

ERASMUS 

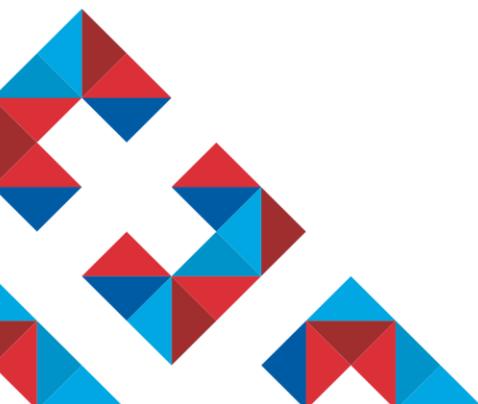
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Erasmus+ Guide for 2017 Applicants

Key Action 2 Strategic Partnerships for Schools Only

Deadline: 11am (UK time) on 29 March 2017

Version 1, 09 January 2017



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

This document is version 1 of the guidance notes for the 2017 Call for Key Action 2 Strategic Partnerships for Schools Only.

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

Any previous documents relating to the 2014, 2015 or 2016 Programme Guide should be ignored for the 2017 call.

Overview of changes to the application guidance

This document is version 1 of the 2017 Key Action 2 Strategic Partnerships for Schools Only. 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

Overview of changes to the application guidance	3
Who is this guide for?	7
PLAN PLAN YOUR PROJECT	8
Introduction to Strategic Partnerships	8
Eligible lead (applicant) organisations.....	9
Horizontal and sectoral priorities.....	9
Project duration	10
Finding partners and Erasmus+ opportunities.....	12
School Education Gateway.....	12
eTwinning.....	12
PREPARE TO APPLY	14
Understand the call project budget structure.....	14
Register your organisation on ECAS and obtain a Personal Identification Code (PIC).....	14
Upload Financial Identification Form and Legal Entity forms to PIC on ECAS	15
Understand the assessment criteria.....	15
Organisational and financial capacity.....	16
What is organisational capacity?	16
What is financial capacity?	16
What kind of bank account does my organisation need to receive Erasmus+ funding?	17
COMPLETE THE APPLICATION.....	18
The application eForm.....	18
Adobe Reader requirements.....	18
Downloading, saving and validating the form.....	18
Technical information - filling in fields	19
Submitting the application to the UK National Agency	19
Best practice.....	21
A. General Information	21
B. Context	21
B.1. Project Identification	22
B.2. National Agency of the Applicant Organisation	22
C. Priorities	22
D. Participating organisation(s)	22

D.1. Applicant Organisation.....	23
D.1.1. Profile	23
D.1.2. Background and Experience	23
D.1.3. Legal Representative	24
D.1.4. Contact Person.....	25
D.2. Partner organisation	25
E. Description of the project	26
E. 1 Participants.....	27
F. Preparation	28
F.1. Project management and implementation	29
Intellectual Outputs	30
Learning / Teaching / Training Activities.....	30
H. Follow-up.....	32
H.1. Impact	33
H.2. Dissemination and Use of Project Results	34
H.3 Sustainability	36
I. Budget	37
I.1. Project Management and Implementation	38
I.2. Transnational Project Meetings	38
Learning / Teaching / Training activities	39
Individual Support	41
Linguistic Support	42
Exceptional Costs (Overseas Countries and Territories Travel Costs)	42
Special Needs Support	43
Exceptional Costs	43
J. Project Summary.....	44
J.1. Summary of participating organisations.....	45
J.2. Budget Summary.....	45
J.2.1. Project Total Grant	45
K. Checklist.....	45
L. Data Protection Notice	45
M. Declaration of Honour	46
N. Annexes	46
O. Submission.....	46
O.1. Data Validation.....	47

O.2. Standard Submission Procedure	47
O.3. Alternative Submission Procedure.....	47
O.4. Submission Summary.....	48
O.5. Form Printing.....	48
ADDITIONAL SUPPORT AND NEXT STEPS	49
Support Videos and One to One Calls	49
What happens now?.....	49
Keeping us up to date.....	50
Contacting Us.....	50
Social Media.....	50

Who is this guide for?

This step-by-step guide has been produced to help UK schools complete the 2017 Key Action 2 Strategic Partnerships for Schools only application form. The 2017 Application form can be downloaded from our website [here](#).

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

- [2017 Programme Guide \(PDF\)](#)
- [2017 Programme Guide \(online version\)](#)
- [2017 Call for Proposals](#)
- [Application Guidance document prepared by the UK National Agency;](#)
- [YouTube support videos](#)
- [One to One Support Calls](#)
- [European Commission's Technical Guidelines;](#)
- [Erasmus+ Helpline](#)

Using this application guide

This guide has been split into five key sections:

1. Plan your project
2. Prepare to apply
3. Complete the application
4. Application final check list
5. Additional Support and Next Steps

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

PLAN YOUR PROJECT

Please use this section of the guide to help you plan your 2017 Strategic Partnership for Schools only project. You can also watch our 'Introduction to the call' video on [YouTube](#).

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 1998, and legislation/statutory guidance relevant at any time 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). If your application is successful, the signed Grant Agreement includes the following statement: "The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their project".

Please consider the Foreign & Commonwealth Office's (FCO) 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 and may not fund mobility in cases where the FCO advises against it. The responsibility is on the applicant to comply with FCO advice.

Introduction to Strategic Partnerships

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Public, private or not-for-profit organisation actively involved in these areas may apply for funding.

The overall programme objectives are to:

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

Key Action 2, Co-operation for Innovation and Exchange of Good Practices is all about enabling organisations to work together in order to improve their provision for learners and share innovative practices. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries.

For schools only partnerships, the primary goal is to allow schools to develop and reinforce networks, increase their capacity to operate at transnational level, and 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.

A Strategic Partnership is transnational and involves a minimum of two schools from two different Programme Countries. All participating schools must be identified at the time of applying for a grant. There is no maximum number of partners, however, the budget for project management and

implementation is capped (and equivalent to 10 partners). Applications can include multiple schools from one or each country as long as the required minimum number is met.

Eligible organisations

Only eligible Schools can apply. You can find details of eligible schools and local authorities on the [Eligible schools and authorities](#) page of the UK website. A list of other eligible organisations can be found on page 125 [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version).

One school must lead the project and make the application for funding. UK schools leading a project must apply to the UK National Agency on behalf of the partnership. The applicant school applies on behalf of all participating organisations involved in the project. Applicant organisations must be based and registered in a Programme Country.

Under Key Action 2 the same consortium of partners can only submit one application per partnership.

Important note: Please be aware that applicant organisations must be legally registered in the United Kingdom. Therefore, Sole traders, Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), Trust and Unincorporated Associations are not eligible to apply for Erasmus+ funding.

Partner schools must be established in a Programme Country (see section "Eligible Countries" in Part A of the [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version).

Horizontal and sectoral priorities

Each year the European Commission sets horizontal and sector specific priorities for Key Action 2. These are priorities that the European Commission would like Key Action 2 projects to address or target. Horizontal priorities are priorities that are applicable across all fields of education, training and youth. Priorities relevant to each particular field of education training and youth are also set each year. To be funded, Strategic Partnerships must address either:

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

The 2017 priorities can be found on page 121 of the [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version).

The Europe 2020 Strategy is an important European policy document, which you should also consider when developing your application. The ET2020 Strategy and the Bruges Communiqué are also relevant to the field of school education. These documents set out the aims and objectives of the European Union within the field of education and training. These documents may be useful to refer to when justifying the need for your project in your application. For an overview of the European initiatives in the field of school education and for links to these documents, please see the European Commission [website](#).

Project duration

Partnerships can last between 12 and 36 months. Your project start date must fall between 01 September 2017 and 31 December 2017. In all cases, projects must end not later than 31 August 2020. You must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.

Important note: If your project application is successful, all Erasmus+ project activities must take place between the project start and end date. 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 first Erasmus+ pre-financing payment if successful.

As per the [2017 Programme Guide](#), the indicative date of notification of award decision is three months from the application deadline. The indicative date for signing Grant Agreements is nine months from the application deadline. This means that your school 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.

- Your school and your partner schools's holiday calendar and the dates and availability of staff / pupils to undertake mobilities.

