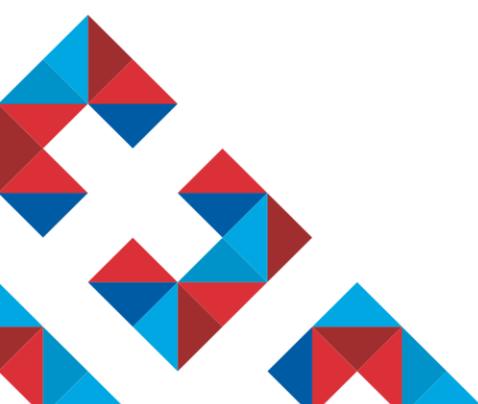


# Key Action 1 (KA1) Guide for Applicants

Mobility for Young People: Volunteering Projects

**Deadline: 11am (UK time) on Thursday 26 April 2018**

Version 1: 26 March 2018





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## PART I - PREPARATION

### Introduction to Key Action 1: Learning Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public or private 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
- focus on young people.

Key Action 1: Learning Mobility of Individuals is all about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities to staff and learners.

In 2018, in the selection of projects, emphasis will be put on:

- reaching out to marginalised young people, promoting diversity, intercultural and inter-religious dialogue, common values of freedom, tolerance and respect of human rights as well as on projects enhancing media literacy, critical thinking and sense of initiative of young people
- equipping youth workers with competences and methods needed for transferring the common fundamental values of our society, particularly to hard-to-reach young people and preventing violent radicalisation of young people as well.

### Key Action 1 for Youth

Young people and organisations in the UK that are active in youth work can apply for youth mobility funding under Key Action 1. Each project can last between 3 and 24 months.

In 2018 volunteering activities within Erasmus+ have changed and are no longer referred to as European Voluntary Service (EVS). In place of EVS, the European Commission has introduced two new types of project. The first type of project are Volunteering Projects, which sit within Key Action 1 Youth of the Erasmus+ Programme in the same way as EVS projects did. Volunteering projects encompass similar mobility activities to a standard EVS project, allowing young people aged 17-30 to carry out volunteering activities abroad.

The second type of project is the European Solidarity Corps, which is a new initiative that will form a separate programme to Erasmus+. The European Solidarity Corps has been set up by the European Commission to foster solidarity in Europe and create a community of young people willing to engage in a wide range of solidarity activities through volunteering activities within their own country or abroad.

The European Commission is in the process of establishing a separate legal base for the European Solidarity Corps, and further details of the programme will be released in separate Call for Proposals and Programme Guide documents later in 2018.

The key difference between Erasmus+ Volunteering Projects and the European Solidarity Corps is that **volunteering activities between EU Member States only** will not be possible under Erasmus+ and **will only be possible within the European Solidarity Corps**.

2018 represents a transition between Erasmus+ Volunteering Projects and the European Solidarity Corps and as such, **applicants will be able to apply for volunteering activities between EU Member States and between EU Member States and Partner Countries in both 2018 Round 1 and Round 2 as usual**. From Round 3 onwards applicants will be required to apply for European Solidarity Corps projects for volunteering activities between EU Member States.

## **Mobility of Young People – Volunteering Projects**

- Volunteering Projects for young people aged 17-30, legally resident in the country of their sending organisation, who will undertake a period of unpaid full-time volunteering in a non-profit/charitable organisation based in a country other than their residence country and covering 30-35 hours a week.
- **Individual Volunteering Activity** with activity duration from 2 to 12 months, excluding travel time. Young people with fewer opportunities can carry out shorter mobilities from a minimum of 2 weeks.
- **Group Volunteering Activity** with activity duration from 2 weeks to 2 months (excluding travel time) for activities involving a minimum of 10 volunteers and a maximum of 40 volunteers who are doing their activity together.
- If you are planning to include 17 year-old volunteers in your project, please be aware that there are a number of additional requirements linked to Child Protection that you will need to address in order to be granted funding. Please note that project approval will be conditional on provision of clearly documented evidence of appropriate risk management and safeguarding measures for those aged 17.
- Volunteers can only take part in one volunteering activity. The only exception is where an individual has participated in a volunteering activity or European Voluntary Service lasting a

maximum duration of 2 months (excluding travel time). In this case, the individual can be involved in an additional volunteering activity.

- Volunteers taking part in long-term volunteering activities can take advantage of the On-arrival Training, which is provided by the UK National Agency (UK NA). This is not something that can be claimed under Exceptional Costs. Please see page 284 of the 2018 Programme Guide for more details.
- A volunteer from a Programme Country must carry out her/his service in another Programme Country or in a Partner Country neighbouring the EU. A volunteer from a Partner Country neighbouring the EU must carry out her/his service in a Programme Country.
- Participants resident in a Programme Country and volunteering in another Programme Country **must** be registered in the [European Solidarity Corps Portal](#). Please see page 35 for further details.

We recommend that you read the [Erasmus+ Volunteering Charter](#) carefully and refer to its principles and the responsibilities of coordinating, sending and receiving organisations involved in Volunteering Projects when completing your Volunteering Projects application.

## Who is this guide for?

This step-by-step guide is to help UK organisations complete the Erasmus+ Key Action 1 Learning Mobility of Individuals application eForm under the 2018 Call, and should be read in addition to the [2018 Erasmus+ Programme Guide](#) and the [2018 Erasmus+ Programme Guide Corrigendum](#).

**Important Note:** This guide is for organisations who are considering applying for funding for Volunteering Projects (KA125) only. If you wish to apply for funding for Youth Exchanges or Mobility of Youth Workers (KA105), please refer to the KA105 Guide for Applicants, which can be found on the '[Apply for youth mobility funding](#)' section of the Erasmus+ website. To apply for a mobility project in another field or for a Key Action 2 or Key Action 3 project, please see the '[Apply for funding](#)' section on the UK website and choose the relevant field.

## Erasmus+ and Brexit

The UK Government has stated publicly that, subject to successful negotiations, the United Kingdom will continue to benefit from Erasmus+ until the end of the current programme in 2020. It will underwrite successful bids for Erasmus+ funding that are submitted while the UK is still a Member State, even if they are not approved until after we leave, and/or payments continue beyond the point of exit.

UK organisations wishing to apply for funding in 2018 should prepare for participation as usual ahead of the 2018 application deadlines. More information is on the Brexit webpage at <https://www.erasmusplus.org.uk/brexit-update>.

## Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project.
2. Check that you are an eligible organisation.
3. Review your organisational and financial capacity.
4. Check whether your organisation has a Participant Identification Code (PIC).
5. Register on the European Commission's Participant Portal.
6. Upload or update the Legal Entity and Financial Identification Forms.
7. Ensure you understand the quality criteria against which your application will be assessed.

### 1. Read more about this type of project

The [Erasmus+ Programme Guide](#) and the [Erasmus+ Programme Guide Corrigendum](#) provide essential information about Key Action 1 for Youth, including eligibility and quality assessment criteria, application procedures and formal requirements.

For Key Action 1 Youth applications the relevant sections of the 2018 Erasmus+ Programme Guide are:

- Page 28 (general information on Youth projects, including Erasmus+ objectives and priorities).
- Pages 80 to 92 (specific information on requirements for Volunteering Projects), including:
  - eligibility and quality assessment criteria, pages 81 to 83
  - funding rules, pages 84 to 93.
- Pages 244 to 262 (information for applicants, including procedures, exclusion criteria, formal requirements, award criteria and contractual provisions).
- Pages 280 to 285 (specific information on mobility projects for 'before', 'during' and 'after' mobilities).

For more inspiration and [real life case studies](#), you can look at our website for information on projects that have been funded under KA1 Youth.

Participating organisations can assume the following roles and tasks:

**Coordinator of a Volunteering Project:** applying for the whole project on behalf of all the partner organisations.

**Sending organisation:** in charge of sending young people abroad, including organising practical arrangements, preparing participants before departure and providing support to participants during all the phases of the project.

**Receiving organisation:** in charge of hosting the activity, developing a programme of activities for participants in cooperation with participants and partner organisations, providing support to participants during all the phases of the project.

For an overview of the European initiatives in the field of youth and for links to these documents, please see [Youth Policy](#).

Other useful documents covering youth policy and strategy, entrepreneurialism and multilingualism can be found at:

- EU Youth Strategy: <http://eur-lex.europa.eu/legalcontent/EN/TXT/PDF/?uri=CELEX:52009DC0200&from=EN>
- Europe 2020 Strategy: [https://ec.europa.eu/info/european-semester/framework/europe-2020-strategy\\_en](https://ec.europa.eu/info/european-semester/framework/europe-2020-strategy_en)
- Erasmus+ Inclusion and Diversity Strategy in the field of youth: [http://ec.europa.eu/youth/library/reports/inclusion-diversity-strategy\\_en.pdf](http://ec.europa.eu/youth/library/reports/inclusion-diversity-strategy_en.pdf)
- Main European Youth Policy Documents [http://ec.europa.eu/youth/library/index\\_en.htm](http://ec.europa.eu/youth/library/index_en.htm)
- National Youth Policies across Europe: <https://eacea.ec.europa.eu/national-policies/youthwiki>

## 2. Check that you are an eligible organisation

The following organisation types are eligible to apply for Key Action 1 Erasmus+ youth funding:

- public bodies at local, regional and national levels
- non-profit organisations
- NGOs (including a European Youth NGO)
- Associations and Social Enterprises (**as long as these are registered with the Charity Commission**)
- an Association of Regions
- a European Grouping of Territorial Cooperation
- a profit-making body active in Corporate Social Responsibility

**Please note that informal groups of young people cannot participate in Volunteering Projects as partners.**

**Important note:** Following the outcome of discussions between the National Authority for the Erasmus+ Programme in the UK and the European Commission, it has been confirmed that UK organisations can participate in Erasmus+ projects, as a project partner or as an applicant, as long as they have a legal personality.

In order to be considered an eligible 'participating organisation', UK organisations participating in Erasmus+ Youth projects as a project partner or as an applicant must be able to evidence at application stage that they are legally registered in the United Kingdom and have a separate legal personality (legal distinction between the owner and the business). The only exceptions to this ruling are informal groups of young people involved in youth work and unincorporated charities that are legally registered with the Charity Commission.

The UK National Agency is working to ensure maximum access to the Erasmus+ Programme, and as such charities with an unincorporated status, such as registered trusts and associations, that are registered with the Charity Commission, are also be eligible to apply from 2017 Round 3 onwards for youth applications. Organisations without an incorporated legal status, or those unincorporated and not registered on the Charity Commission's database, cannot qualify as "participating organisations". Based on the above, more in depth checks have been put in place in order to check the legal status of the Erasmus+ participating organisations in 2018.

If you are unsure whether your organisation is eligible to apply for Youth funding, you can check this with the UK National Agency, as we will not be able to accept any changes to your organisation once the application has been submitted.

The accepted unincorporated structures for 2018 Youth applications include:

- Registered charities on the Charity Commission website for [England and Wales](#), [Scotland](#) or [Northern Ireland](#) including:
  - Trusts
  - Associations

Organisations who cannot provide proof of registration with their country's Charity Commission will be unable to apply. Please note that the UK National Agency may also undertake Financial Capacity Checks for organisations with unincorporated legal statuses. For further information on legal forms, please refer to Annex I of this guide.

Please also ensure the following:

- The applicant organisation must be based in the UK. UK Establishments/overseas organisations are not eligible to apply for Erasmus+ funding in the UK. This is because a UK establishment takes the legal status of the overseas company and has no separate legal personality.
- Your project must include at least one sending organisation and one receiving organisation.

- For your project to be eligible for funding from the Erasmus+ UK National Agency, at least one sending or receiving organisation in each activity must be from the UK. If this is not the case, please consider applying to a different [National Agency](#).
- The project activities must meet the minimum number of days and must not exceed the maximum duration (see page 6 of this guide for more information).
- Your application form is completed in full and submitted by the deadline time and date.

**Important Note:** Organisations that wish to take part in a Key Action 1 Youth project must be based and registered in a Programme Country or a Partner Country neighbouring the EU. You can find a list of participating countries on [our website](#). However, it is important to keep in mind that organisations taking the role of an **applicant** and/or **coordinator** must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for Key Action 1 Volunteering Projects on pages 80 – 84 of the Programme Guide and the Programme Guide Corrigendum.

