ERASMUS+

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Key Action 3 (KA3) Guide for Applicants

Structured Dialogue: Meetings between Young People and Decision-Makers in the Field of Youth (KA347)

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

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

Overview of changes to the guide

This document is **version 1** of the 2018 Key Action 3 (KA3) Round 1 Guide for Applicants for **Structured Dialogue: Meetings between Young People and Decision Makers in the Field of Youth**. If future versions of the Guide are created, the table below will appear showing an overview of changes made compared to previous versions:

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PART I - PREPARATION

Introduction to Key Action 3: Structured Dialogue: Meetings between Young People and Decision-Makers in the Field of Youth

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. 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;
- focus on young people

Key Action 3: Structured Dialogue: Meetings between Young People and Decision-Makers in the Field of Youth promotes the active participation of young people in democratic life and fosters debates around topics centred on the themes and priorities set by the European Union's Structured Dialogue initiative. **Structured Dialogue** is the term used for discussions between young people, youth organisations and decision-makers in order to obtain results which are useful for policy-making at European level. Structured Dialogue is organised into 18-month work cycles, with each cycle focusing on a different thematic priority. Structured Dialogue projects are structured around these themes. The current thematic priority cycle runs from July 2017 to December 2018**.** Key Action 3 Youth projects give opportunities for young people to discuss the agreed themes among themselves and with policy-makers, youth experts and representatives of public authorities in charge of youth, using non-formal and informal methods.

Key Action 3 for Youth

Organisations in the UK that are active in youth work can apply for Key Action 3 for activities that form part of a Structured Dialogue project in the Field of Youth. Each project can last between 3 and 24 months and organisations can apply for funding to support the following activities within a project:

- National meetings and transnational seminars that include the active participation of young people in debate and dialogue;
- National meetings and transnational seminars that prepare the ground for official Youth Conferences organised by the Member State holding the Presidency of the European Union;
- Youth debate events on youth policy themes linked to the activities organised during European Youth Week;

- Consultations of young people to find out their needs on matters relating to participation in democratic life;
- Any other meetings, events, seminars, consultations or debates between young people and decision-makers or simulating the functioning of democratic institutions.

The activities are led by young people and the young participants should be actively involved in all stages of the project, from preparation to follow-up. Non-formal learning principles and practices are reflected throughout the implementation project.

Statutory meetings of (networks of) organisations or politically-influenced events are not eligible for grants under this Action. This includes politically-influenced events / forms of direct action or reactive events such as demonstrations or protests. Funding cannot be used to support such events.

Please note that it is possible to apply for funding for more than one Structured Dialogue Meeting in one application. You may also consider applying for a combination of several Structured Dialogue Meetings. In both cases, these meetings will need to be supported by a clear and coherent project proposal, common objectives and a project plan.

Who is this guide for?

This step-by-step guide is to help UK organisations complete the 2018 Erasmus+ Key Action 3 – Dialogue between young people and policy makers application form and should be read in addition to the 2018 Erasmus+ Programme Guide. If you wish to apply for funding for Key Action 1 or 2, please see the Apply for funding page on the Erasmus+ UK website.

Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about Structured Dialogue and this type of project.
2. Check that you are an eligible organisation.
3. Review your organisational and financial capacity.
4. Check whether your organisation has a Participant Identification Code (PIC).
5. Register on the European Commission's Participant Portal.
6. Upload or Update the Legal Entity and Financial Identification Form.
7. Ensure you understand the quality criteria against which your application will be assessed.

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1. Read more about Structured Dialogue and this type of project

Structured Dialogue

This Action is closely linked to the EU's Structured Dialogue. Applicants are advised to visit the European Commission's Structured Dialogue website: https://ec.europa.eu/youth/policy/implementation/dialogue_en in order to understand how this works. The title for the sixth cycle of the Structured Dialogue, led by trio Presidency - Estonia, Bulgaria and Austria – is *"Youth in Europe: what's next?"*. This theme has been chosen as a focus for increasing young people's involvement in preparing the next European Youth Strategy from 2019 https://ec.europa.eu/youth/policy/youth-strategy_en.

