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INFORMATION SESSION

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

OPENING AND WELCOME

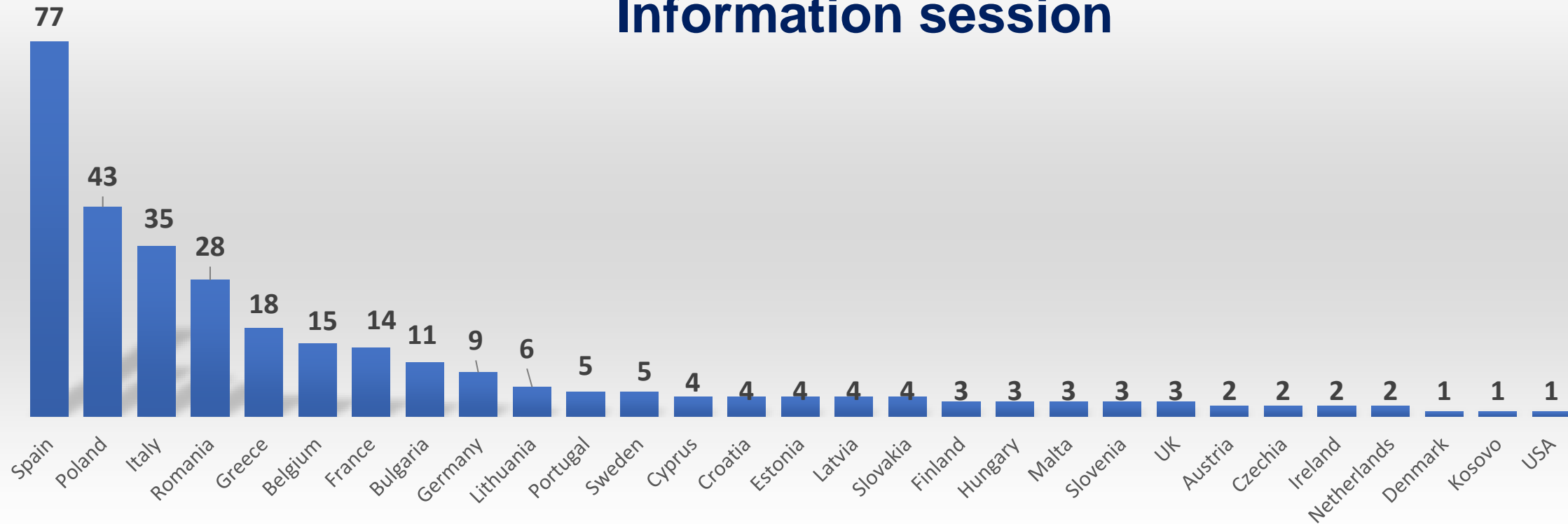
Fabienne Levy

European Commission

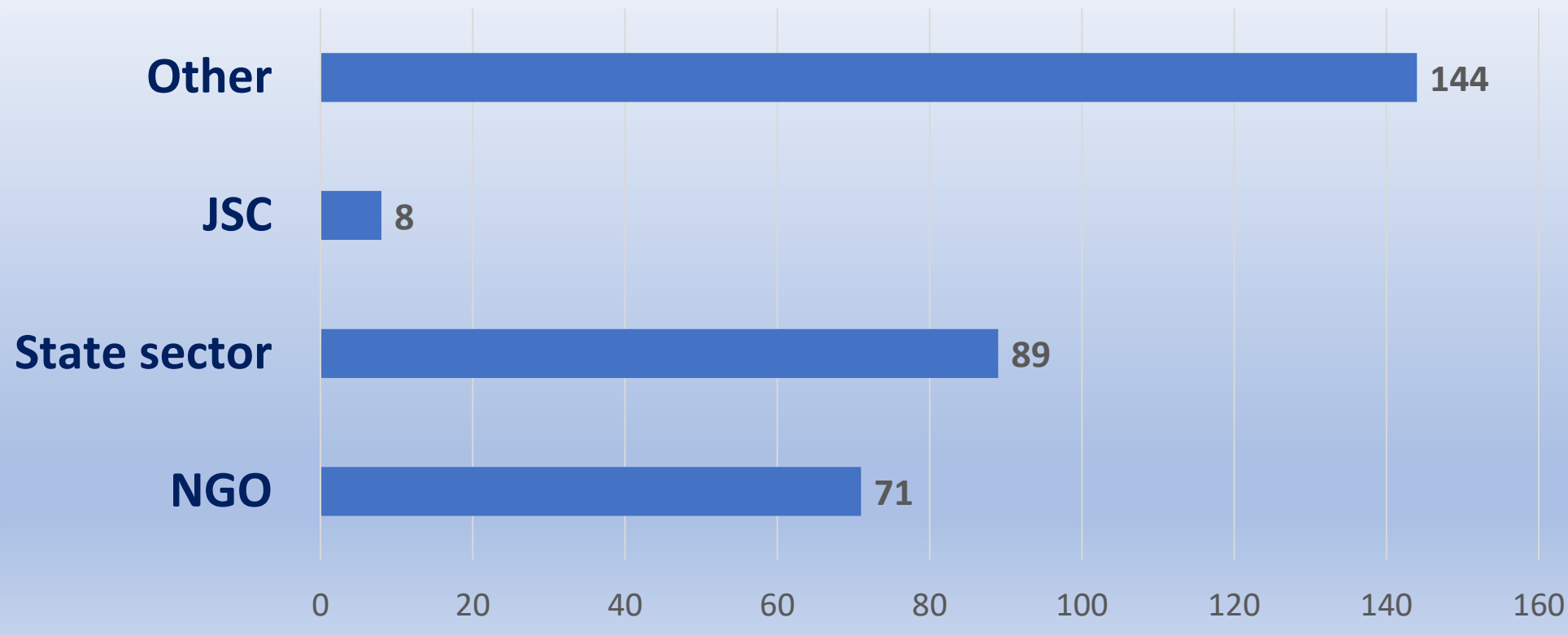
Neringa Poškutė

European Social Fund Agency

Number of participants registered to the Information session



TYPE OF ORGANISATION



Project design

Miglė Aleksonytė

European Social Fund Agency



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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 apply? | 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 | <p>Searching for the national partnership</p> <p>Searching for the international partnership</p> | <p>Signed memorandum with national partner(s)</p> <p>Signed memorandum with international partner(s)</p> |
| 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

| Activities | Outputs/Deliverables | Short-Term Outcomes | Long-Term Outcomes (impact) |
|---|--|--|--|
| <p>Activities needed to reach your outcomes.</p> <p>Auto-fill from previous forms</p> | <p>Tangible results you produce through your activities.</p> <p>Examples:</p> <ul style="list-style-type: none"> • # of targeted beneficiaries (organizations) • # NEETs • % of completion • % increase in learning outcomes • etc. | <p>Outcomes expected from your intervention(s).</p> <p>Changes in:</p> <ul style="list-style-type: none"> • Learning • Awareness • Knowledge • Attitudes • Skills • Opinions • Aspirations • Motivations | <p>Outcomes you hope to observe beyond your intervention timeframe.</p> <p>Changes in:</p> <ul style="list-style-type: none"> • 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 | | |



Thank you!

Experiences of the TLN Mobility programmes

Bettina Reuter

Thematic expert Youth Mobility



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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

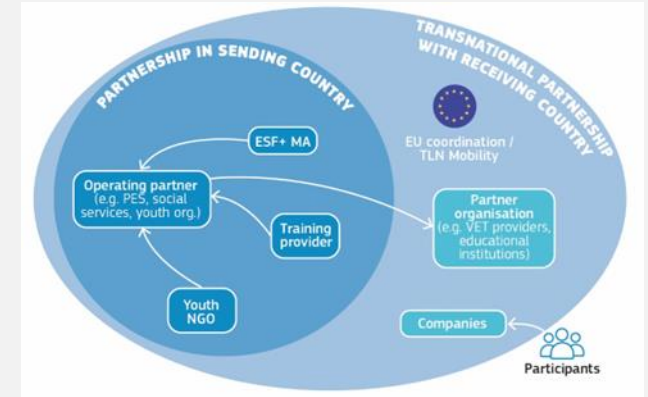
ALMA – Core Elements

-  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

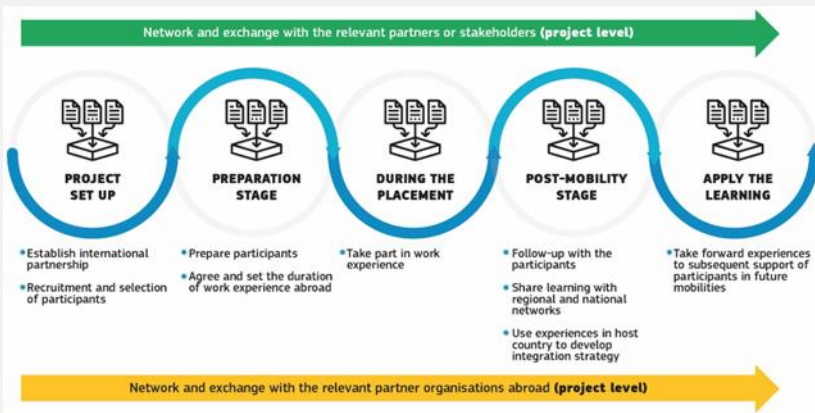
Key implementation elements

- 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)