Please consider when staff and / or learners will be able to undertake mobilities. Will participants be able to carry out activities during work time? Will participants have to undertake mobilities in their holidays or own time? Do participants have prior commitments over the proposed Erasmus+ project dates? Will all project partners be able to meet at the same time?

- The number of activities your school plans to apply for.

Will your school 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? Do you and project partners have enough participants or capacity to undertake or complete the activities you plan to apply for?

- Evaluation and Dissemination.

Impact and dissemination are a key part of any Erasmus+ project. Will your project partnership have enough time to carry out dissemination activities and evaluations of the project? Whilst dissemination and evaluation should 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 project impact and dissemination activities. For more information about dissemination please read Annex II of the [2017 Programme Guide](#).

What are the optional activities that can be requested as part of a Strategic Partnership?

Over the lifetime of a project, Strategic Partnerships may carry out a broad range of activities. Each project will differ in size, composition and objectives. The following section provides information about the activities you can request to help your project achieve its objectives. You are not obliged to include the following activities in your project, but may choose to do so if the activities are essential to achieving the successful delivery, impact and planned outcomes. A form of unit cost contribution can be requested for each activity type. For more information about the unit cost contributions you can request, please see the budget section of this document on page 15.

Please note: Please note that 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 to necessary for the successful implementation of the project.

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.

Learning / teaching / training activities

Learning / teaching / training activities for staff and pupils 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 development experience through mobilities, you should consider a [Key Action 1](#) project. Cultural tourism activities will not be accepted as eligible activities. You must be able to clearly demonstrate how learning / teaching / training activities are vital to the success and overall objective of the project. This must be demonstrated clearly in the application form.

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. The following learning / teaching / training activities are available activity types to Schools only projects:

Type of activity	Duration
Blended mobility of learners	Five Days to two Months of physical mobility
Short-term exchanges of groups of pupils	Five days to two months
Long-term study mobility of pupils	Two to 12 months
Long-term teaching or training assignments	Two to 12 months
Short-term joint staff training events	Three days to two months

Important note: Full information about learning /teaching / training activities can be found in Annex I of the 2017 Programme Guide on page 291 [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version). Please read this information carefully before adding these type of activities to your application.

Finding partners and Erasmus+ opportunities

You can use the following websites to help you identify the most appropriate project partners if you do not have existing relationships with appropriate organisations.

School Education Gateway

The European Commission's [School Education Gateway](#) is a portal for schools to use for Erasmus+ applications and partner-finding. The School Education Gateway portal works alongside [eTwinning](#) and users can login in to it using existing eTwinning username and password details.

School Education Gateway has **three vital tools** for organisations involved in Erasmus+:

- for Key Action 1 school staff mobility activities:
 - a course catalogue for finding staff training opportunities;
 - a mobility opportunities database for finding and posting job shadowing, observation and teaching assignment opportunities.
- for Key Action 2 strategic partnerships for schools
 - a strategic partnerships area, for finding and posting partnership opportunities.

eTwinning

[eTwinning](#) is a free online community for schools in Europe that allows schools to find partners and collaborate on projects within a secure network and platform. eTwinning promotes school collaboration and school networking in Europe through the use of Information and Communication Technologies (ICT). It provides advice, ideas and tools to support schools in setting up partnerships and collaborative projects in any subject area.

In connection with a partnership project, eTwinning allows you to:

- find potential partner organisations abroad and work together with them before applying for funding, in order to improve the quality and impact of the planned projects;
- use the available project tools to implement more strategic projects and better exploit the inputs from partners;
- prepare the outgoing staff, for instance through communication with the receiving organisation (learning more about the receiving country and receiving organisation, discussing and agreeing on activities to carry out), participate in online learning events related to their mobility; and
- cooperate intensively among all schools involved during and after the project.

No formal application is required to use eTwinning, all schools need to do is register in the [eTwinning portal](#). If you need any help, have look at the [workshops and support](#) available in the UK or [contact the UK eTwinning team](#) at the British Council.

Please note: Why not arrange for an eTwinning Ambassador to come to your school and deliver a bespoke training session to you and colleagues? It's free of charge and the Ambassador would be able to fully support your school and/or local schools get started. Email the team to find out more: etwinning@britishcouncil.org.

PREPARE TO APPLY

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

Understand the call project budget structure

When completing the application form you must consult pages 68-70 of the [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version).

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

Register your organisation on ECAS and obtain a Personal Identification Code (PIC)

All organisations involved in the application must be registered and provide their basic legal and financial data in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Important Information: If your school is already registered and has a PIC number, you do not need to register it again, however, you will need to upload new legal and financial identification forms for 2017.

An organisation is only allowed to have one PIC number at one time. You can check to see if your school is already registered online [here](#).

If your school is not already registered, please use the instructions on this [webpage](#) to register your organisation(s) and upload proof of legal status and financial capacity.

Once the registration is completed your organisation will obtain a Participant Identification Code (PIC). The PIC, which is a unique identifier and is necessary for the submission of applications, will enable you to complete the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form).

Upload Financial Identification Form and Legal Entity forms to PIC on ECAS

Important Information: If your school is already registered and has a PIC number, you will still need to upload new legal and financial identification forms for 2017.

You must upload a completed Legal Entity form and a Financial Identification form for 2017, as well as supporting legal status document or bank documents to your PIC on ECAS. Without these documents, your application may be ineligible. You can download the two forms via the links below. Please select the forms in English by using the hyperlinks next to the  symbol:

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

To upload documents on the Participant Portal please follow these steps:

1. Click on the menu item "Login" top right
2. You will be guided to your personal participant portal website
3. Click in the top left in the navigation menu select "Organisations" then "My Organisation(s)".
4. If you are the LEAR for the organisation you should see your Organisation Name. Click on the small circle on the right hand side labelled MO [for Modify].
5. A new window will open. You will then need to scroll down to the Documents section and click 'Add Documents.' Choose the file that you wish to upload and you will then see the status to show that the document has been received.

Understand the 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:

- a formal eligibility check undertaken by UK National Agency staff; and
- a qualitative assessment of the application undertaken by external expert(s) who will have been selected based on their experience and knowledge of the school education sector.

The budget for this Key Action is finite. Funding decisions are made based on the quality score. Experts will assess each section of the application form against the criteria detailed on page 127 [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version).

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). Please also make sure that each answer refers to the question asked and avoid duplicating information and ensure consistency and clarity. Remember to proof read your application.

To be considered for funding, proposals must score at least 60 points out of 100. Any application scoring less than half the available points in any one of the three quality criteria will not be considered suitable for funding. For example, if an application scored 30 for relevance, 40 for quality, and 12 for impact, it would

not be successful, even though 82 is a good score overall. You must therefore make sure that your application is balanced and that attention is given to all aspects of the project. Approved projects will be ranked in terms of their overall assessment score. The programme budget will be allocated from the highest scoring project down 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 criterion. If the applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project', followed by 'Quality of project design and implementation'.

Organisational and financial capacity

What is organisational 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 [2017 Programme Guide](#).

The assessment of organisational capacity will consider:

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

The above information should be included in the application form, but 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. We 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.

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.

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 Round 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.

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.

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 kind of bank account does my school need to receive Erasmus+ funding?

All grants are paid in Euros. It is strongly recommended that your school 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 school so that we can make payments to you. If this is not possible, please [contact us](#) to discuss your options.

COMPLETE THE APPLICATION

Please use this section to help you complete and submit your 2017 Key Action 2 Strategic Partnerships for Schools only application. You can also watch our step-by-step 'completing the application form' video available on our [YouTube channel](#).

The application eForm

It is compulsory to complete the 2017 electronic application form (eForm) when applying for Key Action 2 Strategic Partnerships for Schools only funding. The eForm can be downloaded from the Erasmus+ website [here](#). Please ensure that you download the correct application form for the project type and Call you wish to apply for. Please do not try to submit an application for the 2017 Call on an eForm from 2014, 2015 or 2016.

Adobe Reader requirements

The eForm is a PDF file that 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](#). The eForm will work with some earlier versions of Adobe Reader but we recommend version 10 or above as a minimum.

Downloading, saving and validating the form

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a PDF. The form has been opened inside a web browser window. Please download the form to your PC in order to properly save the form after you have completed it.

In order to save the form on your computer or network, click on the 'Save a copy' button  in the left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any time without losing the encoded data. It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Important note: Your computer needs to be connected to the internet to complete certain functions, such as checking your PIC code and validating the form using the 'validate' button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.

