



## Erasmus+ Programme (ERASMUS)

### Call for a prize — Rules of Contest

#BeActive EU Sport Awards

ERASMUS-SPORT-2026-EU-AWARDS

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## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.A Erasmus+, EU Solidarity Corps  
**EACEA.A.3 – Erasmus Mundus, Sport**

### **CALL FOR A PRIZE – RULES OF CONTEST**

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## 0. Introduction

This is a call (contest)<sup>1</sup> for an EU **prize** in the field of Sport under the **Erasmus+ Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2024/2509 ([EU Financial Regulation](#))<sup>2</sup>
- the basic act (Erasmus+ Regulation [2021/817](#))<sup>3</sup>

The call is launched in accordance with the Erasmus+ 2026 Work Programme<sup>4</sup> and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call #BeActive EU Sport Awards covers the following **topics**:

- #BeActive-EU-SPORT-AWARDS - Physical activity
- #BeActive-EU-SPORT-AWARDS - Inclusion
- #BeActive-EU-SPORT-AWARDS - Volunteering
- #BeActive-EU-SPORT-AWARDS - Across generations
- #BeActive-EU-SPORT-AWARDS - Peace

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular these Rules of Contest and the [EU Funding & Tenders Portal Online Manual](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) (Rules of Contest) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - available budget and timetable (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - other conditions (section 10)
  - how to submit an application (section 11)
- the [Online Manual](#) outlines the procedures to register and submit applications online via the EU Funding & Tenders Portal ('Portal').

You are also encouraged to visit the following websites [#BeActive EU Sport Awards - Sport](#), the [#BeActive Awards - Sport](#) and the [#BeInclusive Awards - Sport](#) to consult the list of prizes funded previously.

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<sup>1</sup> For ease of reference and consistency on the Funding & Tenders Portal, the terms 'call', 'activities' and 'participant' are used as equivalent to 'contest', 'application' or 'contestants/applicants'.

<sup>2</sup> Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

<sup>3</sup> Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union Programme for education and training, youth and sport (OJ L 189, 28.5.2021, p. 1).

<sup>4</sup> Commission Implementing Decision C(2025) 7358 of 5 November 2025 on the financing of Erasmus+: the Union Programme for Education, Training, Youth and Sport and the adoption of the work programme for 2026.

## 1. Background

The #BeActive EU Sport Awards prize recognises and celebrates the achievements of sport organisations and stakeholders that have successfully promoted sport and physical activity across Europe.

Sport undeniably plays a key role in advancing EU priorities and is widely recognised as a powerful tool for promoting healthy lifestyles and well-being. Sports and regular physical activity offer significant benefits for cardiovascular health. Promoting regular physical activity remains essential for prevention of non-communicable diseases and healthier communities overall. Beyond this, sport strengthens social cohesion by fostering inclusion, encouraging intergenerational dialogue, combating discrimination, and promoting active community engagement. In addition to its proven contribution to long-term socio-economic development, sport is also instrumental in spreading positive values and championing peace, freedom, and human rights.

Through the past #BeActive and #BeInclusive EU Sport Awards, which celebrated outstanding initiatives and commitments to promoting inclusive participation in sport and physical activity while encouraging people to stay active, the EU has consistently recognised the vital role sport plays in sustaining and advancing its economic and social model. Launched for the first time in 2025, the current #BeActive EU Sport Awards build on these previous efforts, aiming to highlight and reward the contributions of sport organisations and individuals<sup>5</sup> to a Union based on equity and shared values. This competition seeks to showcase best-practice initiatives and introduce inspiring individuals to a Pan-European audience.

## 2. Objectives, Categories and Expected Results

### Objectives

The #BeActive EU Sport Awards 2026 (hereafter referred to as the 'Awards') aim to reward and give visibility to activities that have successfully promoted sport and physical activity as means to support health, inclusion, inter-generational dialogue, volunteering and peace across Europe.