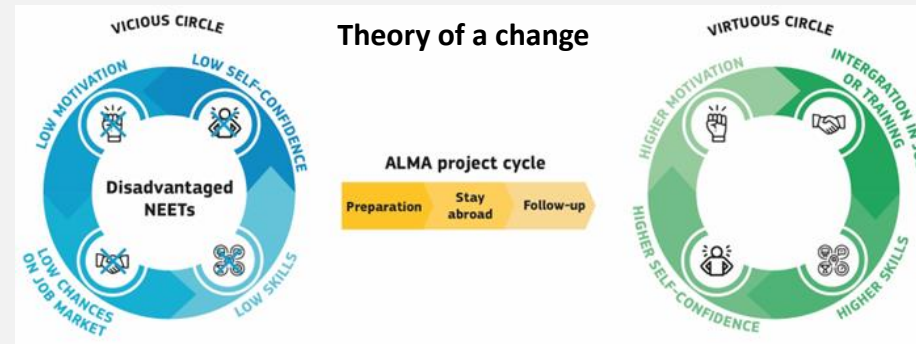
Partnership



Project cycle

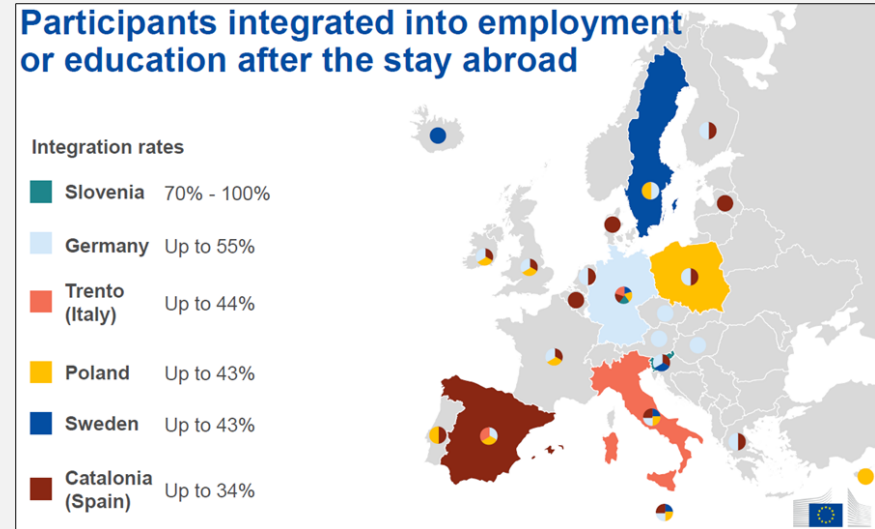
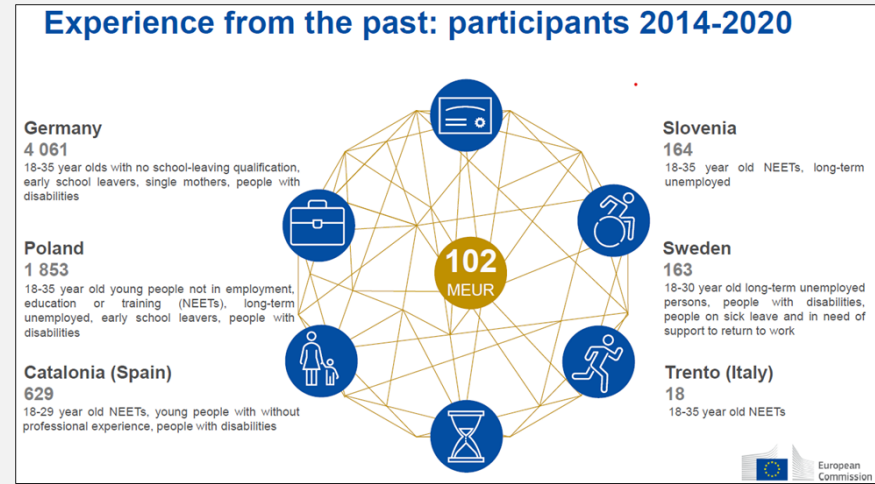


Theory of a change



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.



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



- 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.

TLN Mobility
Addressing Youth Unemployment in Europe through transnational ESF mobility measures



© European Communities, 2006 / Source: EC - Audiovisual Service / Photo: Alain Schroeder

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

ALMA Manual of Guidance – Target group

Content

Foreword

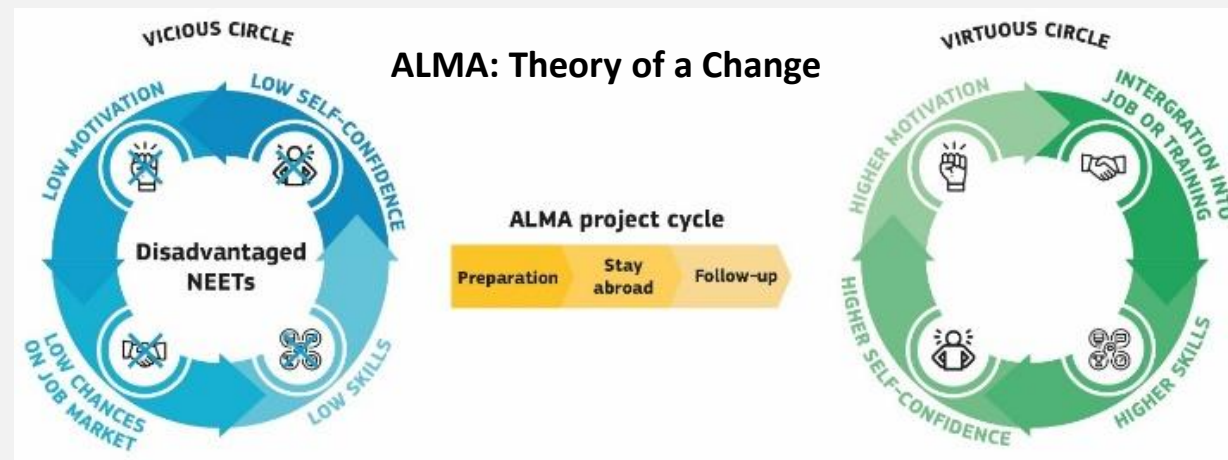
1. Disadvantaged young people and work-related learning experience abroad: a unique opportunity
2. **Target group**
3. Programme cycle
4. Implementation structure
5. Common eligibility criteria
6. **Minimum quality standards**
7. Support

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 and 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

Content

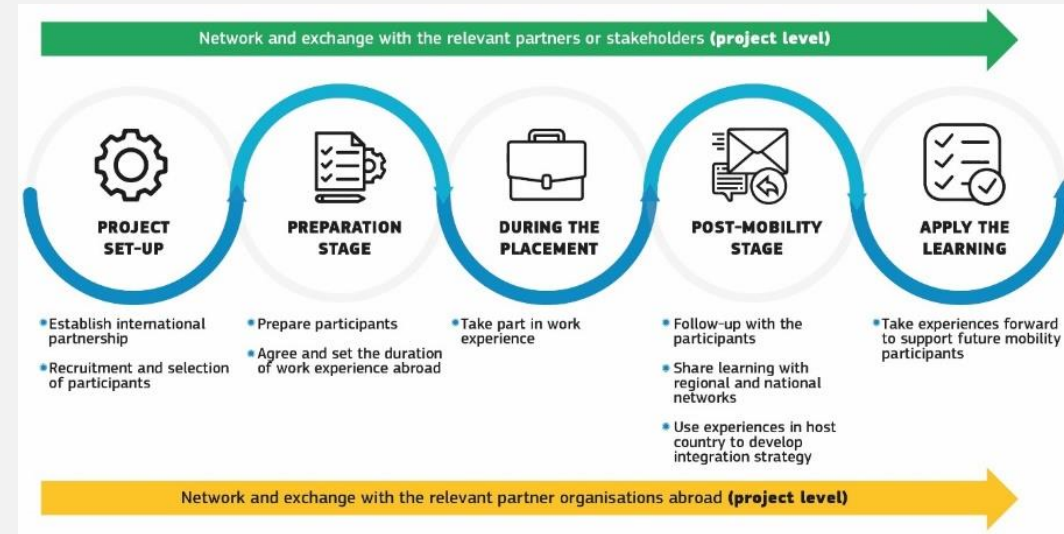
Foreword

1. Disadvantaged young people and work-related learning experience abroad: a unique opportunity
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Annex 1: Agreement between sending and hosting partners

