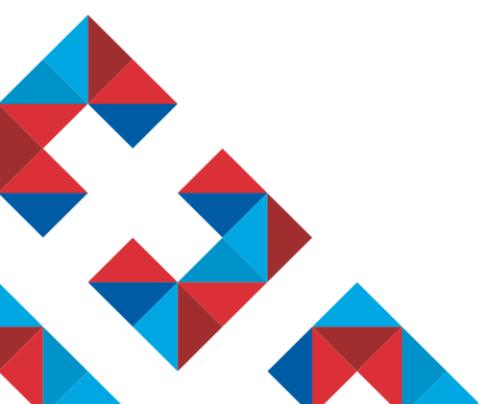# 2019 Key Action 3 Handbook

For Key Action 3 Structured Dialogue beneficiaries

This handbook is a guidance document only and is designed to provide information to support your Grant Agreement, including all associated annexes and the 2019 Programme Guide. Your Grant Agreement and the 2019 Programme Guide are the primary documents you should refer to and need to comply with. Should any information in this handbook differ from either the Grant Agreement or the 2019 Programme Guide, the content of the Grant Agreement, its annexes and the Programme Guide will take precedence. If you have any queries or feedback about the content of this Handbook please contact:erasmusplus.applications@britishcouncil.org.

Contents

1. Information for Key Action 3: Support for Policy Reform

1.1 General

Key Action 3 promotes the active participation of young people in democratic life and fosters debate around topics centred on the themes and priorities set under the EU Youth Strategy and its dialogue mechanisms. This Action promotes active participation of young people in democratic life in Europe and interaction with decision makers.

For more information about Erasmus+ and Key Action 3, please refer to the following sections of the 2019 programme guide:

Key Action 3 Youth Overview ………. Page 194 – 202

2. Making changes to your Project

Your 2019 Key Action 3 Project has been approved by the UK National Agency based on information you provided in your original grant application. If you need to make any changes to your project, you should notify the UK National Agency immediately, and **before** any changes are implemented.

You should note that the UK National Agency is not obliged to approve changes to your project. As such, you should not action any changes until you have received written confirmation from the UK National Agency (verbal agreements are not binding on either party). Should you proceed with these changes before receiving authorisation to do so, the UK National Agency has the right to request repayment of the corresponding part of your grant.

You can find information on contracts amendments in the 2019 Programme Guide on pages 195-203.

Any request for amendment must be made in writing and received by the UK National Agency in good time. We require at least **one month** before the intended implementation of the changes in order to allow sufficient time for approval. The UK National Agency is unable to process an amendment request during the last month of your project activity; this is in accordance with the European Commission's guidance. You should therefore ensure that your project is on track and that no changes need to be made in the final stages of your project.

For making a change in your project, you will need to fill out a contract amendment request form which you can request by emailing: erasmusplus.applications@britishcouncil.org . The contact amendment request will then need to be submitted to the youth grants team at: ErasmusplusKA2&KA3Youth@britishcouncil.org

Any changes to your project's contact person, legal representative or to your organisation's bank details is not regarded as an amendment to your original grant application. Therefore, should you need to make any of these changes, please notify us via email and we will provide you with further guidance.

3.   Managing your grant

An Erasmus+ grant is an incentive to carry out a project which would not be feasible without European Union (EU) financial support and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant. The Erasmus+ UK National Agency cannot grant additional funds to projects after the initial allocation of funds and issuing of your organisation's Grant Agreement.

3.1   Unit Costs and Actual Costs

While your project has been awarded a 'maximum grant amount', this does not necessarily mean that the project will be entitled to receive this full sum. Erasmus+ grants are made up of a combination of unit costs and actual costs. Your project will only be eligible for unit costs and actual costs for activities that are realised. Annex III of your Grant Agreement details each budget category as an underlined heading. For each budget category, Annex III provides information on the following:

A. The calculation of the grant amount

This information details how costs for that individual budget category is calculated.

B. The triggering events

This information details what needs to happen in order for your project to be eligible for each cost.