## 2.1 Other relevant eligibility criteria

### Exclusion Criteria

Please ensure that you (and your partners where applicable) have read and understood the Exclusion Criteria in the 2018 Programme Guide.

An applicant will be excluded from participating in calls for proposals under the Erasmus+ Programme or will be rejected from the award procedure if it is found in one of the situations described in the Criteria as referenced on pages 245-247 of the 2018 Programme Guide.

### Double Funding

Organisations must ensure that Erasmus+ funding is used to deliver the activities that are set out in their application. In cases where organisations are also receiving funding from other sources to deliver similar activities, including other EU and national funding programmes, it is the responsibility of the applicant to ensure they remain compliant with the relevant funding rules, including those in relation to match funding and double funding where applicable.

### EHCE Accreditation for organisations in non-HE projects

In order to participate in Erasmus+ projects, Higher Education Institutions (HEIs) such as universities and other organisations whose core work is in the field of Higher Education, must hold the Erasmus Charter for Higher Education (ECHE). This includes HEIs participating as funded partners in Erasmus+ projects. You can find further information about the Erasmus Charter for Higher Education on [our website](#).

### 3. Child Protection

If you as the applicant is successful in obtaining funding, you will be asked to complete a Child Protection checklist before you are issued with a grant agreement. **Failure to comply with this checklist could mean that the offer of funding is withdrawn.**

The checklist will detail the legal and regulatory requirements that must be adhered to when working with children<sup>[1]</sup> directly or when delivering work that has an impact on children. All requirements must be in place and the UK National Agency has the right to request a copy of all Child Protection documentation at any time.

### 4. Review your organisational and financial capacity

#### 4.1 What is organisational capacity?

Applicants need to demonstrate they have 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 the project's 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)
- 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 may limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to deliver them successfully.

Furthermore, applicants 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 guilty of misrepresenting the information required by the UK National Agency as a condition of participation in the grant award procedure or

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<sup>[1]</sup> Child is defined as anyone under the under of 18 years.

fail to supply that information (see the section 'Exclusion Criteria' in Part C, pages 245-247 of the Programme Guide).

**Important note:** Any outstanding debt your organisation has with the UK National Agency (either the British Council or Ecorys) will impact upon the approval of your application and your ability to secure funding. You are therefore strongly advised to clear any outstanding debts with the UK National Agency before applying for funding.

## 4.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants may not cover all costs: the grant is **intended to be a contribution** towards the costs of project implementation and mobility activities. Projects must be delivered and reported on using only a pre-financing payment or an advance (note: in certain circumstances, e.g. a weak financial capacity of the beneficiary or if the treasury situation of the EU funds on the 'National Agency bank accounts' does not allow for a single first pre-financing payment to beneficiaries, the UK National Agency reserves the right to make staged payments).

A formal financial capacity check does not apply to public bodies or international organisations. Financial capacity checks will not normally be undertaken in cases where the grant request does not exceed €60,000. However, in cases where the NA has serious concerns about the financial capacity of an organisation, or where cumulative grant requests submitted by the same organisation for several projects exceeds €60,000, the NA may decide to do a financial capacity check and may ask the applicant organisation to submit the required supporting documents.

You must therefore provide a set of accounts, in accordance with the relevant UK legislation, not more than 18 months old from the deadline date of the round to which you are applying.

The accounts must show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

## Payment structures

The UK National Agency decides on the payment structure to be offered for each approved project based on a number of factors, including the type of project and the outcome of Financial Capacity checks. Instalments of the awarded grant, known as pre-financing payments, are paid during the lifetime of a project in order to provide beneficiaries with a float. The payment structure will normally be confirmed to beneficiaries when the grant offer is made or during the contracting process. Some examples of potential payment structures are provided below:

- Some projects may be offered one pre-financing payment at the start of the project, followed by a final payment of the balance following approval of a Final Report.
- In other cases, the pre-financing may be split into several smaller instalments, which may be linked to the approval of interim reports submitted to the National Agency.
- In some cases, pre-financing may not be offered, in which case the grant would be paid at the end of the project, following approval of the Final Report.

The expected timescales for pre-financing payments will be outlined in the grant agreement for the relevant project.

### 4.3 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 yet, but priority may be given to established organisations who can demonstrate their financial capacity.

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

All Erasmus+ grants are paid in Euros; therefore it is recommended that you use a Euro bank account to avoid any exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account.

Other conditions include the following:

- Account Holder and Account Name - These must be in the name of the organisation (not an individual).
- IBAN Number – It is mandatory that the IBAN number for your bank account starts with GB for UK bank accounts or the account will not be able to receive payment.
- The Branch Address must be in the UK.

## 5. Check whether your organisation has a Participant Identification Code (PIC)

All organisations that apply for Erasmus+ funding must first register with the European Commission using the Participant Portal (URF) – please see step 5 below – and receive a unique Participant Identification Code (PIC). The PIC is directly linked to the information that you registered on the portal and enables you to enter all your organisation's details into your application form simply by inserting your PIC.

We would recommend that before registering you double-check that your organisation does not already have a PIC. You can use the 'search' facility to make sure your organisation is not already registered. If registered, you do not have to register again and can use that PIC number. This is because your organisation can have only one PIC and if it holds duplicate PICs, it can cause delays

in processing your application while the UK National Agency resolves the issue. As part of the registration process, the Participant Portal will search for organisations that are the same or have similar information to your own and will allow you to email their contact person in case of any queries. However, to save time you are strongly advised to check beforehand that you do not already have a PIC, particularly if you are a large organisation with different departments or campuses.

**Important note:** Following guidance from the European Commission at the end of 2016, in order to avoid or minimize potential misuse of organisational data, we strongly recommend that the domain address used in your email for the Participant Portal matches the legal signatory and the contact person's domain email address used in the application form (e.g. [john.smith@abc.com](mailto:john.smith@abc.com) and [ana.rosi@abc.com](mailto:ana.rosi@abc.com))

If the email domain address in the application form is different from that provided in the Participant Portal, such applicants might be checked by the NA for correctness and validity of data provided either in the application form or in the URF.

## 6. Register on the European Commission's Participant Portal

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Please note that both the applicant organisation and any partner organisations (UK and transnational) must register on the European Commission's Participant Portal before completing an Erasmus+ application form.

The Participant Portal is accessible via an individual's EU Login account<sup>1</sup>. If you have not previously registered your organisation on EU Login, you can access the help section by clicking [here](#). If you are the contact person for your project you must register for an EU Login account even if your organisation already has a PIC.

The Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal can be accessed at: <http://ec.europa.eu/education/participants/portal/desktop/en/home.html>.

Please be aware that there are two portals: the **Research** Participant Portal and the **Education, Audiovisual, Culture, Citizenship and Volunteering** Participant Portal. A normal internet search for the Participant Portal will lead you to the Research Participant Portal by default, so ensure you use the link above in order to register and access the correct Participant Portal (i.e. Education, Audiovisual, Culture, Citizenship and Volunteering).

Once registered, organisations will receive a nine digit PIC. When a PIC is entered into an application form, the organisation's details will be entered automatically.

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<sup>1</sup> EU Login is previously known as ECAS. If you are already registered on ECAS, you can use these login details to access EU Login.

We would recommend that you test your PIC well in advance of submitting an application as it can take time to resolve any issues.

Please see the Erasmus+ Programme Guide, Part C 'Information for Applicants', page 244 which contains detailed guidance on how to complete these steps.

**Important note:** You will be expected to use the Participant Portal throughout your project's lifetime and each time that you apply for Erasmus+ funding. Therefore, you should take measures to ensure that your organisation's data is correct and up-to-date and that you always have the login details to access the portal.

## 7. Upload or update the Legal Entity Form (LEF) and Financial Identification Form (FIF)

Once registered, all organisations must have their legal status validated by their National Agency in their country. This includes both applicants and partner organisations in a project. Organisations cannot receive Erasmus+ funding until they have been validated. To enable the UK National Agency to validate your organisation, you will need to upload certain documents onto the Participant Portal.

Both you and your partners must upload a **Legal Entity Form** to the Participant Portal as well as supporting documents for this form. The Legal Entity Form template can be found here: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

Please be aware that there are three types of legal entity documents available: 'Natural Person', 'Private Company' and 'Public Law Body'. Please choose the adequate Legal Entity Form, depending on whether your organisation is a 'Private Company' or a 'Public Law Body'. The 'Natural Person' legal entity form is only to be used by the legal representative of an informal group of young people.

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status**. The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form. For more information, please have a look on the [FAQs section](#) of the Participant Portal and on the [Erasmus+ UK website](#).

For further guidance on legal forms, please refer to Annex I of this guide.

As an applicant, you will also need to upload a **Financial Identification Form**. You can find the Financial Identification Form template here:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent<sup>2</sup> bank statement for the given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments in Euro. If your organisation is successful in securing Erasmus+ funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

Please note that validation of your organisation is needed to process your application. However, it is a separate process and not linked to the assessment of your application. **Therefore, your organisation being validated does not imply a successful outcome of your application.**

If you have applied for Erasmus+ funding before and have already been validated by the UK National Agency you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted, but you can simply upload another document in their place. Please remember to include a document version number or a date of creation. Private organisations applying for a grant above 60,000 Euro and all unincorporated registered charities applying for a grant of any amount should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a Financial Capacity check to be carried out (see page 248 of the Programme Guide for more information about Financial Capacity).

For more information about registering and uploading documents to the Participant Portal as well as updating information and previously uploaded documents, please refer to the [Participant Portal manual](#).

**Useful tip:** Please note that any information included in the Legal Entity Form and Financial Identification Form must match the details in the application form and the Participant Portal.

## 8. Ensure you understand the quality criteria against which your application will be assessed

In order for you to write a high quality Key Action 1 application it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

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

Please bear in mind that if you were unsuccessful in a previous round and intend to submit your application again you should re-work it taking into account the feedback given to you previously by

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<sup>2</sup> i.e. not older than 18 months from the deadline date of the round to which you are applying

the external assessors. You are not allowed to submit the exact same application form twice, so make sure you aim to improve your application as much as possible when intending to resubmit it.

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 of the Action (see section "What are the aims of a mobility project?" on page 30 of the Programme Guide)</li> <li>▪ the needs and objectives of the participating organisations and of the individual participants.</li> <li>▪ the demonstrated understanding of the Erasmus+ volunteering principles as laid out in the Erasmus+ volunteering Charter</li> </ul> </li> <li>▪ The extent to which the proposal is suitable of:           <ul style="list-style-type: none"> <li>▪ reaching out to young people with fewer opportunities including refugees, asylum seekers and migrants</li> <li>▪ promoting diversity, intercultural and inter-religious dialogue, common values of freedom, tolerance and respect of human rights as well as on projects enhancing media literacy, critical thinking and sense of initiative of young people</li> </ul> </li> <li>▪ The extent to which the proposal is suitable of:           <ul style="list-style-type: none"> <li>▪ producing high-quality learning outcomes for participants</li> <li>▪ reinforcing the capacities and international scope of the participating organisations</li> <li>▪ in cases where associated partners involved: including the associated partners in relevant tasks.</li> </ul> </li> <li>▪ The extent to which the proposal involves newcomers to the Action.</li> </ul>
<p><b>Quality of the project design and implementation (maximum 40 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The appropriate experience of the organisation to reach the objectives of the project.</li> <li>▪ The consistency between project objectives and activities proposed.</li> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up).</li> <li>▪ The quality of the practical arrangements, management and</li> </ul>

	<p>support modalities.</p> <ul style="list-style-type: none"> <li>▪ The quality of the preparation provided to participants.</li> <li>▪ The quality of the non-formal participative methods proposed</li> <li>▪ The extent to which the participants are actively involved at all levels of the project.</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities.</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools.</li> <li>▪ In case of activities with Partner Countries neighbouring the EU, the balanced representation of organisations from Programme and Partner Countries.</li> <li>▪ The quality of cooperation and communication with project partners.</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 the organisations and individuals directly participating in the project at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.</li> </ul>

You will need to 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 (in respect to the target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Please remember to proofread your application!

