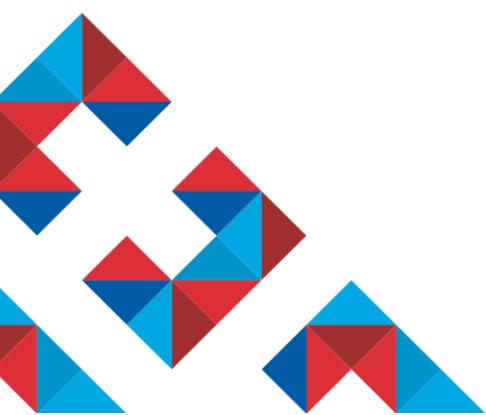


# 2015 Key Action 3 Handbook

## For KA3 Structured Dialogue beneficiaries

Version 3: 17 February 2016



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.

## Overview of changes to the handbook

This document is **version 3** of the 2015 Key Action 3 (KA3) Structured Dialogue Handbook for beneficiaries under the 2015 Call. If future versions of the Handbook 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
Page 4	Additional guidance on accompanying persons added	Page 4
Page 6	Further clarification on the age of participants at the date of the activity	Page 6
Page 9	Additional guidance on decision-makers	Page 9
Page 24	Recommendation for budget transfers added	Page 24

The table below records an overview of changes made compared to version 1:

Page number in previous version	Change	Page number in this version
Page 9	4. Contracting Process - second paragraph updated	Page 9
Page 10	Annex III - changed from II.B.1 to III.B.1 Annex VI - changed from 'partners' to 'approved partners'	Page 10
Page 14	5.5 Insurance – reference to Erasmus+ Programme Guide included	Page 14

## Contents

<b>1. General Definitions</b>	<b>4</b>
<b>2. Introduction</b>	<b>7</b>
<b>3. Background</b>	<b>7</b>
3.1 The Erasmus+ Programme	7
3.2 Key Action 3 Structured Dialogue	8
3.3 Participating Countries	8
3.4 Participants	8
<b>4. Contracting Process</b>	<b>9</b>
4.1 Grant Agreements and Annexes	9
4.2 Changes to Grant Agreements	11
<b>5. Management of your project</b>	<b>12</b>
5.1 Quality Assurance	12
5.2 Health and Safety	13
5.3 Risk Assessments	13
5.4 Safeguarding	13
5.5 Insurance	14
5.6 Participant Withdrawals	14
5.7 Mobility Tool+	15
5.8 Recognition and validation of learning	15
5.9 Project monitoring and evaluation	16
5.10 Dissemination	17
<b>6. National Agency Monitoring Activities</b>	<b>19</b>
6.1 Monitoring Calls	19

6.2	Monitoring Visits and On-the-Spot Checks .....	20
<b>7.</b>	<b>Financial Management.....</b>	<b>21</b>
7.1	Travel.....	21
7.2	Organisational Support.....	22
7.3	Special Needs .....	22
7.4	Exceptional Costs .....	22
7.5	What you need to collect .....	22
7.6	Recommendations for financial record-keeping.....	23
7.7	Budget Transfers .....	23
7.8	Ineligible expenditure.....	24
7.9	Exchange rates .....	25
<b>8.</b>	<b>Payment Arrangements .....</b>	<b>25</b>
<b>9.</b>	<b>Beneficiary Report .....</b>	<b>26</b>
<b>10.</b>	<b>Further Reading and Useful Information .....</b>	<b>27</b>
<b>11.</b>	<b>More Help and Advice.....</b>	<b>29</b>

## 1. General Definitions

<p>Accompanying Person:</p>	<p>As a general definition applying to all fields of education, training and youth, an accompanying person is the one who accompanies participants - whether learners or staff/youth workers - with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance.</p> <p><i>Under KA3 Structured Dialogue, accompanying persons may also be involved when the planned national or transnational youth meetings involve minors. Accompanying persons are eligible for financial support under the programme. It should be noted that accompanying persons are not regarded as participators in the meetings nor are they attending to undertake project related work or training. The intended function of an accompanying person is to ensure the safety, protection and support of participants during their mobility activity. It follows that the number of accompanying persons should be proportionate to the number of minors.</i></p>
<p>Activity:</p>	<p>A set of tasks carried out as part of a project.</p> <p><i>Under KA3 Structured Dialogue, activities specifically include: national meetings; transnational meetings; events linked to the European Youth Week; consultations including opinion polls; and events simulating the functioning of the democratic institutions.</i></p>
<p>Beneficiary:</p>	<p>Any organisation declaring its intention to submit a proposal for transnational cooperation in accordance with the established programme procedures. The applicant organisation becomes the grant beneficiary when the proposal is approved and then assumes overall responsibility for carrying out the project.</p> <p>The beneficiary signs a grant agreement with – or is notified of a grant decision by – the NA or Executive Agency that has selected the project. If the application was made on behalf of other participating organisations, the partners may become co-beneficiaries of the grant.</p>
<p>Co-financing:</p>	<p>Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant.</p>
<p>Erasmus+ Programme:</p>	<p>A programme funded by the European Commission from 2014 to 2020, which offers a range of funding opportunities for UK organisations actively</p>