Technical information - filling in fields

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey are “Pre-filled or Calculated Fields”. You are unable to manually enter information into grey fields, they will display default values, calculation results or data already inputted in other fields or tables within the application form.

If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the ‘Add’ and ‘Delete Last’ or the ‘+’ or ‘-’ buttons.

The diagram illustrates a form section titled 'C.1.2. Consortium' and 'C.1.2.1. Consortium Member'. It includes the following fields and annotations:

- Are you applying on behalf of a consortium?**: A dropdown menu with 'Yes' selected. Annotation: 'Drop down boxes can be used to select pre-set answers'.
- PIC**: A text input field with a red border. Annotation: 'Blue boxes with a red outline line are required fields'. A 'Check PIC' button is next to it.
- Full legal name (National Language)**: A grey text input field.
- Full legal name (Latin characters)**: A grey text input field.
- Acronym**: A blue text input field.
- National ID (if applicable)**: A grey text input field with a tooltip showing '[Maximum characters: 250]'. Annotation: 'Hovering the mouse over a field displays that field's maximum character limit'.
- Validate**: A button below the National ID field. Annotation: 'Use the validate button to identify any missing fields and prompt the form to make calculations as you go along'.
- Grey boxes pre-fill and cannot be edited manually in the form**: Points to the grey input fields.
- Blue boxes with no red outline are optional**: Points to the blue input field.

Submitting the application to the UK National Agency

You must submit your application online via the eForm. **Late submissions will not be accepted.** You must be connected to the internet in order to submit your application. The form will not allow you to submit if one or more of the required fields have been completed incorrectly.

To submit the application forms press the ‘Validate’ button in section P.1. Data validation. Once the form is validated successfully you should then press the ‘Submit Online’ button. By pressing submit online you are submitting the form to the National Agency.

After an attempted submission, section P.4 ‘Submission Summary’ of the form will display a table. If the column ‘Submitted’ displays ‘Yes’ then your form has been submitted successfully. You should also see your submission summary number in the ‘Description’ box. If the column ‘Submitted’ displays ‘No’ your attempt to submit has failed and you should try again. In the event that you form does not submit first time you should carefully read the description column which provide you with information to rectify the issue

preventing submission. If you are still unable to submit you must [contact us](#) as soon as possible in advance of the deadline.

Number	Time	Form Hash Code	Submitted	Description	National Agency Guidance Notes
1	2017-03-28 09:30:30 (Local Time, GMT09:30Z)	Automatically generated code	No	LOCAL-01: Adobe Reader security enabled. To allow the submission you must click the appropriate options in the yellow security warning bar at the top of the form.	<p>This is not an error with the form but an error with your computer or network security settings. The warning appears because your network or computer is identifying that the contents of the PDF file may harm your computer. This does not however necessarily mean that the PDF is dangerous.</p> <p>With Adobe Reader 8.2 & 9.3 and later, users can trust documents on-the-fly when the PDF opens. When the Yellow Message Bar appears, choose the Options button and then trust the document once or always.</p>
2	2017-03-29 09:31:30 (Local Time, GMT09:31Z)	Automatically generated code	No	LOCAL-02: Network connection error. Please verify your internet connection and try to submit again.	<p>To submit the form you will need to be connected to the internet. If this error message appears you should first check that your device has got the internet connection and then verify that the network connection is good.</p> <p>If the error message is persistent even when attempting to submit the eForm while connected to the internet, please check your firewall settings. It is likely that the firewall or network settings are preventing the form from accessing the internet and submitting online. If the problem continues to persist you should check your firewall and network settings or consult your network administrator.</p>
3	2017-03-29 09:32:30 (Local Time, GMT09:32Z)	Automatically generated code	Yes	Your submission was successful. Submission ID: 0000000	<p>The application has been submitted successfully. Please make a note of your submission ID. Save a final copy of your form to your computer and print a hard copy for future reference.</p>
4	2017-03-29 13:00:30 (Local Time, GMT13:00Z)	Automatically generated code	Yes - LATE	Your LATE submission was successful. Late submission ID: 0000000	<p>The application has been submitted successfully but after the deadline. Late applications are ineligible and will not be accepted.</p>

Best practice

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form. Please submit your application well in advance of the deadline. This gives you time to seek support should you face technical difficulties. Validate your form as you progress through the form. This ensures that no fields are missed and that all calculations are completed by the form. You must ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof read your application.

If you need further guidance on completing the eForm, you can also read the European Commission’s technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and solves some common problems. The [technical guidelines](#) can be downloaded from our website.

A. General Information

This section consists of an overview of the application form. Please read this section carefully before beginning to complete the application form.

B. Context

This section consists of a data table containing information specific to your application. You should check that the pre-filled fields in dark grey correspond to the funding you are applying for, especially the Call year. If the details are different you may have downloaded the incorrect application form.

B. Context	
Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for Schools Only
Main objective of the project	Exchanges of Practices
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	29-03-2017 12:00:00
Language used to fill in the form	English

Language used to fill in the form:

All applications submitted to the UK National Agency must be completed in English. Applicants must therefore select English from the drop down box for this field.

B.1. Project Identification

In this section you must include information about your Erasmus+ project title, start date and duration. The rest of the fields (in dark grey) will pre-fill for you when you enter your organisation's PIC code later in the application form.

Project Title:	Please enter your project title. It should be something meaningful and representative of the content of the project.
Project Acronym:	This box is not compulsory, however, you may wish to enter a project acronym if applicable.
Project Start Date:	Partnerships can last between 12 and 36 months. The earliest project start date is 01 September 2017. In all cases, projects must end not later than 31 August 2020. All Erasmus+ activity must occur within your project start and end date so please select your project start date carefully. For more information please read the 'Project duration' section of this guide.
Project Total Duration (months):	A project can last between one to two years, 12 to 36 months. You must select the duration of your project in months. All Erasmus+ activity must occur within your project start and end date so please select your duration carefully. For more information please read the 'Project duration' section of this guide.
Project End Date:	The project end date will automatically populate based on your project start date and project total duration.
Applicant Organisation Full Legal Name (Latin characters):	This field will populate based on your PIC (see section C.1).
Form hash code:	This will generate automatically as you create and submit your application.

B.2. National Agency of the Applicant Organisation

Identification: Select UK01 (United Kingdom) from the drop down box.

C. Priorities

Please select (from the drop down menu) the most relevant horizontal or sectoral priority according to the objectives of your project. You must also comment on your choice of priorities in the box provided.

D. Participating organisation(s)

Before completing this section of the form, you must register your school on the European Commission's participant portal to obtain a Personal Identification Code (PIC) number if it doesn't have one already.

Please refer to the ‘Prepare to Apply’ section of this guide for further information. Please also ensure that 2017 legal entity and financial identification forms have been uploaded to your PIC. Forms uploaded in previous years will not be accepted.

D.1. Applicant Organisation

This section asks you to provide information relating to the **applicant** organisation. For consortium applications, the applicant organisation is the consortium lead. You must enter your organisation’s PIC number into the application form and click ‘Check PIC’ whilst connected to the internet. Once entered, the form will automatically populate the applicant organisation’s information. The information entered into this section of the form will be based on the information provided during the PIC registration process. If any information is incorrect you must log back in to the participant portal and update the PIC information accordingly. Please then return to the application form and click ‘Check PIC’ whilst connected to the internet to update the information.

D.1.1. Profile

This section of the form will be partly pre-filled using the information submitted on to the European Commission’s participant portal. As before, please check that this information is accurate and update in the participant portal if not.

Type of Organisation:	Using the drop down menu please choose the most appropriate option for your organisation.
Is your organisation a public body?	This field will pre-fill according to the information from your PIC number in the participant portal.
Is your organisation a non-profit?	This field will pre fill according to the information from your PIC number in the participant portal.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation’s registration in the participant portal. If the field ‘Type of Organisation’ found in this section of the eForm has not been completed in the participant portal then the applicant organisation details will not populate the form and this will cause an error to occur.

D.1.2. Background and Experience

The information in this section will inform the assessor of your organisation’s capacity to manage the project and proposed grant successfully.

Please briefly present your organisation.

Please provide the context that your organisation operates in. You should cover the scope of work, areas of activity, as well as the following;

- The history of the school;
- the type of school;

- the number and demographic of staff and pupils;
- inspectorate evaluation information; and
- any other information about your school relevant to the application.

