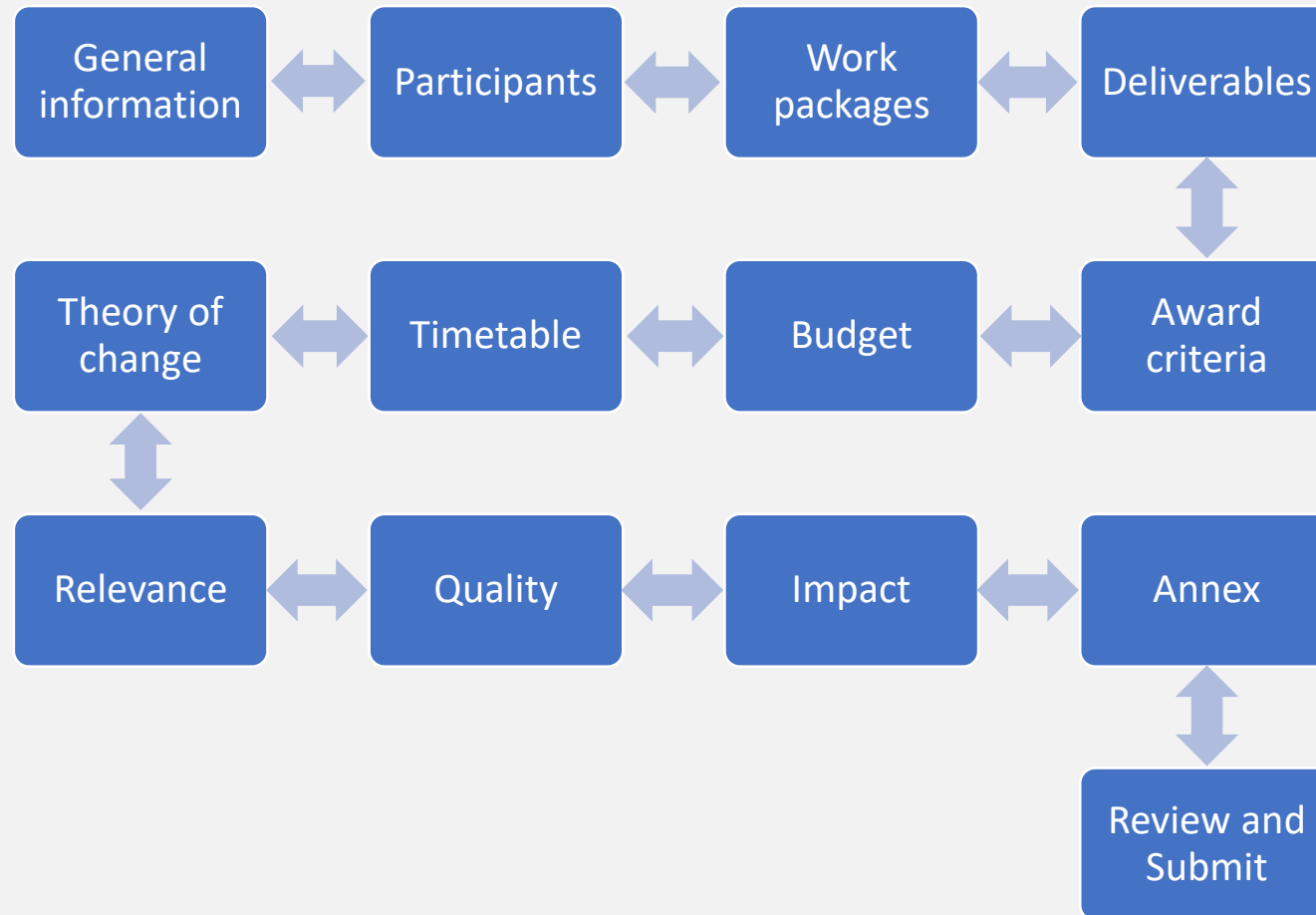
Click to expand the menu.

GENERAL INFORMATION

Application

General information

Call Number — ESF-SI-2022-ALMA-01

Call Title — European mobility and social inclusion for integrating disadvantaged young people not in emplo...

Application acronym

* Application title

Summary Of The Project

Has this application (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any other EU programme(s)?

Previous application reference or contract number

- Abbreviation = Acronym
- Use **plain text**, avoiding formula and other special characters.
- If the application is written in a language **other than English**, please **include an English version** of this abstract **as the Annex** of application.
- Editable at any time.

No SAVE button

PARTICIPANTS

– For filling in the **information of the applicant and partners**.

– **A new card** must be created **for each** participant.

– Only one Beneficiary possible.

– Must be saved by pressing the **Save button**.

– Editable at any time.