**Important note:** Any application scoring less than half of the available points in any one of the three quality criteria will not be considered suitable for funding. In addition, a proposal needs to score more than 60 points in total. If these two criteria are not met, the proposal will not be considered for funding. For example, if an application scored 30 for relevance, 35 for quality of the project design and implementation and 12 for impact, it would not be successful even though 77 is a good score overall. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

## Uniqueness of Applications

Please be advised that identical or very similar applications, submitted by the same applicant or by other partners of the same consortium, will be subject to a specific assessment by the UK National Agency.

Please note that any relevant text you enter will be considered in the quality assessment. Please try, however, to be concise and give the most relevant detail in the most relevant section of the form.

## Proportionality

When assessing your application, assessors are asked to take into account the scale and type of your project, its outputs and the amount of funding requested in line with the proportionality principle. This means that in principle the larger and more complex your project is and the more funding you request, the higher the level of detail and clarity is expected regarding your project and its activities.

## Additional information on quality criteria

Annexes II and III of the European Commission's [2018 Erasmus+ Programme Guide](#) contain further information on quality criteria and key terms such as 'informal learning'. You may also find it beneficial to read the European Commission's Guide for Experts on Quality Assessment (the 2018 'Guide for Experts') which sets out the assessment process and the quality criteria for the assessment of applications. Both documents can be downloaded from the [Erasmus+ UK website](#).

## When will results be notified?

You should expect to hear about the outcome of your Key Action 1 Youth Mobility application within four months of the submission deadline. The named contact person for the project will receive notification of the outcome, including detailed feedback on why your application was approved or rejected and any recommendations for the future, if applicable.

Please note that if your application is selected for a reserve list place you will be asked to confirm whether you wish to accept the place and the National Agency will keep you regularly updated. For the indicative notification and project lifecycle deadlines as well as payment modalities, please have a look at pages 257 to 258 in the Erasmus+ Programme Guide. In any case, you will be notified of the final outcome by July 2018.

If, once you have received the notification email from the UK National Agency, you believe the UK National Agency has not followed the correct procedures as set out in the relevant Commission Call for Proposals or in the National Agency's own published guidance and you wish to appeal the

decision made by the UK National Agency in relation to your Erasmus+ application, you should follow the appeals procedure indicated on the [Erasmus+ UK website](#).

Alternatively, you may feel that the NA has followed the correct procedures, but wish to make a complaint. You can download the Appeals Form or the complaints form from the [Erasmus+ website](#).

Statistics and funding results will be published in due course in the '[Funding Results](#)' section on our website.

## Where to find more help and advice

For further information, please refer to the [Apply for Funding](#) section on our website.

You can find examples of youth work methods and resources for projects based on themes, such as: inclusion, diversity and participation, on the SALTO website: [www.salto-youth.net](http://www.salto-youth.net).

You can also check the European Youth Portal, which gives information on opportunities for young people: [https://europa.eu/youth/EU\\_en](https://europa.eu/youth/EU_en).

The Erasmus+ team at Ecorys UK are also here to help you with any queries you may have regarding your Key Action 1 Youth application. You can contact the team by phoning the Erasmus+ Helpline on **0121 212 8947** or by emailing [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com). Our working hours are: Monday – Thursday: 9:00am – 5:30pm and Friday: 9:00am – 5:00pm.

**Useful tip:** The Erasmus+ helpline is particularly busy before an application deadline so, while the National Agency will try their best to answer and resolve your queries, it is always recommended that you start completing your application well in advance of the deadline to avoid any unforeseen issues.

If you would like to attend an application support webinar in the run up to the deadline, you will find details of the schedule and how to register [on our website](#) once these are available. Recordings of the webinars will also be made available on our website and YouTube channel in due course.

Please [sign up](#) to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more.

**Important note:** Any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the UK National Agency. The UK National Agency does not take any responsibility for incorrect information provided about the Programme by other organisations. Additionally, the UK National Agency will only communicate with the applicant organisation during the application process and the contracting stage, if the application is approved. Any organisations claiming to have a broker agreement between you and the National Agency should be avoided, as we will not liaise with any third party organisations regarding any aspect of your project.

## Preparation Checklist

Please check the following before completing your application form:

<input type="checkbox"/>	Have you read the relevant sections of the 2018 Call Programme Guide?
<input type="checkbox"/>	Have you checked how your application links to current EU policies?
<input type="checkbox"/>	Have you checked whether this is the right Key Action and field for your project?
<input type="checkbox"/>	Have you checked whether your organisation is eligible for Erasmus+ funding?
<input type="checkbox"/>	Can you demonstrate the organisational and financial capacity of your organisation?
<input type="checkbox"/>	Does your organisation have a PIC number?
<input type="checkbox"/>	If your organisation does not have a PIC yet, have you registered on the European Commission's Participant Portal via EU Login?
<input type="checkbox"/>	Have you uploaded the updated Legal Entity Form onto the Participant Portal, along with any required supporting documents?
<input type="checkbox"/>	Have you uploaded the updated Financial Identification Form onto the Participant Portal, along with any required supporting documents?
<input type="checkbox"/>	Are all your details on the Participant Portal correct and up-to-date?
<input type="checkbox"/>	Are your partners aware of the Participant Portal requirements?
<input type="checkbox"/>	Have you checked the quality criteria against which your application will be assessed?
<input type="checkbox"/>	Does your organisation have a Euro account or an account that will accept Euro payments?

## PART II: APPLICATION FORM

### Step-by-step guide to completing your application

In order to help you put together a good quality application we have developed a technical guide to assist you in filling out the online electronic application form (eForm). The next pages will take you through the different sections of the eForm, emphasise the most important parts that differ from the Key Action 1 Youth Mobility application form and highlight potential stumbling blocks.

It is important to note at the 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 within 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 (including participants involved as well as the planned activities) is correct, realistic and will not be subject to change, except where permitted under the rules for Volunteering Projects. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

### Introduction to the Web eForm

It is compulsory to complete the eForm when applying for Key Action 1 funding. **Please note the eForm is no longer a PDF document and must be completed online in your web browser.** You will need to use your EU Log-in details (please see page 14 of this guide) to access the web application form. Please ensure you open a correct application eForm.

The form has been successfully tested on the following browsers: Internet Explorer 11.0, Firefox 45.7 and Chrome 56.0. We recommend that where possible you use a PC to complete the form.

You will also need PDF reader software (such as Adobe Reader) to print, sign and scan the Declaration of Honour page, which needs to be annexed to your application.

### Accessing the eForm

The eForm can be accessed here on the Erasmus+ Forms website:  
<https://webgate.ec.europa.eu/web-eforms/>

**Please be aware that this form is only for applications for projects including Volunteering Projects activities. If you wish to apply for Youth Exchanges and Mobility of Youth Workers activities, you will need to complete the KA105 Youth Mobility application form on the Erasmus+ Forms website. Guidance for Youth Mobility applications is available on [our website](#).**

When you click on the link to access the online eForm, the EU Log-in page will automatically show on your screen. After logging in you will then see the 'Home' screen with two tabs:

- 'Open Calls' tab with the 'Apply' button – please click here and select 'Volunteering Projects' to open a new version of an online eForm.
- 'My applications' tab where all the submitted or draft applications will be displayed.

You have to be connected to the internet to enter information into the form. The eForm does not have a 'Save' button as it is automatically saved every 2 seconds.

If you close the application, you can edit it again via 'My applications' tab on the 'Home' page and by clicking on the grey 'Menu' button (a box with three black bars in it) on the right hand side of a given application version, choosing the 'Edit' function. This way you can return to your application and complete it as many times as necessary. Please note that each draft application that you open by clicking the 'Apply' button in the 'Open Calls' tab will have a unique form ID number. To be able to return to an appropriate draft version, you will need to know the relevant form ID, otherwise the project title will be displayed here once it has been populated in the eForm.

To log out, you will need to completely close the browser that you are working in.

## Basic Application Functionalities

You should fill in all the required fields on the form, using the mouse or tab keys to navigate. Mandatory fields are marked with a red stripe on the left hand side and you will need to complete all of them in order to be able to submit the form.

Each section of the application form is displayed in the menu on the left-hand side. Once all the mandatory fields in a given section have been completed correctly, the section will be marked with a green tick icon.

If there is any information missing in a section or if not all the application rules have been respected, a section will be marked with a red exclamation triangle icon. Most individual questions will be marked in the same way to make it easy to identify and fix any issues.

Please note that fields appearing in grey are 'Pre-filled or Calculated Fields'. You will not be able to modify these and they will display either default values, calculation results or data input in other fields, or tables within the application form.

If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add rows or sections by clicking on the relevant 'Add' grey button (e.g. 'Add partner'). To delete an entry, please click on the grey 'Menu' button on the right hand side of a given entry and choose a relevant 'Delete' function (e.g. 'Delete an activity').

Some sections of the application form, such as the 'Participating Organisations' section, have a 'Menu' button (a box with three black bars in it) that you have to click to add further information to

the section. Others, such as the 'Legal Representative' and 'Contact Person' fields, have underlined links that you must click in order to populate this section.

Please note that the maximum number of characters for the narrative boxes is 5000 characters (including spaces).

You can navigate back and forth through parts of each section by using the links at the top of the page.

## Submitting the eForm

You can only submit the e-Form once all sections have been completed correctly and have been marked with a green tick in the left-hand menu. The 'Submit' button in the menu will then become active and you will need to click this button to submit your application to the UK National Agency.

Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. Under the 'Submission' summary page you can access information about all submissions you made with a given application form.

## Sharing your e-Form

It is possible to share your applications with your colleagues or partners in a read-only format. The application can only be shared with someone who has an existing EU Login account and is accessed when they log into the Erasmus+ Forms website using their EU Login details.

To share your application, you can do this either by navigating to 'My Applications' from the web forms Home screen and then selecting 'Share' from the menu to the right of the application you want to share. Alternatively, within the eForm there is a section marked 'Sharing', which will also take you to a section marked 'Sharing Summary'.

Click the 'Share Application' button and enter the email address linked to the EU Login account of the individual you want to share the application with. Currently there is no function to notify automatically the individual that an application has been shared with them, so you will have to inform them. Once the user the application is shared with logs into the Erasmus+ Forms website, a read-only version of the application will appear under 'My applications'.

Under 'Sharing Summary' you can find a list of users that the application is shared with and has previously been shared with. If you need to edit the details of the individual you have shared the application with or need to revoke a user's access to it you will need to click on the menu button to the right of their email address and select either 'Edit Sharing' or 'Revoke Sharing' as appropriate.

## Further Guidance

Please allow plenty of time to complete the eForm, as it can take time to resolve technical issues. If you need further guidance on completing the eForm, you can also read the European Commission's technical guidelines for [KA1 Youth \(KA105\)](#) and [KA3 Structured Dialogue \(KA347\)](#). The latter

document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems.

## Completing the eForm

### Context

This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on the selection of your proposal. Unless otherwise specified in the Programme Guide, the receiving National Agency must be located in the country of the applicant organisation.

Details specific to the application being made (Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission) are visible at the top of the screen. Applicants should check that this information corresponds to the funding being applied for.

'FormId' is the identification code of your application and is individually generated for each draft eForm you create when you click on the 'Apply' button in the 'Open Calls' on the 'Home' screen. You will not be able to change the content of the above box. If any of the above details do not apply to the grant you wish to apply for then you are using the wrong form. You need to close it and choose the correct form from the 'Home' page, which can be quickly accessed by clicking on the home icon. You will be then able to open the correct eForm or to search for the appropriate funding opportunity and a relevant application form. All other sections must be completed by applicants.

**Project Title:** Please choose a title for the project, different from your organisation's name.

**Project Acronym:** Please enter any acronym for your project title here, if applicable.

**Project Start Date:** Select a start date between 01/08/2018 – 31/12/2018 from the calendar.

**Useful tip:** Please try selecting the date from the drop-down calendar. If you decide to enter the date manually, please check whether it is in the correct format, otherwise the form may not validate. The date format within the application form is: dd-mm-yyyy.

**Project Total Duration:** The overall project duration can be between 3 and 24 months – please select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates. The overall project duration will need to encompass all project-related activities from promotion and recruitment through to evaluation and dissemination.

It is important therefore to consider a realistic project duration to be able to carry out all project activities to a high standard.