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

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

Please give details of the number of administrative, organisational and delivery staff involved in this project (detailing paid staff and volunteers) and their competences or relevant experience or qualifications.

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?:

Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. Use the example below to help you.

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
Erasmus+	2015	2015-1-UK01-KA101-00000	School Name

To add more activities click on the '+' icon. To delete activities, click on the '-' icon. If you have been involved in previous projects but do not know the exact details please [contact us](#).

D.1.3. Legal Representative

Please enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation*. For schools this is most likely to be the head teacher. If your application is approved, this person will become the signatory for your project's Grant Agreement. Please complete every field in this section. If after the submission of your application any contact details change or this person leaves the organisation please inform us as soon as possible.

If the appropriate contact address for the Legal Representative is different from the main contact address for the applicant organisation, you will need to tick the box to indicate that and complete the address details.

We can only contact the Legal Representative or Contact Person with information regarding your Erasmus+ project application, using the details that you provide us in the application form. If after the application submission the Legal Representative or Contact Person changes, or their details change, please inform us as soon as possible.

***Important note:** The Legal Representative **must** have the legal authority or delegated authority to sign contracts on behalf of your school. In many cases this will be the head teacher, but please be aware that for organisations such as Academy Trusts, this responsibility may lie with the [Governors of the Trust](#). Please check and ensure that the Legal Representative has the appropriate authority to enter in to the contract.

If the appropriate contact address for the Legal Representative is different from the main contact address for the applicant organisation, you will need to tick the box to indicate that and complete the address details.

Important note: It is important that the Legal Representative's details are consistent throughout the application form, in the Declaration of Honour and in and other supporting documents. If there is inconsistency, your application will be ineligible.

We can only contact the Legal Representative or Contact Person with information regarding your Erasmus+ project application, using the details that you provide us in the application form. If after the application submission the Legal Representative or Contact Person changes, or their details change, please inform us as soon as possible.

D.1.4. Contact Person

Please enter the details of the primary and any additional contacts for the project. This is usually the person who is coordinating the application and additional staff members who need to be kept updated about the project. We will use these details as the first point of contact for the application and project, if successful. If possible, please ensure that the primary Contact Person is someone different to the Legal Representative.

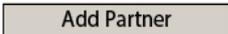
To add additional contact people press the 'Add Contact Person'. You may wish to add a finance officer or other colleagues who may need to contact us regarding the project.

Important note: We may need to contact your school out of term time. Please add additional contact information for a member of staff who will be contactable outside of school term time. This could be a contact person repeated twice, once with school contact information and the other with personal contact information.

Add Contact Person

D.2. Partner organisation

'Partner organisation' refers to schools who will participate in the project alongside your organisation. You must enter details of your partner organisations in this section.

Any partner organisations you add must have a registered PIC. To add a partner, click  and repeat the same steps as for your own organisation that you entered in sections: D.1... for each partner organisation. You can add more than one partner and remove partners using the

Remove Partner

button. Please repeat the same steps as for your own organisation that you entered in sections: D.1., D.1.1., D.1.2., D.1.3., and D 1.4. when adding information about partner organisations.

Important note: If you plan to include an organisation from a Partner Country, your application must demonstrate the essential added value in doing so and the Partner Country must be in addition to the minimum number of organisations from Programme Countries as explained above. A full list of Partner Countries is detailed [here](#). Any partner organisations will also need to have a registered PIC before they can be included in your application. The whole project will be ineligible if assessors deem that the involvement of the organisation(s) are not essential to the project or in line with the objectives of the programme.

Each organisation involved in the project must sign a Partner Mandate form authorising the applicant organisation to act on its behalf in matters related to the project implementation. The Partner Mandate form template can be found [here](#). The mandates for all partners should be attached as annexes to the application form.

E. Description of the project

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

All projects should address the need(s) of the participating organisations, schools, countries, communities and wider European aspect. Please outline how this need(s) and the objectives were identified, i.e. through research, planning meetings etc. You should demonstrate how pupils, staff or other key stakeholders such as decision-makers or governors are actively involved in shaping the project proposed to ensure its relevance.

The objectives of the project should clearly seek to address the needs you establish and be relevant to the participants, organisations and any other key stakeholders identified. You should also make it clear which education policy areas your project will address.

Pay particular attention to the European and international aspect, i.e. why is Erasmus+ funding the best way to achieve these aims? How do your proposed activities link to the objectives of the Erasmus+ programme and this specific key action? The objectives of the project should clearly seek to address the needs you establish and be relevant to the individual participants and organisation.

In what way is the project innovative and/or complementary to other projects already carried out?

Key Action 2 aims to support the development of innovative practice, enhance the quality of pupil and staff work, build capacity in schools and foster strategic cooperation between school organisations. You should identify how this project will build on previous projects or experience within applicant organisations or more widely, and any innovative aspects you will pilot. How will it change practice in the organisations and educational systems involved? It should be clear that this is not a stand-alone project.

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a similar project?

Strong partnership is crucial to the successful delivery of an international project. Please explain how the partnership was formed, e.g. through events, previous cooperation, eTwinning, networking etc. Identify

those partners that have the least or most experience in the type of project you propose. Please outline each partner's contribution in terms of the skills and experience they have that is relevant to this project. You should demonstrate that your partnership's skills and experiences will ensure a successful project, or identify any gaps that you will address through research, learning, consultation with experts, etc.

This is also an opportunity to highlight the value added by the partners being located in different countries. Demonstrate why the project could not be delivered without the expertise provided by the partners involved. What will the benefit be to each organisation involved in the partnership and what will each organisation contribute?

Are any partners new to this type of project, and if so what will this bring to the project and how will the new partners benefit from it?

If your project includes organisations from outside the Programme Countries (i.e. from Partner Countries), it must be clear how they bring added value to the project (e.g. by introducing new practices), which partners from programme countries could not bring. This will be assessed rigorously.

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

Who will take the lead for different elements of the project? Will some partners have more responsibility than others? Why have you chosen this method?

What are the most relevant topics addressed by your project?

Select from the drop down menu and choose the most relevant topics up to a maximum of three. Do not worry if this does not cover everything. Please add more by clicking on the '+' button and remove by clicking on the '-' button.

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 / training activities).

The results are the outputs of your project during the partnership and on completion – what you will produce or the immediate changes you hope to effect. For example, changes in individuals or organisations, integration of best practice into the curriculum, changes to policy or increase in entrepreneurial skills. Please note that this section overlaps with later sections, so consider carefully whether your results are 'intellectual' (e.g. articles, course materials), or events, teaching, training and learning activities. These might fit better in other sections. You will also need to consider impact, e.g. you may aim to develop further skills such as advanced IT competence in a certain number of students (result), and they may then become more employable (impact).

E. 1 Participants

A key theme of the Erasmus+ programme is impact. In this section you should demonstrate how your project will reach and benefit people who are not directly associated with the school organisations receiving funding under this project.

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

Project leads and partners are responsible for selecting the participants, staff and students to take part in project activities to achieve the best overall project outcomes. The selection process must be fair, transparent and coherent. The profile of participants must correspond to the eligibility criteria set out in the 2017 Programme Guide. Here you should define the selection procedure. If you will target a certain demographic, you should comment on this here.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

Reaching participants with fewer opportunities is a focus of Erasmus+. In this section you can provide details of any participants facing situations that make their involvement more difficult.

Please click on the appropriate button to answer 'yes' or 'no'. Additional fields will appear if you click 'yes'.

The following additional fields will appear if you click yes. If you choose no please continue to section F. Preparation.

How many participants (out of the total number) would fall into this category?

You must provide a numerical response in this section.

Which types of situations are these participants facing?

From the drop down box select the most appropriate categories to describe the situations these participants are facing. Click '+' to add further categories, or '-' to remove the last category selected.

How will you support these participants so that they will fully engage in the planned activities?

Please provide details of how you will support participants who face additional challenges, e.g. describe relevant adjustments, additional preparation or support during the activity or follow-up that these participants will require, in addition to your plans for the rest of your participants. This may be training, venue requirements, use of technology or specialist support staff, etc.

F. Preparation

Please describe what will be done in preparation by your organisation and by your partners before the project activities take place, e.g. administrative arrangements, etc.

