ERASMUS+

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Key Action 2 (KA2) Guide for Applicants

Strategic Partnerships in the Field of VET

Deadline: 11am (UK time) on Tuesday 24 March 2020

Version 1:

BRITISH COUNCIL ECORYS Erasmus+

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

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Overview of Changes to the Guide

This document is **version 1** of the 2020 Key Action 2 (KA2) Guide for Applicants for Strategic Partnerships in the field of Vocational Education and Training (VET) under the 2020 Call. If future versions of the Guide for Applicants 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**

PART I - PREPARATION

Introduction to Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Erasmus+ is open to organisations across all sectors of education and training. Any public, private or not-for-profit organisations actively involved in these areas may apply for funding. The overall programme objectives are to:

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

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices is all about enabling organisations to work together in order to improve provision for learners and share innovative practices within and beyond the participating organisations. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries. The projects funded under this Key Action will focus on sharing, developing and transferring innovative practices in education, training and youth provision between participating countries. Key Action 2 aims to increase the positive impact of European activities at all levels to ensure benefits for the individuals, organisations and countries involved in projects.

Key Action 2 for Vocational Education and Training

UK organisations active in the field of VET can apply for funding under Key Action 2 for activities that form part of Strategic Partnership in VET. Each project can last between 12 and 36 months[1] and organisations can apply for funding to support a combination of activities, depending on the objectives of the project.

Strategic Partnerships can fall into one of two categories:

- Strategic Partnerships supporting innovation[2]; or
- Strategic Partnerships supporting exchange of good practices[3]

Project activities must contribute to achieving the project objectives and should be proportionate to the scale and type of project, and relevant to action priorities. Some examples of the types of activities a Strategic Partnership in the field of VET can deliver are included on page 104 - 105 of the European Commission's Erasmus+ 2020 Programme Guide (pdf version).

[1] The latest possible end date for activities is 31 August 2023. Therefore, depending on your project's start date, you may not be able to apply for the full 36 months duration.

[2] Also referred to as 'Innovation' or 'Developing Innovation' projects.

[3] Also referred to as 'Exchange of Practices' projects

It is also possible to have cross-sectoral Strategic Partnerships involving partner institutions from different sectors of education, training and youth working together to achieve objectives and results that will impact on the field of VET. Examples of cross-sectoral Strategic Partnership activities are provided on pages 294- 295 of the Programme Guide (pdf version). Where Strategic Partnerships submitted under the field of VET include partners from other sectors, it is important to provide a strong rationale for the choice of partners within the application and to ensure that all partners have the skills and expertise to deliver a quality project which will impact on VET.

Strategic Partnerships are a flexible way of working with partners from different countries and are expected to result in the sharing, development, transfer, and/or implementation of innovative practices at organisational, local, regional, national or European levels. Strategic Partnerships in the VET field must focus on activities designed to improve VET provision across the participating countries.

Who is this Guide for?

This step-by-step Guide is to help UK organisations complete the Erasmus+ Key Action 2 Strategic Partnerships for VET application form under the 2020 Call, and should be read in conjunction with the 2020 Erasmus+ Programme Guide.

This guide is for organisations considering applying for funding for Strategic Partnerships where the main sector impacted by the project will be VET. If you wish to apply for funding for a Strategic Partnership in another field or for a project under either Key Action 1 or 3, please see the 'Apply for Funding' pages on the Erasmus + UK website.

Please be aware that there is no separate application form for cross-sector applications. Organisations must apply using the application form for the main sector impacted by the project and respect the applicable rules in terms of eligibility of organisations and activities. If you are unsure which sector your project would be most relevant to, please refer to the Strategic Partnerships action priorities outlined on pages 102 – 106 of the Programme Guide and have a look at the Erasmus+ UK website for further information.

Erasmus+ and Brexit

The latest information about UK participation in the Erasmus+ Programme after Brexit can be found on the Brexit Update page of the Erasmus+ UK website. Please check this page regularly or subscribe to our newsletter to receive the latest updates.

Before you begin

Before you begin your application, you will need to:

1. Read more about Strategic Partnerships and this type of project

2. Check that you are an eligible organisation

3. Find appropriate partners

4. Review your organisational and financial capacity

5. Check whether your organisation has an OID (Organisation ID)

6. Register on the European Commission's Organisation Registration System

7. Upload or update the Legal Entity Form and Financial Identification Form

8. Understand the quality criteria against which your application will be assessed

9. Understand the Strategic Partnerships budget

1. Read more about this type of project

What are Strategic Partnerships?

Strategic Partnerships aim to support the development, transfer and/or implementation of innovative practices as well as the implementation of joint activities promoting cooperation, peer learning and exchange of practice at organisational, local, regional, national or European levels. Under the Erasmus+ programme, VET institutions can work with others to help improve VET across Europe. VET institutions can work with range of organisations, such as, enterprises, social partners and local or regional authorities to deliver high quality provision.

Erasmus+ offers flexibility in terms of the activities that Strategic Partnerships can implement, as long as the application demonstrates that these activities are the most appropriate to reach the objectives defined for the project. Depending on the project objectives and the composition of the partnership, projects may be one of the following two types:

- **Strategic Partnerships supporting exchange of good practices:**
  The main objective of these projects is to allow organisations to develop and reinforce networks, increase their capacity to operate at a transnational level and exchange ideas, practices and methods. Depending on their objectives, projects may also develop tangible outputs, and are still expected to disseminate the results of their activities in a way that is proportionate to the aims and scope of the project. These results and activities will be co-financed through the standard Project Management and Implementation budget and no separate funding will be available to develop Intellectual Outputs or Multiplier Events.

- **Strategic Partnerships supporting innovation:**
  These projects are expected to develop innovative outputs and/or undertake intensive dissemination and exploitation activities. Strategic Partnerships supporting innovation can

request specific funding for Intellectual Outputs and Multiplier Events in order to support the delivery of their objectives.

How to choose which type of Strategic Partnership to apply for?

Applicants will need to select the type of Strategic Partnership they wish to apply for at application stage. However, this should be discussed with partners during the initial planning stages, taking into consideration the proposed objectives and activities of the project, and the size, capacity and experience of the partnership. Although not a requirement, applicants or partnerships with less organisational capacity and/or less experience of European partnership working may wish to consider applying for a Strategic Partnership supporting the exchange of good practices as a first step. These projects allow organisations to gain experience of transnational cooperation and to deliver joint outcomes and results, without the requirement to deliver substantial, high quality, innovative Intellectual Outputs.

In all cases, applicants should choose the project format, which is most appropriate for delivering the planned project objectives and results. All applications will be quality assessed in line with the proportionality principle. This means that the scores allocated for the quality award criteria will take into consideration the size and type of the project and the composition and experience of the partnership.

Addressing the priorities of the Action

Important Note: In order to be funded all Strategic Partnerships **must** address either a) at least one horizontal priority or b) at least one specific priority relevant to the field /sector of education, training and youth that is mostly impacted. Please refer to the detailed action priorities outlined in the Programme Guide, pages 100 – 106.

When planning your project it is important to be clear from the outset about which action priority (or priorities) your project will address and, importantly, **how** they will be addressed. This should be clearly explained within the narrative of the application form.

Horizontal priorities include:

- Development of relevant and high quality skills and transversal competences.
- Social inclusion in education, training, youth and sport activities.
- Supporting common values, civic engagement and participation.
- Awareness raising of environmental and climate-change challenges, and the development of competences in sustainability-relevant sectors.
- Open education and innovative practices in a digital era.

- Strengthening the recruitment, selection and induction of educators, youth workers, educational leaders and support stuff.
- Transparency and recognition of skills and qualifications to facilitate learning, employability and labour mobility.
- Sustainable investment, performance and efficiency in education, training and youth.
- Social and educational value of European cultural heritage in relation to job creation, economic growth and social cohesion.

Important Note: If your application aims to address one of the horizontal action priorities, you still need to clearly demonstrate how the project is relevant to and will impact on VET. Projects, which clearly address the horizontal priority relating to 'Social Inclusion' within the narrative of the application will be considered highly relevant. Within this priority, particular attention will be given to projects that support and assess new approaches to reducing disparities in accessing and engaging with formal and non-formal education, to projects that tackle discrimination, segregation and racism, as well as to projects that encourage the establishment of sustainable links between organisations active in education, training, youth and sport and the society at large, including at local and regional level. Please refer to the Programme Guide, page 101, for more detail on this priority.

VET field-specific Priorities

In the field of VET, priority will be given to:

- Developing partnerships supporting the setting up and implementation of internationalisation strategies for VET providers, aimed at putting in place the necessary support mechanisms as well as contractual frameworks to promote quality mobility of VET staff and learners, including the recognition of their learning outcomes; developing student support services to foster VET internationalisation and learner mobility, through actions aimed at informing, motivating, preparing and facilitating the social integration of the VET learner in the host country, while enhancing their intercultural awareness and active citizenship;

- Developing partnerships aimed at promoting work-based learning in all its forms, and in particular for the implementation of the Council Recommendation on a European Framework for Quality and Effective Apprenticeships. These partnerships can also aim at developing new training content and joint VET qualifications, that integrate periods of work-based learning, including opportunities to apply knowledge in practical workplace situations, and embedding international mobility experience whenever possible;

- Increasing the quality in VET through the establishment of feedback loops to adapt VET provision, including by setting-up or testing graduate tracking arrangements as part of quality assurance systems in line with the Council Recommendation on tracking graduates, and the Recommendation on the European Quality Assurance Reference Framework for Vocational Education and Training (EQAVET);

- Enhancing access to training and qualifications for all, with a particular attention to the low-skilled, through continuing VET, notably by increasing quality, supply and accessibility of continuing VET, validation of non-formal and informal learning, promoting work-place learning, providing for efficient and integrated guidance services and flexible and permeable learning pathways; includes developing partnerships between micro, small and medium sized companies and VET providers aimed at promoting joint competences centres, learning networks, support to pooling of resources, and providing initial and/or continuing training to their staff;

- Further strengthening key competences in initial and continuing VET (in particular literacy, numeracy, digital, as well as languages) including common methodologies for introducing those competences in curricula, as well as for acquiring, delivering and assessing the learning outcomes of those curricula;

- Supporting the uptake of innovative approaches and digital technologies for teaching and learning, as outlined in the Digital Education Action Plan, including the effective use of the SELFIE self-reflection tool to support a comprehensive approach to innovation, and the use of digital technologies for pedagogical, administrative, technical and organisational change;

- Introducing systematic approaches to, and opportunities for, the initial and continuous professional development of VET teachers, trainers and mentors in both school and work-based settings (including apprenticeships), including through the development of effective digital, open and innovative education and pedagogies, as well as practical tools;

- Developing sustainable partnerships to establish and/or further develop national, regional and sectoral skills competitions organisations, as a form of raising the attractiveness and excellence in VET. These partnerships could also develop and support the arrangements for the preparation, training and participation of VET learners and staff in international, national, regional and sectoral skills competitions, while working closely together with businesses, VET providers, chambers and other relevant stakeholders.

You can find full details of the horizontal and VET-specific action priorities from page 100 – 105 of the 2020 Programme Guide. Please refer to these carefully before completing your application.

For an overview of the European policy in the field of VET you can refer to: http://ec.europa.eu/education/policy/vocational-policy_en.

