

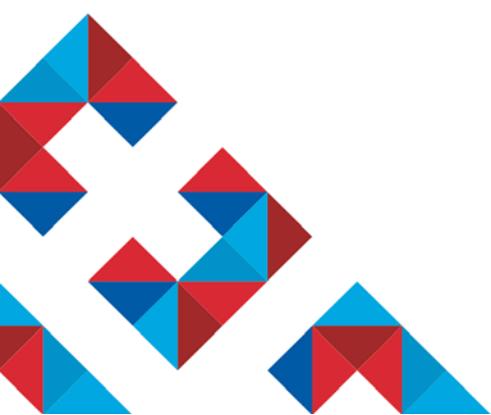
2020 Key Action 3 (KA3)

Youth Handbook

For Key Action 3 Youth Dialogue Beneficiaries

KA347

Version 1: 28 October 2020



This handbook is a guidance document for the management of Key Action 347 projects. This handbook is designed to provide information to support your Grant Agreement, including all associated annexes and the [2020 Programme Guide](#). Your **Grant Agreement** and the **2020 Programme Guide** are the primary documents you should refer to and need to comply with.

Should any information in this handbook differ from either the Grant Agreement or the 2020 Programme Guide, the content of the Grant Agreement, its annexes, and the Programme Guide will take precedence.

If you have any queries or feedback about the content of this Handbook, please contact erasmus.youth@britishcouncil.org.

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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. Coronavirus guidance

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

3. General

Key Action 3 promotes the active participation of young people in democratic life and fosters debate around topics centred on the themes and priorities set under the EU Youth Strategy and its dialogue mechanisms. This Action promotes active participation of young people in democratic life in Europe and interaction with decision makers.

For more information about Erasmus+ and Key Action 3, please refer to the following sections of the [2020 Programme Guide](#):

- General Information about the Erasmus+ Programme Pages 5 – 24
- Key Action 3 Youth Overview Pages 191 – 199
- Dissemination- a practical guide for beneficiaries Pages 312 – 318
- Glossary of Key terms Pages 318 – 32

This Operational handbook only applies to KA347 projects.

3.1. GDPR Compliance

For the purposes of the Data Protection Legislation, the European Commission – Department for Education is the Controller, the Processor is the UK National Agency and the beneficiary is the Sub-Processor.

All personal data contained related to the implementation of an Erasmus+ project shall be processed in accordance with:

- National legislation by the NA, in particular the UK Data Protection Act 2018;
- in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (and/or such law(s), regulation(s) and secondary legislation as may transpose the General Data Protection Regulation into the domestic law of all or any part of the United Kingdom), and repealing Directive 95/46/EC as from its entry into force on May 2018;
- the Data Processing Clauses as set out in Annex VIII of the Grant Agreement.

For more information please refer to the Grant Agreement – Special Conditions – Article I.14, the Grant Agreement – Annex VIII and the [2020 Erasmus+ Programme Guide](#) - Data Protection article.

4. Grant Agreement Issuing and Signing

4.1 Payment Conditions

The aim of the pre-financing payment is to provide the beneficiary with a float.

A first pre-financing payment of the organisations agreed grant amount will be made 30 days after the UK National Agency has countersigned the grant agreement which has been signed by the nominated legal representative as listed on the grant agreement and returned to the UK National Agency.

4.2 Bank Accounts and Currency

All payments to organisations are made in Euros. Organisations must ensure that its designated bank account can receive payments in euros. The UK NA is not responsible for any delay or exchange rate losses caused as a result of the organisations bank account's inability to receive such

payments (please also see the information on Annex VII: Bank Details Form in section 4.4. Grant Agreement and Annexes below).

The beneficiary with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C section of the Official Journal of the European Union, determined over the corresponding reporting period ([available here](#)).

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its [website](#), determined over the corresponding reporting period.

The beneficiary with general accounts in euros must convert costs incurred in another currency into euros **in accordance with their usual accounting practices**.

Any conversion into euro of costs incurred in other currencies must be made by the beneficiary at the monthly exchange rate established by the Commission and published on its website applicable on the day when the bank account of the beneficiary is credited.