	involved in delivering education, training, youth and sport activities.
European Youth NGO:	An NGO that: 1) operates through a formally recognised structure, composed of a) European body/secretariat (the applicant) legally established for at least one year in a Programme Country on the date of submission of the application and b) national organisations/branches in at least twelve Programme Countries having a statutory link with the European body/secretariat; 2) is active in the field of youth and runs activities that support the implementation of the fields of action of the EU Youth Strategy; 3) involves young people in the management and governance of the organisation.
Grant Agreement:	A legally binding agreement issued by the UK National Agency (NA) to the beneficiary which defines the roles and responsibilities of both parties.
Informal Learning:	Learning resulting from daily activities related to work, family or leisure which is not organised or structured in terms of objectives, time or learning support; it may be unintentional from the learner's perspective.
Key Action 3 (KA3):	A strand of the Erasmus+ Programme which includes the Structured Dialogue action. This involves meetings between young people and decision-makers in the field of youth.
Learning Outcome:	A statement of what a learner knows, understands, and is able to do on completion of a learning process, which is defined in terms of knowledge, skills and competences.
Legal Representative:	An individual person authorised within the beneficiary organisation to sign legally binding documents.
Mobility Tool+:	The online management and reporting tool for all Erasmus+ beneficiaries.
Non-formal learning:	Learning which takes place through planned activities (in terms of learning objectives and learning time) where some form of learning support is present, but which is not part of the formal education and training system.
Participant:	In the context of Erasmus+, an individual fully involved in a project and, in some cases, receiving part of the European Union grant intended to cover their costs of participation (notably travel and subsistence).  <i>Under KA3 Structured Dialogue, participants are intended as the young people</i>

	<i>and decision makers involved in a project.</i>
Partner (organisation):	Participating organisation involved in the project but not taking the role of applicant.
People with fewer opportunities:	Persons facing some obstacles (e.g. disability, economical obstacle, educational differences etc.) that prevent them from having effective access to education, training and youth work opportunities.
People with special needs:	A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project or mobility activity would not be possible without extra financial support.
Structured Dialogue:	Dialogue with young people and youth organisations which serves as a forum for continuous joint reflection on the priorities, implementation and follow-up of European cooperation in the youth field.
UK NA:	The Erasmus+ UK National Agency (the British Council in partnership with Ecorys UK).
Young People:	In the context of Erasmus+, individuals aged between 13 and 30. Please note that young participants should be at least 13 years old when attending the first day of fall under this category at the time of attendance of an activity, and not be older than 30 years of age at the application deadline date for your application, rather than during the entire project duration.
Youthpass:	<p>The European tool to improve the recognition of the learning outcomes of young people and youth workers from their participation in projects supported by the Erasmus+ Programme. Youthpass consists of:</p> <ul style="list-style-type: none"> <li>a) certificates that can be obtained by participants in several Actions of the Programme; and</li> <li>b) a defined process which supports young people, youth workers and youth organisations to reflect about the learning outcomes from an Erasmus+ project in the field of youth and non-formal learning. Youthpass is also part of a broader European Commission strategy which aims to enhance the recognition of non-formal and informal learning and of youth work in Europe and beyond.</li> </ul>

## 2. Introduction

The 2015 KA3 Handbook for Structured Dialogue is designed to help UK beneficiaries with the management of their 2015 KA3 project. The information contained in this document aims to supplement that provided within your grant agreement, any additional annexes and the 2015 Erasmus+ Programme Guide as well as acting as a quick reference point for common queries and procedures. Please ensure you refer to these documents regularly throughout the lifetime of your project to ensure you are managing your grant in accordance with programme rules.

In the UK, the National Agency is a partnership between the British Council and Ecorys UK. Each organisation manages specific parts of the programme, with the British Council responsible for schools and higher education, Ecorys UK responsible for adult education and vocational education and training, and both organisations managing different aspects of youth funding. The UK NA aims to help UK organisations make the most of the opportunities provided by the programme. It is responsible for receiving and selecting applications, for distributing grants, assisting beneficiaries during the project lifecycle and reporting on the results of the programme.

Please note that this document may be subject to change throughout the course of the programme. Changes will be recorded on page 2 of this document, and the most recent version will be found on our website <https://www.erasmusplus.org.uk/youth-projects>.

## 3. Background

### 3.1 The Erasmus+ Programme

The European Commission's Erasmus+ (E+) Programme offers a range of funding opportunities for UK organisations actively involved in delivering education and training. The programme aims to support the acquisition and use of knowledge, skills and qualifications to facilitate personal and professional development. The programme is made up of three key actions; learning mobility of individuals, cooperation for innovation and the exchange of good practices and support for policy reform as well as Jean Monet activities and Sport. These three key actions are separated out into five fields; higher education, vocational education and training, schools, adult education and youth.

## 3.2 Key Action 3 Structured Dialogue

Please be aware of the difference between the ‘Structured Dialogue’ framework on the European level on the one hand and the ‘Erasmus+ KA3 Structured Dialogue: meetings between young people and decision-makers in the field of youth’ funding stream on the other hand.

‘Structured Dialogue’ is the name used for discussions between young people and youth policy-makers in order to obtain results which are useful for policy-making. The debate is structured around themes for each of the 18-month work cycles which are set as part of the Structured Dialogue process. It foresees events where young people discuss the agreed themes among themselves and with policy-makers, youth experts and representatives of public authorities in charge of youth, using non-formal and informal methods. For July 2014 to December 2015, the theme of Structured Dialogue is Youth Empowerment. For more information about the Structured Dialogue process please see the European Commission’s Structured Dialogue website: [http://ec.europa.eu/youth/policy/implementation/dialogue\\_en.htm](http://ec.europa.eu/youth/policy/implementation/dialogue_en.htm).

‘Erasmus+ KA3 Structured Dialogue’ promotes the active participation of young people in democratic life and fosters debate around topics centred on the themes and priorities set by the European Structured Dialogue and the renewed political framework in the youth field. This is the funding stream under which your project is funded.

From this point on, KA3 Structured Dialogue projects will be referred to as ‘KA3’ projects in this Handbook.

## 3.3 Participating Countries

KA3 projects must be led by organisations established in a Programme Country, while organisations from Partner Countries neighbouring the EU can participate as partners. For a KA3 project funded through the UK NA to be eligible, it must comprise of at least one lead organisation from the UK (if it includes national meetings) or at least two participating organisations, one being the UK lead and the other an organisation from a different country, whether a Programme Country or a Partner Country neighbouring the EU (if the project includes transnational meetings). Please consult the eligibility criteria for KA3 in the Programme Guide as well as the section on eligible countries (p. 24-26) to see which countries are eligible to participate.

