

# Key Action 226 (KA226) Guide for Applicants: Erasmus+ 2020 Call

Strategic Partnerships in Response of the COVID-19 Situation:

Partnerships for Digital Education Readiness in the field of School Education (KA226)

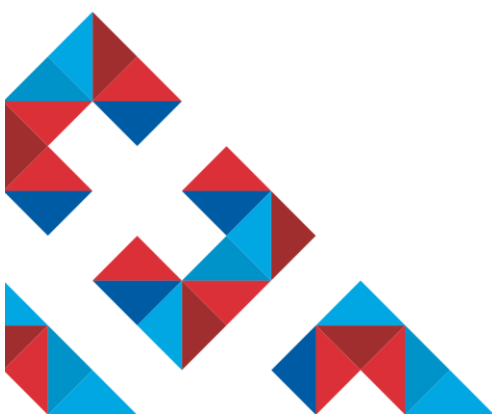
**Deadline: 11am (UK time) on Thursday 29 October 2020**

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This document is Version 1 of the application guidance for Erasmus+ 2020 Call for Key Action 226 - Strategic Partnerships for Digital Education Readiness 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.

Guidance produced for earlier Calls should not be used. We recommend that, as a minimum, you consult the following documents to help you complete your application:

- European Commission's [Application Portal](#)
- [2020 Erasmus+ Programme Guide](#)
- [Second Corrigendum to the 2020 Erasmus+ Programme Guide](#)
- European Commission's [Erasmus+ Applications Guidelines](#)
- European Commission's [Guide on How to complete Erasmus+ Application Forms](#)



## Overview of the handbook

This is **version 1** of the 2020 Key Action 226 Guide for Applicants. 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 |
|---------------------------------|--------|-----------------------------|
|                                 |        |                             |

## Table of Contents

|  |    |
|--|----|
| 1. The transition period .....   | 3  |
| 2. Covid-19 guidance.....  | 3  |
| 3. Introduction to Strategic Partnerships .....                        | 3  |
| 4. Strategic Partnerships in response of the COVID-19 situation .....  | 4  |
| 5. Who is this guide for? .....  | 8  |
| 6. Plan your Project .....   | 9  |
| 8. Award criteria.....   | 12 |
| 9. Preparing to Apply .....  | 15 |
| 10. Completing the Application Form .....                              | 18 |
| Context .....  | 20 |
| Participating Organisations .....                                      | 21 |
| Project Description.....   | 23 |
| Preparation .....  | 26 |
| Management.....  | 26 |
| Project Management.....  | 27 |
| Implementation .....   | 28 |
| Intellectual Outputs (only applicable for ‘Innovation’ projects) ..... | 29 |
| Multiplier Events .....  | 30 |
| Learning, Teaching and Training Activities.....                        | 31 |
| Timetable.....   | 34 |
| Special Costs.....   | 34 |
| Follow Up.....   | 35 |
| Budget summary.....  | 37 |
| Project Summary .....  | 38 |

|  |    |
|--|----|
| Annexes .....                              | 38 |
| Checklist .....                            | 39 |
| 11. Submission .....                       | 39 |
| 12. Alternative Submission Procedure.....  | 40 |
| 13. Additional Support and Next Steps..... | 40 |

## 1. The 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.

## 2. Covid-19 Guidance

For the latest updates and guidance on managing Erasmus+ projects during the outbreak of Covid-19, please visit our [dedicated webpage](#). Please check this page regularly or subscribe to our newsletter.

## 3. Introduction to Strategic Partnerships

Strategic Partnerships aim 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. Depending on the objectives and the composition of the Strategic Partnership, projects may be of two types:

- **Strategic Partnerships supporting innovation:**

Projects are expected to develop innovative outputs, and/or engage into intensive dissemination and exploitation activities of existing and newly produced products or innovative ideas. Applicants have the possibility to request a dedicated budget for Intellectual Outputs and Multiplier Events in order to directly answer to the innovation aspect of the Action. These types of projects are open to all fields of education, training and youth.

- **Strategic Partnerships supporting exchange of good practices:**

The primary goal is to allow organisations to develop and reinforce networks, increase their capacity to operate at transnational level, share and confront ideas, practices and methods. Selected projects may also produce tangible outputs and are expected to disseminate the results of their activities, although in a way that is proportional to the aim and scope of the project. These results and activities will be co-financed through the standard budget for project management and implementation

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

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

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

## 4. Strategic Partnerships in response of the COVID-19 situation

### The aim of this call

The COVID-19 pandemic has not only limited the way people can relate to each other and perform their most basic every-day-tasks, but has also had a significant impact on the regular delivery of education, training and youth policies. At such a critical time for our societies, access to education is proving, more than ever, to be essential to ensuring a swift recovery, while promoting equal opportunities among people of all backgrounds.

