

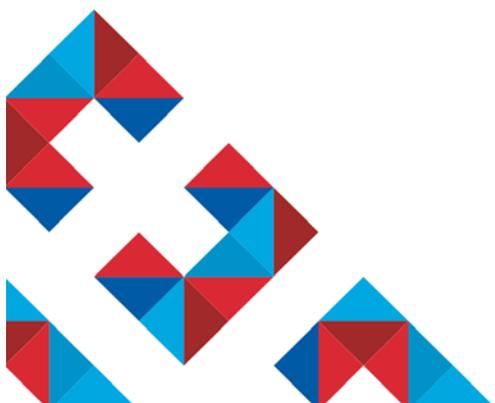
## Key Action 2 (KA205)

### Guide for Applicants: Erasmus+ 2020 Call Strategic Partnerships in the Field of Youth

#### Application Deadlines:

- Round 3: 11am (UK time) on Thursday 1 October 2020

Version 2: 17 September 2020



This document is Version 2 of the guidance notes for the Erasmus+ 2020 Call for Key Action 205 Strategic Partnerships in the Field of Youth (Round 3).

It has been produced by the Erasmus+ UK National Agency to support you in completing and submitting your application.

Guidance produced for the 2019 and earlier Calls should not be used for the 2020 Call. We recommend that, as a minimum, you consult the following documents to help you complete your application:

- European Commission's [Application Portal](#)
- [Erasmus+ 2020 Programme Guide](#)
- European Commission's [Erasmus+ Web Application Guidelines](#)

## Overview of the handbook

This is **version 2** of the 2020 Key Action 205 Guide for Applicants. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version
n/a	Please note round 3 projects can only be 31 months	16
n/a	Projects must be between 6 to 31 months	6

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## 1. Transition Period

The latest information about UK participation in Erasmus+ after the transition period can be found on the [Transition period](#) update page of the Erasmus+ UK website. Please check this page regularly or subscribe to our newsletter.

## 2. Coronavirus Guidance

The latest updates and guidance on managing Erasmus+ projects during the outbreak of the coronavirus disease, please visit our [dedicated webpage](#). Please check this page regularly or subscribe to our newsletter

## 3. Who is this guide for?

This Step-by-Step guide is to help UK organisations complete the 2020 Erasmus+ Key Action 205 Strategic Partnerships in the Field of Youth application form.

This guide is for organisations who are considering applying for funding for Key Action 205 Strategic Partnerships in the Field of Youth, or for strategic partnerships in more than one sector where the main sector impacted is Youth. This guide should be read in conjunction with the [2020 Programme Guide](#).

The application form can be found [here](#)

**Important note:** Please make sure that you review each section of this guide to ensure that your organisation is compliant with the Erasmus+ programme rules and has completed the necessary steps to submit a complete and eligible application form in advance of the deadline

## 4. Plan your Project

Please use this section of the guide to help you plan your 2020 Strategic Partnership project.

You should comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes the Data Protection legislation, and legislation/statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (please consult and adhere to the [British Council Child Protection Policy](#)).

Please consider the Foreign & Commonwealth Office's travel advice for the countries that you will travel through (en route to your final destination) or to, and countries where you will send participants. We ask you to observe the [FCO's guidance](#) and continued updated advice regarding travel and Covid-19. Please and note that we may not fund mobilities in cases where the FCO advises against it.

## 5. Introduction to Key Action 2: Strategic Partnerships

Erasmus Plus is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding.

The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work; and
- focus on young people.

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices is all about enabling organisations to work together to improve provision for learners and share innovative practices. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries. **Note that all participating organisations must be identified at the time of applying for the grant.**

## Strategic Partnerships supporting innovation

Projects are expected to develop innovative outputs, and/or engage into intensive dissemination and exploitation activities of existing and newly produced products or innovative ideas. Applicants have the possibility to request a dedicated budget for Intellectual Outputs and Multiplier Events in order to directly answer to the innovation aspect of the Action. These types of projects are open to all fields of education, training and youth.

## Strategic Partnerships supporting exchange of good practices

The primary goal is to allow organisations to develop and reinforce networks, increase their capacity to operate at transnational level, and share and confront ideas, practices and methods.

In addition, a specific Strategic Partnership format, known as a **Transnational Youth Initiative**, may be applied for under Youth. These projects should aim to foster social commitment and the entrepreneurial spirit of young people. The distinctive feature of this format is that a Youth initiative is initiated, set up and carried out by young people themselves. Please note that applications under the Transnational Youth Initiatives stream are **only** available to groups of young people active in Youth work (also known as informal groups of young people) and cannot be applied for by any other type of organisation.

In the field of youth, in line with the EU Youth strategy, priority will be given to:

- engaging, connecting and empowering young people: strengthening cross-sectorial cooperation, allowing for greater synergies across different areas of actions that matter for young people. A special focus will be put on participation –including alternative and innovative forms of participation –and active citizenship of young people, notably those that involve youth at risk of social exclusion. Priority will be given to projects that:
  - Enhance the participation of all young people in democratic and civic life in Europe;
  - Enable young people to connect with, express their views and be heard by elected policy-makers, public administrations, interest groups, civil society organisations or individuals active in political or social processes affecting their lives;
  - Enhance critical thinking and media literacy among young people to strengthen democracy and counter manipulation, propaganda and disinformation;
  - Broaden and deepen political, civic and social participation of young people at local, regional, national, European or global level;
  - Foster active citizenship and notably volunteering and solidarity among young people;
  - Increase social inclusion of all young people, building on European values;

- Promote intercultural dialogue and promote knowledge about and acceptance of diversity and tolerance in society;
- Strengthen young people's sense of initiative, notably in the social field and to support their communities;
- Reinforce links between policy, research and practice and promote better knowledge about the situation of young people and youth policies.
- contributing to quality and innovation in Youth Work and its recognition Priority will be given to projects that:
  - Support capacity-building of youth workers and youth work practices;
  - Support youth workers in developing and sharing effective methods in reaching out to marginalised young people, in preventing racism and intolerance among youth, and in addressing the risks, and implications of digitalisation;
  - Foster the inclusion and employability of young people with fewer opportunities (including NEETs), with particular emphasis in young people at risk of marginalisation and those with a migrant background;
  - Open up youth work to cross-sectoral cooperation allowing greater synergies across all areas of actions that address the concerns of young people;
  - Ease transition of young people from youth to adulthood, including supporting the integration into the labour market by addressing key competences and other organisational support that youth work can bring;
  - Promote recognition and validation of youth work and informal and non-formal learning at European, national, regional and local levels.
- promoting entrepreneurship and creative learning and social entrepreneurship among young people Priority will be given to projects in the form of transnational youth initiatives that allow groups of young people to put ideas into practice, including through social enterprises, tackling challenges and identified problems in their daily lives.

You can find more information on page 102 of the [2020 Programme Guide](#).

