ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Key Action 1 (KA1) Guide for Applicants

Mobility for Young People and Youth Workers: Youth Exchanges and Mobility of Youth Workers (KA105)

Deadline: 11am (UK time) on Tuesday 5 February 2019

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BRITISH COUNCIL ECORYS Erasmus+

Erasmus+ is the European Union programme for education, training, youth and sport.
The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

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Overview of changes to the guide

This document is **version 1** of the 2019 Key Action 1 (KA1) Guide for Applicants for Youth Mobility Round 1. If future versions of the Guide are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version

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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 2019, 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 for their professional development, including for digital youth work, 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. A maximum of 25% of the 2019 Youth Key Action 1 budget for Youth Exchanges and Mobility of Youth Workers activities can be allocated to activities that include Partner Countries neighbouring the EU (regions 1 to 4 – please see page 23 in the 2019 Erasmus + Programme Guide).

Each project can last between 3 and 24 months, and organisations can apply for funding to support any of the following mobility activities within a project:

Mobility of Young People – Youth Exchanges

- Youth Exchanges for people aged 13-30 (minimum age must be reached at the start of the activity and the maximum age must not be exceeded at the time of application deadline), resident in the countries of the sending or receiving organisations. Activity duration: 5 to 21 days, excluding travel time. Group leaders involved in the Youth Exchange must be at least 18 years of age. Where a youth exchange is run by an informal group of young people, one of the group (who is at least 18 years old) must assume the role of the legal representative and take responsibility on behalf of the group.

- Each activity must include a minimum of 16 and up to a maximum of 60 participants in total (group leaders are not included).
- The minimum requirement for each national group is 5 members: 4 participants (young people) and 1 group leader.

Activities such as study trips, exchange activities that aim to make financial profit or are considered as tourism, festivals, holiday travel and performance tours are not eligible under Youth Exchanges.

Mobility of Youth Workers

- Training and networking for youth workers of any age, resident in the country of their sending or receiving organisation.

- The participation of youth workers in such activities contributes to capacity building of their organisation(s) and Learning Outcomes should be cascaded.

- Youth Worker mobility activities can last from 2 days to 2 months (excluding travel time) and can include up to 50 participants including, where relevant, trainers and facilitators.

Important Note: It is possible to apply for funding for more than one Youth Exchange or Youth Worker Mobility in one application. Alternatively, you can make separate applications for different activity types. In either case, your application must demonstrate that the mobilities are supported by a clear and coherent project proposal, common objectives and project plan as the quality assessment will review the project holistically and look for coherence.

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 2019 Call, and should be read in addition to the 2019 Erasmus+ Programme Guide.

Important Note: This guide is for organisations who are considering applying for funding for Youth Exchanges or Mobility of Youth Workers (KA105) only. 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 latest information about UK participation in Erasmus+ after Brexit can be found on the Brexit Update page of the Erasmus+ UK website. Please check this page regularly or subscribe to our newsletter to receive the latest updates.

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 provides 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 2019 Erasmus+ Programme Guide are:

- Page 27 (general information on Youth projects, including Erasmus+ objectives and priorities).
- Pages 77 to 87 (specific information on requirements for mobility projects for young people and youth workers), including:
  - eligibility and quality assessment criteria, pages 77 to 82
  - funding rules, pages 83 to 87.

- Pages 251 to 269 (information for applicants, including procedures, exclusion criteria, formal requirements, award criteria and contractual provisions).
- Pages 287 to 288 (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 youth mobility project: applying for the whole project on behalf of all the partner organisations. If a youth mobility project foresees only one activity, the coordinator must also act either as a sending or receiving organisation.

Sending organisation: in charge of sending young people and youth workers 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 the European Commission's Youth Policy page.

