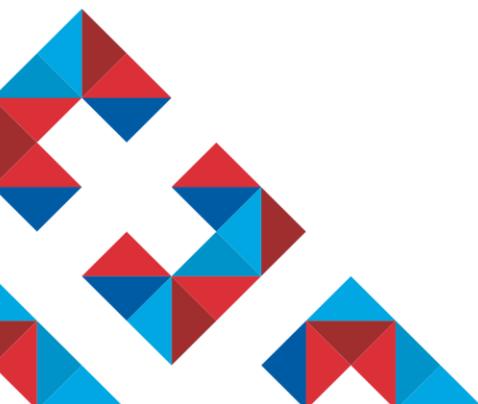


Erasmus+ Guide for 2018 Applicants

Key Action 2 Schools Exchange Partnerships

Deadline: 11am (UK time) on 21 March 2018

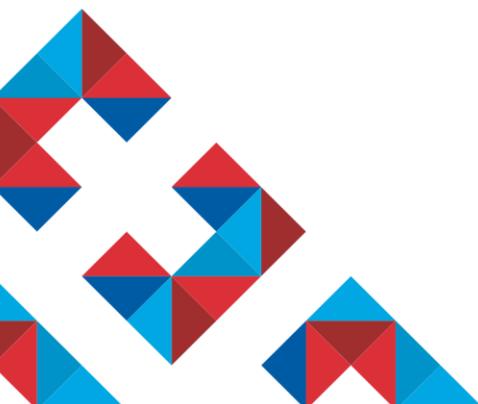
Version 2, 12 March 2018



This document is version 2 of the guidance notes for the 2018 Call for Key Action 2 Schools Exchange Partnerships.

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

School Exchange Partnerships is a new Key Action for 2018 so please only refer to the **2018** programme Guide for information about this type of activity.



Overview of changes to the application guidance

This document is version 2 of the 2018 Key Action 2 Schools Exchange Partnerships guide. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version
9	Amended error on the page number for Key Action 2 Priorities	11
31	Further clarification on how and when to apply for Expensive Domestic Travel	33
20	Updated information on character limit for application questions	20

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Who is this guide for?

This step-by-step guide has been produced to help UK organisations complete the 2018 Key Action 2 Schools Exchange Partnerships application form. The guide is for organisations who are considering applying for funding for Key Action 2 Schools Exchange Partnerships only. The 2018 Application form will be made available on our website.

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

- [2018 Programme Guide](#)
- [2018 Call for Proposals](#)
- [YouTube support videos](#)
- [One to One Support Calls](#)
- [European Commission's Technical Guidelines:](#)
- [Erasmus+ Helpline](#)

Using this application guide

This guide has been split into five key sections:

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

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

Plan your project

Please use this section of the guide to help you plan your 2018 Schools Exchange Partnership project. You can also watch our 'Introduction to the call' video on [YouTube](#).

We recommend that you plan to comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes the UK Data Protection Act 1998, and legislation/statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (for example, the UN Convention on the Rights of the Child and the Children Act 1989, Safeguarding Vulnerable Groups Act 2006). If your application is successful, the signed Grant Agreement includes the following statement: "The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their project".

Please consider the Foreign & Commonwealth Office's (FCO) travel advice for the countries to which you will travel or send participants, or travel through en route. We will ask you to observe their guidance: www.gov.uk/foreign-travel-advice and may not fund mobility in cases where the FCO advises against it. The responsibility is on the applicant to comply with FCO advice.

Introduction to Strategic Partnerships

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

The overall programme objectives are to:

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

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

A Strategic Partnership is transnational and all participating organisations must be identified at the time of applying for a grant.

Important note: If you are considering a project that involves a cross sectorial partnership, you should submit a **Strategic Partnerships for School Education**. There is a different application form and guidance available on our website for this project type. For more information and access to these resources please visit our [‘apply for funding’](#) webpage

Strategic Partnerships in the school education field focus on activities designed to improve school education provision across the participating countries.