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

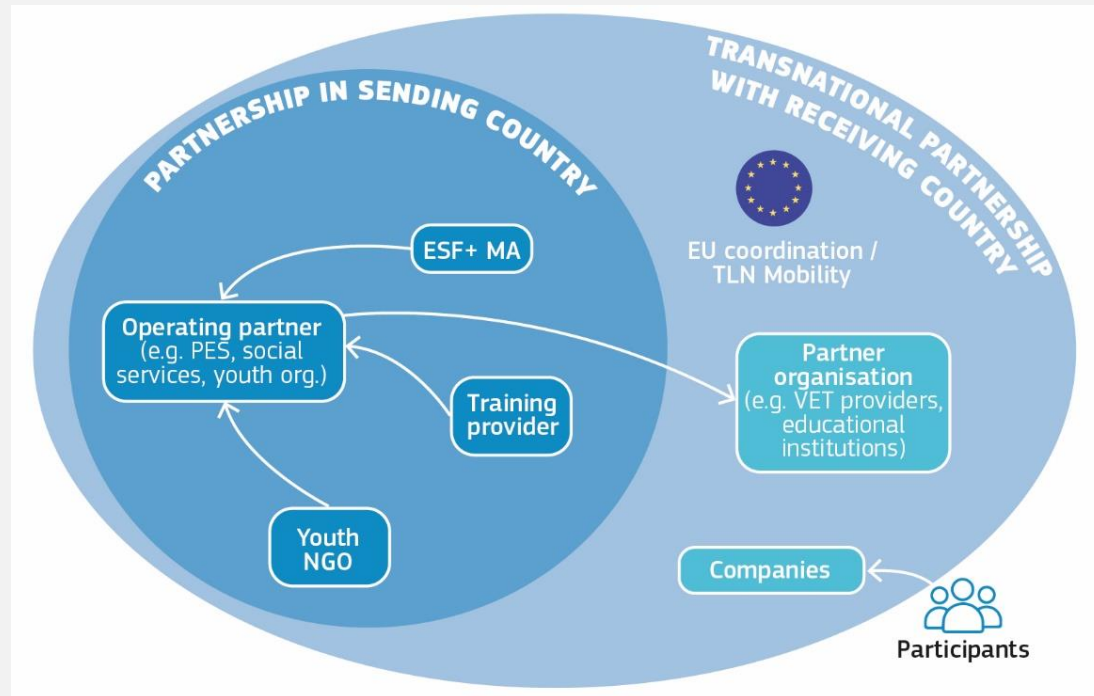
Overall project structure



- **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 and 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



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.

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 and 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).

ALMA Participant Stay-abroad



Work-related learning experiences abroad

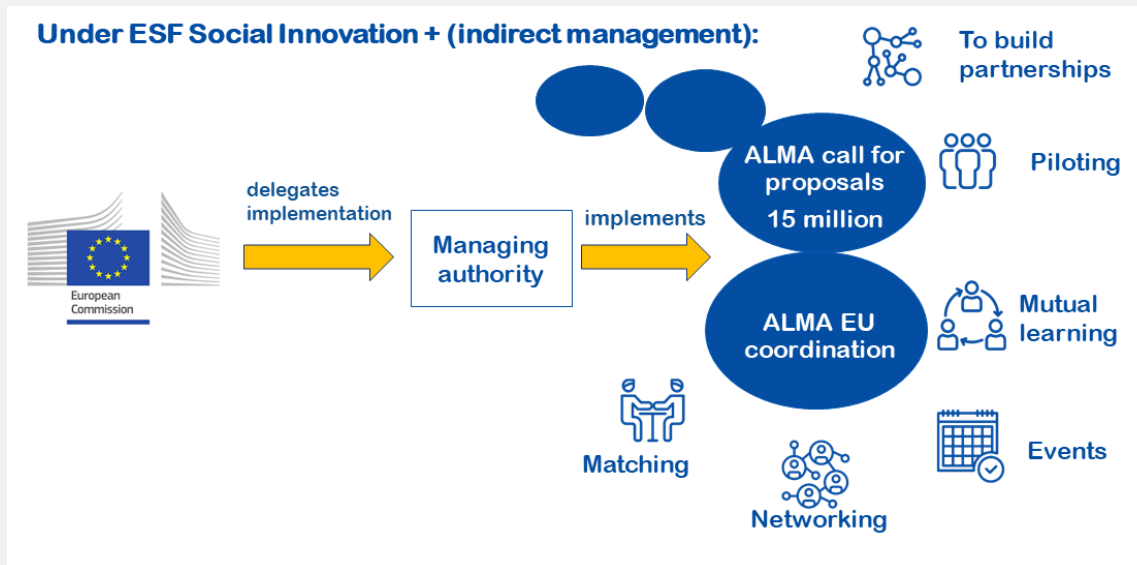
- Duration minimum 2 months
- Support programme including social and cultural activities to encourage development of non-formal skills and competences, team building and language skills
- Different types of accommodation according to participants' needs
 - Hotel, hostel, host family, flat-sharing
- Mentoring 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



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



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ESF SI+ INITIATIVE: ALMA CALL HOW DOES THE FINANCE WORK?

Dalia Justinavičiūtė-Bulkevičė, ESFA

31/01/2023 Information session

TABLE OF CONTENTS

- 1 Project budget & funding
- 2 Expenditures' eligibility rules
- 3 Supporting documents & tools
- 4 Calculation methods

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

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):

Expenses for activities in the Start-up Phase

1. Salary

Country of origin:

| # | Number of hours | Number of person(-s) | Salary rate per hour | Overall cost | Comment |
|----|-----------------|----------------------|----------------------|--------------|----------------|
| 1 | 10 | 1 | € 10,00 | € 100,00 | Insert comment |
| 2 | | | | € - | |
| 3 | | | | € - | |
| 4 | | | | € - | |
| 5 | | | | € - | |
| 6 | | | | € - | |
| 7 | | | | € - | |
| 8 | | | | € - | |
| 9 | | | | € - | |
| 10 | | | | € - | |

2. Travel costs*

| Trip # | Destination country | Number of day (-s) | Number of person (-s) | Subsistence | Distance | Trip cost | Accommodation cost | Overall cost |
|--------|---------------------|--------------------|-----------------------|-------------|----------|-----------|--------------------|--------------|
| 1 | Greece | 2 | 1 | € 164,00 | 1837 | € 295,00 | € 107,00 | € 566,00 |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

Instruction how to fill the calculator:

1. Salary

1. Choose the country of origin, where sending organization acts;
2. Insert the number of the staff working hours (take into the account the working hours when the staff travels and visits potential partners);
3. Insert the number of person(-s) for actual action;
4. Insert salary rate per hour. Based on draft budget of real cost and using 1720 hourly method;
5. Overall cost is made automatically;
6. Fill information in a separate line for a specific action (for example, you need coordinator for 10 days, expert for 2 days, content manager for 20 days, then separate this information);
7. Comment what kind of specialists, activities and expenses are included in this amount and please also explain on what basis the salary rate is set.
(i.e. The sending agency's specialist will identify local partners with experience in youth work, organise meetings with them, agree on their roles and responsibilities in the project, agree on the terms of the agreement and organise the signing of the agreement. The terms of the agreements will also be negotiated with the other project partners. These functions require 40 working days, i.e. 320 hours. The rate is based on the average hourly rate of a professional in the sending institution responsible for the development of the institution).