WORK PACKAGES

Work package name	Start month	End month	Duration	Total amount	Activities	Costs of Work Packages	Details	Delete
The Start-up Phase - building partnerships				0.00	📋	€	➡	🗑

‒ A work package - a major sub-division of the project.

‒ Detailed **description** of the project's **activities** and **budget**.

‒ Must be saved by pressing the **Save button**.

‒ Editable at any time.

Work package - Activities

– See 📋 icon in the work package section and click for opening/unfolding.

– Give a **short name** for each activity.

– Show who is the **lead implementer**.

– Do **not** include **cost description**.

What?

How?

Where?

When?

Who?

Work package Start-up phase activities

[Save] [Cancel]

* Activity name

[   ]

Activity Description

[   ]

Start month

[   ]

End month

[   ]

Participant

[∨]
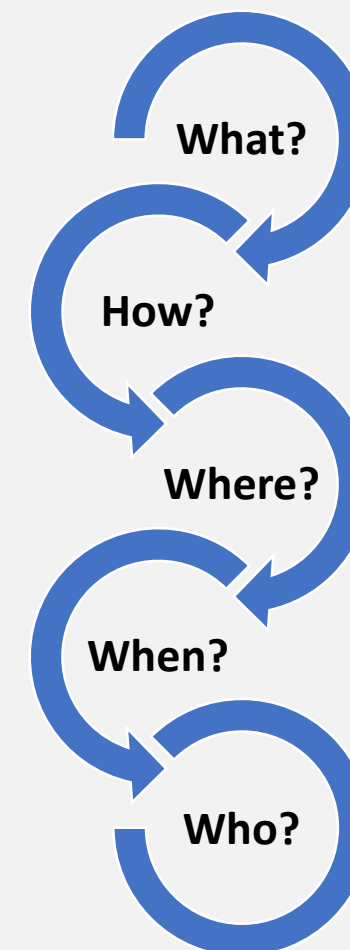
COSTS OF WORK PACKAGE

Cost of Work Package: The Start-up Phase - building partnerships

Back

	Units	Cost per unit	Total cost	Cost description
Indirect applicable				
Indirect cost flat rate, %	7			
Total amount				11 770.00
Co-Financing rate, %				80
Co-Financing amount				9 416.00

	Units	Cost per unit	Total cost	Cost description
A. Personnel costs - without volunteers			0.00	
C.1a Travel			0.00	
C.1b Accommodation			0.00	
C.1c Subsistence			0.00	
C.2 Equipment			0.00	
C.3 Other goods, works and service			0.00	
D.1 Financial support to third parties			0.00	
Start-up phaze calkulator amount			11000	
Total direct cost amount			11 000.00	
Total indirect cost amount			770.00	

No SAVE button

– See € icon in the work package section and click for opening/ unfolding.

– For work package – **not for the activities**.

– Click + to add the calculator details.

– Indicate whether **indirect costs** are calculated.

– Enter only the amount of **direct costs** from the calculator.

DELIVERABLES

– Select from **the list**.

– **Can't** create your own.

– **Assign** the work package(s).

– Provide a **description**.

– Must be saved by pressing the **Save button.**

THEORY OF CHANGES

– For editing use the icons –

– **Activity** information **fills in automatically**.

– After filling in each piece press the **Save button**.

TIMETABLE & BUDGET

– Fills up **automatically** from previously entered information and **not editable.**

Timetable

Work Package	Activity name	Participants	Total amount	Start month	End month	Timeline
The Start-up Phase - building partnerships			10 639.01	1	4	
	Consolidating national partnerships	ESFA		1	2	
	Building transnational partnership	ESFA		2	4	
Implementation - participants mobility and follow-up			384 174.80	5	18	
	Preparing for mobility	LYO		5	10	
	Mobility (Work-related learning)	ESFA		10	13	
	Follow-up activities	LYO		14	18	
Preparation of the final (lessons learned and future plans) report			6 246.66	17	18	
	Preparation of the final report	FMIN		17	18	
Dissemination of experience and best practice			7 620.54	9	18	
	ALMA dissemination activities	ESFA		9	18	

Budget

Is revenue expected? **The project does not generate revenue**

Work package	Total amount, €	Total direct cost amount, €	Total indirect cost amount, €	Maximum grant amount, €
The Start-up Phase - building partnerships	10 639.01	9 943.00	696.01	8 511.20
Implementation - participants mobility and follow-up	384 174.80	384 174.80	0.00	307 339.84
Preparation of the final (lessons learned and future plans) report	6 246.66	5 838.00	408.66	4 997.32
Dissemination of experience and best practice	7 620.54	7 122.00	498.54	6 096.43
Total	**408 681.01**	**407 077.80**	**1 603.21**	**326 944.79**

– Only **revenue information shall be filled** in the budget part.

