

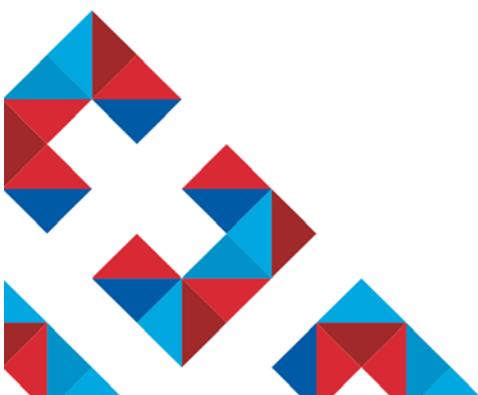
# Key Action 3 (KA347)

## Guide for Applicants: Erasmus+ 2020 Call

### Youth Dialogue

**Deadline for Round 3: 11am (UK time) on Thursday 1 October 2020**

**Version 1: 24 August 2020**



## Overview of the handbook

This is **version 1** of the 2020 Key Action 347 Guide for Applicants (Round 3). If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version
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## Transition Period

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

## Coronavirus Guidance

The latest updates and guidance on managing Erasmus+ projects during the outbreak of the coronavirus disease, please visit our [dedicated webpage](#). Please check this page regularly or subscribe to our newsletter

## 1. Who is this guide for?

This Step-by-Step guide is to help UK organisations complete the 2020 Erasmus+ Key Action 347 Youth Dialogue application form. This guide should be read in conjunction with the [2020 Programme Guide](#). The application form can be found [here](#)

**Important note:** Please make sure that you review each section of this guide to ensure that your organisation is compliant with the Erasmus+ programme rules and has completed the necessary steps to submit a complete and eligible application form in advance of the deadline

## 2. Plan your project

Please use this section of the guide to help you plan your 2020 Youth dialogue 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 and continued updated advice regarding travel and Covid-19 for the countries to which you will travel or send participants, or travel through (en-route to your final destination) or to, and countries where you will send participants. We

will ask you to observe the [FCO's guidance](#) and note that we may not fund mobility in cases where the FCO advises against it.

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. 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;
- focus on young people

### 3. Introduction to Key Action 3: Youth Dialogue

This Action promotes the active participation of young people in democratic life and fosters debate around topics centred on the themes and priorities set under the EU Youth Strategy, in particular with regards to the Youth Goals, and its dialogue mechanisms. Dialogue mechanisms are structured around priorities and timing and foresee events where young people discuss the agreed themes among themselves and with policy makers, youth experts and representatives of public authorities in charge of youth in order to obtain results which are useful for policy making.

Youth Dialogue projects can take the form of meetings, conferences, consultations and events. These events promote the active participation of young people in democratic life in Europe and their interaction with decision-makers. As a concrete result of these events, young people are able to make their voice heard (through the formulation of positions, proposals and recommendations) on how youth policies should be shaped and implemented in Europe.

A Youth Dialogue project has three phases:

1. planning and preparation;
2. implementation of the activities;
3. evaluation (including reflection on a possible follow-up)

#### 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. In cases of projects with 2 or more partners, one of the organisations will apply on behalf of all the organisations. You can find details of eligible organisations on page 194 of the [2020 Programme Guide](#).

Participating organisations can be:

- Non-profit organisation, association or NGO;
- European Youth NGO;
- Or a public body at local or regional level

Participating organisations must be based and registered in a Programme Country. A participating organisation could also be from a Partner Country neighbouring the EU (regions 1 to 4 – please see page 23 of the [Erasmus+ 2020 Programme Guide](#) for eligible countries), although these can only take part in a project as partners. For more information, please see the specific eligibility criteria for Youth Key Action 3 projects on page 194 of the [2020 Programme Guide](#).

The accepted unincorporated structures for Youth applications include:

Registered charities on the Charity Commission website for [England and Wales](#), [Scotland](#) or [Northern Ireland](#) including:

- Trusts
- Associations

Organisations that cannot provide proof of registration with their country's Charity Commission will be unable to apply. Please note that the UK National Agency may also undertake Financial Capacity Checks for organisations with unincorporated statuses.

Sole traders and Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), and Informal Groups of Young People are **not eligible** to apply for Key Action 3 Erasmus+ funding.

