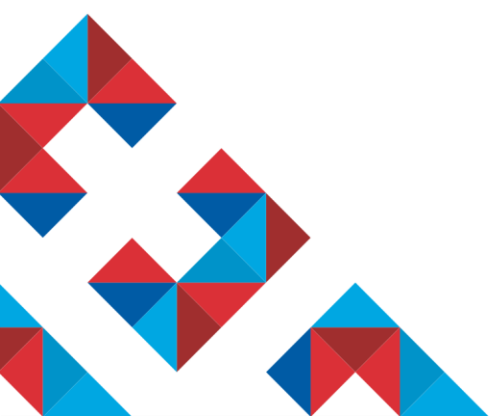


Key Action 1 (KA1) Guide for Applicants with the Erasmus+ VET Mobility Charter (VMC)

Mobility for Vocational Education and Training (VET) Learners and Staff

Deadline: 11am (UK time) on Wednesday 5 February 2020

Version 1



Overview of changes to the guide

This document is **version 1** of the 2020 Key Action 1 (KA1) Guide for Applicants for Mobility for Vocational Education and Training (VET) Learners and Staff with Vet Mobility Charter (VMC). If future versions of the Guide are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version

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Introduction

Who is this Guide for?

This step-by-step guide has been produced to help UK organisations complete the 2020 Call Erasmus+ Key Action 1 Learning Mobility of Individuals Vocational Education and Training (VET) application eForm for applicants who have the VET Mobility Charter accreditation.

Using this Guide

This Guide must be read in conjunction with the 2020 Erasmus+ Programme Guide. The Programme Guide provides essential information about Key Action 1 VET, including eligibility and quality assessment criteria, application procedures and formal requirements.

The 2020 Erasmus+ Programme Guide can be viewed as [a pdf document](#) or accessed [online](#).

For Key Action 1 VET applications, the relevant sections of the Erasmus+ 2020 Programme Guide (pdf version) are:

- Page 26 (general information on Education and Training projects, including Erasmus+ objectives and priorities)
- Pages 52 to 63 (specific information on requirements for mobility projects for VET learners and staff), including:
 - Eligibility and quality assessment criteria for VET Mobility Charter
 - Funding rules
- Pages 251 to 268 (information for applicants, including procedures, exclusion criteria and formal requirements)
- Pages 276 to 280 (specific information on VET mobility projects for before, during and after mobilities).

If you wish to apply for funding for a mobility project in another field or for a Key Action 2 or Key Action 3 project, please see the '[Apply for funding](#)' section on the UK website and choose the relevant field.

This guide is split into four key sections:

1. Planning your project
2. Before you apply
3. Completing the application eForm

4. Further help and advice

IMPORTANT NOTE: Please review each section of this guide before completing an application to ensure that your organisation is compliant with the Erasmus+ Programme rules and has completed the necessary steps to submit a complete and eligible application in advance of the application deadline.

What's new for 2020?

Since 2019 there have been no changes to the format and structure of the application eForm in comparison to previous Call years. The only minor change is that some questions within the application are worded differently. However, it might be helpful for those of you who did not apply in 2019 to be reminded of the changes that came into effect then and which still stand for the 2020 Call:

- The questions in the application form have been reworded,
- New questions introduced,
- Change in number of characters given for answers to questions,
- Profile and background no longer required for hosting partners,
- Mobilities are no longer entered in flows,
- The host country is no longer defined, instead only a country group is required,
- Average rather than actual durations are requested,
- The calculated grant is estimated,
- There is one additional award criteria element,
- Participants with no grant can be requested.

One major change to consider is that the Participant Portal, where PICs were obtained, is no longer in use and has been replaced by the Erasmus+ and European Solidarity Corps Platform, details of which can be found on pages 17 – 19 of this guide.

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.

Part I: Planning your Project

1. Introduction to Key Action 1 for VET Learner and Staff Mobility

Key Action 1 VET provides funding for projects that support the professional and personal development of **individuals who are either undertaking vocational study or are professionals involved in delivering VET**. This is achieved through mobility activities abroad in another Erasmus+ [Programme Country](#), such as a work placement or traineeship, job shadowing or a teaching/training assignment.

VET organisations in the UK can apply for both learner and staff mobility funding under Key Action 1. The aim of a Key Action 1 VET project is to increase the skills and employability of VET learners and apprentices by providing them with practical experience abroad and exposure to other languages and cultures. Projects also aim to provide VET staff with an opportunity for professional development to increase their organisation's VET provision through job shadowing or a period of providing training or teaching at another VET organisation abroad. Additionally, Key Action 1 projects aim to increase the participating organisation's capacity to work at an international level.

VET learners or apprentices involved in Initial VET (IVET) or VET staff/trainers involved in Continuous VET (CVET) can undertake their placement abroad in either a VET college or school, a company abroad or a combination of both activity types depending on their needs.

IVET includes full time students, part time students and anyone undertaking an apprenticeship. Recent VET graduates are also covered by this strand of the programme so long as they undertake their placement within 12 months of graduating.

CVET includes staff or trainers involved in any form of VET education or training with the aim of improving or updating their knowledge and/or skills or enabling participants to continue with their professional development.

Learners and staff must be based in the UK and must undertake their mobility in another Programme Country. Funding is also available for UK organisations to receive staff from other Programme Country organisations through Staff Mobility under the Teaching/Training assignments activity. Please see pages 13 to 14 of this guide for further information.

For an overview of Key Action 1, please see: <https://www.erasmusplus.org.uk/key-action-1>

For further inspiration and real life case studies, visit our [website](#) for information on funded Key Action 1 VET projects.

For an overview of the European initiatives in the field of VET and for links to applicable documents, please see: http://ec.europa.eu/education/policy/vocational-policy_en.

Other useful links associated with VET policy and strategy, entrepreneurialism and multilingualism are available in Annex IV of the [2020 Programme Guide](#).

2. Organisation Roles and Responsibilities

You can apply to run a Key Action 1 VET Mobility Project as either:

1. A single UK organisation; or
2. Part of a national consortium with at least two other UK-based VET organisations.

Participating organisations assume the following roles and tasks:

Applicant organisation: in charge of applying for the mobility project, signing and managing the Grant Agreement and reporting to the UK NA. The applicant can be a consortium co-ordinator leading a mobility consortium of partner organisations from the same country, aimed at sending VET learners and staff to activities abroad. The national mobility consortium co-ordinator can also, but not necessarily, act as a sending organisation.

Sending organisation: in charge of selecting VET learners and staff active in the field of VET and sending them abroad. The sending organisation is either the applicant organisation or a partner in a national mobility consortium.

Receiving (Hosting) organisation: in charge of receiving foreign VET learners/staff and offering them a programme of activities, or benefiting from a teaching/ training activity provided by VET staff. It is recommended that your receiving organisations host all or part of the placement. If your receiving partner is hosting no part of the vocational placement, you should provide details about their suitable experience and expertise as well as their links to businesses, industry or training institutions. Although only a minimum of one receiving partner needs to be detailed in your application eForm, it is strongly recommended that all anticipated receiving partners be detailed at application stage.