In light of these exceptional circumstances, the Erasmus+ Programme takes up the challenge to confirm its role as the main EU instrument supporting innovation in education, training, youth and sport as well as providing opportunities for personal, socio-educational and professional development of people in Europe and beyond, with the aim of leaving no-one behind.

In order to respond to the circumstances created by the COVID-19 pandemic, in 2020 the Erasmus+ programme will exceptionally support:

- **KA226 - Partnerships for Digital Education Readiness** (in the fields of **school education**, vocational education and training, and higher education).
- **KA227 - Partnerships for Creativity** (in the fields of youth, **school education** and adult education).

## KA226 - Partnerships for Digital Education Readiness in the field of School Education

These projects aim at equipping education and training systems to face the challenges presented by the recent sudden shift to online and distance learning, including supporting teachers to develop digital competences and safeguarding the inclusive nature of learning opportunities.

UK organisations active in the field of School Education can apply for funding under Key Action 2 for activities that form part of a Strategic Partnership for Digital Education Readiness. Each project can last between 12 and 24 months and organisations can apply for funding to support a combination of activities, depending on the objectives of the project.

Strategic Partnerships for Digital Education Readiness can fall into one of two categories:

- **Strategic Partnerships supporting innovation; or**
- **Strategic Partnerships supporting exchange of good practices**

Project activities must contribute to achieving the project objectives and should be proportionate to the scale and type of project, and relevant to action priorities. Some examples of the types of activities a Strategic Partnership for Digital Readiness can deliver are included on page 116 of the Erasmus+ 2020 Programme Guide.

Strategic partnerships for digital education readiness are aimed at equipping education and training systems to face the challenges presented by the recent sudden shift to online and distance learning, including supporting teachers to develop digital competences as well as ensuring they remain inclusive. The need for both modernisation and digital transformation of education and training systems has been quickened by the COVID-19 pandemic. This exceptional call has the goal of reinforcing the ability of education and training institutions to provide high quality, inclusive digital education. Projects will focus on:

- Building capacity to implement online, blended and distance teaching and learning;
- Developing digital pedagogical competences of educators, enabling them to deliver high quality inclusive digital education; and/or,
- Developing and/or using high quality digital content such as innovative online resources and tools.

Partnerships will promote networking of institutions across the EU, sharing of resources and expertise, and collaborating with digital technology providers and experts in educational technologies and relevant pedagogical practice, to develop tailor made solutions adapted to local needs.

## What are the target groups and priorities addressed by Strategic Partnership in response of the COVID-19 situation?

Irrespective from the field impacted by the project, Strategic Partnerships are open to any type of organisation active in any field of education, training and youth or other socio-economic sectors as well as to organisations carrying out activities that are transversal to different fields (e.g. local and

regional authorities, recognition and validation centres, chambers of commerce, trade organisations, guidance centres, cultural organisations).

Depending on the priority and the objectives addressed by the project, Strategic Partnerships should involve the most appropriate and diverse range of partners in order to benefit from their different experiences, profiles and specific expertise and to produce relevant and high quality project results.

To be funded, projects must address this priority:

- **Innovative practices in a digital era**

The Erasmus+ Programme will support the taking up of digital technologies and of innovative and open pedagogies in education, training, youth and sport. Particular attention will be given to promoting gender equality and addressing differences in relation to the access and use by underrepresented groups. The Programme will also support the use of the European frameworks on digital competences of educators, citizens and organisations, including the development and use of open educational resources, open textbooks, and free and open source educational software. Priority will be given to actions that promote innovative methods and tools for teaching, training, learning and assessment as drivers of improvements in lifelong learning. Erasmus+ must continue to be mobilised to support the process of recovery from the COVID-19 pandemic and demonstrate responsiveness, adaptability and flexibility. Therefore, priority will be given to actions that contribute to building digital education readiness and to mitigating the impact of the crisis on some of the hardest-hit sectors.

In addition, projects may focus on other horizontal or sector specific priorities, as listed in the online application form.