Please note that if you are awarded funding, the indicative date for signing your Grant Agreement with the UK National Agency is five months after the deadline (i.e. September 2018 for applicants applying under the 26 April 2018 deadline). Please be mindful that you should plan in enough time before your activities to be sure you are able to get the value for money on travel costs, venue hire etc.

**Project End Date:** This should be no longer than 24 months after the start date and after all activities or mobilities have taken place. The project end date will calculate automatically once you have selected the Project Total Duration in months.

**National Agency of the Applicant Organisation:** please select UK01 (United Kingdom) from the drop down box.

**Language used to fill in the form:** Please select English from the drop-down menu for applications made to the UK National Agency.

Once all information is entered, all fields will be marked in green. On the left hand side of the screen, the 'Context' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is completed.

## Participating Organisations

This section asks applicants to provide information relating to the applicant organisation and other organisations involved in the project as partners, if applicable.

In advance of completing this section of the form applicants must register their organisation on the European Commission's Participant Portal to obtain a nine-digit PIC number. Please refer to page 14 of this guide for further information. If you have already submitted an Erasmus+ application, you do not need to re-register and should use the same PIC for any further Erasmus+ applications. All organisations included in the application, whether they act as an applicant or a partner, need to be registered in order to receive a PIC number through the Participant Portal.

Once you have entered your PIC in the box, the 'Legal name' and 'Country' fields should populate automatically. You need then to select 'Organisation details' function from the grey 'Menu' button to complete this section.

## Applicant Organisation Details

This section on the screen will be pre-filled with the data from the Participant Portal. If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly. If you are not able to make the amendments before the

application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

Please note the ‘CEDEX’ field is only applicable to French organisations and can be left blank where applicable.

If you receive an error when inputting your PIC number and you have checked that you are entering the right code – please contact us at [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com).

## Profile

**Type of Organisation:** In the 2018 eForms applicants can indicate the type of the organisation as this information is no longer filled in the Participant Portal. Please note that, as this field is compulsory, you cannot leave it empty and you should pick one option from the drop-down menu.

The answers to the questions ‘Is your organisation a public body?’ and ‘Is your organisation a non-profit?’ will also be pre-filled using the information submitted on the European Commission’s Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

**Is your organisation: a public body at regional/national level; an association of regions; a European Grouping of Territorial Cooperation; or a profit-making body active in Corporate Social Responsibility?** Please select ‘Yes’ or ‘No’ from the dropdown menu.

Please note that in this context, a public body at national or regional level is considered a public body that (1) provides services or has an administrative area of competence that covers the whole national or regional territory and (2) has a monopoly in the sense that there are no other bodies that carry out the same functions in the country or region (typical examples would be: Ministries, State Agencies, Regional Public Authorities, etc.). In this sense schools, universities or other bodies, even if they are established by the national law, are excluded from this category and qualify as public bodies at a local level.

**Useful Note:** If the answer to the above question is ‘Yes’, Organisational Support amounts will be reduced by 50%, as highlighted in the 2018 Programme Guide on page 92.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation’s registration on the Participant Portal. Please refer to the Participant Portal User Manual for advice on how to update these details: [http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf)

## Accreditation

If you are applying for Volunteering Projects, you must have been accredited before the deadline. **Your application will be rejected if you, as the applicant, are not accredited as a coordinating organisation at the time of application submission.** Please note that both the applicant should have the relevant accreditation for the duration of the whole project and that all partner organisations must hold a valid accreditation at the first day of the volunteering activity in which they are involved. If any accreditation expires during the project, any activities not covered by the accreditation date may be made ineligible. **The UK NA therefore advises that all project partners have valid accreditation for the duration of the entire project.** Should any accreditation be due to expire you should apply for a relevant accreditation before the existing one expires, allowing sufficient time for its processing by the UK NA.

Accreditation is for organisations that want to send or receive volunteers, or to act as coordinators of a project. An organisation can seek accreditation as a Sending, Receiving, and/or Coordinating Organisation on the same official form. A link to the form can be found on the Erasmus+ website [here](#).

**We highly recommend that you carefully read the information provided on our website regarding the [accreditation of youth volunteering organisations](#).**

Please make sure that each organisation participating in your project holds the right type of valid accreditation for the role they will play in the project. Where an organisation will be undertaking more than one role (e.g. co-ordinating and hosting), it must hold accreditation for each type of role.

Therefore:

- The **applicant** organisation must hold **‘Co-ordinating’ accreditation**.
- Any organisation planning to **receive volunteers** must hold **‘Hosting’ accreditation**.
- Any organisation planning to **send volunteers** must hold **‘Sending’ accreditation**.

For example, if you are the applicant and you will be receiving volunteers, you will need to hold both Co-ordinating and Hosting accreditation.

This is in line with the terms set out in Annex I of the [2018 Programme Guide](#), page 281: “If the organisation has more than one role in a project application, it must have a valid accreditation for all those roles.”

Before submitting an accreditation application, a PIC (Participant Identification Code) will be needed.

The contact person provided in the accreditation of youth volunteering organisations form is responsible for keeping information up-to-date, posting volunteering opportunities on the [European](#)

[Youth Portal](#) and informing the Agency/SALTO if there are periods during which the organisation does not intend to be involved in any projects.

**Please note that informal groups of young people are not eligible for youth volunteering accreditation.**

The [Volunteering Platform](#) hosted on the [European Youth Portal](#) is a tool to find partners in the framework of Volunteering Projects. Relevant information and details about accredited organisations are provided on the website.

If you already hold youth volunteering accreditation, this section of the eForm will populate automatically with the accreditation reference when you enter your PIC. If your accreditation reference does not appear, please contact the National Agency.

If your application is approved for funding, you will need to provide the accreditation details for all organisations taking part in your project at a later date, therefore it is important to ensure they have a relevant accreditation corresponding to their role in your project before the start of any activities.

## Associated Persons

Associated Persons are persons related to the project – Legal Representative and Contact Person. To populate the details for the Legal Representative and Contact Person, please click on the ‘Menu’ button and choose ‘Person’s Details’ function.

You have the option to add another two Contact Persons by clicking ‘Add Associated Person’ button, but only one can be identified as a ‘Preferred Contact Person’ and the UK NA will only be in touch with them during the application assessment process and contracting stage, if applicable.

To remove any additional Contact Persons that you have added to the form please click on the ‘Menu’ button and select ‘Delete person’.

## Legal Representative

In this section please enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation. This may be your Finance Manager or another member of the Senior Management Team. If your application is approved, this person will also be the signatory for the Grant Agreement and the person who takes on the terms and conditions attached to the grant on behalf of the organisation.

Please complete every field in this section.

In order to facilitate contact between the applicant and the UK National Agency, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

If the address of the legal signatory is the same as the organisation address, you should click on the 'Same Address as Organisation' button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

Please note: it is important that the legal representative details are consistent throughout the application form, in the Declaration of Honour, partner mandate(s) and other supporting documents. If there are inconsistencies, your application might not be taken forward.

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2018 Programme Guide, Part C 'Step 2: Check the Compliance with the Programme Criteria' on pages 245 to 249. Please ensure you give special attention to the Exclusion Criteria (pages 245 to 247).

Once all fields are completed, they will be marked green. To go back to the 'Applicant Organisation Details' screen you can click on 'Applicant Organisation' in the top navigation menu (under the Erasmus+ logo).

## Contact Person

Please complete this section as per the previous one for Legal Representative. We will use these details as the first point of contact during the application process and, should the application be successful, the delivery of the project. We strongly recommend that the contact person is different from the legal representative.

If the address of the legal signatory is the same as the organisation address, you should click on the 'Same Address as Organisation' button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

Please ensure that the contact person details are up-to-date and that those people will be available throughout the application process as well as the project lifetime. Please contact us as soon as possible if there are any changes.

If you are requesting Online Linguistic Support (OLS) then you should indicate an OLS contact person. This can be the same as the project contact person or another staff member responsible for the language preparation. They will then be given access to the tool and will be responsible for access licence allocation to your beneficiaries.

Once all fields are completed, they will be marked green. To go back to the 'Applicant Organisation Details' screen you can click on 'Applicant Organisation' in the top navigation menu (under the Erasmus+ logo).

## Background and Experience

This section refers back to the applicant organisation. The information in this section will inform the assessment of your organisation's capacity to manage the project and requested grant successfully.

**Please briefly present your organisation:** Please include the aims of your organisation, its history, its location and how the activities proposed in this application fit into other programmes or activities you deliver.

You must also include details of the young people your organisation typically works with in terms of geographic location and any additional needs they might have. For example, you may wish to enter the proportion of young people with disabilities, from families in receipt of benefits or those with English as a second language, if you feel that this information is pertinent.

**What are the activities and experience of the organisation in the areas relevant for this application?** 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 you propose in this application. Please detail if this is a project format that you have delivered before.

**Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project:** Please give details of the number of administrative and delivery staff involved in this project (detailing paid staff and volunteers) and their competences or relevant experience or qualifications.

**If any, please indicate any finalised Youth in Action or Erasmus+ projects with EVS activities you have been part of within the last 3 years prior to the application deadline.** Please complete the table with the relevant information. To add more projects, click on the 'Add' button. To delete any entries, please click on the 'delete' button (a circle with an 'x' in it). If you have been involved in previous projects, but do not know the exact details, please contact the UK National Agency.

**Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?** Please select your answer from the drop down menu. If you select 'Yes' here, please complete the table with the relevant information. To add more projects, please click on the 'Add Grant' button. To delete any entries, please click on the 'delete' button (a circle with an 'x' in it). If you have been involved in previous projects but do not know the exact details, please contact the UK National Agency.

Once all fields are completed, they will be marked green. To add partners to your project you need to go back to 'Participating Organisations' by clicking the link in the top navigation menu (under the Erasmus+ logo).

## Partner Organisations

Please be aware that in Volunteering Projects applications it is not compulsory to include details of any partners in Section C as it possible to add partners later on in the project lifecycle. However, **the UK NA strongly recommends that you identify any potential partners at this stage** and that you add their details by clicking on 'Add Partner'. As with your own organisation, you will have to enter the PIC of the partner organisation(s) as well as details on 'Background and Experience', 'Legal Representative' and 'Contact Person'.

If you do not add any partners, you must include details within the body of the application on selection of partners and their expected roles (see Section D 'Description of the Project' and Section F 'Project Management'). If the project is funded the UK NA will ask you to provide details of the organisations participating in the project at a later date and all relevant documentation, such as partner mandates or a valid accreditation, will have to be provided then.

When identifying partners (i.e. receiving/hosting organisations) the applicant should ensure that they take into consideration their organisational capacity to manage a project and a partnership. Key Action 1 is open to organisations established in Programme Countries and Partner Countries neighbouring the UK (regions 1 to 4), and you can find a full list [here](#) or in the 2018 Programme Guide on pages 21-22.

**Important Note:** You must annex a signed **partner mandate for each partner listed in the application to the application form**. The European Commission has provided a partner mandate template which must be used and which is mandatory for applicants to complete and can be downloaded [here](#).

Please ensure that each mandate is signed and dated in original by the organisations' legal representatives. **Electronic signatures will not be accepted**. Please note that the organisation details provided on partner mandates **must** match the partners' details specified on the Participant Portal and/or the application form.

## Partner organisation Details

This section on the screen will be pre-filled with the data from the Participant Portal.

### Profile

Again, the field 'Type of organisation' must be manually filled here by selecting the most relevant type from the drop-down menu.

## Accreditation

This section will be pre-filled with the data from the Participant Portal if the partner organisation holds an accreditation. As detailed on page 28 of this guide, all partner organisations must hold a valid accreditation at the first day of the volunteering activity in which they are involved. If any accreditation expires during the project, any activities not covered by the accreditation date may be made ineligible. **The UK NA therefore advises that all project partners have valid accreditation for the duration of the entire project.**

## Associated Persons

Please refer to the advice provided above for the ‘Applicant Organisation Details’ section when completing this sub-section in relation to your partner.

