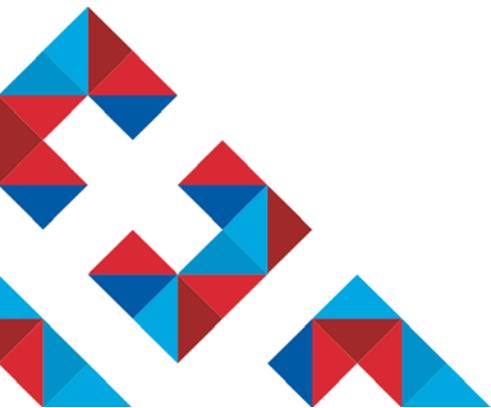


# Transnational Cooperation Activities (TCA)

Guide for Applicants (all sectors)

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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.

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## Introduction: what is Erasmus+ TCA and who is this guide for?

### What is Erasmus+ TCA?

Transnational Cooperation Activities (TCA) enable Erasmus+ National Agencies (NAs) to improve the quality and impact of the Erasmus+ programme through providing training and networking opportunities, in the Youth sector but also Vocational Education and Training (VET), Adult Education (AE), Schools and Higher Education (HE) sectors.

TCA activities in the fields of Youth, VET and AE are managed by Ecorys UK whilst those in the fields of Schools and HE are managed by the British Council.

### Who is this guide for?

This guide covers information and support for applicants from all Erasmus+ sectors including Youth, Adult Education, VET, Higher Education and Schools sector stakeholders, including:

- youth workers and trainers; youth leaders;
- youth policy makers at regional or national level;
- public and private organisations working with young people in the UK;
- informal groups of young people.
- Directors of AE/VET institutions, centres or providers, heads of departments, head teachers, education planners
- AE/VET providers
- Teachers and school staff
- Higher education staff

### What opportunities are available in Erasmus+ TCA?

Erasmus+ TCA includes a wide range of activities such as workshops, training courses, seminars and partnership building activities on themes relevant to Erasmus+, including:

- inclusion, cultural diversity and intercultural competences;
- tools to improve quality in international youth work;
- employability and social entrepreneurship;
- social inclusion of refugees and asylum seekers
- professionalization of vocational teachers and staff
- Internationalisation of the vocational sector
- support for basic skills development in adult education
- impact and dissemination within HE strategic partnerships
- professionalization of teachers in primary education

- schools partnerships development and learning

Taking part in Erasmus+ TCA means you can:

- create and/or extend contacts and cooperation with organisations coming from similar or different fields across the UK and Europe;
- gain knowledge and practical skills on themes relevant to Erasmus+ and access support on project ideas; and
- disseminate your projects' results at European level.

## Before you apply: eligibility

### Are you eligible?

- You must be resident in the UK and if you are applying through an organisation, it must be registered in the UK.
- You must either be linked to a relevant organisation and/or be an active professional /youth worker/trainer/or manager/administrator in the field of education, training and youth.
- You must not be a (current) European Voluntary Service (EVS) Volunteer.
- You must not have already participated in or been approved for two TCA activities per calendar year
- Whereas more than one person from an organisation may submit an application, only one may be supported for an activity funded by the UK National Agency (see below).
- Most activities require that you are aged over 18.

### Is the activity funded by the UK National Agency?

The UK National Agency **funds a limited number of activities** according to its annual work plan. The list of funded activities can be found on the Upcoming Opportunities section on [www.erasmusplus.org.uk/tca](http://www.erasmusplus.org.uk/tca). This page is updated once application details are available for funded projects therefore you should check the page regularly.

Alternatively, email [erasmusplustca@ecorys.com](mailto:erasmusplustca@ecorys.com) and request a monthly update on our upcoming opportunities in this sector to receive the most up to date information to your inbox or for schools and higher education practitioners, directly email [erasmusplustca@britishcouncil.org](mailto:erasmusplustca@britishcouncil.org).

### Youth opportunities

Youth activities are promoted on the SALTO (Support, Advanced Learning, and Training Opportunities) European Training Calendar on [www.salto-youth.net/tools/european-training-calendar](http://www.salto-youth.net/tools/european-training-calendar) **however, the UK National Agency is only able to support those listed within the Upcoming Opportunities section.**

Besides details of training opportunities, the SALTO website also contains a variety of tools for the benefit of the Youth sector, including a facility for finding trainers and project partners. You may also register and promote yourself as a youth trainer on the website.

### Adult Education, VET, HE and Schools opportunities

All supported education and training opportunities will be listed within the Upcoming Opportunities section as detailed above.

## What does the funding cover?

### Travel

The UK National Agency will reimburse 100% actual costs up to a maximum of €500. This is reimbursed upon successful attendance of the activity and submission of a Final Report and Claim Form.

Eligible travel costs include:

- Return travel from the UK only to the place of destination.
- Economy class air travel.
- Economy/second class public transport i.e. trains and buses.
- Mileage at 45p/mile or based on an equivalent public transport fare – whichever is cheaper and where use of public transport is not feasible. Taxi claims costing more than £20/€25 need written permission from the National Agency prior to booking.
- Travel costs related to the dates of the activity, up to two days before or two days after the activity. **Travel outside these times will need advance written approval from the National Agency.**
- Visa costs where this is required.
- UK airport accommodation up to two nights at £75 per night, prior to or after your flights, subject to advance written permission from the National Agency.

