Key Action 2 (KA2) Guide for Applicants

Strategic Partnerships in the Field of Youth

Deadline for Round 1: 11am (UK time) on 15 February 2018

Version 1: 18 January 2018

Overview of changes to the guide

This document is **version 1** of the 2018 Key Action 2 (KA2) Round 1 Guide for Applicants for Strategic Partnerships in the Field of Youth. If future versions of the Guide are created, an overview of changes made compared to previous versions will be displayed here:

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Part I – Preparation

Introduction to Key Action 2: Cooperation for Innovation and the Exchange of Good Practices

Erasmus+ is open to organisations across all sectors of education and training. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

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

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices is all about enabling organisations to work together in order to improve provision for learners and share innovative practices within and beyond the participating organisations. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries. Key Action 2 aims to increase the positive impact of European activities at all levels to ensure benefits for the individuals, organisations and countries involved in projects.

Key Action 2 for Youth

UK organisations that are active in youth work can apply for funding under Key Action 2 for activities that form part of a Strategic Partnership for Youth. Each project can last between 6 and 36 months and organisations can apply for funding to support a combination of activities, depending on the objectives of the project.

Strategic Partnerships can be one of the following two types:

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

The type of Strategic Partnership you plan to deliver will need to be chosen at application stage based on the project objectives. Project activities must contribute to achieving the project objectives and should be proportionate to the scale and type of project, and relevant to action priorities. Some examples of the types of activities a Strategic Partnership in the field of Youth can deliver are included on pages 292 of the of the 2018 Erasmus+ Programme Guide. It is also possible to have cross-sectoral Strategic Partnerships involving partner institutions from different sectors working together to achieve objectives and results that will impact on the field of Youth. Examples of cross-sector Strategic Partnership activities are provided on page 297 of the 2018 Programme Guide.

Under Key Action 2 Strategic Partnerships for Youth, informal groups of young people can also apply to undertake transnational youth initiatives which bring together two or more groups of young people to deliver initiatives fostering entrepreneurial spirit and social commitment. Transnational youth initiatives may address the following (see also pages 296 of the 2018 Erasmus+ Programme Guide):

- the establishment of (networks of) social enterprises, associations, clubs, NGOs;
- the development and delivery of courses and trainings on entrepreneurship education (in particular entrepreneurship for social benefit and the use of ICTs);
- activities that spread information, raise understanding and critical engagement with the media or other activities that encourage engagement with civic life (e.g. debates, conferences, events, consultations, initiatives around European topics);
- projects that deliver activities for direct community benefit, i.e. for disabled, elderly, minority, migrant or other groups; and
- artistic and cultural projects (theatre plays, exhibitions, music performances, discussion forums etc.).

Important note: A Youth Initiative is initiated, set up and carried out by young people themselves. Project proposals are submitted and implemented by informal groups of young people.

Who is this guide for?

This step-by-step guide is to help UK organisations complete the 2018 Erasmus+ Key Action 2 Strategic Partnerships for Youth application form.

This guide is for organisations that are considering applying for funding for Strategic Partnerships for Youth, or for Strategic Partnerships in more than one sector where the main sector impacted is Youth. The guide should be read in conjunction with the 2018 Programme Guide. If you wish to apply for funding for Key Action 1 or 3, please see the 'Apply for funding' page on the Erasmus+ UK website.

Please be aware that there is no separate application form for cross-sectorial applications. If you are unsure which sector your project would fall under please have a look on our website.

1. Read more about this type of project

What are Strategic Partnerships?

Strategic Partnerships aim to support the development, transfer and/or implementation of innovative practices as well as the implementation of joint initiatives promoting cooperation, peer learning and exchange of practice at European level. Under the Erasmus+ programme, youth organisations can work with others to help improve youth provision across Europe. Youth organisations can work with enterprises, social partners and local or regional authorities to deliver high quality projects which are relevant to national and European labour market needs.

Depending on the project objectives and the composition of the partnership, projects may be one of the following two types:

Strategic Partnerships supporting exchange of good practices:

The main objective of these projects is to allow organisations to develop and reinforce networks, increase their capacity to operate at a transnational level and exchange ideas, practices and methods. Depending on their objectives, projects may also develop tangible outputs, and are still expected to disseminate the results of their activities in a way that is proportionate to the aims and scope of the project

Strategic Partnerships developing innovation:

These projects are expected to develop innovative outputs and/or undertake intensive dissemination and exploitation activities. Strategic Partnerships supporting innovation can request specific funding for Intellectual Outputs and Multiplier Events in order to support the delivery of their objectives.

The type of Strategic Partnership to be developed will need to be selected within the application form. It is therefore important to give careful consideration, before applying, to the type of project that is best suited to your objectives and the experience and capacity of your partnership.

Important note: To be funded all Strategic Partnerships must address either a) at least one horizontal priority or b) at least one specific priority relevant to the field of youth. See pages 106 – 110 of the Erasmus+ Programme Guide for the full list of priorities.

Horizontal priorities:

- Development of relevant and high quality skills and competences
- Social inclusion: ownership of shared values, inclusion, diversity, equality, gender-balance and non-discrimination in education, training and youth activities.
- Open and innovative education, training and youth work, embedded in the digital era
- Strengthening the recruitment, selection and induction of Educators
- Transparency and recognition of skills and qualifications to facilitate learning, employability and labour mobility
- Sustainable investment, performance and efficiency in education and training
- Social and educational value of European Cultural Heritage

If your application addresses one of the above horizontal priorities you will still have to clearly demonstrate how your application directly relates to and intends to impact the youth field.

Youth-specific priorities:

- Promoting quality youth work, e.g. foster inclusion and employability of young people with fewer opportunities; promote better knowledge, recognition and validation of youth work and non-formal learning
- Promoting empowerment, open to cross-sectorial cooperation, and active citizenship of young people, e.g. broaden political and social participation of young people; promote diversity, intercultural and inter-religious dialogue
- Promoting entrepreneurship education and social entrepreneurship among young people

For an overview of the European initiatives in the field of youth and for links to these documents, please see http://ec.europa.eu/youth/policy/index_en.htm.

Other useful documents covering youth policy and strategy, entrepreneurialism and multilingualism can be found at:

- EU Youth Strategy: http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52009DC0200&from=EN

- Europe 2020 Strategy: http://ec.europa.eu/europe2020/index_en.htm

- Erasmus+ Inclusion and Diversity Strategy in the field of youth: http://ec.europa.eu/youth/library/reports/inclusion-diversity-strategy_en.pdf

- Main European Youth Policy Documents http://ec.europa.eu/youth/library/index_en.htm

What does a Strategic Partnership involve?

Depending on the type of Strategic Partnership you choose to deliver, your project could include the following types of activities:

- activities that strengthen cooperation and networking between organisations;
- testing and/or implementing innovative practices;
- working with local or regional public authorities;
- building relationships among youth organisations and other organisations active in education and training as well as the job market;
- promoting the integration of refugees, asylum seekers and newly arrived migrants;
- supporting learners with disabilities/special needs to complete education and facilitate their transition into the labour market, including combating segregation and discrimination
- activities focused on equality, diversity and inclusion challenges in the learning environment;
- supporting learners with disabilities/special needs in education and their transition into the labour market, including combating segregation and discrimination;
- promoting the recognition of knowledge, skills and competences ; and
- transnational youth initiatives to encourage active citizenship and entrepreneurship.

If you choose to deliver a **Strategic Partnership developing Innovation**, you will be expected to develop innovative outputs and ideas. An innovative and/or complementary project can broadly be described as one where:

- new or additional needs are addressed;
- new or additional products or youth practices are shared or developed;
- new or additional receiving countries, target groups or sectors are involved; and/or
- new or additional methods for delivering innovation or sharing approaches are used.

Strategic Partnerships supporting Innovation may include:

- developing, testing and/or implementing innovative practices relevant to the field of youth, such as:
    - methods, tools and/or materials aimed at fostering young people's basic skills and competences;
    - methods, tools and/or materials for the professional development of youth workers;
    - flexible approaches to youth work delivery, training and support, maximising the use of ICT; and
    - youth work programmes and tools aimed at combatting social exclusion and early school leaving.

Learning, Teaching and Training Activities for youth learners and staff can also be organised, as long as they help to achieve the aims of the project and bring clear added value. If you are interested in a project that focuses purely on providing learner or staff professional development experience through mobilities, you should consider a Key Action 1 project. See the Apply for youth mobility funding page of our website for more details.

Within a Strategic Partnership for Youth, training, teaching and learning activities may take the form of:

- **Blended mobility of young people**, where young people related to the partner organisations work together through both ICT tools, such as social media, video conferencing, live streaming etc., and through physical meetings. The physical meetings element of blended mobilities can last between five days and two months, but the virtual element may last for the whole project duration.
- **Long-term mobility of youth workers**, which allows youth workers to experience a different working environment, increasing professional, personal and intercultural competences. These mobilities must last between two and 12 months.
- **Short-term training events for youth workers**, where partners can arrange training sessions for small groups of staff from each of the partner organisations. Training events must last between three days and two months.

Travel days do not count towards meeting the minimum and maximum duration of Learning, Teaching and Training Activities.

2018 Programme Guide

Please refer to the 2018 Programme Guide, which includes information on the eligibility and quality assessment criteria, application procedures and formal requirements.

For Strategic Partnership applications, the most relevant sections of the Erasmus+ Programme Guide are:

- pages 26 (general information on Education and Training projects and Youth, including Erasmus+ objectives);
- pages 105 to 186 (specific information on the requirements for Strategic Partnerships in Education, Training and Youth), including:
  - Eligibility and quality assessment criteria, pages 112 to 116
  - Funding rules, pages 120 to 126;
- pages 244 to 262 (Information for Applicants, including procedures and formal requirements); and

- Pages 289 to 300 (specific information on Strategic Partnerships, including activities and examples of projects).