C. Supporting documentation

This information details what a project needs to keep as evidence to show that the triggering event actually happened.

D. Reporting

This details the information you are required to input into Mobility Tool+.

It is important to remember that a project will not be eligible for a unit cost if a triggering event does not occur, or a project does not retain the correct supporting documentation as detailed in its grant agreement.

3.2 Travel

Travel is a contribution to the travel costs of participants (including accompanying persons) from their place of origin to the venue of the activity and return. This budget category is based on the distance travelled per participant and is defined as the cost of the entire journey from the UK point of origin to the host destination (and return), including transfers. Travel distances are always calculated using the Distance Calculator supported by the European Commission. **Please note that travel can only be claimed once per mobility**.

Travel is calculated according to rates published by the European Commission but will be automatically calculated on Mobility Tool+.

Please note you will need to keep evidence of travel as this will be required at final reporting stage.

3.3 Organisational Support

This budget category is to be used as a contribution to all other costs directly linked to the preparation, implementation and follow-up of the activities. Organisational Support is calculated on a

unit cost basis, per participant. It will be automatically populated in Mobility Tool+ and is based on the country of destination and duration of the stay.

The daily amounts which can be awarded per receiving countries are listed in Annex IV Applicable rates.

3.4 Special needs support

Special Needs Support is the budget category to help fund the additional costs directly related to participants with disabilities and accompanying persons.

You would have needed to apply for Special needs support at application stage and this funding cannot be awarded retrospectively. Where costs have been incurred for participant(s) with disabilities, you will need to report the actual costs in Mobility Tool+. The UK National agency will reimburse 100% of eligible costs.

At final reporting stage you will be required to provide invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, as well as the amount, currency and date.

3.5 Exceptional Costs

Please note that these costs would have needed to be justified in the application form and agreed at this stage and cannot be awarded retrospectively.

Any grant awarded under Annex II for Exceptional Costs can be used as specified in your approved application. Examples may include costs linked to (online) consultations, opinion polls of young people, dissemination activities and costs to support the participation young people with fewer opportunities, visa and visa-related costs, residence permits, vaccinations, medical certifications, and expensive travel cost of participants (subject to additional funding rules).

For Exceptional costs you need to report the actual costs incurred in Mobility Tool+. The UK National Agency will reimburse 75% of eligible costs. For expensive travel costs this would be 80% of eligible costs and for all other costs 100% of eligible costs, as per page 202 of the 2019 Programme guide

At final report stage you will be required to provide original invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, the amount, currency and date.

4.   Mobility Tool+

Mobility Tool+ is the online management and reporting system developed by the European Commission for all Erasmus+ projects. It is a contractual requirement for all projects to report their project activities in Mobility Tool+. Mobility Tool+ can also assist you with managing your budget throughout your project lifecycle.

It is advised to keep Mobility Tool+ up to date as your project progresses. Final Reports are also completed in Mobility Tool+. Whilst you are able to view and edit the final narrative report, you should not submit until after your project end date. Mobility Tool can be accessed via the link here. In order to log into Mobility Tool+ you need to have an EU Login account.

The lead contacts and legal representatives for your organisation automatically have access to Mobility Tool+, using the email address we have listed for them in our database. You will be able to log in once you have registered an EU Login account that is linked to your email address. Once logged in, you can add additional contacts to assist with the reporting of the Erasmus+ Project.

5.   Beneficiary Final Report

All beneficiaries are required to submit a Final Report in Mobility Tool+ within **60 days** of the end date of the project. Lead organisations must enter activities and budget information about their project in Mobility Tool+ as the project progresses. Organisations can then begin completing the narrative report. Organisations are required to submit the final report via Mobility Tool+ in order to receive your final payment. You will also be required to upload scans of the declaration of honour and invoices for Special Needs Support and Exceptional Costs.

6.   Converting currency

It is only necessary to convert costs for reporting that are incurred under the budget categories based on real costs, namely Special Needs Support and Exceptional Costs. All reporting takes place in Euros.

Any conversion into Euros of costs incurred in other currencies must be made by the beneficary at the month exchange rate found here applicable on the day when the bank account of the beneficary is credited.