4.3 Grant Awards

The Grant Agreement details the payment and reporting arrangements for the project. Grant recipients may not benefit from any other EC funding for the same activity.

The Erasmus+ grant is intended to co-finance mobility activity. Under no circumstances may the grant give rise to a profit. Please see page 256 of the [2020 Programme Guide](#) for further information.

Amendments to agreements must be requested in writing.

Please note that if information contained in this handbook differs from that in the Grant Agreement, then the Grant Agreement will take precedence.

4.4 Grant Agreement and Annexes

The Grant Agreement (Special Conditions) is split into several sections and annexes:

- **Annex I: General Conditions**

The General Conditions provide an overview of the obligations of beneficiaries. They can be found on the Erasmus+ website.

- **Annex II: Description of the project, Estimated budget of the project; list of other beneficiaries**
- **Annex III: Financial and contractual rules**

This annex provides information on the financial and contractual rules surrounding the Grant Agreement. It is the responsibility of the beneficiary to read this information and to ensure compliance.

- **Annex IV: Applicable Rates**

This annex defines what rates are applicable to each budget category.

- **Annex VII: Bank Details Form**

This must be submitted at Grant Agreement countersigning, even if no changes have been made to the institutional bank account. This will ensure that the UK NA makes all payments to the correct account.

The form should be signed by someone legally authorised to sign on behalf of the organisation. Alternatively, this form can be completed on letter-headed institutional paper and submitted to the UK NA. There are further signing instructions provided with this annex and they should be consulted prior to the submission of your Bank Details form.

Your grant agreement impels the UK NA to make payments into the bank account detailed in annex VII. If your organisation's bank account changes during the implementation of your project, then you must complete and submit a new annex VII Bank Details form to the UK NA. If your organisation has multiple Erasmus+ projects running concurrently you may need to submit a new annex VII Bank Details form to the UK NA for each live project.

- **Annex VIII: GDPR Multi Beneficiary UK National Agency Processor to Sub-processor Contractual Governance**

This annex sets out the contractual governance that manages the data that is exchanged between the UK NA and the beneficiary.

Important: Please ensure that you check your Grant Agreement to confirm that the correct details have been listed for the legal representative and contact person for the project. If the legal

representative or contact person for your project has changed since the submission of your application, you will be required to update the UK NA. It is recommended that this is done at your earliest convenience so that any potential delay to the countersigning of your Grant Agreement is minimised.

4.5 Signatures

An original paper copy of the grant agreement between the NA and the organisation must be signed with original signatures and kept in hard copy. For 2020, electronic signatures are permitted due to the exceptional circumstances of the Covid-19 pandemic.

4.6 Dissemination

By signing the Grant Agreement with the UK NA, the organisation accepts that their information may be published on the [Erasmus+ Funding Results webpage](#).

Information on the use of the European Union emblem can be found in Article II.8 of the Grant agreement General Conditions and is also published on the UK NA Promotion and Dissemination website.

The preferred option to communicate about EU funding is to write “Co-funded by the European Union”, next to the EU emblem on the communication material where the EU emblem is used. The positioning of the text in relation to the EU emblem is not prescribed in a given way but the text should not interfere with the emblem in any way. The beneficiary may use the Dissemination Platform as per the EC’s instructions

5. Project Activities

5.1 Period of Activity

The project duration is between 3 and 24 months as specified in your organisation’s application form and grant agreement. All project activities must be completed by the project end date as specified in article 1.2.2 of the grant agreement. If the grant agreement has not been signed by both parties (the NA and the organisation) prior to activity taking place, the organisation will be fully responsible for any risks that may arise from such activity (as with any activity that takes place outside the terms of the agreement).

5.2 Making Changes to your Project

Your 2020 Key Action 3 Project has been approved by the UK National Agency based on the information provided in your original grant application. If you need to make any changes to your project, you should notify the UK National Agency immediately, and **before any changes are implemented.**

You should note that the UK National Agency is not obliged to approve changes to your project. As such, you should not action any changes until you have received written confirmation from the UK National Agency. Should you proceed with these changes before receiving authorisation to do so the UK National Agency has the right to request repayment of the corresponding part of you grant.