Intermediary organisation: this is an organisation active in the labour market or in the fields of education, training and youth which is not a sending organisation, but whose expertise allows it to assist the sending VET providers with administrative procedures, practical arrangements, matching apprentice/learner profiles with the needs of companies in case of traineeships, and preparing the participants. If the intermediary organisation is a partner in a

national mobility consortium, its contribution must be clearly described as part of the project application. In case the intermediary organisation is not a part of a national mobility consortium, applicant organisations are strongly advised to formally define a set of rights and obligations when cooperating with such intermediary organisations.

The sending and receiving organisations, together with the learners/staff, must have agreed on the activities to be undertaken by the learners - in a 'Learning Agreement' - or by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party. If your application is successful, the UK NA will provide these agreements to you in the form of templates.

3. Applying on behalf of a consortium

If you are applying on behalf of a national VET consortium, all members of the consortium must be from the same Programme Country (in this case the UK) and need to be identified within the application. **A consortium must comprise of at least three eligible VET organisations:** you and two other UK organisations. If you only have one eligible UK partner, in addition to yourself, your application will be considered ineligible.

Please note, you can only apply as a consortium using this eForm if your whole consortium was awarded the VET Mobility Charter. If you wish to form a consortium project, you will need to complete the regular KA1 VET eForm for non-accredited organisations along with your consortium partners.

If you include UK consortium members within the application form, you will need to provide a signed partner mandate for each member of the consortium. The mandate must be between the applicant organisation and the relevant UK partner. Mandates must be annexed to your application form at the time of submission. The European Commission has provided a partner mandate template which **must** be used and which can be downloaded from the annex tab or [from our website](#).

4. Project Duration

All 2020 VET learner and staff mobility projects must start between 1 June 2020 and 31 December 2020. Project durations can be between 12 to 24 months. You must choose the projects start and end dates in addition to its duration at the application stage, based on the objective of the project and on the type of activities planned.

IMPORTANT NOTE: If your project application is successful, all project activity must take place between the project's start and end dates. Any activity that falls outside of these dates will be deemed ineligible for funding. Please choose your start date and duration carefully using the information on this page to help you.

Things you should consider when choosing a project start date and duration:

- The date when your organisation will receive its first Erasmus+ pre-financing payment if successful:
 - As per page 263 of the 2020 Programme Guide, the indicative date of notification of award decision is four months from the submission deadline. The indicative date for signing grant agreements is also four months from the submission deadline. This means that organisations may not receive pre-financing payments before their project start date if an early date is chosen. Please note that the indicative dates provided are for general information only and do not constitute a legal obligation for the UK NA.
- Your organisation's holiday calendar and the availability of VET learners and staff to undertake mobilities:
 - Please consider when learners and staff will be able to undertake mobilities. Will participants be able to carry out activities during work time? Will participants have to undertake mobilities in their holidays or own time? Do participants have prior commitments over the proposed Erasmus+ project dates?
- The number of mobilities your organisation plans to apply for.:
 - Will your organisation be able to complete the proposed number of mobilities within a certain timeframe? Does your organisation have enough participants to undertake the mobilities you plan to apply for? Is there capacity for more staff in your organisation to take part in mobility as part of the Erasmus+ project?

5. What mobility activities are possible and who is eligible to participate?

Organisations active in VET can apply for funding to support any of the following mobility activities within a project:

Learner Mobility

- **Short term mobility of VET learners:** a mobility in VET providers and/or companies abroad, lasting from 2 weeks to less than 3 months;
- **ErasmusPro long-term mobility of VET learners:** long-term mobility in VET providers and/or companies abroad, lasting from 3 months to 12 months.

Funding can be used to support VET **apprentices**, **vocational students** or **graduates** who have recently completed their apprenticeship or course. Graduates (including former apprentices) **must** complete their placement within 12 months of their graduation from a VET course.

Eligible VET qualifications are typically Levels 1-3 (although Level 4 is accepted for Higher Apprentices ONLY). Eligible qualifications include Apprenticeships and Higher Apprenticeships. Some BTECs, Foundation Degrees, HNCs and T Levels may also be eligible under Key Action 1 VET, subject to the approval of the UK NA. Approval must be sought prior to submitting your application form to ensure your application meets eligibility and quality assessment requirements. The assessment and approval of all qualifications and/ or target groups, and their suitability under Key Action VET, remains at the discretion of the UK NA.

Participants undertaking HNDs and Bachelor Degrees are eligible under Key Action HE.

The placement must include work-based learning. Vocational study alone is not permitted¹. Activities can take the form of full work placements with learners hosted in a company or other relevant organisation, or at a VET provider (a school, institute or other organisation providing VET) offering a combination of school based learning and a strong work-based component (work placements). In the case of long-term mobilities (ErasmusPro), while the host body can be a VET provider, the activity should have a clear work-based learning component – usually in the form of a work placement in a company.

The placement must be relevant to, and fit well with, the course that the student or apprentice is studying. Learning outcomes should also be formally recognised and validated through the use of ECVET, Europass or any other means that is appropriate to the learners.

Accompanying Persons

As part of the European Commission's drive to improve the quality of mobility experiences and safeguard vulnerable learners, **it is compulsory to include accompanying persons in VET**

¹ Please note in the Erasmus+ programme, VET learners are defined as those whose studies typically include work-based learning. HE students should access Erasmus+ through Higher Education Mobility projects.

learner mobility projects. This means that each flow of learners must receive a visit from an accompanying person at some point during their mobility. This ensures that learners are properly monitored while on mobility and that any potential issues are picked up. It is recommended that you include a minimum of one accompanying person per 10 learners.

Accompanying persons can also accompany a single learner for the duration of their mobility (for example, if the learner has special needs).

The definition of an accompanying person is someone who accompanies participants, whether learners or staff with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance. Additionally, in the case of VET learner mobilities under Key Action 1, an accompanying person may also be the adult that accompanies one or several VET learners, (especially minors or young people with little experience outside their own country) abroad, to ensure their protection and safety as well as their effective learning during the mobility experience.

IMPORTANT NOTE: In previous Call Years, a large number of applicants confuse Accompanying Persons with Staff Mobilities. When making your application, you are able to list Accompanying Persons within Student Mobilities. **Please do not log Accompanying Persons as a VET Staff Mobility** as this will have an impact on your budget. Accompanying Persons are not eligible for any Organisational Support costs and if this error is not picked up during application assessment then you could be liable to pay back the funds incorrectly awarded to them.

Staff Mobility - Sending

- **teaching/training assignments abroad** – staff deliver teaching or training in a VET organisation abroad;
- **staff training abroad**– staff undertake a work placement or job shadowing experience in an enterprise or other VET organisation abroad.

Funding can be used to support staff engaged in VET activities, including support staff, managers, and guidance staff as well as VET teachers and trainers working in the sending organisation.

The training must respond to clearly identified staff development or training needs or must contribute to your organisation's strategic approach on modernising or internationalising VET provision. The learning outcomes of the training must also be appropriately recognised and shared widely with others in your organisation.

Staff Mobility – Hosting

- **teaching/training assignments (VET-TAA)** – staff deliver teaching or training in a VET organisation abroad.

Funding can be used to host teachers/trainers from a partner organisation who have been invited to deliver training/teaching at the UK applicant organisation or its consortium members and must be requested under the VET-TAA activity type in the application form.

The training must contribute to your organisation's strategic approach on modernising or internationalising education provision and the proposed activity **must** have greater potential value than similar training offered in the UK. It must also respond to clearly identified staff training needs and enhance their development.