For inspiration and case studies, you can search for projects on the Erasmus+ Project Results Platform.

2. Check that you are an eligible organisation

Erasmus+ Youth funding is open to any public or private organisation active in the fields of education, training and youth or any public or private organisation active in the labour market, for example:

- a not-for-profit organisation or NGO;
- a public body at local, regional or national level;
- a body providing counselling or information services;
- a body validating knowledge, skills and competences acquired through formal or non-formal learning; and
- an informal group of young people (one of the members must assume the role of representative and take responsibility on behalf of the group).

Useful tip: An informal group of young people is a group of at least four young people which does not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on their behalf. These groups of young people can be applicants and partners in some Actions of Erasmus+. For the purpose of simplification, they are assimilated to legal persons (organisations, institutions, etc.) in the Erasmus+ Programme Guide.

The group must be composed of at least four young persons aged 13-30. In exceptional cases and if all young people are minors, the group can be represented by an adult. This would allow a group of young people (were all are minors) with help of a youth worker/coach to submit an application.

Applicant organisations must be based and registered in a Programme country. For more information, please see the specific eligibility criteria for Key Action 2 Youth projects on page 112 of the 2018 Programme Guide.

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

The accepted unincorporated structures for Youth applications include:

Registered charities on the Charity Commission website for England and Wales, Scotland or Northern Ireland including:

- Trusts
- Associations

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

It is possible for 'a group of young people active in youth work but not necessarily in the context of a youth organisation (i.e. an informal group of young people)' to apply for funding under Key Action 2 Strategic Partnerships in the field of Youth. For more guidance on Transnational Youth Initiatives you can consult page 118 in the 2018 Programme Guide.

Sole traders and Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), are not eligible to apply for Key Action 2 Erasmus+ funding.

3. Child Protection

If you are successful in obtaining funding, you will be asked to complete a Child Protection checklist before you are issued with a Grant Agreement. Failure to comply with this checklist could mean that the offer of funding is withdrawn.

The checklist will detail the legal and regulatory requirements that must be adhered to when working with children [those aged under 18] directly or when delivering work that has an impact on children. All requirements must be in place and the UK National Agency has the right to request a copy of all Child Protection documentation at any time

4. Review your organisational and financial capacity

4.1 What is organisational capacity?

Your organisation will need to demonstrate that it has adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the Grant Agreement with the UK National Agency and the programme guide published by the European Commission.

The assessment of organisational capacity will consider:

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

The above must be detailed in the application form but, where necessary, further information may be requested.

The UK National Agency will limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

Important note: Any outstanding debt your organisation has with the UK National Agency (either with the British Council or Emory's) will impact upon the approval of your application form, and your ability to secure funding. You are therefore strongly advised to clear any outstanding debts with the UK National Agency before applying for funding.

Applicant organisations will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are found to have misrepresented the information required by the UK National Agency as a condition of participation in the grant award procedure or fail to supply that information (see the section 'Exclusion Criteria' in Part C, on page 245 of the 2018 Programme Guide).

4.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or an advance. The UK National Agency can make a grant offer on the basis of either pre-financing covered by a financial guarantee, pre-financing in several instalments, or a grant offer without pre-financing.

Please note, a formal financial capacity check does not apply to public bodies or international organisations, or where the grant request is less than 60,000 EUR (see the section 'Selection Criteria' in Part C, page 248 of the Programme Guide).

In all other cases, you must demonstrate that your organisation has suitable reserves or income to deliver the project successfully. You must therefore provide a set of accounts, to include at least a Balance Sheet and a Profit and Loss Account (or an Income and Expenditure Account), in accordance with relevant UK legislation, which is not more than 18 months old from the date of the round to which you are applying.

The accounts should show a balance sheet with sufficient free reserves (e.g. cash in bank account 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.

Useful tip: Erasmus+ grants should be used to deliver projects and are not intended to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

4.3 Payment structures

The UK National Agency decides on the payment structure to be offered for each approved project based on a number of factors, including the type of project and the outcome of financial capacity checks. Instalments of the awarded grant, known as pre-financing payments, are paid during the lifetime of a project in order to provide beneficiaries with a float. The payment structure will normally be confirmed to beneficiaries when the grant offer is made or during the contracting process. Some examples of potential payment structures are provided below:

- Some projects may be offered one pre-financing payment at the start of the project, followed by a final payment of the balance following approval of a final report.

- In other cases, the pre-financing may be split into several smaller instalments which may be linked to the approval of interim reports submitted to the National Agency.
- In some cases pre-financing may not be offered, in which case the grant would be paid at the end of the project, following approval of the final report.

The expected timescales for pre-financing payments will be outlined in the grant agreement for the relevant project.

4.4 What if my organisation is new or has no accounts?

The UK National Agency may consider applicants who are recently established and/or have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

4.5 What kind of bank account does my organisation need in order to receive Erasmus+ funding?

All Erasmus+ grants are paid in Euros; therefore it is recommended that you use a Euro bank account to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation so that we can make payments to you without delays. If this is not possible please contact the National Agency to discuss your options.

5. Check whether your organisation has a PIC

All organisations that apply for Erasmus+ funding must first register with the European Commission using the Participant Portal (see step 5 below) and receive a unique Participant Identification Code (PIC). The PIC is directly linked to the information about the organisation registered on the Portal and enables organisations to enter all their details into an application form simply by inserting the PIC.

We would recommend that before registering you double-check that your organisation doesn't already have a PIC. You can use the search facility to make sure your organisation is not already registered. If registered, you do not have to register again and can use that PIC number.

6. Register on the European Commission's Participant Portal

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Please note that both the applicant organisation and any partner organisations must have registered on the Participant Portal before completing an Erasmus+ application form. The Participant Portal is accessible via an individual's or organisation's EU Login account, previously known as European Commission Authentication Service (ECAS) account. A video guide on how to register is available on the [Erasmus+ UK website](#).

After registering and logging into EU Login, you will need to register on the Participant Portal. Please be aware that there are two portals: the Research Participant Portal and the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal, which is the correct Participant Portal for Erasmus+. The **Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal** can be accessed [here.](#)

Once you have registered your organisation and uploaded all the necessary documents, your organisation will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation's details will be entered automatically.

We would recommend that you test your PIC well in advance of submitting an application as it can take time to resolve any issues with your PIC. Please see the Erasmus+ Programme Guide, page 244 which contains detailed guidance on how to complete these steps.

Important note: You will be expected to use the Participant Portal throughout your project's lifetime and each time that you apply for Erasmus+ funding. Therefore, you should take measures to ensure that your organisation's data is correct and up-to-date and that you always have the login details to access the Portal.

7. Upload or update the Legal Entity and Financial Identification Form

Once registered, all organisations must have their legal status validated by the National Agency in their country. This applies to both applicants and partner organisations in a project. Organisations cannot receive Erasmus+ funding until they have been validated. To enable the UK National Agency to validate your organisation, you will need to upload the relevant documents onto the Participant Portal.

Both you and your partners must upload a Legal Entity Form to the Participant Portal as well as supporting documents for this form.

Please be aware that there are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. Please choose the appropriate Legal Entity Form, depending on the status of your organisation. The 'Individual' Legal Entity Form is to be used only by informal groups of young people. The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status.**

As an applicant, you will also need to upload a Financial Identification Form. The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent bank statement for the given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments in Euros.

If you have applied for Erasmus+ funding before and have already been validated by the UK National Agency you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted, but you can simply upload another document to update information. Private organisations applying for a grant above €60,000 should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a financial capacity check to be carried out (see page 248 of the Programme Guide for more information about financial capacity).

For more information about registering and uploading documents onto the Participant Portal, as well as updating information and previously uploaded documents, please refer to the User Manual

Useful tip: Please note that any information included in the Legal Entity Form and Financial Identification Form must match the details in the application form and the Participant Portal.

8. Ensure you understand the quality criteria against which your application will be assessed

In order for you to develop a high quality Key Action 2 application, it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

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

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

Relevance of the project (maximum 30 points)	▪ The relevance of the proposal to: ○ the objectives and the priorities of the Action (see section 'What are the aims and priorities of a Strategic Partnership?'). If the proposal addresses the horizontal priority "inclusive education, training and youth", it will be considered as highly relevant. ▪ The extent to which: ○ the proposal is based on a genuine and adequate needs analysis; ○ the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups; ○ the proposal is suitable of realising synergies between different fields of education, training and youth; ○ the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; ○ the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.
Quality of the project design and implementation (maximum 20 points)	▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination; ▪ The consistency between project objectives and activities proposed; ▪ The quality and feasibility of the methodology proposed; ▪ The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget; ▪ The extent to which the project is cost-effective and allocates appropriate resources to each activity If the project plans training, teaching or learning activities: ▪ The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants; ▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.

Quality of the project team and the cooperation arrangements (maximum 20 points)	▪ The extent to which: ○ the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project; ○ the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations; ○ if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors; ○ the project involves newcomers to the Action. ▪ The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders. ▪ If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).

Impact and dissemination (maximum 30 points)	▪ The quality of measures for evaluating the outcomes of the project; ▪ The potential impact of the project; ○ on participants and participating organisations, during and after the project lifetime; ○ outside of the organisations and individuals directly participating in the project, at local, regional, national and/or European levels; ▪ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations; ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations; ▪ The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.

You will need to 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 make sure answers are clear and remember to proof read your application!