## What are the activities supported in a Strategic Partnership in response of the COVID-19 situation?

Over the lifetime of a project, and depending on the type of Strategic Partnership, projects may typically realise a broad range of activities, for example:

- activities that strengthen the **cooperation and networking** between organisations;
- testing and/or implementation of **innovative practices** in the field of education, training and youth;
- activities that facilitate the **recognition and validation of knowledge, skills and competences** acquired through formal, non-formal and informal learning;
- activities of **cooperation between regional authorities** to promote the development of education, training and youth systems and their integration in actions of local and regional development;
- activities to better prepare and deploy the education and training of professionals for **equity, diversity and inclusion** challenges in the learning environment;

As a response to the COVID-19 situation, it is particularly relevant that **Strategic Partnerships for Digital Education Readiness** include the following activities:

- activities to deploy digital tools and methods to deliver quality and inclusive education through online/virtual means, including blended teaching, training and learning;
- activities to support learners, teachers and trainers in adapting to online/ distance learning;

- activities to teach and promote safer and more responsible use of digital technology;
- activities to understand how best to incorporate digital online technology into subject-specific teaching, training and learning, including work based learning.

**Virtual cooperation** opportunities are key to successful Partnerships in the COVID-19 context.

## What are the optional activities that can be requested?

Partnerships may also organise transnational **learning, teaching and training activities** of individuals (including blended mobility), in so far as they bring added value in the achievement of the project's objectives. Some of these activities are particularly relevant in one or more fields of education, training and youth.

**Useful tip:** For project ideas, you can go to the [Erasmus+ Project Results](#) platform. This resource has examples of good practices and success stories with descriptions, results and contact information of all projects funded under the Erasmus+ programme and its predecessor programme

### Transnational Project Meetings

You can apply to include Transnational Project Meetings as part of your Strategic Partnership project. These meetings should be used by project coordinators from participating partners for coordination and implementation purposes only. Transnational Project Meetings should not be confused with learning / teaching / training activities. You must be able to justify the need for these 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.

### Intellectual Outputs

Intellectual outputs are tangible deliverables of a project (such as curricula, pedagogical and youth work materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.). To be eligible for this type of grant support, the outputs should be substantial in quality and quantity and should prove their potential for wider use and exploitation, as well as for impact.

### Multiplier Events

Funding for Multiplier Events is only available for strategic partnerships supporting innovation that create Intellectual Outputs. Multiplier Events are national and transnational conferences, seminars and events organised by the project to share and disseminate intellectual outputs produced by the project to organisations and individuals outside of the Erasmus+ project partnership. Support for Multiplier Events is provided only if in direct relation to the Intellectual Outputs of the project. A project without grant support for Intellectual Outputs cannot receive support for organising Multiplier Events.

### Learning / teaching / training activities

Learning / teaching / training activities for staff can be incorporated into a project, as long as they help to achieve its aims and bring added value. If you are interested in a project that focuses purely on individual development and experience through mobilities, you should consider a Key Action 1 project. You must be able to clearly demonstrate in the application form how learning / teaching / training



activities are vital to the success and overall objectives of the project. Cultural tourism activities will not be accepted as eligible activities.

Note: Learning Teaching and Training activities can only be organised in Programme Countries.

Unit cost contributions for ‘travel’, ‘individual support’ and ‘linguistic support’ can be requested in the budget section of the application form depending on the learning, teaching and training activity type(s) you apply for. For more information about unit cost contributions, please see the ‘budget’ section of this document. The following learning / teaching / training activities are available:

| Type of activity                                  | Duration                                   |
|---|--|
| Blended mobility of learners                      | 5 Days To 2 Months Of Physical Mobility    |
| Intensive Study Programmes for learners and staff | 5 Days To 2 Months (excluding travel days) |
| Long-term teaching or training assignments        | 2 to 12 months                             |
| Short-term joint staff training events            | 3 days to 2 months (excl. travel days)     |

**Important note:** The UK National Agency reserves the right to remove or reduce the number of activities that you apply for if they are not justified fully throughout the application form; or are not deemed necessary for the successful implementation of the project.

Full information about learning, teaching, training, activities can be found in Annex I of the 2020 Programme Guide (page 304). Please read this information carefully before adding learning teaching, training activities to your application.

### What are the funding rules?

Strategic Partnerships in response to the COVID-19 situation will be funded according to the same rules defined for standard Strategic Partnerships (see section “Strategic Partnerships in the field of education, training and youth - What are the funding rules”). Project grants for Strategic Partnerships in response to the COVID-19 situation are capped at 300.000 EUR for projects with duration of 24 months.