The learning outcomes of the training must also be appropriately recognised/validated and shared widely with others in your organisation. You may find it useful to provide a sample programme so it is clear what activities will be undertaken as part of the hosted teaching/training activity. This can be annexed to your application form.

These activities are also an opportunity for VET staff to gain competences in addressing the needs of learners with disadvantaged backgrounds. Given the current context concerning young migrants, refugees and asylum seekers, projects that train VET staff in areas such as training refugee children, intercultural classrooms, teaching youngsters in their second language, classroom tolerance and diversity are welcomed.

In addition, in the case of teaching/training assignments, Key Action 1 VET is also open to persons from enterprises, public sector and/or civil society organisations.

Staff mobility activities can last from 2 days to 2 months, excluding travel time and must be consecutive.

Part II: Before You Apply

Before you apply for a Key Action 1 VET mobility project, please complete the following steps:

1. Check that you are eligible to apply.
2. Check whether your organisation already has Organisation Identification (OID) and if not create an OID by registering on the European Commission's Erasmus+ and European Solidarity Corps Organisation Platform.
3. Upload or update Legal Entity and Financial Identification Forms.
4. Provide proof of organisational and financial capacity.
5. Ensure you understand how your application will be assessed.
6. Check you have everything prepared by completing the preparation checklist.

i **New for 2020:** From 22 October 2019, organisations participating or wishing to participate in the Erasmus+ or European Solidarity Corps actions managed by a National Agency (decentralised Key Actions) have to manage their organisation's information through a new organisation registration system. This new system, accessible through the Erasmus+ and European Solidarity Corps platform, makes it easier for most organisations to register and to participate with less information requested as part of the process.

If your organisation has already participated in any Erasmus+ or European Solidarity Corps actions managed by a National Agency, and you already have a PIC (Participant Identification Code), then you do not have to register again.

If you wish to participate for the first time in an Erasmus+ or European Solidarity Corps action managed by a National Agency, then you can register your organisation directly in the Erasmus+ and European Solidarity Corps platform. Please find more information regarding this on pages 18 – 19 of this guide and within our [dedicated guidance document](#).

1. Check that you are eligible to apply

1.1 Eligible Organisations

All Key Action 1 VET learner and staff mobility projects are organisation led. Individuals cannot apply directly. Whilst a VET staff member can complete the application eForm on behalf of their organisation, the project remains the organisation's responsibility even if that staff member leaves the organisation.

The following organisation types are eligible to apply for Erasmus+ VET funding:

- A VET organisation (or its subsidiary/branch) sending learners and staff abroad.
- The coordinator of a national mobility consortium.

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

In order to be considered an eligible 'participating organisation', UK organisations (including all members of a UK consortium) participating in Erasmus+ VET projects, as a project partner or as an applicant, must be able to evidence at the application stage that they are legally registered in the United Kingdom and have a separate legal personality (legal distinction between the owner and the business). Therefore, unincorporated organisations are not eligible to participate in Erasmus+ projects under the field of VET. The only exception to this ruling is in the field of Youth regarding informal groups of young people involved in youth work and unincorporated charities that are legally registered with the Charity Commission.

In-depth checks have been put in place in order to check the legal status of participating organisations in 2020. If you are unsure about the eligibility of your organisation's legal status, you are advised to check with the UK NA before submitting your application, as we will not be able to accept any changes to the organisation's legal status once the application has been submitted.

1.2 Eligibility Criteria

Please also ensure the following eligibility criteria are met:

- If you are applying on behalf of a UK national consortium ensure that you include at least two other eligible UK partners – if you only have one UK partner your application will be considered ineligible.
- **Only one application per selection round** can be submitted on behalf of your organisation or your consortium partners. You can submit multiple applications as part of a consortium, but the project and the combination of consortium partners must be completely different.
- Project activities meet the minimum number of days and do not exceed the maximum duration (see page 52 - 62 of the 2020 Programme Guide).
- Your application form is completed in full and is submitted by the deadline time and date.
- Organisations must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for Key Action 1 VET projects on pages 57 - 59 of the 2020 Programme Guide.
- UK establishments/overseas organisations are not eligible to apply for Erasmus+ funding in the UK. This is because a UK establishment takes the legal status of the overseas company and has no separate legal personality. You can find a list of Programme Countries [here](#) on our website.
- For your project to be eligible for funding from the UK NA, the sending organisation in each activity **must be from the UK**. If this is not the case, consider applying to a different National Agency: http://ec.europa.eu/programmes/erasmus-plus/contact_en.

1.3 Other relevant Eligibility Criteria

Exclusion Criteria

Please ensure that you (and your partners where applicable) have read and understood the Exclusion Criteria stipulated in the 2020 Programme Guide.

An applicant will be excluded from participating in calls for proposals under the Erasmus+ Programme or will be rejected from the award procedure if it is found in one of the situations described in the criteria referenced on pages 251 - 253 of the 2020 Programme Guide.

Double Funding

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

EHCE Accreditation for organisations in non-HE projects

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

Uniqueness of Applications

Please be advised that identical or very similar applications submitted by the same applicant or by other partners of the same consortium will be subject to a specific assessment by the UK NA. All applications should include unique content that reflects, for example, the unique aims and objectives of the applicant organisation/consortium and host partners, the participant target group, and the geographical location of the sending partner(s).

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

2. Ensure all information on the Erasmus+ and European Solidarity Corps Organisation Platform is up to date

As you have applied for Erasmus+ funding before, an Organisation Identification (OID) will have already been assigned to your organisation. However, it is worth bearing in mind that all organisations involved in a project funded by the Erasmus+ programme must first register with the European Commission using the Organisation Platform and provide their basic legal and financial data in the [Erasmus+ and European Solidarity Corps Organisation Platform](#).

IMPORTANT NOTE: Following guidance from the European Commission, in order to avoid or minimise potential misuse of organisational data, we strongly recommend that the domain address used for emails in the Organisation Platform matches the legal signatory and the contact person's domain email address used in the application form (e.g. john.smith@abc.com and ana.rosi@abc.com)

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

As your organisation is already registered and has an OID, you do not need to register again. However, you will need to upload new legal and financial identification forms dated for 2020.

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

3. Upload or update the Legal Entity Form, proof of legal status and Financial Identification Forms

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

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

Although you have applied for Erasmus+ funding before and have already been validated by the UK NA you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted however; you can upload documents in their place. Please remember to include a document version number or a date of creation.

3.1 Legal Entity Form

Both you and your partners must upload a **Legal Entity Form** to the Organisation Platform as well as the necessary supporting documents for this form. The template Legal Entity Form can be downloaded at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

There are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. Please choose the appropriate form, depending on whether your organisation is a 'Private Company' or a 'Public Entity'.

3.1.1 Proof of legal status

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

3.2 Financial Identification Form

As an applicant, you will need to upload a **Financial Identification Form**. The template Financial Identification Form is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

The Financial Identification Form should be **signed, dated and stamped by your bank** or alternatively should be **accompanied by a recent bank statement (less than 18 months old)** for the given bank account. You should provide details of an account that your grant can be paid into and that is set up to receive payments in Euro. If your organisation is successful in securing Erasmus+ funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

4. Provide proof of Organisational and Financial Capacity

4.1 What is Organisational Capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and will administer them in accordance with the grant agreement, the UK NA and the 2020 Programme Guide published by the European Commission.