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

- Pathways 2.0 – towards recognition of non-formal learning / education in Europe: http://pjp-eu.coe.int/documents/1017981/3084932/Pathways_II_towards_recognition_of_non-formal_learning_Jan_2011.pdf/6af26afb-daff-4543-9253-da26460f8908

- Council Resolution of 27 November 2009 on a renewed framework for European cooperation in the youth field (2010-2018): http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009G1219(01)&from=EN

- 2012 Joint Report of the Council and the Commission on the implementation of the renewed framework for European cooperation in the youth field (2010-18): http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52012XG1220(01)&from=EN

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

- Europe 2020 Strategy: https://ec.europa.eu/info/business-economy-euro/economic-and-fiscal-policy-coordination/eu-economic-governance-monitoring-prevention-correction/european-semester/framework/europe-2020-strategy_en

- Main European Youth Policy Documents: http://ec.europa.eu/youth/library/index_en.htmNational Youth Policies across Europe: https://eacea.ec.europa.eu/national-policies/youthwiki

Erasmus+ Programme Structured Dialogue Meetings

The Erasmus+ Programme Guide provides essential information about Structured Dialogue Meetings, including eligibility and quality assessment criteria, application procedures and formal requirements.

For Structured Dialogue applications the relevant sections of the Erasmus+ Programme Guide are:

- Page 26-27 (General information about Youth projects and specific Action objectives);

- Pages 187 to 191 (Key Action 3: Support for policy reform and specific information on requirements for Structured Dialogue), including:
    - Eligibility and quality assessment criteria, pages 189 to 192.
    - Funding rules, pages 193 to 195.
- Pages 244 to 257 (Information for applicants on procedures and formal requirements).

We also recommend you to double check whether you have the most recent version of all the guidance and templates on the KA3 webpage on the Erasmus+ UK website.

2. Check that you are an eligible organisation

The following organisation types are eligible to apply for Erasmus+ Key Action 3 Structured Dialogue funding:

- a public body at local or regional level;
- a non-profit organisation, association, NGO; or
- a European Youth NGO.

Participating organisations must be based and registered in a Programme Country. A participating organisation could also be from a Partner Country neighbouring the EU (regions 1 to 4 – please see page 22 of the Erasmus+ Programme Guide for eligible countries), although these can only take part in a project as partners. For more information, please see the specific eligibility criteria for Youth Key Action 3 projects on page 190 of the Erasmus+ Programme Guide.

Important Note - The UK National Agency is working to ensure maximum access to the Erasmus+ programme, and charities with an unincorporated status, such as registered trusts and associations that are registered with the Charity Commission are eligible to apply.

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.

Sole traders, Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), and Informal Groups of Young People are not eligible to apply for Key Action 3 Erasmus+ funding.

3. Child Protection

If the applicant is 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

What is organisational capacity?

You need to demonstrate that you have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the UK National Agency and the Erasmus+ 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 UK National Agency will limit the number of live projects an organisation manages at any one time if it does not provide evidence of sufficient organisational capacity to successfully deliver them.

Furthermore, applicants 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 guilty of misrepresenting 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, pages 245-247 of the Programme Guide).

Important note: Any outstanding debt your organisation has with the UK National Agency (either the British Council or Ecorys) will impact upon the approval of your application 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.

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 maybe 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.

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 Participant Identification Code (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 that you registered on the Portal and enables you to enter all your organisation's details into your application form simply by inserting your PIC.

We would recommend that before registering, you double-check that your organisation does not 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. This is because your organisation can have only one PIC and if it receives duplicate PICs, it can cause delays in processing your application while the UK National Agency resolves the issue.

As part of the registration process the Participant Portal will search for organisations that are the same or have similar information to your own and will allow you to email their contact person in case of any queries. However, to save time you are strongly advised to check beforehand that you do not already have a PIC, particularly if you are a large organisation with different departments or campuses.

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, formally known as European Commission Authentication Service (ECAS) account. If you have not previously registered your organisation on ECAS, a video guide on how to register together with a Participant Portal User Manual is available on the Erasmus+ UK website.

After registering on/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+. A normal internet search for the Participant Portal will lead you to the Research Portal by default, so make sure you use the link below in order to register and access the correct Participant Portal. 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 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, Part C Information for Applicants, from page 244 onwards, 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 / Update the Legal Entity and Financial Identification Form

Once registered, all organisations must have their legal status validated by their National Agency in their country; this includes 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 certain 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. The Legal Entity Form template can be found here.

Please be aware that there are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. Please choose the adequate legal entity form, depending on whether your organisation is a 'Private Company' or a 'Public Entity'. For KA3 Structured Dialogue projects you should not use the 'Individual' legal entity form.

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status.** The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form. For more information, please have a look on the FAQs section of the Participant Portal and the Erasmus+ UK website.

As an applicant, you will also need to upload a **Financial Identification Form**. You can find the Financial Identification Form template here.

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 Euro. If your organisation was successful in securing Erasmus+ funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

Please note that validation of your organisation is needed to process your application. However, it is a separate process and not linked to the assessment of your application. Therefore, your organisation being validated does not imply a successful outcome of your application.