## Eligible Lead Organisations

One organisation must lead the project and make the application for funding. UK organisations leading a project must apply to the UK National Agency; the applicant organisation applies on behalf of all participating organisations. Applicant organisations must be based and registered within a programme country. You can find details of eligible organisations on page 107-108 of the [2020 Erasmus+ Programme Guide](#).

Charities with an unincorporated status, such as registered trusts and associations that are registered with the Charity Commission and Friendly Societies are eligible to apply, the accepted unincorporated structures for Youth applications include:

Registered charities on the Charity Commission website for [England and Wales](#), [Scotland](#) or [Northern Ireland](#) (as appropriate to their registered head office location) including:

- Trusts
- Associations

Organisations that cannot provide proof of registration with their country's Charity Commission or other competent authority will be unable to apply. Please note that the UK National Agency may undertake Financial Capacity Checks for organisations with unincorporated statuses.

**Please note:** Sole traders and Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), are not eligible to apply for Key Action 2 funding.

## Eligible Partner Organisations

Strategic partnerships in the field of Youth must involve a minimum of two organisations from two different Programme Countries.

## Horizontal and field-specific priorities

Each year, the European Commission sets horizontal and sector-specific priorities for Key Action 2. To be funded, Strategic Partnerships must address either:

- at least one horizontal priority; or
- at least one specific priority relevant to the field of education, training and youth that is mostly impacted.

The 2020 priorities can be found on pages 100 – 104 of the [2020 Programme Guide](#).

## Project duration

Partnerships in the field of youth can last between 6 and 31 months, and the project start date must fall between:

- 1 February 2021 and 31 May 2021 for applications submitted on 1 October 2020

In exceptional cases, the duration of a Strategic Partnership may be extended, upon request by the beneficiary and with the agreement of the National Agency, by up to 6 months and provided

that the total duration does not exceed 3 years. In such a case, the total grant will not change. **In all cases, projects must end no later than 31 August 2023.**

### What activities can you include in a Youth partnership?

Over the lifetime of a project, strategic partnerships may carry out a range of activities; each project will differ in size, composition and objectives.

Youth projects can include the following learning, teaching and training activities:

Type of Activity	Duration
Blended mobility of learners (should combine both physical mobility and virtual mobility)	5 days to 2 months (excluding travel days)
Long-term mobility of youth workers from programme countries	2 months to 12 months (excluding travel days)
Short-term joint staff training events (youth workers from both programme and partner countries)	3 days to 2 months (excluding travel days)

You can also apply for funding for **Transnational Project Meetings, Intellectual Outputs and Multiplier Events** (only for Innovation projects), **Exceptional Costs, and Special Needs Support.**

## 6. Preparing to Apply

Please read this section carefully when preparing to apply. It is important to complete all steps to ensure your application is eligible.

### Understand the call project budget structure

When completing the application form, please read pages 116-123 of the [2020 Programme Guide](#). You should ensure that your budget is realistic and demonstrates good value for money. An EU grant is intended to be a contribution to a project that would not be feasible without this financial support and is based on the principle of co-financing. Co-financing means that the EU grant may not finance the entire cost of the project; the project must be funded by sources other than the EU grant.

**Important note:** Activities or items that are not requested in your application form **cannot** be funded at a later stage. Please ensure that you construct your budget carefully.

### Obtaining an Organisation ID (OID)

From 22 October 2019, organisations participating or wishing to participate in the Erasmus+ or European Solidarity Corps actions managed by a National Agency have to manage their

organisation's information through a new organisation registration system. Once registered, organisations will receive an Organisation ID / OID (example: E12345678).

This new system, accessible through the [Erasmus+ and European Solidarity Corps platform](#), **makes it easier for most organisations to register and to participate with less information requested.**

If your organisation has already participated in any Erasmus+ or European Solidarity Corps actions managed by a National Agency and you already have an OID (Organisation ID), then you do not have to register again.

Please note that both the applicant organisation and partner organisations must have registered on the Portal before completing an Erasmus+ application form.

Organisations that have already participated in any Erasmus+ and European Solidarity Corps actions managed by a National Agency and used to operate with the 9-digit PIC have already been assigned an OID automatically. To find your OID search for an existing PIC in the Advanced Search.

## Uploading Financial Identification Form and Legal Entity forms to Erasmus+ and European Solidarity Corps Platform

Even if your organisation is already registered and has a OID number, you will still need to upload new legal and financial identification forms for 2020, such as legal status documents or bank documents, to your OID on the [Erasmus+ and European Solidarity Corps Platform](#). Without these documents, your application may be ineligible. You can access the two forms on this [website](#).

These documents must be supported with scanned copies (pdf format) of the appropriate documentation. For the Financial Identity Form this would be a scanned copy (PDF) of a recent statement for the bank account detailed in the form (transactional details may be hidden if you wish). For the Legal Entity Form this should be a scanned copy (PDF) of the certificate of registration as issued by the competent authority with which the organisation is registered, e.g. Companies House.

## Assessment criteria

It is essential that you understand how your application will be assessed in order for you to write a high-quality Key Action 2 application. The assessment criteria can be found on page 107 to 109 of the [2020 Programme Guide](#).

The assessment of applications is carried out in two stages:

- 1) A formal eligibility check undertaken by UK National Agency staff (against the eligibility criteria published in the Programme Guide).
- 2) A qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of the youth sector.

Experts will assess each section of the application form against the following criteria:

<p><b>Relevance of the project (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The relevance of the proposal to:             <ul style="list-style-type: none"> <li>– The objectives and the priorities of the Action (see section ‘What are the aims and priorities of a Strategic Partnership?’).</li> <li>– If the proposal addresses the horizontal priority "inclusive education, training and youth", it will be considered as highly relevant.</li> <li>– If the proposal addresses one or more "European Priorities in the national context", as announced by the National Agency it will be considered as highly relevant.</li> </ul> </li> <li>• The extent to which:             <ul style="list-style-type: none"> <li>– the proposal is based on a genuine and adequate needs analysis;</li> <li>– the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;</li> <li>– the proposal is suitable of realising synergies between different fields of education, training and youth;</li> <li>– the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations;</li> <li>– the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.</li> </ul> </li> </ul>
<p><b>Quality of the project design and implementation (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>• The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination;</li> <li>• The consistency between project objectives and activities proposed;</li> <li>• The quality and feasibility of the methodology proposed;</li> <li>• The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;</li> <li>• The extent to which the project is cost-effective and allocates appropriate resources to each activity</li> </ul>

	<p>If the project plans training, teaching or learning activities:</p> <ul style="list-style-type: none"> <li>• The quality of practical arrangements, management and support modalities in learning, teaching and training activities; The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants;</li> <li>• The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.</li> </ul>
<p><b>Quality of the project team and the cooperation arrangements (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>• The extent to which: <ul style="list-style-type: none"> <li>– the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project;</li> <li>– the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations;</li> <li>– if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors;</li> </ul> </li> <li>• The extent to which the project involves newcomers to the Action.</li> <li>• The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders.</li> <li>• If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).</li> </ul>
<p><b>Impact and dissemination (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The quality of measures for evaluating the outcomes of the project;</li> <li>• The potential impact of the project; <ul style="list-style-type: none"> <li>– on participants and participating organisations, during and after the project lifetime;</li> <li>– outside of the organisations and individuals directly participating in the project, at local, regional, national and/or European levels;</li> </ul> </li> <li>• The quality of the dissemination plan: the appropriateness and</li> </ul>

	<p>quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;</p> <ul style="list-style-type: none"> <li>• If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations;</li> <li>• The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.</li> </ul>
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## Additional information on quality criteria

Annexes I and III of the 2020 Erasmus+ Programme Guide contains further information on quality criteria and a glossary of key terms such as ‘non-formal learning’. You may also find it beneficial to read the [European Commission’s Guide for Experts](#) (the ‘guide for assessors’) which sets out the assessment process and the quality criteria for the assessment of applications.