Depending on the prize category, activities may focus on educational establishments, workplaces or local communities. Initiatives can also aim to overcome barriers to sport participation for people with fewer opportunities. Additionally, the competition welcomes initiatives that support inter-generational connections through the practice of sport and physical activity and is also open to actions that address social challenges, empower disadvantaged groups and foster community engagement through volunteering in sport.

Besides rewarding specific organisations, the awards will also give visibility and support the dissemination of innovative ideas, activities and best practices throughout Europe.

### Categories

The awards consist of five categories of activities:

- **#BeActive-EU-SPORT-AWARDS – Physical activity**

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<sup>5</sup> Individuals (natural persons older than 18) are only eligible for the topic #BeActive-EU-SPORT-AWARDS – Volunteering.

This award aims to recognise sport activities implemented by organisations that have significantly contributed to promoting physical activity across education and training establishments, non-formal learning environments, workplaces or local community. It recognises efforts that inspire and create opportunities for people of all ages to integrate movement into their daily lives, fostering a more active and healthier society.

This category celebrates initiatives that have successfully encouraged physical activity at all levels, while strengthening awareness of the link between regular physical activity and health, with particular emphasis on prevention of cardiovascular diseases. It highlights the power of physical activity in transforming lives, workplaces, and communities, inspiring a healthier and more active society.

- **#BeActive-EU-SPORT-AWARDS – Inclusion**

This award aims to recognise sport activities implemented by organisations that have successfully used sport as a powerful tool to promote social inclusion, gender equality, diversity and unity. It recognises efforts that break down barriers, empower and include underrepresented groups, and use sport to foster understanding, peace, and diversity in society.

This category rewards initiatives that meet social challenges and support disadvantaged groups, such as ethnic minorities, people with disabilities or vulnerable young people. It highlights the transformative power of sport in building bridges, empowering communities, and shaping a more inclusive and united society.

- **#BeActive-EU-SPORT-AWARDS – Volunteering**

This award aims to recognise sport activities implemented by organisations and/or individuals that have made outstanding contributions to sports through volunteer work. It also recognises dedication, leadership, and the positive impact of volunteers in fostering community engagement, inclusivity, and the development of sports at all levels.

This category celebrates organisations and individuals that have demonstrated outstanding commitment to supporting and developing sports through volunteer efforts. It highlights the crucial role volunteers play in shaping the future of sports and inspiring positive change in their communities.

- **#BeActive-EU-SPORT-AWARDS – Across generations**

This award aims to recognise sport activities implemented by organisations working with sport across generations and contributing to strengthen communities. It recognises organisations that have made a significant contribution to strengthening communities promoting inter-generational activities through sport, providing easier access to sport & physical activities for all generations and keeping in mind interests of future generations.

This category celebrates initiatives that use sport to bring people of all ages together, fostering intergenerational connections, inclusion, and long-term community development. It highlights the power of sport in bridging generational gaps, fostering understanding, and creating stronger, more connected communities.

- **#BeActive-EU-SPORT-AWARDS – Peace**

This award seeks to recognise organisations that have successfully used sport as a powerful tool to promote peace. It honours those that have made significant contributions in

bringing together diverse communities, groups, and individuals, transcending differences and fostering dialogue, tolerance, and collaboration beyond divisions.

This category celebrates initiatives that leverage sport and physical activity to build relationships founded on mutual respect and cooperation toward shared goals, ultimately contributing to peaceful coexistence at the local, national, or global level.

### Expected results

The winner and the finalists (ranked 2nd and 3rd) in each category will be awarded to inspire other organisations and individuals around Europe. They will all be announced and showcased at the award ceremony and will receive their prizes.

### 3. Available budget

The prize total budget is EUR 125 000. One winner with EUR 15 000 and two finalists (ranked 2<sup>nd</sup> and 3<sup>rd</sup>) with EUR 5 000 each will be rewarded in each of the five categories.

We reserve the right not to award any prize and to cancel the call, depending on the applications received and the results of the evaluation.