RELEVANCE, QUALITY AND IMPACT

– For editing click ⊕ .

– Use the instructions from **the PDF application form.**

– Be sure to **save** the information.

REVIEW AND SUBMIT

– Make sure you have filled in all the required sections (**Validate**).

– The application can only be **submitted if it is free of errors**.

– **Use the instructions in the PDF version** of the application to fill in the required information ([Support to applicants]).

– If in the eSINNIS application form on the left side you see white lines on a blue background - **click on them** and you will see all the parts of the application.

– Use the arrow or pencil icons to edit information and the bin icon to delete it.

– Check your **spam box** if you don't receive emails from the eSINNIS.

– Add all **the mandatory annexes**.

– All parts **may be edited before the submission**.

WHERE TO FIND HELP?

Support to applicants
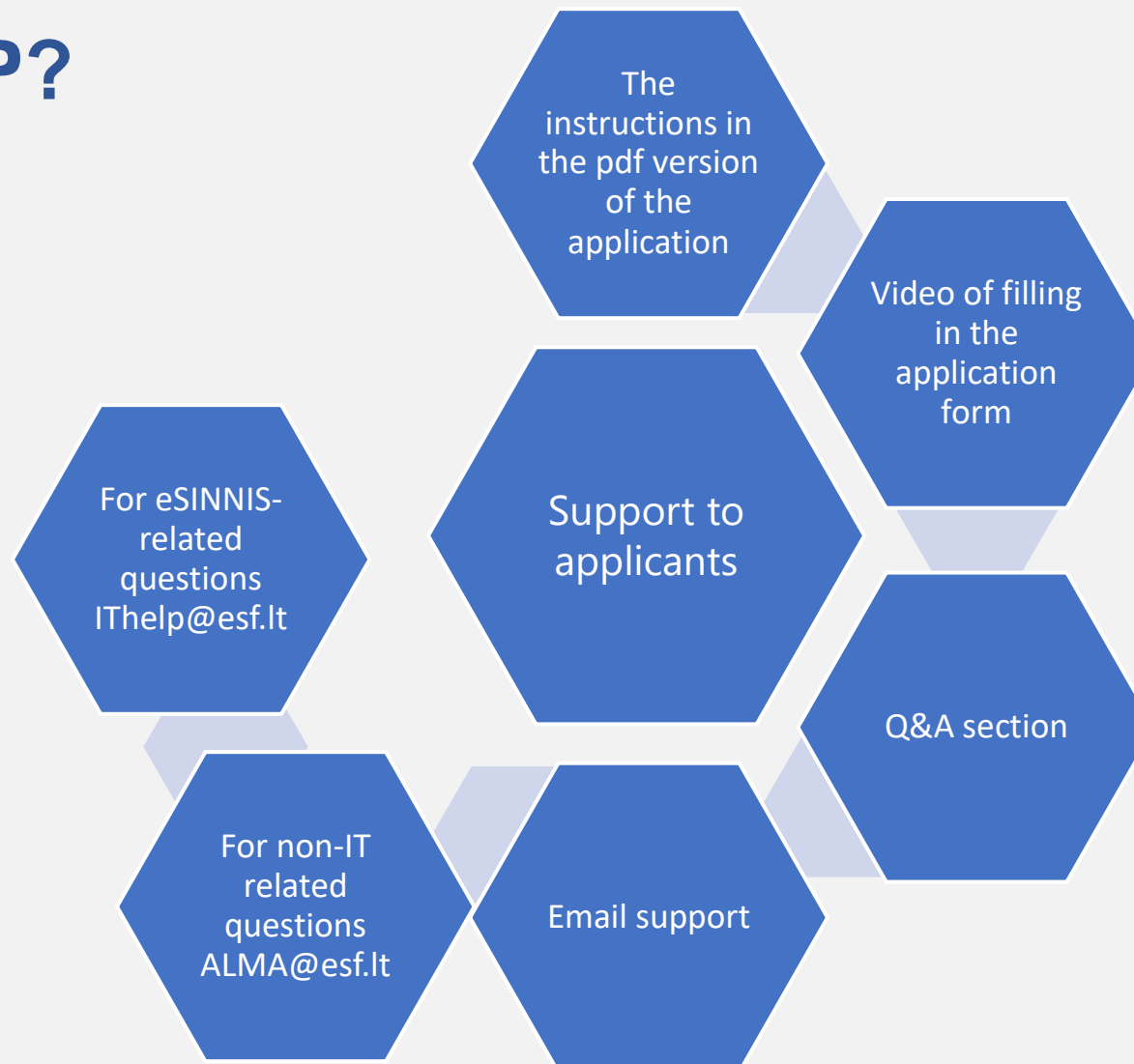
The instructions in the pdf version of the application

Video of filling in the application form

For eSINNIS-related questions IThelp@esf.lt

Support to applicants

For non-IT related questions ALMA@esf.lt

Email support

Q&A section

esfa EUROPEAN SOCIAL FUND AGENCY

Thank you for your attention!