Change of project contacts and legal representative

Should you need to make any changes to your project's contact person or legal representative, please notify us via [email](#) and we will provide you with further guidance on how to do this.

Amendments to your project

Any request for amendment must be made in writing using the change request form which accompanied your grant agreement and be received by the UK National Agency in good time. We require at least one month's notice before the intended implementation of the changes in order to allow sufficient time for approval. The UK National Agency is unable to process an amendment request during the last month of your project activity; this is in accordance with the European Commission's guidance. You should therefore ensure that your project is on track and that no changes need to be made in the final stages of your project.

In order to make a change to your project, you will need to fill out a contract amendment request form which can be requested via email erasmus.youth@britishcouncil.org

6. Covid-19 Specific Measures

In light of the exceptional circumstances created by the COVID-19 pandemic, the European Commission has introduced a series of flexibility measures, taking into consideration the specificities and target groups of each supported activity. Please also refer to the 2020 addendum to the grant agreement for KA3 Projects. These are detailed below

- Where possible, encourage a delay to the start of the activity to a later date to let the situation improve, to the extent that the project duration allows.
- When possible, propose a blended mobility approach, i.e. to start with a period of virtual mobility, to be combined with a physical mobility with a minimum duration as set in the [2020 Programme Guide](#).
- In case of a force majeure situation, the duration of the physical mobility period can be reduced or cancelled and be replaced by an extension of the virtual mobility period.
- Periods of interruption between the virtual and physical mobility periods are allowed, provided that the activity is carried out within the mobility project duration.
- For the days of you hold a virtual mobility, the beneficiary organisation receives 35% of the unit costs corresponding to Organisational Support
- If the physical mobilities period starts, the beneficiary organisation is entitled to receive the full unit for Organisational Support for the activity period and is also entitled to the grant for travel costs. If no physical mobility takes place, organisations are not entitled to receive the grant for travel costs.
- Identification and recognition of learning outcomes should cover all activity whether conducted by virtual or physical means.
- If duly justified and documented, beneficiaries can cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual and blended mobility activities, even if no funds were initially allocated to the Exceptional costs budget category. These must be funded by budget transfer from unspent funds in other budget categories – it is not possible to claim any additional budget for your project. **Please contact us at erasmus.youth@britishcouncil.org before making any transfers into this category, as we will need to carry out an eligibility check of any proposed costs.**

- If duly justified and documented by the beneficiary, NA's may also consider eligible any special needs support claimed in order to allow the participation of participants with special needs in virtual activities, under the same rules as specified in the [2020 Programme Guide](#). These must be funded by budget transfer from unspent funds in other budget categories – it is not possible to claim any additional budget for your project. **Please contact us at erasmus.youth@britishcouncil.org before making any transfers into this category, as we will need to carry out an eligibility check of any proposed costs.**

7. Budget Management

An Erasmus+ grant is an incentive to carry out a project which would not be feasible without European Union (EU) financial support and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant. The Erasmus+ UK National Agency cannot grant additional funds to projects after the initial allocation of funds and issuing of your organisation's Grant Agreement.

7.1 Unit Costs and Actual Costs

While your project has been awarded a 'maximum grant amount', this does not necessarily mean that the project will be entitled to receive this full sum. Erasmus+ grants are made up of a combination of unit costs and actual costs. Your project will only be eligible for unit costs and actual costs for activities that are realised. Annex III of your Grant Agreement details each budget category as an underlined heading. For each budget category, Annex III provides information on the following:

A. The calculation of the grant amount

This information details how costs for that individual budget category is calculated.

B. The triggering events

This information details what needs to happen in order for your project to be eligible for each cost.

C. Supporting documentation

This information details what a project needs to keep as evidence to show that the triggering event actually happened.

D. Reporting

This details the information you are required to input into Mobility Tool+.

It is important to remember that a project will not be eligible for a unit cost if a triggering event does not occur, or a project does not retain the correct supporting documentation as detailed in its grant agreement.