2. Travel costs

1. Choose the destination country to travel (country of origin is already chosen in the 1st table);
2. Insert the number of travelling day (-s) (take into the account the travelling and visiting days);
3. Insert the number of travelling person (-s);
4. Insert a distance by using Distance calculator link for travels more than 400km (use exact locations you are planning to travel from and to) or a distance between 50 and 400 km for intra or Inter-Member States.
5. Total subsistence, trip and accommodation cost are made automatically using the unit cost, which is determined in the Decision 12.1.2021 C(2021) 35 by the European Commission
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf

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 | $\text{Hourly rate} = \frac{\text{Annual payroll}}{1\,720}$ | <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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):

Expenses for activities in the Implementation Phase

1. ALMA SCOs for piloting exchanges

| Country of origin | Basic unit costs per day, in Eur | Daily top-up for successful participants, in Eur |
|-------------------|----------------------------------|--|
| Malta | 56,87 | 4,55 |

| # | Country | Phase duration | | | Number of persons | | | Total preparation, in Eur | Daily top-up amount for mobility phase, in Eur (if applicable) | Total mobility, in Eur | Total follow up, in Eur | Successful participants rate (%) | Successful participants overall cost, in Eur | Adjustment percentage according to HICP* (if applicable) | Adjustment amount, in Eur (if applicable) | Overall cost, in Eur |
|--------------|----------|----------------|----------|-----------|-------------------|----------|-----------|---------------------------|--|------------------------|-------------------------|----------------------------------|--|--|---|----------------------|
| | | Preparation | Mobility | Follow up | Preparation | Mobility | Follow up | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | |
| 1 | Portugal | 88 | 130 | 80 | 10 | 10 | 8 | 50 045,60 | - | 73 931,00 | 36 396,80 | 30,00% | 3 849,30 | - | - | 164 222,70 |
| 2 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 3 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 4 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 5 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 6 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 7 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 8 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 9 | | | | | | | | - | - | - | - | - | - | - | - | - |
| 10 | | | | | | | | - | - | - | - | - | - | - | - | - |
| Total | | | | | | | | | | | | | | | | 164 222,70 |

* HICP - Harmonised Index of Consumer Prices by Eurostat, see <https://ec.europa.eu/eurostat/databrowser/view/hicp00027/default/table?lang=en>

Instruction how to fill the calculator:

1. Choose the country of origin, where sending organization acts; basic unit cost per day, daily top-up for successful participants and daily top-up amount for mobility phase (if applicable) are made automatically using the unit cost per country for ALMA operation, which is determined in the Delegated Regulation (EU) 2022/2175 of 5 August 2022 by the European Commission <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32022R2175>
2. Choose the destination country for mobility phase;
3. Insert the number of days planned for preparation, mobility and follow up phases;
4. Insert the number of persons planned for preparation, mobility and follow up phases;

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)

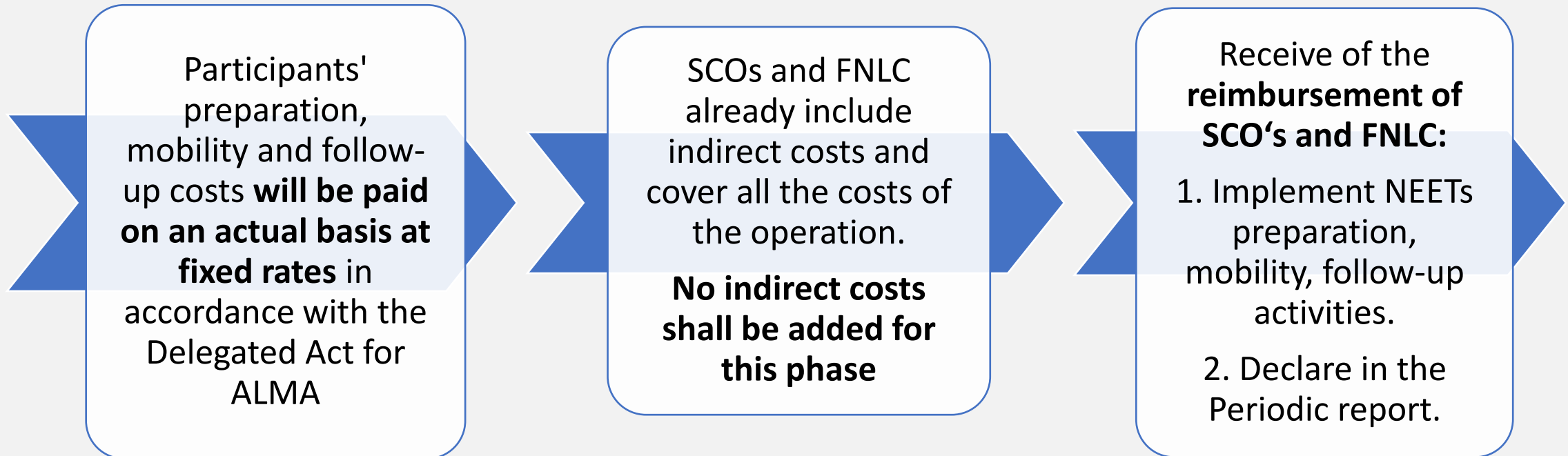
ELIGIBILITY & METHOD & DOCUMENTS

| IMPLEMENTATION PHASE. ALMA SCOs and FNLC for the piloting exchanges | | | |
|--|---|------------------------------------|--|
| ACTIVITY | SIMPLIFICATION USED | CALCULATION | DOCUMENTATION TO SUBMIT |
| <i>Preparation</i> 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. |
| <i>Mobility</i> activity | | | |
| <i>Follow up</i> 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



ELIGIBILITY & METHOD & DOCUMENTS

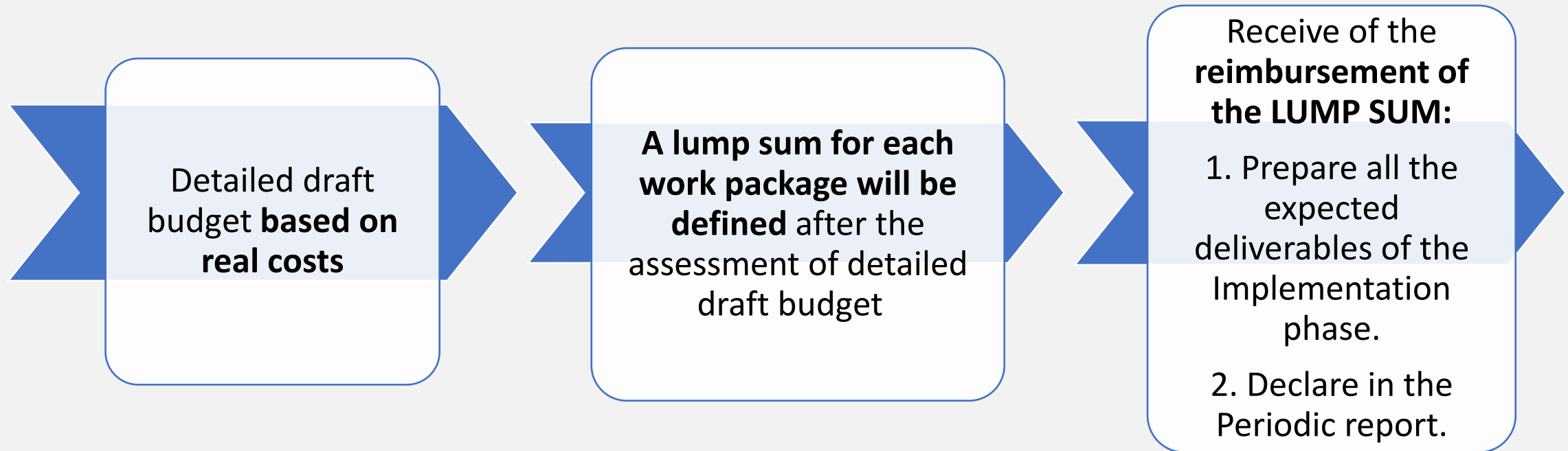
IMPLEMENTATION PHASE.

Preparation of the Final Report and Dissemination

| ELIGIBLE DIRECT COST | CALCULATION METHOD | DATA | DOCUMENTATION TO SUBMIT |
|--|--|---|---|
| STAFF COST based on historic data | $\text{Hourly rate} = \frac{\text{Annual payroll}}{1\,720}$ | <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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



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



Funded by
the European Union



ESF SI+ INITIATIVE: ALMA CALL

Application form - structure, design, forms, tips for applicants

Janina Bendinskienė, ESFA

31/01/2023 Information session

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 ”

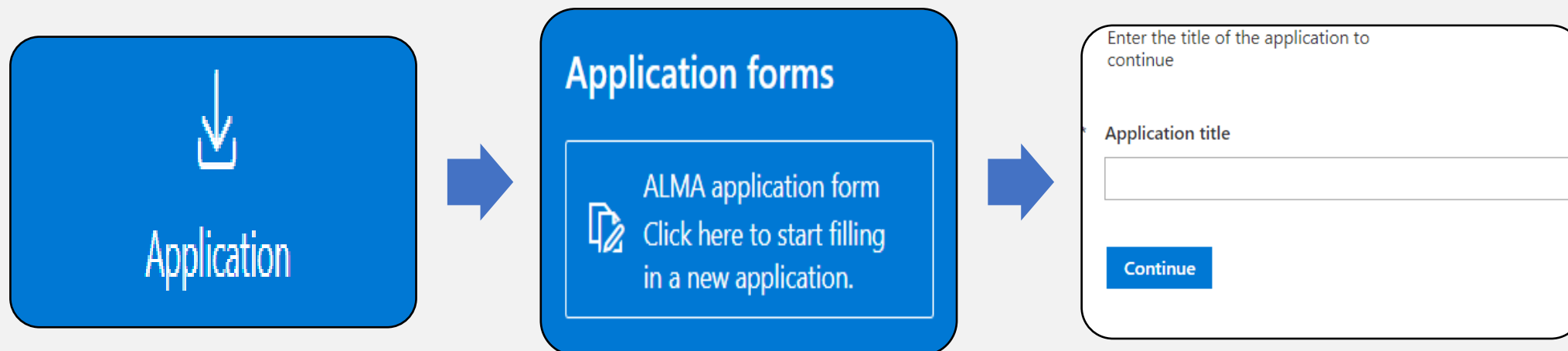
If you accept this invitation, you'll be sent to <https://esinnis.sharepoint.com/sites/eSINNIS>.