## Legal Representative

Details of the partner’s legal representative should be provided in this section. If the address of the legal signatory is the same as the organisation address, you should click on the ‘Same Address as Organisation’ button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

## Contact Person

Details of the partner’s contact person should be provided in this section. If the address of the legal signatory is the same as the organisation address, you should click on the ‘Same Address as Organisation’ button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

## Background and Experience

**Please briefly present the partner organisation:** This section asks for further information regarding the activities and experience of the partner organisation in the areas relevant to the application. The description of your partner’s background and experience should make it clear why this partner has been chosen and what skills and experience the partner has. You should also demonstrate what relevant and complementary expertise the partner brings to the project. Additionally applicants must outline the relevant skills and expertise of key people at the partner organisation. There is a 5,000 character limit for this sub-section.

Once all fields are completed, they will be marked green. To add more partners to your project you need to click on ‘Participating Organisations’ in the top navigation menu (under the Erasmus+ logo). On the ‘Participating Organisations’ screen please click ‘Add Partner’ button and follow the above

instructions. If a partner has been entered in error you can delete their information by using the 'Menu' button next to the relevant partner and choose the 'Delete Organisation' function.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Participating Organisations' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated and complete.

## Project Description

This section asks for information about the objectives and topics of the project. The applicants must provide a rationale for the project and identify both the project's objectives and the issues/needs/challenges the project will seek to address. All projects should propose to address a need for their young people, community or organisation. Where possible, Volunteering Projects should demonstrate how young people are actively involved in shaping the project proposed. You should describe the added value in terms of the skills/knowledge participants will acquire from completing a European mobility. It is also important to specify the planned duration of the activities and provide a justification for their length.

You will also need to identify the most relevant topics addressed by your project (a maximum of three). They should be selected from the dropdown menu. Do not worry if a given topic doesn't cover everything. You can add topics by clicking the box next to them in the dropdown menu or remove them by clicking a given box again. If your project is to address more than three topics, please choose the most relevant ones.

You will also need to include information regarding what each of the partners will bring to the project in terms of their expertise, skills and experience of working with the identified target group(s). It is recommended that an account of the history behind the partnership is given and a reason for choosing each of the project partners as well as the details of how this project will meet their needs and objectives.

If any partners have not been identified under Participating Organisations then information on how you will find partners and how their experience and skills will contribute to project delivery and to achieving the project objectives should be provided. There should be a coherent link between the Erasmus+ programme objectives, the project objectives and the composition of the partnership. Please note that a strong partnership is crucial to the successful delivery of an international project.

Finally, if applicable, please include information on any Associated Partners. Volunteering Projects may involve **Associated Partners** from the private or public sector that will contribute to the implementation of specific project tasks, activities or support a more long-term dissemination, transfer of learning and sustainability of the project. For contractual management issues, associated partners are not considered as part of the project partners (not formal partners) and they do not receive funding. Associated Partners also cannot not be used to send or host volunteers.

However, their involvement and role in the project and different activities have to be clearly described together with how they can bring added value to the planned activities by investing resources and know-how as well as the extent to which they are relevant and will assist in achieving the strategic aims of the project.

Please note your project must include **minimum one hosting and one sending partner organisation**, one of which should be in the UK (the applicant).

There is a 5,000 character limit for each of these questions (including spaces).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Project Description' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Participants

### Participants

In this section applicants must detail who the project participants will be for each planned activity, how the project links to their needs and what they will gain from taking part in the project. Additionally, you must detail the process for selecting participants from all partner groups that has taken place or will take place and how this establishes the most suitable participants whilst ensuring a fair process. Please note that for volunteering activities, participants cannot take part in more than one long-term volunteering activity (i.e. lasting more than two months) to ensure opportunities are made available to as wide a group of people as possible and to make the best use of the European funds. All participants must be residents in the country of their sending organisation.

If within your target group(s) there are participants with fewer opportunities, please provide information about their profile and background.

It is also important to describe the participants' actual or likely age ranges, gender, ethnicity or other pertinent information, detailing how, in particular, you will ensure a gender balance.

**Important Note:** In line with the conditions set out in the [Corrigendum of Annex I of the 2018 Programme Guide](#), participants from a Programme Country and volunteering in another Programme Country **must** be selected among the pool of young people registered in the [European Solidarity Corps Portal](#).

On the European Solidarity Corps matching database you will be able to use the [PASS Tool](#) (Placement Administration and Support System) to enter details of the proposed placement to search for potential participants. Suggested candidates will be shown and you will be able to view their details - personal contact details will not be shown for data protection reasons. You can initiate a contact with a given participant to start discussions with your organisation to help you decide

whether to make an offer or not. If you make an offer the chosen participant will then receive an email from the PASS tool (in their preferred contact language), advising them that they have been offered the placement, which the participant then can choose to accept or reject through the tool.

For further information, please refer to the [PASS User Guide](#).

## Participants

In this section applicants will have to select 'yes' or 'no' from the drop down menu in order to indicate whether or not their project will involve participants with fewer opportunities. If 'Yes' is selected, information on the actual or likely profile of the participants the project will involve is also required. For more detail on each of the categories, please see 'Equity and Inclusion' on page 10 within the [2018 Erasmus+ Programme Guide](#).

Finally, you will need to explain the particular measures you will put in place (if applicable) to cater for the specific needs of these participants and/or to support their participation (e.g. accompanying person, reinforced mentorship etc.).

## Participants with Fewer Opportunities

Applicants will have to select 'Yes' or 'No' from the drop-down menu in order to indicate whether or not their project will involve participants with fewer opportunities. Additionally, information on the actual or likely profile of those participants is also required by selecting from the drop down menu the category of participants with fewer opportunities that they fall into. For more detail on each of the categories, please see section 'Equity and Inclusion' on page 10 within the [2018 Erasmus+ Programme Guide](#).

## Learning Outcomes

In this section applicants need to identify the competences (i.e. knowledge, skills and attitudes/behaviours) that specific activities and methods will develop. There should be a clear link between the aims of your project, the activity and the learning outcomes. They should also be relevant to your participants and address the need(s) you identified for this project.

Following this, a drop-down menu will offer the opportunity to specify whether or not the project will make use of European instruments/certificates to validate the competences acquired by the participants during their experience abroad. You should specify which ones these are and can select up to three of them by clicking the box next to them in the dropdown menu. There is also drop-down menu which allows you to specify whether or not the project will make use of any additional national instruments or certificate that will be used to support participants' learning and reflection (both on their learning process and competences developed in the project) as well as recognition of their learning outcomes (for example ASDAN or any other UK accreditation).

Finally, the applicant will have to detail how the selected instruments/certificate(s) will be used. It is important to remember to include the methods that will support reflection and documentation of the learning outcomes in the daily timetable of each activity (if a timetable is required – please see page 38 for further information).

**Useful tip:** Youthpass is a recognition tool for non-formal and informal learning widely used within youth projects. It helps the participants to reflect on and record their learning progress and skills/competences development, which could then be used to support job applications or applications for further courses for example. Please find additional information and guidance on the official [Youthpass website](#).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Participants' Profile' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Project Management

In this section the applicant will have to describe the process(es) established for agreeing roles and responsibilities with the partners in order to ensure quality learning outcomes as well as systems and principles in place for good administration, management and delivery of a high quality volunteering project. After this a description of the process(es) for establishing suitable methods for agreeing and monitoring learning outcomes for participants should be given together with the procedures for ensuring effective quality management. The applicant will have to ensure that they will also detail how they intend to facilitate active involvement of participants and support their reflection to ensure the relevance and quality of these outcomes.

The applicant will also have to detail how and when they plan to cooperate and communicate with the project partners, including any associated partners, if applicable. Please outline the methods by which you will ensure regular communication with your partners or other project stakeholders. In this sub-section you should describe how you plan to work together: good partnership is crucial, so there must be a clear set of roles and responsibilities present for all involved in the delivery of activity(ies) as well as project management and administration. Any scheduled meetings or other methods by which you will maintain contact before, during and after the activity(ies), must be outlined here as well.

In this section, you will also need to provide details on how and when you plan to deliver practical arrangements (e.g. travel, accommodation, insurance, safety and protection of participants, visas, preparatory meeting with partners, etc.) and which partner(s) or individual(s) will take responsibility for them. Please see pages 280 to 285 in the Erasmus+ Programme Guide for more details.

The applicant must also outline the risks identified in this project in relation to tasks, participants and location as well as the plans for mitigating these risks to ensure the safety of all involved. This must include agreement on emergency procedures and a code of behaviour for participants. You should also note your plans for obtaining a suitable insurance and handling any additional visa requirements or legal aspects to evidence how you will manage these. We expect that applicants plan to comply with the UK legislation and consider relevant national legislation in the country of each partner. In the UK this includes in particular the UK Data Protection Act 1998, legislation/statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (including without limitation, the UN Convention on the Rights of the Child and the Children Act 1989 as well as Safeguarding Vulnerable Groups Act 2006).

Please follow the [FCO travel advice](#) for the countries to which you will send your participants – **please note that we may not fund a mobility in cases where the FCO advises against it.**

Finally, you will need to provide information on what preparation will be offered to participants and who will provide the preparatory activities. Therefore, applicants will have to outline the training plan for participants or organisers, as deemed necessary for the successful implementation of the project. This plan should detail what training will be provided, when and by whom. It should pay attention to not only task-based training to ensure participants' safety and ability to engage with the activities but also provide adequate support for the intercultural and linguistic learning expected to take place.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Project Management' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Activities

### Volunteering Activities

In this section the applicants are asked to outline, for all activities, the context and objectives and detail how they will contribute to meet the aims and objectives of the project, as previously given in the Project Description section. Any potential synergies among individual volunteering placements should be also highlighted here.

For any activities that have all elements identified in each flow, **you must provide a timetable**, which must be uploaded as an annex to the eForm. The European Commission has published a Youth Activity Timetable Template for KA1 applications. The template can be downloaded under the 'Annexes' tab. For each Volunteering activity, the timetable annexed must provide a sample of a week's volunteering activity. Please note that if an Advance Planning Visit is also being organised, a timetable detailing the programme of the APV will have to be included.

In addition to the timetable, applicants must note how they have decided on this programme, explaining how they have ensured that their methods and activity(ies) are relevant to their objectives and are relevant to the learning outcomes and anticipated impact. Basic elements of activities should be described here, such as: type of activity, venue, dates, countries involved and the role of each partner.

**All activities** (including Complementary Activities) will need to demonstrate compliance with the principles and provisions described in the Programme Guide, Annex I ‘Mobility project for young people and youth workers’, pages 280-285. This includes the use of a variety of informal and non-formal methods to generate learning. Formal methods should be strictly limited. All activities should include space for participants to reflect on their learning (ideally by using Youthpass) and should encourage active participation, creativity and initiative.

Volunteering activities will also need to demonstrate that tasks can be shaped by the young people to reflect their interests and abilities. Routine, manual and repetitive administrative tasks must be kept to a minimum. Tasks must not place a high level of responsibility or risk on volunteers, and the volunteers must not perform tasks that match the profile of an employee, since this should clearly be a learning service that offers community interest or benefit. **Therefore, job substitution of any kind is not allowed.**

Applicants must note how they have decided on this programme, explaining how they have ensured that their methods and activity(ies) are relevant to their objectives and are relevant to the learning outcomes and anticipated impact. Where possible, basic elements of activities should be described here, such as type of activity, venue, dates, countries involved and the role of each partner.

Accompanying persons may be included where necessary to enable a participant with special needs to attend. However, the reason why the accompanying person is required will have to be justified.

## List of Volunteering Activities

In this sub-section you will encode each one of the activities you plan to implement in your project. Every activity planned (including any Advance Planning Visits) must be listed in this section. We cannot fund activities if they are not listed in the application form. It is important that the activities you select here are accurate and consistent with the information given elsewhere in the narrative of the application form as this section determines the total requested grant for your project. Please be aware that if there are significant inconsistencies between the activities listed here and other sections of your application form (including any attached timetable) then your application may be rejected.

A first activity (A1) will already be included in the form and you will need to click on the ‘menu’ button to the right and select ‘Activity Details’ to edit the details. To add more activities, click the

'Add Activity With All Elements Identified' or 'Add Activity With Not All Elements Identified' button and choosing 'Activity Details' function from the 'Menu' button.

Please note that the first activity (A1) is automatically with all elements identified. If none of your activities has all elements identified, first you will need to click on 'Add Activity With Not All Elements Identified' to create a second activity. You will then be able to delete A1 by selecting 'Delete Activity' from the 'Menu' button.