Any participating organisation established in a Programme Country can be the applicant. In case of projects realised by two or more participating organisations, one of the organisations applies on behalf of all participating organisations involved in the project.

**Important Note** - Charities with an unincorporated status, such as registered trusts and associations that are registered with the Charity Commission are eligible to apply from 2017 Round 3 onwards for youth applications.

All participating organisations must be identified at the time of applying for the grant.

### Eligible partner organisations

For transnational/international activities- the activity must involve at least 2 participating organisations, of which at least two different countries, of which one is a Programme Country.

National activities- the activity involves at least 1 organisation from a Programme Country.

### Eligible participants

Young participants: young people aged between 13 and 30 who reside in the countries involved in the project.

Decision-makers: if the project foresees the participation of decision-makers or experts in the youth policy field, these participants can be involved regardless of their age and geographical provenance.

Minimum 30 young participants must be involved in the project. Participants from the country of the receiving organisation must be involved in each activity.

## Venues

National activities: the activity must take place in the country of the applicant organisation. Transnational/international activities: the activities may take place in any of the Programme Countries involved in the activity.

Exception: Only in duly justified cases and if the main activity includes elements of dialogue with decision-makers at European level, an activity can take place at the seat of an Institution of the European Union.

## Project Duration

Youth dialogue projects can last **between 3 and 24 months**, the project start date must fall between

- 1 January 2021 and 31 May 2021 for applications submitted on 1 October 2020

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 Youth dialogue project?

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

Youth dialogue projects can include the following:

- national meetings and transnational/international seminars that offer space for information, debate and active participation of young people – in dialogue with youth decision-makers - on issues which are relevant to the EU Youth Strategy and its Dialogue mechanisms;
- national meetings and transnational seminars that prepare the ground for the official Youth Conferences organised during each semester by the Member State holding the turn of Presidency of the European Union;
- events that promote debates and information on youth policy themes linked to the activities organised during the European Youth Week;

- consultations of young people, with a view to find out their needs on matters relating to participation in democratic life (online consultations, opinion polls, etc.);
- meetings and seminars, information events or debates between young people and decision-makers/youth experts around the theme of participation in democratic life;
- events simulating the functioning of the democratic institutions and the roles of decision-makers within these institutions.

The activities are led by young people and the young participants should be involved in all stages of the project, from preparation to follow-up. Non-formal learning principles and practices are reflected throughout the implementation project.

The following activities are **not eligible** for grants under this Action: statutory meetings of organisations or networks of organisations; politically influenced events.

## 4. Preparing 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 191 – 199 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.

### Obtaining an Organisation ID

From 22 October 2019, organisations participating or wishing to participate in the Erasmus+ or European Solidarity Corps actions managed by a National Agency have to manage their organisation's information through a new organisation registration system. Once registered, organisations will receive an Organisation ID / OID (example: E12345678).

This new system, accessible through the Erasmus+ and European Solidarity Corps platform, **makes it easier for most organisations to register and to participate with less information requested.**

**If your organisation has already participated in any Erasmus+ or European Solidarity Corps actions managed by a National Agency and you already have an OID (Organisation ID), then you do not have to register again.**

Please note that both the applicant organisation and partner organisations must have registered on the Portal before completing an Erasmus+ application form.

Organisations that have already participated in any Erasmus+ and European Solidarity Corps actions managed by a National Agency and used to operate with the 9-digit PIC have already been assigned an OID automatically. To find your OID search for an existing PIC in the Advanced Search.

## **Upload the financial identification form and legal entity form to Erasmus+ and European Solidarity Corps Platform**

Even if your organisation is already registered and has a OID number, you will still need to upload new legal and financial identification forms for 2020, such as legal status documents or bank documents, to your OID on the [Erasmus+ and European Solidarity Corps Platform](#). Without these documents, your application may be ineligible. You can access the two forms on this [website](#).

These documents must be supported with scanned copies (pdf format) of the appropriate documentation. For the Financial Identity Form this would be a scanned copy (PDF) of a recent statement for the bank account detailed in the form (transactional details may be hidden if you wish). For the Legal Entity Form this should be a scanned copy (PDF) of the certificate of registration as issued by the competent authority with which the organisation is registered, e.g. Companies House.

## **Assessment criteria**

It is essential that you understand how your application will be assessed in order for you to write a high-quality Key Action 3 application. The assessment criteria can be found on page 195 to 196 of the 2020 Programme Guide.