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 in their place; please remember to include a document version number or a date of creation. Private organisations applying for a grant above 60,000 euro 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 to the Participant Portal, as well as updating information and previously uploaded documents, please refer to the Participant Portal 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 write a high quality Key Action 3 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 Erasmus+ Programme Guide).

2) A qualitative assessment undertaken by an expert who will have been selected based on their experience and knowledge of the youth sector.

Please bear in mind that if you were unsuccessful in a previous round and intend to submit your application again you should rework it taking the feedback given previously by external assessors into account. You are not allowed to submit the exact same application twice, so make sure you aim to improve your application as much as possible when intending to resubmit it.

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 priorities of the Action; ○ the needs and objectives of the participating organisations and of the individual participants. ▪ The extent to which the proposal is suitable of: ○ producing high-quality outcomes for participants; ○ reinforcing the capacities of the participating organisations. ▪ The extent to which the project involves young people with fewer opportunities.

Quality of the project design and implementation (maximum 40 points)	▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up); ▪ The consistency between project objectives and activities proposed; ▪ The quality of the practical arrangements, management and support modalities; ▪ The quality of the non-formal learning participative methods proposed and active involvement of young people during all the stages of the project; ▪ The appropriateness of measures for selecting and/or involving participants in the activities; ▪ The extent to which the project proposal involves relevant decision makers (policy-makers, youth experts, representatives of public authorities in charge of youth, etc.). ▪ If appropriate, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders.
Impact and dissemination (maximum 30 points)	▪ The quality of measures for evaluating the outcomes of the project; ▪ The potential impact of the project: o on participants and participating organisations during and after the project lifetime; o outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels. ▪ The appropriateness and quality of measures aimed at disseminating 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 licenses, and does not contain disproportionate limitations.

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, venues of meetings, duration and partners). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof-read your application!

Please be advised that where the same or similar applications have been submitted by multiple organisations, applications may be deemed ineligible and not put forward for funding. Specifically this would include, but is not limited to, the same or similar wording being used in any section of the application; i.e. project description, participant profiles, main activities, project management etc.

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Important note: Any application scoring less than half the available points in any one of the three quality criteria will not be considered suitable for funding. In addition, a proposal needs to score more than 60 points in total. If these two criteria are not met, the proposal will not be considered for funding. For example, if an application scores 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You should therefore make sure that your application is balanced and that you give attention to all aspects of the project.

Please note that any relevant text you enter will be considered in the quality assessment. Please try, however, to be concise and give the most relevant detail in the most relevant section of the form.

Approved projects will be ranked in terms of their overall assessment score, and the programme budget will be allocated from the highest scoring project down to the lowest scoring project until the budget is fully utilised. Approved applications which cannot be funded due to insufficient programme funds may be placed on a reserve list. If one or more applications score the same, they will then be ranked based on the score they received under the 'Impact and dissemination' quality criterion. If the applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project' and then 'Quality of the project design and implementation'.

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 Assessor's Guide (the '**2018 Guide for experts on quality assessment**') 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?

You should expect to hear about the outcome of your Key Action 3 Structured Dialogue application within four months of the submission deadline. Please note that if your application is selected for a reserve list place you will be asked to confirm whether you wish to accept the place and the National Agency will keep you regularly updated. 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 KA3 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 you may have regarding your Key Action 3 Youth application. You can contact the team by phoning the Erasmus+ Helpline on 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.

Important note: Any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the UK National Agency. Additionally, the UK National Agency will only communicate with the applicant organisation during the application process, and if the application is approved.

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 6 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, they provide a range of support and advice on the European youth field.

Preparation Checklist:

☐	Have you read the relevant sections of the 2018 Call 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 your application

In order to help you put together a good quality application we have developed a step-by-step guide to assist you in filling out the NEW online electronic application form (eForm). The next pages will take you through the different sections of the form, emphasise the most important parts, and highlight 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 within 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.

Introduction to the Web eForm

It is compulsory to complete the eForm when applying for Key Action 3 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 form. The Application Forms are built on the latest standards of the web platform. The forms have been successfully tested on the following browsers: Internet Explorer 11.0, Firefox 45.7 and Chrome 56.0.

The Web eForms are online applications and must be completed online. It is not possible to work offline with the form.

Accessing the eForm

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 under http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/eu-login-information_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 2 seconds.

2. After closing the form, you can access it again under the 'My Applications' tab on the 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. Each section of the application form is displayed in the menu on the left-hand side. Once all the mandatory fields in a given section have been completed correctly, the section will be marked with a green tick icon.