7.2 Travel

Travel is a contribution to the travel costs of participants (including accompanying persons) from their place of origin to the venue of the activity and return. This budget category is based on the distance travelled per participant and is defined as the cost of the entire journey from the UK point of origin to the host destination (and return), including transfers. Travel distances are always calculated using the [Distance Calculator](#) supported by the European Commission. **Please note that travel can only be claimed once per mobility.**

Travel is calculated according to rates published by the European Commission but will be automatically calculated on Mobility Tool+.

Please note you will need to collect and keep evidence of travel as this will be required at final reporting stage. If travel is paid for via a pre-paid card system such as Oyster or other similar systems, you must obtain and retain documentary evidence of the journey undertaken immediately after the journey has taken place. Please be advised that any travel claims made in your final report for which you do not have acceptable evidence may not be paid.

7.3 Organisational Support

This budget category is to be used as a contribution to all other costs directly linked to the preparation, implementation and follow-up of the activities. Organisational Support is calculated on a unit cost basis, per participant per day of activity. It will be automatically populated in Mobility Tool+ and is based on the country of destination and duration of the stay. The daily amounts which can be awarded per receiving countries are listed in Annex IV Applicable rates.

7.4 Special Needs Support

Special Needs Support is the budget category to help fund the additional costs directly related to participants with disabilities and accompanying persons.

You would have needed to apply for Special Needs Support at application stage and this funding cannot be awarded retrospectively. Where costs have been incurred for participant(s) with disabilities, you will need to report the actual costs in Mobility Tool+. The UK National Agency will reimburse 100% of eligible costs. At final reporting stage you will be required to provide invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, as well as the amount, currency and date.

8.1 Exceptional Costs

Any grant awarded under Annex II for Exceptional Costs can be used as specified in your approved application. Examples may include costs linked to (online) consultations, opinion polls of young people, dissemination activities and costs to support the participation young people with fewer opportunities, visa and visa-related costs, residence permits, vaccinations, medical certifications, and expensive travel cost of participants (subject to additional funding rules).

For Exceptional costs you need to report the actual costs incurred in Mobility Tool+. The UK National Agency will reimburse 75% of eligible costs. For expensive travel costs this would be 80% including cases where the participants opt for cleaner, lower carbon emission means of transport (e.g. train), which result in expensive travel costs of eligible costs and for all other costs 100% of eligible costs, as per page 196 and 198 of the [2020 Programme Guide](#).

Please note that these costs would have needed to be justified in the application form and agreed at this stage and cannot be awarded retrospectively.

At final report stage you will be required to provide original invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, the amount, currency and date.

8. IT Tools

8.1 Mobility Tool (MT+)

Mobility Tool+ is the online management and reporting system developed by the European Commission for all Erasmus+ projects. It is a contractual requirement for all projects to report

their project activities in Mobility Tool+. Mobility Tool+ can also assist you with managing your budget throughout your project lifecycle.

It is advised to keep Mobility Tool+ up to date as your project progresses. Final Reports are also completed in Mobility Tool+. Whilst you are able to view and edit the final narrative report, you should not press submit until after the project end date. Mobility Tool+ can be accessed via the link [here](#). In order to log into you need to have an EU Login account.

The lead contacts and legal representatives for your organisation will automatically have access to Mobility Tool+, using the email address we have listed for them in our database. You will be able to log in once you have registered for an EU Login account that is linked to your email address. Once logged in, you can add additional contacts to assist with the reporting of the Erasmus+ Project.

For more guidance on the tool please read the [MT+ Guidance for Beneficiaries](#).

8.1 Organisation Registration System

From 22 October 2019, organisations participating or wishing to participate in the Erasmus+ or European Solidarity Corps actions managed by a National Agency are required to manage their organisation's information through a new organisation registration system.

The [Organisation Registration System](#) is your entry point for the electronic administration of EU-funded projects under programmes, such as Erasmus+. It is open to beneficiaries managing their EU grants to view and edit their organisational data, such as bank details or LEAR (Legal Entity Appointed Representative). A LEAR can, for example, be an administrative staff with access/rights to keep the ORS up to date, so please do not mistake this with Legal Representative.