## 5. Who is this guide for?

This Step-by-Step guide is to help UK organisations complete the 2020 Erasmus+ Key Action 226 - **Strategic partnerships for Digital Education Readiness in the field of School Education** application form. This guide should be read in conjunction with the [2020 Programme Guide](#) and the [Second Corrigendum](#) to the 2020 Erasmus+ Programme Guide.

The application form can be found [here](#).

Please be aware that there is no separate application form for cross-sector applications. **Organisations must apply using the application form for the main sector impacted by the project and respect the applicable rules in terms of eligibility of organisations and activities.** For example, and as depicted in the picture below, if the eligible applying organisation’s project objectives will have impact predominantly on the school education sector, the Field of Opportunity – School Education should be selected in the [Application Portal](#).




Opportunities | My Applications | All Applications | Translations | Dashboard

Welcome to the Erasmus+ Applications. Here you can apply for one or more of the actions supported by the Erasmus+ Programme and managed by the Erasmus+ National Agencies. Below you can browse applications by field of opportunity or key action.

Before starting your application, please check if your organisation has a unique Organisation ID that is required to participate in Erasmus+ actions managed by National Agencies. You can search for your Organisation ID or register a new organisation using the Erasmus+ and European Solidarity Corps platform: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit: <https://eacea.ec.europa.eu/homepage>

Field of opportunity



Higher Education | **School Education** | Vocational Education and Training | Adult Education | Youth

This Application Guide is designed for applications with impact on the school education sector.

If you are unsure which sector your project would be most relevant to, please refer to the Strategic Partnerships action priorities outlined on pages 102 – 106 of the Programme Guide, the priorities for Strategic Partnerships in Response of the COVID-19 Situation on page 115 of the Programme Guide, and please refer to the [Erasmus+ UK website](#) for further information.

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

## 6. Plan your Project

Please use this section of the guide to help plan your 2020 Strategic Partnerships project.

We recommend that you plan to comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes the [UK Data Protection Act 2018](#), and legislation/statutory guidance relevant to the [safeguarding and protection of children](#) and [vulnerable adults](#) (for example, [the UN Convention on the Rights of the Child and the Children Act 1989](#), Safeguarding Vulnerable Groups Act 2006). Your Grant Agreement, issued upon a successful application, will include an article thereby making it a contractual agreement that you comply with the necessary safety and protection policies.

Please consider the Foreign, Commonwealth & Development Office's (FCDO) 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: [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice). The UK National Agency has the right to refuse funding for mobilities in cases where the FCDO advises against it. It is the institution's responsibility to comply with FCDO advice.

When preparing your application, please consider any alternative arrangements or contingency plans that the partnership might need to put in place to mitigate the impact of the Covid-19 outbreak on the implementation of your project.

## 7. General eligibility criteria

### Who can take part in a Strategic Partnership in response of the COVID-19 situation?

As a general rule, Strategic Partnerships target the cooperation between organisations established in Programme Countries. However, organisations from Partner Countries can be involved in a Strategic Partnership, as partners (not as applicants), if their participation brings an essential added value to the project.

In addition to the organisations formally participating in the project and receiving EU funds, Strategic Partnerships may also involve associated partners from the public or private sector who contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project. For contractual management issues, associated partners are not considered as project partners, and they do not receive funding. However, their involvement and role in the project and different activities have to be clearly described.

If relevant, please identify and explain in the relevant narrative part of the application the involvement of associated partners and how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

### Eligible Participating Organisations

A participating organisation can be any public or private organisation, established in a Programme Country or in any Partner Country of the world (see pages 22-24 and 107 of the 2020 Programme Guide).

For example, such organisation can be:

- a higher education institution;
- a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- a non-profit organisation, association, NGO;
- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level;
- a social partner or other representative of working life, including chambers of commerce, industry, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- an inter-company training centre;
- enterprises providing shared training (collaborative training);
- a cultural organisation, library, museum;
- a body providing career guidance, professional counselling and information services;
- a body validating knowledge, skills and competences acquired through non-formal and informal learning;
- a European Youth NGO;
- a group of young people active in youth work but not necessarily in the context of a youth organisation (i.e. informal group of young people).

As mentioned in Article 4 of this Application Guide, please note that there is no separate application form for cross-sector applications. **Organisations must apply using the application form for the main sector impacted by the project and respect the applicable rules in terms of eligibility of organisations and activities.** For example, and as depicted in the picture below, if the eligible applying organisation's project objectives will have impact predominantly on the school education sector, the Field of Opportunity – School Education should be selected in the [Application Portal](#).

### Who can apply

Any participating organisation established in a Programme Country can be the applicant. This organisation applies on behalf of all participating organisations involved in the project.