### 4. Timetable and deadlines

Timetable and deadlines	
Call opening:	30 June 2026
Deadline for submission:	17 September 2026 – 17:00 CET (Brussels)
Evaluation:	September 2026 – March 2027
Information on evaluation results / award:	March 2027

### 5. Admissibility and documents

Applications must be submitted before the **call deadline** (see *timetable section 4*).

Applications must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Calls for proposals](#) section). Paper submissions are NOT possible.

Applications (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Applications must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the applicant organisations (*to be filled in directly online*)

- Application Form Part B — contains the technical description of the application (*template to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*)
- Annexes and supporting documents (*to be uploaded*): communication material only (optional), up to 10 pages maximum

Applications must be **readable, accessible, printable** (please check carefully the layout of the documents uploaded).

Applications are limited to maximum **20 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for additional documents (*for legal entity validation, bank account validation, ethics review, declaration of honour, etc*).

 For more information about the submission process (including IT aspects), please consult the [Online Manual](#).

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, applicants must:

- be legal entities (natural persons<sup>6</sup>, private or public bodies, including international organisations<sup>7</sup>)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - non-EU countries:
    - listed EEA countries and countries associated to the Erasmus+ Programme ([associated countries](#)) or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before the award decision ([Eligible countries - Erasmus+](#)).

The **#BeActive EU Sport Award** in the category **Volunteering** may be given to individuals (natural persons) over 18 years of age to whom the prize is awarded. It does not necessarily have to be the applicant. Applicants must still fulfill the other eligibility criteria.

Applicants must register in the [Participant Register](#) — before the call deadline — and will have to be validated by the Central Validation Service (REA Validation). For the validation, applicants will be requested to upload documents showing their legal status and origin.

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<sup>6</sup> Only for the category “Volunteering”

<sup>7</sup> For the legal definition, see Article 159 EU Financial Regulation [2024/2509](#).

### Specific cases and definitions

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>8</sup>.

Entities from countries currently negotiating association agreements — Applicants from countries with ongoing negotiations (*see above*) may participate in the call and can receive a prize if the negotiations are concluded before the award.

EU restrictive measures — Special rules apply for entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>9</sup>. Such entities are not eligible to participate and can NOT receive a prize.

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092<sup>10</sup>. Such entities are not eligible to participate and can NOT receive a prize. Currently such measures are in place for Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain ([see Council Implementing Decision \(EU\) 2022/2506](#), as of 16 December 2022).



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Eligible activities

Eligible activities are the ones set out in section 2 above.

This competition concerns the successful implementation of sport activities aimed at promoting sport and physical activity in the EU Member States or third countries associated to the programme. The activities do not have to be necessarily transnational nor EU-supported.

Activities must have been implemented with tangible results at the time of application. In the event of an ongoing or recurrent activity, please specify it in the application and describe the results already achieved.

Projects that are still in the development phase and have not yet been implemented are not eligible.

A project can only be submitted once. Please select the single topic that best aligns with the activities described in the application. Multiple submissions of the same project are not eligible.

### Geographic location (target countries)

Applications must relate to activities in the eligible countries ([Eligible countries - Erasmus+](#)).

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<sup>8</sup> See Article 200(2)(c) EU Financial Regulation [2024/2509](#).

<sup>9</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>10</sup> Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

### Ethics and values

Activities must comply with the highest ethical standards and the applicable EU, international and national law on ethical principles.

Moreover, they must respect basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

The activities must comply with:

- ethical principles (including the highest standards of research integrity) and
- applicable international, EU and national law

## 7. Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>11</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>12</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the prize)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the prize)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the prize)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the prize)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the prize)

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<sup>11</sup> See Articles 138 and 143 EU Financial Regulation [2024/2509](#).

<sup>12</sup> 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

- intentionally and without proper justification resisted<sup>13</sup> an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

Applicants will also be refused if it turns out that<sup>14</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call, and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8. Evaluation and award procedure

A **pre-selection** will take place in order to select the best 6 applications per category.

Applications will then be subject to an evaluation by a **Jury** composed by recognised experts in the field of sport and physical activity.

The pre-selection panel and jury usually will have a different composition, but jury members may participate in the pre-selection panel.

