
E-MANUAL

**TOOLKIT – GUIDE TO PLANNING EU PROJECTS IN THE HEALTH AND SOCIAL
HEALTH SECTOR**

2.5 DRAFTING A PROJECT UNDER THE FSE+ PROGRAMME

The European Social Fund Plus (ESF+) is an important element of the Cohesion, Resilience and Values heading of the Multiannual Financial Framework (MFF) 2021-2027. The ESF+ mainly contributes to policies that invest in human capital, citizens and values.

The first provisions for the establishment of the European Social Fund (ESF) date back to the Treaty of Rome (1957) and were aimed at improving the employment opportunities of workers in the common market, thereby contributing to raising living and health standards, as well as increasing labour mobility and economic, social and territorial cohesion. Social policies in the European context are relatively "young", in addition to the Treaty of Rome, reference is made to the Treaty of Nice (2001, in Articles 2 (general goals) and 6 (discrimination)); and in Titles III (workers), VIII (employment) and XI (social policies)); Treaty of Lisbon (2007); Charter of Fundamental Rights and new goals are added; Europe 2020 Strategy.

Since then, its mission and operating rules have been periodically revised, depending on the changing economic and employment situation in Member States, as well as EU policy priorities. European lawmakers set the following goals: (i) to increase employment; (ii) to improve living and working conditions; (iii) to ensure social protection and dialogue between the social partners; (iv) to develop human resources to ensure a high level of employment; and (v) to combat exclusion, discrimination of all kinds and poverty.

As one of the five programmes that make up the European Structural and Investment Funds, the principles, rules and implementing rules governing it are laid down in the Common Provisions Regulation. The ESF co-funds national or regional operational programmes proposed by Member States and approved by the Commission. In May 2018, the Commission proposed merging several existing funds (the Youth Employment Initiative, the Fund for European Aid to the Most Deprived, the Employment and Social Innovation Programme, and the Health Programme) into the ESF to strengthen synergies and enable more integrated and targeted support in response to social and labour market challenges. In addition, in the context of the coronavirus crisis, the Commission announced the inclusion of a specific Health Programme in the new MFF. The "European Pillar of Social Rights" is the tool to ensure that no one is left behind. Jointly proclaimed by the European Parliament, the Council and the European Commission at the Gothenburg Social Summit in November 2017, the Pillar and its 20 principles support labour markets and welfare systems by focusing on:

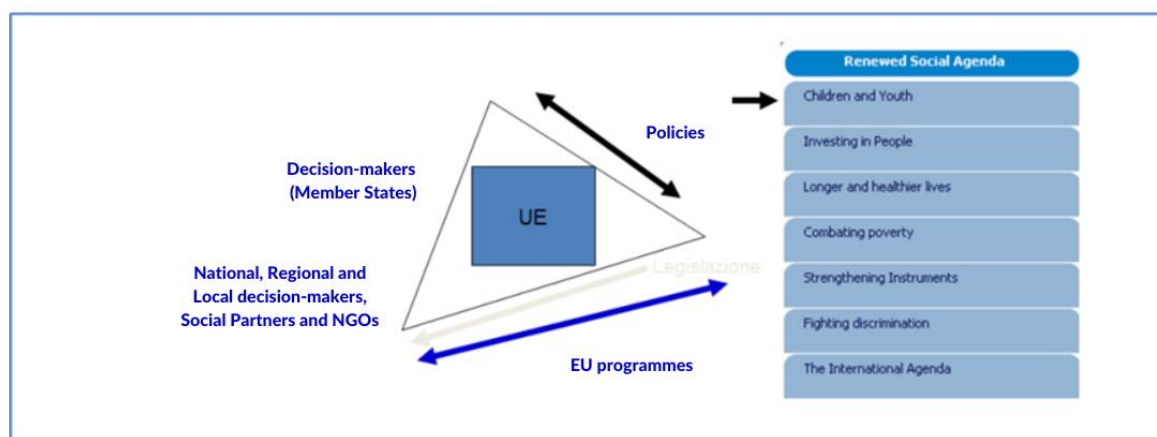
1. Equal opportunities and access to the labour market;
2. Fair working conditions;
3. Social protection and inclusion.