[Accept invitation](#)

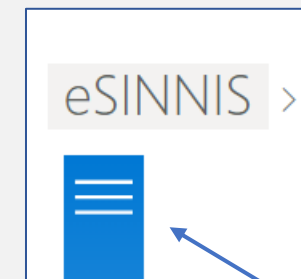
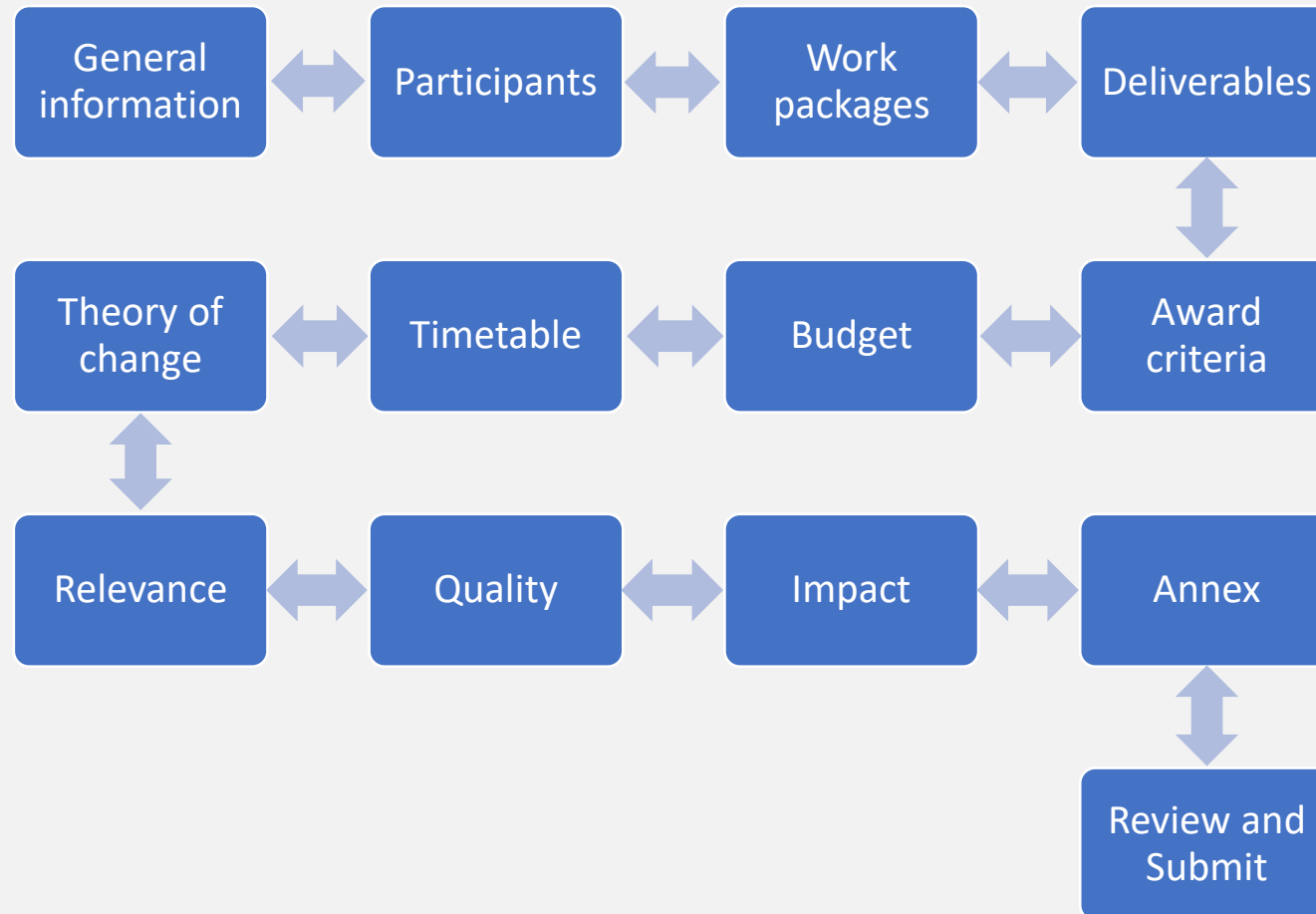


! Read the Description of the procedure for data submission via the eSINNIS.

START OF FILLING IN THE APPLICATION



STRUCTURE OF THE APPLICATION FORM



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.

New participant

Save Cancel

Is Beneficiary

Information about legal representative

Position

Phone

Full name

E-mail

General participant information

* Short name

Legal name

Official legal form

Legal Status

Entity registration number

VAT number (if applicable)

VAT recoverable



Address

Participants

Add new participant


| Type | Organisation legal name | Country | E-mail | Details | Delete |
|-------------|---|-----------|--------------|---------|--------|
| Beneficiary | European Social Fund Agency | Lithuania | info@esf.lt | ➔ | 🗑️ |
| Partner | Ministry of Education, Science and Sport of the Republic of Lithuania | Lithuania | info@smsm.lt | ➔ | 🗑️ |

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**.

Work package Start-up phase activities

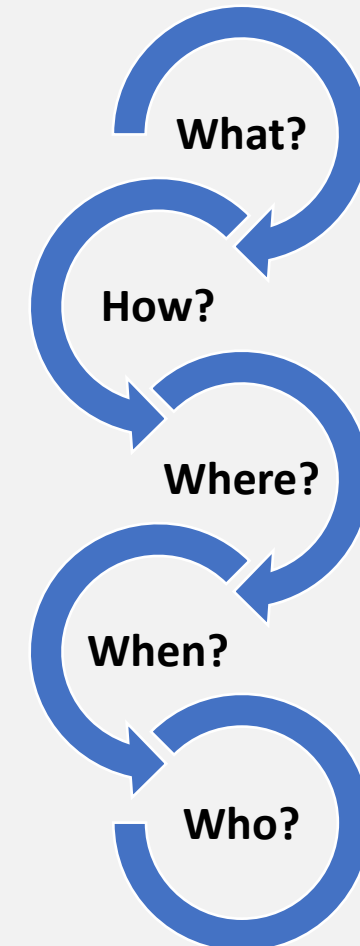
* Activity name

Activity Description

Start month

End month

Participant



COSTS OF WORK PACKAGE

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

[Back](#)

















Indirect applicable

Indirect cost flat rate, %

Total amount 11 770.00

Co-Financing rate, %

Co-Financing amount 9 416.00

| | Units | Cost per unit | Total cost | Cost description |
|---|----------------------|----------------------|------------------------------------|---|
| A. Personnel costs - without volunteers | <input type="text"/> | <input type="text"/> | 0.00 |   |
| C.1a Travel | <input type="text"/> | <input type="text"/> | 0.00 |   |
| C.1b Accommodation | <input type="text"/> | <input type="text"/> | 0.00 |   |
| C.1c Subsistence | <input type="text"/> | <input type="text"/> | 0.00 |   |
| C.2 Equipment | <input type="text"/> | <input type="text"/> | 0.00 |   |
| C.3 Other goods, works and service | <input type="text"/> | <input type="text"/> | 0.00 |   |
| D.1 Financial support to third parties | <input type="text"/> | <input type="text"/> | 0.00 |   |
| Start-up phase calculator amount | | | <input type="text" value="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**.

