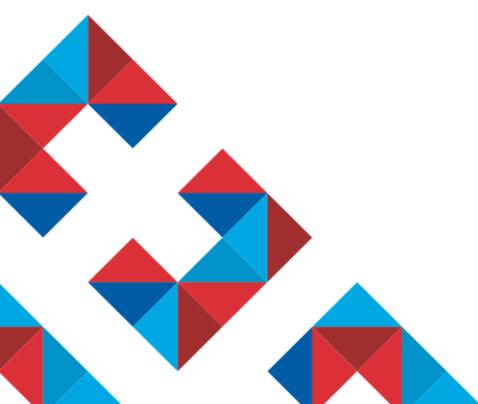


## Key Action 3 (KA3) Guide for Applicants

### Youth Dialogue projects

Deadline for Round 1: 11am (UK time) on Tuesday 5 February 2019

**Version 1:** 10 January 2019



This document is version 1 of the guidance note for the 2019 call for Key Action 3 Round 1 Youth Dialogue Projects.

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

If future versions of the Guide are created, the table below will appear showing an overview of changes made compared to previous versions:

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## 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.

## Who is this guide for?

This step-by-step guide is to help UK organisations complete the 2019 Erasmus+ Key Action 3 (KA3) – Youth dialogue Projects application form. The 2019 application form will be made available on our website.

We recommend that you consult the following documents and support to help you complete your application:

[2019 programme guide](#)

[2019 call for proposals](#)

[European's commission's technical guidelines](#)

## Plan your project

Please use this section of the guide to help you plan your 2019 Youth dialogue project.

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

Please also consider the Foreign & Commonwealth Office's (FCO) travel advice for the countries to which you will travel or send participants, or travel through en route. We will ask you to observe their guidance: <https://www.gov.uk/foreign-travel-advice> and may not fund mobility in cases where the FCO advises against it.

## Introduction to Youth Dialogue projects

Erasmus Plus (Erasmus+) is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding (though not all organisations are eligible to participate in all Key Actions).

In general the overall programme objectives are to:

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

Specifically, Key Action 3 Youth Dialogue projects are about promoting the active participation of young people in democratic life and fostering debates around topics either agreed by the young people themselves, or centred on the themes and priorities set by the EU Youth Strategy and its dialogue mechanisms.

Key Action 3 Youth Dialogue projects must give opportunities for young people to discuss the agreed themes among themselves **and** with policy-makers, youth experts, and representatives of public authorities in charge of youth, using non-formal learning methods, thereby allowing them to inform and shape the policies that affect them.

## Eligible Organisations

One organisation must lead the project and make the application for funding. UK organisations leading a project must apply to the UK National Agency. In cases of projects with 2 or more partners; one of the organisations applies on behalf of all the organisations. You can find details of eligible organisations on page 197 of the 2019 programme guide.

Participating organisations can be:

- Non-profit organisation, association or NGO;
- European Youth NGO;
- Or a public body at local or regional level.

Participating organisations must be based and registered in a Programme Country. A participating organisation could also be from a Partner Country neighbouring the EU (regions 1 to 4 – please see page 22 of the Erasmus+ Programme Guide for eligible countries), although these can only take part in a project as partners. For more information, please see the specific eligibility criteria for Youth Key Action 3 projects on page 197 of the 2019 Programme Guide.

**Important Note** - Organisations with an unincorporated status, such as registered trusts and associations that are registered as such with an appropriate competent authority such as the Charity Commission for England and Wales or Companies House are eligible to apply from 2017 Round 3

The accepted unincorporated structures for Youth applications include:

Organisations registered as either a Trust or an unincorporated association on the Charity Commission website for [England and Wales](#), [Scotland](#) or [Northern Ireland](#).

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

**Please Note:** Sole traders and Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), and Informal Groups of Young People are not eligible to apply for Key Action 3 Erasmus+ funding.

## Eligible partner organisations

For transnational/international activities- the activity must involve at least 2 participating organisations, of which at least one is a programme country

National activities- the activity involves at least 1 organisation from a programme country.