Other useful reference documents can be found on pages 327 - 329 of the Programme Guide. Below are some examples:

- Rethinking Education: Investing in skills for better socio-economic outcomes: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF

- Europe 2020 and ET 2020 benchmarks and indicators: http://ec.europa.eu/eurostat/statistics-explained/index.php?title=Europe_2020_indicators_-_education&oldid=301033%20

- The Bruges Communiqué on enhanced European Cooperation in Vocational Education and Training for the period 2011-2020: http://europa.eu/rapid/press-release_IP-10-1673_en.htm

- New Skills Agenda for Europe: http://ec.europa.eu/social/main.jsp?catId=1223&langId=en

- Education and Training Monitor: http://ec.europa.eu/education/policy/strategic-framework/et-monitor_en
- The European Framework for quality and effective apprenticeships: http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=2873

- ECVET: http://ec.europa.eu/education/policy/vocational-policy/ecvet_en

Applicants can also visit the ePlatform for Adult Learning in Europe (EPALE). EPALE is a multilingual, open membership, online community aimed at those who deliver and organise education for adults. It provides a range of useful resources, tools and information, which you may find useful for your project. EPALE has additionally developed a series of webinars and videos aimed at supporting organisations who are new to the platform and its benefits when implementing an Erasmus+ project.

How EPALE can help you with your Erasmus+ project - http://bit.ly/2ErLOwC

Webinars:

How EPALE can help you with your Erasmus+ project: http://bit.ly/2QPtBP7

Introduction to EPALE - http://bit.ly/2Ehkwrz

EPALE Partner Search - http://bit.ly/2Eq7xEZ

EPALE COP - http://bit.ly/2zRJzhR

What does a Strategic Partnership involve?

Depending on the type of Strategic Partnership you choose to deliver, your project could include the following types of activities:[4]

- activities that strengthen cooperation and networking between organisations;
- exchanging best practices;
- testing and/or implementation of innovative practices in the field of VET;
- development and implementation of project-based transnational collaboration between enterprises and students/staff at VET institutions;
- activities aimed at promoting the recognition and certification of knowledge, skills and competences by referencing them to European and national qualifications frameworks and using EU validation instruments such as ECVET (credit transfer) and EQAVET (quality assurance);
- activities aimed at strengthening key competences in VET curricula.

If you choose to deliver a **Strategic Partnership supporting innovation**, you are expected to develop innovative intellectual outputs and approaches and engage in extensive dissemination and exploitation activities. Intellectual Outputs are tangible resources, standalone products, which are considered results of the project and achievements developed throughout the project lifecycle. For more information regarding Intellectual Outputs, please visit page 49 of this guide.

For Strategic Partnership supporting innovation projects, it is important that you are able to demonstrate how the practices you would like to develop with prospective partners will provide innovative solutions to the needs identified in your application. An innovative and/or complementary project can broadly be described as one where:

- new or additional needs are addressed;
- new or additional products or VET practices are shared or developed;
- new or additional receiving countries, target groups or sectors are involved; and/or,
- new or additional methods for delivering innovation or sharing approaches are used.

Strategic Partnerships developing innovation may include:

- developing, testing and/or implementing innovative practices relevant to the field of VET, such as:
  - new curricula, courses and accompanying learning materials and tools for VET learners;
  - VET learning and teaching methodologies and pedagogical approaches especially those delivering key competences and basic skills; language skills; focusing on the use of ICT;

[4] This is not an exhaustive list .Refer to Part B of the Erasmus+ Programme Guide, pg. 100, and Annex I from the pg. 295 for further examples. Ensure activities are relevant to the action priorities.

- new forms of practical training schemes and study of real life cases in business and industry; development and implementation of project-based transnational collaboration between enterprises and students/staff at VET institutions;
- development and delivery of new VET teaching and training materials and methods, including work based learning, virtual mobility, open educational resources and better exploitation of the ICT potential, e.g. setting up virtual laboratories/workplaces adapted to labour market needs;
- tools and methods for professionalisation and professional development of VET teachers, trainers and staff; particular focus on improved initial education and in-service training for VET teachers and trainers

Training, teaching and learning activities for VET learners and staff can also be organised, as long as they help to achieve the objectives of the project and bring clear added value. However, learning mobility of individuals should not be the main focus of a Strategic Partnership project.

If you are interested in a project that focuses purely on providing learner or staff development experience through transnational mobility, you should consider a Key Action 1 project. See the 'Apply for VET learner and staff mobility funding' page on the Erasmus+ website for more details.

Within a Strategic Partnership for VET Education, training, teaching and learning activities may take the form of:

- **Blended mobility of learners**, where activities combine virtual mobility utilising ICT tools, such as social media, video conferencing, live streaming etc., and physical meetings. The physical meetings element of blended mobilities can last from a minimum of 5 days up to 2 months (excluding travel days), but the virtual element may last for the whole of the project duration.

- **Short-term exchanges of groups of pupils (VET learners),** where learners from different countries work together in activities linked to the aims of the partnership. These are designed to offer international learning experiences to learners, to develop their understanding of the diversity of European cultures and languages, and to help them acquire social, civic and intercultural competences necessary for their personal development. Exchanges of groups of VET learners must last between 3 days and 2 months (excluding travel days).

- **Long-term teaching or training assignments**, where staff teach or work alongside other staff in a VET institution or relevant organisation. This can include teaching placements, participation in seminars or structured courses or observation periods. Teaching and training assignments must last between 2 and 12 months.

- **Short-term joint staff training events**, where partners can arrange training sessions for small groups of staff from each of the partner organisations. Joint staff training events must last between 3 days and 2 months (excluding travel days).

Participants in teaching, training and learning activities must have a link with the organisations participating as funded partners in the project. For example, they should be staff or learners of the participating organisations. Please refer to the eligibility criteria on page 109 of the 2020 Programme Guide for more information.

Strategic Partnerships in the field of VET

We recommend that you read the information below and the European Commission's Erasmus+ Programme Guide to find out more about Strategic Partnerships for VET, including the eligibility and quality assessment (award) criteria, application procedures and formal requirements.

For Strategic Partnership applications, the relevant sections of the Erasmus+ Programme Guide are:

- Page 26 (pdf version, general information on Education and Training projects, including Erasmus+ objectives and priorities);
- Pages 98 - 123 (pdf version, specific information on requirements for Strategic Partnerships in Education, Training and Youth), including:
  - Eligibility and quality assessment criteria, pages 107- 112 (pdf version)
  - Funding rules, pages 118 to 123 (pdf version)
- Pages 249- 268 (pdf version, information for applicants, including procedures and formal requirements);
- Pages 294- 305 (pdf version, specific information on Strategic Partnerships, including activities and examples of projects

Compulsory criteria and additional useful information, as well as project examples relating to Strategic Partnerships, can be found in Annex 1 of the Programme Guide. Interested organisations are strongly advised to carefully review the relevant sections of this Annex before submitting an application.

For inspiration and good practice examples, you can also search for projects on the Erasmus+ Project Results Platform.

2. Check that you are an eligible Organisation

Erasmus+ VET funding is open to any public or private organisation active in the fields of education, training and youth or any public or private organisation active in the labour market, for example:

- a school/institute/educational centre;
- a higher education institution;
- a social partner or other representative of working life, including chambers of commerce and trade unions;
- a public body at local, regional or national level;
- a public or private, a small, medium or large enterprise (including social enterprises);
- a body providing counselling or information services;

- a body validating knowledge, skills and competences acquired through formal or non-formal learning; and
- enterprises providing shared training (collaborative training)

As a general rule of the Erasmus+ programme, all applicant organisations must be based and registered in a Programme Country. Only organisations legally registered within the UK are deemed eligible to apply to the Erasmus+ programme within the UK and therefore, UK Establishments or 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. Organisations from Partner Countries can participate in KA2 projects as partners, **only** where their participation can be shown to bring essential added benefit to the project. For more information, please see the specific eligibility criteria for Key Action 2 VET projects outlined on page 107 - 109 of the Erasmus+ Programme Guide (pdf version).

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 separate legal personality.

In order to be considered an eligible 'participating organisation', UK organisations participating in Erasmus+ VET projects as a project partner or as an applicant (including all members of a UK consortium), must be able to evidence at application stage that they are legally registered in the United Kingdom, and have a separate legal personality (legal distinction between the owner and the business). Therefore, unincorporated organisations are <u>not eligible</u> to participate in Erasmus+ projects under the field of VET. The only exception to this rule is for projects submitted under 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 are 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.

2.1 Other relevant Eligibility Criteria

Please read all the information in the 2020 Call Programme Guide, Part C – Information for Applicants carefully before completing your application.

Exclusion Criteria

Please ensure that you and your partners, where applicable, have read and understood the Exclusion Criteria in the Programme Guide.

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

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 receiving other funding from other sources to deliver similar activities, including from other EU funding programmes, you must indicate in the relevant section of the application form the sources and amounts of any other funding received or applied for in the year, whether for the same project or for any other project including operating grants.

Erasmus Charter for Higher Education (ECHE) Accreditation

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 from Programme Countries 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

Identical or very similar applications submitted by the same applicant or by other partners of the same consortium will be subject to a specific assessment by the UK National Agency in order to exclude the risk of double funding. Applications that are submitted more than once in the same round by the same applicant or consortium, either to the same Agency or to different Agencies, will all be rejected in line with the non-cumulative award criteria as outlined on page 256 of the Programme Guide. Where the same or very similar applications are submitted by other applicants or consortia, to either the same or other National Agencies, they will be carefully checked and may be rejected on the same grounds.

3. Find appropriate Partners

Strategic Partnership projects must have a minimum of three different partners from three different Programme Countries in order to be eligible and considered for funding. It is important to have a strong and reliable partnership in place in order to deliver a successful and high quality project. Applicants should ensure that the partnership includes an appropriate and relevant mix of relevant partners, with the capacity, skills, experience and expertise to deliver the project objectives and activities to a good standard.

You may want to consider including partners with a mix of experience of European cooperation in your project, including, where appropriate, organisations that are new to Erasmus+ and/or European partnership working and will therefore gain particular benefit from their involvement. However, please bear in mind, that within your application; you will need to provide a clear rationale for selecting your partners.

It is possible to include partners from other fields of education, training and youth in a Strategic Partnership for VET, where this is necessary in order to achieve the project objectives. If this is the case, you should make it clear within your application why the inclusion of partners from other fields is necessary and how this will add value to the project and help to achieve the planned objectives, results and outcomes, which will deliver impacts for VET.

When looking for potential partners you can seek recommendations from trusted partners and/or utilise known links and networks. You can also search for complementary organisations with experience within your targeted sector and/or with experience of Erasmus+ and its predecessor programmes via the Erasmus+ Project Results Platform or use the partner-finding tool on the EPALE platform.

Once you have established your Consortium, it is important to get to know each partner in order to understand their skills, experience and organisational capacity to participate in the project. All partners should be fully committed to the project and understand their roles and responsibilities. To ensure that you develop a good quality, achievable and collaborative project, all partners should be involved in the design, planning and preparation from the outset as well as supporting its delivery if the application is successful.

Strategic Partnerships can include partners from Partner Countries only if their participation will bring **an essential added benefit** to the project because of specific skills, experience or expertise, which will be critical to achieving the project objectives and delivering high quality results and outputs. Please see pages 22 and 107 of the Programme Guide (pdf version) for further details. If you plan to include a partner from a Partner Country, you must ensure that the added value is clearly explained in the application as if this is not sufficiently justified, the project will not be considered for funding. See page 110-112 of the Programme Guide (pdf version), particularly the section on Award Criteria and Quality of the Project Team, for further information.

Although associated partners can be included in Strategic Partnerships where justified, it is not a requirement to include them and they should only be included where they have something relevant to contribute. The application should make it clear how any associated partners will support the delivery and/or dissemination or sustainability of the project. Associated partners are not formally considered partners in the project and will not receive funding. Please refer to page 107 of the Programme Guide for further information.

4. Review your Organisational and Financial Capacity

4.1 What is Organisational Capacity?

Applicants need to demonstrate that they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the UK National Agency and the programme guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the UK National Agency.