The 8-digit OID, which is prefixed with an E, is obtained and managed through the Organisation Registration System. When the contact person leaves the organisation without appointing another person, the access to update the OID is lost. An organisation can always request a password reset; however, this only works when the person forgets the password. If the person left the organisation, in most cases, the organisation does not have access to the email address any longer so a password reset will not help. Therefore, it is recommended for each organisation to have at least two people with access to OID to ensure there is a backup.

For more information please visit the Organisation Registration System [here](#)

9. Beneficiary Final Report

All beneficiaries are required to submit a Final Report in Mobility Tool+ within **60 days** of the end date of the project. Lead organisations must enter activities and budget information about their project in Mobility Tool+ as the project progresses. Organisations can then begin completing the narrative report. Organisations are required to submit the final report via Mobility Tool+ in order to receive your final payment. You will also be required to upload scans of the declaration of honour and also the invoices for Special Needs Support and Exceptional Costs (if applicable).

Once submitted, your final report is assessed, and the outcome of this assessment determines the amount of your final payment. The outcome of this assessment may result in the UK NA seeking a repayment of funds already granted if the final report does not pass the required quality threshold (see your grant agreement for more details). The UK NA will always seek to maximise the total grant payable; however, this is on the basis of a good quality and accurate final report. Therefore, that it is important that you submit the best final report possible. You should ensure that you report accurately the activities and travel that took place during the implementation of your project (including preparation, monitoring and support, evaluation, and dissemination), and the project results and outcomes. Your narrative should include figures, statistics, and examples drawn from your project and cannot be copied and pasted from your original funding application. In terms of your budget information you should accurately report travel distances, days of activities, etc. The UK NA understands that the activities implemented may not exactly match what was indicated in your funding application. When processing the final report, we will identify and implement budget transfers in order to maximise the grant payable to you.

10. Converting currency

It is only necessary to convert costs for reporting that are incurred under the budget categories based on real costs, namely Special Needs Support and Exceptional Costs. All reporting takes place in Euros.

Any conversion into Euros of costs incurred in other currencies must be made by the beneficiary at the month exchange rate found [here](#) applicable on the day when the bank account of the beneficiary is credited. You should indicate the rate you have used on any invoices you have had to convert.

All payments are made in Euros, the UK National Agency is not responsible for any delay caused as a result of a company's bank accounts inability to receive payments in Euros.

More information in regard to exchange rates can be found in Article I.4.9 of your grant agreement.

11. Project start and end dates

All Erasmus+ project activities must take place between your project start and end dates. Your project start and end dates can be found in your Grant Agreement (Article 1.2.2). Any activity (e.g. mobilities or trips, including travel days) that falls outside of the project start and end dates will be deemed ineligible for funding. Please refer to section 2 "Making changes to your project" if you think you might need to amend your project dates in advance.

12. Health and Safety and Safeguarding

It is a contractual requirement to ensure that participants work in a safe and healthy environment. It is essential that your organisation considers and cover all aspects of participants' health and safety from the start of the project and throughout the participants' involvement in the project. The UK National Agency recommends that you follow your organisation's health and safety procedures and are fully aware of the health and safety procedures of the hosting organisation.

12.1 Risk Assessments

As some Key Action 3 Erasmus+ activities are transnational, sending organisations and participants should regularly consult the travel guidance published by the Foreign Commonwealth & Development Office before travelling. You can search for travel advice via the link [here](#).

Risk assessments should be completed for host organisations, accommodation, travel arrangements and any other areas you deem appropriate. A good risk assessment will help avoid accidents and aid the smooth running of the project. The UK National Agency recommends that you follow the risk assessment procedures used within your organisation. Further information on risk management and how to conduct a risk assessment can be found on the UK Government's Health and Safety website [here](#)

12.2 Insurance

You should establish whether the host organisation has insurance that covers participants during their mobilities. In cases where existing insurance does not provide this type of cover, you should ensure that additional insurance is taken out for the period of the activity.

The UK National agency does not define a unique format of insurance, nor recommend specific insurance companies; this is to be decided by the sending organisation/institution. However, we strongly advise that you have medical and travel insurance for the duration of your time abroad, including travel to and from the UK.