## 3.4 Participants

Participants in a UK KA3 project include:

- young participants: young people aged between 13 and 30 from the countries involved in the project. A minimum of 30 young participants must be involved in the project overall; and

- decision-makers: if the project foresees the participation of decision-makers or experts in the youth policy field, these participants can be involved regardless of their age and geographical provenance. Please note that staff can only be considered to be 'decision makers' or 'experts in the youth policy field' if this was approved as part of your application.

Please be aware that it is very important to involve both young people and decision makers as their interaction is a key point here. Young people should be involved throughout the process: in the preparation phase, when organising the actual meetings and when evaluating the whole process.

## 4. Contracting Process

Following the assessment and selection process, all successful beneficiary organisations are required to enter into a grant agreement with the UK NA. Each beneficiary will also be allocated a Project Officer within the UK NA who will be your principal point of contact for all issues relating to the administrative and financial management of your project.

Before commencing any funded project activity you must have a signed grant agreement with the UK NA. Any eligible project activities undertaken between your project start date and the date the agreement is signed by the UK NA will be covered retrospectively provided they are in line with the terms of the agreement. However, any activity undertaken before the agreement is signed by the UK NA is done so at your own risk. If for any reason we are not able to contract with you, these costs will not be covered by the UK NA.

### 4.1 Grant Agreements and Annexes

All successful beneficiary organisations must enter into a grant agreement with the UK NA. The KA3 grant agreement comes in two forms, the first being a 'mono beneficiary' agreement. This is issued to projects with no partners, where the lead applicant is the single beneficiary of the agreement. 'Multi beneficiary' agreements are issued to projects which include partners listed in section C of the application form. Through a multi-beneficiary agreement, the lead partner becomes the coordinator and all partners become co-beneficiaries of the agreement, which means they are also subsequently subject to its terms and conditions. As the coordinator, you have accepted specific obligations, including being the intermediary for all communication between the beneficiaries and the UK NA. These roles and obligations are listed at Article II.1.3 of your agreement.

Dependant upon the type of project you have been funded for, you will receive a standard grant agreement consisting of Part I: Special conditions and some or all of the following:

## Part II: General Conditions of the Grant Agreement

Part II needs to be downloaded from our website (<https://www.erasmusplus.org.uk/general-conditions>) and read in conjunction with Part I. The document contains essential requirements, with Part A covering legal and administrative provisions including general obligations, communications, processing of personal data, visibility of European Union funding, subcontracting and termination of the agreement. Part B covers financial provisions including eligible costs by sector and Key Action, checks and audits and monitoring and evaluation.

## Annex I and II: Description of the project and estimated budget

These annexes include the content of the project (I) and a breakdown of the budget awarded to your project (II). This information has been taken from your original grant application, with corrections where necessary. The participant numbers and activity durations are fixed and cannot be changed without approval from the NA. Any variances from the information in this annex may result in a full refund of the associated costs to the NA. Please note that sections D to H of your application are also considered as part of Annex I and therefore contractually binding. With regard to Annex II, set budget amounts have been awarded for the respective activity types and these can only be amended in accordance with the budget transfer rules set out in Article I.3.2. of your grant agreement. More information on budget transfers can be found in Section 7 of this Handbook.

## Annex III: Financial and contractual rules

This annex provides comprehensive information on the financial and contractual rules surrounding your grant agreement. There are two versions of this annex; one for mono beneficiary and one for multi beneficiary grant agreements. The main difference between the two lies in the definition of the place of venue for the purposes of travel costs (part III.B.1). Please ensure you read this annex thoroughly. The UK NA has highlighted important sections of this annex where possible within this Handbook, however, as the beneficiary, it is your responsibility to read this information and ensure you are compliant. Failure to do so may result in you having to repay your grant to the UK NA.

## Annex V: Partner mandates (multi beneficiary agreements only)

This annex is only applicable for multi beneficiary grant agreements and consists of the partner mandates from all European partners included in the project as per the original grant application. European partners cannot be changed without prior approval from the NA. Any variances from the information in this annex may result in a full refund of the associated costs to the NA.

## Annex VI: List of other beneficiaries (multi beneficiary agreements only)

This annex lists all the approved partners involved in the project. Each partner organisation's legal form, address and PIC number feature in this annex and you should communicate any changes to these details to your Project Officer at the UK NA who will be able to offer further guidance.

## 4.2 Changes to Grant Agreements

Your 2015 KA3 project has been approved by the UK NA based on information you provided in your original grant application and which now forms part of your grant agreement. If you need to make any changes to this information, you will need to notify the UK NA immediately in writing before any changes are implemented.

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

Any request for amendment must be received by the NA in good time and at least one month before the intended implementation of the changes in order to allow sufficient time for approval; the NA will respond to your request within 45 days of receiving all correct documentation. The UK NA is unable to process an amendment request during the last month of project activity in accordance with Commission guidance, therefore you should ensure that your project is on track and no changes need to be made in advance of this.

The NA considers the following requests to be significant and will require strong justification in order for them to be approved:

- Change to the beneficiary (or any partner) organisation name and legal status;
- Project activities;
- Partner withdrawal/replacement (multi beneficiary only); and
- Changes to the budget which exceed the limits detailed in Article I.3.2 of your grant agreement.

These are examples of formal changes the UK NA will consider in relation to your KA3 project and should you wish to request one of the above, you will need to submit a contract amendment request *pro forma* which can be obtained from your NA Project Officer. This will allow you to provide a justification for the proposed amendment as well as listing the necessary supporting documents you will need to submit. Please note that each request will be assessed on a case-by-case basis.

A change to your project's contact person, legal representative or to your organisation's address or bank details is not regarded as an amendment to your original grant application. Therefore should

you need to make any of these changes, please notify your Project Officer who will provide you with further guidance.