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

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

Important Note: Any outstanding debt your organisation has with the UK National Agency (either the British Council or Ecorys) will impact on the approval of your application and your ability to secure funding. Therefore, you are, strongly advised to clear any outstanding debts with the UK National Agency before applying for funding.

If on the date of the grant award procedure, an applicant is subject to a conflict of interest, 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 - 253 of the Programme Guide, pdf version), then the applicant will not be granted funding.

4.2 What is Financial Capacity?

The principle of co-financing applies within the Erasmus+ Programme and it is important to consider that the Erasmus+ grant is intended to be **a contribution towards the costs of project implementation** and mobility activities. In most cases, projects are expected to be delivered and reported using a pre-financing payment or an advance. In certain circumstances, the UK National Agency reserves the right to make staged payments or implement alternative payment structures, such as if there are concerns regarding the financial capacity of the beneficiary or if the treasury situation of the EU funds on the "National Agency bank accounts" does not allow for a single first pre-financing payment to beneficiaries.

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

In all other cases, you must demonstrate that your organisation has suitable reserves or income to deliver the project successfully. You must therefore provide a set of accounts, to include at least a Balance Sheet and a Profit and Loss Account (or an Income and Expenditure Account), in accordance with relevant UK legislation, which is no more than 18 months old from the deadline date of the round to which you are applying.

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

Please refer to page 254- 255 of the Programme Guide for more information on financial capacity checks.

Payment Structures

The UK National Agency will undertake further checks to determine the grant payment structure, which should be offered to each approved project. These checks are based on a number of factors, including the type of project, the duration of your 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 funding for project activities. The payment structure will normally be confirmed to beneficiaries when the grant offer is made or during the contracting process and it is essential that any queries regarding your payment structure and the impact it may have on your project are discussed with the National Agency at the earliest opportunity. Some examples of potential payment structures are provided below:

- Some projects will receive their pre-financing payment split into several instalments which may be linked to the approval of an interim report submitted to the National Agency
- In other cases, the pre-financing may be split into several smaller instalments which may be linked to the approval of more than one interim reports submitted to the National Agency.

- In some cases, pre-financing may not be offered, in which case the grant would be paid in full 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, which you will receive following the completion of the contracting process for your project.

4.3 What if my Organisation is new or has no accounts?

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

4.4 What kind of bank account does my Organisation need in order to receive Erasmus+ Funding?

All Erasmus+ grants are paid in Euros, therefore it is strongly 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. You are advised to check with your bank whether this is the case, as you will be required to provide additional information including routing references to the UK National Agency if your application is successful.

Other requirements regarding bank accounts include the following:

- Account Holder and Account Name - These must be in the name of the organisation (not an individual).
- IBAN Number – It is mandatory that the IBAN number for your bank account starts with GB for UK bank accounts or the account will not be able to receive payment.
- The Branch Address must be in the UK. It is important that the name of your bank account matches the name of your organisation so that payments can be made without delays.

Important Note: If the above requirements are not taken into consideration, the UK National Agency will be unable to make any payments to you, should your grant application be successful. This may result in a delay to the release of any payments for your project, which could affect the project implementation. Therefore, it is strongly recommended that the above information be considered and amendments made prior to submitting your application.

5. Check whether your Organisation has an OID (Organisation ID)

All organisations applying for Erasmus+ funding must first register with the European Commission using the Organisation Registration system (see step 6 below) and receive a unique Organisation ID (OID) number. The OID is directly linked to the information that the organisation registers on the Organisation Registration system and enables organisations to enter all their details into an application form simply by inserting the OID number. The applicant organisation and all partners must have an OID number in order to complete the application form.

Important Note: Before registering on the Organisation Registration system, you are advised to check that your organisation doesn't already have an OID number. You can use the search facility to make sure your organisation is not already registered.

Organisations that have already participated in any Erasmus+ and European Solidarity Corps actions managed by a National Agency, i.e. have a Participant Identification Code (PIC), have been assigned an OID automatically and don't have to register again.

If your organisation is registered, you can use the existing OID number and should not register again. This is because your organisation can have only one OID and if it is linked to duplicate OIDs, it can cause delays in processing your application. You should also make your partners aware of this before they register.

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 in your email for the Organisation Registration system 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 Registration system, such applicants might be checked by the NA for correctness and validity of data provided either in the application form or in the Organisation Registration system.

6. Register on the European Commission's Organisation Registration system

Registration is compulsory and you will not be able to submit the application form if you and your partners have not registered on the Organisation Registration system and obtained an Organisation ID (OID). As mentioned above, you and your partners need to check whether your organisations already has an OID before registering again. If there is an existing OID, you should use this and update the information on the Organisation Registration system. The Organisation Registration system is accessible via an individual or organisation's EU Login account[5]. If you have not previously registered your organisation on EU Login, you can access the User Guide by clicking here.

To submit an application, you will need an OID. Organisations that have already participated in an Erasmus+ programme managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an OID automatically. Please consult Organisation Registration system guide for further information.

Once you have registered your organisation and uploaded all the necessary documents, your organisation will receive an eight digit OID number. When an OID is entered into the application form, the organisation's details populate automatically, based on the information registered on the Organisation Registration system.

We would 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.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, from page 249 (pdf version) which contains detailed guidance on how to complete these steps.

Important Note: You will be expected to use the Organisation Registration system throughout your project's lifetime and each time that you apply for Erasmus+ funding. Therefore, you should take measures to ensure that your organisation's data is correct and up to date and that you always have the login details to access the Organisation Registration system.

7. Upload or update the Legal Entity Form and Financial Identification Form

Once registered, all organisations must have their legal status validated by the National Agency in their country; this applies to both applicants and partner organisations. Organisations cannot receive Erasmus+ funding until they have been validated. To enable the UK National Agency to validate your organisation, you will need to upload certain documents onto the Organisation Registration system .

Both you and your partners must upload a Legal Entity Form to the Organisation Registration system as well as supporting documents for this form. The Legal Entity Form template can be found here: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Please be aware that there are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. Please choose the appropriate legal entity form, depending on whether your organisation is a 'Private Company' or a 'Public Entity'. **For KA2 Strategic Partnerships**

[5] EU Login previously known as ECAS. If you are already registered on ECAS you can use these login details to access EU Login.

projects you should not use the 'Individual' legal entity form. For more information/specific examples, please visit our website.

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status.** The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form.

As an applicant, you will also need to upload a Financial Identification Form. You can find the Financial Identification Form template here:

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

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent bank statement for the given bank account. You should provide details for an account that your grant can be paid into, which is set up to receive payments in Euro. If your organisation is awarded 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 this form is consistent with the Financial Identification Form.

Please note that your organisation must be validated in order for your application to be considered for funding. However, validation is a separate process and not linked to the assessment of your application. Therefore, if your organisation is validated, it does not determine whether your application has been successful.

If you have applied for Erasmus+ funding before and have already been validated by the UK National Agency you are still required to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted but you can upload another document with the updated information. Please ensure that updated documents uploaded onto the Organisation Registration system are clearly named, including the date of update, to avoid confusion.

Important Note: If your organisation has changed its name, address, legal status or any other data, new documents are required to be submitted prior to the submission of your application. If any discrepancies are identified, the NA will contact you during the assessment process in order to ensure the correct information is uploaded to the Organisation Registration system and modified where required. This process may result in a delay to the notification of your application results and therefore it is essential that you contact the NA should you have any queries.

Private organisations applying for a grant of over €60,000 should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a financial capacity check to be carried out. See page 254 of the Programme Guide (pdf version) for more information about financial capacity.

Useful Tip: Please note that any information included in the Legal Entity Form and Financial Identification Form must be consistent with the details in the application form and on the Organisation Registration system.

8. Understand the Quality Criteria against which your application will be assessed

In order for you to develop a high quality Key Action 2 application it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

1) A formal eligibility check undertaken by the UK National Agency staff
2) A qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of the VET sector.

Please bear in mind that if you were unsuccessful in a previous round and intend to submit your application again, you will need to rework it taking into account the feedback given previously by the external assessors and referring to the current programme rules and action priorities, which may have been updated. You are not allowed to submit exactly same application twice, so make sure you review and improve your application before resubmitting it.

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

Relevance of the project (maximum 30 points)	▪ The relevance of the proposal to: ▪ the objectives and the priorities of the Action (see section 'What are the aims and priorities of a Strategic Partnership' on page 100- 106 of the Programme Guide). ▪ If the proposal addresses the horizontal priority "Social Inclusion", it will be considered as highly relevant. ▪ If the proposal addresses one or more 'European Priorities in the national context', as announced by the National Agency, it will be considered as highly relevant.[6] ▪ The extent to which: ▪ the proposal is based on a genuine and adequate needs analysis; ▪ the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;

[6] **Please note:** there are no "European Priorities in the National Context" for KA2 VET for the 2020 Call.

	▪ the proposal is suitable of realising synergies between different fields of education, training and youth; ▪ the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; ▪ the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.
Quality of the project design and implementation (maximum 20 points)	▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination; ▪ The consistency between project objectives and activities proposed ▪ The quality and feasibility of the methodology proposed; ▪ The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget; ▪ The extent to which the project is cost-effective and allocates appropriate resources to each activity; ▪ If applicable, the use of Erasmus+ online platforms (i.e. eTwinning; EPALE; School Education Gateway) as tools for preparation, implementation and follow-up of the project activities. If the project plans training, teaching or learning activities: ▪ The quality of practical arrangements, management and support modalities in learning, teaching and training activities; ▪ The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants; ▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.
Quality of the project team and the cooperation arrangements (max 20 points)	▪ The extent to which: ▪ the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project; ▪ the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations;

	▪ if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors; ▪ The extent to which the project involves newcomers to the Action. ▪ The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders. ▪ If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).

Impact and dissemination (maximum 30 points)	▪ The quality of measures for evaluating the outcomes of the project.
	▪ The potential impact of the project:
	    ▪ on participants and participating organisations, during and after the project lifetime;
	    ▪ outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.
	▪ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;
	▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations;
	▪ The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.

It is important to refer to the award criteria as you are planning and developing your project idea and not only as you complete the application form. Within the narrative of the application, you should make it clear how each of the award criteria will be addressed.

Ensure that each section of the application is completed in full and that the activities comply with the Erasmus+ guidelines and the eligibility criteria (target group, venues of meetings, activity durations, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof read your application carefully before submitting.

Any relevant text you enter will be considered in the quality assessment. However, please try to be concise and give the most relevant details in the most relevant section of the form. All the key information about your project and the planned activities should be referenced within the application form.

Important Note: Applications must score at least half of the available points for each of the four award criteria and score 60 or more points overall in order to be considered for funding. If either of these criteria are not met, the application will not be funded. For example, if an application scored 30 for relevance, 20 for quality of the project design and implementation, 20 for quality of project team, and 12 for impact, it would not be successful even though 82 is a good score overall. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

Approved projects will be ranked in terms of their overall assessment score, and the programme budget will be allocated from the highest scoring project down to the lowest scoring project until the budget is fully utilised. Approved applications, which cannot be funded due to insufficient programme funds, may be placed on a reserve list. If one or more applications score the same, they will be ranked based on the score they received under the 'Impact and dissemination' quality criterion. If the applications scored the same under this criterion, they will then be ranked based on the score they received under the 'Relevance of the project', followed by 'Quality of project design and implementation' and then ‘Quality of the project team and the cooperation arrangements’.

Proportionality

When assessing your application, assessors are asked to take into account the scale and type of your project, its outputs and the amount of funding requested in line with the proportionality principle. This means that in principle the larger and more complex your project is, the more experienced your partnership is, and the more funding you request, the higher the level of detail and clarity expected regarding your project, its activities and the requested budget. It is therefore essential that you carefully consider the type of Strategic Partnership you select in section B ‘Context’, and ensure this is the right option to achieve the aims and objectives of your project.