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
- Erasmus+ Inclusion and Diversity Strategy in the field of youth: 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
- 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
- informal groups of young people (aged 13-30):
  - These are groups of **at least four young people**, which do not have a legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on their behalf.
  - The legal representative must be at least 18 years old at the time of application deadline and cannot be older than 30. However, in exceptional cases and if all other members of the group are minors, then there is no upper age limit for the legal representative. This would allow a group of young people (where all are minors) to submit an application with the help of a youth worker/coach.
  - These groups of young people can be applicants and partners in some Actions of Erasmus+.
  - For the purpose of simplification, they are assimilated to legal persons (organisations, institutions, etc.) in the Erasmus+ Programme Guide and fit within the notion of Erasmus+ participating organisations for the Action in which they can take part.

Important note: Informal groups of young people must use a group name that is not the name of an individual or that otherwise distinguishes it from an individual within the group. For example, a group cannot be named “John Smith”, however “John Smith Youth Group” would be acceptable.

Informal groups must also hold a bank account that is in the same name of the group and not in the name of an individual.

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 2019.

If you are unsure whether your organisation is eligible to apply for Youth funding, you should 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 2019 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.
- The application 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 5 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 partake 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. (Please note that Serbia will become an Erasmus+ Programme Country on 1st January 2019).

However, it is important to keep in mind that organisations taking the role of a **coordinator i.e. the applicant** must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for Key Action 1 Youth Exchange and Mobility of Youth Workers projects on pages 77 – 80 of the Programme Guide.

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 2019 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 252-255 of the 2019 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 are 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[1] 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 successfully deliver them.

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

[1] Child is defined as anyone under the age of 18 years.

fail to supply that information (see the section ‘Exclusion Criteria’ in Part C, pages 252-255 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 therefore must 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 that 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 – 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 and 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. 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 European Commission Participant Portal can be accessed at: http://ec.europa.eu/education/participants/portal/desktop/en/home.html

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.

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 251 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

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

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent[1] 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 was 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.

[1] i.e. not older than 18 months from the deadline date of the round to which you are applying

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 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 pages 255-256 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 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:

<table>
<tr><td>Relevance of the project (maximum 30 points)</td><td>

The relevance of the proposal to:

the objectives of the Action (see section "What are the aims of a mobility project");
the needs and objectives of the participating organisations and of the individual participants.

The extent to which the proposal is suitable of:

reaching out to young people with fewer opportunities including refugees, asylum seekers and migrants;
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 for their professional development, including for digital youth work, needed for transferring the common fundamental values of our society, particularly to the hard to reach young people and preventing violent radicalisation of young people.

The extent to which the proposal is suitable of:

producing high-quality learning outcomes for participants;
reinforcing the capacities and international scope of the participating organisations;
leading to quality improvements in the youth work of the participating organisations.

The extent to which the proposal involves newcomers to the Action.

</td></tr>
<tr><td>Quality of the project design and implementation (maximum 40 points)</td><td>

The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up).
The consistency between identified needs, project objectives, participant profiles and learning content of the activities proposed.
The quality of the practical arrangements, management and support modalities.
The quality of the preparation provided to participants.
The quality of the non-formal participative methods proposed

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</table>

	▪ The extent to which the young people or youth workers are actively involved at all levels of the project. ▪ 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. ▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities. ▪ In case of activities with Partner Countries neighbouring the EU, the balanced representation of organisations from Programme and Partner Countries. ▪ The quality of cooperation and communication between the participating organisations as well as with other relevant stakeholders.

Impact and dissemination (maximum 30 points)	▪ The quality of measures for evaluating the outcomes of the project.
	▪ The potential impact of the project:
	    ▪ on participants and participating organisations during and after the project lifetime
	    ▪ outside the organisations and individuals directly participating in the project at local, regional, national and/or European levels.
	▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.

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 proof-read 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 at least 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 2019 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 2019 '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 264 to 265 in the Erasmus+ Programme Guide. In any case, you will be notified of the final outcome by April 2019.

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.

You can also check the European Youth Portal, which gives information on opportunities for young people: 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. 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.

The National Agency also runs a limited number of application support webinars, and you can 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.

ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Preparation Checklist

Please check the following before completing your application form:

☐	Have you read the relevant sections of the 2019 Call Programme Guide?
☐	Have you checked how your application links to current EU policies?
☐	Have you checked whether this is the right Key Action and field for your project?
☐	Have you checked whether your organisation is eligible for Erasmus+ funding?
☐	Can you demonstrate the organisational and financial capacity of your organisation?
☐	Does your organisation have a PIC number?
☐	If your organisation does not have a PIC yet, have you registered on the European Commission's Participant Portal via EU Login?
☐	Have you uploaded the updated Legal Entity Form onto the Participant Portal, along with any required supporting documents?
☐	Have you uploaded the updated Financial Identification Form onto the Participant Portal, along with any required supporting documents?
☐	Are all your details on the Participant Portal correct and up-to-date?
☐	Are your partners aware of the Participant Portal requirements?
☐	Have you checked the quality criteria against which your application will be assessed?
☐	Does your organisation have a Euro account or an account that will accept Euro payments?

ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

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 step-by-step 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, and highlight potential stumbling blocks.

It is important to note at application stage that if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided 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 partners, countries and participants involved as well as the planned activities) is correct, realistic and will not be subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

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 Login 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 and partner mandate(s), which need 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/erasmus-applications/

When you click on the link to access the online eForm, the EU Login page will automatically show on your screen. After logging in you will then see the 'Home' screen with 2 tabs:

- 'Opportunities' tab where applications are displayed by field or key action – please click on 'Youth' under the 'Field of opportunity' section or 'Learning Mobility of Individuals (KA1)' under the 'Key actions' section, then select the 'Youth Mobility (KA105)' application form by clicking on the 'Apply' button 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 the ‘My applications’ tab 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 ‘Opportunities’ 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 can 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 History' 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. 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.

There are two sharing options:

- Read Only: the person you are sharing the application with will be able to read the application without editing option
- Read/Write: the person you are sharing the application with will be able to edit information in the application form, however, only the creator of the application form will be able to submit it.

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 either select a contact person from the drop-down or click the 'Add' button to enter the email address linked to the EU Login account of the individual you want to share the application with. Click on 'Share' to notify the individual that you wish to share the application with. They will receive an automatic notification as displayed on the 'Share Application' page. Once the user the application is shared with logs into the Erasmus+ Forms website, a 'Read Only' or 'Read/Write' version of the application will appear under 'My applications'. Please note that it can take up to 30 minutes for access to be granted and only one person can be editing the application at any given time.

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).

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 'Opportunities' tab 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.

What kind of activities have you planned for your project?: Please tick either Youth Exchanges or Youth Workers Mobility, or both if applicable. Questions in the application form will be tailored to the kind of activities selected.

Project Start Date: Select a start date between 01/05/2019 – 30/09/2019 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. July 2019 for applicants applying under the 5 February 2019 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.

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 then need 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.

Profile

Type of Organisation: In the 2019 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 2019 Programme Guide on page 87.

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: https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/2017-manual-urf.pdf

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

One of the Associated Persons must be identified as a 'Preferred Contact'. We will use these details as the first point of contact during the application process and, should the application be successful, the contracting stage and the delivery of the project.

Please ensure that the legal representative and 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.

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 2019 Programme Guide, Part C 'Step 2: Check the Compliance with the Programme Criteria' on pages 252 to 256. Please ensure you give special attention to the Exclusion Criteria (pages 252 to 255).

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 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.

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.

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 Organisation Details

As with your own organisation, you will have to enter the PIC number in the 'Partner Organisations' section and the 'Legal name' and 'Country' fields should populate automatically. You then need to select the 'Organisation details' function from the grey 'Menu' button to complete this section.

All Youth Exchanges and Youth Worker Mobility projects must include a minimum of one partner (bilateral projects) or more (tri or multilateral projects) from Programme Countries or Partner Countries neighbouring the EU to be considered eligible.

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 2019 Programme Guide on pages 22-23.

You must identify at least one receiving organisation at the application stage for a Key Action 1 Youth project to be considered eligible**. You cannot add partners into the project after submitting your application, so it is essential that you select the appropriate partner(s) for your project before you apply.**

All partner organisations need to register on the European Commission's Participant Portal in order to obtain a PIC number before they can be included in an application.