Important note: Any application scoring less than half the available points in any one of the four quality criteria will not be considered suitable for funding. In addition, the proposal needs to score more than 60 points in total. If these two criteria have not been met, the proposal will not be considered for funding.

Approved projects will be ranked in order of their overall assessment score, and the programme budget will be allocated from the highest scoring project down to the lowest scoring until the budget is fully utilised. Approved applications which cannot be funded due to insufficient programme funds may be placed on a reserve list.

Proportionality

When assessing your application, assessors are asked to take into account the scale and type of your project, its outputs and the amount of funding requested in line with proportionality. This means that in principle the larger and more complex your project is and the more funding you request, the higher the level of detail and clarity is expected regarding your project and its activities.

Additional information on quality criteria

Annexes II and III of the European Commission's Erasmus+ Programme Guide contain further information on quality criteria and key terms such as 'informal learning'. You may also find it beneficial to read the European Commission's Guide for Experts on Quality Assessment (the 'guide for assessors') which sets out the assessment process and the quality criteria for the assessment of applications. Both documents can be downloaded from the Erasmus+ UK website.

When will results be notified?

For the indicative notification and project life-cycle deadlines as well as payment modalities, please have a look at pages 257 - 258 in the Erasmus+ Programme Guide.

Statistics and funding results will be published in due course under the Key Facts and Figures section on our website.

Where to find more help and advice

For further information, please refer to the 'Apply for funding' section on our website.

For examples of youth work methods, and resources for projects based on themes such as inclusion, diversity and participation, please visit www.salto-youth.net. You can also have a look at previous KA2 projects on the Erasmus+ Project Results Platform or on the Case Studies page on our website.

The Erasmus+ team at the British Council are also here to help you with any queries which you may have regarding your **youth** application. You can contact the team by phoning **0161 957 7755** or by emailing **erasmusplus.enquiries@britishcouncil.org**

Useful tip: The Erasmus+ helpline is particularly busy before an application deadline so, while the National Agency will try their best to answer and resolve your queries, it is always recommended that you start completing your application well in advance of the deadline to avoid any unforeseen issues.

SALTO Resources

SALTO stands for *Support*, *Advanced Learning* and *Training Opportunities*. It works within the Erasmus+ Youth Programme. SALTO-YOUTH.net is a network of eight resource centres working on European priority areas within the youth field. As part of the European Commission's Training Strategy, SALTO-YOUTH provides non-formal learning resources for youth workers and youth leaders and organises training and contact-making activities to support organisations and National Agencies within the frame of the Erasmus+ Youth Programme and beyond.

On the SALTO-YOUTH website, you'll find lots of tools:

- **European Training Calendar** – you can find trainings and seminars run by SALTO, Erasmus+ National Agencies and NGOs in the youth field
- **Toolbox for Training** – contains hundreds of tools and activity ideas for youth work
- **OTLAS Partner-Finding** – puts you in touch with thousands of youth projects, so you can build strong partnerships and apply for Erasmus+ in the future

- **Trainers Online for Youth (TOY)** – a directory of over 500 trainers, who can deliver international training activities

Eurodesk

Eurodesk UK is an information and support service to help young people and youth organisations find out about opportunities in Europe.

The Eurodesk website gives tailored information for young people aged 13-30 on the different opportunities available in Europe and an insight into what it's like to take part in European youth projects. Eurodesk also support young people directly through the **European Youth Portal** – a platform that helps young people from across Europe find information on a range of topics as well as opportunities and events.

For adults working with young people, Eurodesk provides a range of support and advice on the European youth field.

Preparation Checklist:

□	Have you read the relevant sections of the 2018 Programme Guide?
□	Have you checked how your application links to current EU policies?
□	Have you checked whether this is the right Key Action and field for your project?
□	Have you checked whether your organisation is eligible for Erasmus+ funding?
□	Can you demonstrate the organisational and financial capacity of your organisation?
□	Does your organisation have a PIC number?
□	If your organisation does not have a PIC yet, have you registered on the European Commission’s Participant Portal via EU Login?
□	Have you uploaded the updated Legal Entity Form onto the Participant Portal?
□	Have you uploaded the updated Financial Identification Form onto the Participant Portal, along with any required supporting documents?
□	Are all your details on Participant Portal correct and up-to-date?
□	Are your partners aware of the Participant Portal requirements?
□	Have you checked the quality criteria against which your application will be assessed?
□	Does your organisation have a Euro account or an account that will accept Euro payments?

Part II: Application form

Step-by-step guide to completing the application

In order to help you put together a good quality application we have developed a step-by-step guide to assist you in completing the NEW online application form. This guide will take you through the different sections of the form, emphasise the most important parts and highlight any potential stumbling blocks.

It is important to note at application stage that, if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided in your application form. **No deviations from this information will be permitted**, as this could call into question the assessment result. Therefore, when completing your application form, you must ensure that the information you are presenting (including partners, countries and participants involved, as well as the planned activities) is correct, realistic, and will not be subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

Structure of this guide

This section of the guide has been divided between "Narrative" and "Budget", where guidance is provided on how to complete the narrative sections of the form and where the technical aspects of completing the form to claim for funding are explained.

Introduction to the Application Form

It is compulsory to complete the online form when applying for Key Action 2 funding. The form can be accessed at https://webgate.ec.europa.eu/web-eforms. Please ensure you select the correct application form.

We would recommend that where possible you use a PC to complete the application. The application forms are built on the latest standards of the web platform. The forms support all of modern browsers and have been successfully tested on the following browsers:

- Internet Explorer 11.0
- Firefox 45.7
- Chrome 56.0

The web application forms are online applications and you will need to be online. It is not possible to work offline with the form.

Application Access

Important: If you are a new user, you must create an EU Login account before accessing the WEB application forms. Please use the following link here . More information is available at: http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/eu-logininformation_en.pdf Please note that the maximum number of characters for the narrative boxes is 5000 characters (including spaces). It is important to remember that you will need to save your application as you go along.

Please allow plenty of time to complete the application form, as it can take time to resolve technical issues. If you need further guidance on completing the form, you can also read the European Commission's technical guidelines. This document contains more detailed information on the technical requirements needed to use the form and provides solutions to some common problems.

Application Functionality Basics

1. The form is automatically saved every two seconds.

2. After closing the form, you can access it again under the tab My Applications on the WEB application homepage.

3. The default language of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the required language from the drop down list.

4. Mandatory fields are clearly identified within the application in red.

5. Sections marked with indicate missing information or that not all rules for filling in the application were respected. Most individual questions will be marked in the same way to make it easy to identify and fix issues.

6. Once all mandatory fields and validation rules in a section are met, sections will be marked with a green check

7. Throughout the form it is possible to acquire more information about particular parts by positioning your mouse pointer over the question mark sign.

8. Within various parts of the application, you have a MENU button available; for example in the "Participating Organisations" or "Activities" sections.

9. Depending on the section, you have different options available to select from once you clicked it. Important: In order to log out you need to close the browser in which you are working completely 8

10. You can access details of various elements of the application by clicking on underlined links

11. In most of the form, you can navigate within the sections by using the top menu.

Narrative

Context

This section consists of a data table containing information specific to the application. Please ensure that you are completing the correct application form by checking the Call, Year, Round, Key Action on the top right hand corner of the electronic form.

Main objective of the project: Please select from the dropdown menu whether you are applying for a ‘Innovation’ project or an ‘Exchange of Good Practices’ project.

Important note: The project type you select will dictate which fields are available within the rest of the application form, including the activities and budget sections. Please ensure you select the correct option from the outset, as if you try to change this once you have started to complete the form you may lose your work. Please refer to page 106 of the Erasmus+ Programme Guide for information about the two types of Strategic Partnership project.

Project title: Please choose a title for the project, different from your organisation’s name.

Project Acronym: Please enter any acronym for your project title here.

Project Start Date: Select a date from the calendar. This should be the earliest date from which you will need to spend the grant and before your activity. For Round 1, this must be between 1 June and 30 September 2018.

Project Total Duration: A Strategic Partnership in the youth field can last between six and 36 months. Select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates. The overall project duration will need to encompass all project related activities from promotion and recruitment through to evaluation and dissemination. It is important, therefore, to consider realistic project duration to be able to carry out all project activities to a high standard.

Please note that the indicative date for signing a grant agreement is five months after the deadline. Please be mindful that you should plan enough time in advance of your activities to be sure to be able to get value for money on travel costs, venue hire etc.

Project End Date: The latest possible end date for activity is **29 September 2021.** The end date will populate automatically depending on the start date and the duration of the project.

National Agency of the Applicant Organisation: Select UK01 for applications made to the UK National Agency

Language used to fill in the Form: Select English for applications made to the UK National Agency

Useful tip: Please try selecting the date from the drop-down calendar. If you decide to enter the date manually, please check whether it is in the correct format otherwise the form may not validate. The format used throughout the form is ‘dd-mm-yyyy’.

Participating Organisations

Applicant Organisation

This section asks applicants to provide information relating to the applicant organisation.

In advance of completing this section of the form, applicants must register their organisation on the European Commission's Participant Portal to obtain a PIC number. Once you have entered your PIC in the box and selected 'Check PIC', the address fields should populate automatically. Please be mindful that the applicant organisation must be legally registered and must be active in the same country as the NA to which the application is submitted.

If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly. If you receive an error when clicking 'Check PIC' and you have checked that you are entering the right code please contact us at erasmusplus.enquiries@britishcouncil.org.

Profile

Type of organisation: Please select the most relevant type from the drop-down menu. If you cannot find a suitable option in the list, select the option 'Other'.