Help Member States create
change that is there to stay

# Assessment and Selection Process
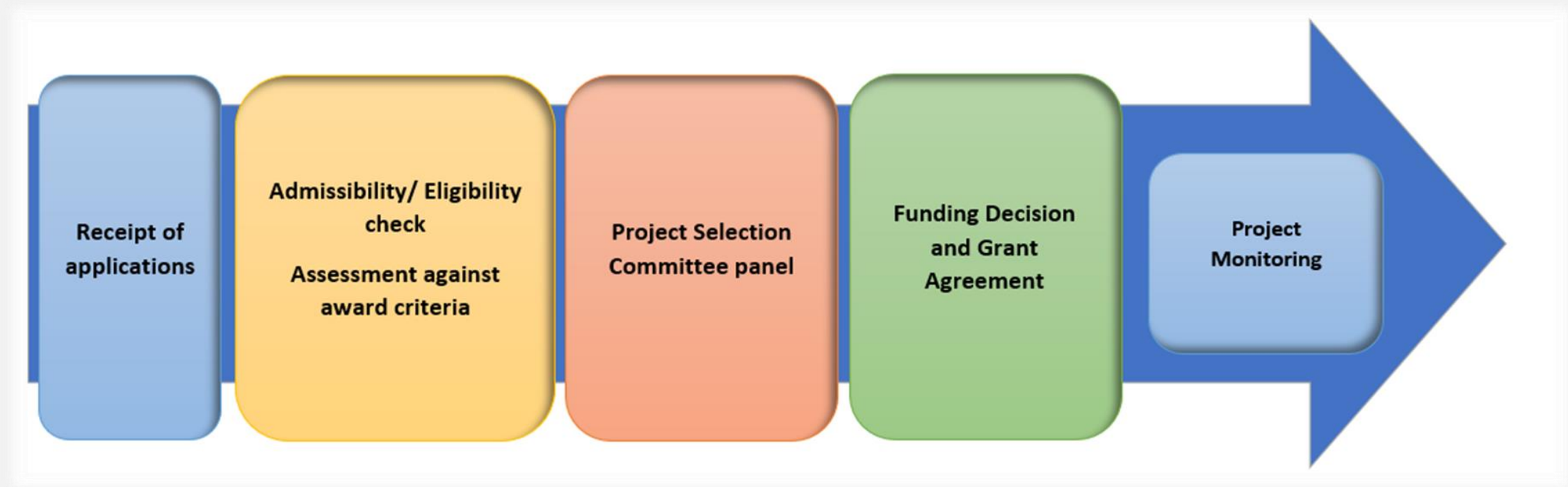
From application submission to Grant Agreement - up to 6 months

Admissibility Check
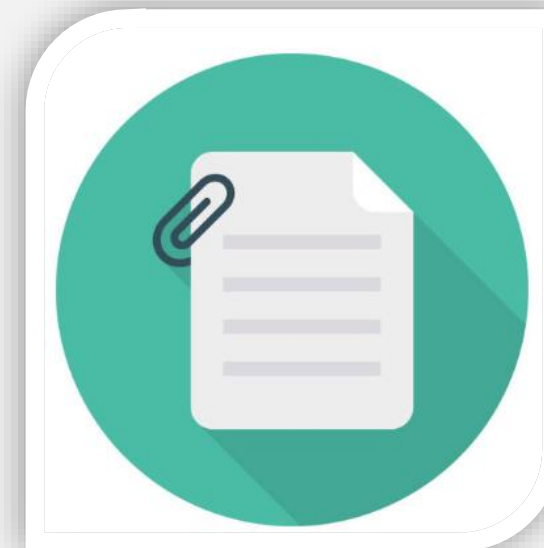
An admissible application must be:

- submitted before **15/03/2023 at 5:00 PM CET**,

- submitted electronically **via eSINNIs,**

- **readable** and **accessible**,

- **complete**,

- must contain all **mandatory annexes** and **supporting documents**.