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). Please make sure answers are clear and remember to proof read your application.

Approved projects will be ranked in order of their overall assessment score, and the programme budget will be allocated from the highest scoring project down to the lowest scoring until the budget is fully utilised. Approved applications which cannot be funded due to insufficient programme funds may be placed on a reserve list.

**Important note:** Any application scoring less than half the available points in any one of the four quality criteria will not be considered suitable for funding. In addition, the proposal needs to score more than 60 points in total. If these two criteria have not been met, the proposal will not be

## Organisational and financial capacity

### ▪ What is organisational capacity?

Your organisation will need to demonstrate that it has adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the Grant Agreement with the UK National Agency and the Programme Guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the UK National Agency.

The above must be detailed in the application form but, where necessary, further information may be requested.

The UK National Agency will limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

Applicant organisations will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are found to have misrepresented the information required by the UK National Agency as a condition of participation in the grant award procedure or failure to supply that information (see the section 'Exclusion Criteria' in Part C, on page 251 of the [2020 Programme Guide](#)).

### ▪ What is Financial Capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities. Projects are usually delivered and reported using only a pre-financing payment or an advance. The UK National Agency can make a grant offer on the basis of either pre-financing covered by a financial guarantee, pre-financing in several instalments, or a grant offer without pre-financing.

Please note, a formal financial capacity check does not apply to public bodies or international organisations, or where the grant request is less than 60,000 EUR (see the section 'Selection Criteria' in Part C, page 254 of the [2020 Programme Guide](#)).

**Useful tip:** Erasmus+ grants should be used to deliver projects and are not intended to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

You will need to provide detailed up to date accounts, uploaded onto your organisation's OID record, in order for the financial capacity check to be completed.

## What if my organisation is new or has no accounts?

The UK National Agency may consider applicants who are recently established and/or have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

## What kind of bank account does my organisation need in order to receive Erasmus+ funding?

All grants are paid in Euros. It is strongly recommended that your organisation uses a Euro bank account to avoid exchange rate losses. It is important that the name of your bank account matches the name of your organisation so that we can make payments to you without delays. If this is not possible, please [contact us](#) to discuss your options.

## 7. Step-by-step guide to completing the application form

We have developed a step-by-step guide to assist you in completing the online application form.

It is important to note at application stage that, if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided in your application form. **No deviations from this information will be permitted**, as this could call into question the assessment result. Therefore, when completing your application form, you must ensure that the information you are presenting is correct, realistic, and will not be subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

### Structure of this guide

This section of the guide has been divided between "Narrative" and "Budget", where guidance is provided on how to complete the narrative sections of the form and where the technical aspects of completing the form to claim for funding are explained.

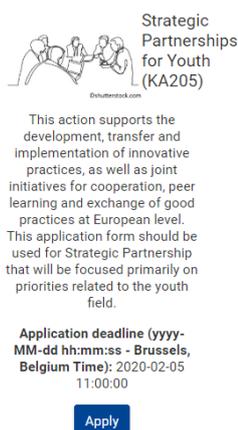
## Introduction to the Application Form

The web application forms are online applications. It is not possible to work on the form without an internet connection.

**Important:** If you are a new user, you must create an EU Login account before accessing the application forms. Please use the following link [here](#). More information is available [here](#)

Please allow plenty of time to complete the application form, as it can take time to resolve technical issues. If you need further guidance on completing the form, you can also read the European Commission's [technical guidelines](#). This document contains more detailed information on the technical requirements needed to use the form and provides solutions to some common problems.

The form can be accessed [here](#). Please ensure you select the correct application form.



The application forms are built on the latest standards of the web platform.

We recommend you use the following browsers;

- Internet Explorer 11.0
- Firefox 45.7
- Chrome 56.0

## Application Functionality Basics

1. The form is automatically saved every two seconds. There is no 'save' button.
2. After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
3. The default language of the screen is set to English. To change it, click on the language icon at the right hand of your screen and select the required language from the drop-down list.

4. Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.

5. Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: 

6. If a section is marked with this sign: ; this means that either there is some information missing or not all rules have been respected. Most specified questions will be marked in the same way to make it easy to identify and fix the issues.

7. Throughout the form you can display more information about particular questions by positioning your mouse pointer over the question mark sign.

8. Multiple sections of the form contain tables, you should notice the button on the right side of the table  this button will allow you access to additional options to work with the table contents.

9. **Important:** In order to log out you need to close the browser in which you are working completely.

You can find guidelines from the Commission on the application form itself.

**Please note:** You can also download a PDF Version of the form. This is recommended in order to work offline should any technical issues arise that prevent you from gaining access to the European Commission's website. The PDF version needs to be opened and edited using Adobe Reader. It is recommended that you use the latest version of Adobe Reader, which is free to download from the [Adobe website](#).

## 8. Narrative

### Context

This section consists of fields containing information being made. This section asks for general information about your project proposal and the National Agency that will receive assess and decide on the selection of your proposal. Please ensure that you are completing the correct application form by checking: Call, Round, Key Action, Action Type and Deadline for Submission at the top right-hand corner of the electronic form. Most of the fields for this section are self-explanatory.

The following fields will then be shown and must be completed

**Main objective of the project:** Please select from the dropdown menu the type of project you are applying for i.e. innovation or best practice.

**Project Title:** Please enter your project title.

**Project Acronym:** Please enter an acronym. (Please note this is not mandatory)

**Project Start Date:** Select a date from the calendar. For Round 3 projects between 1 February and 31 May 2021.

**Project Total Duration:** Please select the number of months from the drop-down menu. **Please note for Round 3 the maximum duration is 31 Months.**

**Project End Date:** In all cases, projects must end not later than 31 August 2023. The end date will populate automatically depending on the selected project duration.

**National Agency of the Applicant Organisation:** Select **UK01** for applications made to the UK National Agency

**Language used to fill in the Form:** This should be English

**Useful tip:** The date format used throughout the form is 'dd-mm-yyyy'.

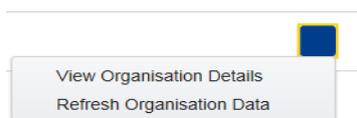
## Participating Organisations

This section asks for information about the applicant organisation and other participating organisations involved in the project as partners.