The remaining part of this section of the form will be pre-filled using the information submitted on the European Commission's Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

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. Please have a look at the Participant Portal User Manual for advice on how to update these details.

Associated Persons

Legal Representative

Enter the details of the person who is authorised to enter into a legally-binding commitment on behalf of your organisation. This may be your Finance Manager or another member of the Senior Management Team. If your application is approved, this person will also be the signatory for the Grant Agreement and the person who takes on the terms and conditions attached to the grant on behalf of the organisation.

Please complete every field in this section. If the address of the legal signatory is different from the organisation address, you should ensure there is a check in the box next to 'If the address is different from the one of the organisation, please tick this box' and then provide additional address details.

Important note: Please ensure the legal representative details are consistent throughout the application form and in the Declaration of Honour. If there are inconsistencies your application may not be taken forward. Please notify the UK National Agency as soon as possible of any changes.

Contact Person

Complete as per Legal Representative. We will use these details as the first point of contact for the application and, should it be successful, the grant. We strongly recommend that the contact person for the application is different from the Legal Representative.

If the address of the contact person is different from the organisation address, you should ensure there is a check in the box next to 'If the address is different from the one of the organisation, please tick this box' and then provide additional address details.

You can select up to three contact persons. Please ensure that the contact person details are up-to-date and that those people will be available throughout the application process as well as the project life time. Please contact us as soon as possible if there are any changes.

Background and Experience

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

Informal groups of young people applying for funding to deliver a Transnational Youth Initiative should ensure that they include details here of any coach that will support your group, although you should note that the coach cannot be the Legal Representative or part of the group. Only in exceptional cases and if all young people are minors, the group could be represented by an adult (a youth worker or coach), who would help the group to submit an application. Please see page 295 of the Programme Guide for more details.

Please briefly present your organisation: Please include the aims of your organisation, its history, its location, and how the activities proposed in this application fit into other programmes or activities you deliver.

You should also include details of the young people your organisation typically works with in terms of geographic location and any additional needs they might have. For example, you may wish to enter the proportion of young people with disabilities, from families in receipt of benefits or those with English as a second language, if you feel that this information is pertinent.

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

Please give details of the number of administrative and delivery staff in your organisation (detailing paid staff and volunteers) and their skills or relevant experience or qualifications.

Have you participated in a European Union granted project in the 3 years preceding this application? Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. Click on the "Add Grant" icon to add new activities. Click on the "x" icon to delete activities. If you have been involved in previous projects but do not know the exact details please contact the UK National Agency.

Partner Organisation

Strategic Partnerships in the youth field should have a minimum of two partners from two different Programme Countries (including the Applicant).

Partner organisations from any Partner Country in the world may participate in Strategic Partnerships (please see pages 21-23 of the Programme Guide for further details).

Please be aware that Partner Countries can be involved in a Strategic Partnership **only** if they will bring significant added value to the project and you should ensure that such added value is clearly explained in the application. If this condition is not fulfilled, the project will not be considered for selection. See page 110 of the Programme Guide for information.

In addition to the organisations formally participating in the project and receiving EU funds, Strategic Partnerships may also benefit from the involvement of other organisations that can bring added value to the planned activities by investing their own resources and know-how. If relevant, you should explain clearly in your application how these organisations will contribute to the achievement of your project objectives.

Please click the button to add information about the partner organisation(s).

Any partner organisations will also need to have a registered PIC. Their details will then be fed onto the form and you will have to enter the organisation's details in order to make any changes

The description of your partner's background and experience should make it clear why this partner has been chosen and what skills and experience the partner has. You should demonstrate what relevant, complementary expertise the partner brings to the project.

Useful tip: You will need to provide a signed **partner mandate** for each member of the partnership at application stage. The European Commission has provided a partner mandate template which must be used and which can be downloaded here. Please ensure that the information provided on the partner mandates is consistent with organisation's details under the PIC on the European Commission's Participant Portal.

Profile

Type of organisation: Please select the most relevant type from the drop-down menu.

The remaining part of this section of the form will be pre-filled using the partner information submitted on the European Commission's Participant Portal. Please check that this information is accurate and ask the relevant partner(s) to update the Participant Portal if necessary.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you ask your partner to check their organisation's registration in the Participant Portal. Please have a look at the Participant Portal User Manual for advice on how to update these details.

Legal Representative

Details of the partner's legal representative should be provided in this section. If the address of the legal signatory is different to the organisation's address please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

Contact Person

Details of the partner's contact person should be provided in this section. If the address of the contact person is different from the organisation address, please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

Background and Experience

This section of the application is broken down into sub-questions and asks for further information regarding the activities and experience of partner organisations in the areas relevant to the application. Additionally, you must outline the relevant skills and expertise of key people at the partner organisations. Make sure you give a detailed description of the reasons why you chose your partners and how the roles and responsibilities will be divided between yourselves during the lifetime of the project.

Finally, you are required to indicate whether partner organisations have participated in a European Union funded project in the three years preceding this application by selecting 'Yes' or 'No' from the drop down menu. If 'yes', you must provide further details.

Please follow the advice provided in section D.1.2.for completing this section in relation to your partner.

Add/Remove Partner Buttons

Additional partners can be added by clicking on the 'Add Partner' button. If a partner has been entered in error you can delete their information using the 'Delete organisation' option under the 'Details (≡)' button.

Associated Partners

If relevant, please identify and explain the role of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

Your project may receive the support of organisations that are not listed as formal partners in the project. Please detail the support you will receive from any associated partners.

Project Description

Priorities

Please select the most relevant priorities that will be addressed by your project. You can select up to three priorities. For more information about the different priorities, please check pages 105-109 of the 2018 Programme Guide.

Please select the most relevant horizontal or sectoral priority according to the objectives of your project. Please select at least one priority using the drop-down menu. This can be a youth-specific priority or a horizontal priority. The horizontal priority of social inclusion is closely linked with the Youth field and would encourage Youth applicants to include this, if you feel this is relevant. In case of a horizontal priority, you will need to demonstrate how your application directly relates to and intends to impact the youth field.

Additional priorities can be added by clicking on them on the dropdown list. The maximum amount of priorities you can select is three. The main priority should be horizontal or youth-specific, whereas a second or third priority can also be a priority for a different field, in case your application has a more cross-sectoral approach.

Please comment on your choice of priorities. Please explain why you have selected the priorities above. You should clearly and fully explain the link with and impact on the youth field.

> **Important note**: Please ensure that you have selected the correct field when selecting field specific priorities.

Project Description

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

What is the situation which led to the development of this project? What problems or gaps will the partners work to address? What needs will it address for the organisations involved, wider community, or the EU? How does it address the overarching EU education policy objectives or the specific policy priorities for youth? When referring to a previous needs analysis, a website link or annex should be provided. Where possible, evidence should be included to back up statements referring to the need for the project. Explain why this project should take place in a European dimension.

Please note that a principle of proportionality is applied to how each application is quality assessed e.g. it is expected that a smaller scale project is less likely to refer directly to the EU modernisation agenda.

If you are applying to deliver a transnational youth initiative you should state this clearly throughout your application but mostly so in this section. The young people who design and deliver the project should describe the shared interests and needs that they wish to address.

If you aim to deliver a cross-sectoral Strategic Partnership with Youth as its main focus, please make sure you make this clear in the different sections of the application form as well as specifically in this section.

What results are expected during the project and on its completion?

Please provide a detailed description of the expected results (if they are not listed in intellectual outputs, multiplier events or learning, training, teaching activities): the results are the outputs of your proposal during the project and upon completion – what you will produce or the immediate changes you hope to effect, for example, changes in individuals or organisations. Examples include the integration of new practice into youth work or education, changes to the youth work curricula, changes to youth/education policy, or new skills for young people and plans for new social enterprises (i.e. in the case of transnational youth initiatives). Please note that this section overlaps with later sections, so consider carefully whether your results are “intellectual” (if applicable) e.g. course materials, or events, or teaching, training and learning activities, which might fit better in other sections.

You will also need to consider impact (see below): for example, you may aim to develop transversal skills such as IT competence in a certain number of youth workers (record the results here), and they may then become more employable (link to text in impact section).

In what way is the project innovative and/or complementary to other projects already carried out? How does this project relate to other projects? What other projects are working to address the situation described above, or how have the partners already worked on the issue? How will this project add to what they will achieve, and why is it different? What new approach, systems etc. is it introducing? How will it change practice in the organisations involved? It should be clearly explained why the approach/method the project focuses on is innovative, for example, it is not sufficient to state it will be applied to a different target group or to disadvantaged youth, but you should demonstrate how the methods you will develop are innovative for the proposed target group(s) and the countries involved.

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never previously been involved in a similar project? Why did you choose these partners and how did you establish the partnership? What skills, competencies and experience do the partners have? Clearly explain the expertise of all partners and what they will bring to the project, including smaller/less experienced partners. You should demonstrate what relevant, complementary experience and expertise the partners bring to ensure the project is delivered effectively. 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? Partners can have common interests/expertise but if possible include partners who have complementary expertise and ensure activities are not mostly led by one partner.

If your project includes organisations from outside the Programme Countries (i.e. from Partner Countries) the added value they bring to the project (e.g. by introducing new practices) must be demonstrated clearly in the narrative, otherwise this application will be rejected.

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

Please describe clearly and in detail the distribution of roles and responsibilities within the partnership, whilst linking it to the different partners' expertise.

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

If relevant, please identify and explain the role of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

Your project may receive the support of organisations that are not listed as formal partners in the project. Please detail the support you will receive from any associated partners.

Please select up to three topics addressed by your project.