Other Useful Information

Annex II of the Programme Guide contains useful information on dissemination and exploitation and Annex III provides a glossary of terms. When published, you may also find it beneficial to read the European Commission’s Guide for Experts on Quality Assessment (the ‘guide for assessors’) which sets out the assessment process and the detailed quality criteria for the assessment of applications..

9. Understand the Erasmus+ Strategic Partnerships Budget

The budget for Strategic Partnerships is intended to be a contribution to the costs of delivering the project and may not cover all costs. The budget is made up of a number of different budget items, some of which are calculated on a unit cost basis and some of which are calculated on the basis of estimated actual costs. Some budget items, such as Intellectual Outputs and Multiplier Events, are only applicable for Supporting Innovation projects. Other budget items, such as Exceptional Costs and Transnational Teaching, Training and Learning Activities, may be applicable for any type of project but must be strongly justified within the application form in order to be approved.

All applicants must refer to the detailed budget guidance on pages 116 – 123 of the 2020 Programme Guide. This guidance outlines definitions of what is considered eligible for funding under each budget heading and any conditions that apply, in addition to explaining how the budget item is calculated. It is very important to ensure that the funding you request for your project is eligible and well justified within the application. Ineligible or unjustified budget items may not be approved.

Applicants should design their project budget around the activities and outputs they need to deliver in order to achieve the planned project objectives. The budget forms part of the overall project design, and the coherence and value for money of the budget will be assessed as part of the quality assessment. A good quality application should have a well-designed budget, which is realistic, offers reasonable value for money, supports the project objectives, and complies with the budget rules.

Further specific guidance on specific budget items is provided within Part II of this guidance.

When will results be notified?

You should expect to hear about the outcome of your Key Action 2 Strategic Partnerships for VET 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 National Agency will keep you regularly updated. For the indicative notification and project lifecycle deadlines, please refer to pages 263 - 264 of the Erasmus+ Programme Guide.

If, once you have received the notification email from the UK National Agency, you believe the UK National Agency has not followed the correct procedures as set out in the relevant Commission Call for Proposals or in the National Agency's own published guidance, and you wish to appeal the decision made by the UK National Agency in relation to your Erasmus+ application, you should follow the appeals procedure indicated on the Erasmus+ UK website. Alternatively, you may feel that the NA has followed the correct procedures, but wish to make a complaint. You can download the Appeals Form or the complaints from the Erasmus+ website.

Statistics and funding results are published under the 'Key Facts and Figures' section on our website and are updated after the funding results outcomes for each round.

Where to find more Help and Advice

For further information, please refer to the 'Apply for Funding' section on our website.

You can have a look at previous KA2 VET projects on the Erasmus+ Project Results Platform or on the 'Case Studies' page on our website.

The Erasmus+ team at Ecorys UK are available to help you with any queries you may have regarding your VET Strategic Partnerships application. You can contact the team by phone on **0121 212 8947** or by email at erasmusplus@ecorys.com. The Erasmus+ helpline is particularly busy before an application deadline so, while the National Agency will do their best to answer and resolve your queries, it is strongly recommended that you start completing your application well in advance of the deadline to avoid any unforeseen issues.

Useful Tip: The UK NA is running a series of application support webinars prior to the Application deadline. Please contact the Erasmus+ UK NA or subscribe to our newsletter for more information.

If you would like to attend an application support webinar in the run up to the deadline, you will find details of the schedule and how to register on our website. Recordings of the webinars will also be made available on our website and YouTube channel in due course.

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

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

ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Preparation Checklist

☐	Have you read the relevant sections of the 2020 Call Programme Guide?
☐	Have you checked whether this is the right Key Action and field for your project?
☐	Have you checked that your application links to current EU policies?
☐	Have you checked that your application addresses at least one horizontal and/or one field specific action priority and will impact on VET?
☐	Have you checked whether your organisation is eligible for Erasmus+ funding?
☐	Have you found at least three appropriate partners from three different programme countries?
☐	Can you demonstrate the organisational and financial capacity of your organisation?
☐	Do your organisation and your partners have an OID number?
☐	If your organisation does not have an OID yet, have you registered on the European Commission's Organisation Registration system via EU Login?
☐	Have you uploaded an up to date Legal Entity Form onto the Organisation Registration system?
☐	Have you uploaded an up to date Financial Identification Form onto the Organisation Registration system, along with any required supporting documents?
☐	Are all your details on Organisation Registration system correct and up to date?
☐	Are your partners aware of the Organisation Registration system requirements?
☐	Have you checked the award criteria against which your application will be assessed?
☐	Does your organisation have a Euro account or an account that will accept Euro payments?

PART II - APPLICATION FORM

Step-by-Step Guide to completing your application

In order to help you put together the best possible application we have developed a step-by-step guide to assist you in filling out the electronic application form (eForm). The next pages will take you through the different sections of the eForm, with an emphasis on the key aspects and highlight potential difficulties.

It is important to note at application stage that if approved, you will be contractually bound by the UK National Agency to the information you have provided within your application form. **Significant changes to partners or project activities will not automatically be approved by the National Agency.** Therefore, when completing your application you must ensure that the information you are presenting (including about partners and planned project activities) is accurate, realistic and achievable, and that all parties are aware of their responsibilities and are fully committed to the project.

Important Note: Only one application can be submitted by the same consortium of partners per deadline. The application must be submitted to the National Agency of the country where the applicant organisation is based.

Introduction to the Web eForm

It is compulsory to complete the eForm when applying for Key Action 2 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 Log-in details (please see section 6 of this guide) to access the web application form. Please ensure you open a correct application eForm.

The form has been successfully tested on the following browsers: Internet Explorer, Firefox and Chrome. We recommend that where possible you use a PC to complete the form, as some MAC computers are not compatible with 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. Please ensure that you use the latest version (15.20) of Acrobat Reader DC, 15.9 or 15.7 and earlier.

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 Log-in page will automatically show on your screen. After logging in with your EU Log-in details, you will then see the 'Home' screen with 2 tabs:

- 'Open Calls' tab with the 'Apply' button – please click here and select 'Strategic Partnerships' to open a new version of an online eForm
- 'My applications' tab where all the submitted or draft applications will be displayed.

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

If you close the application, you can edit it again via '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.

Functionalities of the WebForm

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. It is recommended to complete the sections of the form in a logical order.

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 adhered to, 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.

Throughout the form, you can acquire new information about particular questions by positioning your mouse pointer over the question mark sign.

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

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

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

Clicking on hyperlinks will allow you to access detail within certain sections of the application.

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

To access different sections of the form, use the navigation menu on the left of the screen. Within sections of the form, you can use the top menu and/or tabs at the top to move between different subsections.

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.

You can find more detailed guidance in the Guidelines section, via the left hand navigation menu.

Submitting the WebForm

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

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

Sharing your WebForm

The web application form enables you to share your application form with your colleagues or partners in a ‘read’ and ‘read write’ format. The application can only be shared with someone who has an existing EU Login account and is listed as a contact person or legal representative within the application form.

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 and the individual will then receive an automatic email notification. Once the application is shared, a version of the application will appear under 'My applications'.

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.

General Information

This section consists of an overview of the application form.

Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, which field is most impacted, Call, Round and Deadline for Submission have already been pre-filled.

You should check that the pre-filled fields: Key Action, Action and Field correspond to the funding being applied for:

Key Action: Cooperation and Innovation and the Exchange of Good Practices

Action: Strategic Partnerships

Which field is most impacted: Strategic Partnerships in VET

Call: 2020

Round: Round 1

Deadline for submission: 24/03/2020

Main objective of the project: Please select from the dropdown menu whether you are applying for an 'Innovation' project or an 'Exchange of Good Practices' project.

Important Note: The project type you select will dictate which fields are available within the application form, including the activities and budget sections. Please ensure you select the correct option from the outset, as if you try to change this once you have started to complete the form you may lose your work. Please refer to page 100 of the Erasmus+ Programme Guide for information about the two types of Strategic Partnership project. It is important to choose the most appropriate project type, bearing in mind the experience and capacity of your partnership and the objectives of your project.

Project Title: Please choose a title for the project, which is different from your organisation name. Please be aware that this is the title your project will be known by for the duration if your application is approved; therefore, please ensure it is relevant and appropriate.

Project Acronym: If applicable, enter any acronym for your project title here. This field is not compulsory.

Project Start Date: Select a date from the calendar. This should be the earliest date from which you will need to spend the grant and before your activity starts. For KA2 VET projects, this must be between 1st September 2020 and 31st December 2020.

Project Total Duration: A Strategic Partnership in the VET field can last between 12 and 36 months. Select the number of months from the drop-down menu. You must choose the duration of the project to cover all project activities, from initial planning and promotion through to evaluation and dissemination. It is important to ensure the project duration is realistic in order for you to complete all project's planned activities and outputs to a high standard. You should have activities planned throughout the project duration.

Please note that the indicative date for signing a grant agreement is 5 months after the application deadline. It is recommended that you plan in enough time before your activities to be sure to be able to get value for money on travel costs, venue hire etc.

Project End Date: The latest possible end date for activity is **31st August 2023**. Therefore, depending on your start date, you may not be able to apply for the full 36 months duration. The end date will populate automatically depending on the start date and the duration of the project.

Language used to fill in the form: Select English from the drop-down menu for applications made to the UK National Agency.

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

Useful Tip: It is recommended to select dates using the drop-down calendar. If you decide to enter the date manually, please ensure it is in the correct format otherwise the form may not validate.

Participating Organisations

This section asks applicants to provide information relating to the organisations participating within your project.

In advance of completing this section of the form your organisation must be registered on the European Commission's Organisation Registration system to obtain an Organisation ID (OID) number. Please refer to section 6 of this guide for further information. If you or your partners have already submitted or participated in an Erasmus+ application, you do not need to re-register and should use the same OID for any further Erasmus+ applications.

Applicant Organisation Details

Applicants are required to input their OID directly into the application form to automatically generate their organisations information. Once this is completed, you are then able to access and view this information by selecting your organisations name. If you receive an error when inputting your OID number and you have checked that you are entering the right code please contact us at erasmusplus@ecorys.com.

Profile

Type of Organisation: Please note that, as this field is compulsory, you are required to select an option from the drop-down menu. If you cannot find an appropriate organisation type in the drop-down menu, please select "Other" as your organisation type in the application form.

Both 'Is your organisation a public body?' and 'Is your organisation a non-profit?' should contain pre-populated answers utilising the information submitted on the European Commission's Organisation Registration system. Please check that this information is accurate and update the Organisation Registration system where required.

If you experience problems with any of the pre-filled fields not populating correctly, please revisit your organisation's Organisation Registration system account.

Associated Persons

Associated Persons are individuals related to and involved in the project either as an authorised individual i.e. Legal Representative or point of contact i.e. 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 are able to have a maximum of three Contact Persons per organisation, which are chosen by selecting the ‘Add Associated Person’ button. You are additionally able to select a ‘Preferred Contact Person’ and this individual will be the main point of contact for the UK NA throughout the application assessment process and contracting stage, if applicable.

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

Please enter the details of the individual 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 funded, this person will additionally be the signatory for the Grant Agreement and the person who is responsible for fulfilling the terms and conditions attached to the grant on behalf of the organisation.

In order to facilitate contact between the applicant and the UK National Agency, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation. If the address of the legal signatory is different from the organisation address, you should ensure you choose ‘Yes’ from the drop down menu for ‘If the address is different from the one of the organisation’ field and then provide additional address details.