On March 4, 2021, the Commission presented an ambitious action plan to ensure its full implementation. Politically approved by the European Parliament and the Council on

January 28, 2021, it provides resources to member states for the recovery of our societies and economies after the crisis. The programme merges the European Social Fund (ESF), the Fund for European Aid to the Most Disadvantaged (FEAD), the Youth Employment Initiative (YEI) and the Social Innovation Programme (EaSI). By establishing a clear link between shared and direct management tools, it will streamline and simplify financial processes and enable synergies. Through its new Employment and Social Innovation (EaSI) section, ESF+ supports innovative approaches and actions to create employment and promote social inclusion, social innovation, social entrepreneurship and labour mobility.

ON THE SIDE OF POLICY

When you submit a project, you are not just asking for funding for the proposal you are going to implement, but you are proposing a solution to problems that community policy has identified and with respect to which the project represents a step forward at the European level. The proposal must be formulated to solve a common, a shared European problem for which individual national efforts/resources are not enough - ineffective, and insufficient.



DG EMPL: EMPLOYMENT SOCIAL AFFAIRS AND INCLUSION

DG EMPL is the Directorate-General that develops and implements the Commission's policies on:

- **Employment and social affairs**
- **Education and training**

The EU's social and employment policies bring concrete benefits to citizens, such as when they are looking for a job, moving to another member state for professional or other reasons, or honing their skills. In collaboration with national administrations, social partners, civil society organizations and other stakeholders, the Directorate-General addresses challenges related to globalization, Europe's aging population and changing social realities. Areas in which we are particularly active include, for example:

- the **creation of more and better jobs**, through the European Employment Strategy (which aims to bring together national policies conducted in this field) and the **European Social Fund** (9 billion euros per year managed in collaboration with Member States);
- **Free movement of workers** and **coordination of social security systems**, which means that every EU citizen has the right to work and live in any other EU country, without suffering any disadvantage from a social security perspective (including health care);
- **improving working conditions**, through common minimum standards for workplaces, as well as supporting and developing social dialogue at the European level, modernizing industrial relations and assisting European workers who wish to move within the EU;
- **social integration**, supporting efforts aimed at combating poverty and social exclusion, reforming social protection systems, assessing new demographic and social developments, combating discrimination, promoting fundamental rights, and promoting the integration of people with disabilities;

THE EUROPEAN SOCIAL FUND PLUS (FSE+)

The **European Social Fund Plus (ESF+)** is the EU's main instrument for investing in people. It aims to build a more social and inclusive Europe and help implement the European Pillar of Social Rights.

On January 28, 2021, the Portuguese Presidency of the EU Council and members of the European Parliament reached political agreement on the draft regulation establishing the ESF+. The fund was first proposed by the European Commission in 2018 specifically to be included in the 2021 MFF, and with the Covid-19 pandemic, its measures were strengthened. On June 24, 2021, the European Parliament and the Council approved the new ESF+ regulation, which is the outcome of a merger between the European Social Fund (ESF), the Youth Employment Initiative (YEI), the European Aid to the Most Deprived (FEAD) and the Employment and Social Innovation Programme (EaSI). This is an important step toward streamlining and simplifying existing rules for all funds, which will help improve the impact of EU funding.

With a budget of €99.3 billion (in current prices) for 2021-2027, Member States can use the funds to create and protect jobs, promote social inclusion, fight poverty and homelessness, and equip workers with the skills required by digital and ecological transitions. ESF+ also imposes an ambitious requirement on Member States to invest in young people and combat child poverty. ESF+ is also the Central Programme for the recovery of European societies and economies scarred by the coronavirus pandemic crisis.

The Fund will help Member States address the crisis caused by the coronavirus pandemic as well as achieve high levels of employment, equitable social protection, and a skilled and resilient workforce ready for the transition to a green and digital economy.