Taking into consideration your project's objectives, please list the main topic areas of your project. Examples are: social dialogue; cultural heritage; gender equality; use of ICT; greater inclusion of disadvantaged groups. You can choose up to three topics from the list.

Participants

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

Give as much details as possible in terms of the selection process that will be applied in order to choose the participants, as well as how they will take part in the different activities.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation in the activities more difficult? Please select 'yes' or 'no' from the drop down menu. When selecting 'yes', the following questions appear:

How many participants (out of the total number) would fall into this category? Please give the actual or likely number.

Useful tip: A person with fewer opportunities is defined as a person facing obstacles which prevent them from having effective access to education, training and youth work opportunities.

Which types of situations are these participants facing? Please enter the actual or likely profile of the participants this project will involve. For more detail on each of the categories, please review page 11 of the Erasmus+ Programme Guide, see Equity and Inclusion. The maximum number of categories that can be chosen from the drop-down list is eight.

How will you support these participants so that they will fully engage in the planned activities? Please give the details requested including how you will support such groups to participate as planned.

Reaching disadvantaged groups is a focus of Erasmus+. Please note that in the context of Erasmus+, people with fewer opportunities are those facing a disadvantage because of personal difficulties or obstacles that limit or prevent them from taking part in transnational projects. Further information regarding the obstacles or difficulties these people may face can be found on page 11 of the Erasmus+ Programme Guide.

For transnational youth initiatives please specify if any of the young people designing and delivering the project have a background of fewer opportunities. If the young people have additional needs, the group should have a plan to support them to ensure they can participate fully in the project. Young people can be supported by a coach, which is compulsory if under-18s are involved in the delivery of the project. The coach is not a project leader but should support the young people to learn from the programme.

Please note that you give full details of safeguarding and supporting staff in place, in the case of mobility or related activities where minors [anyone under the age of 18] or young people are present.

Please describe briefly how and in which activities these persons will be involved.

Please describe the activities that participants with fewer opportunities will be taking part in.

Preparation

This section concentrates on project planning and management. Your proposal should demonstrate that all phases of your project have been properly considered in order for your project to achieve its objectives.

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.

Please note that you give full details of safeguarding and supporting staff in place, in the case of mobility or related activities where minors [anyone under the age of 18] or young people are present.

Management

Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' is based on the number of participating organisations and the duration of your project. A partnership can receive a maximum of 2750 EUR of Project Management and Implementation cost per month. The project lead (applicant organisation) will receive 500 Euros/month and each partner will receive 250 Euros/month. The form will automatically calculate the correct funding amount for Project Management and Implementation. These amounts should be added automatically, based on the number of partners within the partnership and the selected project start and end date.

Please also provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation"

Project management includes (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.

You need to demonstrate a project methodology which is well suited to your objectives and outputs. How will your activities be organised and 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 the 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 ensure proper budget control and time management in your project? In this section you must explain how your project will be cost effective in its activities and results. Is the grant request realistic for good quality implementation of the planned activities? Do you have the necessary quality assurance measures in place to ensure the project will be delivered on within budget and on time? The work programme should demonstrate a well-planned, realistic timetable for the duration of the project.

How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities. How will you evaluate progress against key milestones and objectives over the course of the project? Who will perform this role, what will their tasks be and what is their experience in monitoring and evaluation? What systems will you establish to make sure you respond to the findings of any monitoring and evaluation activities? (See below on activities and indicators of achievement).

How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results?

Please develop an evaluation plan with your partners in order to ensure that you will be able to measure the project's progress, its results, the measure in which they have been achieved and their quality. Provide as much details as possible, including information such as which indicators you will use and how you will obtain this data and information.

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

First present an outline of the key risks you identify in your proposal, based on the activities, participants and context or project environment. Identify, for example, relevant national legislation that you will need to comply with (i.e. UK legislation on child protection or health and safety). Then present your risk management plan, i.e. an outline of how you will manage these specified risks and identify any individuals with responsibility for risk management. Describe how you will regularly monitor risk and check that your controls or steps to mitigate or reduce risk are working.

Important note: All the activities of a Strategic Partnership must take place in the countries of the organisations participating in the project. Activities can also take place at the seat of an Institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague) even if in the project there are no participating organisations from the country that hosts the Institution.

Implementation

Please explain how the results will be achieved.

Provide details as to how the proposed methodology will allow the partnership to successfully achieve innovative results in its field.-

How will you communicate and cooperate with your partners?

These projects are jointly delivered by the partners and therefore require clear communication and clear roles and responsibilities to ensure quality and efficient cooperation. Please describe how all partners will communicate (i.e. what methods, how often), how you will work together to deliver the different activities and stages of the project, and how you will communicate with other important stakeholders, who should be identified as far as possible.

Have you used or do you plan to use eTwinning, School Education Gateway or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

If you have decided to use any of these platforms, you should explain which one(s) and how you have/intend to use them to support your project.

Intellectual Outputs *(only applicable for an 'Innovation' project)*

It is only possible to apply for specific funding for Intellectual Outputs if you have selected ''Innovation' as the main objective of your project.

Under the "Intellectual Outputs" section, you will be asked to select if you will produce any outputs by choosing "Yes/No" from a dropdown menu. If you are producing Intellectual Outputs, please select "Yes" in order to allow the form to load the applicable questions.

Intellectual Outputs are activities requiring substantial staff input in order to produce tangible and significant outputs. They include publications, for example academic papers; policy recommendations at different levels; curricula and course materials; new methodologies; training materials; assessment methods and materials; handbooks; websites (though not platforms for project management); innovative uses of IT and different media; ICT based tools and software, evaluations and reports. Separate funding can be requested to cover the production of such Intellectual Outputs.

Funding for Intellectual Outputs can be claimed to cover the staff time taken to create the specific Intellectual Outputs. To distinguish the production of such outputs from those covered by the funding automatically awarded to a project for 'Project management and implementation', these outputs should be set out in detail, demonstrating the related effort needed to produce them. The outputs should be innovative and creative, aiming to be easily transferrable and open access.

Please note that it is only considered an Intellectual Output if it is proven that there is potential for wider use and exploitation, and greater impact.

Outputs which are not considered Intellectual Outputs:

- products for internal use only, such as the partnership's dissemination plan, evaluation reports;
- 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.);

- documents and media aimed at informing and promoting the project (e.g. brochures, leaflets, web information, websites, blogs, wikis, newsletters etc.);
- comparative reports, surveys and guidelines intended for internal use for the project.

The production of an Intellectual Output is a process consisting of different steps that lead to the output itself. Therefore, examples of conducting a needs analysis to implement the project, researching or translating, are separate activities and are not considered separate Intellectual Outputs.

Please complete the following sections within each Intellectual Output:

Output Title: Please provide your Intellectual Output with a name

Output Type: Please select the output type within the dropdown list

Start Date: Please select the date when work on the Output will start.

End Date: Please select the date when work on the Output will finish.

Output Description (including: elements of innovation, expected impact and transferability potential)

Please provide as much detail as possible to demonstrate that research to support the need for this output has been conducted and that it will produce an innovative outcome, which will have an impact on a range of stakeholders, which should be identified. You should also provide information as to how this output might be useful for other organisations and bodies.

Please describe the division of work, the tasks leading to the production of the Intellectual Output and the applied methodology.

Please demonstrate how the expertise of within the partnership will be maximised by distributing the work to be carried out for the Intellectual Outputs by the most suitable partner(s), the work that will need to be carried out before and during the production of the Intellectual Output, as well as how the principles described in the previous sections apply to this work.

Intellectual Output Budget

Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and Implementation grant.

Staff time and costs for Project Management and Administration are already covered through the Project Management and Implementation budget. You can only claim for additional Project Management or Administration staff costs if it is essential to the completion of the Intellectual Output.

In order to receive funding for Managers and Administrative Staff time, clear and explicit justification must be provided in the application form covering the above criterion. Intellectual Output staff time is intended to cover the specific amount of time working on the Intellectual Output.

Please specify the staff resources which you need to produce the Intellectual Output

The category of staff time that is selected must reflect the work the individual will conduct on that day, not their usual role in the organisation. To be considered as "staff" for the development of Intellectual Outputs, the individuals must be either on a professional or voluntary basis, involved in education, training or youth non-formal learning, and may include professors, teachers, trainers, school leaders, youth workers and non-educational staff.

In all cases, the beneficiary must be able to demonstrate a formal link with the staff member concerned, whether the person is involved in the project on a professional or voluntary basis. If the project is successful, you must provide staff time sheets, evidence of the person working at the organisation (e.g. a contract of employment / voluntary agreement) and tangible evidence of the output itself in order for the funding to be considered eligible.

Useful tip: If you are not planning to deliver Intellectual Outputs as part of your project you should carefully consider whether it would be more appropriate to apply for an 'Exchange of Practice' project instead of 'Development of Innovation'. In all cases the planned outcomes of your Strategic Partnership project should be realistic and achievable within the project's lifetime and with the budget available.

If your project intends to develop Intellectual Outputs, select 'yes' from the dropdown menu for the table to appear. Please complete the relevant fields that will then appear under this section.

Useful tip: Although the majority of the sections will have fields already generated, you will have to generate the Languages and Media sections yourself by clicking the all relevant options.

Important note: Please ensure the languages chosen are official languages of the countries that are part of the project.

Multiplier Events *(only applicable for an 'Innovation' project)*

Multiplier Events funding is only available for ''Innovation' projects which plan to deliver Intellectual Outputs.