All payments are made in Euros, the UK National Agency is not responsible for any delay caused as a result of a company's bank accounts inability to receive payments in Euros.

More information in regard to exchange rates can be found in Article I.4.9 of your grant agreement.

7.   Project start and end dates

All Erasmus+ project activities must take place between your project start and end dates. Your project start and end dates can be found in your Grant Agreement (Article 1.2.2). Any activity (e.g. mobilities or trips, including travel days) that falls outside of the project start and end dates will be deemed ineligible for funding. Please refer to section 2 Making changes to your Project if you think you might need to amend your project dates in advance.

8.   Health and Safety and Safeguarding

It is a contractual requirement to ensure that participants work in a safe and healthy environment. It is essential that your organisation considers and cover all aspects of participants' health and safety from the start of the project and throughout the participants' involvement in the project. The UK National Agency recommends that you follow your organisation's health and safety procedures and are fully aware of the health and safety procedures of the hosting organisation.

8.1 Risk Assessments

As some Key Action 3 Erasmus+ activities are transnational, sending organisations and participants should regularly consult the travel guidance published by the Foreign Commonwealth Office before travelling. You can search for individual travel advice via the link here.

Risk assessments should be completed for host organisations, accommodation, travel arrangements and any other areas you deem appropriate. A good risk assessment will help avoid accidents and aid the smooth running of the project. The UK National Agency recommends that you follow the risk assessment procedures used within your organisation. Further information on risk management and how to conduct a risk assessment can be found on the UK Government's Health and Safety website [here](#)

8.2 Insurance

You should establish whether the host organisation has insurance that covers participants during their mobilities. In cases where existing insurance does not provide this type of cover, you should ensure that additional insurance is taken out for the period of the activity.

The UK National agency does not define a unique format of insurance, nor recommend specific insurance companies; this is to be decided by the sending organisation/institution. However, we strongly advise that you have medical and travel insurance for the duration of your time abroad, including travel to and from the UK.

8.3 Safeguarding

Safeguarding can refer to either a person or mechanisms in place to ensure protection against danger, damage, injury, etc. When working with young people and/or vulnerable people it is particularly important that you have safeguarding policies in place. You should have accompanying persons (who have been vetted as appropriate) in place for any minors and/or vulnerable people. Further information about safeguarding is available from the UK government's Disclosure and Barring Service [here](#)

8.4 Child Protection

Key Action 3 projects may involve the participation of young people under the age of 18, either domestically or transnationally. It is the responsibility of all organisations within the partnership to ensure that all minors participating in activities are protected. Please ensure that your organisation, and any partners who are also participating in the project (if any), have written and robust policies

and procedures which comply with all the relevant UK legislation for ensuring and managing child protection. You will have been required to sign a declaration confirming that your organisation, and its partners, have policies and procedures in place before the UK NA issued your grant agreement to you.

9.   Selection of participants

Sending organisations are responsible for selecting participants to undertake mobility activities. The selection process must be fair, transparent, coherent and documented and should be made available to all parties involved. The profile of participants must correspond to the eligibility criteria set out in the [2019 programme guide](#)