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

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK NA as a condition of participation in the grant award procedure or fail to supply that information (see the section 'Exclusion Criteria' in Part C, pages 252 - 262 of the 2020 Programme Guide).

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 NA.

4.1.1 What do I need to provide?

The above five bullet points must be detailed in the application form. Where necessary, further information may be requested.

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

4.2 What is Financial Capacity?

Erasmus+ grants may not cover all costs; the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities. Applicants must be able to demonstrate that they have sufficient reserves to deliver the project.

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

4.2.1 What do I need to provide?

Private organisations applying for a grant above **€60,000** should ensure that the profit and loss accounts and the balance sheet uploaded to the Organisation Platform. These accounts should be in accordance with the relevant UK legislation; for the last financial year for which their accounts were closed and **not more than 18 months old from the deadline date to which you are applying.**

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

Private organisations applying for a grant which exceeds **€750,000**, in addition to the above must upload an audit report produced by an approved external auditor must be provided. That report shall certify the accounts for the last financial year available.

The above documents (as applicable) are required for the UK NA to carry out Financial Capacity Checks and must be uploaded the Organisation Platform. For more information on Financial Capacity Checks, please see pages 254 - 255 of the 2020 Erasmus+ Programme Guide.

4.2.2 What if my organisation is new or has no accounts?

The UK NA may consider applicants who are recently established and/or have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

5. Ensure you understand how your application will be assessed

The assessment of applications submitted by VET Charter holders is carried out in two stages:

- 1) a formal eligibility check undertaken by the UK National Agency staff (against the eligibility criteria published in the 2020 Programme Guide); and
- 2) a decision made by the UK National Agency on the grant awarded based on the following elements:
 - The number of mobility periods and months/days applied for;
 - Your organisation's past performance in terms of good quality in the implementation of activities and sound financial management, in case you have already applied for KA1 VET Mobility funding with the VET Charter under previous Call years.
 - Consistency with the activities and developments outlined in your approved VET Charter Application, specifically your European Internationalisation Strategy (EIS). In light of the introduction of ErasmusPro, deviations from your approved VET Charter Application may be accepted in cases where you now wish to incorporate long-term mobility, and you must include details of this in the Project Summary.

Deviations from your approved VET Charter application may result in budget reductions being made.

- Please also note that ErasmusPro activities are a priority under the 2020 Call and therefore projects that propose ErasmusPro activities, will be prioritised for funding.

Please be aware that failure to comply with any of the above points may render your application form ineligible, or, a reduction to your requested budget.

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK National Agency as a condition of participation in the grant award procedure or fail to supply that information (see the section 'Exclusion Criteria' in Part C, pages 251 - 268 of the 2020 Programme Guide).

You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Also, remember to proofread your application.

6. Preparation Checklist

Please check the following before completing your application form:

<input type="checkbox"/>	Have you read the relevant sections of the 2020 Call Programme Guide?
<input type="checkbox"/>	Have you checked whether your organisation is eligible for Erasmus+ funding?
<input type="checkbox"/>	Can you demonstrate the organisational and financial capacity of your organisation?
<input type="checkbox"/>	Are all your details on Organisation Platform correct and up-to-date?
<input type="checkbox"/>	Have you uploaded an updated Legal Entity Form onto the Organisation Platform, along with the required support documents?

<input type="checkbox"/>	Have you uploaded an updated Financial Identification Form onto the Organisation Platform, along with any required supporting documents?
<input type="checkbox"/>	Does your organisation have a Euro account or an account that will accept Euro payments?
<input type="checkbox"/>	Are your partners aware of the Organisation Platform requirements?

Part III: Completing Your Application

In order to help you put together a good quality application we have developed a step-by-step guide to assist you in filling out the online electronic application form (eForm). The next pages will take you through the different sections of the eForm, emphasise the most important parts, and highlight potential obstacles.

It is important to note at application stage that if approved, you will be contractually bound by the UK NA 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.

1. Introduction to the Web eForm

It is compulsory to complete the eForm when applying for Key Action 1 funding. **Please note the eForm is no longer a PDF document and must be completed online in your web browser.** You will need to use your EU Login details to access the web application form. Please ensure you open a correct application eForm.

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

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

IMPORTANT NOTE: When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.

This will cause problems with the auto save functionality of the form and **result in lost data in your application.**

It is advised that you copy questions into an **offline document** and work on them there in case the eForm experiences any issues and the content is lost. This will also help with monitoring your word count.

1.1 Accessing the eForm

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

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

- On the 'Opportunities' tab, select 'Vocational Education and Training' and click 'Apply' Under 'VET Learner and Staff Mobility with VET Mobility Charter (KA116)' to open a new version of the online eForm.
- 'My applications' tab where all the submitted or draft applications will be displayed.

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

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

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

1.2 Basic Application Functionalities

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

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

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

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

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

Some sections of the application form, such as the 'Participating Organisations' section, have a 'Menu' button (a box with three black bars in it) that you have to click to add further information to the section. Others, such as the 'Legal Representative' and 'Contact Person' fields, have links that you must click in order to populate this section.

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

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

1.3 Submitting the eForm

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

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

1.4 Sharing your e-Form

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

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

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

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

1.5 Further Guidance

Please allow plenty of time to complete the eForm, as it can take time to resolve technical issues. If you need further guidance on completing the eForm, you can also read the [European Commission's technical guidelines](#). The latter document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems.

2. Step-by-step guide to completing your application eForm

Context

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

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

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

the appropriate funding opportunity and a relevant application form. All other sections must be completed by applicants.

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

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

Project Start Date: Select a start date between 01/06/2020 – 31/12/2020 from the calendar.

Project Total Duration: The overall project duration can be between 12 and 24 months – please select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates. The overall project duration will need to encompass all project-related activities from promotion and recruitment through to evaluation and dissemination.

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

Please note that if you are awarded funding, the indicative date for signing your Grant Agreement with the UK NA is five months after the deadline (i.e. July 2020). Please be mindful that you should plan in enough time before your activities to be sure you are able to get the value for money on travel costs, accommodation etc.

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

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

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

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

Context

Project Title	<input type="text"/>	Project Acronym	<input type="text"/>
Project Start Date (dd-mm-yyyy)	<input type="text" value="01-07-2019"/>	Project Total Duration (Months)	<input type="text" value="24 months"/>
		Project End Date (dd-mm-yyyy)	<input type="text" value="30-06-2021"/>
National Agency of the Applicant Organisation	<input type="text" value="UK01 British Council, in partnership with Ecorys UK – British Council"/>	Language used to fill in the form	<input type="text" value="English"/>

For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>

Participating Organisations

This section asks applicants to provide information relating to the applicant organisation and hosting partner organisations

In advance of completing this section of the form, applicants and partners must register their organisation on the Organisation Platform to obtain a nine-digit OID. Please refer to page 19 of this guide for further information. As you have already submitted an Erasmus+ application, you do not need to re-register and should use the same OID for any further Erasmus+ applications. All organisations included in the application, whether they act as an applicant or a partner, need to be registered in order to receive a OID number through the Organisation Platform .

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

Are you applying on behalf of a mobility consortium? If you are applying on behalf of a consortium select 'Yes' from the drop down box. If you are applying as an individual organisation and not as a part of a consortium, select 'No' from the drop down box.