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 an external expert(s) who will have been selected based on their experience and knowledge of the youth sector.

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

<p><b>Relevance of the project</b> <b>(maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The relevance of the proposal to: <ul style="list-style-type: none"> <li>– the objectives of the Action; (Please see section “what is the aim of this action?” above);</li> <li>– the needs and objectives of the participating organisations and of the individual participants.</li> </ul> </li> <li>• The extent to which the proposal is suitable of: <ul style="list-style-type: none"> <li>– producing high-quality outcomes for participants;</li> <li>– reinforcing the capacities of the participating organisations.</li> </ul> </li> <li>• The extent to which the project involves young people with fewer opportunities.</li> </ul>
<p><b>Quality of the project design and implementation</b> <b>(maximum 40 points)</b></p>	<ul style="list-style-type: none"> <li>• The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up);</li> <li>• The consistency between project objectives and activities proposed;</li> <li>• The quality of the practical arrangements, management and support modalities;</li> <li>• The quality of the non-formal learning participative methods proposed and active involvement of young people during all the stages of the project;</li> <li>• The appropriateness of measures for selecting and/or involving participants in the activities;</li> <li>• The extent to which the project proposal involves relevant decision makers (policymakers, youth experts, representatives of public authorities in charge of youth, etc.);</li> <li>• If appropriate, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders.</li> </ul>
<p><b>Impact and dissemination</b> <b>(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 the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• The appropriateness and quality of measures aimed at disseminating 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 licenses and does not contain disproportionate limitations.</li></ul>
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### Additional information on quality criteria

Annexes II and III of the 2020 Erasmus+ Programme Guide contains further information on quality criteria and key terms such as ‘non-formal learning’. You may also find it beneficial to read the European Commission’s [Guide for Experts](#) (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+ website](#).

Please ensure that each section of the application 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 proofread 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.

**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 more than 60 points in total. If these two criteria have not been met, the proposal will not be considered for funding.

A timetable for each of the activities planned in the project and a Declaration of Honour of the legal representative must be annexed to the application form.

## 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 provide evidence of 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 guilty of misrepresenting 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, 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 are usually 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 254 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.

You will need to provide detailed up-to-date accounts, uploaded onto your organisation's OID record, in order for the financial capacity check to be completed.

### 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 us National Agency to discuss your options

## 5. Completing the Application Form

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 within your application form. **No deviations from this information will be permitted**, as this could call into question the assessment result. Therefore, when completing your application form you must ensure that the information you are presenting (including partners, countries and participants involved, as well as the planned activities) is correct, realistic, and will not be subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

## 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

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 and provides solutions to some common problems.

The form can be accessed [here](#). Please ensure you select the correct application form:



Youth  
Dialogue  
Projects  
(KA347)

This action supports the active participation of young people in democratic life and fosters debate around topics centred on the themes and priorities set under the EU Youth Strategy and its dialogue mechanisms.

Application deadline (yyyy-MM-dd hh:mm:ss - Brussels, Belgium Time): 2020-02-05 11:00:00

Apply

The application forms are built on the latest standards of the web platform.

We recommend you use the following browsers;

- Internet Explorer 11.0
- Firefox 45.7
- Chrome 56.0

## Application Functionality Basics

1. The form is automatically saved every two seconds. There is no 'save' button.
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 specified 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.

**Important:** In order to log out you need to close the browser in which you are working completely.

You can find guidelines from the Commission on the application form itself.

**Please note:** You can also download a PDF Version of the form. This is recommended in order to work offline should any technical issues arise that prevent you from gaining access to the European Commission's website. The PDF version needs to be opened and edited using Adobe Reader. It is recommended that you use the latest version of Adobe Reader, which is free to download from the [Adobe website](#).

## 6. Narrative

### Context

This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal. Please ensure that you are completing the correct application form by checking: Call, Round, Key Action, Action Type and

Deadline for Submission at the top righthand 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 i.e. innovation or best practice.

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

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

**Project Start Date:** Select a date from the calendar. For Round 3 projects between 1 January and 31 May 2021.

**Project Total Duration:** Select the number of months from the drop-down menu. (between 3 and 24 months)

**Project End Date:** 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.

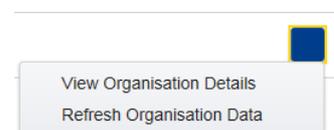
## Participating Organisations

This section asks you to provide information about the applicant organisation and other organisations involved in the project as partners.