| Deliverables | | | | | | | | | |
|---|---|----------------------|-----|-----------|--|---------------------|------|------|--|
| Add deliverable | | | | | | | | | |
| Deliverable | Work Package | Type | QTY | Due month | Description | Dissemination level | Edit | Edit | |
| Signed memorandum(s) (Partnership agreement) of understanding between the Beneficiary and the national | The Start-up Phase - building partnerships | R — Document, report | 1 | 4 | The Memorandum will define the partnership's obligations, responsibilities, liability for unfulfilled obligations (if any) and indemnification. A single Memorandum of Understanding will be | SEN — Sensitive | | | |
| Signed memorandum(s) (Partnership agreement) of understanding between the Beneficiary and the transnational | The Start-up Phase - building partnerships | R — Document, report | 2 | 4 | The Memorandum will define the partnership's obligations, responsibilities, liability for unfulfilled obligations (if any) and indemnification. Memorandum will also define and the number of intended | SEN — Sensitive | | | |
| Final report "Lessons learned and future plans", including analysis of the results and impact of the project, lessons | participants mobility and follow-up, Preparation of the final (lessons learned and future plans) report, Dissemination of experience and best | R — Document, report | 1 | 18 | The Final Report will include analysis of the results and impact of the project, lessons learned and recommendations, and future plans. | PU — Public | | | |

THEORY OF CHANGES


Theory of changes


Problem Statement 

Social Innovation Goal 

Planned number of target groups (if applicable)

| Activities | Outputs/Deliverable | Short-Term Outcomes | Long-Term Outcomes (impact) |
|----------------|---------------------|---------------------|-----------------------------|
| Start-up phase | | | |



- 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.







AWARD CRITERIA

- **Indicate if you qualify** for the award criteria.
- If yes, please **select from the list** and **fill in all the required information**.
- Be sure to **save** the information.


Award criteria






Award criteria applicable

Add new award criteria

| No | Award criteria name | Compliance with award criteria | Delete | Edit |
|----|--|---|---|---|
| 1 | Project target group – most vulnerable NEETs | The target group of the application is early school leavers and long-term unemployed young people aged 18-29. |  |  |
| 2 | Quality of the national network | The application includes different organisations that will sign a Memorandum in the initial phase of the project. |  |  |
| 3 | Newcomer to ALMA programme | The Beneficiary is from a region that is new to the ALMA programme and has not implemented any ALMA-type |  |  |













RELEVANCE, QUALITY AND IMPACT

- For editing click  .
- Use the instructions from **the PDF application form**.
- Be sure to **save** the information.

| Quality | |
|--|---|
| General info | Risk management |
| Concept and methodology |  |
| Consortium (Steering Committee) set-up, management |  |
| Project quality assurance and monitoring and evaluation strategy |  |
| Cost effectiveness and financial management |  |
| Ethics and EU values |  |

ANNEX

- All the **mandatory annexes** specified in the Call Conditions **must be attached**. If any are **missing**, you will **not be able to submit** your application.

| Annex | | | | | | |
|----------------------------------|----------------------------------|--|------------------|---|---|---|
| Add new document | | | | | | |
| Document title | Type | File name | Date | | | Edit |
| ANNEX 2 | Memorandum(s) of Understandin... | annex-2-the-calculator-of-expenses-for-the-start-up-phase (1).xlsx | 2023-01-11 16:34 | ↓ |  |  |
| ANNEX 3 | Implementation phase calculator | annex-3-the-calculator-of-expenses-for-the-implementation-phase (1).xlsx | 2023-01-11 16:34 | ↓ |  |  |
| List | List of previous projects | annex-5-list-of-previous-projects.docx | 2023-01-11 16:35 | ↓ |  |  |
| Declaration | Beneficiary declaration | BENEFICIARY DECLARATION.pdf | 2023-01-11 16:35 | ↓ |  |  |
| Declaration | Partner declaration | PROJECT PARTNER DECLARATION.pdf | 2023-01-11 16:36 | ↓ |  |  |
| Annex 1 | Start-up phase calculator | annex-2-the-calculator-of-expenses-for-the-start-up-phase (1).xlsx | 2023-01-11 16:37 | ↓ |  |  |

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**.





Review and Submit

The application can only be submitted when there are no errors in the list below

The status of this application is: Draft

Validate Submit

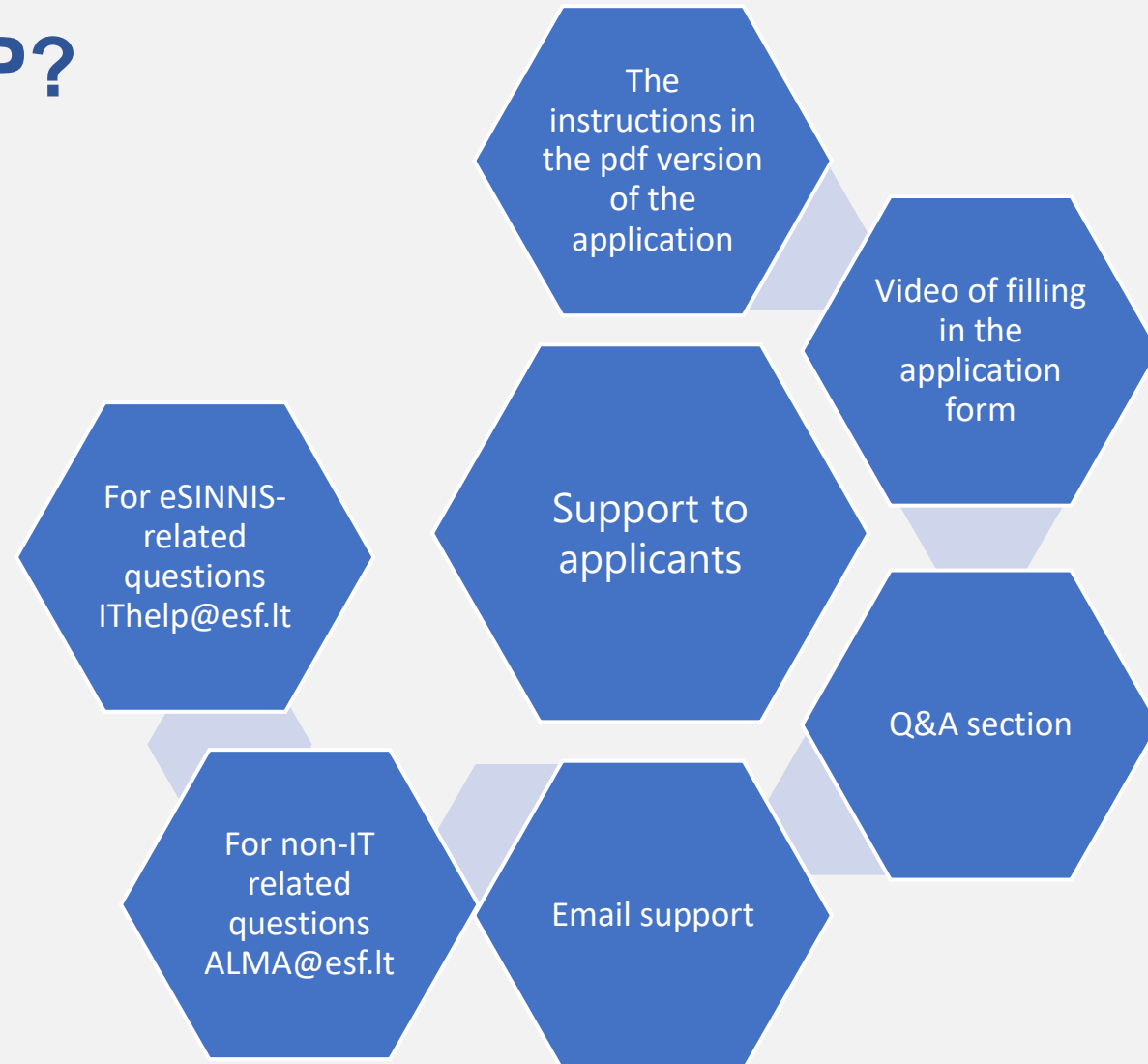
| Error | Location | Edit |
|------------------------------------|------------------|---|
| Fill in the Problem Statement | Theory of change |  |
| Fill in the Social Innovation Goal | Theory of change |  |
| Fill in the Outputs/Deliverables | Theory of change |  |
| Fill in the Short-Term Outcomes | Theory of change |  |