Activities could include:

- Activities that strengthen the cooperation and networking between organisations
- Activities that facilitate the **recognition and validation of knowledge, skills and competences** acquired through formal, non-formal and informal training
- Activities to better prepare and deploy the education and training of professionals for **equity, diversity and inclusion** challenges in the learning environment.
- Activities to promote the integration of refugees, asylum seekers and newly arrived migrants and raise awareness about the refugee crisis in Europe

School Exchange Partnerships Projects

Depending on the objectives of the project, the participating organisations involved, the expected impact, and other elements, Strategic Partnerships can be of different sizes, and adapt their activities accordingly.

The primary goal of a School Exchange Partnerships project is to allow schools to develop and reinforce networks, increase their capacity to operate at transnational level, and share and confront ideas, practices and methods. The European Commission expects that schools will become more international, develop new networks and fulfil the objectives to satisfy the schools' needs.

Eligible lead (applicant) organisations

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

You can find details of eligible schools and local authorities on the [Eligible schools and authorities](#) page of the UK website. For Schools Exchange Partnerships, only schools established in a programme country can apply for funding.

It is possible for an organisation to submit multiple Key Action 2 Strategic Partnership applications if the objectives, topics and outputs are distinct and don't overlap with one another to prevent double funding. If you are applying for several projects, you need to ensure that your organisation has the capacity to deliver the activities that you outline in your application form.

Important note: Please be aware that applicant organisations must be legally registered in the United Kingdom.

Eligible partner organisations

Only schools in Programme Countries are eligible for funding under Key Action 2 Schools Exchange Partnerships.

In order to form a Schools Exchange Partnership, there must be a minimum of two partners and a maximum of six.

The European Commission is very keen to encourage new applicants to the Erasmus+ programme in 2018.

Horizontal and sectoral priorities

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

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

The 2018 priorities can be found on page 106 of the [2018 Programme Guide](#).

The Europe 2020 Strategy is an important European policy document which you should also consider when developing your application. The ET2020 Strategy and the Bruges Communiqué are also relevant to the field of school education. These documents set out the aims and objectives of the European Union

within the field of education and training. These documents may be useful to refer to when justifying the need for your project in your application. For an overview of the European initiatives in the field of school education and for links to these documents, please see the European Commission [website](#).

Project duration

Partnerships in the field of Schools Exchange can last between 12 and 24 months. Exceptionally, providing it is justified in your application, projects organising long-term mobility of pupils may last up to 36 months. Your project start date must fall between 01 September 2018 and 31 December 2018. In all cases, all projects must end not later than 31 August 2021. You must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.

Important note: If your project application is successful, all Erasmus+ project activities must take place between the project start and end date. Any activity that takes place outside the project start and end date will be ineligible for funding. Please choose your start date and duration carefully using the information on this page to help you.

Things you should consider when choosing a project start date and duration:

- The date when your organisation will receive its Grant Agreement and first Erasmus+ pre-financing payment if successful.

As per the [2018 Programme Guide](#), the indicative date of notification of award decision is three months from the application deadline. The indicative date for signing Grant Agreements is nine months from the application deadline. This means that your organisation may not receive pre-financing payments before the project start date if an early date is chosen. Please note that the indicative dates provided are given for general information only and do not constitute a legal obligation for the National Agencies and the Executive Agency.

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

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

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

Will your organisation and project partners be able to complete the proposed number of activities within a certain timeframe? Do you and project partners have enough participants or capacity to undertake or complete the activities you plan to apply for?

- Evaluation and Dissemination.

Impact and dissemination are a key part of any Erasmus+ project. Will your partnership have enough time to carry out dissemination activities and evaluations of the project? Whilst dissemination and evaluation should be conducted throughout the project lifecycle, you must allow enough time after activities have finished to evaluate the success of your project and carry out further project impact and dissemination activities. For more information about dissemination please read Annex II of the [2018 Programme Guide](#).