### Applicant Organisation

Once you have entered your OID number, the Legal name and Country fields will populate automatically.

You then need to select 'Organisation Details' by clicking on:



**Useful tip:** when entering the OID number please ensure that there are no spaces before or after.

## Applicant Organisation Details

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](#).

## 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 might 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 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 the requested grant successfully.

**Please briefly present the organisation (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 will be running the project. You should also include the 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 your organisation in the areas relevant for this application?**

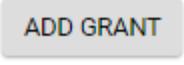
Please detail how your organisation's previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

**What are the skills and expertise of key staff/persons involved in this application?**

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

**Has the 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 more than one activity. 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 Organisation

Youth Dialogue projects should have an applicant organisation and at least one partner organisation from another participating country.

Applications for national meetings should include at least one organisation from a Programme Country. Eligible countries are Programme Countries or Partner Countries neighbouring the EU (regions 1 to 4; see page 22-24 of the 2020 Programme Guide for further details).

**Useful tip:** You will need to provide a **signed** partner mandate for each member of the partnership at application stage.

## Background and Experience (Partner organisations)

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 the 'Add Partner' button. If a partner has been entered in error, you can delete their information using the 'Delete organisation' button under which is located on the right hand side.

## Project Description

When completing this section, please consider the following:

**Why do you want to carry out this project? What are its objectives? What are the issues and needs you are seeking to address through this project? In what way is this project linked to the objectives and principles of Structured Dialogue in the field of youth?**

What is the situation that led to the development of this project? What problems or gaps will the partners work to address? What needs will the project address for the organisations involved, wider community or EU? How does the project feed into the wider process of the Structured Dialogue at national and European levels? How does it address the overarching EU education policy objectives or the specific policy priorities for youth?

Where possible, projects should demonstrate how young people are actively involved in shaping the project proposed. The objectives of the project should clearly seek to address the needs you establish and be relevant to the individual participants and organisations.

**How did you choose your project partners? What experiences and competences with they bring to the project?** This question will appear if you have entered any partners under the Participating Organisations section. You will need to explain the process you followed to select your partners and why they were chosen (i.e. skills, experiences, knowledge)

**What are the most relevant topics addressed by your project?**

Select up to three topics from the drop-down menu. Do not worry if this does not cover everything. Add more by clicking on the topic and remove by clicking on the selected topic. If your project is to address more than three topics, please choose the most relevant ones.

## Participants Profile

**Please describe the background of the participants involved (including decision makers/experts if relevant) and how these participants have been or will be selected.**

Please describe the participants' actual or likely age ranges, gender, ethnicity or other pertinent information for both young people and policy makers. Please detail any process for selecting participants from all partner groups that has taken place or will take place and how this process selects the most suitable participants while ensuring a fair process.

**Please provide general information on the age of participants and describe how you will ensure gender balance in the main activities carried out in your project.**

Please describe how you will select the young people involved in the project and on which basis you will include people from different age ranges and how you will try to ensure the most equally divided gender balance possible.

## 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 two 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 from the drop-down menu all types of situations that the participants of this project will face. For more detail on each of the categories, please review page 10 of the 2020 Programme Guide, under Equity and Inclusion.

**If any please explain the particular measures (accompanying person, reinforced mentorship etc.) you will put in place to cater for the specific needs of these participants and/or to support their participation.**

For this section you will need to explain the measures that will be in place to cater for the needs of the participants and how you will support their participation.

## Learning Outcomes

**Which learning outcomes (i.e. knowledge, skills and attitudes, behaviours) are to be acquired/improved by participants in each planned activity of your project?**

Please identify the learning outcomes that specific activities and methods will develop. There should be a clear link between the aims of your project, the activity and the learning outcomes. They should also be relevant to your participants and address the need you identified for this project. Particular attention should be paid to increasing young people's civic engagement and competences for active participation in democratic life. New or improved competences amongst decision makers should also be clearly identified. This may include change in attitude towards non-formal and informal learning or better methods for engaging young people.