## Project Duration

Youth dialogue projects can last between **3 and 24 months**, the project start date must fall between 1 May 2019 and 30 September 2019. In all cases, all projects must end no later than 29 September 2021. You must choose the duration at application stage, based on the objectives of the project and the type of activities planned.

## What activities can you include in a Youth dialogue project?

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

Youth dialogue projects can include the following:

- National meetings and transnational/international seminars that include the active participation of young people in debate and dialogue;
- National meetings and transnational seminars that prepare the ground for official Youth Conferences organised by the Member State holding the Presidency of the European Union;
- Youth debate events on youth policy themes linked to the activities organised during European Youth Week;
- Consultations of young people to find out their needs on matters relating to participation in democratic life;
- Any other meetings, events, seminars, consultations or debates between young people and decision-makers or simulating the functioning of democratic institutions.

The activities are led by young people and the young participants should be involved in all stages of the project, from preparation to follow-up. Non-formal learning principles and practices are reflected throughout the implementation project.

**Statutory meetings of (networks of) organisations or politically-influenced events are not eligible for grants under this Action. This includes politically-influenced events / forms of**

**direct action or reactive events such as demonstrations or protests. Funding cannot be used to support such events.**

## Prepare to apply

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

## Understand the call project budget structure

When completing the application form please read pages 200 – 201 of the 2019 programme guide

You should ensure that your budget is realistic and demonstrates good value for money. An EU Grant is intended to be a contribution to a project that would not be feasible without this financial support, and is based on the principle of co-financing. Co-financing means that the EU grant may not finance the entire cost of the project; the project must be funded by sources other than the EU grant.

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

## Register your organisation on the Participant Portal and obtain a Personal Identification Code (PIC)

All organisations involved in the application must be registered and provide their basic legal and financial data in the Education, Audio-visual, Culture, Citizenship and volunteering Participant Portal. Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

## Upload financial identification form and legal entity form to PIC on the participant portal

**Important Information:** If your organisation is already registered and has a PIC number, you will still need to upload new legal and financial identification forms for 2019.

You must upload a completed Legal Entity form and a Financial Identification form for 2019, as well as supporting legal status document or bank documents to your PIC on the participant portal.

Without these documents, your application may be ineligible. You can download the two forms via the links below. Please select the forms in English by using the hyperlinks next to the  symbol:

- [Financial Identity Form](#)
- [Legal Entity Form](#)

To upload documents on the Participant Portal [here](#) please follow these steps:

- Click on the menu item "Login" top right
- You will be guided to your personal participant portal website
- Click in the top left in the navigation menu select "My Organisation(s)".
- If you are the LEAR for the organisation you should see your Organisation Name. Click on the arrow next to it and select "modify organisations (s)".
- You will then need to scroll down to the Documents section and click 'Add Documents.'
- Choose the file that you wish to upload and you will then see the status to show that the document has been received.

## Understanding the assessment criteria

It is essential that you understand how your application will be assessed in order for you to write a high quality Key Action 3 application.

The assessment of applications is carried out in two stages:

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

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

<p><b>Relevance of the project</b> (maximum 30 points)</p>	<ul style="list-style-type: none"> <li>• The relevance of the proposal to: <ul style="list-style-type: none"> <li>– the objectives of the Action; (Please see section “what is the aim of this action?” above);</li> <li>– the needs and objectives of the participating organisations and of the individual participants.</li> </ul> </li> <li>• The extent to which the proposal is suitable of: <ul style="list-style-type: none"> <li>– producing high-quality outcomes for participants;</li> <li>– reinforcing the capacities of the participating organisations.</li> </ul> </li> <li>• The extent to which the project involves young people with fewer opportunities.</li> </ul>
<p><b>Quality of the project design and implementation</b> (maximum 40 points)</p>	<ul style="list-style-type: none"> <li>• The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up);</li> <li>• The consistency between project objectives and activities proposed;</li> <li>• The quality of the practical arrangements, management and support modalities;</li> <li>• The quality of the non-formal learning participative methods proposed and active involvement of young people during all the stages of the project;</li> <li>• The appropriateness of measures for selecting and/or involving participants in the activities;</li> <li>• The extent to which the project proposal involves relevant decision makers (policy-makers, youth experts, representatives of public authorities in charge of youth, etc.);</li> <li>• If appropriate, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders.</li> </ul>
<p><b>Impact and dissemination</b> (maximum 30 points)</p>	<ul style="list-style-type: none"> <li>• The quality of measures for evaluating the outcomes of the project;</li> <li>• The potential impact of the project: <ul style="list-style-type: none"> <li>– on participants and participating organisations during and after the project lifetime;</li> <li>– outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.</li> </ul> </li> <li>• The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations;</li> <li>• If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely</li> </ul>