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

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

7. Please note that fields appearing in grey are 'Pre-filled or Calculated Fields'. You will not be able to modify these and they will display default values, calculation results or data input in other fields, or tables within the application form.

8. If there are tables and fields in the form where multiple entries are possible, you can add rows or sections by hovering over the area. The area will shade from white to grey, and you will be able to click a white square box to add additional information (e.g. under 'List of Activities')

9. Depending on the section, you have different options available to select from once you have clicked it.

Important: In order to log out you need to close the browser in which you are working completely.

10. You should fill in all the required fields on the form, using the mouse to tab keys to navigate.
You will need to complete all of the Mandatory fields to submit the form.

Further information about Application Form sections

[displayed in the menu on the left-hand side]

Context

This section contains information specific to the application being made. Please ensure that you are completing the correct application form by checking that the pre-filled fields: the Call, Round, Key Action, Action Type and Deadline for Submission correspond to the funding being applied for:

Call: 2018

Round: 2018

Key Action: Support for policy reform

Action Type: Dialogue between young people and policy makers

Language used to fill in the form: Select English from the drop-down menu for applications made to the UK National Agency.

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 starts. For Round 1 projects this must be between 1 May 2018 and 30 September 2018.

Project Total Duration: A Structured Dialogue Meeting project can last between 3 and 24 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 four months from the submission deadline. Please be mindful that you should plan in enough time before your activities to be sure to be able to get value for money on travel costs, venue hire, etc.

Project End Date: This should be no longer than 24 months after the chosen start date and after all activities have taken place. 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** (United Kingdom) from the drop down box.

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

This section asks you to provide information relating to the applicant organisation and other organisations involved in the project as partners.

In advance of completing this section of the form, you must register your organisation on the European Commission's Participant Portal to obtain a PIC number. Please refer to page 17 of this guide for further information. If you have already submitted an Erasmus+ application, you do not need to re-register and should use the same PIC for any further Erasmus+ applications.

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 National Agency 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.

Applicant Organisation Details

Once you have entered your PIC in the box, the Legal name and Country fields should populate automatically. You then need to select 'Organisation Details' by hovering over the white box to complete this section.

When completing this section, please prepare to answer the following:

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 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 at this stage and the fields are not populating correctly, we recommend that you check with your partner 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.

Associated Persons

Associated Persons are persons related to the project – Legal Representative and Contact Person.

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 the same address as the organisation, select 'Same Address as Organisation'. If the address is different from the one of the organisation, please provide additional address details.

Important note: it is important that the legal representative details are consistent throughout the application form, in the Declaration of Honour and other supporting documents. If there are inconsistencies, your application might not be taken forward.

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2018 Programme Guide, Part C, and Step 2: Check the Compliance with the Programme Criteria on Page 245.

Contact Person

Complete as per Legal Representative. We will use these details as the first point of contact during the application process and, should the application be successful, the delivery of the project. We strongly recommend that the contact person is different from the legal representative.

If the address of the contact person is the same as the address of the organisation, you should select 'Same Address as Organisation'. If the address of the contact person is different from the one of the organisation, please tick this box' and then provide additional address details.

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 lifetime. Please contact us as soon as possible if there are any changes.

ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Background and Experience

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

Please briefly present your organisation. Please include the aims of your organisation, its history and 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 application? 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 detail if this is a project format that you have delivered before.

What are the skills and expertise of key staff/persons involved in this application? 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 applied for/received a grant from any European Union programme in the 12 months preceding this application?

Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. Click on the square icon to add or remove more activities. In the event that your organisation has been involved in numerous applications, please select the ones most relevant to your current application, e.g. grants for projects under the previous Lifelong Learning Programme or Youth in Action programmes or current Erasmus+ grants.

Partner Organisations

This section appears under the 'Participating Organisations' section if you click on the 'Add Partner' button at the bottom of the page. For transnational/international meetings, Structured Dialogue projects should have an applicant organisation and at least one partner organisation from another participating country. Applications for national meetings should include at least one organisation from a Programme Country. Eligible countries are Programme Countries or Partner Countries neighbouring the EU (regions 1 to 4; see page 21 of the Erasmus+ Programme Guide for further details).

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

Important note: If you do not add a partner organisation at this stage, you will not be able to amend this at a later date. Any partner organisations will also need to have a registered PIC.

You must ensure you are connected to the internet when you enter your partner organisation's PIC number into this section and click the 'Check PIC' button. The partner organisation's information will automatically populate the form. Again, we would recommend that your partners test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

Please repeat the same steps as for the Applicant Organisation when adding information about Partner Organisations. You can add more than one partner, and any organisation or group that you intend to partner with should be included here.