**The Erasmus+ programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants. Will your project make use of such European Instruments/certificates? If yes, select up to three.**

You might wish to select up to three options from the drop-down menu.

**Are you planning to use any national instruments/certificates? If so, which ones?**

Please list here any additional tools or accreditation you will use to support learning and reflection as well as recognition of learning outcomes, for example ASDAN or other UK accreditation.

**How will you use the European/national instrument(s)/certificate(s) selected if any? How will you ensure an awareness and reflection of the volunteers on their learning process and competences developed in the project?**

**Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.**

Please describe in detail what way you will use the instruments/certificates indicated in the two questions above.

## Preparation

**What will be done in preparation, by your organisation and, if relevant, by your partners before the youth seminar(s) take place? How will the participants be involved in defining or being aware of the topics, the activities and the methodology of the seminar(s)?**

**Please describe in detail how do you intend to cooperate and communicate with your decision makers and other relevant stakeholders and if applicable with your project partners.**

Please detail the preparatory work that will be undertaken before the planned meetings. You should clearly demonstrate how you will agree the themes, the programme of activities and working methods with your partner(s).

Please outline the plan to engage with participants as part of the preparations. How will you involve participants in defining the themes, activities and working methods? How will you ensure your engaging methods are relevant and appropriate for each participant and as a group, which may be distinctive between young people and decision makers? How do you plan to build a bridge between young people and decision makers?

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. Please then describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants.

Finally, you should also outline your planned meetings or other methods by which you will ensure regular communication with your partners or other project stakeholders.

## Practical Arrangements

**Please describe in detail how the practical and logistical matters of the project be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, preparatory meetings with partners etc.).**

Please detail how and when you plan to deliver these practical aspects and which partner(s), or individual(s) will take responsibility for them. Outline the risks you identify in this project, in relation to

tasks, participants and location, as well as your plans for mitigating these risks to ensure the safety of all involved. This should include agreement on emergency procedures and a code of behaviour for participants. Note your plans for obtaining suitable insurance and managing any additional visa requirements and legal aspects and evidence how you will manage these.

Please note in this section, you will need to give a full narrative description of how many staff and details of how they will support the young people, with relevant child protection and/or safeguarding measures in place to make sure that the young people or other vulnerable participants are supported throughout the activities. If the activity involves minors (participants under the age of 18) an accompanying adult/staff will need to be present at all times. If your application does not demonstrate adequate safe-guarding measures, then this would impact the assessment score.

## Activities

### Main Activities

**Please outline the main activities you plan to organise, and the working methods used. If relevant, please describe the role of each project partner in the activities.**

For all activities, we highly recommend that you provide a timetable, which **must** be uploaded as an annex to the form. The European Commission has published a Youth Activity Timetable Template for Key Action 3 applications. The template can be downloaded from the application form (under the “Annexes” section).

When filling out the timetable you should make sure it is consistent with the Activity and Flow numbers detailed in your application form. Please make sure you fill out a table for every Flow under every Activity. To do so, please copy the activity programme table across different worksheets, using one worksheet per Activity. If you have several Flows within one Activity, please copy the table and paste it below the first one in the same worksheet, clearly indicating each Flow.

In addition to the timetable, you should clearly describe each of your main activities, including what it is, how you intend to implement it and who will be involved in the delivery. Please demonstrate how you have ensured that your methods and activities are relevant to your objectives as well as the learning outcomes and impact you anticipate. You should demonstrate how a variety of working methods are adapted to the profile of participants, for both decision makers and young people.

All activities will need to use informal and non-formal learning methods. You should include a variety of non-formal learning methods such as workshops, role plays, outdoor activities, roundtables, etc. so that your project meets the different needs of participants and desired outcomes. Activities should

include space for participants to reflect on their learning (ideally using Youthpass) and should encourage active participation, creativity and initiative.

It is very important to ensure consistency between the activities outlined here and the corresponding activities detailed in the budget section. Detailed evidence to support each of the planned activities is required. Where insufficient justification is provided, a reduction to the budget will be applied accordingly.

Good partnership is crucial, so you should present a clear set of roles and responsibilities for all those involved throughout the project. Please outline any scheduled meetings or other methods by which you will maintain contact before, during and after the activity.