12.3 Safeguarding

Safeguarding can refer to either a person or mechanisms in place to ensure protection against danger, damage, injury, etc. When working with young people and/or vulnerable people it is particularly important that you have safeguarding policies in place. You should have accompanying persons (who have been vetted as appropriate) in place for any minors and/or vulnerable people. Further information about safeguarding is available from the UK government's Disclosure and Barring Service [here](#)

12.4 Child Protection

Youth key Action 3 projects may involve the participation of young people under the age of 18, either domestically or transnationally. It is the responsibility of all organisations within the partnership to ensure that all minors participating in activities are protected. Please ensure that your organisation, and any partners who are also participating in the project (if any), have written and robust policies and procedures which comply with all the relevant UK legislation for ensuring and managing child protection.

You will have been required to sign a declaration confirming that your organisation, and its partners, have policies and procedures in place before the UK NA issued your grant agreement to you.

13. Selection of Participants

Sending organisations are responsible for selecting participants to undertake mobility activities. The selection process must be fair, transparent, coherent and documented and should be made available to all parties involved. The profile of participants must correspond to the eligibility criteria set out in the [2020 Programme Guide](#)

14. Validation

It is important that the young participant's non-formal learning that is gained through their involvement with the project activities is recorded and validated. Validation through Youthpass or Europass is strongly recommended (see below) but other methods, such as Europass or certificates of achievement created by the participating organisations, may be an acceptable alternative **however** you will be expected to strongly justify and evidence use of appropriate non-formal learning methods and significant impact arising from the use of alternative methods in the project's final report.

14.1 Youthpass

You must ensure that you inform all the participants involved in the project about their right to receive a Youthpass certificate, this is a condition of your grant agreement. Youthpass identifies and documents the non-formal and informal learning outcomes gained during the project. It is recommended to embed Youthpass in the learning content from the start of the project and during the project activities as a tool to help participants to become more aware of, reflection and assess their learning process. For further information on Youthpass visit the website [here](#)

15. Dissemination

Dissemination of results is one of the crucial areas of the Erasmus+ Programme, and as such there is a whole section in the [2020 Programme Guide](#) dedicated to dissemination. You can find specific information about Dissemination in **Annex II Dissemination and Exploitation of results- A Practical Guide for Beneficiaries** (Pages 312 to 317).

15.1 What is Dissemination?

Dissemination involves spreading the word about your project's results, successes and outcomes as far as possible. Dissemination is an essential part of all Erasmus+ funded projects and should raise awareness about your project, its activities and highlight the outcomes of the project. Participants, beneficiary organisations and host organisations should all be included within the project's dissemination activities. You should refer to the dissemination plan outlined in your application form, which should cover why, what, how, when and to whom and where the dissemination of results will take place.

Dissemination should be considered throughout the project, should be linked directly to the project's evaluation process and should take place during and after the project end date. Dissemination consists of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results).

Projects that produce good results on a participant level and on a wider scale may be used as case studies on the Erasmus+ website and in other media. This can be another way of disseminating the results and impact that your project has on the participants, organisation and wider community. If possible, it would be beneficial not only to send written information to us, but also photographic evidence and/or videos of the participants on placement. Please ensure that the participants have given their consent for their images to be used.

Tangible results may include:

- An approach or model to solve a problem;
- A practical tool or product such as handbooks, curriculum, e-learning tools;
- Research reports or studies;
- Good practice guides or case studies;
- evaluation reports;
- recognition certificates;
- Newsletters or information leaflets.

Intangible results may include for example:

- Knowledge and experience gained by participants, learners or staff;
- Increased skills or achievements;
- Improved cultural awareness;
- Better language skills.

16. Impact

Impact is the effect the activities of your project and its results have on people, practices, organisations and systems. Benefits to stakeholders could also be considered in order to make a bigger difference and get the most from the project. The impact assessment is an essential part of the process of assessing the success of your project. It looks to evaluate achievements and

generates recommendations for future improvements. Questionnaires, interviews, observations and assessments could be used to measure the impact.

The UK National Agency has developed the Impact+ Exercise to help applicants and projects think about what their impact could be and measure it. To find out about the Impact+ exercise please see the website [here](#).