- **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





**Thank you for
your
attention!**

Assessment and selection process

Jūratė Kuodytė

European Social Fund Agency



Funded by
the European Union



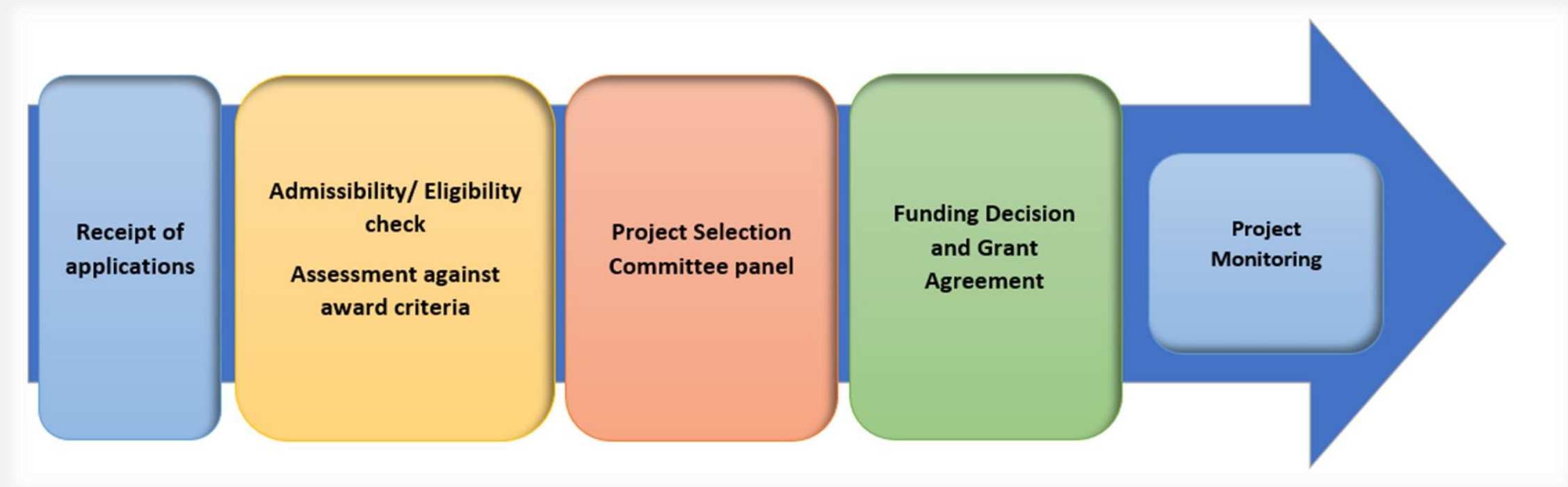
ESF SI+ INITIATIVE: ALMA CALL

APPLICATION ASSESSMENT AND SELECTION PROCESS

Jūratė Kuodytė, ESFA

31/01/2023 Information session

Assessment and Selection Process



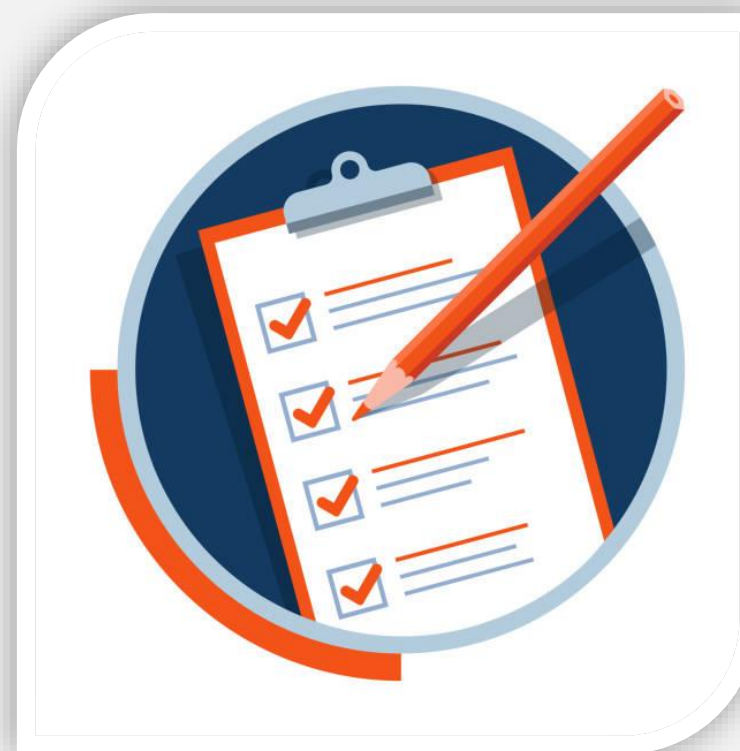
From application submission to Grant Agreement - **up to 6 months**

Admissibility Check

An admissible application must be:

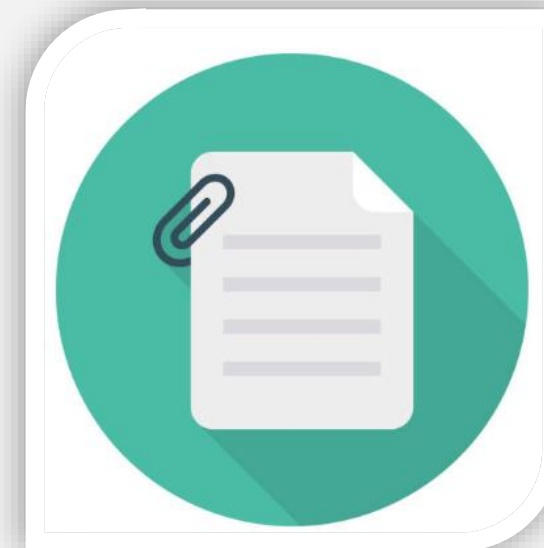
- submitted before **15/03/2023 at 5:00 PM CET**,
- submitted electronically **via eSINNI**s,
- **readable** and **accessible**,
- **complete**,
- must contain all **mandatory annexes** and **supporting documents**.

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 Applicable);
 - Signed **Memorandums of Understanding** (if Applicable).



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

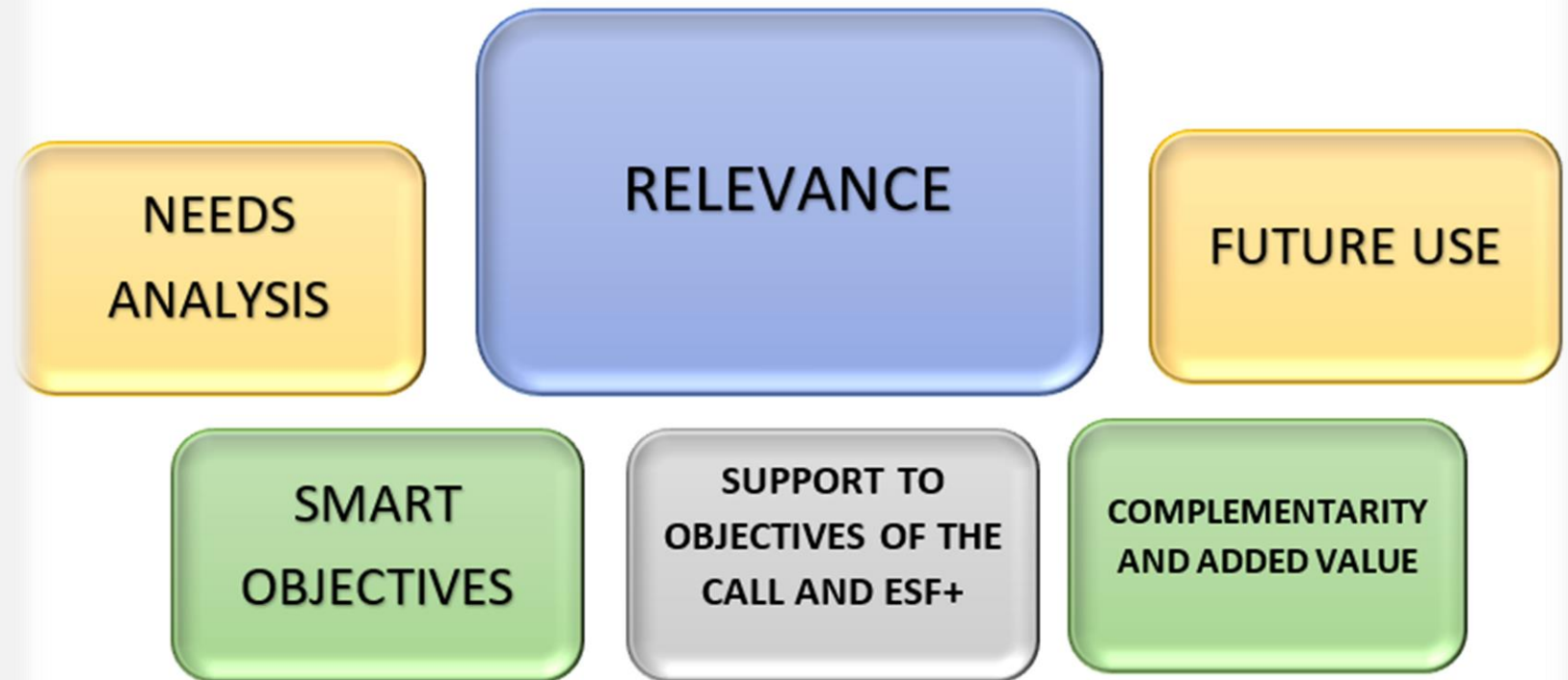
- **Relevance** (Max 20 points, threshold 10 points)
- **Quality** (Max 30 points, threshold 15 points)
- **Impact** (Max 20 points, threshold 10 points)
- **Project target group – most vulnerable NEETs** (10 points)
- **Quality of the national network** (10 points)
- **Newcomer to ALMA programme** (10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