	available and promoted through open licenses, and does not contain disproportionate limitations.
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## Additional information on quality criteria

Annexes II and III of the European Commission's Erasmus+ Programme Guide contain further information on quality criteria and key terms such as 'non-formal learning'. You may also find it beneficial to read the European Commission's Assessor's Guide (the 'guide for assessors') 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](#)

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

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

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

## Organisational capacity

### What is organisational capacity?

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

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;

- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the UK National Agency.

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

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

Applicant organisations will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK National Agency as a condition of participation in the grant award procedure or failure to supply that information (see the section 'Exclusion Criteria' in Part C, page 255 of the 2019 Programme Guide)

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

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

## 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 completing the online application form.

It is important to note at application stage that if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided 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.

## Structure of this guide

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

## Introduction to the application form

It is compulsory to complete the online form when applying for Key Action 3 funding. The form can be accessed at <https://webgate.ec.europa.eu/web-eforms>. Please ensure you select the correct application form.

We would recommend that where possible you use a PC to complete the form. The Application Forms are built on the latest standards of the web platform. The forms have been successfully tested on the following browsers:

- Internet Explorer 11.0
- Firefox 45.7
- Chrome 56.0.

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

## Application Functionality Basics

1. The form is automatically saved every 2 seconds.
2. After closing the form, you can access it again under the ‘My Applications’ tab on the homepage.
3. The default language of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the required language from the drop down list.
4. Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
5. Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: 
6. If a section is marked with this sign: , this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
7. Throughout the form you can display more information about particular questions by positioning your mouse pointer over the question mark sign.

- Multiple sections of the form contain tables, you should notice the button on the right side of the table  this button will allow you access to additional options to work with the table contents.
- Important:** In order to log out you need to close the browser in which you are working completely.

## Narrative

### Context

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

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

**Project Acronym:** Please enter an Acronym

**Project Start Date:** Select a date from the calendar. For Round 1 projects this must be between 1 May 2019 and 30 September 2019.

**Project Total Duration:** Select the number of months from the drop-down menu.

**Project End Date:** The latest end date for activity is **30 April 2021**. The end date will populate automatically.

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

**Language used to fill in the form:** Select English for applications made to the UK National Agency.

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

## Participating Organisations

This section asks you to provide information about the applicant organisation and other organisations involved in the project as partners.

## Applicant Organisation

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' by clicking on: \_\_\_\_\_

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

## Applicant Organisation Details

Please click on “legal name” to expand the applicant organisations details

### Profile

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

The remaining part of this section of the form will be pre-filled using the information submitted on 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 receive an error when entering your PIC number and you have checked that you are entering the right code, please [contact us](#).

## Associated Persons

### Legal Representative

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

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

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

### Contact Person

We will use these details as the first point of contact for the application and, should it be successful, the grant. We strongly recommend that the contact person is different from the legal representative.

**You can select up to three contact persons. Please ensure that the contact person details are up-to-date and please contact us as soon as possible if there are any changes.**

## Background and Experience (organisations)

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

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

Please include all relevant information in this section such as who will be running the project. You should also include the measures put in place in case the people in charge of the project leave their roles.

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

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

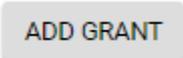
Please detail how your organisation's previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

**What are the skills and expertise of key staff/persons involved in this application?**

Please explain what experience the organisation has and how this can contribute towards the project.

**Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?**

Please select from the drop down menu. If you select 'yes' here, complete the table with the

relevant information. Click on  to add new activities. Click on  to delete activities. If you have been involved in previous projects but do not know the exact details please contact the UK National organisations.

## Partners Organisation

Youth Dialogue projects should have an applicant organisation and at least one official partner organisation from another participating country (please note that any organisations you wish to involve in the project must be named in the application).

Applications for national meetings should include at least one organisation from a Programme Country. Eligible countries are Programme Countries or Partner Countries neighbouring the EU (regions 1 to 4; see page 21 of the 2019 Programme Guide for further details).

**Useful tip:** You will need to provide a fully completed and **signed (manually, in ink)** partner mandate for each member of the partnership at application stage. The European Commission has provided a partner mandate template which must be used and which can be downloaded [here](#)..

## Background and Experience

This section is broken down into sub-questions and asks for further information regarding the activities and experience of partner organisations in the areas relevant to the application. You should address all the questions outlined in the application form. Additionally, you must outline the relevant skills and expertise of key people at the partner organisations.

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

## Add/Remove Partner buttons

Additional partners can be added by clicking on the 'Add Partner' button. If a partner has been



entered in error you can delete their information using the 'Delete organisation' button under

## Project Description

When completing this section, please give careful consideration to the following:

**Why do you want to carry out this project? What are its objectives? What are the issues and needs you are seeking to address through this project? In what way is this project linked to the objectives and principles of Structured Dialogue in the field of youth?**

What is the situation that led to the development of this project? What problems or gaps will the partners work to address? What needs will the project address for the organisations involved, wider community or EU? How does the project feed into the wider process of the Structured Dialogue at

national and European levels? How does it address the overarching EU education policy objectives or the specific policy priorities for youth?

Where possible, projects should demonstrate how young people are actively involved in shaping the project proposed. The objectives of the project should clearly seek to address the needs you establish and be relevant to the individual participants and organisations.

**How did you choose your project partners? What experiences and competences with they bring to the project?**

**What are the most relevant topics addressed by your project?**

Select up to three topics from the drop-down menu. Do not worry if this does not cover everything. Add more by clicking on the topic and remove by clicking on the selected topic. If your project is to address more than three topics, please choose the most relevant ones.

## Participants Profile

**Please describe the background of the participants involved (including decision makers/experts, if relevant) and how these participants have been or will be selected.**

Please describe the participants' actual or likely age ranges, gender, ethnicity or other pertinent information for both young people and policy makers. Please detail any process for selecting participants from all partner groups that has taken place or will take place and how this process selects the most suitable participants while ensuring a fair process.

**Please provide general information on the age of participants and describe how you will ensure gender balance in the main activities carried out in your project.**

Please describe how you will select the young people involved in the project and on which basis you will include people from different age ranges and how you will try to ensure the most equally divided gender balance possible.

## Participants with fewer opportunities

**Does your project involve participants facing situations that make their participation in the activities more difficult?**

Please select 'yes' or 'no' from the drop down menu. When selecting 'yes', the following two questions appear:

**How many participants (out of the total number) would fall into this category?** Please give the actual or likely number.

**Which types of situations are these participants facing?** Please select from the drop down menu all types of situations that the participants of this project will face. For more detail on each of the categories, please review page 10 of the 2019 Programme Guide, under Equality and Inclusion.

**If any please explain the particular measures (accompanying person, reinforced mentorship etc.) you will put in place to cater for the specific needs of these participants and/or to support their participation.**

For this section you will need to explain the measures that will be in place to cater for the needs of the participants and how you will support their participation.

## Learning Outcomes

**Which learning outcomes (i.e. knowledge, skills and attitudes, behaviours) are to be acquired/improved by participants in each planned activity of your project?**

Please identify the learning outcomes that specific activities and methods will develop. There should be a clear link between the aims of your project, the activity and the learning outcomes. They should also be relevant to your participants and address the need you identified for this project. Particular attention should be paid to increasing young people's civic engagement and competences for active participation in democratic life. New or improved competences amongst decision makers should also be clearly identified. This may include change in attitude towards non-formal and informal learning or better methods for engaging young people.