A change in your activities could be regarded as significant or minor, depending on the change, and you should contact your Project Officer to confirm the next steps. Please note that it is not permitted to change the beneficiary (or coordinator, for multi beneficiary agreements) organisation.

## 5. Management of your project

### 5.1 Quality Assurance

The UK NA strives to ensure that only the highest quality applications are funded, and to provide as much help and support as possible throughout your project lifetime. However, it is your overall responsibility to ensure the quality of planned activities.

You will be nominated a Project Officer at the UK NA following signature of your Grant Agreement. During the course of your project you may be asked to provide updates on your project, including on key milestones, and this information should be as accurate as possible as your Project Officer will use this to monitor your project. You should ensure that you keep in regular contact with your Project Officer so that the UK NA is able to provide on-going help and guidance to ensure that your project is of the highest quality.

If your project is being implemented by a partnership of participating organisations, we advise that all roles and responsibilities are clearly agreed and outlined in contracts or partnership agreements. This will ensure that all parties involved are committed to delivering a high quality project. The below guidance also applies to projects implemented by one lead organisation only, especially if you plan to cooperate with external bodies to deliver your project.

Some areas for you and your partners (if applicable) to consider in implementing a high quality project include ensuring that:

- a strong and committed partnership is in place prior to project implementation;
- the recruitment and selection of participants is relevant, fair and transparent;
- the content of the planned activities is relevant to the needs of participants (both young people and decision makers), as well as meeting the objectives of KA3;
- informal and non-formal methods are used within the planned activities, as a minimum as specified in the grant agreement;
- where possible, that training content is recognised and validated appropriately, for example by issuing a Youthpass certificate;
- there are clear and appropriate monitoring arrangements in place;

- you have clear management strategies, with appropriate personnel responsible for managing the project;
- participants are supported with relevant preparation prior to the activities, including agreement on a code of conduct, and practical support available throughout the period of the project;
- you evaluate the progress of the project on an on-going basis and take appropriate action if required;
- the impact of the project is measured continually; and
- a dissemination plan is in place to ensure that all parties disseminate project results to the relevant target groups, using appropriate channels at different stages of the project.

## 5.2 Health and Safety

Ensuring that participants operate within the project in a safe and healthy environment is a contractual requirement of running a KA3 project. It is essential that you cover all aspects of participant's health and safety from the start of the project. The UK NA recommends that you follow your organisation's health and safety procedures and are fully aware of the health and safety procedures within any partner organisation. You are also required to comply with the Health and Safety at Work Act 1974 or any applicable equivalent legislation. Please see Article I.14.4 (mono beneficiary) or I.15.4 (multi beneficiary) of your agreement for further details.

## 5.3 Risk Assessments

Risk assessments should be completed on any partner organisations, accommodation, travel arrangements and any other areas you deem appropriate. A good risk assessment will help avoid accidents and aid the smooth running of the project. The UK NA recommends that you follow the risk assessment procedures used within your organisation. Further information on risk management and how to conduct a risk assessment can be found on the UK government's Health and Safety website: <http://www.hse.gov.uk/risk/>.

## 5.4 Safeguarding

Safeguarding can refer to either a person or mechanisms in place to ensure protection against danger, damage, injury, etc. Particularly when working with young people and/or vulnerable people it is important that you have safeguarding policies in place. This may mean that you have accompanying persons (who have been vetted as appropriate) to travel with young persons or vulnerable participants. This also means that you and your partners have to comply with relevant legislation such as, for activities taking place in England or Wales, the Safeguarding Vulnerable Groups Act 2006. The relevant legislation you are required to comply with is listed in Article I.14.3 (mono beneficiary) or I.15.3 (multi beneficiary) of your agreement. Further information about

safeguarding is available from the UK government's Disclosure and Barring Service here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

If you are organising (a) transnational meeting(s) and your grant application includes travel to a country other than the UK, you should check the advice provided by the Foreign and Commonwealth Office (FCO) regarding travel to the activity venue before the departure of your participants and any staff. The FCO's Foreign Travel Advice can be accessed at <https://www.gov.uk/foreign-travel-advice>.

## 5.5 Insurance

All participants qualifying under their respective national legislation and travelling for a transnational meeting from the UK to a different partner country or from a different partner country to the UK should apply for the European Health Insurance Card (EHIC), which entitles the holder to reduced costs and occasionally free healthcare in most European countries. Any non-UK partner organisation involved in your project should contact their National Health Service for further information and EHIC application forms. Please refer to page 14 in the Erasmus+ Programme Guide 'Protection and Safety of Participants' for further guidance.

In addition, you should establish whether each participating organisation has insurance that covers participants during project activities. In cases where existing insurance does not provide this type of cover, you should ensure that additional insurance is taken out for the period of the activity.

## 5.6 Participant Withdrawals

It is important to ensure that you take all necessary steps to avoid participant withdrawals before travelling to the venue of the activity or during an activity. This includes:

- having good quality selection plans in place to ensure that you have involved the appropriate participants. The information that you provide to participants at the start of the programme may influence their expectations, so it may be a good idea to hold interviews as part of the selection process in order to find out what they want to achieve from taking part in the project;
- managing expectations to ensure that your participants know exactly what to expect whilst taking part in the project;
- providing any partners with clear information regarding your participants so that both parties are aware of the proposed activities and intended outcomes;
- preparing participants thoroughly for the meetings culturally, practically and linguistically, if necessary; and
- if deemed suitable, empowering participants to develop a participant agreement that they will abide by and hold each other accountable to.

In instances of participants withdrawing pre-activity or mid-activity, the standard procedure is that none of the costs for these participants would be covered by the UK NA, and you should seek to make a claim through your insurance policy in the first instance. If a participant decides of their own accord to leave the project early without a valid reason, you must follow the terms of any participant contracts or code of conduct in place for the project and attempt to recover any spent funds.