The pre-selection panel/jury will evaluate each application against the award criteria.

On the basis of the evaluation by the jury (and after the mandatory checks: *ethics review, legal entity validation, non-exclusion, double funding etc.*), the awarding authority will decide on the award of the prize.

A winner and two finalists (ranked 2<sup>nd</sup> and 3<sup>rd</sup>) will be awarded a #BeActive EU Sport Awards under each category.

All applications will be informed about the evaluation result (**evaluation result letter**). Successful applications will be awarded the prize; the not successful ones will be put on the reserve list or rejected.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria

If admissible and eligible, the applications will be evaluated and ranked against the following **award criteria**:

- **award criterion 1: Relevance**

Depending on each category, to what extent the activity:

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<sup>13</sup> 'Resisting an investigation, check or audit' means carrying out actions with the goal or effect of preventing, hindering or delaying the conduct of any of the activities needed to perform the investigation, check or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing or refusing to disclose information or providing false information.

<sup>14</sup> See Article 143(1) EU Financial Regulation [2024/2509](#).

- is aligned with the purpose of the chosen prize, i.e.
  - for *Physical activity*: successfully promotes sport and physical activity in the relevant environment, for instance schools, universities and educational establishments, enterprises, sport clubs, local communities, associations, neighbourhoods, etc.,
  - for *Inclusion*: tackles some of the barriers that can prevent the target groups from being active, such as lack of time, lack of interest/motivation, disability/illness, cost or other,
  - for *Volunteering*: highlights the crucial role volunteers play in fostering community engagement and inspiring positive change in their communities,
  - for *Across generations*: promotes inter-generational connections through sport as well as easier access to sport & physical activities for all generations,
  - for *Peace*: leverages sport and shared physical activity to foster peaceful coexistence amongst diverse communities,
- outreaches to citizens with limited access to sport activities,
- contributes to the fight against discrimination in sport,
- is relevant for the respect and promotion of shared EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, as well as fighting any sort of discrimination.<sup>15</sup>

– **award criterion 2: Quality**

Quality of the activities implemented, including their creative/innovative character, their time schedule and frequency, the type and number of participants who attended the activity, the accessibility for target groups.

– **award criterion 3: Impact**

Impact on its participants and their communities, from both a qualitative and a quantitative point of view. Benefits for the participants beyond the sport practice (for example, job placement activities, language learning, empowerment, etc.). The sustainability of the activity over time and its replicability in another context of the EU. The communication actions, both online and offline, to give visibility to the activity.

Award criteria	Minimum pass score	Maximum score
Relevance	20	40
Quality	10	20
Impact	20	40
<b>Overall (pass) scores</b>	<b>60</b>	<b>100</b>

Maximum points: 100 points.

<sup>15</sup> See Article 2 of the Consolidated versions of the Treaty on European Union and the Treaty on the Functioning of the European Union [2012/C 326/01](#); Article 21 of the Charter of Fundamental Rights of the European Union [2012/C 326/02](#)

Individual thresholds: 20/40, 10/20, 20/40 points.  
Overall threshold: 60 points.

Applications must pass both the individual thresholds AND the overall threshold. The prize will be awarded to the application with the best scores. Other applications will be rejected.

In cases where two or more applications have received the same total score (ex aequo cases), priority will be given to highest scores for “impact” and then “relevance”.

## 10. Other conditions

### Payment arrangements

The prize money will be paid to the prize winners and finalists (ranked 2nd and 3rd) after the award ceremony, provided all the requested documents have been submitted. In case of a group of winners, the payment will be made to the lead applicant.

### Communication — Dissemination — Visibility of funding

Prize winners and finalists (ranked 2<sup>nd</sup> and 3<sup>rd</sup>) must promote the prize and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.

Communication activities related to the prize (*including media interviews, press statements, presentations, etc., in electronic form, via traditional or social media, etc.*), must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union



Co-funded by the  
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (*e.g. of winners or sponsors*), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of these obligations, the winners may use the emblem without first obtaining approval from the awarding authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Any communication or dissemination activity related to the prize must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or EACEA. Neither the European Union nor the awarding authority can be held responsible for them.”