What activities can you include in a School Exchange Partnership?

Over the lifetime of a project, Strategic Partnerships may carry out a broad range of activities. Each project will differ in size, composition and objectives. The following section provides information about the activities you can request to help your project achieve its objectives.

School Exchange Partnerships can include the following exchange activities for staff and pupils:

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

- Short-term exchanges of groups of pupils (three days to two months): pupils from different countries can work together in activities linked to the aims of the partnership. The short-term exchange activities are designed to offer international learning experiences to pupils, to develop their understanding of the diversity of European cultures and languages, and to help them acquire social, civic and intercultural competences necessary for their personal development.
- Long-term study mobility of pupils (two to 12 months): pupils aged at least 14 can spend time in a receiving school and with a host family abroad. The sending and hosting schools are expected to ensure high quality learning outcomes, to provide appropriate recognition for the participating pupils, and to support them during their placement. Applicants for School Exchange Partnerships

may focus entirely on organisation of long-term pupil mobility as a tool to develop the international cooperation potential of the involved schools.

- Short-term joint staff training events (three days to two months): teaching and non-teaching staff can work together to exchange experience and know-how, or receive joint training.
- Long-term teaching or training assignments (two to 12 months): through a longer posting in a partner school, this activity allows staff to develop their knowledge and understanding of other countries' education practices.

Learning, Teaching and Training activities

Learning, Teaching and Training activities for staff and pupils can be incorporated into a project. Cultural tourism activities will not be accepted as eligible activities. You must be able to clearly demonstrate how Learning, Teaching and Training activities are vital to the success and overall objective of the project. This must be demonstrated clearly in the application form.

Unit cost contributions for 'travel', 'individual support' and 'linguistic support' can be requested in the budget section of the application form depending on the learning, teaching and training activity type(s) you apply for.

Important note: Full information about Learning, Teaching and Training activities can be found in Annex I of the 2018 Programme Guide on page 293 [2018 Programme Guide](#). Please read this information carefully before adding these type of activities to your application.

Finding partners and Erasmus+ opportunities

The following websites can help you to identify suitable project partners:

School Education Gateway

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

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

- for Key Action 1 school staff mobility activities:
 - a course catalogue for finding staff training opportunities;

- a mobility opportunities database for finding and posting job shadowing, observation and teaching assignment opportunities.
- for Key Action 2 strategic partnerships for schools
- a strategic partnerships area, for finding and posting partnership opportunities.

eTwinning

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

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

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

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

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

Prepare to apply

Please read this section carefully when preparing to apply. It is important to complete all steps properly to ensure that your application is eligible.

Understand the call project budget structure

When completing the application form, please read pages 105-127 of the [2018 Programme Guide](#).

You should ensure that your budget is realistic and demonstrates good value for money. An EU grant is intended to be a contribution to a project that would not be feasible without this financial support, and is based on the principle of co-financing. Co-financing means that the EU grant may not finance the entire cost of the project; the project must be funded by sources other than the EU grant.

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

Register your organisation on the Participant Portal and obtain a Personal Identification Code (PIC)

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

Important Information: If your organisation is already registered and has a PIC number, you do not need to register it again, however, you will need to upload new legal and financial identification forms for 2018.

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

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

Once the registration is completed, you will be given a Participant Identification Code (PIC). The PIC, which is a unique identifier and is necessary for the submission of applications, will simplify the Erasmus+

application process (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form).

Upload Financial Identification Form and Legal Entity forms to PIC on the Participant Portal

Important Information: If your organisation is already registered and has a PIC number, you will still need to upload new legal and financial identification forms for 2018.