Useful tip: You will only be able to request funding for Multiplier Events as part of your project if you have listed Intellectual Outputs in the section **above**. Multiplier Events must be directly linked to sharing and disseminating the Intellectual Output they relate to. Consequently, they should be planned to take place **after the Intellectual Outputs has been developed**, to maximise the dissemination potential. There is an emphasis on visibility and dissemination of results in Erasmus+, so Multiplier Events reaching beyond the immediate project partners and beneficiaries are recommended.

For further information about the eligibility requirements for Multiplier Events funding, refer to page. 122 of the Erasmus+ Programme Guide.

Select your answer from the drop-down menu. If you select 'yes' a new section on Multiplier Events will appear.

In this section you should list and provide a detailed description of any national and transnational conferences, seminars or events aimed primarily at sharing and disseminating the Intellectual Outputs realised by the project. Please complete the fields for each output in this section -

Important note: Funding under the budget category Multiplier Events cannot be used to cover the costs for travel and subsistence of representatives of participating organisations involved in the Erasmus+ project. You should not include individuals from the Erasmus+ project as a participant number total for the event. Travel and subsistence costs of participants coming from partner organisations could be paid from the Project Management and Implementation budget category or it could be seen as a self-contribution of the partner organisation themselves.

As shown on p.113 of the Erasmus+ Programme Guide, the country venue must be either a country of the organisations participating in the project or they can also take place at the seat of an

Institution of the European Union, even if in the project there are no participating organisations from the country that hosts the Institution.

Seats of the European Union are Brussels, Frankfurt, Luxembourg, Strasbourg, and The Hague.

Under the “Multiplier Events” section, you will be asked to select if you will carry out any Multiplier Events to promote your Intellectual Outputs by choosing “Yes/No” from a dropdown menu. If you wish to carry out Multiplier Events, please select “Yes” in order to allow the form to load the applicable questions.

Event Title

Please be prepared to answer the following questions:

Event Title: Please choose a name for your event.

Output Title: Please select from the dropdown box the Intellectual Output(s) that will be promoted during this event

Country of Venue: Please select from the dropdown menu the country where this event will take place. This can only be in one of the participating countries or in one of the seats of the European Union.

Start Date: Please select the start date for the event. The format should be dd-mm-yyyy.

End Date: Please select an end date for the event. The format should be dd-mm-yyyy.

Event Description: Please provide as much detail as possible in regards to what will be covered during the event, how you will promote the Intellectual Output, who will be the participants and target groups, etc.

Intellectual Outputs Covered: Please select the Intellectual Outputs covered in this event.

Leading Organisation: Please select the organisation that will be responsible for organising and deliver this event.

Participating Organisations: Please select the organisations within the partnership that will take part in the event

Multiplier Event Budget

Please enter the number of local (from the host country) participants that will take part in the event, as well as the number of foreign participants that will take part in the event. Once you have entered the number of local and foreign participants the application form will calculate the total budget for the Multiplier Event.

In addition, Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership, if duly justified in relation to the objectives of the project.

Learning, Teaching and Training Activities

Learning, teaching and training activities can be funded in any Strategic Partnerships project (either ''Innovation' or 'Exchange of Good Practices') provided they are embedded within the broader activities and will bring added value in terms of supporting the achievement of the project's objectives. You need to make it clear how these activities will contribute to the wider project outcomes.

List of Activities

Please select your answer from the drop-down menu. If you select 'yes' a new section on Learning, Teaching and Training activities appears.

Available activities for Strategic Partnerships in the Field of Youth are:

- **Blended mobility of young people**, this activity should be a combination of <u>both</u> physical mobility (up to 2 months in total) <u>and</u> virtual mobility (i.e. the use of information and communication technologies such as collaborative workspaces, live streaming, videoconferencing, social media, etc. to complement or prolong the learning outcomes of physical mobility). It can be used to prepare, support and follow up physical mobility. It can also be organised to address people with special needs or with fewer opportunities to help them overcome the barriers to long-term physical mobility. You should clearly state in the activity description how you plan to include both physical and virtual aspects in this activity, and the number of days associated with each.

- **Long-term mobility of youth workers**, which allows youth workers to experience a different working environment, increasing professional, personal and intercultural competences. These mobilities must last between two and 12 months.

- **Short-term training events for youth workers**, where partners can arrange training sessions for small groups of staff from each of the partner organisations. Training events must last between three days and two months

Learning outcomes must be validated through EU validation tools such as Youthpass (see SALTO Website and Youthpass Website).

Please make sure there is consistency between the description in this section and the corresponding budget section in the budget summary. If your transnational learning/teaching/training activities include participants from Overseas Countries and Territories, it is possible to claim additional travel costs under the Exceptional Costs budget section. Please see section Exceptional Costs for Expensive Travel for more information.

Important note: As per page 320 of the Erasmus+ Programme Guide, 'transnational' relates to any action involving at least two Programme Countries. Please ensure at least two Programme Countries are included in any transnational learning/teaching/training activities in your application for activities to be considered eligible.

Your application would benefit from a full description of the planned activities here, including the location; who will be delivering the training; who the participants will be and what the training programme will entail; what support will be given, which practical arrangements will be made; how participants will be selected and prepared; how their safety will be guaranteed and how they will be monitored.

Useful tip: You will have to mention the location of the Learning, Teaching and Training Activities in the Activity Description section as there is no separate section for this detail.

You should 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 (please consult and adhere to the [British Council Child Protection Policy](#)). Consider the Foreign & Commonwealth Office's 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: https://www.gov.uk/foreign-travel-advice and may not fund mobility in cases where the FCO advises against it.

Please include any relevant recognition and validation, specifying the use of Youthpass where applicable.

Activity Details

Description of activities: It should be clear from each activity that it adds value and contributes to the overall objectives presented above, i.e. **these must be justified and strongly linked to the project objectives**.

Important note: Blended mobility of young people and long-term mobility of youth workers to or from Partner countries are not eligible. Short-term joint staff training events to or from Partner countries is eligible. Please refer to page 127 of the Erasmus+ Programme Guide for further information.

Please complete each activity table as indicated:

- Activity number – fills automatically
- Field - select 'Youth' (unless you are applying for a cross-sectorial Strategic Partnership, in which case this should be made clear throughout the body of your application). If the link with the Youth field has not been sufficiently made clear, your application might receive a lower score due to this.
- Activity type – please select from the drop down menu
- Activity description
- Leading Organisation – Please include the name of the lead partner organisation
- Participating Organisations – Please include the names of the participating organisations
- Duration – Please indicate the duration of the activity in days
- Country of Venue – Please indicate the country of venue.

Flows

Flow 1, Activity (C1 – QQQQ)

- Organisation / Country
- Country of Venue
- Number of participants - (in case you are applying for an 'Exchange of Good Practice' project, please be aware that the total amount of participants, including accompanying persons, is limited to 100. This limit is applicable to Learning, Teaching and Training activities only – participants included in Transnational Partner Meetings do not count towards this total.)
- Participants with special needs (out of total number of Participants): even if you are not sure of the details, include any anticipated participation by people with special needs.
- Accompanying persons (out of total number of Participants): as above (the numbers identified under 'Participants with special needs' and accompanying persons must add up to the total number of participants identified for the activity)

PLEASE READ IF YOU WILL BE ADDING ACCOMPANYING PERSONS

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

The intended function of an Accompanying Person is to accompany participants – whether learners or staff/youth workers - with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance. A full definition of an Accompanying Person can be found in the 2018 Programme Guide, page 313.

- Duration in days/months: depending upon whether the activity is long or short term, applicants need to enter the placement duration in months or in days respectively.
- Participating organisations - please select from the drop down menu.

When planning your activities, you will need to ensure that the country of destination is eligible for this action type.

If applying for **Exceptional Costs for Expensive Travel** you will need to tick the relevant box. Please add the number of participants that will need the additional support and an estimate of the funding that will be needed to cover the additional cost. Be prepared to fully justify the need for this type of funding, how it contributes to discussed activities, travel routes it might affect and explain what it would be used for.

Important note: Please check page 117 of the 2018 Programme Guide for more information in regards to Exceptional Costs for Expensive Travel.

Background Information

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?: Describe how any such activities will contribute to the project's objectives and include information regarding plans for.

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 describe in detail the selection process and all the measures that you will adopt in order to ensure that their participation in the activities is successful and safe. Please ensure that you comply with your organisation's policies, as well as with the legislation of your country and those of the partnership. Please ensure that fair principles are applied to the selection process, as well as throughout the project.

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 describe how you will ensure the recognition and/or validation of the learning outcomes of the participants. Please describe whether your projects will use any national instruments/certificates as well as European.

Special Costs

Special Needs Support

Special Needs Support refers to costs directly relating to participants with disabilities, including participants with special needs and accompanying persons participating in transnational teaching, training and learning activities. Any costs requested under this budget heading must not already be covered by the travel or individual support budget headings, and will need to be clearly justified in the application.

Useful tip: A person with special needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

Special needs support is calculated on an actual cost basis and will be assessed on a case-by-case basis. The individual situation should be described and any particular needs and extra costs should be clearly detailed in the application form and in the text box under this section. It may not be possible to provide extra funding for participants with special needs which has not been included in your original budget.

Please see page 121 of the Erasmus+ Programme Guide for more information.

Important note: Claiming for participants with special needs under Travel and Organisational Support budget headings and also under Special Needs support is considered a duplicate budget request which will result in the NA conducting budget cuts. To avoid this issue you must choose one of these budget headings to claim for special needs support.

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.

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.

Please enter 75% of the total amount of the Exceptional Cost within this section. The Exceptional Costs category, if eligible, can contribute up to a maximum of 75% of the real cost of services/goods/items that would have to be sub-contracted or procured by the project. If Exceptional Costs are not sufficiently justified they will be removed from the project budget and not funded.