**The Erasmus+ programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants. Will your project make use of such European Instruments/certificates? If yes select up to three.**

You will need to select up to three from the drop down menu.

**Are you planning to use any national instruments/certificates? If so, which ones?**

Please list here any additional tools or accreditation you will use to support learning and reflection as well as recognition of learning outcomes, for example ASDAN or other UK accreditation.

**How will you use the European/national instrument(s)/certificate(s) selected if any? How will you ensure an awareness and reflection of the volunteers on their learning process and competences developed in the project? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.**

Please describe in detail what way you will use the instruments/certificates indicated in the two questions above.

## Preparation

**What will be done in preparation, by your organisation and, if relevant, by your partners before the youth seminar(s) take place? How will the participants be involved in defining or being aware of the topics, the activities and the methodology of the seminar(s)?**

**Please describe in detail how do you intend to cooperate and communicate with your decision makers and other relevant stakeholders and if applicable with your project partners.**

Please detail the preparatory work that will be undertaken before the planned meetings. You should clearly demonstrate how you will agree the themes, the programme of activities and working methods with your partner(s).

Please outline the plan to engage with participants as part of the preparations. How will you involve participants in defining the themes, activities and working methods? How will you ensure your engaging methods are relevant and appropriate for each participant and as a group, which may be distinctive between young people and decision makers? How do you plan to build a bridge between young people and decision makers?

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. Please then describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants.

Finally, you should also outline your planned meetings or other methods by which you will ensure regular communication with your partners or other project stakeholders.

## Practical Arrangements

**Please describe in detail how the practical and logistical matters of the project will be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, preparatory meetings with partners etc.).**

Please detail how and when you plan to deliver these practical aspects and which partner(s) or individual(s) will take responsibility for them. Outline the risks you identify in this project, in relation to tasks, participants and location, as well as your plans for mitigating these risks to ensure the safety of all involved. This should include agreement on emergency procedures and a code of behaviour for participants. Note your plans for obtaining suitable insurance and managing any additional visa requirements and legal aspects and evidence how you will manage these.

Please note in this section, you will need to give a full narrative description of how many staff and details of how they will support the young people, with relevant safeguarding measures in place to make sure that the young people are supported throughout the activities. If the activity involves

minors (participants under the age of 18) an accompanying adult/staff will need to be present at all times. If your application does not demonstrate adequate safe-guarding measures for minors then this would impact the assessment score.

## Activities

### Main Activities

**Please outline the main activities you plan to organise and the working methods used. If relevant, please describe the role of each project partner in the activities.**

For all activities, we highly recommend that you provide a timetable, which **must** be uploaded as an annex to the form. The European Commission has published a Youth Activity Timetable Template for Key Action 3 applications. The template can be downloaded from the [Erasmus+ UK website](#).

When filling out the timetable you should make sure it is consistent with the Activity and Flow numbers detailed in your application form. Please make sure you fill out a table for every Flow under every Activity. To do so, please copy the activity programme table across different worksheets, using one worksheet per Activity. If you have several Flows within one Activity, please copy the table and paste it below the first one in the same worksheet, clearly indicating each Flow.

In addition to the timetable, you should clearly describe each of your main activities, including what it is, how you intend to implement it and who will be involved in the delivery. Please demonstrate how you have ensured that your methods and activities are relevant to your objectives as well as the learning outcomes and impact you anticipate. You should demonstrate how a variety of working methods are adapted to the profile of participants, for both decision makers and young people.

All activities will need to use informal and non-formal learning methods. You should include a variety of non-formal learning methods such as workshops, role plays, outdoor activities, round-tables, etc. so that your project meets the different needs of participants and desired outcomes. Activities should include space for participants to reflect on their learning (ideally using Youthpass) and should encourage active participation, creativity and initiative.

It is very important to ensure consistency between the activities outlined here and the corresponding activities detailed in the budget section. Detailed evidence to support each of the planned activities is required. Where insufficient justification is provided, a reduction to the budget will be applied accordingly.