Admissibility is checked by ESFA staff
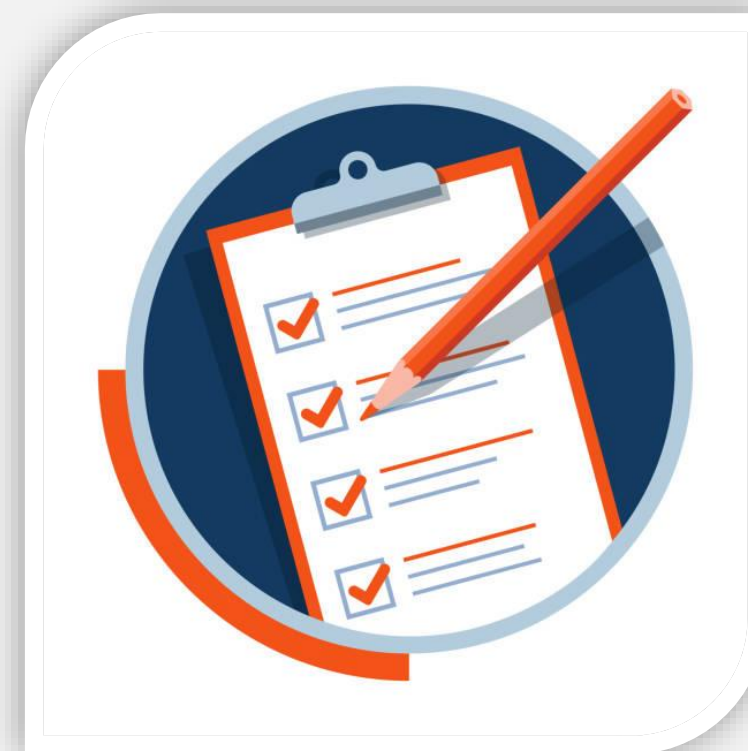
Documents to be submitted

1. **Application Form** (Part A and B)

2. Mandatory Annexes and supporting documents:

- The **calculator** of expenses for the Start-up phase (Annex 2);

- The **calculator** of expenses for the Implementation phase (Annex 3);

- **List** of previous projects (Annex 5);

- **Signed declaration** of the Beneficiary and Partners;

- The **organisation registration certificate** (if Appliable);

- Signed **Memorandums of Understanding** (if Appliable).

Eligibility Check

An eligible application must:

- involve only the **eligible Applicant and Partners**,

  established in the eligible countries,

- involve only **eligible activities only in the eligible countries**,

- **not involve** legal entities subject to EU restrictive measures,

- not exceed **650 000 EUR of funding per project**,

- involve **co-financing of at least 20 %** of the project total cost,

- not exceed **18 months**

No double funding!