Are you also involved in other consortia?

If you select 'Yes' to this question the following question will become visible: **Please briefly explain the reasons for participating in different consortia and your organisations' role.**

Applicant Organisation Details

This section is accessed by clicking on the organisation name on the screen. The information displayed in grey is pre-filled with the data from the Organisation Platform. If there are any changes to the information originally provided, you should log back onto the Organisation Platform and update the information accordingly. If you are not able to make the amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

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

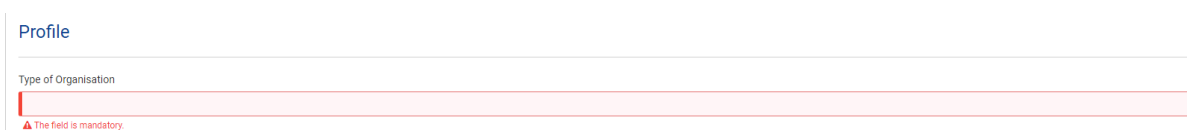
If you receive an error when inputting your OID and you have checked that you are entering the right code – please contact us at erasmusplus@ecorys.com.

For further information on registering your organisation, please see our [guide](#) for assistance.

Profile

Type of Organisation: In the 2020 eForm applicants must indicate the type of organisation as this information is no longer pre-filled via the Organisation Platform. Please note that, as this field is compulsory, you cannot leave it blank therefore, you should choose an option from the drop-down menu. If you cannot find the right organisation type in the list of the drop-down menu, please choose the closest possible type.

'Is your organisation a public body?' and 'Is your organisation a non-profit?' will be pre-filled using the information contained within the Organisation Platform. Please check that this information is accurate and update the Organisation Platform if necessary.



The screenshot shows a form titled 'Profile'. Below the title is a section for 'Type of Organisation'. A dropdown menu is visible, currently empty, with a red border. Below the dropdown, there is a small red triangle icon followed by the text 'The field is mandatory.'

If you experience any problems where fields are not populating correctly, we recommend that you check your organisation's information in the Organisation Platform.

Total number of staff: Please enter the total number of staff employed at your organisation.

Total number of learners: Please enter the total number of learners enrolled at your organisation.

Associated Persons

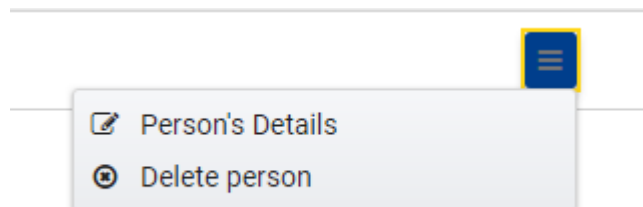
Associated Persons are persons related to the project – Legal Representative and Contact Person. To populate the details for the Legal Representative and Contact Person, please click on the 'Menu' button and choose 'Person's Details' function.

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

ADD ASSOCIATED PERSON

You may wish to add a finance officer or other colleagues who many need to contact us regarding the project. We recommend that you **add at least one other contact person** to the application, who can remain in contact with the UK NA in cases where the preferred contact person is absent or unavailable.

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



Legal Representative

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

Please complete every field in this section.

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

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

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

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2020 Programme Guide, Part C 'Step 2: Check the Compliance with the Programme Criteria' on pages 252 to 256. Please ensure you give special attention to the Exclusion Criteria (pages 252 to 255).

Once all fields are completed, they will be marked green. To go back to the



Erasmus+

[Participating Organisations](#) / [Applicant Organisation](#)

'Applicant Organisation Details' screen you can click on 'Applicant Organisation' in the top navigation menu.

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

IMPORTANT NOTE: It is important that the legal representative is readily available to **hand sign** forms relating to your application such as the eForm Declaration of Honour, any consortium partner mandates, the Legal Entity Form, Financial Identification Form, and if successful, the grant agreement. The legal representative will need to hand-sign all forms promptly and up to approximately 5 months after the 5 February 2020 deadline for the grant agreement signing.

If after the application submission the legal representative or contact person changes, or their details change, please inform us as soon as possible.

Contact Person

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

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

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

If your VET Learner mobilities are over 19 days in duration and you are requesting Online Linguistic Support (OLS), you should indicate an OLS contact person. This can be the same as the project contact person or another staff member responsible for the language preparation. They will then be given access to the tool and will be responsible for access licence allocation to your beneficiaries.

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

Accreditation

Your accreditation reference for your Vocational Educational and Training Mobility Charter will automatically populate here. Your organisation must have an accreditation reference for the VET Mobility Charter in order to apply for KA1 using this form. If your organisation has not been awarded the VET Mobility Charter, you will need to apply for funding for KA1 using the KA102 eForm which can be accessed from the [Erasmus+ Application Form webpage](#). If your organisation was awarded the VET Mobility Charter but your reference is not showing please contact us at erasmusplus@ecorys.com

Consortium

If you selected 'Yes' in the dropdown box the details of your consortium will automatically be completed. If you selected 'No', this section will not be visible.

Please note you can only apply as a consortium using this eForm if your whole consortium was awarded the VET Mobility Charter. If you were awarded the VET Mobility Charter as a single organisation, you should specify 'No' here.

If you wish to form a consortium project, you will need to complete the regular KA1 VET eForm for non-accredited organisations along with your consortium partners.

IMPORTANT NOTE: You must annex a signed **mandate for each consortium member listed in the application to the application form. You can download the partner mandates from the Annexes tab.** Please ensure that each mandate is signed and dated in original by the organisations' legal representatives. **Electronic signatures will not be accepted.** Please note that the organisation details provided on partner mandates **must** match the partners' details specified on the Organisation Platform and/or the application form.

Consortium Member Details

This section on the screen will be pre-filled with the data from the Organisation Platform.

Profile

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

Associated Persons

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

Legal Representative

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

Contact Person

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

Hosting Partner Organisations

A Key Action 1 VET mobility project, must include a minimum of two participating organisations: at least one sending and at least one receiving organisation) from different Programme countries. Key Action 1 VET is open to organisations established in Programme Countries; a full list is available [here](#).

It is strongly recommended that all partners must be provided in the application form. When identifying partners (i.e. receiving organisations) the applicant should ensure that they take into consideration their organisational capacity to manage a project and a partnership.

To add a hosting partner organisation **with an OID**, enter the hosting organisation’s OID, this will pre-fill the organisation’s details from the Organisation Platform. The email address for the organisation will then need to be added to the Hosting Organisations Details.

To add a hosting partner organisation, **without an OID**, click the ‘...’ and enter all of the host organisations’ details in the fields available.

IMPORTANT NOTE: Please remember that there is no section to include the profile of Hosting Partner Organisations. Information about Hosting Partners should be included in the narrative of your application form.

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

Activities

Activities Description

List of Activities

In this section, all five types of activities able to be implemented are shown in a table. Under each activity, you should enter the number of participants and durations that you plan to implement throughout the duration of your project. It is important that the activities you select here are accurate and consistent with the information given elsewhere in the narrative of the application form as this section determines the total requested grant for your project.

The Erasmus+ grant is a contribution to your project costs and may not cover the total cost of your project.