Please Note: it is important that the legal representative details are consistent throughout the application form, the Declaration of Honour, partner mandate(s) and other supporting documents. If there are inconsistencies, your application may be rejected. We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2020 Programme Guide (pdf version), Part C ‘Step 2: Check the Compliance with the Programme Criteria’ on pages 250- 255. Please ensure you give special attention to the Exclusion Criteria (pages 251- 253).

Once all fields are completed, a green tick will appear signifying that all information required is provided. To go back to the ‘Applicant Organisation Details’ screen please select the ‘Applicant Organisation’ button in the top navigation menu.

Contact Person

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

If the address of the contact person is different from the organisation’s address, you should ensure you choose ‘Yes’ from the drop down menu for ‘If the address is different from the one of the organisation’ field and then provide additional address details.

Please ensure that the contact person details are correct and up to date; it is essential to contact the NA as soon as possible should there be any changes.

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).

Important Note: The associated persons for your project can be contacted by the National Agency from any time after you submit your application until you sign your Grant Agreement. As a result, it is essential that these individuals are available within this timeframe in order to communicate, provide clarification and complete any additional request defined by the National Agency. To find out more information on the timeframes you may be contacted, please refer to page 263 of the Erasmus+ Programme Guide.

Background and Experience

This section provides you with the opportunity to explain your organisation’s skills and expertise relevant to your project.

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

Please include the aims of your organisation, its history, and its location as well as how the activities proposed in this application fit into other programmes or activities you deliver. Please also provide details of the number of staff, volunteers and learners, as appropriate.

What are the activities and experience of your organisation in the areas relevant for this project? What are the skills and /or expertise of key persons involved in this project?

Please detail how your organisation’s previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail your previous project experience and provide prior examples of when you have worked transnationally and/or managed cooperation projects. Please give information on the key staff/persons involved in this application and on the competences and previous experience, they will contribute to the project. Please give details of the number of administrative and delivery staff involved in this project (detailing paid staff and volunteers) and their competences, relevant experience and/or qualifications.

Have you applied for/received a grant from any European Union programme in the 3 years preceding this application?

Please select your answer from the drop down menu. If you select ‘Yes’ here, please complete the table with the relevant information. To add more projects, please click on the ‘Add Grant’ button. To delete any entries, please click on the ‘delete’ button (a circle with an ‘x’ in it). If you have been involved in previous projects but do not know the exact details, please contact the UK National Agency.

Once all fields are completed, they will be marked green. To add partners to your project you need to go back to ‘Participating Organisations’ by clicking the link in the top navigation menu (under the Erasmus+ logo).

Partner Organisations

To add partners to your project you need to go back to ‘Participating Organisations’ by clicking the link in the top navigation menu (under the Erasmus+ logo).

Strategic Partnerships in the VET field should have a minimum of three partners from three different Programme Countries.

Partner organisations from any Partner Country in the world may participate in Strategic Partnerships, but **only** if their participation will bring an essential added value to the project. Please see pages 22-24 of the Programme Guide for further details. If you plan to include a partner from a Partner Country, you must ensure that such added value is clearly explained; as if the added value is not clearly justified the project will not be considered for selection.

In addition to the organisations formally participating in the project and receiving EU funds, Strategic Partnerships may also benefit from the involvement of other organisations from the public or private sector that can bring added value to the planned activities by investing their own resources and knowledge. These organisations will be considered **associated partners** and although from a contractual perspective, they are not considered as project partners and will not receive Erasmus+ grant funding, they will still contribute to the activities. If you plan to involve any associated partners in your project, you must clearly explain the scope of their involvement in the project activities, the added value they will bring, and outline how their participation will be funded. Although associated partners can be included within KA2 projects, it is not a requirement to include associated partners and they should only be included where they have something relevant to contribute.

Please note, you are not able to amend your partnership later and therefore, it is essential that you include all of your project partners within your application form prior to submission. You will not be able to make any amendments to this throughout the assessment stage.

Please repeat the same steps as for the Applicant Organisation when adding information about partner organisations. You can add more than one partner, and any organisation or group, which you intend to collaborate with, should be included here.

The description of your partner's background and experience should clearly show why this partner has been chosen, and what skills and expertise the partner demonstrates relevant and complementary to the project.

> **Important Note:** You must complete a signed partner mandate for each member of the Partnership. A copy of the partner mandate can be downloaded from the annexes page of the application form. The information relating to your organisation such as the address will be pre-populated, however, please ensure that each mandate is signed and dated in **original** by the organisations' legal representatives as electronic signatures will not be accepted.

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 different to the organisation's address, please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

Contact Person

Details of the partner's contact person should be provided in this section. If the address of the contact person is different from the organisation address, you should ensure you choose 'Yes' from the drop down menu for 'If the address is different from the one of the organisation' field and then provide additional address details.

Background and Experience

This section of the application is broken down into sub-questions and asks for further information regarding the activities and experience of partner organisations from programme countries and partner countries, in the areas relevant to the application. Additionally you must outline the relevant skills and expertise of key people at the partner organisations. Make sure you give a detailed description of the reasons why you chose your partners and how the roles and responsibilities will be divided between yourselves during the lifetime of the project.

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

Project Description

Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project. Please select at least one priority using the relevant drop-down menu. This can be an VET specific priority or a horizontal priority. In case of a horizontal priority, you will still need to demonstrate how your application directly relates to and intends to impact the VET field. The priority you select should clearly reflect the objectives of your project.

Additional priorities can be added or any added in error can be removed, by ticking and unticking the boxes next to the relevant priority. The maximum number of priorities you can select is three.

Please comment on your choice of priorities: Please provide a clear and detailed explanation for why you have selected the chosen priorities from the drop down menu. This is an important section and you should clearly explain the link between the selected priorities and the objectives of your project, making it clear how the proposed project will impact on the VET field. You should comment on each of the priorities selected.

Please select up to three topics addressed by your project: Please select at least one topic from the drop down menu, which is relevant to your project aims and objectives. You can do this by ticking the box next to the relevant topics.

Project Description

Please explain the context and the objectives of your project as well as the needs and target groups to be addressed:

Why should this project be carried out transnationally? Why are you developing your project and what problems or gaps will the partners work together to address? What needs will the project address for the organisations involved, the wider community, and the EU? How does it address the overarching EU education policy objectives and the Action priorities for BET? When referring to a previous needs analysis, a website link or annex should be provided and evidence should be included to back up statements referring to the need for the project. It is essential to explain why this project should take place at a European level and how this will add value.

Please note that a principle of proportionality is applied to how each application is quality assessed e.g. it is expected that a smaller scale project is less likely to refer directly to the EU modernisation agenda.

What results are expected during the project and on its completion? This is an important section where you should provide a detailed description of the expected results of the project. Results will include large-scale project activities such as Intellectual Outputs that are implemented within your project and are substantiated upon completion.

An Output should always be constructed as a tangible product (e.g. an improvement or adaption to VET curricula for enhancing basic skills, changes to VET policy, an approach or model to solve a problem, a comprehensive handbook, e-learning tool, comprehensive research report).

A result could also be considered an intangible outcome, such as knowledge and experience gained by learners and staff and improved cultural awareness. You may wish to go into further detail on what changes or outcomes you hope to deliver for the individuals and/or organisations involved.

Please note that this section may include an overview of details provided in later sections, if your project is considered to be 'Supporting of innovation' carefully consider whether your results are 'Intellectual Outputs', Multiplier Events, or teaching, training and learning activities, that will be further described within other sections.

In what way is the project innovative and/or complementary to other projects already carried out? How does this project relate to other projects? What other projects are working to address the situation described above, or how have the partners already worked on the issue? How will this project add to or build on what has already been achieved, and why is it different? What innovative approach, systems etc. is your project introducing? How will it change practice in the organisations involved or more widely? You should clearly explain why the approaches/ methods within your project are innovative or complementary. For example, it is not sufficient to state that your project involves a different target group or country, but you should describe how the methods you will develop are innovative for the proposed target group(s) and the countries involved.

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never previously been involved in a similar project? How will the tasks and responsibilities be distributed among the partners? In the relevant boxes in the application form, explain why you chose your partners and how they will contribute to the successful delivery of the project. For example, what skills, competencies and experience do the partners have? Explain the expertise of all partners and what they will bring to the project, including smaller or less experienced partners and describe what relevant, complementary experience and expertise the partners will bring to ensure the project is delivered effectively. Are any partners new to this type of project, and if so what will they bring to the project and how will they benefit from it? Partners can have common interests/expertise but where possible include partners who have complementary expertise and ensure activities are not led predominantly by one partner. It is important to ensure there is a good distribution of tasks and activities amongst all partners, ensuring their active and balanced participation. Explain the rationale for allocating certain tasks to certain partners, both in terms of their experience or expertise and in terms of the benefits, they may gain.

If your partnership includes partners from other sectors of education, training or youth, explain the rationale for including them in the project, as opposed to a partnership made up of VET education organisations.

If your project includes organisations from outside Programme Countries (i.e. from Partner Countries) please explain the added value they bring to the project (e.g. by introducing new practices or specific expertise). This must be demonstrated clearly with sufficient justification, otherwise the application will not be considered for funding.

If you plan to involve any associated partners in your project, ensure you clearly describe the scope and value of their participation and how it will be funded. This is particularly important in the case of Exchange of Practices projects, where there is no separate box within the application form to include this information.

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project. If you plan to involve any associated partners in your project, you must clearly explain the scope of their involvement in the project activities, the added value they will bring, and outline how their participation will be funded.

Participants

Please briefly describe how you will select and involve participants in the different activities of your project? Name the specific activities, who will be involved, the process and the rationale for selecting participants. Consider the main target groups you hope to impact with the project and how they will be involved to achieve maximum impact. Clearly describe how you will ensure that the planned numbers of participants can be recruited for the various activities.

Participants with Fewer Opportunities: Does your project involve participants facing situations that make their participation in the activities more difficult? Please select ‘yes’ or ‘no’ from the drop down menu. If you select ‘yes’, the following three questions will appear:

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

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Useful Tip: A person with fewer opportunities is defined as a person facing obstacles, which prevent them from having effective access to education, training and youth work opportunities.

Which types of situations are these participants facing? Please select from the drop down menu the profile of the participants with fewer opportunities this project will involve. For more detail on each of the categories, please refer to page 10 of the Erasmus+ Programme Guide, in the section on Equity and Inclusion.

How will you support these participants so that they will fully engage in the planned activities? Please describe the specific measures you will implement to ensure that these participants are appropriately supported and able to participate fully and safely in the project.

Reaching disadvantaged groups is a key focus of Erasmus+. Within the context of Erasmus+, people with fewer opportunities are those facing a disadvantage because of personal difficulties or obstacles that limit or prevent them from taking part in transnational projects.

If your project does not involve any participants with fewer opportunities, you will only have to answer the question below focusing on the other participants involved in your project.

Please describe briefly how and in which activities these persons will be involved? Indicate how your participants will be involved in the project in order to achieve your objectives and deliver the maximum impact. Make sure that you clearly explain which activities the different types of participants (e.g. staff, learners) will be involved in, what they will be doing, and how their involvement supports the project objectives and planned impacts.

Preparation

Please describe what will be done in preparation by your organisation and by your partners before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholder, etc. Describe the preparatory work to be undertaken before and around the planned project activities. This could include, for example, how partners will communicate and cooperate in order to arrange and deliver the project activities; how partners will develop detailed plans and monitor progress to ensure the project delivers its objectives and activities on time and to a good standard; how the project budget will be effectively managed and allocated; how participants (where applicable) will be recruited, selected and/or prepared for activities; and how key stakeholders will be engaged and informed about the project.

You should clearly describe how you would agree the programme of activities and working methods with your partner(s); for example, the process for agreeing roles and responsibilities with partners in order to ensure quality outcomes, as well as good administration and delivery of the project.