### Number and profile of participating organisations

A Strategic Partnership is transnational and involves minimum three (3) organisations from three (3) different Programme Countries.

There is no maximum number of participating organisations. However, the budget for project management and implementation is capped (and equivalent to 10 participating organisations). All participating organisations must be identified at the time of applying for a grant.

### Venue(s) of the activities

Physical activities must take place in the countries of the organisations participating in the project. Learning, teaching and training activities for learners and long-term activities for staff can only be organised in Programme Countries

In addition, if duly justified in relation to the objectives or implementation of the project:

- Activities can also take place at the seat of an Institution of the European Union, even if in the project there are no participating organisations from the country that hosts the Institution<sup>2</sup>,
- Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership.

### Project duration

**Partnerships in the field of school education can last between 12 and 24 months and project activities can begin from 1 March 2021.**

The duration has to be chosen at application stage, based on the objective of the project and on the type of activities planned over time.

In exceptional cases, the duration of a Strategic Partnership may be extended, upon request by the beneficiary and with the agreement of the National Agency, of up to 6 months. In such a case, the total grant will not change. In all cases, **projects must end not later than 31 December 2023.**

**Important note:** If your project application is successful, all Erasmus+ project activities must take place between the project start and end dates. Any activity that falls outside the project start and end date will be deemed ineligible for funding. Please choose your start date and duration carefully, using the information on this page to help you.

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

- **The date when your organisation will receive its grant agreement and pre-financing payment if the project is successful.**

As per the 2020 Programme Guide page 269, the indicative date of notification of award is 4 months from the application deadline. The indicative date for signing grant agreements is 5 months from the application deadline. This means that your organisation may not receive pre-financing payments before the project start date if an early date is chosen. Please note that the indicative dates provided are given for general information only and do not constitute a legal obligation for the National Agencies and the Executive Agency. Please consider the following when planning your project:

- **Your organisation and partner organisation's annual term-time calendar, noting any holiday time and dates of availability of staff / students undertake the mobilities.**

Further considerations may include; whether participants will be able to carry out activities in their holidays or own time, whether participants have commitments over the proposed Erasmus+ project dates, and whether there are any conflicts in any of the partner organisations' timetables (i.e. conflicts in timing regarding partner transnational meetings.)

- **The number of activities your organisation plans to apply for.**

Things to consider here are will your organisation and project partners be able to complete the proposed number of activities (e.g. transnational project meetings, learning, teaching training activities, intellectual outputs and multiplier events) proposed within a certain timeframe? You should also consider whether you and your project partners have enough participants and the capacity to undertake or complete the activities you plan to apply for.

- **Evaluation and Dissemination.**

Impact and dissemination are key parts of any Erasmus+ project, and are contractual obligations for the Strategic Partnership project. You should consider whether your project partnerships have enough time to carry out dissemination activities and evaluations of the project. Whilst dissemination and evaluation is expected to be conducted throughout the project lifecycle, you must allow enough time after activities have finished to evaluate the success of your project and carry out further impact and dissemination activities. For more information about dissemination please read Annex II of the 2020 Programme Guide (page 318). You will also find useful information and tools to carry our evaluation and dissemination on our website [here](#).

## 8. Award criteria

Depending on the objectives of the project, the participating organisations involved, the expected impact, and other elements, Strategic Partnerships can be of different sizes, and adapt their activities accordingly. In simplified terms, this action enables participating organisations to gain experience in international cooperation and to strengthen their capacities, but also to produce high-quality innovative deliverables. The qualitative assessment of the project will be proportional to the objectives of the cooperation and the nature of the organisations involved.



## Projects will be assessed against the following criteria:

### Relevance of the project (maximum 30 points)

- The relevance of the proposal to:
  - the objectives and the priorities of the Action (see section "What are the aims and priorities of a Strategic Partnership in response to the COVID-19 situation").
  - If the proposal addresses one or more "European Priorities in the national context", as announced by the National Agency, it will be considered as highly relevant.
- The extent to which:
  - the proposal is based on a genuine and adequate needs analysis;
  - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;
  - the proposal is suitable of realising synergies between different fields of education, training and youth;
  - the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations;
  - the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.

### Quality of the project design and implementation (maximum 20 points)

- The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination;
- The consistency between project objectives and activities proposed;
- The quality and feasibility of the methodology proposed;
- The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;
- The extent to which the project is cost-effective and allocates appropriate resources to each activity.
- If applicable, the use of Erasmus+ online platforms (i.e. eTwinning; EPAL; School Education Gateway) as tools for preparation, implementation and follow-up of the project activities.

