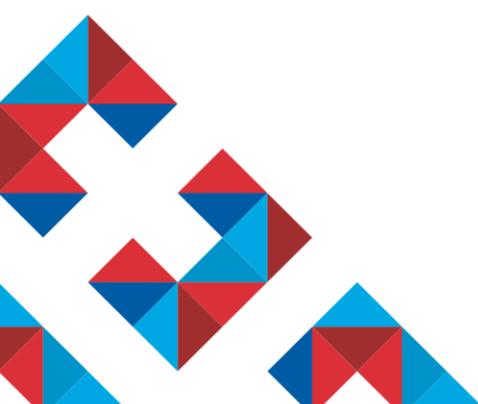


## Key Action 2 (KA2) Guide for Applicants

### Strategic Partnerships in the Field of School Education

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

Version 2: 06 January 2020



This document is version 1 of the guidance note for the [2020](#) call for Key Action 2 (KA2) Strategic Partnerships in the Field of School Education.

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

If future versions of the Guide are created, an overview of changes made compared to previous versions will be displayed here.

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## Erasmus+ and Brexit

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

## Who is this guide for?

This step-by-step guide has been produced to help UK organisations complete the 2020 Key Action 2 Strategic Partnerships for School Education application form. This guide is for organisations that are considering applying for funding for Strategic Partnerships for School Education, or for Strategic Partnerships in more than one sector where the main sector impacted is School Education. The 2020 application form can be accessed [here](#).

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

[2020 programme guide](#)

[2020 call for proposals](#)

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

## Plan your project

Please use this section of the guide to help you plan your 2020 strategic partnership project.

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

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

## Introduction to Strategic partnerships

Erasmus Plus (Erasmus+) is open to organisations across all sectors of education and training. Any public, private or not-for-profit organisation 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. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries.

A Strategic Partnership is transnational and all participating organisations must be identified at the time of applying for the grant.

The primary goal of Strategic partnerships is to support the development, transfer and/or implementation of innovative practices as well as the implementation of joint initiatives promoting cooperation, peer learning and exchanges of experience at European level.

## Eligible lead Organisations

One organisation must lead the project and make the application for funding. UK organisations leading a project must apply to the UK National Agency; the applicant organisation applies on behalf of all participating organisations. Applicant organisations must be based and registered in a programme country. You can find details of eligible organisations on page 107 of the 2020 programme guide

## Eligible Partner Organisations

Strategic partnerships in the field of School Education must involve a minimum of three organisations from three different programme countries.

## Horizontal and sectoral priorities

Each year the European Commission sets horizontal and sector specific priorities for Key Action 2. To be funded, Strategic Partnerships must address either:

- at least one horizontal priority; or
- at least one specific priority relevant to the field of education, training and youth that is mostly impacted.
- 

The 2020 priorities can be found on page 102 – 106 of the [2020 programme guide](#).

## Project duration

Partnerships in the field of School Education can last between 12 and 36 months. The project start date must fall between [1 September 2020](#) and [31 December 2020](#). In all cases, projects must end no later than [31 August 2023](#). You must choose the duration at application stage, based on the objectives of the project and the type of activities planned.

## What activities can you include in a School Education partnership?

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

School Education projects can include the following learning, teaching and training activities:

Type of Activity	Duration	<a href="#">Important to Note</a>
Blended mobility of learners	5 days to 2 months	<a href="#">Excluding Travel Days</a>
Short-term exchanges of groups of pupils	3 days to 2 months	<a href="#">Excluding Travel Days</a>
Long-term study mobility of pupils	2 months to 12 months	<a href="#">Excluding Travel Days</a>
Long-Term teaching assignments	2 months to 12 months	<a href="#">Excluding Travel Days</a>
Short-term Joint Staff training events	3 days to 2 months	<a href="#">Excluding Travel Days</a>

You can also apply for **transnational project meetings, Intellectual Outputs, Multiplier events and Exceptional costs**.

## Prepare to apply

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

### Understand the call project budget structure

When completing the application form, please read pages 116-123 of the [2020 Programme Guide](#). You should ensure that your budget is realistic and demonstrates good value for money. An EU grant is intended to be a contribution to a project that would not be feasible without this financial support, and is based on the principle of co-financing. Co-financing means that the EU grant may not finance the entire cost of the project; the project must be funded by sources other than the EU grant.

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

### Register your organisation on the Organisation Registration System and obtain an Organisation ID

Organisations must register through the [Organisation Registration system](#) for Erasmus+ and European Solidarity Corps and receive an Organisation ID. Organisations that have a PIC and have previously applied for funding in the Erasmus+ or European Solidarity Corps programmes through the National Agencies should not register again – they will be assigned an Organisation ID automatically.