You must upload a completed Legal Entity form and a Financial Identification form for 2018, as well as supporting legal status document or bank documents to your PIC on EU Login. Without these documents, your application may be ineligible. You can download the two forms via the links below. Please select the forms in English by using the hyperlinks next to the  symbol:

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

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

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

Understand the assessment criteria

It is essential that you understand how your application will be assessed in order for you to write a high quality Key Action 2 application. The assessment process is carried out in two stages:

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

The budget for this Key Action is finite. Funding decisions are made based on the quality score. Experts will assess each section of the application form against the criteria detailed on page 115 [2018 Programme Guide](#).

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

To be considered for funding, your application must score at least 60 points out of 100. Any application scoring less than half the available points in any one of the four quality criteria will not be considered suitable for funding. You must, therefore, make sure that your application is balanced and that attention is given to all aspects of the project. Approved projects will be ranked in terms of their overall assessment score. The programme budget will be allocated from the highest scoring project down to the lowest scoring project until the budget for that activity type is fully distributed. Approved applications that cannot be funded due to insufficient programme funds may be placed on a reserve list. If one or more applications score the same, they will then be ranked based on the score they received under the 'Impact and dissemination' quality criterion. If the applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project', followed by 'Quality of project design and implementation'.

Organisational and financial capacity

What is financial capacity?

Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or advance.

Please note that a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000. In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully. Applicants must, therefore, provide a set of accounts, in accordance with relevant UK legislation, not more than 15 months old, on the deadline date of the Round to which they are applying. The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors), which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

Important note: Erasmus+ grants should only be used to deliver Erasmus+ projects and not to fund the running of an organisation. The Erasmus+ grant should represent no more than 50% of an organisation's annual income.

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

All grants are paid in Euros. It is strongly recommended that your school uses a Euro bank account to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation. If this is not possible, please [contact us](#) to discuss your options.

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 School Exchange Partnerships funding. The form can be accessed at <https://webgate.ec.europa.eu/web-efoms>. 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.

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 3000 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 a red warning sign 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 at the top right hand corner of the electronic form.

Main objective of the project: For Key Action 2 School Exchange Partnerships you will only be able to select 'Exchange of Good Practices' from the dropdown menu.

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

Project Acronym: Please enter an 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. This must be between 1 September and 31 December 2018.

Project Total Duration: A School Exchange Partnership project can last between 12 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.

Important note: Projects can only last for 36 months if the partnership plans to include long-term mobility of pupils. This duration will need to be fully justified within the application.

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 ensure value for money on travel costs, venue hire, etc.

Project End Date: The latest possible end date for activities is **31 October 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.

Please click on 'Legal Name' to expand Applicant Organisation details.

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](#).

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

Please enter the details of the person who is authorised to enter into a legally-binding commitment on behalf of your school. This may be your headteacher or a senior member of staff such a HR Manager or Chair of Governors. 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 provide additional address details. If the address of the legal signatory is the same as the organisation address, please click “Same Address as Organisation”.

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 provide additional address details. If the address of the contact person is the same as the organisation address, please click “Same Address as Organisation”.

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, including non-term dates. 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.

Please briefly present the school and include the following information: Please include all relevant information in this section, such as the number of staff and learners, the levels of education covered in your school or who the people running the project will be. You should also include any measures put in place in case the people in charge of running the project leave their roles.

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.

You should also explain what the school’s motivation for joining this project is and any school’s needs that will be covered by the school.

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

Important note: School Exchange Partnerships should have a minimum of **two** partners from two different Programme Countries (including the Applicant) and maximum of **six** partners (including the Applicant).

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 auto-populate 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, whilst answering all relevant questions in the section.

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 enter the additional address information. If the

address of the Legal Representative is the same as the organisation's, please click on "Same address as Organisation".

Contact Person

Details of the partner's Contact Person should be provided in this section. If the address of the Contact Person is different to the organisation's address please enter the additional address information. If the address of the contact person is the same as the organisation's, please click on "Same address as Organisation".