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 the information registered under the organisation's details under the PIC on the European Commission's Participant Portal.

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 'Remove Partner' button.

Background and Experience

This section of the application is broken down into three 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.

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

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.

Associated Persons

Legal Representative

Details of the partner's legal representative should be provided in this section. If the address of the legal signatory is the same address as the organisation, select 'Same Address as Organisation'. If the address is different from the one of the organisation, please 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 from the same as the organisation address, select 'Same Address as Organisation'. If the address is different from the one of the organisation, please provide additional address details.

Once you have completed information for all of the Participating Organisations, please navigate to the left-hand side to complete the next section of the application form.

Project Description

When completing this section, please give careful consideration to the following:

Why do you want to carry out this project? What are its objectives? What are the issues and needs you are seeking to address through this project? In what way is this project linked to the objectives and principles of Structured Dialogue in the field of youth?

What is the situation that 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 EU? How does the project feed into the wider process of the Structured Dialogue at national and European levels? How does it address the overarching EU education policy objectives or the specific policy priorities for youth?

Where possible, projects should demonstrate how young people are actively involved in shaping the project proposed. The objectives of the project should clearly seek to address the needs you establish and be relevant to the individual participants and organisations.

How did you choose your project partners? What experiences and competences will they bring in the project?

Please describe how the partnership was brought together**,** what skills and experience your partners bring to the project and in what way the partnership is complementary.

What are the most relevant topics addressed by your project?

Select up to three topics from the drop-down menu. Do not worry if this does not cover everything. Add more by clicking on the topic and remove by clicking on the selected topic. If your project is to address more than three topics, please choose the most relevant ones.

Participants’ Profile

Please describe the background of the participants involved (including decision makers/experts, if relevant) and how these participants have been or will be selected. Please describe the participants’ actual or likely age ranges, gender, ethnicity or other pertinent information for both young people and policy makers. Please detail any process for selecting participants from all partner groups that has taken place or will take place and how this process selects the most suitable participants while ensuring a fair process.

Please provide general information on the age of participants and describe how you will ensure gender balance in the main activities carried out in your project. Please describe how you will select the young people involved in the project and on which basis you will include people from different age ranges and how you will try to ensure the most equally divided gender balance possible.

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 two questions appear:

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

Which types of situations are these participants facing? Please select from the drop down menu all types of situations that the participants of this project will face. For more detail on each of the categories, please review page 10 of the Erasmus+ Programme Guide, under Equity and Inclusion.

Important note: ‘Refugees’ has been added as a potential category within the dropdown menu for participants with fewer opportunities. There is a limit of 7 options for the question ‘Which types of situations are these participants facing?’, but should you wish to include more than 7 categories, this should be described in the text boxes provided in Participants’ Profile.

Learning Outcomes

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in each planned activity of your project? Please identify the competences that specific activities and methods will develop. There should be a clear link between the aims of your project, the activity and the learning outcomes. They should also be relevant to your participants and address the need you identified for this project. Particular attention should be paid to increasing young people's civic engagement and competences for active participation in democratic life. New or improved competences amongst decision makers should also be clearly identified. This may include change in attitude towards non-formal and informal learning or better methods for engaging young people.

The Erasmus+ programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants. Will your project make use of such European instruments/certificates? If so, which ones? You can select a maximum of three European instruments or certificates which will be used to validate the competences acquired by participants by using the '+' button and selecting the relevant option(s) from the drop down menu.

Are you planning to use any national instruments/certificates? If so, which ones? Please list here any additional tools or accreditation you will use to support learning and reflection as well as recognition of learning outcomes, for example ASDAN or other UK accreditation.

How will you use the European/national instrument(s)/certificate(s) selected? How will you ensure an awareness and reflection of the participants on their learning process and competences developed in the project? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity. Please describe in detail what way you will use the instruments/certificates indicated in the two questions above.

Preparation

What will be done in preparation, by your organisation and, if relevant, by your partners before the youth seminar(s) take place?

How will the participants be involved in defining or being aware of the topics, the activities and the methodology of the seminar(s)? If applicable, how do you intend to co-operate and communicate with your project partners, decision makers and other relevant stakeholders? Please detail what preparatory work you will undertake before the planned meetings. You should clearly demonstrate how you will agree the themes, the programme of activities and working methods with your partner(s).

Please outline the plan to engage with participants as part of the preparations. How will you involve participants in defining the themes, activities and working methods? How will you ensure your engaging methods are relevant and appropriate for each participant and as a group, which may be distinctive between young people and decision makers? How do you plan to build a bridge between young people and decision makers?

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. Please then describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants.