### IPR – Rights of use

The awarding authority and the European Commission do not obtain ownership of the results produced in the context of the prize.

The awarding authority and the European Commission have the right to use non-sensitive information relating to the prize and materials and documents received from the winners (*such as pictures or audio-visual material, in paper or electronic form*) for information, communication, dissemination and publicity purposes.

Photos and videos taken by the awarding authority and the European Commission either in preparation of the award ceremony or during the award ceremony are the sole property of the awarding authority and the European Commission.

### Checks, audits and investigations

The awarding authority, the European Commission, the European Anti-Fraud Office (OLAF), the European Public Prosecutor’s Office (EPPO) and the European Court of Auditors (ECA) may carry out checks, audits and investigations in relation to the prize.<sup>16</sup>

### Withdrawal of the prize – Recovery of undue amounts

The awarding authority may withdraw the prize after its award and recover all payments made, if it finds out that:

- false information, fraud or corruption was used to obtain it
- the prize winners were not eligible or should have been excluded or
- the prize winners are in serious breach of their obligations under these Rules of Contest.

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<sup>16</sup> For the powers of OLAF, EPPO and ECA, see Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1), Council Regulation (Euratom, EC) No 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2), Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor’s Office (‘the EPPO’) and Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 263 of EU Financial Regulation [2024/2509](#).

## 11. How to submit an application

All applications must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

You can access the Portal [here](#), or by clicking 'Apply now' on the official prize webpage.

Submission is a **2-step process**:

### a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

### b) submit the application

Access the Electronic Submission System via the Topic page in the [Calls for proposals](#) section.

Submit your application in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations. Fill it in directly online
- Part B (description of the action) covers the technical content of the application. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (if any; *see section 5*). Communication material only. Such annexes are particularly useful if they help demonstrate the impact of the activities implemented. Upload them as PDF files.

The application must keep the format unchanged and respect the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System, otherwise the application may be considered incomplete and thus inadmissible.

The application must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and applications can no longer be submitted.

Once the application is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your application has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the application (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

### Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those

parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilised.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.
- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

## **12. Help**

Additional information can be found:

- [Online Manual](#)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates.

### Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [eacea-sport@ec.europa.eu](mailto:eacea-sport@ec.europa.eu).

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all applicants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all applicants must be registered in the [Participant Register](#). The participant identification code (PIC) (one per applicant) is mandatory for the Application Form.
- **Joint applications** — Joint applications by a group of applicants are admitted. In this case, you must appoint a lead applicant (coordinator) to submit the application and represent you towards the awarding authority. All applicants will be jointly responsible and must all fulfil and respect the conditions set out in these Rules of Contest.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget. Applications that have already received an EU prize cannot receive a second prize for the same activities.
- **Resubmission** — Applications may be changed and re-submitted until the deadline for submission. For first past the post prizes with cut-off dates, applications can be changed and re-submitted until the cut-off date; the re-submission may however let you use your position as first in place.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in these Rules of Contest (and the documents they refer to). Applications that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire application will be rejected.
- **Cancellation** — The awarding authority may cancel the contest or decide not to award the prize — without any obligation to compensate participants (*e.g. no applications, jury cannot determine winner, winner is not eligible or must be excluded, objectives have already been achieved, etc*). In this case, you will be informed via a call update.
- **Language** — You can submit your application in any official EU language. However, for reasons of efficiency, we strongly advise you to use English. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU prizes awarded and the winners (name, address and amount awarded) is published each year on the [Europa website](#).

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — Any processing of personal data in the context of this prize will be done in accordance with Regulation [2018/1725](#). It will be processed solely for the purpose of evaluating your application (and subsequent management of your prize and, if needed, programme monitoring, evaluation and communication). Details are explained in the [Funding & Tenders Portal Privacy Statement](#).

By submitting the application, all applicants accept that the awarding authority will publish information on the finalists and winners.