Eligibility is checked by ESFA staff

Assessment against Award Criteria and Selection
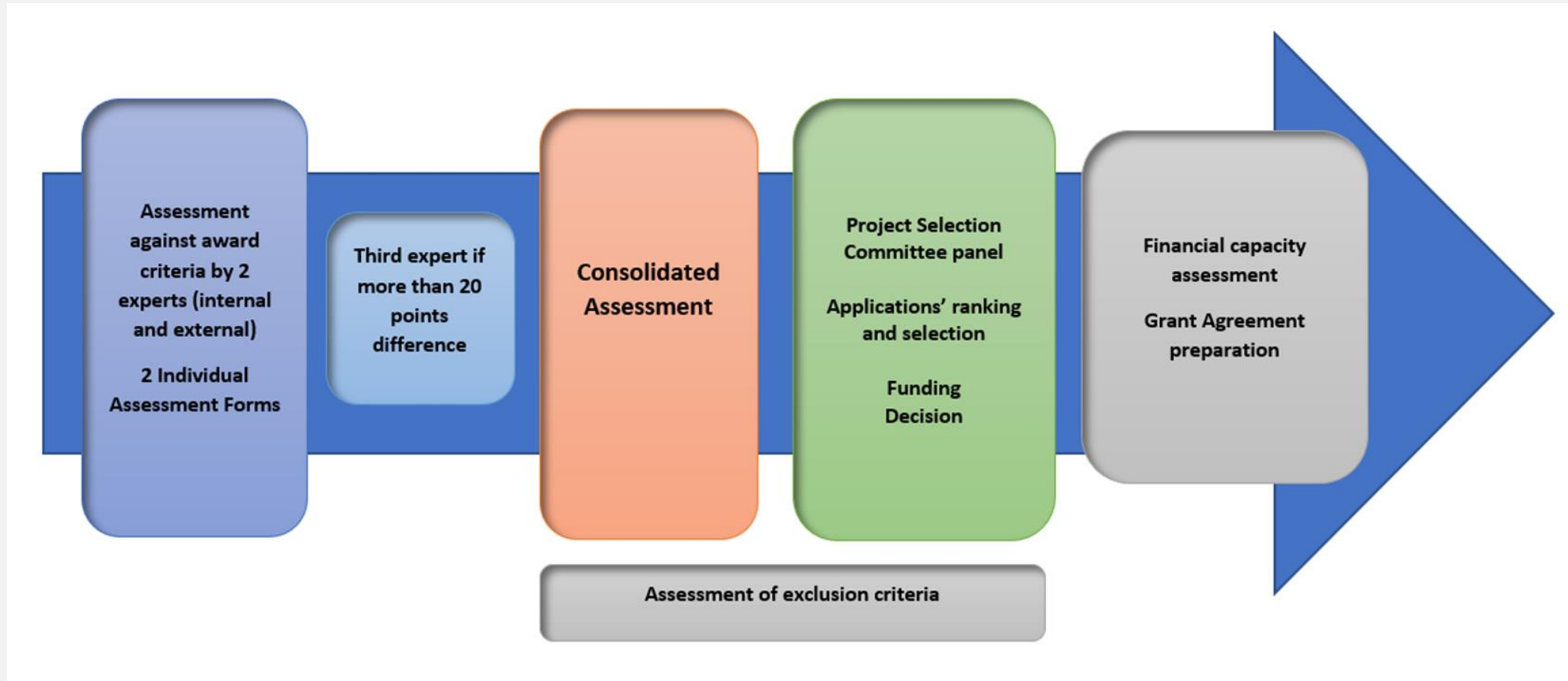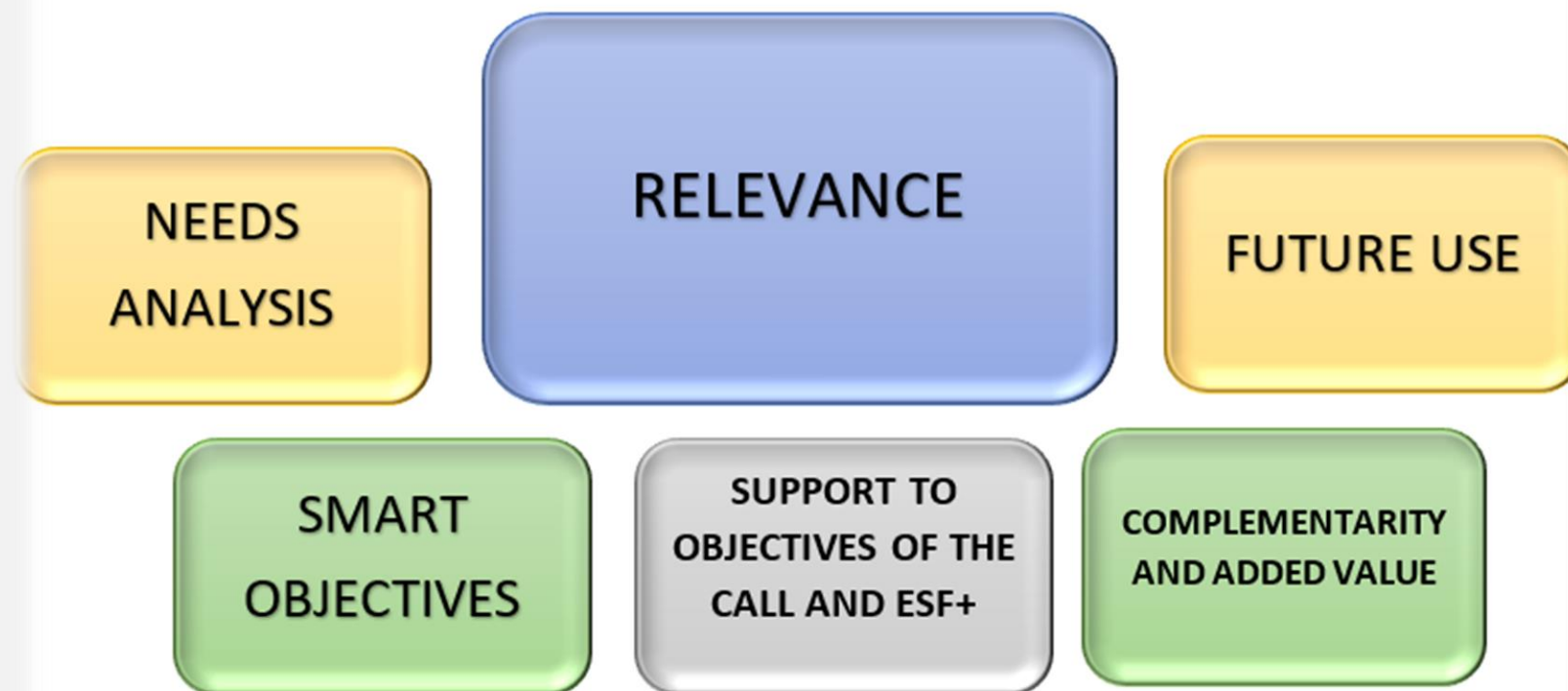
Award Criteria and Scores