This section concentrates on project planning and management. Your proposal should demonstrate that all phases of your project, including the preparation phase, have been properly considered in order for your project to achieve its objectives. Any preparation activities should be clearly defined and relevant to your proposal.

Please outline a planned preparation phase, as necessary and relevant to the proposed activity. You may wish to include the following (this is not an exhaustive list):

- logistical arrangements;
- risk management and approach to ensure safety of participants;
- selection of participants (if appropriate);
- partnership coordination activity;
- training;

- research;
- language preparation;
- baseline surveys to support later impact measurement;
- communication overall and promotion to local and wider community about your project;
- delivery of activities across the partnership period;
- allocation of tasks amongst partners including lead on specific tasks;
- monitoring, evaluation and dissemination of project achievements.

G. Project management and implementation

Please provide detailed information about the project activities that you will carry out the section "Project Management and Implementation".

Project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training materials, tools, approaches etc. Virtual cooperation and local project activities (e.g. class-room project work with learners, youth work activities, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.). Costs linked to the implementation of transnational youth initiatives.

Please describe the methodology you intend to apply in your project.

You need to demonstrate a project methodology which is well suited to your objectives and outputs. How will your activities be organised? Who will manage and lead them? How will responsibility for the different activities be divided between partners, taking into account their individual strengths? Please complete the [Timetable of Activities](#) template and upload it as an annex to your application.

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

Applicants can include Transnational Project Meetings as part of the Strategic Partnership project. These meetings should be used by project coordinators from participating project partners for coordination and implementation purposes. Transnational project meetings should not be confused with learning / teaching / training activities. 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.

How will you communicate and cooperate with your partners?

Cooperation and communication are central to the success of your project delivery. Please show how all partners will communicate, how you will work together on activities, and how you will communicate with other important stakeholders, who should be identified as far as possible. Include details of planned transnational project management meetings, including when they will take place and who will participate. You need to demonstrate that each meeting is necessary and cost effective as compared with other means of communication and coordination.

What are your plans for handling 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 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.

In this section you must explain how your project will ensure cost effectiveness and value for money in activities and results. Is the grant request realistic for good quality implementation of the planned activities? The work programme should demonstrate a well-planned, realistic timetable for the duration of the proposal.

How will the monitoring of the project activities be carried out and by whom?

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 assess the success of your project?

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, and what monitoring and evaluation activities will you undertake to check that you have reached your targets? 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?

If relevant for your project, do you plan to use Erasmus+ online platforms (e.g. EPAL, School Education Gateway, eTwinning) for the preparation, implementation and/or follow-up of your project?

If applicable, please indicate which Erasmus+ online platforms you intend to use and how these will be used to support or disseminate your project. Please note that for all Key Action 2 projects it is compulsory to upload final project results on the Erasmus+ project results platform.

For school projects you should consider the use of eTwinning. For more information please see section 6.2 of this guide.

G.1. Learning / Teaching / Training Activities

These activities include the learning, teaching and training of staff and learners that contribute directly to the main objectives of the project. These activities involve the transnational travel of participants. Please make it clear how any planned activities contribute to the wider project outcomes. Please Note: activities of learners as well as long-term activities of staff or youth workers from or to Partner Countries are not eligible.

If you select 'no' please progress to section H 'Follow up'. If 'yes' is selected additional questions and fields will appear.

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?

Here, you need to explain how the planned activities will contribute to the achievement of the overall project objectives.

Please describe each of the learning, teaching or training activities you intend to include in your project:

Each activity should demonstrate that it adds value and contributes to the overall objectives presented above. To add details, click on the 'Add Activity' button and complete as indicated. Some fields will populate information automatically. You can add more outputs as you develop your application; however, you can remove only the last activity added.

Activity No: This field will automatically populate numbering your activity for you.

Fields: Select the relevant field of education from the dropdown menu.

Activity Type: From the drop down box select the type of activity you are requesting funding for.

Activity Description: Enter a detailed description of the activity. It should be clear from the description how the activity will add value and contribute to the overall objectives described in your application.

No. of Participants: Enter the total number of participants that will be taking part in the activity.

Participants with Special Needs¹ (out of total number of participants):
Enter the number of participants with special needs (out of the total number of participants).

Accompanying Persons (out of total number of participants):
Enter the number of accompanying persons (out of the total No. of participants).

Duration (Days): Please detail the number of days the learning / teaching / training activity will last for. Please consider the rules surrounding minimum and maximum duration.

Duration (Months): Please detail the number of months the learning / teaching / training activity will last for if applicable.

Participating Organisations: From the drop down box select other organisations also participating in the activity. Click '+' to add further organisations if multiple organisations are involved or click '-' to remove a line. Please note that you can remove only the last line entered.

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.

Please outline the training plan for participants. This plan should detail what training will be provided, when and by whom. Please include not only task-based training to ensure participants' safety and ability to engage with activities, but provide adequate support for the intercultural and linguistic learning expected. Preparation could include activities such as linguistic training, virtual mentoring and/or collaboration with partner schools, briefings, pre-departure assessments, domestic training, job shadowing or teaching assignments and activities.

Why not ask school pupils to support other pupils, teachers and staff with preparation before activities? It's a great way to engage students in the project from the very beginning. Preparation could include in-class activities and cooperation with school education staff and their classes overseas. eTwinning is a great tool to facilitate online collaboration throughout the project. Why not discover more about the target country with your pupils in class? You could invite pupils to join staff any extra-curricular pre-departure language preparation activities. Ask your pupils to set staff challenges or questions to complete whilst are abroad.

You should outline the risks you identify in this project, in relation to tasks, participants and location, as well as your plans for mitigating these risks to ensure the safety of all involved. In this section of the application you should also discuss your organisation's emergency procedures and a code of behaviour for participants. Please also evidence your plans for obtaining suitable insurance for participants and managing any additional visa requirements and legal aspects.

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 1998, and legislation/statutory guidance relevant at any time 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). If your application is successful, the signed Grant Agreement includes the following statement: "The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their project".

Consider the Foreign & Commonwealth Office's (FCO) 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 and may not fund mobility in cases where the FCO advises against it.

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

Please also list any national certificates you may be intending to use to certify your learning outcomes and how you will use them in the box provided. This may be a teacher's continuing professional development folder or internal certification.

H. Follow-up

H.1. 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 [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.

In this section you should discuss how your Erasmus+ project will / may have an impact on the following:

- Learners
- Staff
- Whole organisation / institution
- The Local Community
- Wider School Network
- Contribute to Erasmus+ Programme and European Union objectives

You should explain the expected outcomes for participants; resulting from their mobility, planned learning and active involvement and participation in the project. Examples could include improved knowledge; newly acquired or developed skills and changes in attitude or behaviour. These outcomes may have a further impact on their employment status, role delivery, and ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes for your project.

Aside from the impact on individuals, you should discuss the impact you expect the project to have on your school(s) and learners. This could take many forms: perhaps changes in management structure, in curriculum content, in European links, in having a more engaged staff, and so forth. You should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

Good projects will look further than just the individual and will widen the impact of their activities by supporting the transfer of knowledge across departments, schools and into the wider community or even at a European level.

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

Please provide an explanation of expected impact on all participating organisations, target groups and other relevant stakeholders. Is the impact likely to occur during the project and continue after it has ended?

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

Please consider the likely scope of your project and describe the desired impact at the local levels and beyond. Please be clear where the impact will be strongest. Depending on the size and scope of your project, you should show how any innovations may have impact on systems or policies, and how it may connect with other Erasmus+ and EU activity.

How will you measure the previously mentioned impacts?

How will you know whether you have achieved the expected impacts? Please describe the means you will use, and, if known at this stage, your indicators of achievement, or how you will develop them. You may choose to measure impact both within the period of EC funding and after funding is completed.

For more information about assessing impact and useful resources please visit the '[Impact](#)' section on our website.