When applying for a Key Action 1 project for VET learners and staff you are eligible to receive funding for the following cost headings on a per participant basis (unit costs):

- Travel (unit cost on a per participant basis)
- Individual Support (unit cost on a per participant basis)
- Organisational Support (unit cost on a per participant basis)
- Linguistic Support (unit cost on a per participant basis)

Useful tip: Unit costs can be understood as a set amount per participant, which is a contribution towards the cost. For some unit costs, you will spend more and for some perhaps less than the unit cost. Unit costs are used to help make the funding simpler to understand and manage.

Exceptional Costs and Special Needs support are requested on the Special Costs tab, see page 45 of this guide for more information.

You must calculate a project's provisional budget at the application stage according to the rates outlined in the guidance above. 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 consistent with the activity described in your application form.

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

Please see the 2020 Programme Guide, pages 52 - 62, for the funding rules for Key Action 1 Mobility projects for VET learners and staff and unit cost amounts before completing this section.

Please note that all five possible activities will be visible, even when no budget has been requested. For activity A3 Advanced Planning Visits, you must have already entered participants under activity A2 ErasmusPro – Mobility of VET Learners. The form will not allow this activity to be completed first.

The UK NA cannot retrospectively fund activities or mobilities that are not listed in the application eForm. Please note that for consortium applications, the activities listed in the form must include all activities for all of the organisations you plan to involve in the project.

To enter your activities you will need to click on each activity you wish to implement, after click on the activity a new window will open and you can specify the following details:

Description

Enter the total number of participants that will take part in the activity. **The total number of participants does not include Accompanying Persons.**

The number of participants must be the same or more than the total number of participants (learners or staff) entered in the sections below.

IMPORTANT NOTE: Please remember it is possible to enter the number of participants not requiring grant. These participants are those, which you will not be requesting travel or individual support funding for, but your organisation will request organisational support.

Individual Support

Individual support refers to the day-to-day living costs incurred by participants, including accompanying persons, during the mobility activity. This includes accommodation, food and insurance, as well as local travel to and from the venue of the placement in the host country. Individual support is calculated on a unit cost basis as detailed on page 61 of the 2020 Programme Guide and will be payable according to the country group of the destination and the duration of the activity.

IMPORTANT NOTE: Please remember, as of 2019, activities are no longer entered in flows. The budget is calculated per activity type, based on the total number of participants and the average duration of the mobility per participant. In the current form, the receiving country is no longer entered, rather the group of countries to which the receiving country belongs. You should identify the planned destinations of your mobilities within the narrative of your application form.

Number of participants: Enter the estimated number of participants per country group. Hover over the question mark to see the countries included under each country group.

Average duration per participant: Enter the average duration of all mobilities, **including travel days** for the activity type, up to a maximum of two decimal points. Please note that the average durations should include travel days and the maximum durations able to be entered include travel days.

Useful tip: A maximum of two days (a day either side) can be added to each mobility for travelling to be used for travelling so as not to affect the length of the mobility itself.

Total duration: The table will automatically calculate the total duration by multiplying the number of participants by the average duration. This figure will be rounded up to the nearest day.

Daily Grant rate: Individual Support is calculated on daily rates for three groups of countries as follows:

- up to the 14th day of activity: maximum allowance per day per participant.
- between the 15th and 60th day of activity: 70% of maximum allowance per day per participant. This is calculated to the nearest Euro and is shown in brackets.

Estimated Grant: Automatically calculated by multiplying the total number of days by the number of participants for each country group.

Individual support rates are set by each National Agency within a range given by the European Commission on page 61 of the 2020 Programme Guide. For projects led by UK applicants, the rates are set out in the table below:

Receiving Country	Learner Mobility (per participant rate day 1 – 14)	Learner Mobility (per participant rate day 15 – 12 months)	Staff Mobility (per participant rate day 1 – 14)	Staff Mobility (per participant rate day 15 – 60)
Group 1: Norway, Denmark, Luxembourg, United Kingdom, Iceland, Sweden, Ireland, Finland, Liechtenstein	€120	€84	€180	€126
Group 2: Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal	€104	€73	€160	€112
Group 3: Slovenia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, the Former Yugoslav Republic of Macedonia, Serbia	€88	€62	€140	€98

Accompanying Persons

To enter individual support for Accompanying Persons select 'Yes' from the dropdown menu where it states: **Request individual support for accompanying persons**. A new table will appear where you will be able to enter the estimated number of Accompanying Persons required for your entire project and the average duration, as above. For Accompanying Persons the daily rates for VET staff apply.

For projects with VET learners, it is compulsory to have one Accompanying Person per 10 VET learners to ensure the safeguarding of participants. Accompanying Persons for VET learner projects should be requested under VET Learner Mobilities (A1 or A2).

For activity A2 ErasmusPro – Mobility of VET Learners, Accompanying Persons are not expected to be present for the entire duration of the mobility. In exceptional circumstances, if an Accompanying Person is required for over 60 days, these costs should be requested under Special Needs.

IMPORTANT NOTE: Please remember, as of 2019, the budget for individual support is calculated by the total number of participants multiplied by the average duration for each participant. The number of participants and durations entered at this stage are indicative and the final grant will be calculated upon submission of the Final Report (if your project is approved for funding).

Your final grant will be calculated based on the exact number of mobilities reported and associated unit costs as defined in the Erasmus+ Programme Guide. The final grant will have to remain in the frames of what was granted at the application stage (i.e. the contracted grant amount). Therefore, you will be expected to manage the project costs and the partners around these average costs.

Useful Tip: If all of your mobilities are the same duration, you may wish to use the precise average of the planned mobilities. For larger projects with different durations, refer to the total number of days and decide whether it will be feasible for your organisation to deliver the total number of days calculated.

Travel

This is a contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return. Travel is based on the distance travelled for each participant and is defined as the cost of the entire journey (**including airport transfers**) from the point of origin to the specific venue of activity. Travel distances must be calculated using the [Distance Calculator](#) supported by the European Commission.

Travel is estimated on a unit cost basis and will be payable according to the travel distance and the number of participants. Enter the number of persons (including both participants and accompanying persons) that require travel grant.

You cannot request travel grant for more participants than there are entered in the total number of participants requiring specified at the top of the activity page. Please note that the 'travel distance' measures the distance for a *one-way journey* but the travel costs have been calculated for a *return journey*. The unit costs for each distance band are as follows:

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

Expensive travel costs

Applicants can claim financial support (up to 80% of eligible costs) for expensive travel costs for participants. This must be motivated in the application form and will only be allowed if applicants can justify that the standard funding rules (based on the contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants. For example, this may be applicable for participants travelling from the outermost regions and Overseas Countries and Territories to reach a main HUB/airport and/or a train/bus station within the country of origin.

If you are requesting Exceptional Costs for Expensive Travel then **you should not enter any travel costs for the relevant participants in the Travel Costs section of the budget.**

To request funds for exceptional costs for expensive travel costs, where it states: **‘Request exceptional costs for expensive travel’** select ‘Yes’ in the dropdown menu. Click ‘ADD COST’ and provide justification in the narrative box entitled ‘Description and justification’, the number of participants requiring and the total amount of funding required.

IMPORTANT NOTE: Travel and Individual Support costs are added and calculated within each individual activity. In the box marked ‘Number of participants requiring a grant’ you will need to manually enter the total number of participants for the activity, **this should match or be more than the total of number of participants entered in the Individual Support and Travel sections of each activity.** The only exception to this is if you are requesting expensive travel costs, then you will enter the participants under exceptional travel costs instead.