- **Relevance** (Max 20 points, threshold 10 points)
- **Quality** (Max 30 points, threshold 15 points)
- **Impact** (Max 20 points, threshold 10 points)
- **Project target group – most vulnerable NEETs** (10 points)
- **Quality of the national network** (10 points)
- **Newcomer to ALMA programme** (10 points)

Maximum of total award criteria points: **100 points**

Overall threshold: **50 points**

Award Criteria and Elements of their Analysis

Award Criteria and Elements of their Analysis

QUALITY

DESIGN AND IMPLEMENTATION

logical, sound, feasible methodology

clear, interconnected, interdependent activities

cost-effective budget

PROJECT TEAM AND COOPERATION ARRANGEMENTS

relevant experience/expertise

balanced participation and input

clear distribution of roles and tasks

clear management

communication within partnership

QUALITY ASSURANCE AND MONITORING

experience of working with NEETs
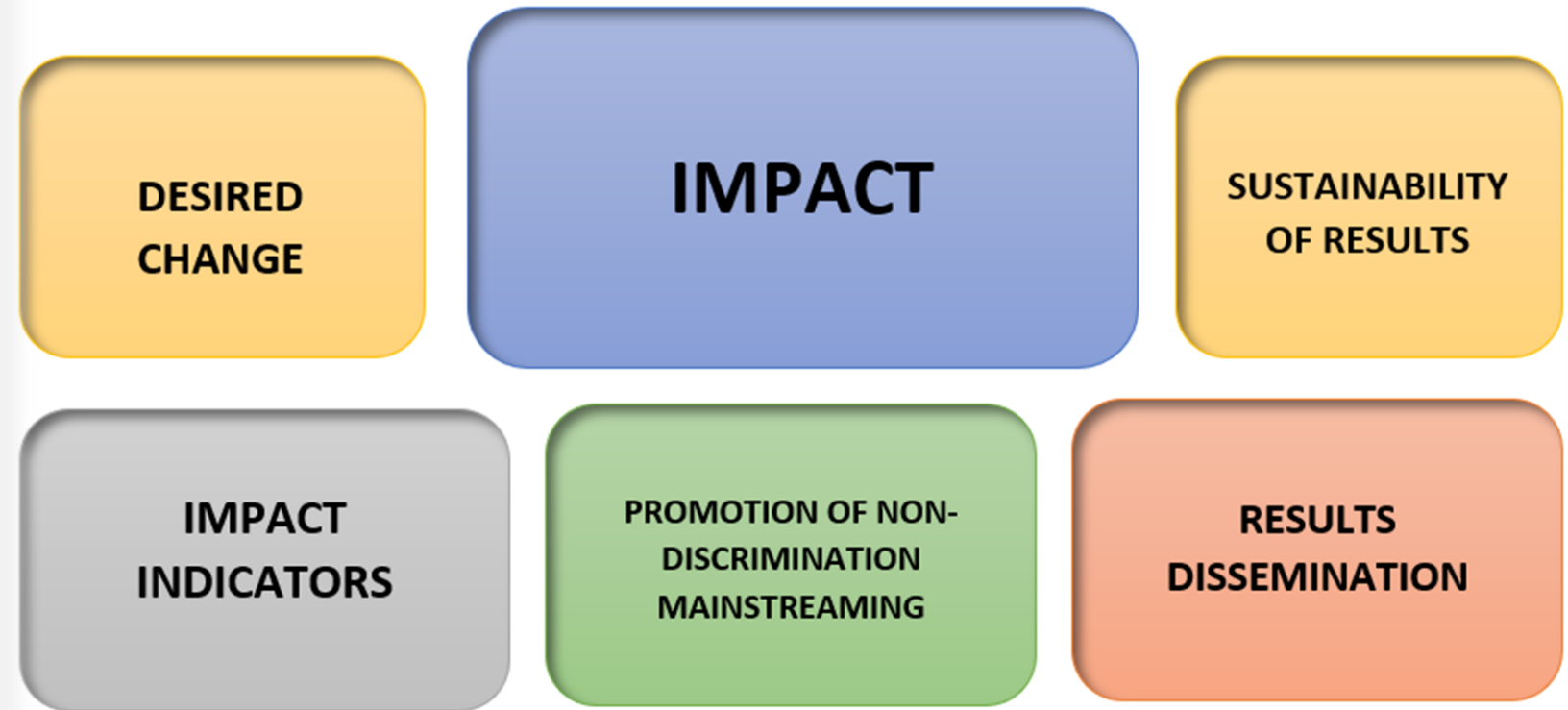
project management experience