**Important Note: All elements of your activities are identified?** When an activity with all the elements identified is selected, you will need to complete all the fields in the 'Activity Details' and your grant will be calculated using the applicable unit costs and rates per budget category, based on the exact flows of volunteers as well as indicated countries and distance bands.

However, if you choose to have activities where not all elements are identified, the Country of Origin, Country of Destination and Distance Band will not be required. Under each flow you will only provide the number of volunteers you plan to involve and the duration of activity(ies). Your grant will be then calculated on the average costs per budget category per volunteer.

At Final Report stage (if your project is approved for funding), your final grant will be calculated based on the exact flows of volunteers reported and associated unit costs as defined in the Erasmus+ Programme Guide. The final grant will have to remain in the frames of what was granted at the application stage (i.e. the contracted grant amount). Therefore, you will be expected to manage the project costs and the partners around these average costs.

An activity is defined as either:

- **Group Volunteering Activities:** For a given group (between 10 minimum and 40 volunteers maximum), the volunteers can carry out their activity jointly in the same timeframe and place, and the tasks are linked to a common thematic. Group Volunteering Activities must last between 2 weeks and 2 months.
- **Individual Volunteering Activities:** Those activities are carried out for a period of 2 months up to 12 months. Young people with fewer opportunities can volunteer abroad for a shorter duration starting from 2 weeks.

**For Volunteering activities, applicants can also apply to carry out an Advance Planning Visit (APV). It will need to be listed as a separate activity within this section.** The APV is used to plan the practicalities of running and implementing your volunteering activities to ensure they are successfully carried out.

Please note APV travel must be included in the **‘Activities’ section**. APV accommodation and boarding costs (accommodation and meals – and those only) can be applied for under **Exceptional Costs**.

If the project foresees an APV, then the following eligibility criteria must be respected:

- duration of the APV: maximum 2 days (travel days excluded)
- number of participants: 1 participant per Sending Organisation. The number of participants can be raised under the condition that all additional participants are volunteers with fewer opportunities taking part in the activity.
- must take place in **a country where the related volunteering activity will take place** (i.e. in the country of one of the receiving organisations)

Every activity planned (including any Advanced Planning Visits) must be listed in this section. We cannot fund activities if they are not listed in the application form. Some changes may be requested and approved by us at a later date, but if an activity is not added, we will not be able to increase funding to cover it.

The first step when starting to fill in the ‘Activities details’ screen is to select the ‘Activity Type’ from the drop-down list.

If you select ‘Individual Volunteering Activities (AV-IVA)’, you will need to specify whether this is a long-term activity or not by selecting ‘Yes’ or ‘No’ in the drop down. Then, please enter your ‘Activity Title’. To edit the first flow (no. 1 in the list), click on the ‘menu’ button on the right-hand side and select ‘Flow Details’ from the function menu. You can add further flows of your Activity by clicking the ‘Add Flow’ button.

Flow is the term used to describe a separate instance of travel within one activity. For example, if your organisation were to organise a Volunteering Project hosting three volunteers from three different countries, the event is one activity and each volunteer, travelling from a different country or the same country, would be a separate flow. The figures entered here are used to calculate the Budget.

If an Advance Planning Visit (APV) is being carried out this must be entered here as an additional activity. Details of those people that will be attending the APV from both the hosting and sending organisations must be given.

In the newly opened window you can now specify the following details:

- **Country of Origin:** Please select from the drop down menu. Please be aware that although the drop down menu includes all countries that are part of the Erasmus+ Programme, only countries that are officially participating in your project as partners must be selected.

- **Country of Destination:** This field (along with the country of origin) is used to calculate the rate per person per day for the proposed flow (known as 'Organisational support' and 'Individual Support').
- **Duration Including Travel (days):** This is automatically calculated. Note the following minimum and maximum durations:
  - Individual volunteering activities: 2 - 12 months (excluding travel time). Volunteers with fewer opportunities can carry out a shorter volunteering activity starting from 2 weeks.
  - Group volunteering activities: 2 weeks - 2 months with at least 10 volunteers and a maximum of 40 volunteers who are doing their service together (excluding travel time).
- **Total No of Participants:** Please enter total participants in this flow (this includes all young people and accompanying persons). This is multiplied by the unit cost amount for travel to give the travel budget.
- **No of Participants with Special Needs:** Please enter the total number of participants who will require additional support to aid their participation in the activity.
- **No of Participants with Fewer Opportunities:** Please enter the total number of participants who have fewer opportunities.
- **No of Accompanying Persons:** This is defined as someone who accompanies participants with Special Needs to ensure protection, provide support and extra assistance during the activities. Please enter the total number of Accompanying Persons here.

You may find that these activities will change as your project evolves. Whilst this is not a problem, please note that the National Agency cannot revise grant awards upwards e.g. if each mobility were to last twice as long as planned, the grant could not be amended to accommodate that.

## Projects involving Overseas Countries and Territories

**Important Note:** Under Erasmus+ [overseas countries and territories \(OCTs\)](#) are considered as Programme Countries, with the Programme Country being the country that the territory belongs to.

You can select the OCT from the 'Country of Origin' and 'Country of Destination' drop down menus. If the OCT to be included in your project does not appear in the list, or if you have any other issues adding OCTs, **please contact us at [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com) immediately and we will provide guidance on how to proceed.**

## Budget

An EU grant is an incentive to carry out a project that would not be feasible without the EU financial support and it is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project and the project must be funded by sources of co-financing other than the EU grant.

**Important Note: The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project.**

When applying for a Key Action 1 Volunteering Project, you are eligible to receive funding for the following cost headings on a per participant basis:

- Travel (based on contribution to unit costs).
- Organisational Support (based on contribution to unit costs).
- Individual Support (based on contribution to unit costs).
- Linguistic Support (based on contribution to unit costs).
- Special Needs Support (based on real costs).
- Exceptional Costs (based on real costs).
- Exceptional Costs for Expensive Travel (based on real costs).
- Complementary Activities Costs (based on real costs).

Applicants must calculate a project's provisional budget at application stage according to the rates outlined on the following pages. Please note that 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 consistent with the activity(ies) described in your application form.

Please note that the UK National Agency cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm.

## Travel

Travel is based on the distance per participant from the city where the sending organisation is based to the location of the hosting organisation. Travel is calculated on a **unit cost** basis and will be payable according to the travel distance. Travel distances must be calculated using the [Distance Calculator](#) supported by the European Commission. Please note that the 'travel distance' measures the direct distance for a *one-way journey* but the travel costs have been calculated for a **return journey**. Distances are not allowed to be 'rounded up' to the next travel allowance band and these are closely checked, **therefore it is mandatory to choose the correct distance band in line with the European Commission Distance Calculator**

By default, the place of origin is understood as the place where the sending organisation is located and the place of the venue as the place where the receiving organisation is located. Where travel

takes place outside of this, a note of justification should be provided in the narrative of the 'Main Activities' section of the eForm and if the application is successful, further documentation will need to be provided at the Final Report stage to evidence this.

The distance bands are as follows:

<b>Travel distance between:</b>	<b>Contribution towards return travel costs, per participant (including accompanying persons)</b>
10 – 99 km	€ 20
100 - 499 km	€ 180
500 - 1999 km	€ 275
2000 - 2999 km	€ 360
3000 - 3999 km	€ 530
4000 - 7999 km	€ 820
8000 km or more	€ 1500

If you choose not to identify all elements of the activity including the Country of Origin and Country of Destination for your mobilities, an average travel grant per participant will be calculated based on the following rates:

<b>Activity type:</b>	<b>Contribution towards return travel costs, per participant (including accompanying persons)</b>
Individual Volunteering Activities	€ 302
Group Volunteering Activities	€ 302
Advanced Planning Visit	€ 302

Please refer to section 'Exceptional costs for Expensive Travel' within the application form to request funding to cover expensive travel costs for participants. If you are requesting Exceptional Costs for Expensive Travel then **you should not enter any travel costs for the relevant participants in the Travel Costs section of the budget.**

**Important Note:** Travel costs are added and calculated within each individual flow. In the box marked 'No of Participants' you will need to manually enter the total number of participants for the flow – **this should match the number given in the field 'No of Total Participants' above in the flow details.** The only exception to this is if you are requesting expensive travel costs, which should be entered in the 'Exceptional Costs for Expensive Travel' section of the budget instead. Please ensure that you enter the correct number of participants in this section as the UK National Agency is unable to increase the funding requested for your project if any errors are made.

## Exceptional Costs for Expensive Travel

Applicants for Key Action 1 Youth are allowed to claim financial support for travel costs should those be insufficiently covered by the standard funding rules (based on contribution to unit costs per travel distance band - for details please see 'Travel' section of this guide).

Expensive Travel Costs can be requested under the budget heading 'Exceptional Costs for Expensive Travel' (up to a maximum of 80% of total eligible costs) on the condition that they can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

If you wish to request Expensive Travel Costs, you will need to select 'Yes' in the drop down menu. Then enter the number of participants, description and justification and grant requested. If you do not wish to request those costs, select 'No'.

**Please note that if you are requesting expensive travel costs here in the application form, you should not enter a request for travel in the Travel Costs section of the application for the participants that the request applies to.**

Please bear in mind, however, that this is a budget item based on the actual costs and that the National Agency's decision to approve these costs will be conditional upon sufficient justification being provided in the application.

## Individual Support

Individual support is calculated on a **unit cost** basis, according to the country of destination and the duration of the activity. It is intended as pocket money for volunteers for their additional personal expenses and it is not expected to cover food or accommodation costs.

	Volunteering Projects (Euro per day)
	<b>A5.4</b>
<b>Belgium</b>	4
<b>Bulgaria</b>	4
<b>Czech Republic</b>	5
<b>Denmark</b>	6
<b>Germany</b>	5
<b>Estonia</b>	4
<b>Ireland</b>	6
<b>Greece</b>	5
<b>Spain</b>	5
<b>France</b>	6
<b>Croatia</b>	5
<b>Italy</b>	5
<b>Cyprus</b>	5
<b>Latvia</b>	4
<b>Lithuania</b>	4
<b>Luxembourg</b>	5
<b>Hungary</b>	5
<b>Malta</b>	5
<b>Netherlands</b>	5
<b>Austria</b>	5
<b>Poland</b>	4
<b>Portugal</b>	5
<b>Romania</b>	3
<b>Slovenia</b>	4
<b>Slovakia</b>	5
<b>Finland</b>	5
<b>Sweden</b>	5
<b>United Kingdom</b>	6
<b>former Yugoslav Republic of Macedonia</b>	3
<b>Iceland</b>	6
<b>Liechtenstein</b>	6
<b>Norway</b>	6
<b>Turkey</b>	4
<b>Partner Country</b>	3

If you choose not to identify all elements of the activity including the Country of Origin and Country of Destination for your mobilities, an average individual support grant per participant will be calculated based on the following rates:

<b>Activity type:</b>	<b>Individual support rate per day:</b>
Individual Volunteering Activities	€ 4.50
Group Volunteering Activities	€ 4.50

## Organisational Support

Please note that for projects submitted by a public body at regional or national level; an association of regions; a European Grouping of Territorial Cooperation; a profit-making body active in Corporate Social Responsibility, the below amounts are reduced by 50%.

	<b>Volunteering Projects (euro per day)</b>
	<b>A5.3</b>
<b>Belgium</b>	26
<b>Bulgaria</b>	17
<b>Czech Republic</b>	17
<b>Denmark</b>	26
<b>Germany</b>	23
<b>Estonia</b>	18
<b>Ireland</b>	26
<b>Greece</b>	21
<b>Spain</b>	18
<b>France</b>	20
<b>Croatia</b>	19
<b>Italy</b>	21
<b>Cyprus</b>	21
<b>Latvia</b>	19
<b>Lithuania</b>	18
<b>Luxembourg</b>	26
<b>Hungary</b>	17
<b>Malta</b>	22
<b>Netherlands</b>	26
<b>Austria</b>	23
<b>Poland</b>	18
<b>Portugal</b>	20
<b>Romania</b>	17
<b>Slovenia</b>	20
<b>Slovakia</b>	19
<b>Finland</b>	26
<b>Sweden</b>	26
<b>United Kingdom</b>	26
<b>former Yugoslav Republic of Macedonia</b>	15
<b>Iceland</b>	26
<b>Liechtenstein</b>	24
<b>Norway</b>	26
<b>Turkey</b>	17
<b>Partner Country</b>	15

If you choose not to identify all elements of the activity including the Country of Origin and Country of Destination for your mobilities, an average organisational support grant per participant will be calculated based on the following rates:

Activity type:	Organisational support rate per day:
Individual Volunteering Activities	€ 20.50
Group Volunteering Activities	€ 20.50

**Note:** If your organisation is a public body at regional or national level; an association of regions; a European Grouping of Territorial Cooperation; a profit-making body active in Corporate Social Responsibility, the average organisational support grant will be € 10.25.