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. You should aim to address all the questions outlined in the application form. Additionally, you must outline the relevant skills and expertise of key people at the partner organisations.

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(s).

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.

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 school-specific priority or a horizontal priority. In the case of a horizontal priority, you will need to demonstrate how your application directly relates to and intends to impact the school education field.

Additional priorities can be added by clicking on them on the dropdown list. The maximum amount of priorities you can select is three.

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

Project Description

Please describe the motivation for your project and explain why it should be funded.

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 schools involved, wider community, or the EU? Where possible, evidence should be included to back up statements referring to the need for the project.

Please provide detailed information as to how the idea for this proposal was developed and why carrying it out is necessary for the schools involved.

What are the objectives you would like to achieve and concrete results you would like to produce? How are these objectives linked to the priorities you have selected?

Please provide a detailed description of the project objectives and the expected results – 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, changes to the school's curricula, or new skills for pupils and staff.

Please describe how these objectives will allow the schools in the partnerships meet the horizontal or field-specific priorities that have been previously selected.

How are the planned activities going to lead to achievement of the project's objectives?

Please describe how the activities selected will allow the partnership achieve their objectives. You should also provide details as to why these particular activities have been chosen and why they are necessary in order to meet the project objectives.

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: creativity and culture; early school leaving; labour market issues; intercultural/intergenerational education and (lifelong) learning. You can choose up to three topics from the list.

Participants

Please briefly describe who will take part in the project.

Please address all the questions outlined in this section of the application. Details should be provided to address these.

You should address who the different groups taking part in the activities will be. This should also include local participants taking part in activities (i.e. those who do not travel abroad as part of the Learning, Teaching and Training activities but have an input in the project). You should also describe in detail how these groups will participate and what their roles will be.

When describing the participating groups, please provide the age groups for pupils taking part in the activities.

Important Note: Specific details provided on the selection of participants in Learning, Teaching and Training activities do not need to be repeated in this section if they are described in the dedicated section of the form.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation 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 select all relevant categories. For more detail on each of the categories, please review page 10 of the [2018 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.

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. 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 refer to page 119 of the [2018 Programme Guide](#) for examples of eligible costs under this funding category.

Please describe the tasks and responsibilities of each partner school. Explain how you will ensure sound management of the project and good cooperation and communication between partners during its implementation.

Please include a detailed description of the roles, tasks and responsibilities of each partner school. You might wish to include the reasoning behind these assignments.

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;
- partnership coordination activity;
- training;
- communication plans;
- 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.

How did you choose the project partners? Does your project involve schools that have never previously been involved in a Strategic Partnership? If yes, please explain how the other partners can support them during the project.

Please describe the process undertaken in order to form the partnership, as well as to the selection criteria or the reasoning behind the chosen partners within the project (i.e. did they have expertise in an area that would benefit your school? Do you have shared interests that you would like to explore and trial with the pupils?)

Provide details as to any support mechanisms put in place for any newcomers to the Programme. You might want to consider any possible issues or risks that they might face and who will be able to provide them with the best support, who has more experience in co-ordinating international projects.

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.

Learning, Teaching and Training Activities

Learning, Teaching and Training activities must be embedded in the project 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 School Exchange Partnerships are:

- **Short-term exchanges of groups of pupils (three days to two months)**, where pupils can experience international learning, develop their understanding of the diversity of European cultures and languages, as well as develop many skills and competencies necessary for their personal development.
- **Long-term study mobility of pupils (two to 12 months)**, which allows pupils to experience a different environment, increasing their academic, personal and intercultural competences. School Exchange

Partnerships can focus entirely on organising long-term mobility of pupils in order to develop the international cooperation potential of the schools involved.

- **Short-term joint staff training events (three days to two months)**, where partners can arrange training sessions for small groups of staff from each of the partner organisations. These events are open for both teaching and non-teaching staff.
- **Long-term teaching or training assignments (two to 12 months)**, allow staff to develop their knowledge and understanding of other countries' education and training systems, as well as helping them share and acquire new competences and practices.