HOW TO SUBMIT AN FSE+ PROJECT

All open calls (more than one per year) can be found at the following link:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/programmes/esf>

Or they can be accessed directly from the "Funding&Tender opportunities" portal by selecting European Social Fund ESF, as in the figure below:

Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Defence Fund (EDF)	European Parliament (EP)	EJ Anti-fraud Programme (EJAF)
European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS)	EU4Health Programme (EU4H)	European Social Fund + (ESF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Euratom Research and Training Programme (EURATOM)
Fiscalis Programme (FISC)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)
EU External Action (RELEX)	Interregional Innovation Investments (I3)	Just Transition Mechanism (JTM)	Justice Programme (JUST)	Protection of the Euro against Counterfeiting Programme (PERICLES)	Pilot Projects and Preparatory Actions (PPPA)
Programme for the Environment and Climate Action (LIFE)	Promotion of Agricultural Products (AGRIP)	Research Fund for Coal & Steel (RFCS)	Union Civil Protection Mechanism (UCPM)	Information Measures for the EU Cohesion policy (IMREG)	

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Once the Programme is selected, a brief description of it and the Calls available will be available, which will be visible by clicking on the blue "View" button:

European Social Fund + (ESF)

The European Social Fund Plus (ESF+) is the main financial instrument strengthening Europe's social dimension, by putting the principles of the European Pillar of Social Rights into practice. It targets employment, labour mobility, social inclusion and skills.**

ESF+ supports EU Member States to achieve high employment levels, fair social protection, the eradication of poverty and a skilled and resilient workforce ready for the transition to a green and digital economy. The ESF+ budget is €87.9 billion for the period 2021 – 2027 out of which €87.3 billion for the shared management strand implemented by the EU Member States, (including ESF+ Technical Assistance (ESF+ TA) and €676 million for the **Employment and Social Innovation (EaSI) strand**. ESF+ TA and EaSI calls for proposals will be published on this Portal.

Find calls for proposals in European Social Fund Plus

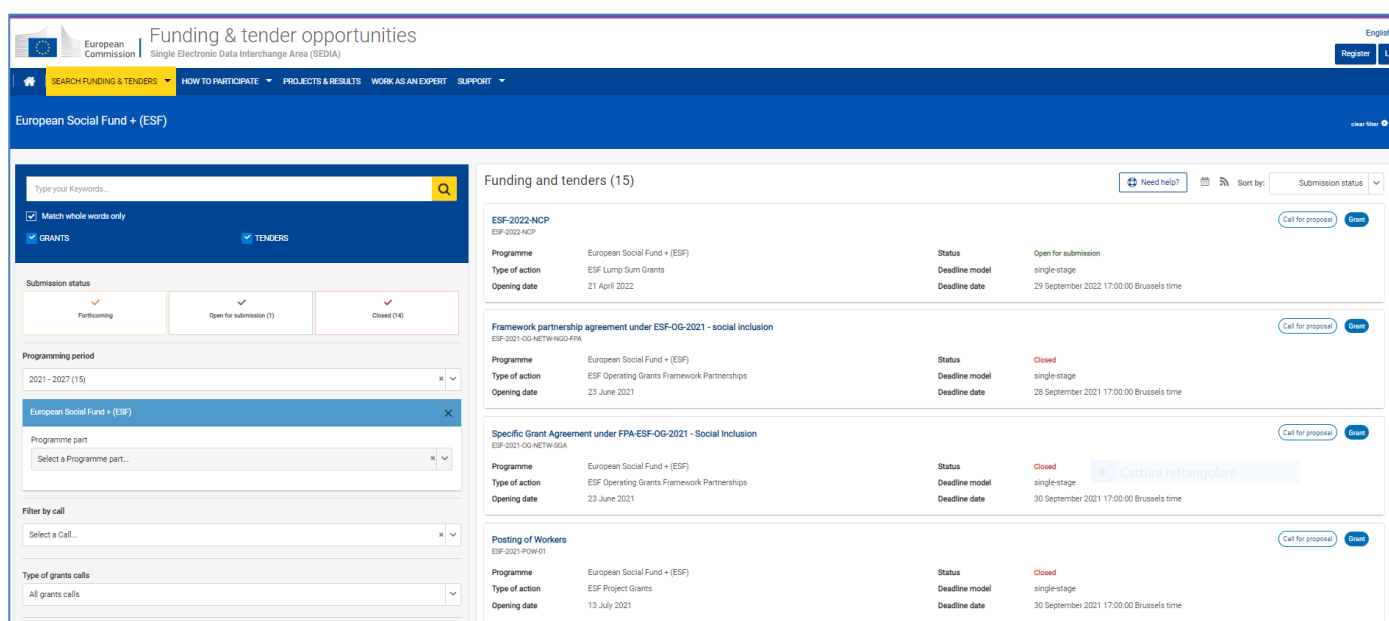
Search calls for proposals by keywords, programme parts, ... **View (15)**