## Linguistic Support

Individual Volunteering Activities that last from 2 to 12 months (long-term volunteering) are entitled to linguistic support for the language of the country where the volunteering activity takes place. The language that will be studied is that used within the host placement, for example a Spanish volunteer coming to the UK would be studying English.

Linguistic Support can be requested for the costs linked to the support offered to participants – prior to departure or during the activity in order to improve the knowledge of the language they will use to carry out their volunteering tasks.

Language learning for Erasmus+ mobility participants is supported by Online Linguistic Support (OLS). OLS can be broken down into two areas: Assessments Licenses and Course Licenses.

Where the Online Linguistic Support is available in the Group 1 languages (please see below), no Linguistic Support funding can be claimed.

<p><b>Group 1</b> (Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish Gaelic, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish)</p>	<p>Linguistic assessment and language courses are available through the Online Linguistic Support. <b>Linguistic assessment is mandatory</b> for all volunteers using a language from Group 1 as a foreign language during their mobility activity.</p>
<p><b>Group 2</b> (Any other languages)</p>	<p>Online linguistic support is not available and Linguistic Support can be claimed (150 Euro per participant).</p>

## Linguistic Assessment

This is the initial assessment to determine the language level of the foreign language that will be used on the placement and can be completed in 24 different languages. The languages available in OLS are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

Please select the number of participants who will take the assessment, so if you have 7 volunteers coming to the United Kingdom; please enter 7 to enable 7 English assessment licenses to be issued for all your volunteers.

## Language Course

Once the assessment is completed, the volunteer can take part in the online language course, which is currently only available for Group 1 languages. For example, if you have 7 volunteers coming to the United Kingdom, please enter 7 under number of participants for language learning, so that 7 course licences can then be issued.

Please note that OLS language courses are only available at certain levels:

Group 1 Languages	Language course available
English, German, French, Italian, Spanish, Dutch	Yes – all levels
Portuguese	Yes – up to and including B2 level
Czech	Yes – up to and including A2 level
Bulgarian, Croatian, Danish, Estonian, Finnish, Greek, Hungarian, Latvian, Lithuanian, Polish, Romanian, Slovak, Slovenian and Swedish	Yes – at A1 level
Irish Gaelic, Maltese	No – linguistic assessment only

For the Group 1 languages where not all levels are covered by the language course (e.g. Croatian or Portuguese), Linguistic Support of 150 Euro per participant can be claimed. This funding is also available for any other language not mentioned in the above table. If you are requesting other languages that are not included in Group 1, please state the number of participants for a Linguistic Support grant, e.g. 5 participants going to Iceland. **Please be sure to select the correct Linguistic Support and relevant number of course licenses in your application.**

In cases where the language level of the participant is not yet known and the language course does not cover all language levels (e.g. Polish), you may request a grant for linguistic preparation instead of using the OLS and you should include a note of justification in the narrative section of the application form.

## Special Needs Support

Special Needs Support refers to any costs directly relating to participants with disabilities and accompanying persons that will incur additional expenses in support of their participation (e.g. specialist equipment). This can include costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories ‘Travel’ and ‘Organisational Support’.

A person with specific 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 costs** basis and will be assessed case by case. The individual situation should be described and the particular needs and extra costs attached to it should be detailed in the application form. Based on these explanations and the availability of funding the UK National Agency will be able to determine whether extra support can be granted and award up to 100% of eligible costs. You should also bear

in mind that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided.

**Important Note:** Special needs costs must be added to each activity in the 'Activity Details' section by pressing the 'Add Cost' button under 'Special Needs Support'. Please include the number of participants the request is for, a detailed description of what items or services are required as well as detail the cost breakdown and provide sufficient justification for the request. This must be supported in the narrative section of the application form.

Please note that in line with the programme rules, any items purchased from the Special Needs Support budget must be retained by participants and not by the organisation. If these are to be purchased and kept by the organisation, these costs will need to be covered by the Organisational Support budget.

## Exceptional Costs

Exceptional costs are calculated on an **actual cost** basis. Please be specific and state the details of your proposed Exceptional Costs within the 'Description of costs' and 'Further comments' fields. For the cost of each item please include a detailed breakdown (e.g. "3 visas for Serbian participants at €50 each"). Where the item relates to young people with fewer opportunities, please provide a clear justification that links the Exceptional Costs item to the participation of the proposed young people and a breakdown of the costs.

**Please give as much information as possible for why these cost items have been requested, even if you have applied for these costs in previous applications,** to enable the UK NA to determine whether the request is justified and can be granted.

The funding rules state that this budget category is specifically to support the following eligible Exceptional Costs for all activities:

- Visa and visa-related costs, residence permits, vaccinations, medical certifications.
- Costs to support the participation of young people with fewer opportunities on equal terms as others, including for specific preparation and reinforced mentorship (excluding costs for travel and organisational support for participants and accompanying persons).
- **Costs for accommodation and boarding only (excluding any subsistence outside boarding) during an Advance Planning Visit** (up to 3 nights when an APV lasts 2 days and there are 2 travel days requested).
- Costs for providing a financial guarantee if the NA asks for it. You can request 75% of eligible costs. If you are unsure of how to input Exceptional Costs relating to a Financial Guarantee, please contact the UK National Agency for advice.

Costs for reinforced mentorship can only be requested in cases where additional mentoring time and meetings are required to support a volunteer with fewer opportunities in completing their

volunteering placement. Reinforced mentorship is targeted at successful implementation of the project and enabling the volunteer to gain as much autonomy in this as possible, and may include measures for personal support. All requests for reinforced mentorship costs will need to be justified, and the measures to support the volunteer(s) clearly described, with a full breakdown costs included.

Please note that reinforced mentorship is to **support participants with fewer opportunities only** and not people with special needs.

Some examples of **ineligible** Exceptional Costs:

- on-arrival training costs
- additional costs incurred by participants when travelling, such as bridge or road tolls, border crossing fees or taxes, etc.
- accommodation during travel
- food and entertainment (excluding boarding during an APV)
- local travel costs
- accreditation costs
- travel insurance costs
- other subsistence, e.g. clothes.

**Important Note:** Exceptional costs must be added to each activity by clicking on the '+' button. Please include the activity number, the number of participants the request is for, a detailed description of what items or services are required as well as detail the cost breakdown and provide sufficient justification for the request. This must be supported in the narrative section of the application form.

## Complementary Activities

Your project may include the organisation of Complementary Activities, which are aimed at enabling the project to reach its objectives and strengthen the systemic impact of the project (outside of the usual volunteering activities). These can include, but are not limited to: job-shadowing, meetings, workshops, conferences, seminars, training courses or coaching. These are optional and the details of such activities can be provided in the 'Activities' section of your application.

If you wish to organise Complementary Activities, select 'Yes' in the drop down menu. You should then explain in the section below the context for the Complementary Activities, clearly explaining how they are relevant to the overall aims and objectives of your project and include justification for their inclusion in terms of how they will enable you to reach your project objectives. It is expected that any complementary activities will add value to the project and enhance its outcomes beyond the scope of a regular volunteering activity, and their value for money should be ascertained.

Please note that Complementary Activities must also respect Erasmus+ programme rules and Erasmus+ volunteering Charter principles. Therefore funding cannot be requested for recreational or leisure activities, and for activities duplicating the support volunteers receive as part of the [Erasmus+ Training and Evaluation Cycle](#).

## List of Complementary Activities

In this sub-section you will encode each one of the complementary activities you plan to organise during your project.

A first Complementary Activity (CA1) will already be included in the form and you will need to click on the 'menu' button to the right and select 'Activity Details' to edit the details. To add more activities, click the 'Add Activity' button and choose the 'Activity Details' function from the 'Menu' button.

The first step when starting to fill in the Complementary Activity Details screen is to enter the 'Type of Activity' (e.g. seminar, workshop). Then you can request a grant to contribute to the complementary activity.

The budget for Complementary Activities is based on **real costs** and projects can apply for up to 80% of the total eligible costs. A request for Complementary Activities budget must be motivated in the application form and justified in relation to the planned activities. Any requested Complementary Activity must aim to support the project in reaching its objectives and strengthen the impact of the project.

Eligible costs under this budget category are costs directly linked to the implementation of the Complementary Activities of the project, including:

- organisation of seminars, meetings and workshops (e.g. venue hire costs, travel and accommodation for participants)
- dissemination
- intercultural/task-related preparation of volunteers
- costs of an external evaluator or a trainer
- permanent staff costs: these costs cannot be covered through the EU grant only, they can be eligible if supported through other sources than the EU funds (in such cases these costs can represent maximum 30% of the total external co-financing).

Also some indirect costs are eligible under this budget heading, namely a flat-rate amount, not exceeding 7% of the eligible direct costs of the Complementary Activities, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the Complementary Activities (e.g. electricity or internet bills, costs for premises, cost of permanent staff, etc.).

In the section below, provide full details of the complementary activity that you will organise, including the venue, duration, participants and content as well as the working methods and approaches used. Please also make it clear what items or services are required as well as detail the cost breakdown and provide sufficient justification for the request. This must be supported in the narrative section under 'Activities'.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Activities' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Follow-up

This section asks for information about the expected impact of your project as well as dissemination and evaluation activities you plan to carry out.

### Impact

In this section you should list the expected outcomes for the participants, participating organisations, associated partners and other stakeholders who will be involved with the project. As volunteering projects are expected to address identified issues/needs/challenges, you should detail the impact that you expect your project to have in this area at local, national or international level.

For participants you should detail the expected outcomes resulting from their planned learning and active involvement and participation in the project, such as knowledge, skills and changes in attitude or behaviour. In addition, it may be planned that these outcomes may have a further impact on their employment status, ability to access further education, wellbeing or lifestyle. The most relevant and realistic outcomes should be noted.

It should be also detailed how the project activity(ies) might generate organisational learning or development of specific skills for the staff of the participating organisations. Moreover, applicants should describe the influence this project may have on their future work (e.g. developing stronger synergies at international level or building organisational capacity).

Furthermore, you should consider if your project will develop the participating organisations' or participants' understanding of an issue and youth work or train them in any new methodology that they can implement in their local community, for example. You should also describe whether your project could raise the profile of an issue or an organisation at a local, national, European or international level. You can highlight here any activity(ies) that you plan to involve the wider community in your project, so that they could benefit too. Community involvement is an expectation of Volunteering projects in particular and it can bring added value to your project.

For more information about assessing impact and useful resources please visit the ['Impact'](#) section on our website.

## Dissemination of Projects' Results

Applicants should evidence their plans for dissemination and must detail coherent and consistent plan(s) to share the outcomes of their project, identify target audiences for those activities and select communication methods (e.g. newsletters or social media). At the end of your project, you are expected to share the lessons learnt, tools or methods developed, so that others can benefit from this. It must be clear how you will raise awareness, share concepts or solutions as well as influence policy or practice through these dissemination activities. You can use the [Erasmus+ Project Results Platform](#) for sharing your project's results.

Dissemination activity or activities (other than any Complementary Activities included in Section G.2 of the application form) may be in the form of local meetings, workshops or discussions with members of a wider community to support the multiplier effect and widen/prolong impact to local communities as well as enhance the scope, visibility and profile of Erasmus+ volunteering in the region, and you may use hand-outs, reports, evaluations or videos to assist this. You might plan to get press coverage or invite local councillors or decision makers to your dissemination event(s). Moreover, the Erasmus+ Communications Team is always keen to hear about any interesting [case studies](#).