Management

The unit cost for this budget heading is calculated based on the number of partners and the duration of the project. The total amount is calculated based on €500 per month for the Coordinator and €250 per month for each of the other partners. This will complete automatically based on the number of participating organisations and project duration.

The maximum sum available for project management and implementation is €2,750 per month.

There is no maximum number of partners you can include. However, the budget for project management and implementation is capped at the equivalent amount for 10 partners.

Funds for Project Management and Implementation

This section requests details of the planned methodology for delivery of the project. Within this section you are asked to give details about plans for project management and the implementation of the project, as well as specific activities. It is recommended that you include as much relevant detail as possible, and you should carefully consider the award criteria outlined in the Programme Guide, page 110 - 112 and ensure all aspects are addressed within your application.

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item 'Project Management and Implementation'. Describe the activities to be funded using this component of the grant, for example project management and cooperation activities, financial monitoring and small scale or local activities. This section is important for all projects, but particularly important for 'Exchange of Practices' projects where all project activities with the exception of any training, teaching or learning activities will need to be described here. Please be as clear and specific as possible, and demonstrate the link between the proposed activities and the objectives of your project. Explain how the planned activities will be organised and who will manage and lead them.

Important note: The activities of a Strategic Partnership must take place in the countries of the organisations participating in the project. Activities can also take place at the seat of an Institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague) even if in the project there are no participating organisations from the country that hosts the Institution. The rationale and benefits of holding activities in a seat of the European Union should be explained.

Where relevant, Multiplier Events can be hosted in the country of an associated partner involved in the project, where this is fully justified in relation to the objectives of the project.

Transnational Project Meetings

Transnational Project Meetings: How often do you plan to meet, who will participate in those meetings, where will it take place and what will be the goal? Provide clear information on how many transnational project meetings will take place during the project, the timing of these and the aspects to be discussed. Explain where the meetings will take place and who will host them. Please note that transnational project meetings can only take place in one of the countries of the funded partner organisations, or in the seat of an institution of the European Union, where justified.

Transnational Project Meetings Details

Please specify funds requested to organise the planned Transnational Project Meetings. Under this section, you should provide information about the concrete meetings, which will be taking place during your project. Where the meeting would be taking place and which organisation of the partnership included within the application is hosting the meeting.

Transnational Project Meetings Summary

Here you should provide specific information on individual meetings by selecting ‘Add’, which will create meetings. Grants are paid according to a unit cost per participant as a contribution to travel and subsistence costs, with a different unit cost for short (€575 per participant per meeting) and long distance travel (€760 per participant per meeting).

You must use the European Commission’s **distance calculator** tool to calculate the appropriate distance band: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. Please note that the ‘travel distance’ indicates the distance for a *one-way journey* but the travel costs have been calculated for a *return journey.*

You need to enter and select the following information, referring back to the plans outlined earlier in your application:

- Meeting Title for example Project Kick Off meeting.
- Starting period – the date the transnational project meeting is due to take place.
- You should select the sending organisation from the drop down menu where all partners will appear, the country of the sending organisation will automatically pre-populate.
- The total number of participants travelling for that particular meeting and distance band, the grant per participant will be populated automatically.

Please check your information as it will feed into the budget summary within this section and main budget summary, which appears at the end of the application form. Any discrepancies noticed following the submission of your application, cannot be rectified and this will be considered your full grant amount.

Project Management

The next questions will only be available if the main objective of the project is Supporting Innovation:

How will you ensure proper budget control and time management in your project? Describe which methods you will use in order to ensure that project is managed in timely manner and as set out within the original schedule. Describe your financial monitoring systems in place, and how the evidence will be collected from the partners. How will the expenditure of the project be monitored and recorded?

How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities: Describe the tools and methods you will use to monitor progress and expenditure within your project. For example, how, when and on what basis do you plan to transfer project funds to your partners? How will you agree how the funds will be allocated between partners? How will you ensure value for money in the project delivery? How will you respond to any identified budget under or overspend, or delays to your project?

The question will open if the main objective of the project is Exchange of Practices: How will the monitoring of the project activities be carried out and by whom? Describe which methods will be used in monitoring your project's activities and how regularly activities will be monitored. Who will be responsible for project monitoring and how will this be done? How will you ensure that the project remains on track, achieves its objectives, is delivered to the expected quality and realises its intended impacts?

This question will open if the main objective of the project is Supporting Innovation: How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results? Describe how you will evaluate progress against key milestones in the project work plan over the course of the project. Who will be responsible for project monitoring and how will this be done? How often will project monitoring take place? What will the indicators of achievement (qualitative and quantitative) be? How will you ensure that the project remains on track, achieves its objectives, is delivered to the expected quality and realises its intended impacts? (See below on activities and indicators of achievement).

Indicators of achievement could include (for illustrative purposes only);

- measures of skills level attained, to establish new methods' impact on participants;
- measures of beliefs, attitudes or support, as an indicator or attitudinal or behavioural change;
- measures of quality of the products/tools you have produced;
- measures of the use and dissemination of your project results.

Methods might include surveys, interviews, focus groups, and research or web analytics. The data you collect may be from participants, key stakeholders or other community representatives.

You may find it useful to refer to the resources on impact assessment available on the Erasmus+ website.

The question will open if the main objective of the project is Exchange of Practices: How will you assess the success of your project? Describe which measures will be put in place in order to ensure that project will be successfully delivered. Will you be assessing different project's phases and activities internally or also externally?

What are your plans for handling risks which could happen during the project e.g. delays, budget issues, conflict resolution)? Outline of the main potential risks you might encounter during your project based on the proposed activities, participants and context or project environment. Identify, for example, relevant national legislation that you will need to comply with (i.e. UK legislation on child protection or health and safety), then present your risk management plan, i.e. an outline of how you will manage these specified risks and identify any individuals with responsibility for risk management. Describe how you will regularly monitor risk and check that your controls or steps to mitigate or reduce risk are working.

Implementation

Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?

Please explain how the results of your project contribute to the overall aims and objectives of your project. What changes or outcomes will your activities advance? What tools, methods or approaches will you use to evaluate whether and to what extent your activities have achieved its planned objectives, outcomes and impacts? What measures of achievement will be used? Please describe why you have chosen to develop your specific type of project and why your activities will address this?

How will you communicate and cooperate with your partners? Strategic Partnerships are cooperation projects delivered jointly by the partners and therefore clear communication, roles and responsibilities are essential to ensure quality and efficient cooperation. Please describe how all partners will communicate (i.e. what methods, how often), how you will work together to deliver the different activities of the project, and how you will report on progress at key milestones. Please also explain how alternative communication methods will be used in between transnational meetings. You should demonstrate that the plans for communication and cooperation are suited to the needs of the project and the partnership. Where relevant, you should also describe how you will communicate and work with key stakeholders in your project.

Have you used or do you plan to use Erasmus+ online platforms (e.g. EPALE, School Education Gateway, eTwinning) for the preparation, implementation and/or follow-up of your project? Please indicate which Erasmus+ online platforms you intend to use and how these will be used to support or disseminate your project. Please note that for all KA2 projects is it compulsory to upload final project results on the Erasmus+ project results platform:

http://ec.europa.eu/programmes/erasmus-plus/projects/

Intellectual Outputs *(**only** applicable for 'Innovation' projects)*

It is only possible to apply for specific funding for Intellectual Outputs if you have selected 'Innovation' as the main objective of your project.

Intellectual Outputs are tangible outputs, which must **be substantial in quality and quantity, with potential for wider use**, **exploitation and impact.** Examples of Intellectual Outputs could include curricula, pedagogical materials, open education resources, IT tools, analyses, studies or peer-learning methods (this is not an exhaustive list). Internal documents and project management tools such as dissemination plans, project-specific needs analyses or project evaluation reports will not normally be considered eligible as Intellectual Outputs, as they do not meet the requirement to have potential for wider use, dissemination and impact.

Although recommended, Intellectual Outputs are not compulsory for Strategic Partnership projects and this section should only be included if the planned outputs meet the definition of Intellectual Outputs outlined in the Erasmus+ Programme Guide, page 118. If the Intellectual Outputs do not clearly meet this definition, the requested funding may not be approved.

Important Note: If you are not planning to deliver Intellectual Outputs as part of your project you should consider whether it would be more appropriate to apply for an 'Exchange of Practice' project instead of 'Innovation'. In all cases, the planned outcomes of your Strategic Partnership project should be realistic and achievable within the project's lifetime, bearing in mind the size and capacity of the partnership and with the budget available.

It is very important to ensure that any Intellectual Outputs you request funding for are eligible. If they do not meet the definition of an eligible Intellectual Output outlined in the Programme Guide, the funding for these activities may be removed and this could affect the quality assessment of your project.

If your project intends to develop Intellectual Outputs, select 'yes' from the dropdown menu for the table to appear. Please complete the table as indicated below:

- **Output Title –** Give each Intellectual Output a clear, relevant title.
- **Output Description –** Provide a **detailed** description of the planned output here, making sure that it is clear how the output meets the definition of an eligible Intellectual Output. You should describe one output per table. Within the description, you should also explain the elements of innovation, the expected impacts and the potential for transferability. You can include up to 5000 characters in this box.

- **Output Type –** Choose the type of output, which most closely describes the output you plan to develop from the drop down menu.
- **Start Date** - Choose a date from calendar to ensure the correct date format. This should be the date work begins on the development of the Intellectual Output.
- **End Date** - Choose a date from calendar to ensure the correct date format. This should be the date work ends on the development of the Intellectual Output.
- **Division of work and methodology** - Provide a clear and **detailed** description of the methodology for developing the Intellectual Output, including details of all the phases of development for which you are requesting funding. Within this box, you should also outline the division of work and the roles and responsibilities of the respective partners. You can include up to 5000 characters for this section.
- **Languages –** This refers to the languages the Intellectual Output will be available in. Add languages by clicking the '+' button and selecting the language from the drop down. You can add, as many languages as you plan to translate the output into, ensuring this is achievable.
- **Media –** This relates to the media the Intellectual Output will be available in. Add languages by clicking the '+' button and selecting the language from the drop down.
- **Leading Organisation –** Select the partner organisation who will lead on the development of the Intellectual Output from the drop down menu.
- **Participating Organisations –** Add all the partners who will participate in the development of the Intellectual Output, using the tick box.

You can add or remove entries be selecting the add or by selecting the delete button in the options menu to the right of the list of Intellectual Outputs.

Intellectual Outputs Budget *(**only** applicable for 'Innovation' projects)*

Grants are paid per participant per working day by country group, with different rates for staff categories (see below) and groups of countries (see page 121 -122 of the Programme Guide, pdf version).

You need to enter the following information, referring back to the plans outlined earlier in your application:

- the organisations contributing to each output (pre-filled following selection)
- Country of each organisation (pre-filled)
- the number of days for each staff category required - the category into which an individual falls depends on their **role** within the project, not their job title;

Please ensure that you are happy with the information you have entered into the individual columns of this section as grant per day and overall grant will be automatically pre-filled based on the information you provided. These figures also feed into the main budget summary at the end of this section and the overall budget summary at the end of the form.

Important Note: Staff costs for the roles of 'Manager' and 'Administrative support staff' are expected to be covered under the 'Programme Management and Implementation' component of the grant, therefore if additional funding is requested under Intellectual Outputs for these staff categories, it must be clear from your narrative why it is needed and how it will be used. If the type and volume of staff costs for the development of an Intellectual Output are not sufficiently justified, these costs might be reduced or removed.

You can use the text box 'You are able to provide any further comments you may have concerning the above entered budget' below the different budget sections to provide a clear justification.