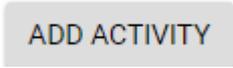
Finally, outline how you will monitor the participants' learning and the success of the programme and methods over the course of the activity. Ensure it is clear how this is communicated to partners and how participant feedback will be incorporated. Active involvement of participants in shaping the project is expected to be encouraged and actively facilitated.

## List of Activities

An activity is defined as either:

- A national youth meeting: the activity involves at least one organisation from a Programme Country
- A transnational/international youth meeting: the activity must involve at least two participating organisations from at least two different countries, of which at least one is a Programme country.

Every activity you plan to do must be listed in this section. We cannot fund activities if they are not listed in the application form.

You will need to add the activities by clicking  and further details for each activity can be found by clicking on  and then activities details. The requested information is as follows:

The requested information is as follows:

**Activity Type:** select from drop down menu i.e. Youth National activities or Youth Transnational Activities

**Activity title:** Please enter an activity title

**Important note:** The activities for a national meeting must take place in the UK, whereas for a transnational/international meeting they may take place in any of the Programme Countries involved in the project. The exception is an activity taking place at the seat of an Institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg and the Hague) for both national and transnational/international meetings.

## Flows

Further details for each flow can be found by clicking on  and then activities details. The requested information is as follows:

The requested information is as follows:

**Country of origin:** Please select from the drop-down menu.

**Country of Destination:** This field (along with the country of origin) is used to calculate the rate per person per day for the proposed flow (known as 'organisational support'). Please refer to the table on page 197 of the 2020 Programme Guide for a breakdown by country of the daily rate.

**City of Venue:** Location of the activity.

**Start Date:** Start Date of the Activity – this cannot be before the start of the project.

**End Date:** End Date of the Activity – this cannot be after the end of the project.

**Distance Band:** Select the appropriate distance band from the drop-down menu.

**Travel days:** State how many days participants will spend travelling to and from the activity.

**Total No. of Participants:** Please enter the total amount of participants

**No of Participants with Special Needs:** Please enter the number of participants out of the total who will require additional support to aid their participation in the activity.

**No of Participants with Fewer Opportunities:** Please enter the number of participants out of the total facing situations that make their participation in the activities more difficult. The number provided should be consistent with the information you have entered in the 'Participants' Profile' section.

**No of Young Participants** Please enter the number of young people out of the total number will be aged 13-30.

**No of Accompanying Persons:** Enter the number of additional youth workers / specialist staff out of the total who will be supporting the participation of minors or young people with Special Needs.

## PLEASE READ IF YOU WILL BE ADDING ACCOMPANYING PERSONS

Please note: Key Action 3 Youth funding is now provided for additional staff supporting meetings between young people and decision makers for minors or young people with fewer opportunities or little experience outside their own country, in order to ensure protection and safety as well as effective learning during the mobility experience. If your application does not demonstrate adequate safeguarding measures for minors, then this will impact the quality of the Project Design and Implementation score. When completing your application form please provide justification for the additional accompanying persons applied for.

An Accompanying Person may also accompany participants – whether learners or staff/youth workers - with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance. A full definition of an Accompanying Person can be found in the 2020 Programme Guide, page 318.

## 7. Budget

This section provides an overview of the activity number, activity type and grant requested for the project.

The values shown in the budget are calculated automatically on the basis of the values calculated and/or entered in the 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 the application, as the National Agency cannot award above the amount requested.

### Travel

The same distance band will apply to all participants in one flow, based on the venue of participating organisations. Travel is based on the distance per participant from their place of origin to the venue of the activity. Travel is calculated on a unit cost basis and will be payable according to the travel distance. Therefore you will need to select the appropriate distance using the [Distance Calculator](#)

Please note that although the 'travel distance' measures the distance for a one-way journey, the travel costs have been calculated for a return journey. **The travel amounts can be found on page 197 of the 2020 Programme Guide.**

## Exceptional costs for expensive travel

The awarding of Exceptional costs is not guaranteed. Clear and full justification must be given when adding the costs under the Exceptional Costs for Expensive Travel budget heading.

If you are applying for Exceptional Costs for Expensive Travel you will need to select “yes” and add the number of participants who require 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:** Only one claim for Travel can be made, it is not possible to make a standard Travel claim **and** an Exceptional Cost for Expensive Travel for the same flow or activity. Any claim made for Exceptional Costs for Expensive Travel will supersede and remove any standard Travel claims made. Please carefully check your requested budget before submission to ensure you are claiming correctly. Please check page 198 of the 2020 Programme Guide for more information in regard to Exceptional Costs for Expensive Travel.