Filter by programme part:

- Technical Assistance (TA)
- Employment and Social Innovation (EaSI)

⚠ Calls for Tenders are not available when you have selected a programme. See all calls for tenders published by EC

By selecting the various filters on the left, it will be possible to view "Incoming," "Open," and "Closed" Calls:



The screenshot shows the ProMIS website interface. On the left, there are filters for 'Submission status' (Forthcoming, Open for submission (1), Closed (14)), 'Programming period' (2021 - 2027 (15)), 'European Social Fund + (ESF)', 'Programme part', 'Filter by call', and 'Type of grants calls'. The main content area, titled 'Funding and tenders (15)', lists several opportunities:

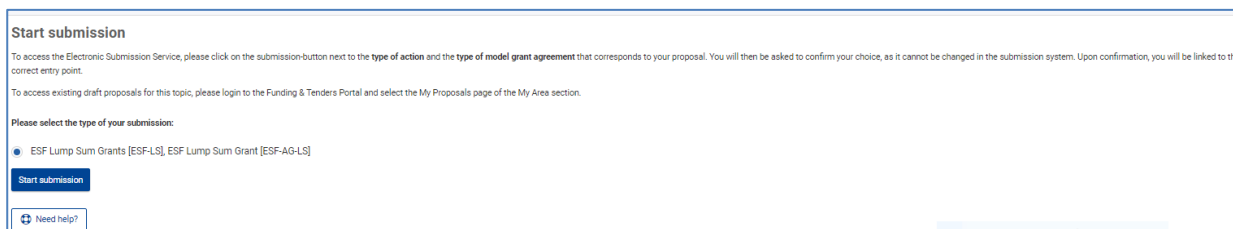
Programme	Type of action	Opening date	Status	Deadline model	Deadline date
ESF-2022-NCP ESF-2022-NCP	European Social Fund + (ESF) ESF Lump Sum Grants	21 April 2022	Open for submission	single-stage	29 September 2022 17:00:00 Brussels time
Framework partnership agreement under ESF-OG-2021 - social inclusion ESF-2021-OG-NETWINGO-PPA	European Social Fund + (ESF) ESF Operating Grants Framework Partnerships	23 June 2021	Closed	single-stage	28 September 2021 17:00:00 Brussels time
Specific Grant Agreement under FPA-ESF-OG-2021 - Social Inclusion ESF-2021-OG-NETWINGO-PPA	European Social Fund + (ESF) ESF Operating Grants Framework Partnerships	23 June 2021	Closed	single-stage	30 September 2021 17:00:00 Brussels time
Poeting of Workers ESF-2021-POW01	European Social Fund + (ESF) ESF Project Grants	13 July 2021	Closed	single-stage	30 September 2021 17:00:00 Brussels time

Once the call of interest is selected, a summary page will open that contains (by practice):

- Information related to the Programme, relevant Call, Budget available
- Deadline (date by which the application must be submitted)
- Type of model (single-stage or two-stage, i.e., whether submitting a project in a single deadline, or submitting a preliminary project and then if approved submitting the full project)
- Topic description
- Topic Rules and Documents: Eligible Countries, Eligibility and Eligibility Criteria, Evaluation Criteria, Evaluation Timeline and Grant Agreement Stipulation, a series of links with downloadable documents related to "Annual Programme," "Call/Topic Template," "Grant Agreement"
- A button is also available where you can view possible partners interested in the topic at hand
- The button where you can start the "submission" of the project

- The FAQs

To start the "Submission" of a project you select the topic and click on the active blue "Start Submission" button:



Start submission

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

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

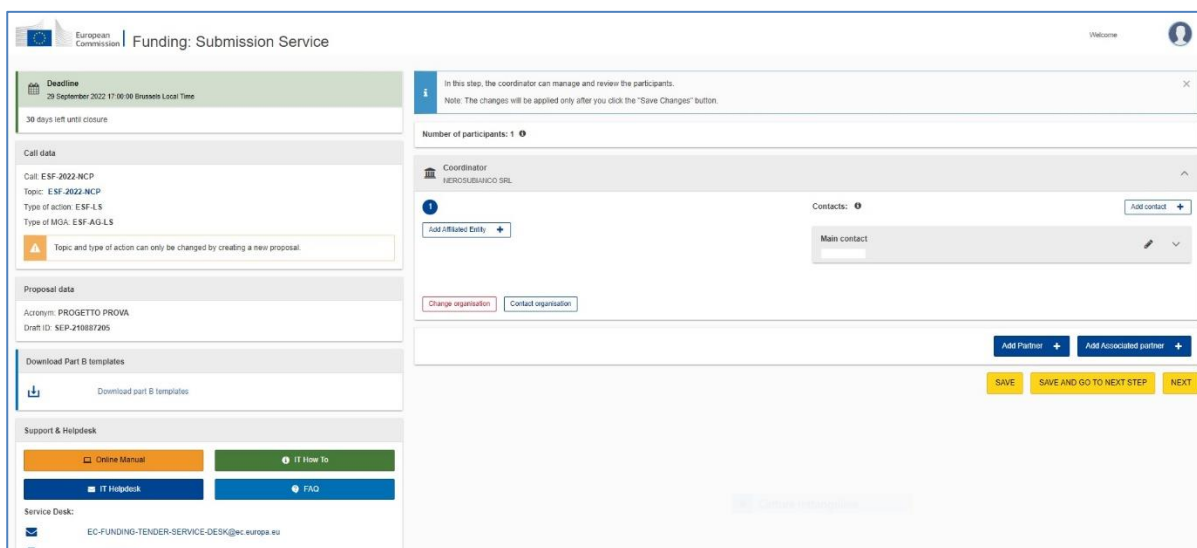
Please select the type of your submission:

ESF Lump Sum Grants [ESF-LS], ESF Lump Sum Grant [ESF-AG-LS]

[Start submission](#)

[Need help?](#)

Once you begin the "Submission" process, you will be directed to the page where you select the beneficiary organization (Coordinator) and where you enter the acronym/project name in full. Continuing you will be directed to the page where you can add additional partners (beneficiaries) of the project (see image below):



European Commission | Funding: Submission Service

Welcome

Deadline
29 September 2022 17:00:00 Brussels Local Time
30 days left until closure

Call data
Call: ESF-2022-NCP
Topic: ESF-2022-NCP
Type of action: ESF-LS
Type of MGA: ESF-AG-LS
Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: PROGETTO PROVA
Draft ID: SEP-210887205

Download Part B templates
Download part B templates

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Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