H.2. Dissemination and Use of Project Results

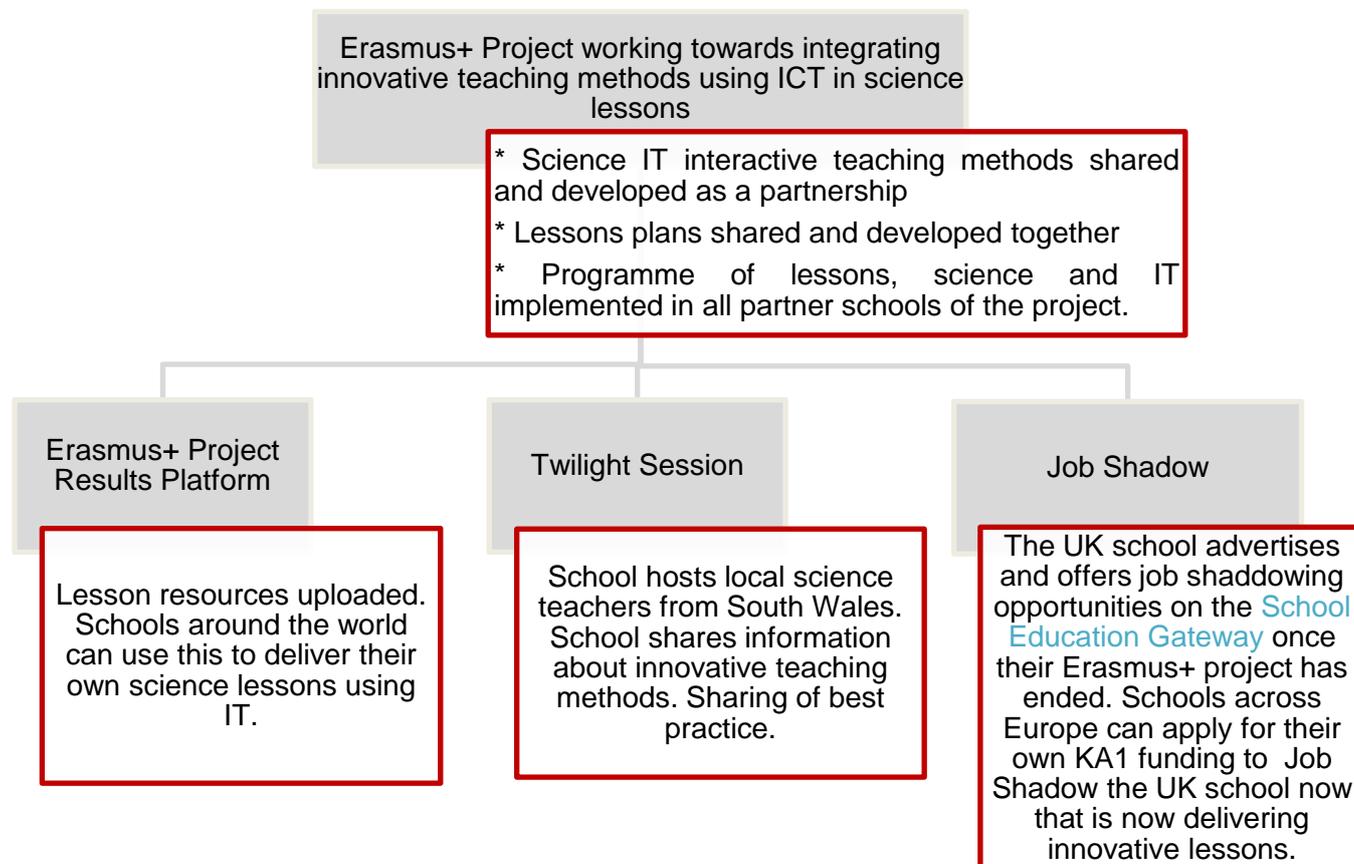
The Erasmus+ programme has a renewed interest in dissemination. Your application should have a plan in place to share the outcomes of your project. A good dissemination plan will share the concrete results of the project; not just inform people that the project has taken place.

Your plan should include:

- measureable, realistic objectives;
- a timetable (you can add dissemination activities to your 'Timetable of Activities' template);
- resource planning;
- involvement of target groups if possible.

The diagram below shows how an Erasmus+ project's results could be shared widely at an institutional, local and European level. No two dissemination plans will be the same. What is important is that your dissemination plan is realistic and relevant to the size and scope of the project that you plan to deliver.

You can decide which dissemination activities to carry out. Some of the most common are: presentations, conferences and workshops; creating manuals, booklets or newsletters; creating press releases and giving these to local media; creating new courses or training material; and creating web pages. It should be clear how you will raise awareness, share concepts or solutions, policy or practice through these dissemination activities. For more information on dissemination, please read "Annex II – dissemination and exploitation of results - A practical guide for beneficiaries" on page 309 - 314 of [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version).



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/national/EU level and motivate your choice

Please explain your choice of target audiences. These might include your own organisations, beneficiaries of your activities, stakeholders, decision makers, the press, the general public.

Which activities will you carry out in order to share the results of your project beyond your partnership?

You should describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant). You should also describe the means and channels you will use (media channels, events, etc.). How will you monitor your dissemination activities throughout the project? Include a timetable for activities, including any monitoring. If relevant, explain how your plans might change in line with the changing needs of target groups or other aspects of the external situation. Consider the appropriateness of the dissemination method based on the different profiles of your target groups.

You should include a rough timetable. You may use a wide variety of media. Innovative means of dissemination are welcome. You may apply for funds to translate any materials into the languages of project partners provided it is clear why the partners cannot do this by themselves.

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

You are asked to explain 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 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.

Please describe your plans for ensuring that the material your project produces is open for wide and free distribution and access.

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

How will you make sure your results are widely available in the long term? For example, giving open access to any resources that 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.)

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.

You may add any further information in the last part of this question, with reference especially to the selection criteria and the [2017 Programme Guide](#).

H.3 Sustainability

Sustainability can be interpreted as the continuation of the project's activities, outcomes and impact after Erasmus+ funding has finished. Sustainability includes, but is not confined to, further financing of the activities. It can also refer to the 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 will you do this? What resources, including financial resources will you use to assure sustainability? You may wish to refer to your dissemination activities and the use of results described in the previous section.

I. Budget

The Erasmus+ grant is intended as a contribution to your project costs and may not cover the total cost of your project. An EU grant is an incentive to carry out a project which 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 costs of the project; the project must be funded by sources of co-financing other than the EU grant.

When applying for a Key Action 2 project you may be eligible to receive funding for the following budget categories:

- Project Management and Implementation
- Transnational Project Meetings
- For learning, teaching training activities:
 - Travel
 - Individual Support
 - Linguistic Support
 - Exceptional Costs
- Special Needs Support
- Exceptional Costs

Applicants must calculate a project's provisional budget at the application stage according to the rates outlined in the following pages of this guidance. 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 consistent with the activity described in your application form.

The total project grant possible is a variable amount, defined by multiplying 12 500 EUR by the duration of the project (in months), and capped at 450 000 EUR for projects with duration of 36 months. Some of the maximum amounts are capped per month and are calculated following a pro-rata approach, so that the grant awarded divided by the number of months results in a maximum of 12 500 EUR.

Note that as well as contributions to unit costs, there is an overall ceiling for specific budget lines in order to prevent disproportionate amounts of spending on one type of activity. Your budget should be appropriate to your activity, and demonstrate cost effective use of resources. Several of the budget lines are conditional on your demonstration that it will add value.

Some fields of the budget section fill automatically from the details of your activities. The European Commission's [technical guidelines](#) contain more detailed technical advice and guidance on completing the budget section of the eForm.

Please note that we cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm. There is no specific budget support for language preparation in Erasmus+ for schools although the organisational support budget may be used for this.

Important note: When completing the budget section, automatic calculations will only take place when you press the 'Validate' button on the relevant page of the eForm. You will need to be connected to the internet for the page to update, and you will need to press the 'Validate' button on each of the budget pages as you progress through the eForm.

I.1. Project Management and Implementation

A monthly grant is paid to each participating organisation – 500 Euro per month to the coordinator and 250 Euro to other partners. The eForm will populate automatically according to the number of participating organisations and project duration. Please check carefully and validate before moving on to the next section.

Please note: these funds are not paid to the bank account of the beneficiary monthly. They are incorporated into the grant total, which is subjected to a pre-financing and final payment schedule. For projects involving more than ten partners, the monthly grant is limited to the equivalent of ten participating organisations.

I.2. Transnational Project Meetings

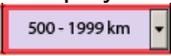
This is an amount paid as a contribution towards travel and subsistence for project meetings between partners, hosted by one of the participating organisations. Grants are paid according to a contribution to unit costs per participant to cover travel and subsistence, with a different contribution to unit costs for short and long distance travel.