### Upload Financial Identification Form and Legal Entity Forms to the Organisation Registration System

**Important Information:** If your organisation is already registered and has an Organisation ID, you will still need to upload new legal and financial identification forms for 2020.

You must upload a completed Legal Entity form and a Financial Identification form for 2020, as well as supporting legal status document or bank documents to your OID. Without these documents, your application may be ineligible. You can download the two forms via the links below. Please select the forms in English by using the hyperlinks next to the  symbol:

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

## Understand the assessment/award criteria

It is essential that you understand how your application will be assessed in order for you to write a high quality Key Action 2 application.

The assessment of applications is carried out in two stages:

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

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

<p><b>Relevance of the project strategy</b> (maximum 30 points)</p>	<ul style="list-style-type: none"> <li>• The relevance of the proposal to:                             <ul style="list-style-type: none"> <li>– The objectives and the priorities of the Action (see section ‘What are the aims and priorities of a Strategic Partnership?’).</li> <li>– If the proposal addresses the horizontal priority "inclusive education, training and youth", it will be considered as highly relevant.</li> <li>– If the proposal addresses the horizontal priority “inclusive education, training and youth” it will be considered highly relevant.</li> </ul> </li> <li>• The extent to which:                             <ul style="list-style-type: none"> <li>– the proposal is based on a genuine and adequate needs analysis;</li> <li>– the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;</li> <li>– the proposal is suitable of realising synergies between different fields</li> </ul> </li> </ul>
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	<p>of education, training and youth;</p> <ul style="list-style-type: none"> <li>– the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations;</li> <li>– the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.</li> </ul>
<p><b>Quality of the project activity design and implementation (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>• The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination;</li> <li>• The consistency between project objectives and activities proposed;</li> <li>• The quality and feasibility of the methodology proposed;</li> <li>• The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;</li> <li>• The extent to which the project is cost-effective and allocates appropriate resources to each activity</li> <li>• If the project plans training, teaching or learning activities:</li> <li>• The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants;</li> <li>• The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.</li> </ul>
<p><b>Quality of the project team and the cooperation arrangements (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The extent to which: <ul style="list-style-type: none"> <li>– 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;</li> <li>– the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations;</li> <li>– if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors;</li> </ul> </li> <li>• The extent to which the project involves newcomers to the Action.</li> <li>• The existence of effective mechanisms for coordination and communication between the participating organisations, as well as</li> </ul>

	<p>with other relevant stakeholders.</p> <ul style="list-style-type: none"> <li>• 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).</li> </ul>
<p><b>Impact and dissemination (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The quality of measures for evaluating the outcomes of the project;</li> <li>• The potential impact of the project;             <ul style="list-style-type: none"> <li>– on participants and participating organisations, during and after the project lifetime;</li> <li>– outside of the organisations and individuals directly participating in the project, at local, regional, national and/or European levels;</li> </ul> </li> <li>• 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;</li> <li>• 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;</li> <li>• 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.</li> </ul>

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

## Additional information on quality criteria

Annexes II and III of the European Commission’s Erasmus+ Programme Guide contain further information on quality criteria and a glossary of key terms. 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 quality criteria for the assessment of applications. Both documents can be downloaded from the [Erasmus+ UK website](#).

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration,

partners and financial provisions). Please make sure answers are clear and remember to proof read your application.

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

## Organisational and financial capacity

### What is organisational capacity?

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

The assessment of organisational capacity will consider:

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

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

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

Applicant organisations will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are found to have misrepresented the information required by the UK National Agency as a condition of participation in the grant award procedure or failure to supply that information (see the section 'Exclusion Criteria' in Part C, on page 251 of the [2020 Programme Guide](#)).

## What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or an advance. The UK National Agency can make a grant offer on the basis of either pre-financing covered by a financial guarantee, pre-financing in several instalments, or a grant offer without pre-financing.

Please note, a formal financial capacity check does not apply to public bodies or international organisations, or where the grant request is less than 60,000 EUR (see the section 'Selection Criteria' in Part C, page 255 of the [2020 Programme Guide](#)).

**Useful tip:** Erasmus+ grants should be used to deliver projects and are not intended to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

## 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.

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

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

## Part II: Application form

### Step by step Guide to completing the application

In order to help you put together a good quality application, we have developed a step-by-step guide to assist you in completing the online application form.