### Applicant Organisation

Once you have entered your OID number into the box, the Legal name and Country fields will populate automatically.

You will then need to select 'View Organisation Details' by clicking on the 'legal name' or by clicking on:



### Applicant Organisation Details

**Useful tip:** when entering the OID number please ensure that there are no spaces before or after

## Click on “legal name” to expand the applicant organisations details

**Type of organisation:** Please select the most relevant option from the drop-down menu. If you cannot find a suitable option in the list, please select ‘Other’.

The remaining part of this section of the form will be pre-filled using the information that has been submitted on the Participant Portal. If there are any changes to this information, you will need to log back onto the Participant Portal and update the information accordingly. If you receive an error when entering your OID number and you have checked that you are entering the right code, please [contact us](#).

## Associated Persons

### Legal Representative

Enter the details of the person who is authorised to enter into a legally-binding commitment on behalf of your organisation.

**Please complete every field in this section.**

**Important note:** Please ensure the legal representative details are consistent throughout the application form and the Declaration of Honour. If there are inconsistencies your application may not be taken forward. Please notify the UK National Agency as soon as possible of any changes.

### Contact Person

We will use these details as the first point of contact for the application and, should it be successful, the grant. **We strongly recommend that the contact person for the application is different to the Legal Representative.**

You can add up to three contact persons. Please ensure that the contact person(s) details are up-to-date and contact us as soon as possible if there are any changes.

## Background and Experience (Organisations)

The information in this section will inform the assessment of your organisation’s capacity to manage the project and proposed grant successfully.

**Please briefly present your organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).**

Please include all relevant information in this section such as about the individuals that will be running the project. **And the** measures you have put in place in case they were to leave their roles.

Please detail how your organisation's previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities proposed in this application. Please state if this is a project format that you have previously delivered.

**What are the activities and experience of the organisation in the areas relevant for this project?**

**What are the skills and/or expertise of key persons involved in this project?**

Please detail how your organisation's previous experience of delivering projects, activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before. Please explain what experience the organisation has and how this can contribute towards the project.

**Has your organisation participated in a European Union granted project in the 3 years preceding this application?**

Please select from the drop-down menu. If you select 'yes' here, complete the table with the relevant information. Click on  to add more than one activity. Click on  to delete activities.

If you have been involved in previous projects but do not know the exact details, please  contact the UK National Agency.

## Partner Organisations

Strategic Partnerships in the youth field should have a minimum of two partners from two different Programme Countries (including the Applicant).

Partner organisations from any Partner Country in the world may participate in Strategic Partnerships (please see pages 22-24 of the [2020 Programme Guide](#) for further details).

Please be aware that Partner Countries can be involved in a Strategic Partnership **only** if they will bring significant added value to the project. You will need to follow the same steps as the applicant organisation.

## Background and Experience (Partner organisations)

This section will be displayed for all partners and is broken down into sub-questions and will ask for further information regarding the activities and the experience of partner organisations in the areas

relevant to the application. You should address all the questions outlined in the application form. Additionally, you must outline the relevant skills and expertise of key people at the partner organisations.

You are required to indicate whether partner organisations have participated in any European Union funded projects in the three years preceding this application by selecting 'Yes' or 'No' from the drop-down menu. If 'yes', you must provide further details.

## Add/Remove Partner Buttons

Additional partners can be added by clicking on the 'Add Partner' button. If a partner has been entered in error, you can delete their information using the 'Delete organisation' button which is located on the right-hand side.

## Project Description

### Priorities and Topics

Please select the most relevant priorities that will be addressed by your project. You can select up to three priorities. For more information about the different priorities, please check pages 100-106 of the [2020 Programme Guide](#).

**Please select the most relevant horizontal or sectoral priority according to the objectives of your project.** Please select at least one priority using the drop-down menu. This can be a youth-specific priority or a horizontal priority. The main priority should be horizontal or youth-specific, whereas a second or third priority can also be a priority for a different field, in case your application has a more cross-sectoral approach.

**Please comment on your choice of priorities.** Please explain why you have selected the priorities above.

**Please select up to three topics addressed by your project.**

Taking into consideration your project's objectives, please list the main topic areas of your project from the drop-down box.

**Important note:** Please ensure that you have selected the correct field when selecting field specific priorities.

**Please explain the context and the objectives of the project as well as the needs and target groups to be addressed. Why should this project be carried out transnationally?**

Please refer to your needs analysis in this section. A website link or annex should be provided. Where possible, evidence should be included to back up statements referring to the need for the project. Explain why this project should take place with international partners.

If you aim to deliver a cross-sectoral Strategic Partnership with Youth as its main focus, please make sure this is clear in the different sections of the application form as well as specifically in this section.

**What results are expected during the project and on its completion?**

Please provide a detailed description of the expected results (if they are not listed in Intellectual Outputs, Multiplier Events or Learning, Teaching and Training activities). The results are the outputs of your proposal during the project and upon completion – what you will produce or the immediate changes you hope to effect, for example, changes in individuals or organisations. You will also need to consider impact (see below): for example, you may aim to develop transversal skills such as IT competence in a certain number of youth workers (record the results here), and they may then become more employable (link to text in impact section).

**In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?** This should clearly explain why the approach/method the project focuses on is innovative, for example, it is not sufficient to state it will be applied to a different target group or to disadvantaged youth, but you should demonstrate how the methods you will develop are innovative for the proposed target group(s) and the countries involved.

**How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a Strategic Partnerships project?**

Clearly explain the expertise of **all** partners and what they will bring to the project. You should demonstrate what relevant, complementary experience and expertise the partners will bring to ensure the project is delivered effectively. If your project includes organisations from outside the Programme Countries (i.e. from Partner Countries) the added value, they bring to the project (e.g. by introducing new practices) must be demonstrated clearly in the narrative.

**How will the tasks and responsibilities be distributed among the partners?**

Please describe clearly and in detail the distribution of roles and responsibilities within the partnership. Also explain the rationale for the distribution.

**If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.**

Your project may receive the support of organisations that are not listed as formal partners in the project. Please detail the support you will receive from any associated partners.

## Participants

**Please briefly describe how you will select and involve participants in the different activities of your project?**

Give as much details as possible in terms of the selection process that will be applied in order to choose the participants, as well as how they will take part in the different activities.

**Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?** Please select 'yes' or 'no' from the drop-down menu. When selecting 'yes', the following questions appear: **How many participants would fall into this category?** Please give the actual or likely number.

**Which types of situations are these participants facing?** Please select the options as per the drop-down box.

**How will you support these participants so that they will fully engage in the planned activities?**

Please give the details requested including how you will support such groups to participate as planned. Further information regarding the obstacles or difficulties these people may face can be found on page 10 of the [2020 Programme Guide](#).