The partner organisation's information will be automatically populated in the form using the partner's information submitted on the European Commission's Participant Portal. Please check that this information is accurate. If there are any changes to the information originally provided, you will need to ask partners to log back onto the Participant Portal and update their information accordingly. We would recommend that your partners test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

Profile

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

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 contact person 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.

Has the partner organisation applied for a grant?: 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 the partner has previously applied for a grant but do not know the exact details they can contact their National Agency.

Important Note: You must annex a signed **partner mandate for each partner in the project to the application form**. The eForm will generate a partner mandate for each partner organisation under the 'Annexes' section based on the information provided under 'Participating Organisations'. All participating organisations' details must therefore be completed and up-to-date.

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.

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

Project Description

This section asks for information about the objectives and topics of the project. Applicants must provide a rationale for the project and identify both the project objectives and the issues/needs the project will seek to address. All projects should propose to address a need for their young people, community or organisation. Where possible, projects should demonstrate how young people and/or youth workers 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 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. 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.

For Youth Worker Mobility projects, you will also need to provide details on the youth work carried out by your organisation and partner organisations, including the target groups of young people that your youth workers work with and the working methods/methodologies that they use. It is crucial that you demonstrate how the project meets the needs and objectives of each organisation involved and how the project will contribute to the training and development needs of their staff.

There is a 5,000 character limit for each of the questions in this sub-section (including spaces).

Finally, applicants must select relevant topics being addressed by the project (a maximum of three). Please select from the drop-down 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.

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. If you select 'Yes' here, information about the profile/background of these participants and how they will be involved in each activity will have to be provided.

Additionally, you will need to select the types of situations faced by the participants with fewer opportunities involved in the project from the drop-down menu. For more detail on each of the categories, please see section 'Equity and Inclusion' on page 10 within the [2019 Erasmus+ Programme Guide].

Finally, you will have to give information about specific measures that will be implemented to cater these participants' specific needs and/or support their participation and active involvement in the project.

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.

Preparation

Please describe in this section what will be done in preparation by your organisation and by your partners before the actual project activities take place, e.g. administrative arrangements, participants' preparation, etc.

Practical Arrangements

The applicant will have to detail here how and when they plan to deliver these practical aspects (e.g. travel, accommodation, insurance, safety and protection of participants, visas, preparatory meeting with partners, etc.) and which partner or individuals will take responsibility for them. Please see pages 287 to 288 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.**

Project Management

In this sub-section the applicant will have to describe the process(es) established for agreeing the roles and responsibilities with partners in order to ensure quality learning outcomes as well as good administration and delivery of the project. After this, a description of the process(es) for establishing suitable methods as well as agreeing on and monitoring of the learning outcomes for participants should be given. You will have to ensure that you detail how you intend to facilitate participants' active involvement and reflection to ensure the relevance and quality of these outcomes.

Applicants will then be asked to outline the methods by which they will ensure regular communication with their partners or other project stakeholders. In this sub-section they should describe how they plan to work together. Good partnership is crucial, so you must present a clear set of roles and responsibilities for all involved in the activity delivery, project management and administration. Any scheduled meetings or other methods by which they will maintain contact before, during and after activity, must be outlined.

Preparation of Participants

This sub-section is focused on what preparation will be offered to participants and who will provide such preparatory activities. Therefore, applicants will have to outline the training plan for participants or organisers/group leaders as deemed necessary for the success 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 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 'Preparation' 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.

Recognition of Learning Outcomes

A drop-down menu allows you to specify if 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 drop-down menu. There is also a 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/certificates will be used. It is important to remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable for each activity.

Useful Note: Youthpass is a recognition tool for non-formal and informal learning widely used within youth projects. It helps the participants to record their learning and skills 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.

Activities

This section asks for information about the main activities of the project, including the amount of EU grant that you are requesting to implement them.

List of Activities

You will need to enter each one of the activities you plan to implement in your project here. 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 the activity 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’ button and choosing ‘Activity Details’ function from the ‘Menu’ button.

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.

