

Step-by-step guidance for recipients of Erasmus+ and European Solidarity Corps (ESC) to claim UK government guarantee

This document sets out the step-by-step actions that recipients of Erasmus + and ESC funding must take to make a claim under the UK government guarantee.

Step 1: Register your project

You must first register your project with us:

1. Complete the initial registration on the [Cabinet Office portal](#) to provide us with initial details about your project. If you have already done this, please proceed to the next step.
2. After completing the initial registration, you will receive an email with instructions for how to create an account to claim the government guarantee. This email should contain:
 - An invitation code, that will allow you access to the government guarantee application tool
 - A hyperlink to government guarantee homepage
3. Enter the government guarantee homepage:
 - Click the hyperlink within the email to redeem the access pass
 - Enter the invitation code from your email
 - Read and accept the terms & conditions
 - Click 'register'
4. Upon entry to the webpage, you will be required to:
 - Enter a memorable password
 - Read the web portal cookies policy and accept
 - Ensure the checkbox 'I have an existing account' is not selected

Once you have completed these steps, you will have completed the government guarantee web portal registration (you will be assigned a unique ID for each case). You can sign in by clicking the 'Sign In' tab.

For additional support to register please [contact us](#).

Step 2: Start your application

Once you have completed the registration process above, you will be able to sign in to your account. When you sign in, you will be directed to the claims summary homepage. From the homepage, there are a number of actions you must undertake to ensure your application can be progressed:

1. Check your claims are displayed on the summary homepage: Please ensure any and all claims are displayed on the Erasmus+ and ESC claims homepage. If any of your claim(s) are not displayed, please [contact us](#).

2. Verify your Account:

- a) Select the 'Open Claim Form' from the hyperlink provided (which is located at the end of the open claim summary), then click 'Next'.
- b) After clicking 'Next' you will be navigated to the 'Account Verify' page. Please check all the organisation details are correct and where applicable update these for your organisation (this will ensure we have the correct information to process your claim):
 - Organisation Name
 - Company House or Charity Commission Number
 - Erasmus+ and ESC Organisation Type
 - Organisation Type
- c) Check your organisation's correspondence address details, including address data from the Cabinet Office for reference and Registered Office Address:
 - Address Type
 - Post Code
 - Country

OR, if the above information is not shown, please enter it:

- a) Complete the Registered Office Address fields (If these are not auto populated correctly or blank), including:
 - Street 1
 - Street 2
 - City
 - Country – you **must** ensure you select a country from the dropdown menu
- b) Under the 'Correspondence Address' field, click the 'copy address same as above Address Type' (if applicable, otherwise manually enter the address as appropriate). Once all details have been validated by yourself as correct click 'next'.

3. Check your primary contact details: Please check your details against the primary contact details: these should correspond to the details you entered upon registration. If these details are correct please click 'next' to continue. If the details are incorrect, then please [contact us](#).

4. Review Legal Representative page: If one or more previous claims for the organisation have been made, you can select these from the dropdown menu:

- Select the appropriate legal representative
- Click 'next'

Alternatively, to manually enter new contact details:

- Click 'Add Contact'
- Populate as appropriate.

5. Verify grant information: Please verify that the grant review information is correct by checking the following fields:

- New case number
- Original Grant Agreement Number
- Name of Scheme
- Project title
- EU funding contribution

Please ensure the information entered reflects any contract amendments that have taken place since your original grant was awarded.

To complete the grant review you will need to manually enter:

- Project start date (what your contract is now)
- Project end date
- Multi-state project (select from dropdown menu) (multi state = multi partner)
- Date of next EC Payment expected date

Once you have completed the above steps, you have commenced your application. This will support you receiving timely payment if the UK government guarantee is triggered. There are no further actions for you to take at this time.

If the guarantee is triggered, your information will be verified and your full claim will be assessed. If this happens, we will contact you with next steps and further guidance.