If the project plans training, teaching or learning activities:

- The quality of practical arrangements, management and support modalities in learning, teaching and training activities;
- The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants;
- The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.

### Quality of the project team and the cooperation arrangements (maximum 20 points)

- The extent to which:
  - the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project;



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

### **Impact and dissemination (maximum 30 points)**

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

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 10 points for the categories "quality of the project design and implementation" and "quality of the project team and the cooperation arrangements"). Proposals that do not address at least one priority of the Action will not be funded.

## **9. Preparing to Apply**

Please read this section carefully before beginning to complete your application form. Failure to complete some of these steps could result in your application being deemed ineligible.

### **Understand the call project budget structure**

Please construct the budget for your project carefully. **Activities or items not requested in your application form cannot be funded at a later stage.** 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.

## Obtaining an Organisation ID (OID)

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.

## Uploading Financial Identification Form and Legal Entity forms 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](#).

## 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 2 application. The assessment process is carried out in two stages:

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

Please note; the overall budget for Key Action 2 is limited. Funding decisions are made based on the quality score. **Experts will assess each section of the application form against the Award Criteria on page 110-112 2020 Programme Guide. Please also see the quality guidance for experts [here](#).**

Approved projects will be ranked in terms of their overall assessment score. The programme budget will be allocated from the highest to the lowest scoring project until the budget for that activity type is fully distributed. Approved applications that cannot be funded due to insufficient programme funds may be placed on a reserve list. If one or more applications score the same, they will then be ranked based on the score they received under the 'Impact and dissemination' quality criteria. If the

applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project', followed by 'Quality of project design and implementation'.

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 (i.e. target group, placement duration, partners and financial provisions). Please make sure answers are clear and remember to proof read your application.

**Note:** To be considered for funding, proposals must score at least **60 points out of 100**. You must score at least half of the maximum points in each of the categories (i.e. a minimum of 15 points for “relevance of the project” and “Impact and Dissemination” and 10 points for “quality of the project design and implementation” and “quality of the project team and the cooperation of arrangements”).

### 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](#).

### Operational and financial capacity

#### ▪ What is operational capacity?

Applicant organisations need to demonstrate that they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the Grant Agreement and the 2020 Programme Guide.

The assessment of operational 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 National Agency.

This information must be included in the application form and where necessary, further information may be requested. Capacity checks of public sector Higher Education Institutions, colleges and schools may not be as detailed as for other types of organisations.

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.

Please note: 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 260 of the 2020 Programme Guide).

- **What is financial capacity?**

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 advance. In some cases there might be interim pre-financing payments.

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 that a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000. In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully. Applicants must, therefore, provide a set of accounts, in accordance with relevant UK legislation, not more than 15 months old, on the deadline date of the Call to which they are applying. The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors), which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

For more information on financial capacity and eligibility see section 'Selection Criteria' Part C, page 260 of the 2020 Programme Guide.

**Important note:** Erasmus+ grants should only be used to deliver Erasmus+ projects and not to fund the running of an organisation. The Erasmus+ grant should represent no more than 50% of an organisation's annual income.

### **What if my organisation is new or has no accounts?**

The National Agency may consider applicants who are recently established and 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 to have 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. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation in order to process payments without delay. If this is not possible, please [contact us](#) to discuss your options.

## **10. Completing the Application Form**

Please use this section to help you complete and submit your 2020 Key Action 226 – **Strategic Partnership for Digital Education Readiness** application.

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 affect the assessment result. When completing your application form please ensure, all information presented in the form (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.

## 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 needed to use the form and provides solutions to some common problems.

The form can be accessed at <https://webgate.ec.europa.eu/web-eforms>

Please ensure you select the correct application form.

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



This action aims at equipping education and training systems to face the challenges presented by the recent sudden shift to online and distance learning, including supporting teachers to develop digital competences and safeguarding the inclusive nature of learning opportunities.

Application deadline (yyyy-MM-dd hh:mm:ss): 2020-10-29 11:00:00 (Brussels, Belgium Time 12:00:00)

Apply




## Sharing application

You can share the application with one of the contact persons specified in the section Participating Organisations, or you can add an e-mail of another person. Please note that any person accessing the form will need an EU login account for the email you have entered.

- Click **Sharing** in the vertical menu on the left
- Click **SHARE APPLICATION**
- Select **Permission Level**
- Select one of the contact persons from your Participating Organisations or enter the an email of an external person
- Add a message (no mandatory)
- Click **SHARE**

Please note that person(s) that you shared your application with will be able to read or edit it (depending on the permission level you granted), however, **they do not have the option to submit.**

## 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.
9. **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](#).