For transnational youth initiatives young people can be supported by a coach, which is compulsory if under-18's are involved in the delivery of the project. The coach is not a project leader but should support the young people to learn from the programme.

Please note you should give full details of safeguarding and supporting staff in place, in the case of mobility or related activities where minors (anyone under the age of 18) or young people are present.

**Please describe briefly how and in which activities these persons will be involved.**

Please describe the activities in which participants with fewer opportunities will be taking part.

## Preparation

**Please describe what will be done in preparation by your organisation/group and by your partner/groups before the actual project activities take place e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.**

You may wish to include the following (this is not an exhaustive list):

- risk management and approach to ensure safety of participants;
- partnership coordination activity;
- baseline surveys to support later impact measurement;
- communication overall and promotion to local and wider community about your project;

Please ensure that you give full details of safeguarding and supporting staff in place, in the case of mobility or related activities where minors (anyone under the age of 18) or young people are present.

## Management

### Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are provided to Strategic Partnerships based on the number of participating organisations and the duration of your project. A partnership can receive a maximum of 2750 EUR of Project Management and Implementation costs per month. The Applicant organisation (lead partner) will receive 500 Euros/month and each partner will receive 250 Euros/month. The application form will automatically calculate the correct funding amount for Project Management and Implementation.

**Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation"**

Eligible costs that can be claimed under the project management and implementation budget can be found on page 116 of the [2020 programme guide](#).

## Transnational Project meetings

**Transnational Project Meetings: how often do you plan to meet? Who will participate in those meetings, where will they take place and what will be the goal?**

Transnational Project Meetings can be included as part of a Strategic Partnership project. These meetings should be used by project coordinators from participating project partners for coordination and implementation purposes. You must be able to justify the need for the meetings in terms of the number of meetings and participants involved. You should only apply for transnational meetings where virtual cooperation could not replace face-to-face meetings.

*Please specify the funds requested to organise the planned Transnational Project Meetings.*

You will need to add the transnational project meetings by clicking  and further details for each Transnational Project Meeting can be found by clicking on  and then the details button. The requested information is as follows:

**Meeting Title:**

**Starting period:** the date of when the meeting will start

**Leading Organisation:** Select from the drop-down list which organisation will lead this meeting.

**Country of Venue:** Select from the drop-down list.

## Transnational Project Meetings Groups

**Sending Organisation:** Select from the drop-down list

**No. of Participants:**

**Distance Band:** Travel distances must be calculated using the [European Commission Distance Calculator](#).

**Please note:** individual support cannot be awarded for travel distance band 0-9KM.

## Project management

**What are your plans for handling project risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?**

Please provide an outline of the key risks you have identified in your proposal, based on the activities, participants and context or the project environment. Identify, for example, relevant national legislation that you will need to comply with (i.e. UK legislation on child protection or health and safety), and then present your risk management plan.

**Important note:** All the activities of a Strategic Partnership must take place in the countries of the organisations participating in the project. Activities can also take place at the seat of an Institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague) even if in the project there are no participating organisations from the country that hosts the Institution. However, this would need to be adding value to your project.

## Implementation

**Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?**

Provide details as to how the proposed methodology will allow the partnership to successfully achieve innovative results in its field. You must make clear how the work you and your partners will undertake over the lifetime of the project will enable you to achieve the objectives of your project.

**How will you communicate and cooperate with your partners?**

Please describe how all partners will communicate (i.e. what methods, how often), how you will work together to deliver the different activities and stages of the project, and how you will communicate with other important stakeholders, who should be identified as far as possible.

**Have you used or do you plan to use eTwinning, School Education Gateway or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.**

If you have decided to use any of these platforms, you should explain which one(s) and how you have/intend to use them to support your project.

## Intellectual Outputs (only applicable for 'Innovation' projects)

Staff costs for Management and Administrative Time are already covered through the Project Management and Implementation budget. These costs may be eligible for funding through the

Intellectual Outputs category if the staff member's role working on the output is distinct from their regular role as project manager or administrator of the project as a whole.

## **Do you plan to include intellectual outputs in your project?**

If you are producing Intellectual Outputs, please select "Yes" in order to allow the form to load the applicable questions.

Information in regard to intellectual outputs can be found on page 118 of the 2020 programme guide.

You will need to distinguish the production of such outputs from those covered by the funding automatically awarded to a project for 'Project management and implementation'.

*In case you plan to include Intellectual Outputs please describe them here*

You will need to add the Intellectual Outputs by clicking  and further details for each Intellectual Output can be found by clicking on  and then the details button. The requested information is as follows:

### **Output Title**

**Output Description (including elements of innovation, expected impact and transferability potential):** Please provide as much detail and information as to how this output will be useful for other organisations and bodies.

**Output Type:** Please select the output type from the dropdown list

**Start Date:** Please select the start date.

**End Date:** Please select the end date.

**Please describe the division of work, the tasks leading to the production of the Intellectual Output and the applied methodology.**

Please explain the distribution of the work that will be carried out for the development of Intellectual Outputs by the most suitable partner(s), the work that will need to be carried out before and during the production of the Intellectual Output, as well as how the principles described in the previous sections apply to this work.

**Languages:** Select from the drop-down list

**Media:** Select from the drop-down list

**Leading Organisation:** Select from the drop-down list

**Participating Organisations:** Select from the drop-down list

## Intellectual Output budget

*Please specify the staff resources which you need to produce the Intellectual Output.*

You will need to add further details for the Intellectual Output Budget by clicking on  and then the details button. You will then need to add the number of working days for each category of staff time.

The category of staff time that is selected must reflect the work the individual will conduct on that day, not their usual role in the organisation.

To be considered as “staff” for the development of Intellectual Outputs, the individuals must be contractually linked to one of the organisations in the partnership, either on a professional or voluntary basis. In all cases, the beneficiary must be able to demonstrate a formal link with the staff member concerned, whether the person is involved in the project on a professional or voluntary basis. When you input the number of staff required to develop your Intellectual Output, you will be asked the following question:

**Please justify why a specific grant for managers and administrative support staff is required for the development of the Intellectual Output in addition to what is already covered by the Project Management and Implementation grant.**

Staff time and costs for Project Management and Administration are already covered through the Project Management and Implementation budget. You can only claim for additional Project Management or Administration staff costs if it is essential to the completion of the Intellectual Output.

In order to receive funding for Managers and Administrative Staff time, clear and explicit justification must be provided in the application form covering the above criterion. Intellectual Output staff time is intended to cover the specific amount of time working on the Intellectual Output.

**Useful tip:** If you are not planning to deliver Intellectual Outputs as part of your project you should carefully consider whether it would be more appropriate to apply for an ‘Exchange of Practice’ project instead of ‘Development of Innovation’.

## Multiplier Events (only applicable for ‘Innovation’ projects)

You will only be able to request funding for Multiplier Events as part of your project if you have listed Intellectual Outputs. Multiplier Events must be directly linked to sharing and disseminating the Intellectual Output to which they relate. Consequently, they must take place **after the Intellectual Outputs have been completed**, in order to be eligible to receive funding and to maximise the dissemination potential.