It is important to note at application stage that, if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided in your application form. **No deviations from this information will be permitted**, as this could call into question the

assessment result. Therefore, when completing your application form, you must ensure that the information you are presenting (including partners, countries and participants involved, as well as the planned activities) is correct, realistic, and will not be subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

## Structure of this guide

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

## Introduction to the Application Form

It is compulsory to complete the online form when applying for Key Action 2 funding. The form can be accessed at <https://webgate.ec.europa.eu/web-eforms>. Please ensure you select the correct application form.

We would recommend that where possible you use a PC to complete the application. The application forms are built on the latest standards of the web platform. The forms support all of modern browsers and have been successfully tested on the following browsers:

- Internet Explorer 11.0
- Firefox 45.7
- Chrome 56.0

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

**Important:** If you are a new user, you must create an EU Login account before accessing the application forms. Please use the following link [here](#). More information is available [here](#)

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

## Application Functionality Basics

1. The form is automatically saved every two seconds.
2. After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
3. The default language of the screen is set to English. To change it, click on the language icon at the right hand of your screen and select the required language from the drop down list.
4. Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
5. Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: 
6. If a section is marked with this sign:  , this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
7. Throughout the form you can display more information about particular questions by positioning your mouse pointer over the question mark sign.
8. Multiple sections of the form contain tables, you should notice the button on the right side of the table  this button will allow you access to additional options to work with the table contents.
9. **Important:** In order to log out you need to close the browser in which you are working completely.

## Narrative

### Context

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

**Main objective of the project:** Please select from the dropdown menu the type of project you are applying for

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

**Project Acronym:** Please enter an acronym.

**Project Start Date:** Select a date from the calendar.

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

**Project End Date:** The latest possible end date for activities is **31 August 2023**. The end date will populate automatically

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

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

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

## Participating Organisations

This section asks for information about the applicant organisation and about other participating organisations involved in as partners in the project.

## Applicant Organisation

Once you have entered your OID number into the box, the Legal name and Country fields will

populate automatically. You will then need to select 'Organisation Details' by clicking on: 

## Applicant Organisation Details

**Please click on "legal name" to expand the applicant organisations details**

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

The remaining part of this section of the form will be pre-filled using the information submitted on the Participant Portal. If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly. If you receive an error when entering your OID number and you have checked that you are entering the right code, please [contact us](#).

**Useful Tip:** Check that there are no spaces before or after your OID number if you are copying and pasting, as this would generate an error on the form.

## Associated Persons

### Legal Representative

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

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

**Important note:** Please ensure the Legal Representative details are consistent throughout the application form and in the Declaration of Honour. If there are inconsistencies your application may not be taken forward. Please notify the UK National Agency as soon as possible of any changes.

### Contact Person

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

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

## Background and Experience (Organisations)

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

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

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

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

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

**Has your organisation participated in a European Union granted project in the 3 years preceding this application?** Please select from the drop down menu. If you select 'yes' here,

complete the table with the relevant information. Click on  to add new activities. Click

on  to delete activities. If you have been involved in previous projects but do not know the exact details please contact the UK National Agency.

## Partner Organisations

Strategic Partnerships in the Schools Education field should have a minimum of three partners from three different Programme Countries (including the Applicant).

Partner organisations from any Partner Country in the world may participate in Strategic Partnerships (please see pages 22-24 of the [2020 Programme Guide](#)

for further details).

Please be aware that Partner Countries can be involved in a Strategic Partnership **only** if they will bring significant added value to the project. You will need to follow the same steps as per the applicant organisation.

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

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

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

## Add/Remove Partner Buttons

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



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

## Associated Partners

If relevant, you will be able to identify and explain the role of associated partners, not formally participating in the project.

## Project Description

### Priorities

Please select the most relevant priorities that will be addressed by your project. You can select up to three priorities. For more information about the different priorities, please check pages 102-106 of the [2020 Programme Guide](#).

**Please select the most relevant horizontal or sectoral priority according to the objectives of your project.** Please select at least one priority using the drop-down menu. This can be a School Education-specific priority or a horizontal priority. The main priority should be horizontal or School Education-specific, whereas a second or third priority can also be a priority for a different field, in case your application has a more cross-sectoral approach.

**Please comment on your choice of priorities.** Please explain why you have selected the priorities above.

**Important note:** Please ensure that you have selected the correct field when selecting field specific priorities.

**Please select up to three topics addressed by your project.**

Taking into consideration your project's objectives, please list the main topic areas of your project from the drop down box.