All claims must be submitted with legible receipts, invoices and boarding passes. It is the responsibility of the beneficiary to make his or her own travel arrangements. We ask that you arrange travel in the most economical but appropriate and sensible way possible. We are unable to reimburse travel costs in the event of non-attendance, please be aware that you will need to arrange travel insurance for yourself but this cost will not be reimbursed.

### Accommodation

Accommodation and meals are provided for the duration of the activity in either shared (single-sex) or single accommodation. If you are unsure, you should contact the activity organisers. If accommodation is not provided you will be contacted by the activity organisers with guidance for accommodation booking. If you need to arrive early or remain at the activity venue due to your transport arrangements, you should contact the activity organisers well in advance so that they can help you.

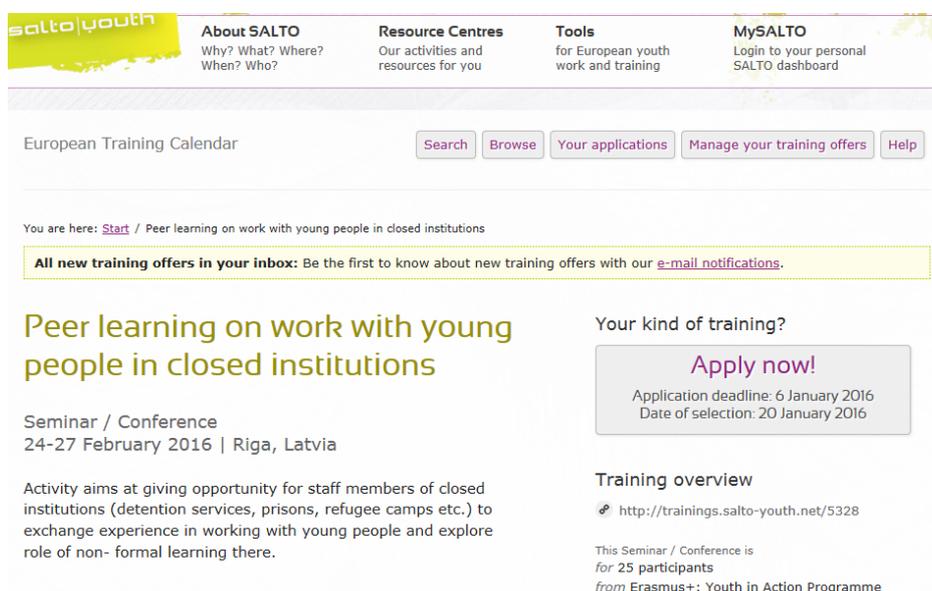
## How to Apply

### TCA opportunities advertised on SALTO (Youth field only)

TCA opportunities advertised on SALTO allow you to complete and submit your application online.

You must register on the SALTO website before you apply, by providing your contact details and those of your organisation. These details will be automatically completed on any application that you make. You can amend these details on your user profile.

Applications are made by clicking on the 'Apply Now!' box on the Salto website, as in the example below:



The screenshot shows the SALTO website interface. At the top, there is a navigation menu with links for 'About SALTO', 'Resource Centres', 'Tools', and 'MySALTO'. Below the menu, there is a search bar and several buttons: 'Search', 'Browse', 'Your applications', 'Manage your training offers', and 'Help'. A breadcrumb trail indicates the current location: 'You are here: Start / Peer learning on work with young people in closed institutions'. A yellow box highlights a message: 'All new training offers in your inbox: Be the first to know about new training offers with our e-mail notifications.' The main content area features a large heading: 'Peer learning on work with young people in closed institutions'. Below this, it specifies the event type as 'Seminar / Conference' and the dates as '24-27 February 2016 | Riga, Latvia'. A brief description of the activity is provided. To the right, there is a section titled 'Your kind of training?' with a prominent 'Apply now!' button. Below the button, the application deadline is listed as '6 January 2016' and the date of selection as '20 January 2016'. Further down, a 'Training overview' section includes a URL and notes that the seminar is for 25 participants from the Erasmus+ Youth in Action Programme.

Each TCA activity will contain distinct questions relevant to the participants that the activity is aimed at, who will gain most benefit and produce the greatest impact from attending. You should ensure that you fully read the training offer information and follow all instructions within it when completing the online application.

When completing the application form you should ensure that each section of the form is fully completed and that each answer refers to the question asked. You should avoid duplicating information and ensure consistency and clarity, and provide evidence where possible. The questions within the application form are set by the Hosting National Agency and may vary with each activity.