progress indicators

monitoring/evaluation

non-discrimination mainstreaming

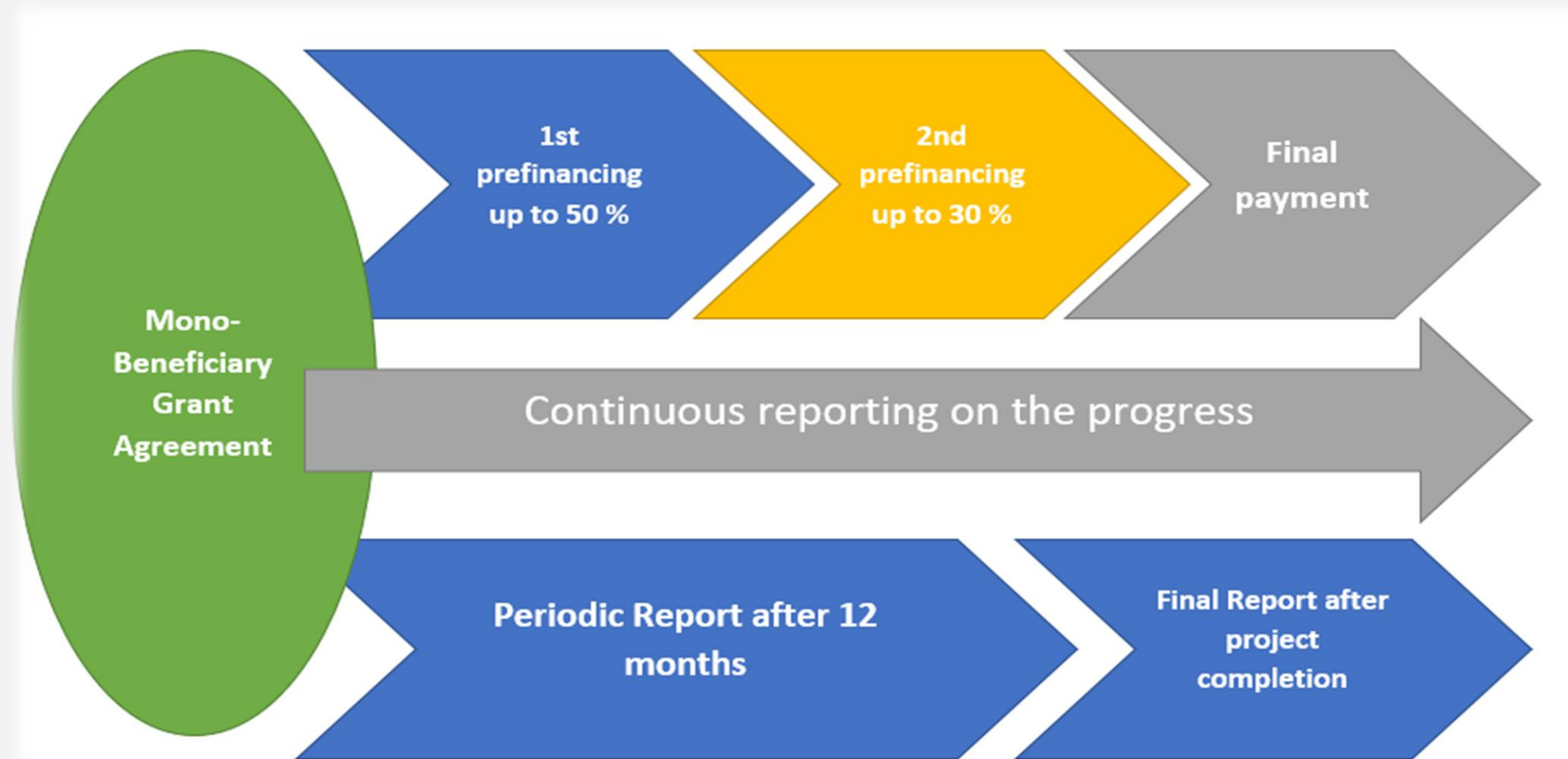risk management

Award criteria

- **Project target group – most vulnerable NEETs**

- **Quality of the national network**

- **Newcomer to ALMA**

Selection process in rounds

Funding and Reporting Aspects

Please read the Call Conditions and the instructions in the application form carefully

Agree on the terms of cooperation with your partners

Applicant – financially capable

Don't miss the deadline **15/03/2023 at 5:00 PM CET**

NEED HELP?

✓Email support ALMA@esf.lt

✓ESFA website https://www.esf.lt/en

✓Useful information & examples on [Support to applicants](#)

✓[Find out more about ALMA programme](#)

✓[FAQ](#)

Thank you for your attention!

CLOSING REMARKS

PLEASE FILL IN
THE EVALUATION FORM

Tell us how we can work together better!