Only in exceptional circumstances, for example bereavement, will the UK NA recognise the cause of withdrawal as *force majeure* and consider reimbursement of costs attributed to the withdrawal of participants. You are advised in these cases to contact your Project Officer to see if it is possible to submit a claim under one or more of the cost components within your grant agreement i.e. travel, organisational support, special needs support and exceptional costs. If so, you must clearly explain in writing the reasons for the withdrawal. The UK NA will then assess your claim and determine whether it is justified by considering:

- whether there is a genuine reason for the withdrawal;
- whether you took reasonable steps to maintain the participant's involvement in the project; and
- whether the costs are genuinely non-refundable (e.g. pre-booked accommodation).

Your Project Officer will inform you of the UK NA's decision, and what your next steps should be. If you are unable to demonstrate that reasonable steps were taken to avoid withdrawal, the UK NA reserves the right to request repayment of the corresponding part of the grant.

## 5.7 Mobility Tool+

The Mobility Tool+ is an online management and reporting system for beneficiaries. You are contractually required to use the tool to register partners, participants, and mobilities (i.e. activities) information. You also need to use this tool to identify participants, to complete and update budget information, and complete and submit your final report to the UK NA. It is important that this is kept up to date at all stages of your project lifecycle as the UK NA will check it regularly.

For further information, please refer to the '[Mobility Tool+ User Guide](#)' in order to familiarise yourself with how to use the system from the 'Key Resources' section on our [website](#).

## 5.8 Recognition and validation of learning

It is important that all activities are either formally or informally validated. Validation through Youthpass is strongly recommended, but other less formal methods are acceptable, such as certificates of achievement created by the participating organisations. Formal forms of validation are as below and should be utilised where possible:

## Youthpass

Youthpass is a European recognition tool for non-formal and informal learning in youth work, developed by SALTO, initially for the Youth in Action programme. The UK NA strongly encourages beneficiaries to use Youthpass for projects funded by Erasmus+ in the field of youth to help participants to record their learning and skills development, which can then be used to support job applications or applications for further courses.

For further information on Youthpass visit <https://www.youthpass.eu>.

## Europass

If your KA3 project includes elements linked to employability, you could consider the use of Europass to validate the skills that your young participants gained during the project. Europass is a European-wide initiative which aims to help individuals to present and document their skills and qualifications in a clear and transparent way throughout Europe. Europass consists of five documents which enable potential employers to understand which subject has been studied, what training has been completed and how much experience has been gained.

For further information regarding Europass visit [www.uknec.org.uk](http://www.uknec.org.uk).

## Language Validation

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

## 5.9 Project monitoring and evaluation

You as a beneficiary are accountable to the UK NA for the implementation of the project, for the use of funds received and for the amounts paid to participants. You must therefore ensure that appropriate reporting and monitoring procedures are put in place. Project monitoring should involve checking the financial performance and general performance of the project against the objectives set out in the application. You must gather and retain all necessary information and documentary evidence which demonstrates clear and transparent management of the project as this may be inspected by the UK NA or the European Commission. For further information on financial management see Section 7.

You should evaluate the performance and results of the project throughout the lifecycle and as soon as the project has finished in order to guarantee an accurate recall of activities, outputs and outcomes. To achieve a thorough evaluation all parties who had a role in the project, including any partner organisations and the participants (both young people and decision-makers), should be

involved. A robust evaluation strategy will allow you to measure to what extent you have met the aims of the project and to identify areas where improvements can be made. It is also important to consider the longer-term impact that your project will have at the participant and organisational level as well as outside the participating organisations and individuals at local, regional, national and/or European level.

You should circulate the results of the evaluation to appropriate personnel within your organisation as well as to the participating organisations. The main benefit of a project evaluation will be to know whether your ideas have worked in practice and to identify the key improvements that need to be made in subsequent funding applications.

## 5.10 Dissemination

Dissemination involves spreading the word about your project's results, successes and outcomes as far as possible. You should refer to the dissemination plan outlined in your application form, which should cover why, what, how, when, to whom and where disseminating results will take place.

Dissemination should be considered both throughout the project and afterwards and should be linked directly to the project's evaluation process. Your project's successes consist of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results).

**Tangible** results (outputs) may include:

- an approach or a model of best practice used in another country;
- a practical tool or product, such as a handbook or e-learning tool;
- reports or studies;
- good practice guides or case studies;
- newsletters or information leaflets.

**Intangible** results (outcomes) may include:

- knowledge and experience gained by participants or staff;
- increased skills or achievements;
- improved cultural awareness;
- better language skills.

Dissemination is an essential part of all Erasmus+ funded projects and should raise awareness about your project, its activities and highlight the outcomes of the project. Participants and participating organisations should all be involved in the project's dissemination activities.

Projects which have good results on a participant level and on a wider scale may be used as case studies on the Erasmus+ website and in other media. This can be another way of disseminating the results and impact that your project has on the participants, organisation and wider community. If possible, it would be beneficial not only to send written information to your Project Officer, but also, photographic evidence and/or videos of the participants taking part in activities.

We also encourage you to engage with the National Agency's social media channels:

Erasmus+ UK Facebook: <https://www.facebook.com/ukerasmusplus>

Erasmus+ UK Twitter: <https://www.twitter.com/erasmusplusUK>

Feel free to tag/mention us in photos or updates and we will try to retweet/share them.

Please see p. 297 onwards of the 2015 Erasmus+ Programme Guide for further guidance about dissemination and also exploitation of your project's results.

## Erasmus+ Project Results Platform

A new platform has been produced for Erasmus+ which offers a comprehensive overview of projects funded under the programme and will highlight best practices. This platform will serve as a useful tool in disseminating the outcomes of your project and will make available any tangible resources, products and deliverables which have resulted from funded projects. The platform is available here: <http://ec.europa.eu/programmes/erasmus-plus/projects/>

Your project's summary will be automatically published within it and you are encouraged to update the platform with your project results, where relevant, during the lifetime of your project. It is not a contractual requirement for KA3 beneficiaries to update their projects' information on the Erasmus+ Project Results Platform. However, it helps disseminating your project results and gives visibility to the project as well as your organisation, which can be useful for partner searches in the future.