Defining indicators relating to the different project activities should be clear at the start of the project and part of the overall dissemination plan.

Impact examples could be:

- New Youth related policies, or amendment to existing Youth related policies, arising as a result of the project
- Gaining commitments to future action from policy makers or other key influencers on topics identified by the young participants as their priorities
- Positive changes to individual circumstances of young people, such as gaining employment or securing a place on a college course or other training as a result of involvement in the project
- Positive changes to individual circumstances of policy makers or staff of organisations participating in the project
- Improvements in the organisational and working capacity of organisations participating in the project.

17. Erasmus+ Project Results Platform

The Erasmus+ Project Results Platform is a dissemination platform developed by the European Commission for Erasmus+. It offers a comprehensive overview of projects funded under the programme and highlights best practices. It is not a contractual requirement to upload the results of

your project to the tool, but we recommend it as a form of dissemination.



17.1 Using the Erasmus+ Logo

You must use the European Commission's Erasmus+ logo and associated wording for any project outputs and promotional materials and publicly acknowledge the support received from the EU. This is an obligation of your grant agreement and your final payment may be affected if you do not adhere to it. The preferred option to communicate about EU funding is to record "Co-funded by the European Union" next to the EU emblem on the communication material where the EU emblem is used. The guidelines for this can be found [here](#)

18. Monitoring

The UK National Agency may visit your organisation during the project's lifetime. UK National Agency representatives will check that your organisation is delivering the project to specifications detailed in your application form, your contract and to the requirements outlined in the [2020 Programme Guide](#). The visit aims to support beneficiaries and it is an opportunity for you to take stock of the project achievements and review your progress against the objectives. It could also be used to gather and disseminate good practice examples.

Monitoring visits will explore examples of good practice that you have developed, which other projects might benefit from. The information gathered during the visit will feed into our work in monitoring the progress of the programme in the UK as a whole and will be used to inform reports

produced for UK Department for Business, Innovation and Skills as well as for the European Commission.

Desk checks

A desk check is an in-depth check of support documents at the UK National Agency offices that may be conducted at or after the final report stage. Upon request, the beneficiary must submit to the UK National Agency the support documents for all budget categories.

On-the-spot checks during the project

A random sample of projects will be subject to an “on the spot” check that can be undertaken during the project implementation. This check is undertaken during the implementation of the project in order for the UK National Agency to verify directly the reality and eligibility of all project activities and participants.

On-the-spot check after completion of the project

This check is undertaken after the end date of the project and usually after the final report check. In addition to providing all supporting documentation, the beneficiary must provide access to the UK National Agency to the recording of project expenses in the beneficiary accounts.

19. Additional support

19.1 Keeping us up to date

We will be in contact with you throughout the duration of your project. It is important therefore that you keep us informed of your most up-to-date contact information for the contact person and legal representative you detail in your application form. Please let us know via email if your project legal representative or the appointed contact person for your project changes, if they leave your organisation, or their contact details change. You should also let us know if your organisation bank details change at any time, or you would like to propose changes to your project or project activities. You can contact the UK National Agency at erasmus.youth@britishcouncil.org.

Please quote your project reference number in all emails.

19.2 Contacting Us

The Erasmus+ Team is on hand to help you with any queries you may have. You can contact us by phone via +44 (0) 161 957 7755. Our helpline is open Monday to Friday, 09:00 am – 17.30 pm (UK time & excluding public holidays). You can also contact us via email at: erasmus.youth@britishcouncil.org

20. Social Media

Keep up to date with the Erasmus+ programme by connecting with us through our social media channels. We advertise events, deadlines and further information through the following channels:



Sign up to our newsletter www.erasmusplus.org.uk/subscribe-to-our-newsletter



Follow us on Twitter: @erasmusplusuk / www.twitter.com/erasmusplusuk



Like us on Facebook: www.facebook.com/ukerasmusplus



View our YouTube channel: www.youtube.com/erasmusplusuk

Useful Links

- [UK National Agency website](#)
- [Mobility Tool+](#)
- [Organisation Registration System](#)
- [Mobility Tool+ Guidance](#)
- [Erasmus+ Projects Results Platform](#)

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