An activity is defined as either:

- Youth Exchange: **minimum 16 participants and maximum of 60 participants (from all groups, including the host group involved in the activity) for each activity. For example, 15 from UK, 15 from France, 15 from Germany and 15 from Sweden would be the total maximum of 60 participants** excluding group leaders. Each national group in a single youth exchange must have a minimum of 4 participants excluding group leaders. Each national group must have at least one group leader.
- Mobility of Youth Workers: This activity type supports the professional development of youth workers, through the implementation of activities such as transnational/international seminars, training courses, contact-making events, study visits, etc. or job shadowing/observation periods abroad in an organisation active in the youth field. **Up to a maximum of 50 participants, including trainers and facilitators, per activity** planned in the project.

Please note that Advanced Planning Visits also need to be listed as a separate activity within this section.

Useful Note: Please note that each national group should be listed in the budget, including the host group of young people or youth workers. For example if the host group is from the UK that group would need to be listed as going from UK to UK and 0-9 km distance band should be selected and the number of travel days required should be a maximum of 1 (half a day on each side of the activity).

Advance Planning Visits

For **youth exchange activities only**, applicants can also apply to carry out an Advance Planning Visit (APV). The APV is used to plan the practicalities of running and implementing your activities to ensure the project activities 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 group. The number of participants can be raised to 2 under the condition that at least 1 of the participants is a young person taking part in the activity (without the function of a Group Leader).
- must take place in **a country where the related youth exchange activity will take place** (i.e. in the country of one of the receiving organisations)

Activity Details

The first step when starting to fill in the 'Activities details' screen is to select the 'Activity Type' from the drop-down list. Then, please enter your 'Activity Title'.

In this section, the applicants are asked to outline the specific context and objectives of the activity and detail how they meet the objectives of the project, as previously given in the 'Project Description' section.

For each activity, **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 Youth Exchange activity, the timetable annexed must detail the programme for each day. For Youth Worker Mobility, the timetable annexed must provide a sample of either a week's activity or programme overview if planning an activity of several weeks. 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 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 287 to 288. 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 using Youthpass) and should encourage active participation, creativity and initiative.

Youth Exchange activities should clarify the theme that will be the focus of the exchange and how this reflects the needs and interests of participants. Additionally, applicants will be asked specific questions about the role and involvement or the participants in all phases of the project as well as cooperation and communication methods before and after the Youth Exchange mobility.

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.

Useful Note: Youth exchanges do not have to be 'reciprocal' (i.e. a youth exchange to be hosted in each of the participating countries), provided that the activities respect all the other eligibility criteria relating to participant numbers and profile.

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. You must also 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 and transparent process. All participants must be residents in the country of their sending/receiving 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.

For Mobility of Youth Workers projects, applicants have to provide specific information about the participants from the receiving country, e.g. their level of involvement with the preparation and delivery of the activities, if they are directly working with the receiving organisation.

Finally, 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 planned activity and the learning outcomes. They should also be relevant to your participants and address the need(s) you identified for this project. For Mobility of Youth Workers projects, you should also describe how these acquired skills and competences link to their practice as youth workers.

Flows

Flow is the term used to describe a separate instance of travel within one activity. For example, if your organisation were to organise a youth exchange between three countries, the event is one activity and each national group, 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.

To edit the first flow (no. 1 in the list), click on the ‘menu’ button on the right-hand side and select ‘Flow Details’. You can add further flows of your Activity by clicking the ‘Add Flow’ button.

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

- **Activity Title:** Pre-filled with the title entered under ‘Activity 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’).
- **City of Venue:** Insert the destination city. If the venue city is not yet known or is different to where the project partners are based, please explain clearly why in the narrative of the ‘Activity Details’ section of the eForm.
- **Start Date, End Date:** Enter the start date and end date of the activity (excluding travel days). Despite showing the earliest start date, we encourage applicants to allow enough time before starting activities**. As best practice, you should allow at least a month after the earliest project start date so that in case the Grant Agreement or funding is not received by the project start date, you have sufficient time to plan accordingly.**
- **Total Duration Excluding Travel:** This field is automatically calculated. Note the following minimum and maximum durations:
  - Youth Exchange: from 5 to 21 days (excluding travel time).
  - Mobility of Youth Workers: from 2 days to 2 months (excluding travel time).