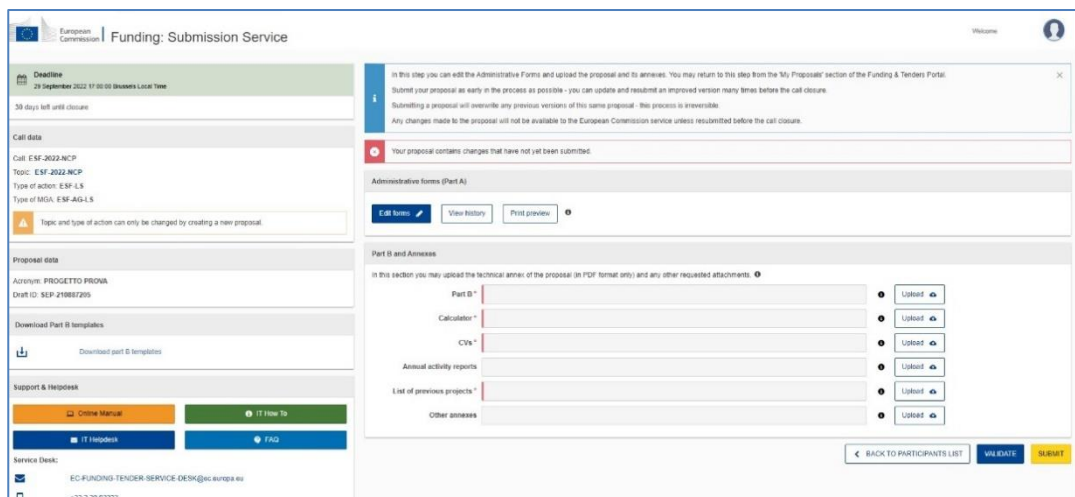
Coordinator
HEROSUBANICO SRL

Contacts: Add contact +
Main contact

Add Partner + | Add Associated partner +

SAVE | SAVE AND GO TO NEXT STEP | NEXT

Continuing on you will be directed to the screen where you will complete the administrative part (Part A, directly online within the portal) and upload the various completed attachments (which you can always download to the left on "Download Part B Templates"):



European Commission | Funding: Submission Service

Deadline
29 September 2022 17:00:00 (Bidders Local Time)
53 days left until closure

Call data
Call: ESF-2022-NCP
Topic: ESF-2022-NCP
Type of action: ESF-LS
Type of MGA: ESF-AG-LS
Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: PROGETTO PROVA
Draft ID: SEP-219887205

Download Part B templates
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Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 43222

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
Resubmitting a proposal will overwrite any previous versions of this same proposal. This process is irreversible.
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)
Edit form | View history | Print preview

Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B	Upload
Calculator	Upload
CVs	Upload
Annual activity reports	Upload
List of previous projects	Upload
Other annexes	Upload

BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

Within the call for proposal, we mainly retrieve information on:

- **GOALS** (Topic Description with references to the multi-year and annual programme)
- **WHO CAN PARTICIPATE**
- **FORMS**
- **THE SELECTION AND AWARD CRITERIA**

GOALS (TOPIC DESCRIPTION)

The general and specific goals are to be checked from time to time in the relevant call/topic and respective Work Programme, in alignment with the intended European policies.

Activities such as: (i) identification and exchange of good practices, innovative approaches and experiences, mutual learning through meetings/workshops/seminars at European, national or transnational level; (ii) forums and peer review meetings; (iii) policy transfer, learning and advocacy among Member States on goals and priorities of the EU; (iv) advocacy of needs (data collection study and dissemination of the views of stakeholders and society at large); (v) conducting awareness events, roundtables and

information campaigns on discrimination, employment, equal opportunities, etc.; and (vi) advocacy on the issue of gender equality.

WHO CAN PARTICIPATE

Types:

It is aimed at Member States, local and regional authorities, public employment services and national statistical offices, specialized bodies, universities and research institutes, as well as social partners and non-governmental organizations.

Geographic size:

- Open to the 27 EU Member States,
- Non-EU countries : listed EEA countries and countries associated with the ESF+ or countries that are in the process of negotiating an association agreement and where the agreement will enter into force prior to signature: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_esf-socpl_en.pdf

Regarding the establishment of the consortium, the size (number of partners) will be commensurate with the work to be done, expertise required, expected impact. There are no precise rules about this, except specific directions that may vary depending on the call/topic. Roles among partners will be balanced, depending on activities to be performed, prior experience, skills.

Beneficiaries must possess:

- **OPERATIONAL CAPACITY** Having the operational resources (technical, management, and professional skills and qualifications needed to successfully complete the proposed action). The applicant must have a strong track record of skills and experience in the field

and, in particular, in the type of action proposed. Operational capacity is evaluated on the basis of the curricula of personnel involved in the action.

- **FINANCIAL CAPACITY TO CARRY OUT THE ACTION:** Have stable and sufficient capacity to maintain its operations for the period of the action and to contribute the necessary co-funding. The applicant must submit supporting documents (the financial capacity check does not apply to public entities; the budget for the project should not exceed the applicant's annual budget, there should not be too high a dependence on EU funding in previous years, and there should be a stable source of income for the applicant).

FORMS

As explained above, in order to apply, it is mandatory to access and register with the "Funding&Tender opportunities" portal.

Once authorization and login credentials are received, the full template and listing of required attachments can be accessed.