The five staff categories are:

- Managers – requires detailed justification
- Teachers/Trainers/Researchers
- Youth workers
- Technicians
- Administrative support staff – requires detailed justification

- Country of activity – pre-filled
- Number of Working Days
- Grant per Day – pre-filled

Multiplier Events *(**only** applicable for 'Innovation' projects)*

Multiplier Events funding is only available for 'Innovation' projects, which plan to deliver Intellectual Outputs. You will only be able to request funding for Multiplier Events as part of your project if you have included Intellectual Outputs in the section above.

Important Note: Multiplier Events must be conferences, seminars or events directly linked to sharing and disseminating the Intellectual Output(s) they relate to. Consequently, they should normally be planned to take place at a stage when the related Intellectual Output has been substantially developed, in order to maximise the dissemination potential. There is an emphasis on visibility and dissemination of results in Erasmus+, so Multiplier Events reaching beyond the immediate project partners and beneficiaries are recommended. Multiplier Events are expected to be physical events and each Multiplier Event is expected to be a single event.

It is important to ensure that any events listed as Multiplier Events meet the definition and will be eligible. For further information about the eligibility requirements for Multiplier Events funding, refer to page 118 of the Erasmus+ Programme Guide. If Multiplier Events are not considered eligible, the requested funding may not be approved.

If you plan to include Multiplier Events within your project, please select 'yes' and a new section on Multiplier Events will appear.

In this section, you should list any national or transnational conferences, seminars and events aimed primarily at sharing and disseminating the Intellectual Outputs realised by the project. Please complete as indicated below:

- **Event Title -** Give each Multiplier Event a relevant title.
- **Country of Venue** – Select the venue of the event from the drop down menu. You must ensure the venue you choose is an **eligible location**, as outlined in the Programme Guide on page 108. Multiplier Events can take place in the countries where the partners participating in the project are based, or **where justified** in the country of the seat of an Institution of the European Union, or the country of an associated partner mentioned in the application.
- **Start Date** - Choose a date from calendar to ensure the correct date format.
- **End Date -** Choose a date from calendar to ensure the correct date format.
- **Event Description** - Please provide a clear and **detailed** description of the Multiplier Event, ensuring it meets the eligibility requirements, and providing justification if it is not clear why the event should receive Multiplier Events funding. You should describe who the target audience will be, how you will ensure that required numbers of eligible participants attend, and why you have chosen the location. You can include up to 5000 characters for this section.
- **Intellectual Outputs Covered -** Use the '+' button and the drop down menu to select the Intellectual Output(s) which will be disseminated at the Multiplier Event.
- **Leading Organisation** – Select the partner organisation responsible for leading on the preparations for the Multiplier Event from the drop down menu. This must be one of the funded partners.
- **Participating Organisations –** Use the '+' button to add all the partner organisations who will participate in the Multiplier Event.

You can add or remove entries be selecting the 'add' or by selecting the delete button in the options menu to the right of the list of Multiplier Events.

Multiplier Event Budget *(**only** applicable for 'Innovation' projects)*

Multiplier events funding covers events aimed at disseminating the Intellectual Outputs realised by the project. You must therefore have requested funding for Intellectual Outputs to be eligible to receive support for organising Multiplier Events. As stated earlier in this guide, Multiplier Events should take place after the respective Intellectual Outputs have been developed. Piloting and training event costs cannot be considered under Multiplier Events.

Important Note: Only participants (including students/learners) from organisations other than the beneficiary organisations can be counted in the number of individuals for the purposes of determining the grant amount for Multiplier Events. Grants are paid as a unit cost per participant, in two categories: per host country (local) participant and per international participant from other countries.

You need to enter the following information:

- the identifier for each event generated by the system;
- the of organisation and organisation country, contributing to each event;
- number of local (host country) participants; and
- number of foreign participants.

Please see page 118 of the Erasmus+ Programme Guide for the Multiplier Events unit cost rates. **The maximum sum available for Multiplier Events funding is €30,000 per project.**

Please ensure that you are happy with the information you have entered into the individual columns of this section as grant per local and foreign participants and overall grant will be automatically pre-filled based on the information you provided. These figures also contribute to the main budget summary at the end of this section and also the overall budget summary at the end of the form.

Learning/Teaching/Training Activities

Learning, teaching and training activities can be funded in any Strategic Partnerships project (either 'Development of Innovation' or 'Exchange of Practices') provided they are embedded within broader activities and bring added value in terms of supporting the achievement of the project's objectives. You must make it clear within the application how these activities will contribute to achieving the wider project objectives.

Please select your answer from the drop-down menu. If you select 'yes' a new section on Learning, Teaching and Training activities appears.

Available activities for Strategic Partnerships in the field of VET are:

- Blended Mobility of Learners
- Long-term Teaching and Training Assignments
- Short-term Joint Staff Training Events.
- Short-term Exchanges of Groups of Learners

Background Information

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives? Clearly describe how any such activities will contribute to the project's objectives and include information regarding recognition and validation, specifying use of validation tools such as Europass when applicable.

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable. Clearly outline the plans and processes for selecting, preparing and supporting participants before, during and after their activity abroad. Provide details of the administrative arrangements, specific preparation activities to be delivered, including linguistic support where relevant. Outline how the practical arrangements such as travel, accommodation, visas, and orientation will be organised and who will be responsible. Describe how relevant participants will be identified and selected. Finally, it is important to outline how participants will be monitored and supported during their activity and how their safety will be guaranteed.

We recommend that you plan to comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes the UK Data Protection Act 2018, and legislation/statutory guidance relevant at any time to the safeguarding and protection of vulnerable adults (for example Safeguarding Vulnerable Groups Act 2006).

Consider the Foreign & Commonwealth Office's travel advice for the countries to which you will travel to or send participants. We will ask you to observe their guidance: https://www.gov.uk/foreign-travel-advice and may not fund mobility in cases where the FCO advises against it.

Important note: Blended mobility of learners, Short-term exchanges of groups of pupils and long-term teaching, and training assignments of staff to or from Partner countries are **not eligible**. Short-term joint staff training events to or from Partner countries are eligible. Please refer to page 109-110 of the Erasmus+ Programme Guide (pdf version) for further information. Learning Teaching and Training Activities can take place where justified in the country of the seat of an Institution of the European Union.

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national

instruments/certificates? Describe how you will ensure the recognition and/or validation of the learning outcomes of participants. In particular, please describe how your project will make use of any national or European instruments/certificates

Learning outcomes can be validated through EU validation tools such as implementing Europass.

For further details please visit:

Europass: http://europass.cedefop.europa.eu/en/home

Learning, Teaching, Training Activity Details

Describe each of the learning, teaching or training activities you intend to include. Complete a table for each activity planned, as indicated:

- Field (drop down)
- Activity type (drop down)
- Activity Title
- **Activity Description** – Include a clear and **detailed** description of the planned activity here, including details of the participants to be involved, the content of the proposed training and who will be delivering it. It should be clear from the description how the activity will contribute to the achievement of the overall project objectives. You can write up to 5000 characters in this section.
- Leading organisation
- Participating organisations - please select from the drop down menu.
- **Country of Venue** – Ensure this is an **eligible location**, as outlined on page 108 of the Programme Guide.
- **Duration in days/months** - Ensure the chosen duration is **eligible**. Depending upon whether the activity is long or short term, you need to enter the activity duration in months or in days respectively. Long-term activities are measured in months (one month = 30 days); short-term activities are measured in days. A long-term activity is classed as two months (61 days) or over. The duration of both of these activities should exclude travel days.
- Starting Period – The start date of the activity.

In this section, you should enter information as follows:

- Activity type – prefilled
- Country of Venue - prefilled
- Organisation and country where the activity is happening
- **Number of Participants** - If you are applying for an **'Exchange of Practices'** project, please be aware that the total number of participants you can include, including any accompanying persons, is **limited to 100**.
- Accompanying Persons (out of total number of Participants) – As above. The numbers identified under 'Participants with special needs' and accompanying persons must add up to the total number of participants identified for the activity.

  The intended function of an Accompanying Person is to ensure the safety, protection and support of participants during their mobility activity, rather than to undertake project related work or training. A full definition of an Accompanying Person can be found in the Programme Guide, page 278.

The total number of participants will automatically be calculated and displayed.

Learning, Teaching, Training Activities Budget

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 UK point of origin to the specific venue of activity. Travel is calculated on a unit cost basis and will be payable according to the travel distance and the number of participants. 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.*

You must use the European Commission's distance calculator tool to calculate the appropriate distance band: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. The distance bands are set out below:

Travel distance between:	**Amount per participant, for travel costs from their place of origin to the venue of the activity and return**
10 - 99 km	€20
100 - 499 km	€180

500 - 1999 km	€275
2000 - 2999 km	€360
3000 - 3999 km	€530
4000 - 7999 km	€820
8000 km +	€1500

You need to enter the following information, referring back to the plans outlined earlier in your application:

- number of participants (including any accompanying persons); and
- distance band (please note that distance is *one-way*, but the travel costs have been calculated for a *return journey*).

Please ensure that you are happy with the information you have entered into the individual columns of this section as grant per participant and overall grant will be automatically pre-filled based on the information you provided. These figures also feed into the main budget summary at the end of this section and the overall budget summary at the end of the form.

Exceptional Costs for Expensive Travel

This section will become available once you select the tick box for Exceptional Costs for Expensive Travel. Applicants of Strategic Partnerships organising learning, teaching and training activities will be allowed to claim funding under the budget heading "exceptional costs" (up to a maximum of 80% of total eligible costs. Exceptional Costs for Expensive Travel Costs, which can include cases where the participants opt for cleaner, lower carbon emission means of transport, are claimed separately from standard travel and can only be claimed if the unit costs outlined above will not cover at least 70% of the travel costs. The request for financial support to cover exceptional costs must be motivated in the application form. Please see pages 114 and 120 of the Programme Guide for more information.

Individual Support

Individual support is a contribution to the day-to-day living costs incurred by participants and, where applicable, accompanying persons during the mobility activity. This includes accommodation, food and insurance as well as local travel to and from the venue of the activity in the host country.

Individual support is calculated on a unit cost basis as detailed on page 119-120 of the Erasmus+ Programme Guide and will be payable according to the country of destination, the duration of the activity and the activity type.

Individual Support - Long-term learning/teaching/training activities: you need to enter the following information, referring back to the plans outlined earlier in your application:

- the number of participants without accompanying persons; and
- Duration per participant per day and month

The Grant per participant and total number of participants will be populated automatically

- the number of accompanying persons; and
- duration per accompanying person (days)

The Grant per accompanying person and total will be populated automatically.

Individual Support - Short-term learning/teaching/training activities: you need to enter the following information, referring back to the plans outlined earlier in your application:

- the number of participants without accompanying persons; and
- Duration per participant
- the number of accompanying persons
- duration per accompanying person (days)

The total grant amount will be populated automatically.

Linguistic Support

Linguistic Support refers to costs linked to the support offered to participants to improve their knowledge of language of instruction or work during a mobility activity. This type of support is only available for long-term mobility activities lasting between 2 and 12 months. You must clearly justify the need for financial support, including providing an explanation of how you expect the linguistic support to be delivered and how the funding will be used. Linguistic support is calculated on a unit cost basis and awarded at a rate of €150 per participant needing linguistic support.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- the number of participants needing linguistic support.

Grant per participant and total for linguistic support will be calculated automatically after you entered the number of participants.

If needed, you can add more activities by clicking the ‘Add Activity’ box.

Learning, Teaching, Training Groups of Participants

This section of the application will be populated automatically based on the information submitted within the above sections

Special Costs

Within this section of your application form, you are able to request additional financial support for activities not defined within your other budget items. Please be aware that any special costs require justification and in the case of special needs support motivation within the application form in order to be funded.