## Erasmus+ Logo

You must use the European Commission's Erasmus+ logo and associated wording for any project communication and outputs, and ensure that any promotional materials publicly acknowledge the support received from the European Union. The European Commission's Erasmus+ logo for your Erasmus+ project outputs and promotional materials can be downloaded at <https://www.erasmusplus.org.uk/key-resources#logo>. The preferred option to communicate about EU funding is to write '*Co-funded by the European Union*' next to the EU emblem on the communication material where the EU emblem is used. The programme logo should comply with

the requirements of the Graphic Design User Guide for Erasmus+ available at [http://ec.europa.eu/dgs/education\\_culture/promotional\\_en.htm](http://ec.europa.eu/dgs/education_culture/promotional_en.htm)

## 6. National Agency Monitoring Activities

The National Agency carries out monitoring and support activities on funded projects, in order to support you to deliver their projects successfully and in line with the programme requirements.

The main purposes of these activities are to:

- monitor project progress against the planned objectives, activities and outputs mentioned in the application;
- provide advice and support to beneficiaries, discuss any problems and identify solutions; and
- identify and share examples of good practice and potential case studies to promote the Erasmus+ Programme.

As previously mentioned, your Project Officer will act as the first point of call for any queries regarding your project. You should keep in regular contact with your Project Officer so that the UK NA is able to provide ongoing help and guidance to ensure that your project is of the highest quality.

The National Agency Monitoring Activities will be carried out in the form of:

- On going monitoring and support (phone, email);
- Monitoring calls;
- Monitoring Visits and On-the-Spot Checks.

### 6.1 Monitoring Calls

The UK NA will undertake periodical monitoring calls to a sample of projects to collect information about project progress, address any issues that may have arisen and give advice and support to beneficiaries. If your project is selected for monitoring calls, your Project Officer will schedule these with you throughout the lifetime of your project.

When relevant, action points for you and/or the UK NA will be agreed after each call and these should be followed up in due time.

## 6.2 Monitoring Visits and On-the-Spot Checks

The UK NA will undertake visits and checks to a representative sample of organisations each year to ensure that their management of their Erasmus+ projects is satisfactory and within the terms of the grant agreement, as well as to identify case studies and good practices.

There are two types of visits which can be undertaken by the NA (potentially accompanied by other agencies e.g. the European Commission or the UK National Authority):

- Monitoring Visits; and
- On the Spot Checks during the project lifetime.

At the end of a visit or check, you will receive verbal feedback on the NA's findings and you will be provided with the opportunity to give your first comments. The NA will then send you a formal feedback in the form of a draft report within 30 calendar days of the visit or check taking place. You will have a set period of days within which to respond to the draft report.

### Monitoring Visits

The UK NA may visit your organisation during the project's lifetime. The visit will help the NA monitor your project's progress against your application form, your contract and to the requirements of Erasmus+, gain a greater understanding of your project and its impacts on the organisations and participants involved and identify potential case studies and good practice that you have developed, which other projects might benefit from.

At the same time, the visit is an opportunity for you to take stock of the project achievements and review your progress against the objectives, as well as to ask for clarification or guidance on any aspects of the project life cycle. The key areas for discussion may include:

- project management, progress and implementation;
- project partnership (if applicable);
- recruitment, active involvement and preparation of participants;
- informal and non-formal learning methods implemented;
- project evaluation;
- impact of the project and its sustainability;
- dissemination; and
- financial information.

Where possible, it is recommended that a participant in the project is available for a short discussion with UK NA representatives.

The information gathered during the visit will also feed into our work in monitoring the progress of the programme in the UK as a whole and will be used to inform reports produced for UK Department for Business, Innovation and Skills (the National Authority for the programme in the UK) as well as for the European Commission.

## On the Spot Checks during the project lifetime

The UK NA will carry out On the Spot Checks on a random sample of projects to provide assurance on the quality of the activities undertaken and that these were in line with the applicable rules (e.g. eligibility of costs, coherence with approved grant application etc.).

## 7. Financial Management

Your Erasmus+ grant is regarded as a contribution to your project costs and is not intended to cover the total cost of running your project. Grants are awarded on a per participant basis under the following budget headings:

- Travel
- Organisational Support

The following budget headings are conditional and need to be duly justified:

- Special Needs support (if applicable)
- Exceptional Costs (if applicable)

For multi beneficiary agreements, you have the option, through agreements with any partners, to share the funds awarded with those organisations that actually bear the costs. You will need to keep evidence of any amounts transferred to partners as per Article II.1.3 of your grant agreement.

### 7.1 Travel

Travel is based on the distance travelled per participant and is defined as the cost of the entire journey from the participant's point of origin to the point of destination, including transfers. Travel is calculated according to the rates listed in Annex III of your grant agreement and produced by the European Commission, but will be automatically calculated for you on the Mobility Tool+. These should be the same distance bands as the ones selected using the European Commission's online distance calculator.

You must report the place of origin and the place of the activity venue on the Mobility Tool+ for each mobility activity (i.e. meeting) that took place. The 'place of origin' is the place of residence of the participant and the 'venue' is the place where the beneficiary (mono beneficiary) or the organisation hosting the meeting (multi beneficiary) is located. If a different place of origin or venue is reported, you need to give the reason for this difference in the Mobility Tool+.

As mentioned above, please check the FCO's travel advice if you are travelling outside of the UK.

## 7.2 Organisational Support

Organisational support can be used to cover costs related to the organisation, management and implementation of activities and is calculated on a unit cost basis per participant. The daily amounts which can be awarded per receiving countries are listed in Annex III of your grant agreement.

## 7.3 Special Needs

Where costs have been incurred for participant(s) with disabilities, you will need to report actual costs in the Mobility Tool+.