## Project Description

**Please explain the context and the objectives of the project as well as the needs and target groups to be addressed. Why should this project be carried out transnationally?**

Please refer to your needs analysis in this section. Where possible, evidence should be included to back up statements referring to the need for the project. You can do so by including a link to a website or an annex. Explain why this project should take place with international partners.

If you aim to deliver a cross-sectoral Strategic Partnership with School Education as its main focus, please make sure this is clear in the different sections of the application form as well as specifically in this section.

**What results are expected during the project and on its completion?**

Please provide a detailed description of the expected results (if they are not listed in Intellectual Outputs, Multiplier Events or Learning, Teaching and Training activities). The results are the outputs of your proposal during the project and upon completion – what you will produce or the immediate changes you hope to effect, for example, changes in individuals or organisations. You will also need to consider impact (see below): for example, you may aim to develop transversal skills such as IT competence in a certain number of education professionals (record the results here), and they may then become more employable (link to text in impact section).

**In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?** This should clearly explain why the approach/method the project focuses on is innovative. For example, it is not sufficient to state it will be applied to a different target group, but you should demonstrate 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?**

Clearly explain the expertise of all partners and what they will bring to the project. You should demonstrate what relevant, complementary experience and expertise the partners will bring to ensure the project is delivered effectively. If your project includes organisations from outside the

Programme Countries (i.e. from Partner Countries) the added value they bring to the project (e.g. by introducing new practices) must be demonstrated clearly in the narrative, otherwise this application may be rejected.

## **How will the tasks and responsibilities be distributed among the partners?**

Please describe clearly and in detail the distribution of roles and responsibilities within the partnership. Also explain the rationale for the distribution.

**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.**

Your project may receive the support of organisations that are not listed as formal partners in the project, as they would not receive funding to take active part in the proposed activities. Please detail the support you will receive from any associated partners.

## **Participants**

**Please briefly describe how you will select and involve participants in the different activities of your project?**

Give as much details as possible in terms of the selection process that will be applied in order to choose the participants, as well as how they will take part in the different 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. When selecting 'yes', the following questions appear:
- **How many participants (out of the total number) would fall into this category?** Please give the actual or likely number.
- **Which types of situations are these participants facing?** Please select the options as per the drop down box.

**How will you support these participants so that they will fully engage in the planned activities?** Please give the details requested including how you will support such groups to participate as planned. Further information regarding the obstacles or difficulties these people may face can be found on page 10 of the 2019 Programme Guide.

Please note you should give full details of safeguarding and supporting staff in place, in the case of mobility or related activities where minors (anyone under the age of 18) or young people are present.

**Please describe briefly how and in which activities these persons will be involved.**

Please describe the activities in which participants with fewer opportunities will be taking part.

## Preparation

**Please describe what will be done in preparation by your organisation/group and by your partner/groups before the actual project activities take place e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.**

You may wish to include the following (this is not an exhaustive list):

- risk management and approach to ensure safety of participants;
- partnership coordination activity;
- baseline surveys to support later impact measurement;
- communication overall and promotion to local and wider community about your project;

Please ensure that you give full details of safeguarding and supporting staff in place, in the case of mobility or related activities where minors (anyone under the age of 18) or young people are present.

## Management

### Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are based on the number of participating organisations and the duration of your project. A partnership can receive a maximum of 2750 EUR of Project Management and Implementation costs per month. The Applicant organisation (lead partner) will receive 500 Euros/month and each partner will receive 250 Euros/month. The application form will automatically calculate the correct funding amount for Project Management and Implementation.

**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"**

Eligible costs that can be claimed under the project management and implementation budget can be found on page 116 of the [2020 programme guide](#).

## Transnational project meetings

**Transnational Project Meetings: how often do you plan to meet? Who will participate in the meetings, where will it take place and what will be the goal?**

Transnational Project Meetings can be included as part of a Strategic Partnership project. These meetings should be used by project coordinators from participating project partners for project planning, coordination and implementation purposes. You must be able to justify the need for the meetings in terms of the number of meetings and participants involved. You should only apply for transnational meetings where virtual cooperation cannot replace face-to-face meetings.

*Please specify the funds requested to organise the planned Transnational Project Meetings.*

You will need to add the Transnational Project Meetings by clicking  and further details for each Transnational Project Meeting can be found by clicking on  and then the details button. The requested information is as follows:

### Meeting Title

**Starting period:** the date of when the meeting will start

**The Leading Organisation:** Select from the drop-down list which organisation will lead this meeting.

**Country of Venue:** Select from the drop-down list.

**Sending Organisation:** Select from the drop-down list

**No. of Participants:**

**Distance Band:** Travel distances must be calculated using the [European Commission Distance Calculator](#).

**Important note:** You will need to apply for the necessary funds for all participating organisations.

**Important note:** All 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.

## Project Management

### **How will you ensure proper budget control and time management in your project?**

Please provide information about the measures that you will put in place to ensure that your project's milestones will be met in a timely manner whilst adhering to the agreed budget.