Please see page 118 of the [2020 programme Guide](#) for the Multiplier events unit cost rates.

**The maximum sum available for Multiplier Events funding is €30,000 per project.**

Multiplier Events must take place in the countries of the organisations participating in the project. In addition, Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership, if duly justified in relation to the objectives of the project OR Multiplier Events can be held at the seat of an Institution of the European Union. These include Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague.

**Do you plan to include Multiplier events in your project?**

Please select from the drop-down menu, if you select ‘yes’ a new section will appear.

You will need to add each of the Multiplier events by clicking . Further details for each Multiplier Event can be found by clicking on  and then the details button. The requested information is as follows:

**Event Title:**

**Country of Venue:** Please select from the dropdown menu the country where this event will take place. This can only be in one of the participating countries or in one of the seats of the European Union.

**Start Date:** Please select the start date for the event.

**End Date:** Please select an end date for the event.

**Event Description (including: Target groups and objectives):** Please provide as much detail as possible in regard to what will be covered during the event.

**Intellectual Outputs Covered:** Please select the Intellectual Outputs covered in this event.

**Leading Organisation:** Please select the organisation that will be responsible for this event

**Participating Organisations:** Please select the organisations within the partnership that will take part in the event.

## Multiplier Event Budget

Please enter the number of local (from the host country) & foreign participants that will take part in the event. Once you have entered the number of local and foreign participants, the application form will automatically calculate the total budget for the Multiplier Event. In addition, Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership, if duly justified in relation to the objectives of the project.

## Learning, Teaching and Training Activities

Learning, Teaching and Training activities can be funded in any Strategic Partnerships project, provided they are embedded within the broader activities and bring added value in terms of supporting the achievement of the project's objectives. You need to make it clear how these activities will contribute to the wider project outcomes.

### List of Activities

**Do you plan to include transnational learning, teaching and training activities in your project?**

Please select yes or no from the drop-down menu. If you have selected 'yes' further options will appear.

You can find more information in regard to the available activities for Strategic Partnerships in the Field of youth on pages 106 – 123 of the [2020 Programme Guide](#).

Learning outcomes must be validated through EU validation tools such as Youthpass (see [SALTO Website](#) and [Youthpass Website](#)).

If the transnational Learning, Teaching and Training activities include participants from Overseas Countries and Territories, it is possible to claim additional travel costs under the Exceptional Costs budget section. Please see section Exceptional Costs for Expensive Travel for more information.

Please include any relevant recognition and validation, specifying the use of Youth pass where applicable.

**Important note:** Short-term joint staff training events to/from Partner countries is eligible. Please refer to page 123- of the 2020 Programme Guide for further information.

**Important note:** Please ensure at least two Programme Countries are included in any transnational Learning/Teaching/Training activities in your application for activities to be considered eligible.

You would need to add further details for each Learning, Teaching and training Activity you will

need to click on  and then the details button. The requested information is as follows:

- **Field** - select 'Youth' (unless you are applying for a cross-sectorial Strategic Partnership, in which case this should be made clear throughout the body of your application).
- **Activity Type:** you will need to select an option from the drop-down menu
- **Activity Title:**
- **Activity Description:** (including profile of participants per organisation, goals and results of the activity):
- **Leading Organisation:** Please include the name of the lead organisation
- **Participating Organisations:** Please select the names of the participating organisations
- **Duration (days):**
- **Country of Venue:** Please indicate the country of venue.
- **Starting Period:** please indicate the start date

## Groups of participants

In the following table, please define the groups of participants who will require funding to participate in this activity. Participants who do not require funding do not need to be specified in this part.

You will need to add the Groups of Participants by clicking  and further details for each Group can be found by clicking on  and then the details button. The requested information is as follows:

**Activity type, Country of venue:** will both be automatically generated.

**Organisation/Country:** Enter the partner who is leading on the activity

**Duration (days):** this will be automatically generated

### **No of Participants, No of Accompanying persons**

Please note that an accompanying person can be an adult that accompanies one or several young people, especially those minors or young people with fewer opportunities (for example, with little experience outside their own country), in order to ensure protection and safety as well as effective learning during the mobility experience (such as under a Blended Mobility of Young People) .

A full definition of an Accompanying Person can be found in the [2020 Programme Guide](#), on page 318.

### **Group Budget (Group of Participants Budget):**

#### **Travel**

The same distance band will apply to all participants in one flow, based on the venue of the participating organisations, i.e. the travel rate for all participants from a participating organisation should be calculated from the organisation address to the venue of the activity. Therefore, you will need to select the appropriate distance band using the distance band calculator [here](#). Please note that individual support cannot be awarded for travel distance band 0-9KM.

If you are applying for **Exceptional Costs for Expensive Travel** you will need to tick the relevant box and add the number of participants that will need the additional support and an estimate of the funding that will be needed to cover the cost. Please be prepared to fully justify the need for this type of funding, how it contributes to your project activities, travel routes it might affect and explain what it would be used for. Please bear in mind that you should only apply for Exceptional Costs for Expensive Travel if the funding awarded for the correct distance band does not cover at least 70% of the costs of travel and your narrative should explicitly demonstrate this. Please also note that any claim made for Exceptional Costs for Expensive Travel will supersede and replace all travel claimed under the standard travel rules, so check that your budget is sufficient for your needs before you submit.

**Important note:** Please check pages 114 & 120 of the [2020 Programme Guide](#) for more information in regards to Exceptional Costs for Expensive Travel.

## Individual Support

Individual support refers to the day-to-day living costs incurred by participants during the mobility activity. This includes accommodation, food and insurance as well as local travel to and from the venue of the activity in the host country.

Individual support is calculated on a unit cost basis as detailed on page 119 -120 of the [2020 Programme Guide](#) and will be payable according to the country of destination, the duration of the activity and the activity type. Individual Support is only eligible for participants travelling more than 10km to a project related activity. There should be consistency between this budget section and what you have described in the Learning, Teaching and Training section

**No of participants,**

**Duration per participant (days)**

**Grant per participant, Total (per Participants):** these are automatically filled in

**No of accompanying persons**

**Duration per accompanying person (days)**

**Grant per Accompanying person and Total (for accompanying persons):** these are automatically filled in.

## Background Information

**What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?:** Describe how any such activities will contribute to the project's objectives and include information regarding plans for recognition and validation of non-formal learning, specifying the use of Youth pass where applicable.

**How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.**

Please describe in detail the selection process and all the measures that you will adopt in order to ensure that their participation in the activities is successful and safe. Please ensure that you comply with your organisation's policies, as well as with the legislation of your country and those of the partnership.

**Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?**

Please describe how you will ensure the recognition and/or validation of the learning outcomes of the participants. Please describe whether your projects will use any national instruments/certificates as well as European.

## Timetable

Please note that Transnational Project Meetings, Intellectual Outputs, Multiplier Events and Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated sections on the form.