10. Validation

It is important that the young participant's non-formal learning that is gained through their involvement with the project activities is recorded and validated. Validation through Youthpass or Europass is strongly recommended (see below) but other methods, such as Europass or certificates of achievement created by the participating organisations, may be an acceptable alternative **however** you will be expected to strongly justify and evidence use of appropriate non-formal learning methods and significant impact arising from the use of alternative methods in the project's final report.
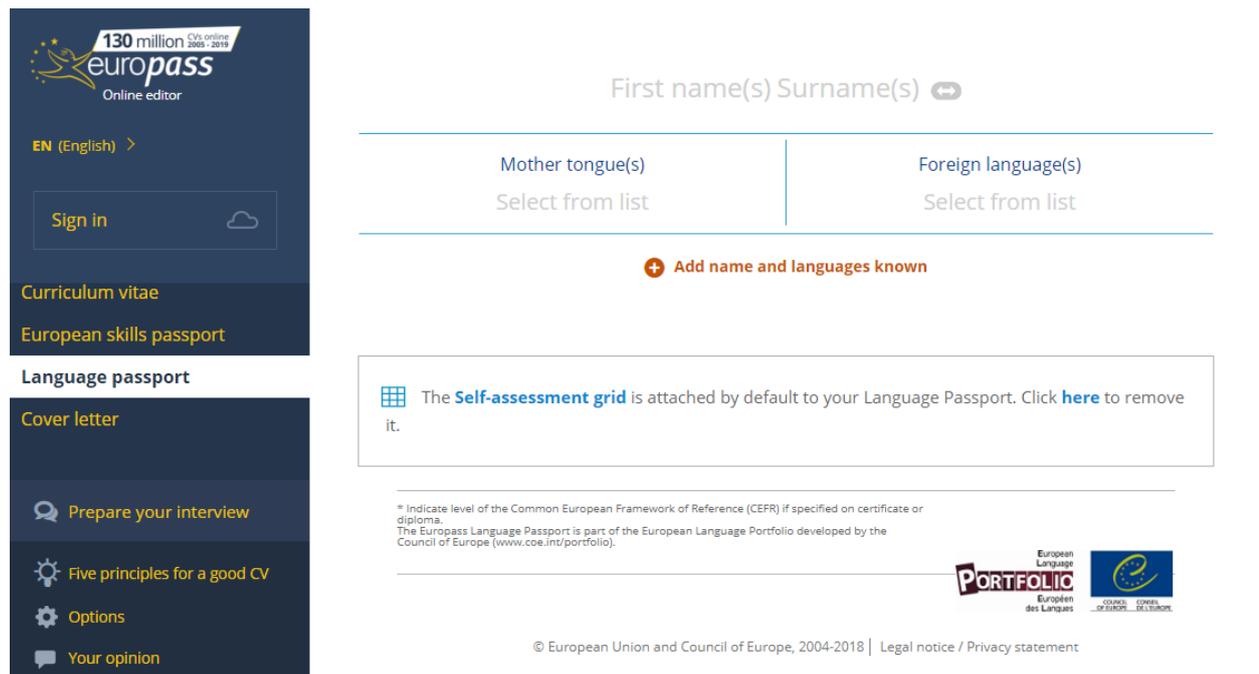
Youthpass

You must ensure that you inform all the participants involved in the project about their right to receive a Youthpass certificate, this is a condition of your grant agreement. Youthpass identifies and documents the non-formal and informal learning outcomes gained during the project. It is recommended to embed Youthpass in the learning content from the start of the project and during the project activities as a tool to help participants to become more aware of, reflection and assess their learning process. For further information on Youthpass visit the website [here](#)

Europass

If your Key Action 3 project includes elements linked to employability, you could consider the use of Europass. Europass is a European-wide initiative which aims to help individuals to present and

document their skills and qualifications in a clear and transparent way throughout Europe. Europass consists of five documents which enable potential employers to understand which subject has been studied, what training has been completed and how much experience has been gained. For further information regarding Europass visit the website here.

Europass includes the Europass Language Passport, which is a way of validating the skills gained on mobilities as well as adding information about other language training (either formal or informal).

11. Dissemination

Dissemination of results is one of the crucial areas of the Erasmus+ Programme, and as such there is a whole section in the 2019 programme guide dedicated to dissemination. You can find specific information about Dissemination in **Annex II Dissemination and Exploitation of results- A Practical Guide for Beneficaries** (Pages 313 to 318).

What is Dissemination?

Dissemination involves spreading the word about your project's results, successes and outcomes as far as possible. Dissemination is an essential part of all Erasmus+ funded projects and should raise

awareness about your project, its activities and highlight the outcomes of the project. Participants, beneficiary organisations and host organisations should all be included within the project's dissemination activities. You should refer to the dissemination plan outlined in your application form, which should cover why, what, how, when and to whom and where the dissemination of results will take place.

Dissemination should be considered throughout the project, should be linked directly to the project's evaluation process and should take place during and after the project end date. Dissemination consists of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results).