Please note: This budget section is for the travel of people to attend transnational project meetings (for planning and coordination purposes only). This budget cannot be used to fund the travel associated with the actual implementation of any learning / teaching / training activities.

Click on the '+' button to begin adding details of meetings each organisation in the partnership will attend. Funding amounts will automatically populate fields as you add information. Continue to click the '+' button to add new lines, or the '-' button to remove a line.

- PIC of Organisation:** From the drop down box select the sending organisation.
- Total No. of Participants:** Enter the total number of participants that will be attending all of the meetings; for example if you are having four project meetings over the duration of the project, and there will be three people attending each meeting, you would enter 12.
- Distance Band:** Please select the distance band according to the [Distance Band Calculator](#). To use the distance band calculator enter the location of the sending organisation in the 'From' box, and the location of the receiving organisation or training course location in the 'To' box. You must then press calculate. Please then select the distance band in the application form that correlates to the distance displayed in the calculator. **Please ensure that you do not double the number when choosing the distance band in the application form.**

The example below displays travel from Cardiff to Gandia (Spain).

The distance band  would be selected in the application form as the tool details 'Distance: 1410.76km'.

From:

To:

Distance: 1410.76 km.

Learning / Teaching / Training activities

Travel grants for Learning / Teaching / Training activities are paid using distance bands. You need to enter the following information, referring back to the plans outlined earlier in your application:

PIC of organisation: From the drop down box select the organisation that is taking part in the Learning/Teaching/Training activity.

Activity number: From the drop down box select the event to which the funding request relates.

Activity type: Populates based on the activity selected.

Number of participants: Number of participants from the organisation taking part in this Learning/Teaching/Training activity.

Distance band: Please select the distance band according to the [Distance Band Calculator](#). To use the distance band calculator enter the location of the sending organisation in the 'From' box, and the location of the receiving organisation or training course location in the 'To' box. You must then press calculate. Please then select the distance band in the application form that correlates to the distance displayed in the calculator. **Do not double the number when choosing the distance band in the application form.**

The example below displays travel from Cardiff to Gandia (Spain).

The distance band would be selected in the application form as the tool details 'Distance: 1410.76km'.

From:

To:

Distance: 1410.76 km.

Top-up for expensive Domestic Travel Cost

If duly justified in the application form, a participant can be entitled to receive a top-up for expensive domestic travel. This only applies to domestic travel costs over 225 Euro (per return trip) and provided that these costs are motivated and well justified in the application form. Domestic travel is considered as:

- For a return trip to reach a main international HUB/airport and (or) a train/bus station within the country of origin. E.g. School > International Hub *and* International Hub > School

And/or

- For a return trip to reach a remote final destination (from a main international HUB/airport and (or) a train/bus station) within the receiving country. E.g. International Hub > Job shadowing school placement *and* International Hub > Job shadowing school placement.

Schools are able to claim up to two top-ups per participant for expensive domestic travel costs to participate within the same mobility activity: one to reach a main HUB/airport and/or a train/bus station within the country of origin and one more to reach a remote final destination within the receiving country.

No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested
6	180.00	6	2160.00
6	180.00	12	4320.00

Example of one top up needed for six participants

Example of two top ups needed for six participants

Important note: Top-ups will only be approved if these costs are motivated and well justified in the application form. Justification should be entered into the white narrative box: 'Please provide any further comments you may have concerning the above entered budget', which can be found at the end of the budget section. Please see the next page of this guide for details about the information you are required to provide as evidence for your claim.

Please provide us with the following information to support your claim. Please provide as much detail as possible.

- Estimate of the costs required for domestic travel and an explanation of how you have reached this amount.
- Description of the domestic route and methods of transport taken to reach the main international HUB/airport and (or) a train/bus station within the country of origin; and/or
- Description of transport and methods of the domestic route to reach a remote final destination (from a main international HUB/airport and (or) a train/bus station) within the receiving country.

Individual Support

This is a contribution to participants' subsistence costs during the learning/ teaching / training activity. This section of the application is split into two sections, **Long-term learning / teaching / training activities and Short-Term learning / teaching / training activities.**

Important note: If you are taking students on mobilities it is important to refer to your school's child protection laws regarding the supervision of pupils (e.g. student to staff ratios). If your pupils are engaging in learning / teaching / training activities and require staff to accompany them, do not forget to claim this under the 'No. of Accompanying persons' section.

Long-term learning / teaching / training activities: Individual Support is paid as a contribution to unit costs grant based on the destination of the activity. You need to enter the following information, referring back to the plans outlined earlier in your application:

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation that is attending the activity.

Activity No.: From the drop down box select the activity to which the funding request relates.

Activity Type: Populates from the details entered in section G of the eForm.

Duration (months): Populates from the details entered in section G of the eForm.

Country of Destination: From the drop down box select the country in which the activity is taking place.

No. of Participants (without accompanying persons): Enter the number of participants.

No. of Accompanying Persons: Enter the number of accompanying persons.

The funding amounts will then automatically populate the remaining fields. Continue to click '+' to add new lines or '-' to remove a line. Please note that you can remove only the last line entered.

Short-term learning / teaching / training activities: Individual Support is paid as a daily grant;

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation that is attending the activity.

Activity No.: From the drop down box select the event to which the funding request relates.

Activity Type: Populates from the details entered in section G of the eForm

Duration (days): Populates from the details entered in section G of the eForm.

No. of Participants (without accompanying persons): Enter the number of participants.

No. of Accompanying Persons: Enter the number of accompanying persons.

The funding amounts will then automatically populate the remaining fields.

Continue to click '+' to add new lines or '-' to remove a line. Please note that you can remove only the last line entered. Please check your information and then validate it.

Linguistic Support

A flat rate grant of 150 euro is paid to each participant taking part in a Long term Mobility (only for activities lasting between two and 12 months per participant needing linguistic support). Linguistic support is available for eligible participants to improve their knowledge of the language of instruction or work.

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation for which the linguistic support is being provided.

Activity No: From the drop down box select the long term activity to which the funding request relates.

Activity Type: Populates based on the Activity Number selected.

No. of Participants: Enter the number of participants requiring linguistic support.

The funding amounts will then automatically populate the remaining fields. Continue to click '+' to add new lines or '-' to remove a line. Please note that you can remove only the last line entered. Please check your information and then validate it.

Exceptional Costs (Overseas Countries and Territories Travel Costs)

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation requiring exceptional costs.

Activity Number: From the drop down box select the activity number to which the funding request relates.

Activity Type: This field will automatically populate.

No. of Foreign Participants (including accompanying persons):

Enter the number of participants needing additional funds to cover expensive travel costs from outermost regions and Overseas Countries and Territories.

Purpose and description of costs: The awarding of Exceptional Costs is **not guaranteed**. Clear and full justification **must** be given in the text box. Please clearly reference the purpose and description of Exceptional Costs requested. You must clearly show **how the funding amount you are requesting has been calculated** and that the amount represents 80% of the total cost of an item.

Grant requested (up to 80% of eligible costs): Please enter the amount of funding being requested. (Please note that this should be 80% of the total as Erasmus+ only funds 80% of eligible costs).

Special Needs Support

Special needs support refers to any costs directly relating to participants with a disability or other specific needs for which additional financial support is necessary. A person with specific needs is defined as a 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 case-by-case. The individual situation should be described and the particular needs and extra costs attached to it should be detailed in the application form. Based on these explanations and the availability of funding, the UK National Agency will be able to determine whether extra support can be granted. Please note that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided within the application form.

All fields apart from the 'Activity No', 'Description of Costs' and 'Total Grant Requested' will be pre-filled for applicants. Applicants can use the '+/-' button to add or remove flows as necessary.

Applicants should use the box below the budget tables to include any comments or justification to support the grant requested.

Important note: Special needs support cannot be applied for retrospectively. If there is a high possibility that special needs support will be needed in order for a participant to take part in a mobility, please ensure that the need for additional financial support is motivated and justified in the application. If your project is funded, but the mobility of a participant requiring special needs support is not realised, the support allocated under this budget category will be deducted from your final grant payment or recovered by way of invoice.

Exceptional Costs

The awarding of Exceptional Costs is **not guaranteed**. Clear and full justification **must** be given in the text box below the Exceptional Costs section of the budget and in the appropriate areas of the application form. Exceptional Costs are based on actual costs and must be supported by invoices and receipts at Final Report stage. Please clearly reference the section of the eForm where justification is given for each Exceptional Cost that is being requested.