## Narrative part:

### 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 (see image on page 15 of this handbook). 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 (Innovation or Exchange of Good Practices).



**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 December 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'.

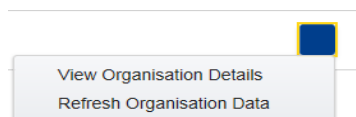
## Participating Organisations

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 'View Organisation Details' by clicking on the 'legal name' or by clicking on:



- **Applicant Organisation Details**

Please click on "**legal name**" to expand the applicant organisations details and gain access to other fields.

- **Profile**

**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 'Applicant Organisation Details' and 'Profile' will be pre-filled using the information submitted on the Erasmus+ and European Solidarity Corps Platform. If there are any changes to the information originally provided, you would need to amend this on Erasmus+ and European Solidarity Corps Platform 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 be rejected. 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 remaining duration of the project. We strongly recommend that the contact person for the application is different from the Legal Representative.

We strongly recommend listing the maximum, i.e. three (3) 'contact persons' per participating organisation.

- **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).**

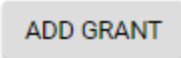

Include all relevant information in this section such as who the people running the project will be. You should also include measures put in place in case the people in charge of the project leave their roles.

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?**

Explain any previous experience the organisation has encountered and how this can contribute and facilitate towards the new project.

**Has your organisation participated in a European Union granted project in the 3 years preceding this application?**

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 field of School Education 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). However, it is important to note that Partner Countries can only be involved in a Strategic Partnership if they will bring significant added value to the project.

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 which is located on the right hand side.

As with the 'Applicant Organisation' you will need to input a OID number which will populate the organisations details. You will have to select the 'type' of organisation, add a legal representative and up to three 'contact persons.'

**Useful tip:** You will need to provide a signed **partner mandate** for each member of the partnership at application stage. Please note that due to the exceptional circumstances digital signatures and have been permitted. For more information refer to page 35, article Annexes.

- **Background and Experience**

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.

## Project Description

### Priorities and Topics

**Please select the most relevant horizontal or sectoral priority according to the objectives of your project.**

Note, that the default horizontal or sectoral priority which is most relevant for this type of project is automatically prefilled with 'Innovative practices in a digital era'.

**If relevant, you can select up to two additional priorities according to the objectives of your project.**

Additional two priorities can be added from the drop down menu however, this is not mandatory.

**Please comment on your choice of priorities.**

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

**Select up to three topics addressed by your project.**

As this field is mandatory, please select at least one topic from the drop-down menu that is relevant to your project aims and objectives.

## 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 necessity of the project. You can do so by including a link to a website or an annex. Be sure to explain the need for this project to work 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 aim to produce or any immediate changes you hope to affect, i.e. 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 which will increase employment prospects for the members of staff.

**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 is implementing is innovative. It is not sufficient to simply state it will be applied to a different target group, but rather you should demonstrate how the methods you will develop are innovative for the proposed target group(s) and the countries involved and how this approach/project is likely to be more affective over others.

**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 Strategic Partnership 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 detail 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 most accurate and up-to-date figure possible.

**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 individuals may face can be found on page 10 of the 2020 Programme Guide.

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

**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 list is not exhaustive):

- 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;

## Management

### Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are provided to all Strategic Partnerships based on the number of participating organisations and duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. A partnership may receive a maximum of 2750 EUR of 'Project Management and Implementation cost' per month

**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 123 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](#). Please note that individual support cannot be awarded for travel distance band 0-9KM.

**Important notes:** You will need to apply for the necessary funds on behalf of all participating organisations.

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.**

This section relates to quality assurance during the project. How will you evaluate progress against your milestones as the project progresses? Who will be the key staff, what will their responsibilities be, and what is their experience in monitoring and evaluation? Preparation, implementation, evaluation and dissemination will need to be completed by the project end date. Please list appropriate monitoring and evaluation activities, including methods, tools and staff with appropriate skills and knowledge to conduct these activities that will be undertaken at critical stages in the project. Demonstrate how these activities will ensure successful project delivery and measure how the needs

have been addressed, along with appropriate learning outcomes and impact measures. Please explain why it is relevant to perform these activities daily, weekly, monthly, etc.