### **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.**

You will need to provide information about the different measures you will put in place to ensure that you are monitoring the success of your project, who will carry these out and why and how often these monitoring activities will take place. These should be linked to the different project objectives and their SMART (Specific, Measurable, Achievable, Realistic, Timely) outline.

### **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?**

Please provide information about the success indicators that you will apply to your project and its objectives.

### **What are your plans for handling project risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?**

Please provide an outline of the key risks you have identify in your proposal, based on the 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), and then present your risk management plan.

## Implementation

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

Please provide details as to how the proposed methodology will allow the partnership to successfully achieve innovative results in its field. You should make clear how the work you and your partners will undertake over the lifetime of the project will enable you to achieve the objectives of your project.

### **How will you communicate and cooperate with your partners?**

Please describe how all partners will communicate (i.e. what methods, how often), how you will work together to deliver the different activities and stages of the project, and how you will communicate with other important stakeholders, who should be identified as far as possible.

**Have you used or do you plan to use eTwinning, School Education Gateway or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.**

If you have decided to use any of these platforms, you should explain which one(s) and how you have/intend to use them to support your project.

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

Staff costs for Management and Administrative time are already covered through the Project Management and Implementation budget. These costs may be eligible for funding through the Intellectual Outputs category if the staff member's role working on the output is distinct from their regular role as project manager or administrator of the project as a whole.

### **Do you plan to include intellectual outputs in your project?**

If you are producing Intellectual Outputs, please select "Yes" in order to allow the form to load the applicable questions.

Information in regards to intellectual outputs can be found on pages 118 of the [2020 programme guide](#).

You will need to distinguish the production of such outputs from those covered by the funding automatically awarded to a project for 'Project management and implementation'.

Please complete the following sections within each Intellectual Output:

#### **Output Title**

## **Output Description (including: elements of innovation, expected impact and transferability potential)**

Please provide as much detail and information as to how this output will be useful for other organisations and bodies.

**Output Type:** Please select the output type from the dropdown list

**Start Date:** Please select the start date

**End Date:** Please select the end date

## **Please describe the division of work, the tasks leading to the production of the Intellectual Output and the applied methodology.**

Please explain the distribution of the work to be carried out for the development of Intellectual Outputs by the most suitable partner(s), the work that will need to be carried out before and during the production of the Intellectual Output, as well as how the principles described in the previous sections apply to this work.

**Languages:** Select from the drop-down list

**Media:** Select from the drop-down list

**Leading Organisation:** Select from the drop-down list

**Participating Organisations:** Select from the drop-down list

## **Intellectual output budget**

### **Please specify the staff resources which you need to produce the Intellectual Output**

The category of staff time that is selected must reflect the work the individual will conduct on that day, not their usual role in the organisation.

To be considered as “staff” for the development of Intellectual Outputs, the individuals must be contractually linked to one of the organisations in the partnership either on a professional or voluntary basis. In all cases, the beneficiary must be able to demonstrate a formal link with the staff member concerned, whether the person is involved in the project on a professional or voluntary basis. When you input the number of staff required to develop your Intellectual Output, you will be asked the following question:

**Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and Implementation grant.**

Staff time and costs for Project Management and Administration are already covered through the Project Management and Implementation budget. You can only claim for additional Project Management or Administration staff costs if it is essential to the completion of the Intellectual Output.

In order to receive funding for Managers and Administrative Staff time, clear and explicit justification must be provided in the application form covering the above criterion. Intellectual Output staff time is intended to cover the specific amount of time working on the Intellectual Output.

**Useful tip:** If you are not planning to deliver Intellectual Outputs as part of your project you should carefully consider whether it would be more appropriate to apply for an 'Exchange of Practice' project instead of 'Development of Innovation'.

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

You will only be able to request funding for Multiplier Events as part of your project if you have listed Intellectual Outputs. Multiplier Events must be directly linked to sharing and disseminating the Intellectual Output to which they relate. Consequently, they should be planned to take place **after the Intellectual Outputs have been completed**, to maximise the dissemination potential.

Please see page 118 of the [2020 Programme Guide](#) for the Multiplier events unit cost rates.