## Special Costs

### Special Needs Support

Any costs requested under this budget heading must not already be covered by the travel or individual support budget headings. This will need to be clearly justified in the application form.

**Useful tip:** A person with special needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

Special needs support is calculated on an actual cost basis and will be assessed on a case-by-case basis. The individual situation should be described, and any particular needs and extra costs should be clearly detailed in the application form and in the text box under this section.

Please see page 117 of the [2020 Programme Guide](#) for more information.

### Exceptional Costs

The awarding of Exceptional Costs is not guaranteed. Clear and full justification in the application narrative must be given when adding the costs under the Exceptional costs budget heading.

Exceptional Costs are based on actual costs and must be supported by invoices and receipts at Final Report stage.

Exceptional Costs can be requested only if they are critical to the success of the project and are services/goods/items that cannot be provided by the organisations involved in the project.

**Please note you will need to enter 75% of the total amount of the Exceptional Cost within this section.**

The Exceptional Costs category, if eligible, can contribute up to a maximum of 75% of the real cost of services/goods/items that would have to be sub-contracted or procured by the project. If Exceptional Costs are not sufficiently justified, they will be removed from the project budget and not funded. Please see page 117 of the [2020 Programme Guide](#) for further information.

**The maximum sum available for Exceptional Costs is €50,000 per project.**

## Follow Up

### Impact

Impact assessment is the process of examining the effect of Erasmus+ activity on individuals, organisations and society. The effects could be positive or negative, intentional or accidental, short or long-term. We have developed our own [Erasmus+ Impact Exercise](#) to help applicants and projects think about their impact.

**What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?**

Please describe the expected impact on all groups of individuals and the organisations directly involved in the delivery of the project or affected by the project.

**What is the desired impact of the project at the local, regional, national, European and/or international levels?**

Please describe the expected impact at local levels and beyond. Please be clear where the impact will be strongest. Depending on the size and scope of your project, you should describe how any innovations may impact systems or policies, and how it may connect with other Erasmus+ programme and wider EU activity. You might want to consider addressing these separately in order to ensure that the expected impact of your project is clearly outlined and described.

## **How will you measure the previously mentioned impacts?**

Please describe the means you will use, and your indicators of achievement, or how you will develop them. You may choose to measure impact both within the period of EC funding and after funding has been used. For more information about assessing impact and useful resources please visit the [Impact](#) section on our website.

## **Dissemination and Use of the Project's Results**

Dissemination means communicating the project successes and results as widely as possible.

Dissemination and use of project results is an important focus of Erasmus+ (as per [2020 Programme Guide](#) pages 312 to 317). This ensures that project funds enable a wide group of people, organisations or communities to benefit and not just those explicitly named in this application.

**Important note:** If your project is successful, you will need to be able to share your Project Results on the [Erasmus+ Project Results Platform](#) which is the European Commission's dissemination tool. It contains general information about funded Erasmus+ You will need to ensure that you comply with rules and regulations in regard to data protection of participants when producing and publishing your results.

The Erasmus+ communications team is always keen to hear about interesting case studies. For more information about these please visit the [Case Studies](#) page on our website.

You are requested to make plans for the dissemination of your project results. Please provide answers to the below.

## **What will be the target groups of your dissemination activities inside and outside your partnership?**

**Please define in particular your target audience(s) at local/regional/EU level and motivate your choice.**

You need to include information such as organisations who have participated in your activities, stakeholders, decision makers, the press, the general public, etc. You should include details of how European stakeholders and youth organisations will be approached in order to share the results of the project.

## **Which activities will you carry out in order to share the results of your project beyond your partnership?**

Describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant) and describe what means (media channels, events etc.) you will use. You may use a wide variety of media, and innovative means of dissemination are welcome. You may apply for funds to translate any materials into the languages of project partners, provided it is clear why the partners cannot do these themselves.

**Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?**

You need to say which partners will undertake the dissemination activities, what expertise they will bring, and what resources (staff days as well as physical resources) you will make available to implement the plans described in this section.

**Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.**

You should clearly explain how each result and intellectual output (if applicable) produced will be shared with others upon completion. Please bear in mind that you will also need to make your main project outcomes available from the Erasmus+ Project Results Platform.

**How will you ensure that the project's results will remain available and will be used by others?**

Describe how you will make your results widely available over the long term. This may include, for example, giving open access to resources you have developed, or making sure innovation becomes integrated into the practice of different organisations.

**If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)**

You may add any further information you feel is relevant, with particular reference to the selection criteria and the 2020 Programme Guide.

## Sustainability

Sustainability can be defined as the potential for the continuation of the project's activities, outcomes and impacts after the Erasmus+ funding has finished. Sustainability includes, but is not confined to, obtaining further funding for activities. It can also refer to integration of results and innovation into the management or pedagogy of participating organisations and ways in which new curricula etc. will be updated.

**What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?**

Please explain which aspects of your project you plan to maintain after funding finishes, how you will do this and what resources, including financial resources, you will use to assure sustainability. You may wish to reference your dissemination activities and use of results described in the previous section.

## Budget Summary

This section provides an overview of the activity number, activity type and grant requested for the project.

The values shown in the budget summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Please note: if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is correct and consistent with the activity described in your application form before submitting your application, as the UK National Agency cannot award any funding above the amount requested.

**Please note** that individual support cannot be awarded for travel distance band 0-9KM.

## Budget per Organisation

This pre-populated section contains the total grant calculated for each participating organisation, with the budget broken down per categories.

## Linguistic Support

Linguistic Support refers to costs linked to the support offered to participants to improve their knowledge of the language of instruction or work during the mobility activity. You must clearly justify

the need for financial support. Linguistic support is calculated on a unit cost basis and awarded at a rate of €150 per participant needing linguistic support. This type of support is only available for long-term mobility activities lasting between 2 and 12 months.

## Project Summary

In this section you are asked to provide a summary of your project

**Please provide a short summary of your project. Please recall that this section (or part of it) may be used by European Commission, Executive Agency or National Agencies in their publications, it will also feed the Erasmus+ project results platform.**

Be concise and clear and mention at least the following elements:

- context/background of project;
- objectives of your project; number and profile of participants;
- description of activities;
- methodology to be used in carrying out the project;
- a short description of the results and impact envisaged; and
- the potential longer-term benefits.

**This summary will be publicly available in case your project is awarded.**

**In view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.**

## Annexes

The following documents can be downloaded from the annexes section of the application form and **must** be attached as annexes to the application form:

- the Declaration of Honour signed by the legal representative mentioned in the application;
- Completed mandates between the applicant organisation and each partner organisation, signed in ink by both parties. **Due to the current exceptional circumstances we are accepting digital signatures however it must not be a typed signature.**

- The Project Timetable. – While this attachment is not compulsory, you might wish to include this as supporting documentation for your application.