## 7.4 Exceptional Costs

Exceptional costs refer to any costs linked to (online) consultations, opinion polls of young people in so far as necessary for participation in this action and also cover visa and visa-related costs, residence permits, vaccinations and additional costs directly related to participants with fewer opportunities. In order to claim Exceptional Costs, you should report the type and cost of these items in the Mobility Tool+. At final report stage you will be required to provide original invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, the amount, currency and date.

## 7.5 What you need to collect

Throughout the project lifecycle you must ensure you have clear financial reporting mechanisms in place to manage your Erasmus+ grant. You do not need to submit evidence of expenditure at reporting stage, except for any Special Needs or Exceptional costs incurred, however the NA advises you to retain supporting documents for all costs incurred in case of on the spot checks or other types of checks and audits, which can occur up to three years after the payment of the balance of your project's grant. You will also be required to manage and report on your project finances via the Mobility Tool+.

Although you will not need to evidence all the costs you claim in your final report (with the exception of Special Needs or Exceptional costs incurred), you will need to confirm in your final report that the

activities you are claiming costs for actually took place. You should collect and keep the documents specified in Articles II.16.2 and II.16.4 of your grant agreement according to each of the individual budget headings, as they may be requested in the event of a check or audit.

Finally, if your agreement is a multi beneficiary one, you are required to make payments to your co-beneficiaries by bank transfer and keep appropriate evidence of such payments, as this may be inspected during a financial check or audit.

As per Article II.20.2 of your grant agreement, you need to keep all original documents stored on any appropriate medium. This includes digitalised originals if they are authorised by the relevant national law.

## 7.6 Recommendations for financial record-keeping

The UK NA recommends that you appoint a finance officer to look after the finances for the project during its lifetime.

You must set up an appropriate accounting system which identifies all sources of funding and expenditure relating to the project incurred during the duration of the agreement. As explained in Section 6 above, your project may be subject to an inspection of project accounts during or after the project has been completed. You are therefore required to keep all original documents relating to the implementation and financial management of the project for a period of three years after the final payment has been made.

## 7.7 Budget Transfers

Within your KA3 project, provided that the project is implemented as described in Annex I of your grant agreement, you are permitted to adjust the estimated budget by transfers between the different budget categories, without this adjustment being considered as an amendment of the agreement, provided that the following rules are respected:

- you are allowed to transfer funds only between activities of the same type, the activity types being (1) international/transnational meetings and (2) national meetings; the activities specific to your project are detailed in Annex I of your grant agreement;
- you are allowed to transfer up to 100% of the funds allocated to budget categories based on unit contribution (i.e. travel and organisational support) for activities within the same activity type;
- you are allowed to transfer up to 10% of the funds allocated to budget categories based on reimbursement of eligible costs (i.e. special needs support or exceptional costs) for activities within the same activity type.

It is good practice to inform your Project Officer of any planned budget transfers within the above specified tolerances as outlined in Annex I.3.2 of your Grant Agreement. We recommend you to justify these transfers both during the project lifetime and within the narrative part of theyour Final Report.

To sum up:

Activity Type	Budget from	Budget to	Maximum %
National meeting	Travel	Organisational support, Special needs support, Exceptional costs	100%
	Organisational support	Travel, Special needs support, Exceptional costs	100%
	Special needs support	Travel, Organisational support, Exceptional costs	10%
	Exceptional costs	Travel, Organisational support, Special needs support	10%
Transnational meeting	Travel	Organisational support, Special needs support, Exceptional costs	100%
	Organisational support	Travel, Special needs support, Exceptional costs	100%
	Special needs support	Travel, Organisational support, Exceptional costs	10%
	Exceptional costs	Travel, Organisational support, Special needs support	10%

Any proposed changes which do not follow the above rules are considered as significant amendments to your grant agreements and are subject to the UK NA's approval. Please refer to Section 4.2 of this Handbook for further guidance.

## 7.8 Ineligible expenditure

Certain types of expenditure will be considered ineligible, namely:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;

- interest owed;
- doubtful debts;
- exchange losses;
- costs of opening and operating bank accounts;
- expenditure relating to movement to or from countries not eligible under KA3 and, in general, countries not involved in your project;
- expenditure incurred outside the contracted period;
- expenditure incurred with no direct link to the project;
- expenditure which is reckless or excessive;
- expenditure already financed by another project receiving an EU grant;
- cost of any buy-out option when renting or leasing equipment; and
- VAT when it is considered recoverable under applicable national VAT legislation. In the event that you claim VAT, you will be asked to demonstrate that you are not able to claim this back through your own organisation.

## 7.9 Exchange rates

Please note that the UK NA will make all grant payments in euro. You are strongly advised to set up a euro bank account as costs incurred as a result of exchange rates or bank transfers will not be covered by the UK NA. You must ensure that your bank account can receive the funds in euro as the NA is not responsible for any delay caused as a result of the bank account's inability to receive such payment(s).

As per Article I.4.7 of the grant agreement, to convert any costs incurred in currencies other than the euro you should use the daily exchange rate established by the European Central Bank for all applicable currencies for the day when you received your pre-financing payment from the UK NA.

The exchange rates to be used can be found at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

## 8. Payment Arrangements

The payment structure for KA3 will be as follows:

<b>First payment</b>	<b>Payment of the balance</b>
70% of total grant amount	Up to 30% of total grant amount

The first pre-financing payment will be made automatically no later than 30 days after the agreement has been signed by both the UK NA and the beneficiary organisation. Any final payment due will be made no later than 60 days after submission of a satisfactory final report and associated

documentation to the UK NA. Please note that the 60-day period for making the payment of the balance may be suspended, for example if you have not provided the appropriate supporting documents with your final report.