**The maximum sum available for Multiplier Events funding is € 30,000 per project.**

Multiplier Events must take place in the countries of the organisations participating in the project. In addition, Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership, if duly justified in relation to the objectives of the project OR Multiplier Events can be held at the seat of an Institution of the European Union. These include Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague.

**Do you plan to include Multiplier events in your project?**

Please select from the drop down menu, if you select 'yes' a new section will appear.

## Event Title

For each Multiplier Event you will be asked to answer the following questions:

**Event Title, Country of Venue:** Please select from the dropdown menu the country where this event will take place. This can only be in one of the participating countries or in one of the seats of the European Union.

**Start Date:** Please select the start date for the event.

**End Date:** Please select an end date for the event.

**Event Description (including target groups and objectives):** Please provide as much detail as possible in regards to what will be covered during the event.

**Intellectual Outputs Covered:** Please select the Intellectual Outputs covered in this event.

**Leading Organisation:** Please select the organisation that will be responsible for this event

**Participating Organisations:** Please select the organisations within the partnership that will take part in the event.

## Multiplier Event Budget

Please enter the number of local (from the host country) and the number of foreign participants that will take part in the event. Once you have entered the number of local and foreign participants the application form will automatically calculate the total budget for the Multiplier Event. In addition, Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership, if duly justified in relation to the objectives of the project.

## Learning, Teaching and Training Activities

Learning, teaching and training activities can be funded in any Strategic Partnerships project provided they are embedded within the broader activities and bring added value in terms of supporting the achievement of the project's objectives. You need to make it clear how these activities will contribute to the wider project outcomes.

## List of Activities

**Do you plan to include transnational learning, teaching and training activities in your project?**

Please select an answer from the drop-down menu. If you select 'yes', further options will appear.

You can find more information in regards to the available activities for Strategic Partnerships in the Field of School Education on pages 106 – 107 of the [2020 programme guide](#).

Learning outcomes should be validated through EU validation tools such as [Europass](#).

If the transnational Learning, Teaching and Training activities include participants from remote areas of the country, Overseas Countries and Territories, it is possible to claim additional travel costs under the Exceptional Costs for Expensive Travel budget section. Please see section Exceptional Costs for Expensive Travel for more information. This type of funding should be claimed instead of the travel funding awarded using the Distance band rate.

**Important note:** Short-term joint staff training events to/from Partner countries is eligible. Please refer to page 109 of the [2020 Programme Guide](#) for further information.

Please include any relevant recognition and validation, specifying the use of Europass where applicable.

**Important note:** Please ensure at least two Programme Countries are included in any transnational learning/teaching/training activities in your application for activities to be considered eligible.

Please complete each activity table as indicated:

- Field - select 'School Education' (unless you are applying for a cross-sectorial Strategic Partnership, in which case this should be made clear throughout the body of your application).
- Activity Title
- Activity Description (including profile of participants per organisation, goals and results of the activity)
- Leading Organisation – Please include the name of the lead organisation
- Participating Organisations – Please select the names of the participating organisations

- Country of Venue – Please indicate the country of venue.
- Starting period- please indicate the start date

## Groups of participants

**Activity type, Country of venue:** will both be automatically generated.

**Organisation:** Enter the partner who is leading on the activity

**Duration (days):** this will be automatically generated

### **No of Participants, No of Accompanying persons**

Please note that an accompanying person can be an adult that accompanies one or several young people, especially those minors or young people with fewer opportunities (for example, with little experience outside their own country), in order to ensure protection and safety as well as effective learning during the mobility experience (such as under a Short-Term Exchange of Pupils).

A full definition of an Accompanying Person can be found on page 318 of the [2020 Programme Guide](#).

## Group Budget

### Travel

The same distance band will apply to all participants in one flow, based on the venue of the participating organisations, i.e. the travel rate for all participants from a participating organisation should be calculated from the organisation address to the venue of the activity. Therefore, you will need to select the appropriate distance band using the distance band calculator [here](#).

If you are applying for **Exceptional Costs for Expensive Travel** you will need to tick the relevant box and add the number of participants that will need the additional support and an estimate of the funding that will be needed to cover the cost. Be prepared to fully justify the need for this type of funding, how it contributes to your project activities, travel routes it might affect and explain what it would be used for. Please bear in mind that you should only apply for Exceptional Costs for Expensive Travel if the funding awarded for the correct distance band does not cover at least 70% of the costs of travel.

**Important note:** Please check page 117 of the [2020 Programme Guide](#) for more information on Exceptional Costs for Expensive Travel.