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

- translation of Intellectual Outputs and other key material that the project is producing;
- 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.

Useful tip: Examples of items that are **not** eligible to be covered under this budget heading are:

- visas for partners to travel to consortium meetings (these should be listed under project management and implementation for the appropriate organisations);
- smartphones;
- Multiplier Event costs (these should be listed under the dedicated budget heading);
- training and dissemination activities (these should be listed under management and implementation); and
- Office equipment which would normally be provided by the partners in the day to day running of the partner organisation.

Costs for providing the financial guarantee (if requested by the UK National Agency) should be included in this budget category.

Please see page 121 of the Erasmus+ Programme Guide for further information.

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

Follow Up

Impact

Impact assessment is the process of examining the effect of Erasmus+ activity on individuals, organisations and society. The effects could be positive or negative, intentional or accidental, short or long-term. We have developed our own Erasmus+ Impact Exercise to help applicants and projects think about their impact. You can find it on our resources page along with other useful documents and links. 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 any mobility activities, planned learning and active involvement 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.

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

Please describe the expected impact on all the groups of individuals and the organisations directly involved in the delivery of the project or affected by the project.

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

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

How will you measure the previously mentioned 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 has been used. For more information about assessing impact and useful resources please visit the Impact section on our website.

Dissemination and Use of Projects' Results

Dissemination means communicating the project successes and results as widely as possible.

Dissemination and use of project results is an important focus of Erasmus+ (see Programme Guide pages 307 to 312). This ensures that project funds enable a wide group of people, organisations or communities can benefit and not just those explicitly named in this application. You can access and upload results to the Erasmus+ Project's Results Platform at: Erasmus+ Project Results Platform. The Erasmus+ communications team is always keen to hear about interesting case studies. For more information about these please visit the Case Studies page on our website.

Results should be developed in such a way that they can be adapted for use by others, as widely as possible. This could include use in other sectors, after the project has ended or to influence policy.

The plans outlined in this section should be appropriate for your project and target audiences that you plan to disseminate results to. Describe how you will maximise impact for participants and others into the future.

Your plan should include:

- measureable, realistic objectives;
- a timetable;
- resource planning; and
- Involvement of target groups, if possible.

Please prepare to answer the following questions:

What will be the target groups of your dissemination activities inside and outside your partnership?

Detail target audiences and justify your choice of these audiences. They might include your own organisations, people/organisations that have participated in your activities, stakeholders, decision makers, the press, the general public, etc. You should include details of how European stakeholders and youth organisations will be approached in order to share the results of the project.

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

Describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant) and describe what means (media channels, events etc.) you will use. How will you monitor your dissemination activities throughout the project? Include this in your project timetable that you upload to your application, including any monitoring. If relevant, explain how your plans might change in line with changing needs of target groups or context. You should plan for the project to be promoted throughout its lifetime, not only, for example, via a Multiplier Event held at the end of the project.

You may use a wide variety of media, and 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 these 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 say which partners will undertake the dissemination activities, what expertise they will bring, and what resources (staff days as well as physical resources) you will make available to implement the plans described in this section.

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

The Erasmus+ Programme Guide makes it clear that all the training and learning materials and media produced by Erasmus+ projects should be made freely available to the public in digital form on the internet via open licences. However, you are able to define the most appropriate level of open access to suit the nature of your project and the type of materials produced. You should therefore clearly explain how each result and intellectual output (if applicable) produced will be shared with others upon completion. Please bear in mind that you will also need to make your main project outcomes available from the Erasmus+ Project Results Platform.

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

Describe how you will make your results widely available over the long term. This may include, for example, giving open access to resources you have developed, or making sure innovation becomes integrated into the practice of different organisations.

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

You may add any further information in the last part of this question, with particular reference to the selection criteria and the Programme Guide.

Sustainability

Sustainability can be defined as the potential for continuation of the project's activities, outcomes and impacts after Erasmus+ funding has finished. Sustainability includes, but is not confined to, obtaining further funding for activities. It can also refer to integration of results and innovation into the management or pedagogy of participating organisations and ways in which new curricula etc. will be updated.

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

Please explain which aspects of your project you plan to maintain after funding finishes, how you will do this and what resources, including financial resources, you will use to assure sustainability. You may wish to reference your dissemination activities and use of results described in the previous section.

Budget

The Erasmus+ grant is intended as **a contribution** to your project costs and may not cover the total cost of your project. The maximum grant that can be awarded for a Strategic Partnership project is up to €450,000 for the maximum duration of 36 months (i.e. up to €12,500 per month).

When applying for a Key Action 2 project you are eligible to receive funding for the following cost headings on a per participant/organisation/meeting/job category basis (unit costs):

- Project Management and Implementation;
- Transnational Project Meetings;
- Intellectual Outputs (if applicable – 'Innovation' projects only);

- Multiplier Events (if applicable - 'Innovation' projects only); and
- Learning, Teaching and Training Activities (if applicable).

Useful tip: Unit costs can be understood as a set amount per participant, which is a contribution towards the project costs. For some unit costs you will spend more and for some perhaps less than the unit cost. Unit costs are intended to help make the funding simpler to understand and manage.

The following budget headings are conditional and need to be duly justified (actual costs):

- Exceptional costs (related to subcontracting or purchase of goods/services);
- Special needs support; and
- Exceptional costs for Expensive Travel (for Training, Teaching and Learning activities).

Useful tip: For actual or 'real costs', as the name suggests, you will receive funding for a percentage of the actual costs incurred. Real costs are used for the budget headings 'Exceptional Costs' and 'Special Needs Support' and can be fully or partly reimbursed depending on the budget heading.

Applicants must calculate a project's provisional budget at the application stage according to the rates outlined below. Please note: if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is correct and consistent with the activity described in your application form before submitting your application, as the UK National Agency cannot award any funding above the amount requested.

Please see the Erasmus+ Programme Guide, pages 120 to 126 for the funding rules for Key Action 2 Strategic Partnerships and unit costs amounts. Please note that, as well as unit costs, there is a limit for specific budget lines in order to prevent disproportionate amounts of spending on one type of activity.

Your budget should be appropriate to your activities and demonstrate cost effective use of resources. Several of the budget lines are conditional on you demonstrating added value, so, for example, transnational project meetings should be limited to those which cannot be replaced by emails, teleconferences, etc.

The fields of the budget section fill automatically from the details of your activities.

Useful tip: please ensure that the amounts you have entered are consistent across the whole budget section, otherwise the form will not validate.

Project Budget Summary

Project Management and Implementation

A monthly grant is paid to each participating organisation – €500 per month to the Coordinator and €250 to each of the other partners. This will complete automatically according to the number of participating organisations and project duration.

The maximum sum available for project management and implementation is €2,750 per month. There is no maximum number of partners. However, the budget for project management and implementation is capped and equivalent to 10 partners.

Important note: When there are 11 organisations included (1 applicant and 10 Partners), the eForm should display a warning message to inform you the maximum amount for the Project Management and Implementation **(€2,750 per month**) has been reached. This message will only start to show where there are 12 or more organisations, however no Project Management and Implementation budget will be included for the 11th (or additional) organisation(s).

Transnational project meetings

Grants are paid according to a unit cost per participant to cover travel and subsistence, with a different unit cost for short and long distance travel. You must use the European Commission's Distance Calculator Tool to calculate the appropriate distance band. Please note that the 'travel distance' indicates the distance for a *one-way journey* but the travel costs have been calculated for a *return journey.* There should be consistency between this budget section and what you have described in the Transnational Project Meetings section. You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC for the organisations taking part in each meeting;
- Please note it is the total number of participants that will travel to the total number of meetings you (or your partners) will travel to. Therefore any meetings hosted by you (or by your partners) should be excluded here;

- The distance band for each of the flows listed. The grant will be automatically calculated for each individual row based on the information you have input and will multiply the number of participants by the corresponding unit cost for the selected distance band.

Important note: Please keep track of which of the organisations will be hosting which meeting, to ensure they are excluded from this section. Only organisations that will be travelling to meetings are to be claimed for under this section. Hosting organisations costs are claimed for and should be covered by the budget allocated under Project Management and Implementation.

Intellectual outputs *(only applicable for 'Development of Innovation' projects)*

Intellectual Outputs are only applicable to projects supporting innovation. Staff costs for Management and Administrative Time is already covered through the Project Management and Implementation budget, however, this may be eligible for funding through the Intellectual Outputs category if the staff member's role working on the output is distinct and different from their regular role as project manager or administrator of the project as a whole.

In order to be eligible, funding for Managers and Administrative Staff must be clearly justified in the application form covering the above criterion. Grants are paid per participant per working day by country group, with four categories of the type of work and four groups of countries. You need to enter the following information, referring back to the plans outlined earlier in your application.

- PIC of organisations contributing to each output;
- Your intellectual outputs and the identifier for each generated by the system;
- The categories of staff participating. The category into which an individual falls depends on their role within the project.

Useful tip: The roles of 'Manager' and 'Administrative Staff' would normally be funded under 'Programme Management and Implementation', so if funding is requested under Intellectual Outputs for these staff categories, it must be clear from your narrative why it is needed. If the type and volume of staff costs for the development of an Intellectual Output is not duly justified, these costs may be reduced.

The categories staff categories are:

- Manager – requires justification
- Researcher/teacher/trainer

- Youth worker
- Technician
- Administrative staff – requires justification

- Country of activity
- Number of Working days
- Grant per Day – pre-filled and Grant Requested – pre-filled

Multiplier Events *(only applicable for 'Development of Innovation' projects)*

Multiplier Events funding covers events aimed at disseminating the Intellectual Outputs realised by the project. You must therefore have requested funding for Intellectual Outputs to be eligible to receive support for organising Multiplier Events. As stated earlier in this guide, Multiplier Events should take place after the respective Intellectual Outputs have been developed. Piloting training event costs cannot be considered under Multiplier Events.