Please ensure that all documents specified in the checklist are submitted electronically with the application. All documents should be signed by hand, in ink. **Due to the current exceptional circumstances we are accepting digital signatures however it must not be a typed signature.**

To attach the declaration of honour you will need to click the “Add Declaration on Honour” you will then need to upload the document from your computer.

To attach the mandates, you will need to scan them as one document and then click “Add Mandates” you will again need to upload these from your computer.

To attach any further documents, you will need to click the ‘Add file’ button on the left-hand side of the box displayed. This will then open up an additional window which will allow applicants to browse files on your computer and upload.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically with an application. No other files will be accepted. A file which has been added in error can be removed by clicking the ‘remove’ button which replaces the ‘add’ function on the right-hand side of the table.

Please note the maximum number of attachments is 10 and the maximum total size of 10240KB

If after checking that the annexes are within size and file format limits, you are still experiencing problems, please email us on [erasmus.youth@britishcouncil.org](mailto:erasmus.youth@britishcouncil.org)

## Declaration of Honour

**Please use the 2020 Declaration of Honour form which is downloaded from the application form. We are unable to accept a declaration of honour from previous calls.**

The legal representative of the applicant organisation as named in the application must print the Declaration of Honour, read it carefully, complete the declaration by hand and sign it with a wet signature. The signed declaration of honour then needs to be scanned and attached as an annex before the application can be submitted online. Please ensure that all pages of the Declaration are scanned, that all fields are completed, and that it is stamped with your organisation’s official stamp (if your organisation has a stamp).

**You must submit the Declaration of Honour. Failure to submit the declaration of honour signed by the legal representative named in the application will result in your application being ruled ineligible.**

## Checklist

Before submitting the application, please check the requirements here. **Please note you will need to attach any relevant documents to your application.**

### Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on our [website](#).

## 9. Submission

You must ensure you have validated all sections of the application before submitting. If all sections have been validated a green tick will appear against each section.

1. You should only submit your application form once you are happy with the finalised version.
2. You need to ensure that you are connected to the internet in order to submit your completed application. You should ensure that all sections of the form are valid, and all annexes are attached before submitting the form.
3. The UK National Agency advises that you save the final completed version of your form on your desktop in case of any technical issues with submission. You will be able to save a PDF copy of the completed form.

4. To submit the form, applicants should click the  button.

5. A pop-up message will display, asking you to confirm submission. Click YES if you are sure. Selecting NO will stop the submission.

6. Once you have submitted you will be taken back to the My Applications page and the submitted application will be marked as SUBMITTED.

**Note:** This button will only be active if all sections in your applications are filled in completely and marked with a green tick.

Your application must be submitted online by the deadline as stated on the page 1 of this document.

If you want to make any changes to your application before submitting your application form or after submitting (providing this is before the application deadline), you can use the  button next to the application, select “EDIT” and Resubmit and the form will be open for editing.

## Alternative Submission Procedure

If you miss the official application deadline you will not be able to apply for funding.

If you were not able to submit due to technical reasons, you would need to provide the following:

1. The date and time of your last submission attempt as stated in your application form under the tab named “Submission History”
2. Inform the UK National Agency **within 2 hours** of the application deadline (12:00 Brussels time) by emailing [erasmus.youth@britishcouncil.org](mailto:erasmus.youth@britishcouncil.org)

Please note that we will require evidence of any technical error e.g. a screenshot.

## Submission History

A record of your submission attempts will be recorded here. This should be used if you need to follow the alternative submission procedure outlined above.

The UK National Agency advises printing the final completed version of your form and retaining it for your own records. Please note that hard copies of the form **do not need** to be posted to the UK National Agency.

## Sharing an Application

You have the possibility to share your application as ‘read only’ to your colleagues or partners by entering the email of the person whom you wish to provide access. Please note that any person accessing the form will need an EU login account for the email you have entered.

1. Click **Sharing** on the left side menu
2. Click **SHARE APPLICATION**
3. Enter the **User Email** and a Comment (not mandatory)
4. Click **SHARE**

Please be aware that there is a 10-minute delay between sharing an application and edit rights being transferred to your contact. This means that only one user will have edit rights at any given time.

**Please note:** Only the user that created the form will be able to submit, even if they have shared it with colleagues with “Read/Write” rights.

## After Submitting your Application

Once you have submitted your application you will receive an acknowledgement email. If you have not heard back from us within four weeks of the deadline, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on **0161 957 7755** or by sending an email to [erasmus.youth@britishcouncil.org](mailto:erasmus.youth@britishcouncil.org).

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest scoring applications are selected, based on the budget available.

You will be informed of the outcome by email and grant agreements will then be issued to successful applicants.

Once you have submitted your application, you will receive an acknowledgement email from the UK National Agency. We aim to acknowledge all applications within three weeks from the application deadline. If you have not received an acknowledgment email after three weeks, please [contact us](#).

The acknowledgment email will include information about when you should expect to receive the outcome of your application; for indicative dates see page 260 [2020 Programme Guide](#).

Project proposals are assessed by the National or Executive Agency receiving the application, exclusively on the basis of the criteria described in the [2020 Programme Guide](#). The assessment implies:

- **a formal check to verify that the eligibility and exclusion criteria are respected;**
- **a quality assessment to evaluate the extent to which the participating organisations meet the selection criteria**

(i.e. operational and financial capacity) and the project meets the award criteria. Such quality assessment is in most cases carried out with the support of independent experts. In their assessment, experts will be supported by guidelines developed by the European Commission; these guidelines are available in the [Key Resources](#) section of our website.

We will appoint an evaluation committee to oversee the management of the selection process. On the basis of the assessment carried out by experts, the evaluation committee will establish a list of

projects proposed for selection using a ranked assessment scoring list. As many eligible projects will be funded within the budget allocated for that Call and application type.

For all successful organisations, the notification of results email will outline the dates in which we aim to complete the contracting process. We are only able to issue Grant Agreements once all of the necessary contracting documents have been submitted and accepted. Full details about the documents that need to be submitted to support the contracting process will be outlined in the contracting instructions issued to projects following the notification of results email.

## 10. Contacting us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 2 application. Please note that email and phone lines get extremely busy in the lead up to the application deadline. You can contact us on [erasmus.youth@britishcouncil.org](mailto:erasmus.youth@britishcouncil.org) or 0161 957 7755. Phone lines are open Monday to Friday, 9am to 5.30pm

*UK National Agency for Key Action 205 project beneficiaries and no other reason and therefore should not be relied upon by any third party. The content of this document is not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the “National Authority”) nor the United Kingdom National Agency function for the Erasmus + Programme (the “National Agency”) nor any person acting on their behalf may be held responsible for the use which may be made of this guidance document and any information contained in this document. The National Authority and the National Agency have not verified, nor do they make any representations or assurances as to, the quality, nature of, efficacy or otherwise of this document or as to the accuracy, completeness or adequacy of any information contained in this document. Should you wish to use the materials in this document, you agree to acknowledge that the materials were originally developed by the National Agency for the UK Erasmus + Programme.*