## Special Needs Support

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

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.

**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.

## Exceptional Costs

The awarding of Exceptional Costs is not guaranteed. Clear and full justification in the application narrative 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 75% of the real cost of services/goods/items that would have to be sub-contracted or procured by the project. If Exceptional Costs are not sufficiently justified, they will be removed from the project budget and not funded. Please see page 198 of the 2020 Programme Guide for further information.

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

**Please see Page 199 of the 2020 Programme Guide for the rates for each participating country.**

## 8. 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.

**What is the expected impact on the participants and participating organisation(s) and target groups?**

For this section you will need to list the expected outcomes for participants resulting from their planned learning and active involvement and participation in the project, such as knowledge, skills and changes in attitude or behaviour. In addition, you may plan that these outcomes will have a further impact on their employment status, ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes.

**What is the desired impact of the project at the local, regional, national, European and/or international levels?**

Projects under Key Action 3 should aim to make a long-lasting impact beyond the participants, by engaging with organisations that are active in debates on youth issues at local, regional, national, European and/or international levels. Please describe what the project intends to achieve in order to influence youth policymakers and youth policies at different geographical levels. For example, the

project may establish a formal link to feed into the national working group of Youth Dialogue as a formal mechanism to influence European youth policy.

## Dissemination 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+ (as per 2020 Programme Guide pages 312 to 317). This ensures that project funds enable a wide group of people, organisations or communities to benefit and not just those explicitly named in this application.

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

**Which activities will you carry out in order to share the results of your project outside your organisation and partners and particularly, decision makers? What will be the target groups of your dissemination activities?**

**How will participants be involved in the dissemination activities?**

You should detail your plan to share the outcomes of your project. At the end of your project, you may share the lessons learnt, tools developed or methods, so that others can benefit from this. It should be clear how you will raise awareness, share concepts or solutions, as well as influence policy or practice through these dissemination activities.

You should also identify different target groups who can spread the project objectives and results and support them with the dissemination tools and activities which are relevant and appropriate to them. Please describe who they are disseminating the message to, using what channels and when. In particular, please describe how people with fewer opportunities will be reached in this process.

Dissemination activity may be in the form of local meetings, workshops or discussions with members of a wider community and you may use hand-outs, reports, evaluations or video to assist this. You might plan to get press coverage or invite local councillors or decision makers to dissemination events. The Erasmus+ communications team is always keen to hear about interesting case studies. For more information about these please visit the [Case Studies](#) page on our website.

The [Erasmus+ Project Results Platform](#) is the European Commission's dissemination tool. It contains general information about funded Erasmus+ as well as Lifelong Learning and Youth in Action projects from across Europe. In due course the project outcomes of some of these projects will be uploaded to the platform as well. This is not a contractual requirement for KA3 projects but is encouraged for dissemination purposes.

## Evaluation

**Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?**

You are expected to include a final evaluation of the project, in which you will be able to assess whether (or to what extent) the project has been a success. This evaluation should highlight the learning outcomes of all involved and how the project has contributed to addressing the overall aim of Key Action 3, i.e. promoting active participation of young people in democratic life and fostering debates around European youth policies.

**Important note:** We encourage evaluation before and during the activity, as well as the final evaluation. This helps with establishing baselines (and therefore seeing what has improved), as well as fine-tuning the project as it takes place.

## 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 the 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.

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

**You will also see the summary of the budget that you are applying for.**

## 9. Annexes

The following documents can be downloaded from the annexes section of the application form and **must** be attached as annexes to the application form:

- The Declaration of Honour signed by the legal representative mentioned in the application;
- Completed mandates between the applicant and each partner organisation signed in ink by both parties. This would be case if there is more than one partner within the partnership.
- The Project Timetable- While this attachment is not compulsory, you might wish to include this as supporting documentation for your application.

Please ensure that all documents are submitted electronically with the application. All documents should be signed by hand, in ink. Due to the current exceptional circumstances we are accepting digital signatures however it must not be a typed signature.

To attach the declaration of honour you will need to click the “Add declaration of honour” you will need to upload the document from your computer.