Important note: It is not possible to claim travel and subsistence costs for individuals from organisations listed in the application of this Erasmus+ project. Travel and subsistence costs for participants from partner organisations could be paid from the Programme Management and Implementation budget category or it could be seen as a self-contribution of the partner organisation themselves.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each event;
- Planned events and the identifier for each generated by the system;
- Number of local (host country) participants;
- Number of foreign participants

Please see page 122 of the Erasmus+ Programme Guide for the Multiplier events unit cost rates.

The maximum sum available for Multiplier Events funding is € 30,000 per project.

Multiplier Events must take place in the countries of the organisations participating in the project. In addition, Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership, if duly justified in relation to the objectives of the project OR Multiplier Events can be held at the seat of an Institution of the European Union. These include Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague.

Learning/Teaching/Training Activities

Travel

Travel is based upon the distance travelled for each participant and is defined as the cost of the entire journey (including airport transfers) from the point of origin to the specific venue of activity. Travel grants are paid by distance bands. You must use the European Commission's Distance Calculator Tool to calculate the appropriate distance band. There should be consistency between this budget section and what you have described in the Learning, Teaching and Training section.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each activity;
- Your activity and the identifier for each generated by the system;
- Number of participants, including any accompanying persons (in case you are applying for an Exchange of Good Practices project, please be aware that the total amount of participants, including accompanying persons, is limited to 100);
- Distance travelled (please note that distance is one-way, but the travel costs have been calculated for a *return journey*).

Individual Support

Individual support refers to the day-to-day living costs incurred by participants during the mobility activity. This includes accommodation, food and insurance as well as local travel to and from the venue of the activity in the host country.

Individual support is calculated on a unit cost basis as detailed on page 127 of the Erasmus+ Programme Guide and will be payable according to the country of destination, the duration of the activity and the activity type. There should be consistency between this budget section and what you have described in the Learning, Teaching and Training section.

Individual Support – Long-term learning/teaching/training activities: You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each activity;
- Your activity number and type;
- The destination country;
- The number of participants without accompanying persons;
- The number of accompanying persons;

Individual Support – Short-term learning/teaching/training activities: You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each activity;
- Your activity number and type;
- The number of participants without accompanying persons;
- The number of accompanying persons.

Please check your information and then validate it. For more information on Accompanying Persons, please refer to Section G.

Linguistic support

Linguistic Support refers to costs linked to the support offered to participants to improve their knowledge of the language of instruction or work during the mobility activity. You must clearly justify the need for financial support. Linguistic support is calculated on a unit cost basis and awarded at a rate of €150 per participant needing linguistic support. This type of support is only available for long-term mobility activities lasting between 2 and 12 months.

Special Costs

Both Special Needs Support and Exceptional costs are based on real costs and an estimate of the total funding that will be needed for both categories will need to be provided in the form.

Please, request Special Needs Support if you think that any participants with Special Needs might take part in the project activities, as we will not be able to award additional funding retrospectively.

Important Note: Please bear in mind that, while we will pay 100% of the real costs awarded under Special Needs Support, **we will only pay 75% of the approved Exceptional Costs, or up to 50,000 Euros, whichever is lowest.**

Budget Summary

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

The values shown in the Budget Summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to include a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary. Please ensure that all the amounts you have entered above are correct.

Budget per Organisation

This pre-populated section contains the total grant calculated for each participating organisation, with the budget broken down per categories.

Important note: It is imperative that you check the amounts in these two sections are correct against your own calculations and resolve any issues before submitting your application.

Please be aware that if you are successful, the UK National Agency is unable to award you more than you have requested.

Project Summary

Please provide a short summary of your proposed project in the communication language of the project. As you develop your summary, please bear in mind that it may be used by the European

Commission, the UK National Agency and other agencies for publicity purposes and will be published on the Erasmus+ Project Results Platform. Your summary should include at least:

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

At the end of your project, a description of results will also be requested for publication.

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;
- the mandates of each partner to the applicant signed by both parties, where available (see section K. above for further information and requirements); and
- The Project Timetable Spread sheet template.

Applicants need to 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 replaces the 'add' function on the right hand side of the table.

If, after checking that the annexes are within the size and file format limits, you still experience problems with attaching annexes, you can email them to erasmusplus.enquiries@britishcouncil.org clearly stating which application form they relate to (by providing the application hash code) and your organisation's details and project name.

Checklist

Before submitting the application, please check the requirements here alongside the UK National Agency checklist at the end of this document. Please note you will need to attach these relevant documents to your application -

- The **Declaration of Honour** signed by the legal representative identified in section D.1.3. Of the application. Please ensure that all required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.

- The **mandates** of **each partner** to the applicant, signed by both parties. The mandate template which must be used can be downloaded from the Erasmus+ UK website. Please note the below when preparing mandates:
    - the legal signatory named on the partner mandate must be the person who signs the document and the same person identified in section D.1.3;
    - Partner mandates must be dated and signed (original signatures) in the relevant place as indicated on the mandate template. The UK National Agency will not accept signatures on a different page or mandates without a date or place clearly indicated;
    - partner mandates must be legible;
    - Organisations' details (name, address, VAT and registration numbers as well as the legal status) must be identical to the details on the Participant Portal. The UK National Agency will not accept any spelling errors in names or incomplete addresses.

- The **Project Timetable Spread sheet** template, which is available to download from our website. When filling this out, you should follow the guidance provided below the table regarding numbering and make sure you use the same numbering as in the application form.

Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found at on our website.

Declaration of Honour

Please use the Declaration of Honour from the 2018 Form. We are unable to accept a Declaration of Honour from a previous call year.

This is your organisation's statement that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in the application form.

Important note: The legal representative who signs the Declaration of Honour needs to be aware that any administrative and financial penalties may be imposed on the organisation they represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

The Legal Representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it. Please note the National ID and organisation stamp are not required in the UK. The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online.

It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour signed by the legal representative will result in your application being ineligible.

Submission

Data Validation

You must ensure you have validated all sections of the application before submitting. You can check if all sections have been validated on the top left hand corner of the screen, where a green tick will appear against each fully completed section.

1. You should only submit your application form once you are happy with the finalised version.

2. You need to ensure that you are connected to the internet in order to submit your completed application. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.

3. The UK National Agency advises that you save the final completed version of your form on your desktop in case of any technical issues with submission. You will be able to save a PDF copy of the completed form.

4. To submit the form applicants should click the 'Submit' button.

Note: This button will only be active if all sections in your applications are filled in completely and marked with a green check.

Your application must be submitted online by the deadline: **11am (UK time) on 15th February 2018.**

If you want to make any changes before submitting the form or after submission but before the submission deadline, use the MENU button next to the application, select EDIT and Resubmit and the form will be open for editing.

Alternative Submission Procedure

If you miss the official application deadline you will not be able to apply.

If you were not able to submit due to technical reasons, you would need to provide the following –

1. The date and time of your last submission attempt as mentioned in the electronic application form Submission Summary section are before the applicable official application deadline.

2. You have informed the UK National Agency within 2 hours after the application deadline (Brussels time) by emailing erasmusplus.applications@britishcouncil.org

3. You have sent to the UK National Agency within 2 hours after the application deadline (Brussels time), by email, your complete application form unmodified after your submission attempt.

Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used if you need to follow the alternative submission procedure outlined above.

The UK National Agency advises printing the final completed version of your form and retaining it for your own records. However, hard copies of the form do **not** need to be posted to the UK National Agency.

Sharing an application

You have the possibility to share the application as read only to your colleagues or partners by entering the email of the person whom you give access to. Please note that any person accessing the form will need an EU login account for the email you entered.

1. Click **Sharing History** in the left side menu
2. Click **SHARE APPLICATION**
3. Enter the **User Email** and a Comment (not mandatory)
4. Click **SHARE**

Please note that in the first version of the form no emails will be sent on the user and you will need to inform the user yourself.

Application Checklist:

☐	Have you used the correct official application form: KA2, R1, deadline 15th February 2018?
☐	Have you checked whether the start and end dates of your project are in the correct format? **(Please note some sections can be amended manually)**
☐	Is your project start date between 1 January 2018 and 31 May 2018?
☐	Is your project duration between 3 months and 24 months?
☐	Have you checked if your partner has provided you with a correct PIC number?
☐	Have you checked if your partners' details are up-to-date and consistent between the application form, Participant Portal and their Legal Entity Form?
☐	Have you checked if the budget figures are correct and consistent throughout the whole application form?
☐	Have you checked that all the mandatory fields (red boxes) are completed?
☐	Have you printed, signed, scanned and annexed the Declaration of Honour?
☐	Have you attached mandates for each of your partners? (if your application includes partners)
☐	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?
☐	Have you attached the Timetable of Activities?
☐	Have you validated your form? (make sure you are connected to the internet)
☐	Have you submitted your form online?
☐	Does the status show OK?

☐	Have you submitted your application before the deadline of 15th February 2018? (11am UK time)?
☐	Have you saved the copy of your Application Form for your own records?

After submitting your application

Once you have submitted your application you will receive an acknowledgement email. If you have not heard back from us within four weeks of the deadline after submitting your application, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on **0161 957 7755** or by sending an email to **erasmusplus.enquiries@britishcouncil.org**.

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest scoring applications are selected, based on the budget available.

You will be informed of the outcome by email and grant agreements will then be issued to successful applicants.