Good partnership is crucial, so you should present a clear set of roles and responsibilities for all those involved throughout the project. Please outline any scheduled meetings or other methods by which you will maintain contact before, during and after the activity.

Finally, outline how you will monitor the participants' learning and the success of the programme and methods over the course of the activity. Ensure it is clear how this is communicated to partners and how participant feedback will be incorporated. Active involvement of participants in shaping the project is expected to be encouraged and actively facilitated.

## List of Activities

An activity is defined as either:

- A national youth meeting: the activity involves at least one organisation from a Programme Country
- A transnational/international youth meeting: the activity must involve at least two participating organisations from at least two different countries, of which at least one is a Programme country.

Every activity you plan to do must be listed in this section. We cannot fund activities if they are not listed in the application form.

For clarity, an Activity should relate to events foreseen to take place in a single location at the same time, i.e. a single date or a set of consecutive dates. This will assist you in completing the Flows which will make up the Activity (see next section). You will need to complete information for each Activity under "Activity Details". Please complete each table as indicated:

**Activity Type:** select from drop down menu i.e. Youth National activities or Youth Transnational Activities

**Activity title:** Please enter an activity title

## Flows

You will need to complete the information for each flow under "flow details".

**Country of origin:** Please select from the drop-down menu.

**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'). Please refer to the table on page 195 of the Programme Guide for a breakdown by country of the daily rate.

**Important note:** The activities for a national meeting must take place in the UK, whereas for a transnational/international meeting they may take place in any of the Programme Countries involved in the project. The exception is an activity taking place at the seat of an Institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg and the Hague) for both national and transnational/international meetings.

**City of Venue:** Location of the activity.

**Start Date:** Start Date of the Activity – this cannot be before the start of the project.

**End Date:** End Date of the Activity – this cannot be after the end of the project.

**Distance Band:** Select the appropriate distance band from the drop-down menu.

**Travel days:** State how many days participants will spend travelling to and from the activity.

**Total No. of Participants:** Please enter the total amount of participants, including Policy Makers if appropriate.

**No of Participants with Special Needs:** Please enter the number of participants out of the total who will require additional support to aid their participation in the activity.

**No of Participants with Fewer Opportunities:** Please enter the number of participants out of the total facing situations that make their participation in the activities more difficult. The number provided should be consistent with the information you have entered in the 'Participants' Profile' section.

**No of Young Participants** Please enter the number of young people out of the total number will be aged 13-30.

**No of Accompanying Persons:** Enter the number of additional youth workers / specialist staff out of the total who will be supporting the participation of minors or young people with Special Needs, or young participants identified as having fewer opportunities (see below).

## **PLEASE READ IF YOU WILL BE ADDING ACCOMPANYING PERSONS**

Please note for Key Action 3 Youth, funding is now provided for additional staff supporting meetings between young people and decision makers for minors, participants identified as having fewer opportunities than their peers, or young people with little experience outside their own country in order to ensure their protection and safety as well as effective learning during the mobility experience. If your application does not demonstrate adequate safeguarding measures for minors or other vulnerable participants, then this will impact the quality of the Project Design and Implementation score. When completing your application form please provide justification for the additional accompanying persons applied for. A full definition of an Accompanying Person can be found in the 2019 Programme Guide, page 319.

## Budget

## Travel

The same distance band will apply to all participants in one flow, based on the venue of participating organisations. Travel is based on the distance per participant from their place of origin to the venue

of the activity. Travel is calculated on a unit cost basis and will be payable according to the travel distance. Therefore you will need to select the appropriate distance using the [Distance Calculator](#)

Please note that although the 'travel distance' measures the distance for a one-way journey, the travel costs have been calculated for a return journey. **The travel amounts can be found on page 193 of the 2019 Programme Guide.**

## Exceptional costs for expensive travel

The awarding of Exceptional costs is not guaranteed. Clear and full justification must be given when adding the costs under the Exceptional Costs for Expensive Travel budget heading.