**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?**

This relates to the evaluation of results and outputs. How will you measure the success of your project? What key quantitative and qualitative indicators of achievement will you put in place to measure progress against your overall objectives and targets? What monitoring and evaluation activities will you undertake to check that you have reached your targets? And who will be responsible for this? If you have not yet developed your indicators, you should say how you will do so. The proposed methodology should be realistic and appropriate for producing the expected results. How will consistency between objectives, activities and results be measured? Are the proposed activities the most appropriate to address the project aims and objectives?

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

Please list the possible key risks that could occur during the project (related to context, nature of the activities planned, participants' needs etc.) with a control measure proposed to minimise the likelihood and/or impact of the risk. Measures to ensure good cooperation, such as partnership agreements or codes of conduct, may be outlined here and you should note any agreed process for mediating disputes or disagreements.

When preparing your application, please consider any alternative arrangements or contingency plans that the partnership might need to put in place to mitigate the impact of the Covid-19 outbreak on the implementation of your project.

## Implementation

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

Please provide details as to how the activities will allow the partnership to successfully achieve innovative results in its field. You should make clear how the methods and 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 page 125 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, for impact and dissemination purposes.

**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.**

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 specified days, 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. 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.

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 only the Intellectual Output and no other area of the project.

## Multiplier Events

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 125 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.

### Multiplier Event Details

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.

## 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.

**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.

### 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.

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 are eligible. Please refer to page 127 of the 2020 Programme Guide for further information.

Complete each activity table as indicated:

**Field** - select 'SCH' for School Education

**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

**Duration** (months)

**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:** These 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, i.e. minors with little experience abroad), in order to ensure protection and safety as well as effective during the mobility experience.

A full definition of an Accompanying Person can be found in the 2020 Programme Guide, page 324.

**Group Budget (Group of Participants 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](#). Please note that individual support cannot be awarded for travel distance band 0-9KM.

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 pages 123 and 127 of the 2020 Programme Guide for more information in regards to 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. Please note that individual support cannot be awarded for travel distance band 0-9KM.

**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

Individual Support is calculated on a unit cost basis 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 calculated

**No of accompanying persons,**

**Duration per accompanying person (days)**

**Grant per Accompanying person and**

**Total (for accompanying persons):** these are automatically calculated.

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

### ▪ 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.**

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?**

Ensure that you address the points above in answer to this question, providing full details of how you will ensure the recognition and/or validation of the learning outcomes of participants.

## Timetable

**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

In this section, you may request budget for types of expenses that are funded based on their actual cost. For more detailed information on what can be supported, please consult the Programme Guide or request advice from your National Agency.

### 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.

### 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.

**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?**

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?**

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?**

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 is essentially communicating the project outcome and successes to ensure that the results are conveyed as widely as possible.

Dissemination and use of project results is an important focus of Erasmus+ (as per 2020 Programme Guide pages 318) as well as a contractual obligation. 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 the 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 remember 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

Providing a Project Timetable Spreadsheet (template can be downloaded from the Erasmus+ website) is recommended by the UK NA's assessors, however, this is only optional.

Ensure that all documents specified in the checklist are uploaded 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 uploaded 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 contact us at: [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

**Please note:** Whilst normally the Declaration of Honor and Partner Mandates annexes must be signed with wet signatures and stamped, due to the exceptional circumstances digital signatures and stamps have been permitted. In the absence of an electronic stamp, please state in the document that such format isn't available at your organisation.

An “electronic signature” may be a scanned signature and locked pdf signature or other form of secure signature. **It cannot be a typed signature.** For more information please refer to your institution’s internal policy on digital signatures.

## Checklist

Before submitting the application to the UK National Agency please ensure that you have correctly completed all relevant fields in the application form and that you have attached mandatory documents.


### 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 our [website](#).

## 11. 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.
3. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.
4. 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.

5. 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 29<sup>th</sup> October 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.

## 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.

## 12. 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 [erasmus@britishcouncil.org](mailto:erasmus@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 PIC number
  - Your Form ID Number (which can be found on the top right-hand corner of your application form)

More information on the submitting an application can be found [here](#). Under section 3 entitled '[Late submission of the application](#)', you can find details of the submission procedure in place if you are unable to meet the deadline **due to a technical error**.

Please note: It is not normal practice for the National Agency to accept late applications. We therefore recommend that organisations aim to complete and submit applications well in advance of the deadline.

## 13. Additional Support and Next Steps

### 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.

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.

The UK National Agency appoints 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.

## Contacting us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 2 application. You can contact us on [Erasmus.schools@britishcouncil.org](mailto:Erasmus.schools@britishcouncil.org) from Monday to Friday between 10am and 4pm.

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