Finally, you should also outline your planned meetings or other methods by which you will ensure regular communication with your partners or other project stakeholders.

Practical Arrangements

How will the practical and logistical matters of the project be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, preparatory meetings with partners etc.)? Please detail how and when you plan to deliver these practical aspects and which partner(s) or individual(s) will take responsibility for them. Outline the risks you identify in this project, in relation to tasks, participants and location, as well as your plans for mitigating these risks to ensure the safety of all involved. This should include agreement on emergency procedures and a code of behaviour for participants. Note your plans for obtaining suitable insurance and managing any additional visa requirements and legal aspects and evidence how you will manage these.

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. If your application is successful the signed grant agreement includes the following statement: “The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their project”.

Consider the Foreign & Commonwealth Office’s travel advice for the countries to which you will travel or send participants. 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 note in this section, you will need to give a full narrative description of how many staff and details of how they will support the young people, with relevant safeguarding measures in place to make sure that the young people are supported throughout the activities. If the activity involves minors (participants under the age of 18) an accompanying adult/staff will need to be present at all times. If your application does not demonstrate adequate safe-guarding measures for minors then this would impact the assessment score.

Activities

Main Activities

Please outline the main activities you plan to organise and the working methods used. If relevant, please describe the role of each project partner in the activities. For all activities, we highly recommend that you provide a timetable, which **must** be uploaded as an annex to the form. The European Commission has published a Youth Activity Timetable Template for Key Action 3 applications. The template can be downloaded from the Erasmus+ UK website.

When filling out the timetable you should make sure it is consistent with the Activity and Flow numbers detailed in your application form. Please make sure you fill out a table for every Flow under every Activity. To do so, please copy the activity programme table across different worksheets, using one worksheet per Activity. If you have several Flows within one Activity, please copy the table and paste it below the first one in the same worksheet, clearly indicating each Flow.

In addition to the timetable, you should clearly describe each of your main activities, including what it is, how you intend to implement it and who will be involved in the delivery. Please demonstrate how you have ensured that your methods and activities are relevant to your objectives as well as the learning outcomes and impact you anticipate. You should demonstrate how a variety of working methods are adapted to the profile of participants, for both decision makers and young people.

All activities will need to use informal and non-formal learning methods. You should include a variety of non-formal learning methods such as workshops, role plays, outdoor activities, round-tables, etc. so that your project meets the different needs of participants and desired outcomes. Activities should include space for participants to reflect on their learning (ideally using Youthpass) and should encourage active participation, creativity and initiative.

It is very important to ensure consistency between the activities outlined here and the corresponding activities detailed in the budget section. Detailed evidence to support each of the planned activities is required. Where insufficient justification is provided, a reduction to the budget will be applied accordingly.

Good partnership is crucial, so you should present a clear set of roles and responsibilities for all those involved throughout the project. Please outline any scheduled meetings or other methods by which you will maintain contact before, during and after the activity.

Finally, outline how you will monitor the participants' learning and the success of the programme and methods over the course of the activity. Ensure it is clear how this is communicated to partners and how participant feedback will be incorporated. Active involvement of participants in shaping the project is expected to be encouraged and actively facilitated.

List of Activities

An activity is defined as either:

- A national youth meeting: the activity involves at least one organisation from a Programme Country
- A transnational/international youth meeting: the activity must involve at least two participating organisations from at least two different countries, of which at least one is a Programme country.

Every activity you plan to do must be listed in this section. We cannot fund activities if they are not listed in the application form.

You will need to complete information for each Activity under 'Activity Details. Please complete each table as indicated:

Activity Number: this populates automatically

Activity Type: select from drop down menu.

Flow No: Flow is the term used to describe a separate instance of travel within one activity. For example, if your organisation and partners from another country were to send young people to the same transnational meeting, you could add the activity once and each flow would represent a separate visit from different countries. The flow number is used to calculate the Budget.

Country of origin: Please select from the drop-down menu.

Country of Destination: This field (along with the country of origin) is used to calculate the rate per person per day for the proposed flow (known as 'organisational support'). Please refer to the table on page 195 of the Programme Guide for a breakdown by country of the daily rate.

Important note: The activities for a national meeting must take place in the UK, whereas for a transnational/international meeting they may take place in any of the Programme Countries involved in the project. The exception is an activity taking place at the seat of an Institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg and the Hague) for both national and transnational/international meetings.

City of Venue: Location of the activity.

Start Date: Start Date of the Activity – this cannot be before the start of the project.

End Date: End Date of the Activity – this cannot be after the end of the project.

Distance Band: Select the appropriate distance band from the drop-down menu.