If you are applying for Exceptional Costs for Expensive Travel you will need to select "yes" and add the number of participants who require the additional support and an estimate of the funding that will be needed to cover the cost. Be prepared to fully justify the need for this type of funding, how it contributes to your project activities, travel routes it might affect and explain what it would be used for.

Please bear in mind that you should only apply for Exceptional Costs for Expensive Travel if the funding awarded for the correct distance band does not cover at least 70% of the costs of travel.

**Important note:** Please check page 201 of the 2019 Programme Guide for more information in regards to Exceptional Costs for Expensive Travel.

## Organisational support

Organisational support refers to costs directly linked to the preparation, implementation and follow-up of the activities. Organisational support is calculated on a unit cost basis, per participant. It will be automatically populated based on the country of destination and duration of the stay. This is based on the information registered previously in the 'Activities' details section.

Please be aware that if any changes are made in this section at a later stage, the form will not automatically update Organisational Support under the Budget section so you will need to input this data manually.

**Please see page 195 of the 2019 Programme Guide for the rates for each participating country.**

Follow-up

Impact

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

## **What is the expected impact on the participants and participating organisation(s) and target groups?**

For this section you will need to 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, you may plan that these outcomes will have a further impact on their employment status, ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes.

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

Projects under Key Action 3 should aim to make a long-lasting impact beyond the participants, by engaging with organisations that are active in debates on youth issues at local, regional, national, European and/or international levels. Please describe what the project intends to achieve in order to influence youth policy-makers and youth policies at different geographical levels. For example, the project may establish a formal link to feed into the national working group of Youth Dialogue as a formal mechanism to influence European youth policy.

## **Dissemination of Project Results**

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

Dissemination and use of project results is an important focus of Erasmus+ (as per 2019 Programme Guide pages 313 to 318). This ensures that project funds enable a wide group of people, organisations or communities to benefit and not just those explicitly named in this application.

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

**Which activities will you carry out in order to share the results of your project outside your organisation and partners and particularly, decision makers? What will be the target groups of your dissemination activities? How will participants be involved in the dissemination activities?**

You should detail your plan to share the outcomes of your project. At the end of your project, you may share the lessons learnt, tools developed or methods, so that others can benefit from this. It should be clear how you will raise awareness, share concepts or solutions, as well as influence policy or practice through these dissemination activities.

You should also identify different target groups who can spread the project objectives and results and support them with the dissemination tools and activities which are relevant and appropriate to them. Please describe who they are disseminating the message to, using what channels and when. In particular, please describe how people with fewer opportunities will be reached in this process.

Dissemination activity may be in the form of local meetings, workshops or discussions with members of a wider community and you may use hand-outs, reports, evaluations or video to assist this. You might plan to get press coverage or invite local councillors or decision makers to dissemination events. The Erasmus+ communications team is always keen to hear about interesting case studies. For more information about these please visit the [Case Studies](#) page on our website.

The [Erasmus+ Project Results Platform](#) is the European Commission's dissemination tool. It contains general information about funded Erasmus+ as well as Lifelong Learning and Youth in Action projects from across Europe. In due course the project outcomes of some of these projects will be uploaded to the platform as well. This is not a contractual requirement for KA3 projects but is encouraged for dissemination purposes

## Evaluation

**What activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?**

You are expected to include a final evaluation of the project, in which you will be able to assess whether (or to what extent) the project has been a success. This evaluation should highlight the learning outcomes of all involved and how the project has contributed to addressing the overall aim of Key Action 3, i.e. promoting active participation of young people in democratic life and fostering debates around European youth policies.

**Important note:** 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 takes place.

## Budget

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

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

## Project Summary

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

**Please provide a short summary of your project. Please recall that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform. Be concise and clear and mention at least the following elements:**

- **context/background of project;**
- **objectives of your project; number and profile of participants;**
- **description of activities;**
- **methodology to be used in carrying out the project;**
- **a short description of the results and impact envisaged and;**
- **finally the potential longer term benefits. This summary will be publicly available in case your project is awarded.**

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

**At the end of your project, a description of results will also be requested for publication.**

## Annexes

The following documents need to be annexed to the application form:

- The Declaration of Honour signed by the legal representative mentioned in the application;
- The mandates of each partner to the applicant signed by both parties, where available and
- The Youth Activity Timetable Template for each activity taking place.