Projects that produce good results on a participant level and on a wider scale may be used as case studies on the Erasmus+ website and in other media. This can be another way of disseminating the results and impact that your project has on the participants, organisation and wider community. If possible, it would be beneficial not only to send written information to us, but also photographic evidence and/or videos of the participants on placement. Please ensure that the participants have given their consent for their images to be used.

Tangible results may include:

- An approach or model to solve a problem;
- A practical tool or product such as handbooks, curriculum, e-learning tools;
- Research reports or studies;
- Good practice guides or case studies;
- evaluation reports;
- recognition certificates;
- Newsletters or information leaflets.

Intangible results may include for example:

- Knowledge and experience gained by participants, learners or staff;
- Increased skills or achievements;
- Improved cultural awareness;
- better language skills.

12. Impact

Impact is the effect the activities of your project and its results have on people, practices, organisations and systems. Benefits to stakeholders could also be considered in order to make a bigger difference and get the most from the project.

The impact assessment is an essential part of the process of assessing the success of your project. It looks to evaluate achievements and generates recommendations for future improvements. Questionnaires, interviews, observations and assessments could be used to measure the impact.

The UK National Agency has developed the Impact+ Exercise to help applicants and projects think about what their impact could be and measure it. To find out about the Impact+ exercise please see the website here

Defining indicators relating to the difference project activities should be clear at the start of the project and part of the overall dissemination plan.

Impact examples could be:

- New Youth related policies, or amendment to existing Youth related policies, arising as a result of the project

- Gaining commitments to future action from policy makers or other key influencers on topics identified by the young participants as their priorities

- Positive changes to individual circumstances of young people, such as gaining employment or securing a place on a college course or other training as a result of involvement in the project

- Positive changes to individual circumstances of policy makers or staff of organisations participating in the project

- Improvements in the organisational and working capacity of organisations participating in the project.

13.   Erasmus+ Project Results Platform

The Erasmus+ Project Results Platform is a dissemination platform developed by the European Commission for Erasmus+. It offers a comprehensive overview of projects funded under the programme and highlights best practices. It is not a contractual requirement to upload the results of

your project to the tool, but we recommend it as a form of dissemination.

Using the Erasmus+ Logo

You must use the European Commission's Erasmus+ logo and associated wording for any project communication and outputs including on websites and social media, this is a condition of your grant agreement. The guidelines for this can be found here

14.   Monitoring

The UK National Agency may visit your organisation during the project's lifetime. UK National Agency representatives will check that your organisation is delivering the project to specifications detailed in your application form, your contract and to the requirements outlined in the 2019 Programme Guide. The visit aims to support beneficaries and it is an opportunity for you to take stock of the project achievements and review your progress against the objectives. It could also be used to gather and disseminate good practice examples.

Monitoring visits will explore examples of good practice that you have developed, which other projects might benefit from. The information gathered during the visit will feed into our work in monitoring the progress of the programme in the UK as a whole and will be used to inform reports produced for UK Department for Business, Innovation and Skills as well as for the European Commission.

Desk checks

A desk check is an in-depth check of support documents at the UK National Agency offices that may be conducted at or after the final report stage. Upon request, the beneficiary must submit to the UK National Agency the support documents for all budget categories.

On-the-spot checks during the project

A random sample of projects will be subject to an "on the spot" check that can be undertaken during the project implementation. This check is undertaken during the implementation of the project in order for the UK National Agency to verify directly the reality and eligibility of all project activities and participants.

On-the-spot check after completion of the project

This check is undertaken after the end date of the project and usually after the final report check. In addition to providing all supporting documentation, the beneficiary must provide access to the UK National Agency to the recording of project expenses in the beneficiary accounts.

Contact Us

The Erasmus+ Team is on hand to help you with any queries you may have.You can contact us by phone via +44 (0) 161 957 7755. Our helpline is open Monday to Friday. 09:00 am – 17.30 pm (UK time & excluding public holidays). You can also contact us via email at: erasmusplus.applications@britishcouncil.org

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