Travel days: State how many days participants will spend travelling to and from the activity.

Total Duration Excluding Travel (days): The total duration of the activity, excluding travel days. The Organisational support rate is calculated per participant per day. This should appear automatically when you have filled out the start and end date of the activity.

Total Duration Including Travel (days): How long, including travel, the activity will last. This amount should equal the total of the Total Duration Excluding Travel and the Travel Days. This should appear automatically when you have filled out the rest of the activity flow information.

Total No. of Participants: How many young people and/or decision makers will be in each activity/flow? This will have a knock-on effect on the budget, as the daily rate multiplies according to the number of people on each trip.

Participants with Special Needs (out of total number of participants): Please enter the total number of participants who will require additional support to aid their participation in the activity.

Participants with Fewer Opportunities (out of total number of participants): Please enter the total number of participants facing situations that make their participation in the activities more difficult. The number provided should be consistent with the information you have entered in the 'Participants' Profile' section.

No. of Young Participants (out of total number of participants): Please enter the total number of young people (aged 13 - 30) involved in the project.

Accompanying Persons (out of total number of participants): Enter the total number of additional youth workers / specialist staff supporting the participation of minors or young people with Special Needs.

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.

Special Needs Support

Special Needs refers to any costs directly relating to project participants with a disability or other specific needs for which additional costs will be incurred. There is a separate 'Special Needs' Support Tab' in the 'Activity Details' section.

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 detailed in the application form.

We encourage you to break the costs down in as much detail as possible and justify the need for this cost in your application. You can do so by providing all relevant information in the "Description of Costs" box within this category. It may not be possible to provide extra funding for participants with special needs which has not been included in your original budget so please ensure that you are applying for all necessary funding for any participants taking part.

You need to enter the following information into the application form:

- The number of participants with special needs;
- Description of special needs [note: there is a 5000 character limit available for you to fully justify your request];
- The grant you are requesting.

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

Exceptional costs are calculated on an **actual cost** basis. Depending on the type of exceptional cost you can request up to 75, 80 or 100% of eligible costs.

Please detail how many participants and a breakdown of costs in the narrative to support this. The funding rules state that these costs (based on actuals) are specifically to support the following:

- Costs connected to (online) consultations and opinion polls of young people in so far as necessary for the participation in this Action;
- Costs linked to dissemination and exploitation of results;
- Costs to support the participation of young people with fewer opportunities on equal terms as others;
- Visa and visa-related costs, residence permits, vaccinations, medical certifications;
- Costs for providing a financial guarantee;
- Expensive travel costs of participants

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 192 of the 2018 Programme Guide for more information in regards to Exceptional Costs for Expensive Travel.

You should bear in mind that assessors can reduce the amount of exceptional costs requested if the request is considered too large or a clear justification has not been provided. You should therefore provide detailed justifications for any request for exceptional costs within the body of your application and/or in the last text box under the budget section: You should break down the exceptional costs requested as much as possible.

Follow-up

Impact

What is the expected impact on the participants and participating organisation(s)? List the expected outcomes for participants resulting from their planned learning and active involvement and participation in the project, such as knowledge, skills and changes in attitude or behaviour. In addition, you may plan that these outcomes will have a further impact on their employment status, ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes.

We have developed our own Impact Exercise to help applicants and projects think about their impact. You can find it on our resources page along with other useful documents and links.

For participating organisation(s), please detail how this activity might generate organisational learning or specific skills for their staff. Describe the influence this project may have on their future work. For more information about assessing impact and useful resources, please visit the Impact Assessment Resources section on our website.

What is the desired impact of the project on youth policy-makers and on youth policies at the local, regional, national, European and/or international levels? Projects under Key Action 3 should aim to make a long-lasting impact beyond the participants, by engaging with organisations that are active in debates on youth issues at local, regional, national, European and/or international levels. Please describe what the project intends to achieve in order to influence youth policy-makers and youth policies at different geographical levels. For example, the project may establish a formal link to feed into the national working group of Structured Dialogue as a formal mechanism to influence European youth policy.

Dissemination of Project Results

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities? You should detail your plan to share the outcomes of your project. At the end of your project, you may share the lessons learnt, tools developed or methods, so that others can benefit from this. It should be clear how you will raise awareness, share concepts or solutions, as well as influence policy or practice through these dissemination activities.

You should also identify different target groups who can spread the project objectives and results and support them with the dissemination tools and activities which are relevant and appropriate to them. Please describe who they are disseminating the message to, using what channels and when. In particular, please describe how people with fewer opportunities will be reached in this process.