## 9. Beneficiary Report

All beneficiaries will be required to submit a beneficiary report within 60 days of their project end date as specified in the grant agreement. Under the 2015 Call, the beneficiary report must be submitted using the PDF e-form downloadable from the Mobility Tool+. For more technical guidance, please refer to the comprehensive Mobility Tool+ guidance document.

Your beneficiary report will be made up of a qualitative and financial section which will be used to assess the extent to which your project was completed in line with your initial application. Once the UK NA has assessed your final report, you will receive a final report feedback form along with the final balance payment (or request for a recovery of the grant, if the first pre-financing payment made is greater than the final approved grant amount).

The final report will be assessed on the basis of quality criteria and scored on a total of maximum 100 points. In accordance with Annex III of your agreement, if your final report is awarded a low score, the NA will reduce your final grant amount on the basis of poor, partial or late implementation of the project even if all activities reported were eligible and actually took place.

The quality criteria against which final report will be assessed will focus on:

- the extent to which the action was implemented in line with the approved grant application;
- the quality of non-formal learning participative methods used and the involvement of young people during all stages of the project;
- the impact on participants and participating organisations;
- the quality of the practical arrangements, management and support to participants; and
- the quality and scope of the dissemination activities undertaken.

A reduction based on poor, partial or late implementation will be applied to the final eligible grant amount for organisational support and will be of:

- 25% if the final report scores between 41 and 50 points both included;
- 50% if the final report scores between 26 and 40 points both included;
- 75% if the final report scores between 0 and 25 points both included.

Supplementary guidance on completing your final report will be provided by the NA in due course.

## 10. Further Reading and Useful Information

### Youth Policy

Rethinking Education: Investing in skills for better socio-economic outcomes

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF>

EU Youth Strategy

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52009DC0200&from=EN>

EU Youth Report summarising work of the first cycle of the EU Youth Strategy 2010-2012

[http://ec.europa.eu/youth/library/reports/eu-youth-report-2012\\_en.pdf](http://ec.europa.eu/youth/library/reports/eu-youth-report-2012_en.pdf)<http://ec.europa.eu/youth/library/reports/eu-youth-report-2012>

Council Resolution of 27 November 2009 on a renewed framework for European cooperation in the youth field (2010-2018)

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009G1219\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009G1219(01)&from=EN)

2012 Joint Report of the Council and the Commission on the implementation of the renewed framework for European cooperation in the youth field (2010-18)

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52012XG1220\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52012XG1220(01)&from=EN)

European Commission's Youth Portal Document Library

[http://ec.europa.eu/youth/library/index\\_en.htm](http://ec.europa.eu/youth/library/index_en.htm)

Declaration of the 2nd European Youth Work Convention

<http://www.eywc2015.eu/the-declaration>

Pathways 2.0 – towards recognition of non-formal learning / education in Europe

[http://pjp-eu.coe.int/documents/1017981/3084932/Pathways\\_II\\_towards\\_recognition\\_of\\_non-formal\\_learning\\_Jan\\_2011.pdf/6af26afb-daff-4543-9253-da26460f8908](http://pjp-eu.coe.int/documents/1017981/3084932/Pathways_II_towards_recognition_of_non-formal_learning_Jan_2011.pdf/6af26afb-daff-4543-9253-da26460f8908)

Erasmus+ Inclusion and Diversity Strategy in the field of youth:

[http://ec.europa.eu/youth/library/reports/inclusion-diversity-strategy\\_en.pdf](http://ec.europa.eu/youth/library/reports/inclusion-diversity-strategy_en.pdf)

## Structured Dialogue

European Commission's Structured Dialogue portal

[http://ec.europa.eu/youth/policy/implementation/dialogue\\_en.htm](http://ec.europa.eu/youth/policy/implementation/dialogue_en.htm)

Guiding Framework on the thematic priority of "Youth Empowerment for Political Participation" endorsed by the EU Youth Conference 13-16 October 2014

[http://www.it2014youth.eu/wp/EUYC2014\\_Guiding\\_framework\\_final\\_outcome.pdf](http://www.it2014youth.eu/wp/EUYC2014_Guiding_framework_final_outcome.pdf)

The Structured Dialogue Process step-by-step

<http://vimeo.com/69176445>

British Youth Council (the UK National Working Group)

<http://www.byc.org.uk/international/global-youth-representation/european-youth-policy-conferences-structured-dialogue.aspx>

[international@byc.org.uk](mailto:international@byc.org.uk)

## How to Guides and Tools

Youthpass

[www.youthpass.eu/](http://www.youthpass.eu/)

Validation of non-formal and informal learning project (includes the European inventory of non-formal learning and European guidelines for validating non-formal learning)

[www.cedefop.europa.eu/EN/about-cedefop/projects/validation-of-non-formal-and-informal-learning/index.aspx](http://www.cedefop.europa.eu/EN/about-cedefop/projects/validation-of-non-formal-and-informal-learning/index.aspx)

SALTO Youth Tools search engine

<https://www.salto-youth.net/tools/toolbox/search/>

Transnational Cooperation Activities (TCA)

<https://erasmusplus.org.uk/transnational-cooperation-activities>

European Youth Portal

<http://europa.eu/youth/en>

Eurodesk

<http://www.eurodesk.org.uk/>

## 11. More Help and Advice

Your Project Officer is on hand to help you with any queries you may have regarding your KA3 project. You are advised to contact them directly and in the first instance via the contact details they have provided you.

You can contact the wider Erasmus+ KA3 Team by phoning the Erasmus+ Helpline on **0121 212 8947** or by emailing [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com). Our team will be happy to help you in the event of an urgent query and/or in the absence of your Project Officer.

Our office working hours are Monday-Thursday 9am - 5.30pm and 9am - 5pm, and you can expect a response from us within 2 working days.

You can also visit the 'Manage your Erasmus+ grant' page of our website at <https://www.erasmusplus.org.uk/erasmus-grants>, which will be updated on an ongoing basis with useful resources, guidance and examples of best practice to help you with the management your KA3 project.