Please ensure that all documents specified in the Checklist are submitted electronically with the application. To attach documents click the 'add file' button on the right hand side of the box displayed. This will then open up an additional window which will allow you to browse files on your computer and upload.

We would recommend that multiple documents such as partner mandate forms are scanned into a single file.

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

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

## Checklist

Before submitting the application, please check the requirements here alongside the UK National Agency checklist at the end of this document. **Please note you will need to attach any relevant documents to your application.**

## Data Protection Notice

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

## Declaration of Honour

**Please use the 2019 declaration of honour form. We are unable to accept a declaration of honour form previous calls.**

The legal representative of the applicant organisation as named in the application must print the declaration of honour, read it carefully, complete the declaration by hand and sign it in ink with a wet signature. If your organisation has and uses an organisational stamp, then the declaration of honour should also be stamped. The signed declaration of honour then needs to be scanned and attached as an annex before the application can be submitted online.

**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 ineligible.**

## Submission

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

1. You should only submit your application form once you are happy with the finalised version.

2. You need to ensure that you are connected to the internet in order to submit your completed application. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.

3. The UK National Agency advises that you save the final completed version of your form on your desktop in case of any technical issues with submission. You will be able to save a PDF copy of the completed form.

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

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

Your application must be submitted online by the deadline: **11am (UK time) on 5 February 2019.**

If you want to make any changes before submitting the form or after submission but before the submission deadline, use the  button next to the application, select “EDIT” and Resubmit and the form will be open for editing.

## Alternative Submission Procedure

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

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

1. The date and time of your last submission attempt as mentioned in the electronic application form Submission Summary section.
2. Informed the UK National Agency within 2 hours after the application deadline (Brussels time) by emailing [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org)

## Submission Summary

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

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

## Sharing an application

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

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

Please note that in the first version of the form no emails will be sent on the user and you will need to inform the user yourself.

## Application Checklist:

<input type="checkbox"/>	Have you used the correct official application form: KA3, R1, deadline 5 February 2019?
<input type="checkbox"/>	Have you checked whether the start and end dates of your project are in the correct format? <b><u>(Please note some sections can be amended manually)</u></b>
<input type="checkbox"/>	Is your project start date between 1 May 2019 and 30 September 2019?
<input type="checkbox"/>	Is your project duration between 3 months and 24 months?
<input type="checkbox"/>	Have you checked if your partner has provided you with a correct PIC number?
<input type="checkbox"/>	Have you checked if your partners' details are up-to-date and consistent between the application form, Participant Portal?
<input type="checkbox"/>	Have you checked if the budget figures are correct and consistent throughout the whole application form?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<input type="checkbox"/>	Have you attached mandates for each of your partners?
<input type="checkbox"/>	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?

<input type="checkbox"/>	Have you attached the Timetable of Activities?
<input type="checkbox"/>	Have you submitted your form online?
<input type="checkbox"/>	Have you submitted your application before the deadline of 5 <sup>th</sup> February 2019? (11am UK time)?
<input type="checkbox"/>	Have you downloaded a copy of your Application Form <u>for your own records</u> ?

## After submitting your application

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

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

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

*By using this document, you accept this disclaimer in full. This guidance document has been produced solely for guidance by UK KA347 project beneficiaries and no other reason and therefore should not be relied upon by any third party. The content of this document is not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the "National Authority") nor the United Kingdom National Agency function for the Erasmus + Programme (the "National Agency") nor any person acting on their behalf may be held responsible for the use which may be made of this guidance document and any information contained in this document. The National Authority and the National Agency have not verified, nor do they make any representations or assurances as to, the quality, nature of, efficacy or otherwise of this document or as to the accuracy, completeness or adequacy of any information contained in this document. Should you wish to use the materials in this document, you agree to acknowledge that the materials were originally developed by the National Agency for the UK Erasmus + Programme.*