  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.
- **Travel days:** Enter the number of travel days necessary. This should reflect the travel distance bands that you have chosen. You are allowed to apply for a maximum of 2 travel days (one before and after).

Useful Note: Please note, for distances equal to or lower than 99 km, the need for two full travel days would not be justified. In normal circumstances, you should add 1 travel day in total – 0.5 days for travelling there and 0.5 for travelling back.

- **Total No of Participants:** Please enter total participants in this flow (this includes all young people, group leaders 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.
- **Group Leaders/Trainers/Facilitators:** Please enter the number of Group Leaders or Facilitators that will join the activity. A Group Leader is an adult who joins the young people in a Youth Exchange to ensure their effective learning. Please note: Youth Exchange Group Leaders must be at least 18 years of age.

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 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 project for youth mobility you are eligible to receive funding for the following cost headings on a per participant basis:

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

Applicants must calculate a project's provisional budget at the 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. You can find a link to the Distance Calculator within the application by the clicking on the calculator icon above 'Distance Band'.

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 (including any in-country travel), a note of justification should be provided in the narrative of the 'Activity Details' 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:

Travel distance between:	**Contribution towards return travel costs, per participant (including accompanying persons)**
0 - 9 km	€ 0
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 +	€ 1500

Important Note: Travel costs are added and calculated within each individual flow. In the box marked 'No of Participants' you will need to **ensure that the total number of participants for the flow is matching 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).

Expensive Travel Costs can be requested under the budget heading 'Exceptional costs' (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.

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

Organisational Support

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%.

Please note that for Mobilities of Youth Workers activities Organisational Support is capped at a **maximum of €1,100 per participant** as indicated in the 2019 Erasmus+ Programme Guide (p. 85).

	Youth Exchanges (euro per day)	Mobility of Youth Workers (euro per day)
	A5.1	A5.2
Belgium	42	65
Bulgaria	32	53
Czech Republic	32	54
Denmark	45	72
Germany	41	58
Estonia	33	56
Ireland	49	74
Greece	38	71
Spain	34	61
France	38	66
Croatia	35	62
Italy	39	66
Cyprus	32	58
Latvia	34	59
Lithuania	34	58
Luxembourg	45	66
Hungary	33	55
Malta	39	65
Netherlands	45	69
Austria	45	61
Poland	34	59
Portugal	37	65
Romania	32	54
Slovenia	34	60
Slovakia	35	60
Finland	45	71
Sweden	45	70
United Kingdom	45	76
Former Yugoslav Republic of Macedonia	28	45
Iceland	45	71
Liechtenstein	45	74
Norway	50	74
Turkey	32	54
Serbia	29	48
Partner Country	29	48

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', 'Exceptional Costs for Expensive 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 their 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 applicable flow 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 and Justification' field. 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 below costs.

Eligible Exceptional Costs for all activities:

- Visa and visa-related costs, residence permits, vaccinations, medical certifications.

- 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.
- Expensive travel costs of participants – up to 80% of eligible costs (for details on how to request these, please refer to page 42 of this guide).
- Costs to support the participation of young people with fewer opportunities on equal terms as others (excluding costs for travel and organisational support for participants and accompanying persons).

For Youth Exchanges only

- **Costs for accommodation and boarding only (excluding any subsistence outside boarding) for Advanced Planning Visits** (up to 3 nights when an APV lasts 2 days and there are 2 travel days requested).

Some examples of **ineligible** Exceptional 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 applicable flow by pressing the 'Add Cost' button under 'Exceptional Costs'. 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 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.

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 the applicants will list the expected outcomes for participants 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.

You should also detail how the project activity(ies) might generate organisational learning or specific skills for the staff of the participating organisations. Moreover, you should describe the influence this project may have on their future work, especially for Mobility of Youth Workers activities.