Please ensure that you enter the correct number of participants, as the UK NA is unable to increase the funding requested for your project if any errors are made.

Linguistic Support (only applicable for VET Learners)

This section will only appear under activities A1 Mobilities of VET Learners (2 weeks to 2 months) and A2 ErasmusPro – Mobility of VET Learners (3 to 12 Months). **Only participants carrying out mobilities over 19 days are eligible to receive linguistic support in the form of using Online Linguistic Support or a financial grant.**

VET learners carrying out mobilities of over 19 days are entitled to linguistic support for the language of the country where the volunteering activity takes place. The language that will be studied is that used within the host organisation.

Linguistic support for learners in mobility activities is provided in two ways:

1. Through EU's online linguistic support platform (OLS)
2. In form of a financial grant (150 EUR per participant) to cover expenses such as classroom courses or learning materials for languages or proficiency levels that are not available in OLS

For those participants with mobility durations under 19 days, organisations involved in a VET mobility project can use the organisational support grant to address the needs of participants in terms of or specific linguistic preparation.

Language Assessment

Here you should input the number of participants whose main language of study, work or instruction is one of the languages supported by OLS. This is the initial assessment to

determine the language level of the foreign language that will be used on the placement and can be completed in 24 different languages. Online linguistic assessment is obligatory for all learners in activities lasting at least 19 days (excluding travel days) and using one of the available languages.

Please note: the results of the language assessment carried out before the mobility will not preclude participants from taking part in the mobility activity, whatever the result is.

Language Learning

Once the assessment is completed, the participant can take part in the online language learning through Language Courses on the OLS, or, where the language is not available, a financial grant is available to provide this. Linguistic Support can be requested for the costs linked to the support offered to participants – prior to departure or during the activity in order to improve the knowledge of the language they will use to carry out their mobility.

OLS language courses are the main tool for linguistic preparation within **KA1 VET learner mobilities lasting 19 days or longer**. OLS courses are available at different levels of the [Common European Framework of Reference for languages \(CEFR\)](#).

A unit cost of €150 per participant is available for languages where language courses are not available for all proficiency levels (Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, Greek, Hungarian, Latvian, Lithuanian, Polish, Portuguese, Romanian, Slovak, Slovenian, and Swedish). As participants' proficiency in these languages are not known at the time of application. The financial grants may be replaced with an online language course during the lifetime of a project.

A financial linguistic support grant cannot be requested for those learners using Dutch, English, French, German, Italian and Spanish, as OLS courses are available for all proficiency levels.

To determine the number of online linguistic support and financial grants correctly, you will need to enter the total number of participants across all activities taking into account the languages available and the duration of their mobility.

If you are requesting OLS support then you should indicate an OLS contact person in this section. This can be the same as the project contact person or another staff member responsible for language preparation. They will then be given access to OLS and will be responsible for allocating licences to your beneficiaries.

Budget Summary

This section shows the summary of the estimated grant for the activity.

To add participants under other activities, click 'List of Activities' at the top of the page to return to the list of possible activities. You can then click on each activity completing each section as per the instructions above. Please note the questions on this page will change as you add activities. For example, once you add a staff mobility a question will now be available on the Activities tab.

Organisational Support

The table in the application form will be pre-filled with the total number of participants (excluding accompanying persons).

Organisational support refers to any costs directly linked to the implementation of mobility activities (excluding travel and individual support for participants). Organisation support is calculated on a unit cost basis, per participant, and may be used to cover costs related to the selection and preparation (pedagogical, intercultural, and linguistic) of participants, the monitoring and supporting of participants during the mobility and the validation of learning outcomes, as stated at page 60 of the 2020 Programme Guide. You can, where relevant, share organisational support funds with partner organisations that incur costs. This should be established through formal agreements or memorandums of understanding.

Organisational support is calculated on a unit cost basis as follows:

- €350 per participant for up to 100 participants
- €200 per participant beyond 100 Participants

Participants

Learners/Staff

The total number of participants will be pre-filled for each activity and participant type. Out of the total number of participants for each activity you must detail, where applicable, the number of participants with special needs, the number of apprentices, the number of participants that are recent graduates, apprentices, with fewer opportunities or with special needs. Each category requires a figure to be entered, where no participants fall under the category enter '0' so that the indicator turns green.

Special Costs

Special Needs Support

Special Needs refers to any costs directly relating to project participants with a disability or other specific needs for which additional costs will be incurred.

A person with special needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

Special needs support is calculated on an **actual cost** basis and will be assessed on a case-by-case basis. You must enter the number of participants with special needs you are requesting special needs support for, provide a description of the costs (maximum 5,000 characters) and the amount being requested.

The individual situation should be described and any particular needs and extra costs must be detailed in the application form. Costs must be broken down in as much detail as possible and there must be a justification for the need for each cost in the 'description and justification' box. To add additional costs click the 'ADD' button. The number of participants for each cost must be equal or less to the number of participants with special needs identified on the 'Participants' tab.

Exceptional Costs

Exceptional costs are calculated on an **actual cost** basis. The funding rules state that these costs are specifically to support the following:

- 100% of additional costs to support the participation of learners with fewer opportunities (excluding costs for travel and individual support for participants and accompanying persons).
- Costs for providing a Financial Guarantee, if requested by the UK NA. You can request 75% of eligible costs. If you are unsure how to input Exceptional Costs relating to a Financial Guarantee, please contact the UK NA for advice at erasmusplus@ecorys.com.

To add additional costs click 'ADD'.

You should bear in mind that assessors could reduce the amount of exceptional costs requested if the request is considered too large or a clear justification has not been provided.

You **must** therefore provide detailed justifications for any request for exceptional costs. You should **provide a breakdown of the exceptional costs requested** as much as possible. Exceptional Costs for expensive travel are requested under each activity type, please see pages 41 - 42 of this guide for more information.

Budget Summary

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

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

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

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

Useful tip: Any corrections (for example because you forgot to introduce a certain grant request) have to be made under each activity, not in the Budget Summary.

Project Summary

You must provide a well-written, comprehensive summary of your project within the application. Project summaries must be written in clear, plain English and free from jargon. This is of particular importance as it provides a description of the project to the public and will be used in European Commission, Executive Agency or National Agency documents. The project summary will also be automatically uploaded to the [Erasmus+ Project Results Platform \(EPRP\)](#), should your application be successful.

It is important to be clear and concise and to mention at least the following elements in your project summary:

- 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

- The potential longer term benefits

Summary of Participating Organisations

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

Summary of Linguistic Support

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

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

Annexes

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

Mandatory documents to be annexed to the application form are:

- The Declaration of Honour signed by the Legal Representative mentioned in the application.
- The mandates for each consortium partner participating in your project and named in your application, signed by both parties' Legal Representatives.

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

Declaration of Honour

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

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

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

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

Important Note: All parts of the Declaration of Honour, i.e. original signature, date of signature and place (city/town) of signature, name of applicant organisation, name of legal representative, must be completed. Otherwise, it cannot be accepted by the UK NA and will need to be re-submitted.

Mandates

Mandates are only required to be uploaded for projects with UK consortium partners. By clicking 'Download Mandates', this will download all the mandates required to be signed. The mandates are pre-filled with information taken from the Participating Organisations section of the application form. If any information is incorrect, this information will need to be updated on the Organisation Platform and the Mandates downloaded again.