To attach the mandates, you will need to scan them as one document and then you will need to click the “Add Mandates” you will need to upload the document from your computer.

To attach any further documents, click the ‘add file’ button on the left-hand side of the box displayed. This will then open up an additional window which will allow you 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.

Please note that the maximum number of all attachments is 10. The maximum size of a file is 15 MB and the maximum total size is 100 MB. In case of mandates are required the maximum number of all attachments is 100.

## Declaration of Honour

**Please use the 2020 Declaration of Honour form. We are unable to accept a Declaration of Honour form from previous call years.**

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. Please ensure that all pages of the Declaration are scanned, that all fields are completed, and that it is stamped with your organisation’s official stamp (if your organisation has a stamp).

**You must submit the Declaration of Honour. Failure to submit the Declaration of Honour signed by the legal representative will result in your application being ineligible.**

## Checklist

Before submitting the application, please check the requirements on the “checklist” tab. **Please ensure that all relevant documents are attached to your application.**

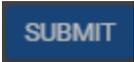
### Data Protection Notice

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 on the [website](#).

## 10. Submission

Please ensure that you have validated all sections of the application form before submitting. If all sections have been validated a green tick will appear against each 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.
5. A pop-up message will display, asking you to confirm submission. Click YES if you are sure. Selecting NO will stop the submission.
6. Once you have submitted you will be taken back to the My Applications page and the submitted application will be marked as SUBMITTED.

**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:

- Round 3: 11am (UK time) on Thursday 1 October 2020

If you want to make any changes before submitting your application form or after submitting (providing that this is before the application deadline), you can use the  button next to the application, 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 stated in your application form under the tab named “Submission History”.
2. Inform the UK National Agency **within 2 hours** after the application deadline (12:00 Brussels time) by emailing [erasmus.youth@britishcouncil.org](mailto:erasmus.youth@britishcouncil.org)

Please note that we will require evidence of any technical error e.g. a screenshot.

## Submission History

A record of your 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. However, hard copies of the form **do not need** to be posted to the UK National Agency.

## Sharing an application

You are able to share your application as ‘read only’ to your colleagues or partners by entering the email of the person whom you wish to 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** on the left side menu
2. Click **SHARE APPLICATION**
3. Enter the **User Email** and a Comment (not mandatory)
4. Click **SHARE**

Please be aware that there is a 10-minute delay between sharing an application and edit rights being transferred to your contact. This means that only one user will have edit rights at any given time.

**Please note:** Only the user that created the form will be able to submit, even if they have shared it with colleagues with “Read/Write” rights.

## After submitting your application

Once you have submitted your application, you will receive an acknowledgement email from the UK National Agency. We aim to acknowledge all applications within three weeks from the application deadline. If you have not received an acknowledgment email after three weeks, please [contact us](#).

The acknowledgment email will include information about when you should expect to receive the outcome of your application; for indicative dates see page 260 [2020 Programme Guide](#).

Project proposals are assessed by the National or Executive Agency receiving the application, exclusively on the basis of the criteria described in the [2020 Programme Guide](#). The assessment implies:

- **a formal check to verify that the eligibility and exclusion criteria are respected;**
- **a quality assessment to evaluate the extent to which the participating organisations meet the selection criteria**

(i.e. operational and financial capacity) and the project meets the award criteria. Such quality assessment is in most cases carried out with the support of independent experts. In their assessment, experts will be supported by guidelines developed by the European Commission; these guidelines are available in the [Key Resources](#) section of our website.

We will appoint an evaluation committee to oversee the management of the selection process. On the basis of the assessment carried out by experts, the evaluation committee will establish a list of projects proposed for selection using a ranked assessment scoring list. As many eligible projects will be funded within the budget allocated for that Call and application type.

For all successful organisations, the notification of results email will outline the dates in which we aim to complete the contracting process. We are only able to issue Grant Agreements once all of the necessary contracting documents have been submitted and accepted. Full details about the documents that need to be submitted to support the contracting process will be outlined in the contracting instructions issued to projects following the notification of results email.

## 11. Contacting us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 3 application. Please note that email and phone lines get extremely busy in the lead up to the

application deadline. You can contact us on [erasmus.youth@britishcouncil.org](mailto:erasmus.youth@britishcouncil.org) or 0161 957 7755. Phone lines are open Monday to Friday, 9am to 5.30pm

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