Special Needs

Special Needs Support refers to costs directly relating to participants with disabilities, including participants with special needs and accompanying persons participating in transnational teaching, training and learning activities. Any costs requested under this budget heading must not already be covered by the travel or individual support budget headings, and will need to be clearly justified in the application.

Useful Tip: A person with specific 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. The individual situation should be described and any particular needs and extra costs should be detailed in the application form. We encourage you to break the costs down in as much detail as possible and justify the need for this cost in the body of your application and/or in the last text box under the budget section: 'Please provide any further comments you may have concerning the above entered budget'.

It may not be possible to provide extra funding for participants with special needs, which has not been included in your original budget.

You need to enter the following information into the application form:

- the OID of the relevant participating organisations;
- the number of participants with special needs;
- description of special needs (please note: there is 5000 character limit available for you to fully justify your request); and
- the grant you are requesting.

Please see page 117 of the Programme Guide for more information.

Exceptional Costs

Erasmus+ will fund up to 75% of costs relating to subcontracting or the purchase of goods and services. However, funding must only be requested for items, which **cannot** be provided by project partners. You must therefore provide detailed justification for your request for Exceptional Costs within the body of your application and/or in the last text box under the budget section: 'Please provide any further comments you may have concerning the above entered budget'. You should break down the exceptional costs requested and clearly explain why the additional funding is needed.

Useful Tip: Examples of items that are **not** eligible to be covered under this budget heading are:

- visas for partners to travel to consortium meetings (these should be listed under project management and implementation for the appropriate organisations);
- smartphones;
- Multiplier Event costs (these should be listed under the dedicated budget heading);
- training and dissemination activities (these should be listed under management and implementation); and
- office equipment which would normally be provided by the partners in the day to day running of the partner organisation.

Costs for providing a financial guarantee (if requested by the UK National Agency) should be included in this budget category, if applicable.

You need to enter the following information into the application form:

- the OID of the relevant participating organisations;
- description of cost item; and
- the grant requested – please note you should enter 75% of the total grant requested only.

Please see page 117 of the Erasmus+ Programme Guide for further information.

The maximum sum available for Exceptional Costs is €50,000 per project.

Follow-up

Impact

Impact is the effect or benefits brought about by an activity and/or its results, including changes for individuals, organisations, systems, practices or policy, at all levels of society. Strategic Partnerships are expected to contribute significantly to the overall impact of the Erasmus+ programme. This section is divided into impact on individual and organisational stakeholders in the project, and beyond.

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders? Describe the expected impact on all the groups of individuals and the organisations directly involved in the delivery of the project or affected by the project. Such stakeholders may include your partner organisations, any trainers or learners involved in the project, education systems and economic sectors, if applicable. The content of this section should relate to the rationale and needs addressed in section E: Description of the Project.

What is the desired impact of the project at the local, regional, national, European and/or international levels? Please describe the expected impact at local levels and beyond. Please be clear where the impact will be strongest. Depending on the size and scope of your project, you should describe how any innovations implemented during the project may impact on systems or policies, and how impacts may be relevant to other Erasmus+ programmes and wider EU activity.

How will you measure the previously mentioned impacts? How will you measure whether you have achieved the expected impacts? Please describe the means you will use, and, if known at this stage, your indicators of achievement, or how you will develop them. You should propose concrete plans for monitoring and evidencing impact, including quantitative and qualitative methods. You may choose to measure impact both within the life of the project and after the funding has ended. For more information about assessing impact and useful resources, please visit the 'Impact' section on our website.

Dissemination and Use of Project Results

Dissemination means communicating the project successes and results as widely as possible. Dissemination and use of project results is an important focus of Erasmus+. Please refer to Annex II of the Programme Guide, pages 313 – 317, for practical guidance for beneficiaries on dissemination and exploitation of results. Effective dissemination and exploitation of results helps to inform others about the results and outcomes of your project, widening the potential for impact and sustainability.

Results should be developed in such a way that they are accessible and can be adapted for use by others, and shared as widely as possible. This could include use in other sectors, other countries, after the project has ended, or to influence policy.

The plans outlined in this section should be appropriate for your project and the target audiences that you plan to disseminate to. Describe how you will maximise the impact for participants and other stakeholders into the future.

Your plan should include:

- measureable, realistic objectives;
- a timetable;
- resource planning; and
- Involvement of target groups, where possible.

Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice? Clearly describe target audiences, justify your choice of these audiences, and explain why these audiences have been chosen. They could include your own organisations, people/organisations that have participated in your activities, stakeholders, decision makers, the press, the general public, etc. You should include details of how European stakeholders and VET organisations will be approached in order to share the results of the project.

Which activities will you carry out in order to share the results of your project beyond your partnership? Clearly describe the activities you intend to carry out to disseminate your project and its outcomes to a wider audience. Link the plans back to your project activities and outputs to show how they are relevant and describe what means (media channels, events etc.) you will use. How will you monitor your dissemination activities throughout the project? If relevant, explain how your plans might change in line with changing needs of target groups or context. You should plan for the project to be promoted throughout its lifetime, not only, for example, via a Multiplier Event held at the end of the project.

You may use a wide variety of media, and innovative means of dissemination are welcome. You may apply for funds (Exceptional Costs) to translate any materials into the languages of project partners, provided it is sufficiently justified why the partners cannot do these themselves.

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans? You are asked to describe which partners will undertake the dissemination activities, what expertise they will bring, and what resources (staff days as well as physical resources) you will make available to implement the plans described in this section.

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation?

Important Note: Erasmus+ promotes the open access of project outputs. Refer to page 8 of the Programme Guide for further details. Any educational materials or tools produced by the project must be made easily accessible, without cost or excessive limitations, using open licences. Such materials are known as 'Open Educational Resources' (OER). Resources should be available in an editable digital form, on a suitable and openly accessible platform. Erasmus+ encourages beneficiaries to apply the most open licenses possible. As a minimum, licences must allow the public to use, reuse, adapt and share the resource. This is a compulsory requirement for Strategic Partnership projects.

All Strategic Partnerships are required to make the results and outputs of their projects available via the Erasmus+ Project Results Platform at the end of the project:
http://ec.europa.eu/programmes/erasmus-plus/projects

How will you ensure that the project's results will remain available and will be used by others? Clearly explain how each result and Intellectual Output (if applicable) produced will be shared with others upon completion and how you will ensure that they remain accessible and can be used by others. Give details of the type of open licence you intend to use in order to meet the Erasmus+ open access requirement. If you intend to put any limitation on the use of the open licence, you must explain the reasons, extent and nature of this limitation. You will need to make your main project outcomes available on the Erasmus+ Project Results Platform once they are finalised; however, you should have appropriate plans for dissemination, open access and sustainability beyond this alone.

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.) You may add any further information in the last part of this question, with reference to the selection criteria and the Programme Guide.

Sustainability

Sustainability can be defined as the potential for continuation of the project's activities, outcomes and impacts after the Erasmus+ funding has finished. Sustainability includes, but is not limited to, obtaining further funding for activities. It can also refer to the integration of results and innovation into the management or pedagogy of participating organisations or ways in which new curricula will be updated.

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them? Please explain which aspects of your project you plan to maintain after the Erasmus+ funding finishes, how you will do this and what resources, including financial resources, you will use to assure sustainability. You may wish to reference your dissemination activities and use of results described in the previous section.

Budget Summary

This is a table providing an overview of the activity number, activity type and grant requested for the project.

The values shown in the Budget Summary are calculated automatically based on the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to include a certain grant request) will need to be made in the detailed budget sections, not in the Budget Summary. Please ensure that all amounts you have entered above are correct before submitting your application.

Project Summary

Please provide a short summary of your proposed project in the communication language of the partnership. As you develop your summary, please bear in mind that it may be used by the European Commission, the UK National Agency and other agencies for publicity purposes and will be published on the Erasmus+ Project Results Platform. Your summary should include at least:

- context/background of project;
- objectives of your project;
- number and profile of participants;
- description of activities;
- methodology to be used in carrying out the project;
- a short description of the results and impact envisaged; and
- the potential longer term benefits.

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

Annexes

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

Mandatory documents, which need to be annexed to the application form, are:

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

This document is optional:

- The Project Timetable Spreadsheet (template can be downloaded from the Erasmus+ website.)

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

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

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

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

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

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

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

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

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

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

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

Checklist

This section of the application helps you double-check if your application is ready for submission. Before submitting your application, please make sure that it fulfils all the requirements listed below:

- You have used the correct Key Action 2 VET 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 the required documents:
  - The **Declaration of Honour** signed by the Legal Representative identified in the application. Please ensure that all the required details (i.e. place, date and name) have been completed at the bottom of the declaration and that the date indicated is on or before the submission deadline.
  - the **mandate(s)** for **each** partner signed by both parties. The following **important information** must be taken into account when preparing mandates:
    - the legal signatory (of the partner and coordinating organisation) named on the partner mandate and in the application must be the person who signs the document;
    - partner mandates must be signed (with original signatures) in the relevant place as indicated on the mandate template - the UK National Agency will not accept signatures on a different page or electronic/scanned signatures;
    - the date and place of signature must be included alongside the signature;
    - partner mandates must be legible and preferably in English.
- All participating organisations have uploaded in the Organisation Registration system the relevant documents to give proof of their legal status (i.e. the correct Legal Entity Form) - for more details, see Part C of the Erasmus+ Programme Guide, pages 249- 250.

Important Note: Organisations need to upload supporting documents as a proof of their legal status. Please ensure that there is consistency of information regarding your organisation's legal details in the Organisation Registration system , application form, Legal Entity Form, Financial Identification Form and that these match with the supporting documentation provided by your organisation.

- You are complying with the submission deadline published in the 2020 Erasmus+ Programme Guide.
- You have saved or printed a copy of the completed form for your own records.

Data Protection Notice

You are required to read the Data Protection Notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the Erasmus+ UK website.

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

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

Standard Submission Procedure

Applicants should only submit an application form once they are happy with the finalised version. Moreover, applicants need to ensure that they are connected to the internet in order to complete and submit their application. Applicants should also ensure that all sections of the form are valid (i.e. marked with a green tick) and all annexes are attached, otherwise they will be unable to submit their application.

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

Applications must be submitted online by the relevant deadline:

- Deadline for Round 1: 11am (UK time) on Tuesday 24th March 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 UK National Agency team managing this Key Action at erasmusplus@ecorys.com with a PDF copy of your application, any annexes and the above screenshot(s) attached within two hours of the application deadline: i.e. **by 1pm UK time**. In the subject line of the email, please type KA2 VET application form – [name of your organisation].

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

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

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

ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Application Checklist

☐	Have you used the correct official application form: KA2, Vocational Education and Training, deadline 24 March 2020?
☐	Have you checked whether the start and end dates of your project are in the correct format? **(Please note some sections can be amended manually)**
☐	Is your project start date between 1 September 2020 and 31 December 2020?
☐	Is your project duration between 12 months and 36 months?
☐	Have you checked that your partner has provided you with a correct OID number?
☐	Have you checked that your partners' details are up-to-date and consistent between the application form, Organisation Registration System (ORS) and their Legal Entity Form?
☐	Have you checked that the budget figures are correct and consistent throughout the whole application form?
☐	Have you included sufficient justification for the activities and budget requested, where required?
☐	Have you cross-checked the content of your application with the eligibility criteria and award criteria in the Programme Guide?
☐	Have you checked that all the mandatory fields are completed?
☐	Have you printed, signed, scanned and annexed the Declaration of Honour?
☐	Have you attached signed mandates for each of your partners?
☐	Have you saved the final version of your application to your desktop before attempting submission?
☐	Have you submitted the final form online?
☐	Have you submitted your application before the deadline of 24 March 2020 (11am UK time)?
☐	Have you printed a copy of your Application Form for your own records?

ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

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.