Furthermore, it should be considered whether this project will develop the participating organisations' or participants' understanding of an issue, youth work or train them in any new methodology that they can implement in their local community for example. You should also detail whether this project could raise the profile of an issue or an organisation locally, nationally or internationally and highlight here any activity they plan to involve the wider community in the project so that they could benefit too. Community involvement and its benefits is an expectation of youth mobility projects as it can bring added value to the project.

For more information about assessing impact and useful resources please visit the 'Impact and evaluation' section on our website.

Dissemination of project results

Applicants must detail their plan(s) to share the outcomes of their project and identify the target groups of those activities. They must also describe how the participants will be involved in the dissemination activities. 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. There is an Erasmus+ Project Results Platform that you can use for sharing your project results.

Dissemination activity may be in the form of local meetings, workshops or discussions with the members of a wider community and you may use handouts, reports, evaluations or videos to assist this. You might also plan to get press coverage or invite local councillors or decision makers to dissemination events. Moreover, the Erasmus+ Communications team is always keen to hear about interesting case studies.

Please refer to the Programme Guide (pages 313-318) 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 achieving its objectives and results. This evaluation should highlight the learning outcomes of all involved.

We encourage evaluation before and during the activity as well as the final evaluation. This helps with establishing baselines (and therefore seeing what has improved) as well as fine-tuning the project as it goes.

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 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.

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 mandates for each partner participating in your project and named in your application, signed by both parties’ Legal Representatives
- The Project Timetable Spreadsheet (template can be downloaded by clicking on the ‘Download Timetable’ button).

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.

The 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.

The partner mandate(s) must be downloaded via the 'Download Mandates'. You will need to print it, read it carefully, and have it signed by hand by the Legal Representatives named in the application. The signed mandate(s) then needs to be scanned and attached as an annex via the 'Add Mandates' button.

Important Note: The information on the partner mandate is pre-filled based on the information entered in the application form under 'Participating Organisations'. Any details that is incorrect will have to be amended in the application form and the mandates downloaded again under 'Annexes'.

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 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 2019 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** partner signed by both parties. 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 and in the application must be the person who signs the document;
        - partner mandates must be signed (with original signatures) 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;
        - the date and place of signature must be included alongside the signature;
        - partner mandates must be legible and preferably in English.
    - the completed **Project Timetable Spreadsheet** template, which is available to download under the 'Annexes' tab. 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 Participants 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 251 to 252.

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.

- You are complying with the submission deadline published in the 2019 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 1: 11am (UK time) on Tuesday 5 February 2019.

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 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 1 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.

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Application Checklist:

☐	Have you used the correct online application form: KA1 Youth Mobility, deadline 5 February 2019?
☐	Have you checked whether the start and end dates of your project are in the correct format? **(Please note some sections can be amended manually)**
☐	Is your project start date between 1 May 2019 and 30 September 2019?
☐	Is your project duration between 3 and 24 months?
☐	Have you checked if your partner has provided you with a correct PIC number?
☐	Have you checked if your partners' details are up-to-date and consistent between the application form, Participant Portal and their Legal Entity Form?
☐	Have you checked if the budget figures are correct and consistent throughout the whole application form?
☐	Have you checked that all the mandatory fields (red boxes) are completed?
☐	Have you printed, signed, scanned and annexed the Declaration of Honour?
☐	Have you attached mandates for each partner organisation in the project?
☐	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?
☐	Have you attached the Project Timetable Spreadsheet?
☐	Have you submitted your form online?
☐	Does the 'Status' show OK?
☐	Have you submitted your application before the deadline of 5 February 2019 (11am UK time)?
☐	Have you saved and printed the copy of your Application Form for your own records?

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.

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.

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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 **AND** Constitution
Scottish Charitable Incorporated Organisation	Private Law Body	OSCR (Office of the Scottish Charity Regulator) registration certificate OSCR letter **AND** 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
Informal group of young people (including at least 4 people) The legal representative of the group should be 18-30 years old, while all members should be 13-30 years old at the time of the deadline of the Call round.	Natural Person	Copy of an ID card or passport/ driver's license for each member of the group (proof of age) AND letter with notification of who the legal representative will be and information on name, age and contact details of all members of the group AND documentary evidence of the home address of the main representative