Please refer to the Programme Guide (pages 307-312) for further information about dissemination.

## Evaluation

Applicants are expected to include a final evaluation of the project, in which they will be able to assess whether (or to what extent) the project has been a success in reaching its objectives and results. This evaluation should highlight the learning outcomes of all involved. Evaluation activities mentioned should be other than any Complementary Activities included in Section G.2 of the application form.

We encourage implementing evaluation before and during the activity, as well as the final evaluation after all activities end. This helps with establishing baselines (and therefore seeing what has improved and measuring the distance travelled) as well as fine-tuning the project as it goes and assessing the overall learning experience of the volunteers. Moreover, formulating a clear and specific framework of evaluation questions and indicators would assist with the quality of the evaluation process.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Follow-up' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Budget Summary

This is a pre-filled section that provides an overview of the activity number, activity type and grant requested for the project under each budget category and for each activity.

Please note that all information under the 'Budget Summary' tab is read-only and will be automatically filled in with the information you have input into the 'Activities' tab.

It is imperative that you check that the total grant requested is correct against your own calculations and resolve any issues before submitting your application.

On the left hand side of the screen, the 'Budget Summary' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Project Summary

### Summary

Applicants must provide a well-written and comprehensive summary of their project within this sub-section. Project summaries must be written in plain, clear English and should be free from jargon. This is of particular importance as it provides a description of the project to the general public and will be used in EC/EA and/or NA documents. The summary will also be included on the Erasmus+ Project Results Platform so it will be publically available in case your project is funded.

It is therefore important to be concise and clear and mention at least the following elements:

- context/background of project
- objectives of the 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.

### Summary of Participating Organisations

This is a pre-populated table based on the information taken from earlier sections of the application.

### Summary of Activities and Participants

This is a pre-populated table based on the information taken from earlier sections.

## Summary of Linguistic Support

This is a pre-populated table based on the information taken from earlier sections.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Project Summary' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Annexes

In this section you are asked to attach any additional documents needed for the completion of your application.

Mandatory documents needed to be annexed to the application form are:

- The Declaration of Honour signed by the legal representative mentioned in the application.
- The Partner Mandate(s) fully completed and signed by both parties, if partners have been identified.
- The Project Timetable (template can be downloaded by clicking on the 'Download Timetable' button), **if any activities have all elements identified.**

Applicants need to ensure that all documents specified above are submitted electronically with the application. To attach documents, click the relevant 'Add' button at the bottom of each box displayed in this section. This will then open up an additional window, which will allow you to browse files on your computer and upload.

Please note that you need to download the Declaration of Honour first via the 'Download Declaration of Honour' button. You will need to print it, read it carefully, complete the declaration section and have it signed by hand by the Legal Representative identified within your application (N.B. the National ID and organisation stamp are not required). The signed Declaration of Honour then needs to be scanned and attached as an annex via the 'Add Declaration of Honour' button.

Declaration of Honour is your organisation's statement that all information in the application is correct to the best of your knowledge, there is no conflict of interest and you will take part in the dissemination and exploitation activities if required. It also expresses a commitment to the activities you have outlined in the application form.

**The Legal Representative who signs the Declaration of Honour needs to be aware that any administrative and financial penalties may be imposed on the organisation they represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.**

**It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour signed by the Legal Representative will result in your application being made ineligible.**

We would recommend that multiple documents such as partner mandates are scanned into a single file. The total size of the documents must not exceed 10.24MB, otherwise the application will fail to submit properly. The maximum number of files you can attach is 10.

Please note that only .pdf, .doc, .docx, .xls, .xlsx, .jpg, .txt, .odt, .ods and .cdoc/.ddoc/.bdoc files can be submitted electronically with an application, no other files will be accepted. A file that has been added in error can be removed by clicking the 'delete' button (a circle with an 'x' in it).

If, after checking that the annexes are within the size and file format limits, you still experience problems with attaching annexes, you can email them to [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com) clearly stating which application form they relate to and providing your organisation's details.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Annexes' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Checklist

This section of the application helps you double-check if your application is ready for submission. Before submitting your application, please make sure that it fulfils all the requirements listed below:

- You have used the correct Key Action 1 Youth Mobility application form.
- Your application fulfils the eligibility criteria listed in the 2018 Erasmus+ Programme Guide (please tick the relevant box).
- All mandatory fields in the application form have been completed, otherwise the application will not submit. This means that all the application sections in the black menu on the left hand side of the screen are marked green (please tick the relevant box).
- You have chosen the correct National Agency of the country in which your organisation is established – section 'Context' (please tick the relevant box).
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the required documents:
  - the **Declaration of Honour** signed by the Legal Representative identified in the application. Please ensure that all the required details (i.e. place, date and name) have been completed at the bottom of the declaration and that the date indicated is on or before the submission deadline.
  - the **mandate(s)** for **each** identified partner signed by both parties. The mandate template that must be used can be downloaded from [here](#). The following **important information** must be taken into account when preparing mandates:

- the legal signatory (of the partner and coordinating organisation) named on the partner mandate must be the person who signs the document and should also be the legal signatory mentioned in the application;
  - the organisation name (of the partner and coordinating organisation) stated in the partner mandate must match with the application form
  - the organisation's Legal Entity Form information (with regards to e.g. name, legal form, registration number and VAT) stated in the partner mandate must match with the organisation's legal details in the Participant Portal and application
  - partner mandates must be signed (with original signatures) and dated in the relevant place as indicated on the mandate template - the UK National Agency will not accept signatures on a different page or electronic/scanned signatures
  - partner mandates must be legible and preferably in English
  - the signatories' details on the partner mandate must match the details included in the application – the UK National Agency will not accept any spelling errors in names.
- the completed **Project Timetable template**, which is available to download under the 'Annexes' tab if you have activities with all elements identified (Advance Planning Visits included). When filling this out, you should follow the guidance provided below the table regarding numbering and make sure you use the same numbering as in the application form.
  - All participating organisations have uploaded in the Participant Portal the relevant documents to give proof of their legal status (i.e. the correct Legal Entity Form) - for more details, see Part C of the Erasmus+ Programme Guide, pages 244 to 245.

**Important Note:** Organisations need to upload supporting documents as a proof of their legal status. Please ensure that there is consistency of information regarding your organisation's legal details in the Participant Portal, application form, Legal Entity Form, Financial Identification Form and that these match with the supporting documentation provided by your organisation.

- For grants exceeding 60,000 Euro or if you are applying as an unincorporated registered charity, you have uploaded the documents to give proof of your financial capacity in the Participants' Portal (for more details, see the section 'Selection Criteria' in Part C of the Programme Guide). **This is not applicable to public bodies or international organisations.**
- You are complying with the submission deadline published in the 2018 Erasmus+ Programme Guide.
- You have saved or printed a copy of the completed form for your own records.

## Data Protection Notice

You 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 the [Erasmus+ UK website](#).

After this section is completed by ticking the boxes, on the left hand side of the screen the 'Checklist' tab on the black menu will be marked with a green tick to indicate that this section of your application is validated as complete.

**When all sections of your application form are valid (i.e. marked with a green tick) and you annexed all the needed documents, you can submit your form to your National Agency. The 'Submit' button on the left hand bottom of the screen will become active and you need to click on it to submit your online application.**

## Standard Submission Procedure

Applicants should only submit an application form once they are happy with the finalised version. Moreover, applicants need to ensure that they are connected to the internet in order to complete and submit their application. Applicants should also ensure that all sections of the form are valid (i.e. marked with a green tick) and all annexes are attached, otherwise they will be unable to submit their application.

The UK National Agency advises that applicants save the final completed version of the eForm on their desktop in case of any technical issues with the submission.

Applications must be submitted online by the relevant deadline:

- Deadline for Round 2: 11am (UK time) on Thursday 26 April 2018.

If your application is submitted after the deadline and the alternative submission procedure (if eligible) outlined below is not completed in time, your application will be deemed ineligible.

## Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**. Please note that if you are unable to submit your application due to an inactive 'Submit' button, this is not a technical error and you must ensure all sections of your application are validated and marked with a green tick.

In case of a technical error, please follow the below steps of an Alternative Submission Procedure:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online (e.g. all sections marked with a green tick but the 'Submit' button still inactive) – **this must clearly show the submission time and date and that you attempted to submit the application before the deadline.** You should also send a screenshot that details any technical errors that occur.

2. Email the UK National Agency team managing this Key Action at [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com) with a PDF copy of your application, any annexes and the above screenshot(s) attached within two hours of the application deadline: i.e. **by 1pm UK time.** In the subject line of the email please type KA1 Youth Round 2 application form – [name of your organisation].

Please note that the UK National Agency will only accept applications via the Alternative Submission Procedure if you email the eForm to us within the 2 hour time frame following the deadline **and** your application clearly shows a failed submission attempt.

A record of submission attempts made for the form will be recorded on the 'Submission Summary' page. This should be used in the above instance when an Alternative Submission Procedure is required.

The UK National Agency advises that applicants print the final completed version of the eForm and retain it for their own records. However, hard copies of the eForm do **not** need to be posted to the UK National Agency.

## Application Checklist:

<input type="checkbox"/>	Have you used the correct online application form: KA125 – Volunteering Projects, deadline 26 April 2018?
<input type="checkbox"/>	Have you checked whether the start and end dates of your project are in the correct format? <b><u>(Please note some sections can be amended manually)</u></b>
<input type="checkbox"/>	Is your project start date between 1 August 2018 and 31 December 2018?
<input type="checkbox"/>	Is your project duration between 3 and 24 months?
<input type="checkbox"/>	Have you checked if your partner has provided you with a correct PIC number?
<input type="checkbox"/>	Have you checked if your partners' details are up-to-date and consistent between the application form, Participant Portal and their Legal Entity Form?
<input type="checkbox"/>	Have you checked if the budget figures are correct and consistent throughout the whole application form?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<input type="checkbox"/>	Have you attached mandates for each partner organisation in the project? (if applicable)
<input type="checkbox"/>	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form? (if applicable)
<input type="checkbox"/>	Have you validated your form? (Make sure you are connected to the internet to be able to do it).
<input type="checkbox"/>	Have you submitted your form online?
<input type="checkbox"/>	Does the 'Status' show OK?
<input type="checkbox"/>	Have you submitted your application before the deadline of <b>26 April 2018 (11am UK time)</b> ?
<input type="checkbox"/>	Have you saved and printed the copy of your Application Form <u>for your own records</u> ?

## 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 after submitting your application, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on +44 (0) 121 212 8947 or by sending an email to [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com).

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.

## Annex I: Examples of Legal Forms

The table below is for guidance purposes only and **is not** an exhaustive list. Please note that the UK National Agency is not in a position to provide advice on the type of supporting documentation that needs to be submitted by your organisation. Other departments within your organisation may be able to help i.e. Accounts Department, Legal Department, Finance Department, Company Secretary, etc.

This guidance is specific to the field of Youth and different rules may apply for other fields.

Legal Form	Legal Entity Form (LEF)	Examples of supporting evidence as stated on the Legal Entity Form
Private Limited Company	Private Law Body	Companies House Registration certificate
Limited Liability Partnership	Private Law Body	Companies House Registration certificate
Company Limited by Shares	Private Law Body	Companies House Registration certificate
Community Interest Company	Private Law Body	Companies House Registration certificate
Trusts (registered with the Charity Commission)	Private Law Body	Registration certificate from the Charity Commission and the trust's governing document
Associations (registered with the Charity Commission)	Private Law Body	Registration certificate from the Charity Commission and the association's governing document
Charitable Incorporated Organisation (England and Wales)	Private Law Body	Companies House Registration Certificate Charity Commission registration certificate <b>AND</b> Constitution
Scottish Charitable Incorporated Organisation	Private Law Body	OSCR (Office of the Scottish Charity Regulator) registration certificate OSCR letter <b>AND</b> Constitution
Charitable company (England and Wales)	Private Law Body	Companies House Registration certificate Charity Commission Registration Certificate

Legal Form	Legal Entity Form (LEF)	Examples of supporting evidence as stated on the Legal Entity Form
Charitable company (Scotland)	Private Law Body	Companies House Registration certificate Charity Commission Registration Certificate
Charitable company (Northern Ireland)	Private Law Body	Companies House Registration certificate Charity Commission Registration