## Individual Support

Individual support refers to the day-to-day living costs incurred by participants 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](#) of the [2020 Programme Guide](#) and will be payable according to the country of destination, the duration of the activity and the activity type. There should be consistency between this budget section and what you have described in the Learning, Teaching and Training section

**No of participants, Duration per participant (days)**

**Grant per participant, Total (per Participants):** these are automatically filled in

**No of accompanying persons, Duration per accompanying person (days)**

**Grant per Accompanying person and Total (for accompanying persons):** these are automatically filled in.

**Please note:** You should double check the amount of people and the duration of the activity that the form will populate in order to ensure that the correct numbers are showing.

**Important note:** You will need to apply for funding for all organisations taking part in the activity. Each organisation should represent a different “Flow” within the activity

## Linguistic support

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

## 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?:** Describe how any such activities will contribute to the project's objectives and include information regarding plans for recognition and validation of learning, specifying the use of Europass where 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.**

Please describe in detail the selection process and all the measures that you will adopt in order to ensure that their participation in the activities is successful and safe. Please ensure that you comply with your organisation's policies, as well as with the legislation of your country and those of the partnership.

**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?**

Please describe how you will ensure the recognition and/or validation of the learning outcomes of the participants. Please describe whether your projects will use any national instruments/certificates as well as European.

## Timetable

Please note that Transnational Project Meetings, Intellectual Outputs, Multiplier Events and Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated sections on the form.

## Special Costs

## Special needs support

Any costs requested under this budget heading should not already be covered by the travel or individual support budget headings. This will need to be clearly justified in the application form.

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

Special needs support is calculated on an actual cost basis and will be assessed on a case-by-case basis. The individual situation should be described and any particular needs and extra costs should be clearly detailed in the application form and in the text box under this section. You will need to provide an estimate of the additional funding that will be required to support participants with Special Needs, as well as provide full details as to how this funding will be spent.

Please see page [117](#) of the [2020 Programme Guide](#) for more information.

## Exceptional Costs

The awarding of Exceptional Costs is not guaranteed. Clear and full justification must be given when adding the costs under the Exceptional costs budget heading. Exceptional Costs are based on actual costs and must be supported by invoices and receipts at Final Report stage.

Exceptional Costs can be requested only if they are critical to the success of the project and are services/goods/items that cannot be provided by the organisations involved in the project.

**Please note you will need to enter 75% of the total amount of the Exceptional Cost within this section.**

The Exceptional Costs category, if eligible, can contribute up to a maximum of 80% of the real cost of services/goods/items that would have to be sub-contracted or procured by the project. However, please refer to the full estimated costs of the service/equipment to be subcontracted in the narrative. If Exceptional Costs are not sufficiently justified they will be removed from the project budget and not funded. Please see page [117](#) of the [2020 Programme Guide](#) for further information.

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

## Follow Up

## Impact

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

**What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?**

Please 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.

**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 may impact systems or policies, and how it may connect with other Erasmus+ programme and wider EU activity. You might want to consider addressing these separately in order to ensure that the expected impact of your project is clearly outlined and described.

**How will you measure the previously mentioned impacts?**

Please describe the means you will use, and your indicators of achievement, or how you will develop them. You may choose to measure impact both within the period of EC funding and after funding has been used. For more information about assessing impact and useful resources please visit the [Impact](#) section on our website.

## Dissemination and use of the Project's results

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

Dissemination and use of project results is an important focus of Erasmus+ (as per pages [312](#) to [317](#) of the [2020 Programme Guide](#)). This ensures that project funds enable a wide group of people, organisations and/or communities to benefit and not just those explicitly named in this application.

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

**What will be the target groups of your dissemination activities inside and outside your partnership?**

**Please define in particular your target audience(s) at local/regional/EU level and motivate your choice.**

You need to include information such as 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 other 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?**

Describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant) and describe what means (media channels, events, etc.) you will use. You may use a wide variety of media, and innovative means of dissemination are welcome. You may apply for funds, under Exceptional Costs, to translate any materials into the languages of project partners, provided it is clear why the partners cannot do this themselves and how translating these materials will increase the impact and dissemination of your project and its outputs.

**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 need to say 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.**

You should clearly explain how each result and Intellectual Output (if applicable) produced will be shared with others upon completion. Please bear in mind that you will also need to make your main project outcomes available on the Erasmus+ Project Results Platform.

**Important note:** If your project is successful, you will need to be able to share your Project Results on the Project Results Platform, which has open access to all resources. You will need to ensure that you comply with rules and regulations in regards to data protection of participants when producing and publishing your results.