The template contains multiple sections:

- **Application Form Part A:** Contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summary budget for the project (to be completed directly online);
- **Application Form Part B:** Contains the technical description of the project (to be downloaded from the submission portal), completed and then assembled and re-uploaded as a PDF into the system);
- **Mandatory attachments and supporting documents** (to be uploaded in PDF format/included in Part B) and/or detailed budget table (the "Excel calculator").

For the completion of Part B you should indicate:

Relevance:

- Background and general goals
- Needs analysis and specific goals
- Complementarity with other actions and innovations, European added value

Quality:

- Concept and methodology
- Description of the Consortium
- Project team
- Management of the Consortium
- Project management, quality and monitoring
- Financial management and cost effectiveness
- Risk management

Impact:

- Impact and ambition
- Communication, dissemination and visibility
- Sustainability of the project

Work plan:

- Work plan
- Description of activities
- Time schedule
- Subcontractor

Other aspects:

- Ethics
- Safety

Duration: The project must last 12 months (extensions will be possible only exceptionally, for duly justified reasons and through a specific amendment).

Budget: The grant will be a lump sum. This means that it will repay a fixed amount based on a lump sum or non-cost-related financing. The maximum grant amount will be set by the granting authority based on the predetermined variable amounts and the estimated number/type of activities indicated by the applicants in the project. In the application form, the annual budget should correspond to the standard work package to be covered by a single lump sum (see table below), and possibly combined with optional activities (if any)

Packages	Activity	Unit	Final amount (EUR)	Comment
Standard package	Package of helpdesk, website and two events	<i>Per NCP, per year</i>	27 900 (reference amount)	<ul style="list-style-type: none"> • Cluster 1: EUR 19 000 • Cluster 2: EUR 24 000 • Cluster 3: EUR 31 000 • Cluster 4: EUR 49 000 • EEA: EUR 28 000 • Others: EUR 14 000
Optional package	Organise event	<i>Per event</i>	845	
	Attend event	<i>Per event</i>	325	
	Project visit	<i>Per visit</i>	325	
	Translation	<i>Per page</i>	20	
	Send job shadowing	<i>Per sending</i>	2 350	
	Receive job shadowing	<i>Per receiving</i>	1 015	

Member States

Cluster 1: Bulgaria, Croatia, Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Romania, Slovakia, Slovenia

Cluster 2: Greece, Portugal

Cluster 3: Austria, Belgium, Denmark, Finland, Ireland, Luxembourg, Netherlands, Poland, Sweden

Cluster 4: France, Germany, Italy, Spain

THE SELECTION AND AWARD CRITERIA

Proposals should follow the standard submission and evaluation procedure ("one-step submission" and "one-step evaluation").

Award criteria	Minimum pass score	Maximum score
Relevance	28	40
Quality - Project design and implementation	14	20
Quality - Project team and cooperation arrangements	14	20
Impact	14	20
Overall (pass) scores	70	100

An evaluation committee will evaluate all applications. Proposals will first be checked in terms of formal requirements (admissibility and eligibility).

Proposals deemed eligible and admissible will be evaluated based on the criteria of operational capability and award,

Operational capability and award criteria. Thus, they will be ranked according to the scores

obtained.

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

- **Relevance:** clarity and consistency of the project, goals and planning; extent to which they correspond to the themes, priorities and goals of the call; Impact/interest for the country concerned (maximum 40 points).
- **Quality - Project design and implementation:** technical quality; logical links between the identified problems, needs and proposed solutions (logical framework); project implementation methodology (concept and methodology); management, procedures, timetable, risk and risk management, monitoring and evaluation, communication; project implementation within the proposed timeframe; best value for money (maximum 20 points).
- **Quality - Project team and cooperation arrangements:** quality of consortium, if applicable, and project team; appropriate procedures and problem-solving mechanisms; engagement with stakeholders, (co)beneficiaries, (potential) applicants (maximum 20 points).
- **Impact:** ambition and expected long-term impact of outcomes on target groups/general public; appropriate dissemination strategy to ensure long-term sustainability and impact; sustainability of outcomes after EU funding ends (maximum 20 points).