Before requesting Exceptional Costs, please check whether the costs can be covered under any other budget categories, most likely the Project Management and Implementation budget.

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. Clear justification must be given within the application form that these conditions have been met.

Exceptional Costs, if eligible, can provide up to a maximum of 75% of the real cost of services/goods/items that would have to be sub-contracted or procured by the project.

If Exceptional Costs are not sufficiently justified they will be removed from the project budget and not funded.

Examples of eligible Exceptional Costs (provided sufficient justification is given):

- external evaluation of the project;
- equipment critical to the delivery and success of the project. Equipment cannot include normal office equipment or equipment normally used by participating organisations.

Examples of ineligible Exceptional Costs:

- normal office equipment or equipment normally used by participating organisations;
- items that are not critical to the successful delivery of the project;
- catering;

You must be clear on **how the funding amount you are requesting has been calculated** and that the amount represents 75% of the total cost of an item. Clear justification as to why the participating organisations cannot provide the services or goods being requested through Exceptional Costs must be given in the text box below the Exceptional Costs section of the budget and in the appropriate areas of the application form.

Please provide any further comments you may have concerning the above entered budget.

Please enter narrative text here. For more information please consult our application guidance document available on our website

Please clearly reference the section of the eForm where justification is given for each Exceptional Cost that is being requested.

You must demonstrate that each Exceptional Cost represents value for money.

J. Project Summary

Applicants must provide a well written, comprehensive summary of their project within the application form. Project summaries must be written in plain, clear English and free from jargon. This is of particular importance as it provides a description of the project to the general public and may be used in European Commission of National Agency documents. The summary will also be included on the [Erasmus+ Projects Results Platform](#).

It is important to be concise and clear and cover at least the following points:

- context/background of project;
- objectives of the project;

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

J.1. Summary of participating organisations

This is a pre-populated table based on information taken from earlier sections of the application.

J.2. Budget Summary

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

J.2.1. Project Total Grant

This pre-populated table contains the total combined grant requested for the project. It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application. We cannot fund any activities retrospectively that are not applied for at the application stage.

K. Checklist

Before submitting the application, please use the check list to make sure that your application fulfils the requirements listed. Here are some additional points to check in advance of submitting your application form:

- you have used the official Key Action 2 application form;
- all relevant fields in the application form have been completed;
- you have chosen the correct National Agency of the country in which your organisation is established;
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries;
- you have annexed all the relevant documents:
 - the Declaration of Honour signed by the Legal Representative mentioned in the application.
 - the timeline for the project activities and outputs using the template provided;
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the [2017 Programme Guide](#));
- for grants exceeding 60 000 Euro, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the [2017 Programme Guide](#)). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide;
- you have saved or printed the copy of the completed form for yourself;
- all participating organisations have uploaded 2017 documents to give proof of their legal and financial status in the participants' portal (for more details, see the 'Prepare to apply' section of this guidance.

L. Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour.

M. Declaration of Honour

Important Information: Please use the Declaration of Honour from the 2017 eForm. We are unable to accept a Declaration of Honour from a previous Call year.

The Legal Representative of the applicant organisation (for schools this is usually the head teacher) must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it (N.B. the National ID is not required in the UK for schools applicants). The signed Declaration of Honour then needs to be scanned and attached as an annex before application form is submitted online.

Failure to submit an application form with a Declaration of Honour attached as an annex could result in the application being rejected during initial eligibility checks. Please ensure that the signatory on the Declaration of Honour matches the individual you name as the Legal Representative in section 'C.1.4. Legal Representative' of your application form.

N. Annexes

The following documents need to be annexed to the application form:

- the Declaration of Honour signed by the legal representative mentioned in the application;
- Partner Mandates for all partners;
- time table of activities.

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

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

Although there are only ten spaces in the Annexes section of the application form, this does not mean that only five documents can be submitted. Documents can be combined into a single document, rather than uploading them separately. It is important to note that there is a 10MB limit when uploading annexes to an application form. Applicants should only submit mandatory documents with their application. Additional and/or supplementary documents should only be submitted if the applicant has available space and/or if these documents are crucial to their application form.

Useful tip: If your file sizes are too large to upload into the form you can compress pdfs to make the size smaller. Simple pdf compression websites can be found by searching 'pdf compress' in a search engine.

If you have any trouble uploading documents in the annex section, please get in touch with us as soon as possible so that we can help you rectify the problem.

O. Submission

O.1. Data Validation

Please ensure that you have validated all sections of the application before submitting your application.

O.2. Standard Submission Procedure

Please ensure that you only submit your application form once you are happy with the finalised version. You must be connected to the internet in order to submit the completed eForm. You should also ensure that all sections of the form are valid and all annexes are attached before submitting the form.

We recommend that you save the final completed version of the eForm on your desktop in case of any technical issues with submission.

Applications must be submitted online by the deadline: 11am (UK time) on 29 March 2017. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will not be accepted.

O.3. Alternative Submission Procedure

This is only applicable if you are unable to submit your application online due to a technical error. Please see error messages below that are **not** technical errors. Please note that if your error message indicates that one or more fields has been completed incorrectly, this is not a technical error.

If you experience a technical error when submitting your application:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email erasmusplus.applications@britishcouncil.org with a copy of your application, any annexes and the screenshot attached within **two hours** of the application deadline. i.e. by 1pm UK time. In the subject line of the email, please type KA2 Schools only application form – [insert here the name of your organisation].

Please note that we can only accept applications in this way if, other than emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. 'ERR-' (but not ERR-01 or ERR-06) is recorded under 'Status' in the 'Submission Summary' section of the eForm with a timestamp prior to or on the deadline date/time.

If any of the following 'Statuses' appear in 'Submission Summary' your application will not be accepted under the Alternative Submission Procedure:

- **'LOCAL-01'** Adobe Reader security enabled'. To allow the submission you must click the appropriate options in the yellow security warning bar at the top of the form.
- **'LOCAL-02'** Network connection error'. Please verify your internet connection and try to submit again or try a different network connection to submit.
- **'ERR-01'** This error message relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by correcting the application form and validating it again.

- **'ERR-06'** This error message means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.
- **'Unknown'** as this means that the eForm was not submitted and no submission attempts were made.

O.4. Submission Summary

A record of submission attempts made in the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required. Please check that this table displays that your application form has been submitted successfully. For more information, please read section 'Submitting the application to the UK National Agency' section of this guidance.

O.5. Form Printing

We advise you to print the final completed version of the eForm and retain it for your own records. Paper copies of the eForm do not need to be posted to the UK National Agency.

ADDITIONAL SUPPORT AND NEXT STEPS

Please read this section carefully to familiarise yourself with the processes that will follow after you have submitted your 2017 application and where to get additional help and support.

Support Videos and One to One Calls

We have published two videos on our [YouTube channel](#) to assist you with your application. Recordings can be viewed at any time. They provide a PowerPoint presentation overview and a detailed look at the eForm.

Scheduled 30 minute telephone calls are available to UK organisations who have begun writing an application for funding under the 2017 Key Action 2 School Education / Schools only Call. Applicants will have the opportunity to discuss their application and questions with UK National Agency Staff. For the one to one telephone calls places are limited and available on a 'first come, first served' basis. To register to attend one of our sessions please register online [here](#).

What happens now?

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

The acknowledgment email will include information about when you should expect to receive the outcome of your application; for indicative dates page 257 [2017 Programme Guide](#) or online [here](#) as part of the 2017 Programme Guide (online version).

Project proposals are assessed by the National or Executive Agency receiving the application, exclusively on the basis of the criteria described in the [2017 Programme Guide](#). The assessment implies:

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

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

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

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

be submitted to support the contracting process will be outlined in the contracting instructions issued to projects following the notification of results email.

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.

Contacting Us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 2 application. Please note that email and phone lines get extremely busy in the lead up to the application deadline. You can [contact us](#) via the following channels:

Erasmus+ Help Line

You can [contact us](#) by phone via +44 (0) 161 957 7755. Our helpline is open Monday – Friday 08.30 – 17.30 (excluding public holidays).

Erasmus+ Enquiries Email

For general Erasmus+ enquiries you can [contact us](#) via: erasmusplus.enquiries@britishcouncil.org

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



Follow us on Storify:

www.storify.com/erasmusplusuk