## **How will you ensure that the project's results will remain available and will be used by others?**

Describe how you will make your results widely available over the long term. This may include, for example, giving open access to resources you have developed, or making sure innovation becomes integrated into the practice of different organisations.

**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 you feel is relevant, with particular reference to the selection criteria and the [2020 Programme Guide](#).

## **Sustainability**

Sustainability can be defined as the potential for the continuation of the project's activities, outcomes and impacts after the Erasmus+ funding has finished. Sustainability includes, but is not confined to, obtaining further funding for activities. It can also refer to integration of results and innovation into the management or pedagogy of participating organisations and ways in which new curricula, etc. 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 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 section provides an overview of the activity number, activity type and grant requested for the project.

The values shown in the budget summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections.

**Please note:** if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested.

You must ensure that the budget provided is correct and consistent with the activity described in your application form before submitting your application, as the UK National Agency cannot award any funding above the amount requested at application stage.

## Budget per Organisation

This pre-populated section contains the total grant calculated for each participating organisation, with the budget broken down per categories.

## Project Summary

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

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

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

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

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

## Annexes

The following documents need to be attached as annexes to the application form:

- the Declaration of Honour signed by the Legal Representative mentioned in the application;

- the mandates of each partner to the applicant signed by both parties, where available and
- The Project Timetable Spreadsheet template.

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

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

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

**Please note:** The Declaration of Honour form and the Mandates will need to be physically signed and then scanned, as we cannot accept electronic signatures.

## Checklist

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

## Data Protection Notice

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

## Declaration of Honour

**Please use the 2020 declaration of honour form. We are unable to accept a declaration of honour from previous calls.**

The Legal Representative of the applicant organisation must print the declaration of honour, read it carefully, complete the declaration by hand and sign it with a wet signature. The signed declaration

of honour then needs to be scanned and attached as an annex before the application can be submitted online.

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

## Submission

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

1. You should only submit your application form once you are happy with the finalised version.
2. You need to ensure that you are connected to the internet in order to submit your completed application. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.
3. The UK National Agency advises that you save the final completed version of your form on your desktop in case of any technical issues with submission. You will be able to save a PDF copy of the completed form.

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

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

Your application must be submitted online by the deadline: **11am (UK time) on 24th March 2020**.

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

## Alternative Submission Procedure

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

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

1. The date and time of your last submission attempt as mentioned in the electronic application form submission summary section.
2. Inform the UK National Agency **within 2 hours** of the application deadline (12:00 Brussels time) by emailing [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org) . In this email you should include:
  - A screenshot of the error message. This screenshot should also show the date and time when the message appeared.
  - Your **OID** number
  - Your Form ID Number (which can be found on the top right-hand corner of your application form)

## Submission Summary

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

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

## Sharing an application

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

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

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

## Application Checklist:

<input type="checkbox"/>	Have you used the correct application form: KA2 School Education, deadline <a href="#">24th March 2020</a> ?
<input type="checkbox"/>	Is your project start date between 1 September <a href="#">2020</a> and 31 December <a href="#">2020</a> ?
<input type="checkbox"/>	Is your project duration between 12 months and 36 months?
<input type="checkbox"/>	Have you checked your partners have provided you with the correct <a href="#">OID</a> number?
<input type="checkbox"/>	Have you checked if your partner's details are up-to-date and consistent between the application form and the Participant Portal?
<input type="checkbox"/>	Have you checked if budget figures are correct and consistent through the whole application form?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<input type="checkbox"/>	Have you attached mandates for each of your partners?
<input type="checkbox"/>	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?
<input type="checkbox"/>	Have you attached the Timetable of Activities?
<input type="checkbox"/>	Have you submitted your application before the deadline of <a href="#">24th March 2020</a> ? (11am UK time)
<input type="checkbox"/>	Have you saved the copy of your Application Form <u>for your own records</u> ?

## After submitting your application

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

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

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

*By using this document, you accept this disclaimer in full. This guidance document has been produced solely for guidance by UK KA201 project beneficiaries and no other reason and therefore should not be relied upon by any third party. The content of this document is not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the “National Authority”) nor the United Kingdom National Agency function for the Erasmus + Programme (the “National Agency”) nor any person acting on their behalf may be held responsible for the use which may be made of this guidance document and any information contained in this document. The National Authority and the National Agency have not verified, nor do they make any representations or assurances as to, the quality, nature of, efficacy or otherwise of this document or as to the accuracy, completeness or adequacy of any information contained in this document. Should you wish to use the materials in this document, you agree to acknowledge that the materials were originally developed by the National Agency for the UK Erasmus + Programme.*