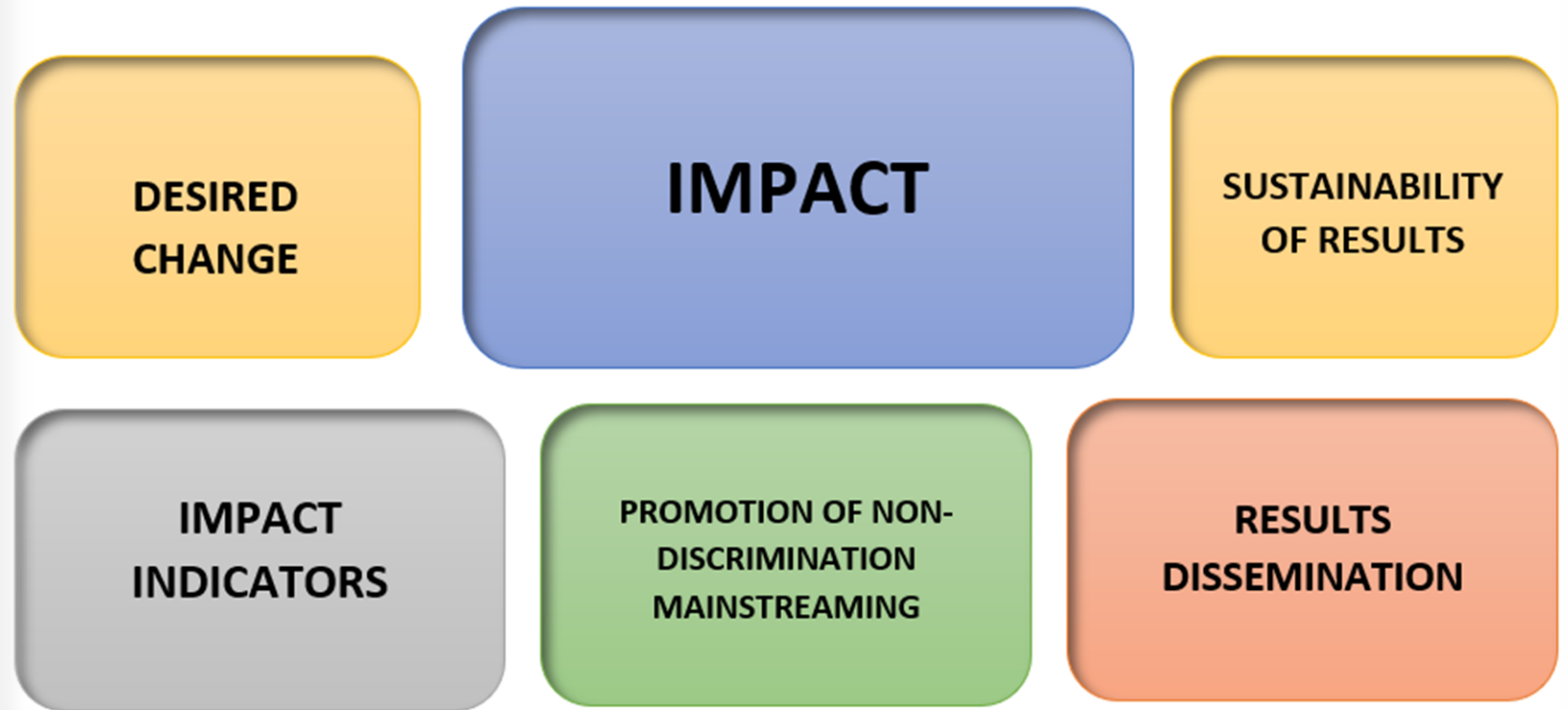
progress indicators

monitoring/evaluation

non-discrimination
mainstreaming

risk management

Award Criteria and Elements of their Analysis



Award criteria

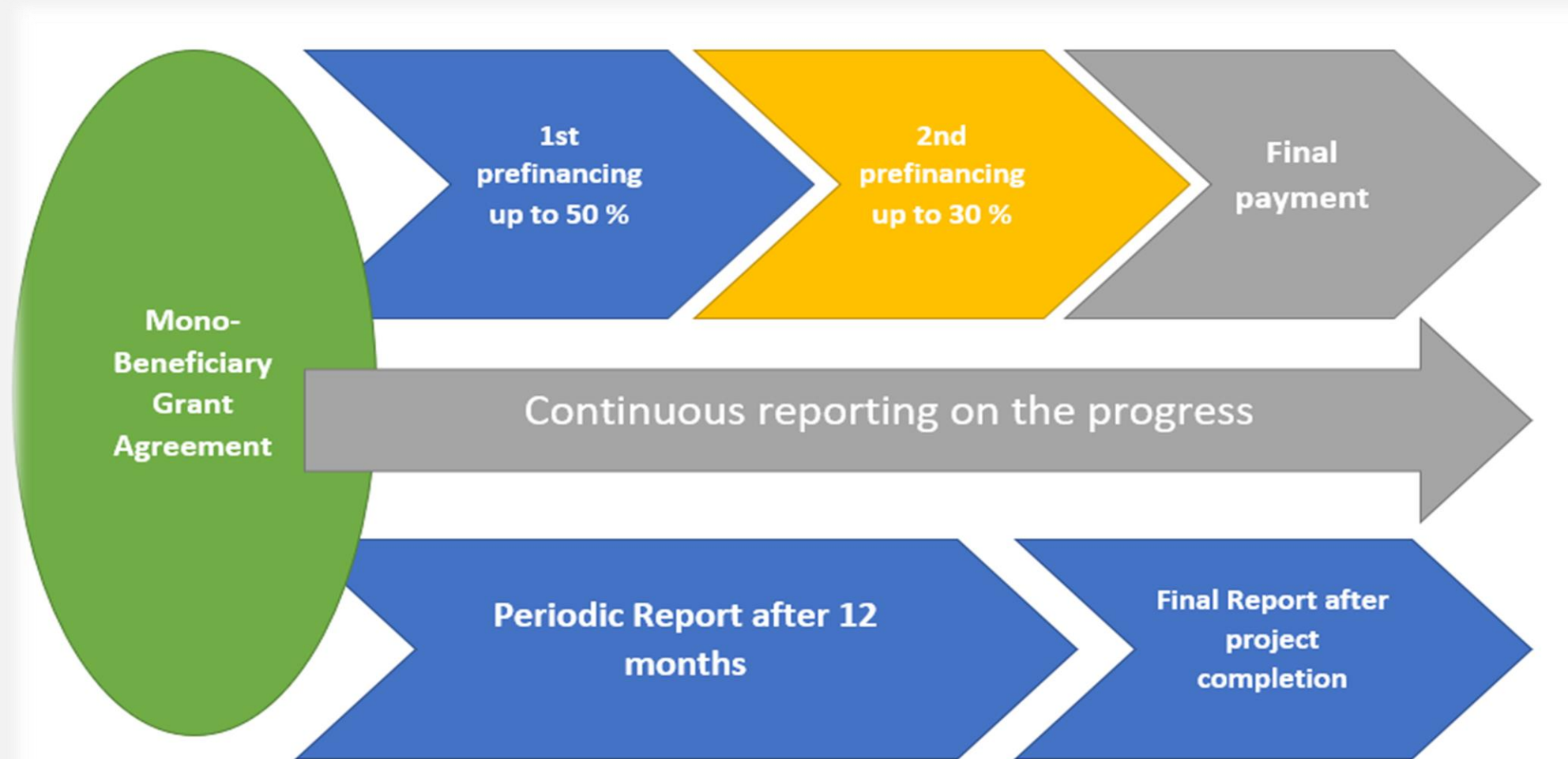
- **Project target group – most vulnerable NEETs**
- **Quality of the national network**
- **Newcomer to ALMA**





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.it
- ✓ ESFA website <https://www.esf.it/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!



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