Dissemination activity may be in the form of local meetings, workshops or discussions with members of a wider community and you may use hand-outs, reports, evaluations or video to assist this. You might plan to get press coverage or invite local councillors or decision makers to dissemination events. 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.

The Erasmus+ Project Results Platform is the European Commission's dissemination tool. It contains general information about funded Erasmus+ as well as Lifelong Learning and Youth in Action projects from across Europe. In due course the project outcomes of some of these projects will be uploaded to the platform as well. This is not a contractual requirement for KA3 projects but is encouraged for dissemination purposes.

Evaluation

Which activities will you carry out in order to assess whether and to what extent your project has reached its objectives and results? You are expected to include a final evaluation of the project, in which you will be able to assess whether (or to what extent) the project has been a success. This evaluation should highlight the learning outcomes of all involved and how the project has contributed to addressing the overall aim of Key Action 3, i.e. promoting active participation of young people in democratic life and fostering debates around European youth policies.

Important note: We encourage evaluation before and during the activity, as well as the final evaluation. This helps with establishing baselines (and therefore seeing what has improved), as well as fine-tuning the project as it takes place.

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 awarded for a Structured Dialogue project is €50,000. When applying for a Key Action 3 project you are eligible to receive funding for the following cost headings on a per participant basis (unit costs):

- Travel; and
- Organisational Support.

Useful tip: Unit costs can be understood as a set amount per participant which is a contribution towards the cost.

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

- Special Needs Support; and
- Exceptional costs.

Useful tip: For actual or 'real costs', you will receive funding for the actual costs incurred. Real costs are used for 'Exceptional costs' and 'Special Needs support' and can be fully or partly reimbursed.

You 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 consistent with the activity described in your application form.

Please note that the UK National Agency cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm.

Travel

Travel is based on the distance per participant from their place of origin to the venue of the activity. Travel is calculated on a unit cost basis and will be payable according to the travel distance. Travel distances must be calculated using the Distance Calculator supported by the European Commission.

Please note that although the 'travel distance' measures the distance for a one-way journey, the travel costs have been calculated for a return journey. **The travel amounts can be found on p.193 of the 2018 Programme Guide.**

All fields will be pre-filled for applicants, based on the information registered previously in the 'Activities' details section.

Organisational Support

Organisational support refers to costs directly linked to the preparation, implementation and follow-up of the activities and is calculated on a unit cost basis, per participant. It will be automatically populated based on the country of destination and duration of the stay, based on the information registered previously in the 'Activities' details section. Please be mindful that if any changes are made in this section at a later stage, the form will not automatically update Organisational Support under the Budget section so you will need to input this data manually.

Please see page 195 of the Erasmus+ Programme Guide for the rates for each participating country.

Special Needs Support

All fields will be pre-filled for applicants, based on the information registered previously in the 'Activities' details section.

Exceptional Costs

All fields will be pre-filled for applicants, based on the information registered previously in the 'Activities' details section.

Project Summary

You must provide a well-written, comprehensive summary of your project within the application. Project summaries must be written in clear, plain English and free from jargon. This is of particular importance as it provides a description of the project to the general public and will be used in European Commission's, Executive Agency's or National Agencies' documents. The project summary may also be included on the Erasmus+ Project Results Platform.

It is important to be clear and concise and to mention at least the following elements in your project summary:

- context/background of project;

- objectives of the 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.

Summary of Participating Organisations

This is a pre-populated table based on information taken from earlier sections of the application. Please check carefully before validating.

Budget Summary

This is a table providing 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 introduce a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary. Please ensure that all amounts you have entered above are correct.

Project Total Grant

This pre-populated table contains the total combined grant calculated for the project. <u>It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application.</u>

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;
- The Youth Activity Timetable Template for each activity taking place.

You need to ensure that all documents specified in the Checklist menu 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 you to browse files on your computer and upload.

We would recommend that multiple documents such as partner mandate forms are scanned into a single file.

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

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 and providing your organisation's details.

Checklist

Before submitting your application, please make sure that it fulfils all the requirements listed in the checklist and that you have annexed all the required documents:

- the **Declaration of Honour** signed by the legal representative identified in the Participating Organisations section 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 'Participating Organisations' under 'Legal Representative';
    - 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 Youth Activity Timetable Template** [for each activity] which can be downloaded from our website.

Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the Erasmus+ UK website.

Declaration of Honour

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.

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 (N.B. the National ID and organisation stamp are not required in the UK for youth applicants). 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

Standard Submission Procedure

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 15 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** 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: KA3, R1, deadline 15 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 May 2018 and 30 September 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 for each activity?
☐	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 4 October 4 2017? (11am UK time)?
☐	Have you downloaded a 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.