## TCA opportunities advertised on Erasmus+ UK TCA Upcoming Opportunities webpage

### Youth, Adult Education and VET

In addition to the Youth TCA activities, details of TCA opportunities for Adult Education, VET, Higher Education and Schools can be found on the Erasmus+ UK TCA upcoming Opportunities list on our website. To apply for these you should complete the '[TCA Offline Application Form](#)' located within the right-hand, grey section 'Guidance' on the Transnational Cooperation Activities

When completing the application form you should ensure that each section of the form is fully completed and that each answer refers to the question asked. You should avoid duplicating information and ensure consistency and clarity, and provide evidence where possible. The questions within the application form are set by the Hosting National Agency and may vary with each activity. Your answers for each question should not exceed 150 words.

Please note that different parts of the UK National Agency are responsible for TCA activities depending on the sector:

TCA activities in these fields are managed by Ecorys UK. Once you have completed your application, you should email it to [erasmusplustca@ecorys.com](mailto:erasmusplustca@ecorys.com) with the name of the training for which you are applying clearly identified within the subject of the email.

### Schools and Higher Education

Schools and Higher Education TCA opportunities are managed by the British Council. Once you have completed your application, you should email it to [erasmusplustca@britishcouncil.org](mailto:erasmusplustca@britishcouncil.org) with the name of the training for which you are applying clearly identified within the subject of the email.

## Assessment

All applications, whether submitted online or by emailing to the relevant address, are assessed against the following criteria:

- details about yourself and your organisation highlighting your relevant expertise and experience to the activity;
- how you intend to incorporate and disseminate the results of the activity into your professional work and what follow-up activities you will undertake;
- how this activity will benefit your organisation, your beneficiaries and other stakeholders;

- how you intend to benefit from the activity in terms of personal and professional development; and
- whether you will use the experience to apply for other Erasmus+ funding and how.

Please note that there is often limited space on TCA activities (between 2 – 5 places per country) and this often means that we try to support participants who will gain the most impact from attending the training. This will depend on the specific objectives and outcomes of each training but is a large factor in the assessment and selection of UK delegates.

TCA activities supported by the UK National Agency are for individuals and organisations that are resident/based in the UK and where applicants can use the experience to benefit their organisation, and sector. Applications are assessed solely on the information provided in the application form and only if submitted by the deadline.

## Pre-Selection and Notification

Once you have submitted your application and the deadline has passed, the UK National Agency will assess all submitted applications (pre-selection process).

Those that meet the required eligibility and quality criteria are then notified to the Hosting National Agency, which then allocates places at a European level ensuring a balance of experience, countries and gender.

All applicants whether successful or unsuccessful will be notified of the outcome of their application by the Hosting National Agency. Successful applicants will be provided with information on travel to the activity, and what to prepare before they attend.

## Grant Agreement

If selected, the UK National Agency will issue a Grant Agreement to your organisation and in the case of an individual to the named participant for attendance of TCA and for reimbursement of travel costs.

The Grant Agreement includes the following key information:

- Name and details of the approved activity
- Activity start and end dates
- Maximum grant awarded
- Reporting and payment arrangements
- TCA conditions - guidance on eligible costs and rules
- TCA Final Report and Claim Form – to be used for claiming costs
- Bank details

If selected, you will need to send the name of the legal signatory and bank details of your organisation to the UK National Agency, who will then issue you with a Grant Agreement.

The Grant Agreement must be signed by your organisation's legal signatory or by the individual in the event of no organisation and returned to the UK National Agency at least 14 days before the start of the activity. Participants who do not return their Grant Agreement before travelling to any activity may forfeit their claim to travel reimbursement. The payment of the grant is dependent on your full participation in the activity, your positive contribution, submission of your Final Report, and Claim Form with relevant travel receipts.

## Final Report and Claim Form

On return from the activity you will need to submit a short report on your experience, the knowledge you have gained and any follow-up activities you plan to undertake, including general feedback.

If you are taking part in a Higher Education activity and there are more than one participants attending from the UK, you will need to compile a short joint report.

You will also need to submit a reimbursement Claim Form with the following:

- all receipts and invoices (in original format)
- boarding passes
- copy of Youth Pass or Certificate of Attendance (if provided by the Host NA)

These should be sent to the UK National Agency within 30 days of the end date of the activity. Upon approval of your claim form and Final Report, we will reimburse 100% of your total claim up to a maximum of €500.

If the total eligible expenditure reported by you, or determined by us, is less than the amount awarded, the final payment will be reduced accordingly. Travel claims can take up to 8 weeks to be processed.

## Where can I find out more?

Transnational Cooperation Activities (TCAs) in the field of Youth organised by all Erasmus+ National Agencies are promoted on the SALTO European Training Calendar:

[www.salto-youth.net/tools/european-training-calendar](http://www.salto-youth.net/tools/european-training-calendar)

The UK National Agency funds a limited number of these activities based on its annual work plan.

The list of supported activities can be found on:

[www.erasmusplus.org.uk/tca](http://www.erasmusplus.org.uk/tca)

## Youth, AE and VET

Further information can be obtained by emailing [Erasmusplustca@ecorys.com](mailto:Erasmusplustca@ecorys.com)

## Schools and Higher Education

Further information can be obtained by emailing [Erasmusplustca@britishcouncil.org](mailto:Erasmusplustca@britishcouncil.org)