The following important information must be taken into account when preparing mandates:

- the legal signatory (of the partner and coordinating organisation) named on the partner mandate must be the person who signs the document and should also be the legal signatory mentioned in the application;
- the organisation name (of the partner and coordinating organisation) stated in the partner mandate must match with the application form;
- the organisation's legal entity information (of the partner and coordinating organisation), i.e. legal form, registration number and VAT, stated in the partner mandate must match with the organisation's legal details in the Organisation Platform;

- partner mandates must be hand signed (original signatures) and dated in the relevant place as indicated on the mandate template. The UK NA will not accept signatures on a different page or electronic/scanned signatures;
- partner mandates must be legible and preferably in English;
- the partner's details on the partner mandate must match the partner's details included on the Organisation Platform and the application. The UK NA will not accept any spelling errors in names.

Uploading Documents

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

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

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

Useful tip: If your file sizes are too large to upload into the form, you can compress files to make the size smaller.

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

Checklist

This section of the application helps you double-check if your application is ready for submission.

Before submitting your application, please make sure that it fulfils all the requirements listed below:

- You have used the official 2020 Key Action 1 VET learner and staff application form.

- Your application fulfils the eligibility criteria listed in the 2020 Erasmus+ Programme Guide (please tick the relevant box).
- All mandatory fields in the application form have been completed, otherwise the application will not submit. This means that all the application sections in the black menu on the left hand side of the screen are marked green (please tick the relevant box).
- You have chosen the correct National Agency of the country in which your organisation is established – section ‘Context’ (please tick the relevant box).
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all of the required documents:
 - **Declaration of Honour** signed by the legal representative identified in applicant organisation section of the application. Please ensure that all of the required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.
 - **Mandates with each UK Consortium partner** (if applicable). Mandates need to have been completed in full and signed by both parties. The mandate template that must be used can be downloaded from the Annexes tab of the application eForm or from [our website](#).
- All UK consortium partner organisations have uploaded the relevant documents to give proof of their legal status on the Organisation Platform (the correct Legal Entity Form and Financial Identification Form). For further details, see Part C, pages 252-262, of the 2020 Programme Guide) and pages 19 - 20 of this guide.
- You are complying with the submission deadline published in the 2020 Programme Guide (5 February 2020, 11 am UK time).
- You have saved or printed a copy of the completed form for your own records.

IMPORTANT NOTE: UK Organisations need to upload supporting documents as a proof of their legal status. Please ensure that there is consistency of information regarding your organisation’s legal details in the Organisation Platform, Application form, Legal Entity form, Financial Identification form and that these match with the supporting documentation provided by your organisation. Otherwise, the forms will need to be amended and re-submitted at a later date and your Legal Representative must be available to hand-sign the amended forms.

Data Protection Notice

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

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

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

Standard Submission Procedure

Applicants should only submit an application form once they are happy with the finalised version. Moreover, applicants need to ensure that they are connected to the internet in order to complete and submit their application. Applicants should also ensure that all sections of the form are valid (i.e. marked with a green tick) and all annexes are attached, otherwise you will be unable to submit your application. After submission, all legal representatives of participating organisations will receive an automatically generated email confirming submission of the application form. If you receive an email, but are not aware that you are involved in a project, please contact your National Agency as soon as possible.

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

Applications must be submitted online by the relevant deadline:

11am (UK time) on 5 February 2020.

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

Alternative Submission Procedure

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

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

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online (e.g. all sections marked with a green tick but the 'Submit' button still inactive) – this must clearly show the submission time and date and that you attempted to submit the application before the deadline. You should also send a screenshot that details any technical errors that occur.
2. Email the screenshot to the UK NA at erasmusplus@ecorys.com along with a copy of your completed application form and all annexes **within two hours** of the application deadline (i.e. **by 1pm UK time**). In the subject line of the email please type KA1 VMC application form – [name of your organisation].

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

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

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

IMPORTANT NOTE: When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.

This will cause problems with the auto save functionality of the form and **result in lost data in your application**. Please check before submitting that the budget is correct and all information you wish to include has saved.

Application Checklist

<input type="checkbox"/>	Have you used the correct official application form: Key Action 1 VET learner and staff mobility, deadline 5 February 2020?
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<input type="checkbox"/>	Have you checked whether the start and end dates of your project correct?
<input type="checkbox"/>	Is your project start date between 1 June 2020 and 31 December 2020?
<input type="checkbox"/>	Is your project duration between 12 and 24 months?
<input type="checkbox"/>	Have you checked if your partner has provided you with the correct OID?
<input type="checkbox"/>	Have you checked if your partners' details are up-to-date and consistent between the application form, Organisation Platform and their Legal Entity Form?
<input type="checkbox"/>	Have you uploaded all required documents to the Organisation Platform (Legal Entity Form, Financial Identification Form, evidence of legal status) and checked all information is up to date?
<input type="checkbox"/>	For projects over €60,000, have you uploaded your profit and loss accounts? For projects over €750,000, have you uploaded your external audit report?
<input type="checkbox"/>	Have you checked if the budget figures are correct and consistent throughout the whole application form?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Have you attached any relevant annexes? (i.e. a timetable of mobilities)
<input type="checkbox"/>	Have you attached mandates for each of your UK Consortium partners? (if applicable)
<input type="checkbox"/>	Have you submitted your form online?
<input type="checkbox"/>	Does the status show OK?

<input type="checkbox"/>	Have you submitted your application before the deadline of 5 February 2020 (11am UK time)?
<input type="checkbox"/>	Have you saved and printed the copy of your Application Form <u>for your own records?</u>

After submitting your application

Once you have submitted your application you will receive an acknowledgement email. If you have not heard back from us within four weeks of the deadline after submitting your application, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on +44 (0) 121 212 8947 or by sending an email to erasmusplus@ecorys.com.

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.

Part IV: Further Information and Support

1. When will results be notified?

You should expect to hear about the outcome of your Key Action 1 VET learner and staff with the VET Mobility Charter mobility application within four months of the submission deadline. Please note that if your application is selected for a reserve list place you will be asked to confirm whether you wish to accept the place and the UK NA will keep you regularly updated. You will be notified of the final outcome by December 2020.

The named contact person for the project will receive notification of the outcome, including detailed feedback.

If, once you have received the notification email from the UK NA, you believe the UK NA has not followed the correct procedures as set out in the relevant Commission Call for Proposals or in the National UK NA's own published guidance and you wish to appeal the decision made by the UK NA in relation to your Erasmus+ application, you should follow the appeals procedure indicated on the [Erasmus+ UK website](#).

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

1.1 How will I receive the funding?

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

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

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

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

All Erasmus+ grants are paid in Euros. Therefore, it is recommended that you use a **Euro bank account** to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. Other conditions include the following:

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

2. Where to find more help and advice

2.1 Erasmus+ Website

For further information, please refer to the [Apply for Funding](#) section and the [Key Action 1 Vocational Education and Training learner and staff mobility](#) page on our website.

2.2 Erasmus+ Helpline

The Erasmus+ team at Ecorys are also here to help you with any queries you may have regarding your Key Action 1 VET application. You can contact the team by phoning the Erasmus+ Helpline on **0121 212 8947** or by emailing erasmusplus@ecorys.com.

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

2.3 Online Newsletter

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

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