Please make sure there is consistency between the description in this section and the corresponding budget section in the budget summary.

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 and Training activities in your application for activities to be considered eligible.

Please describe the practical arrangements for the planned Learning, Teaching and Training activities. How will you select, prepare and support the participants, and ensure their safety?

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.

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.

Activity Details

Please complete each activity table as indicated. You will need to click on the Activity line (C1, C2 etc.) in order to expand into the following categories:

- **Activity number** – fills automatically
- **Field** - this field is greyed out, with “Schools” as the default option.
- **Activity type** – please select from the drop down menu
- **Activity Title**
- **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.
- **Description of the Activity** - 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.**

Please describe in detail the content of the activity, the methodology that will be applied to each activity and the expected results from carrying out the activity. You will also need to discuss how the activity and its results will be incorporated or related to the normal activities of the involved schools (i.e. pupils attending a short-term pupil mobility to Spain might attend an after-school club, those attending a mobility might deliver an assembly, teachers participating in staff training might share their learning with other teachers during a twilight session, etc.)

How is participation in this activity going to benefit the involved participants?

Please described any expected outcomes that might affect participants and benefit them at any level (i.e. personal or professional development, skills acquisition, language learning, etc.)

Flows

Flow 1, Activity (C1 –)

- **Organisation / Country**

- **Country of Venue**
- **Number of participants**
- **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

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 - 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.

The same distance band will apply to all participants in one flow, based on the venue of the participating schools, i.e. the travel rate for all participants from a participating school should be calculated from the school address to the venue of the activity.

If applying for Exceptional Costs for Expensive Travel, 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 your project activities, travel routes it might affect and explain what it would be used for.

Please bear in mind that you should only apply for Exceptional Costs for Expensive Travel if the funding awarded for the correct distance band does not cover at least 70% of the costs of travel.

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

Important note: Please make sure that you complete the **Individual Support** section, as funding can only be awarded for requested costs and cannot be awarded retrospectively.

Timetable

Any activities entered under Learning, Teaching and Training activities will automatically populate this section, creating a timetable with the dates that have already been entered in the application form.

You can also add Project Event and tasks. These are those activities that take place as part of the project but **are not Learning, Teaching and Training activities**.

In order to add a **Project Event and Task**, please click on the “Add” button. Please be prepared to provide a description of this event with details about what its content will be, how will participate, how it will support the project, etc. Funding **cannot be specifically claimed for these type of events** but they will provide additional detail as to how the project will be managed.

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.

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.

Please see page 120 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):

- 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:

- smartphones;
- 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.

Please see page 120 of the Erasmus+ Programme Guide for further information.

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

Important note: Costs under this section are **not** included in the **€16,500 per school per year cap** applied to School Exchange Partnership projects.

Follow Up

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

Once the project activities are completed, how are you going to assess if the project's objectives have been met?

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.

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.

How will the participation in this project contribute to the development of the involved schools in the long-term? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end?

Please provide details of the expected long-term impact the project will have on the involved schools, as well as of any plans that are in place to ensure the sustainability of the project's results (i.e. running related activities after the project's end date).

Please describe your plans for dissemination and use of project results.

Prepare to describe in detail how you will share your results. Please consider the target groups for your dissemination, how you will share your results with them and when. We recommend that you consider the dissemination at school, local, national and even international levels.

Please discuss if there are any other groups that will benefit from your project, as well as how your project will benefit them.

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 School Exchange Partnership project is up to €16,500 per school per year.

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

- Project Management and Implementation; 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. **These costs are not included in the funding cap that applies to School Exchange Partnership projects.**

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.

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.

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 according to 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 organisations contributing to each activity;
- Your activity and the identifier for each generated by the system;

- Number of participants, including any accompanying persons
- 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 122 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.

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 two 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. We will only pay up to 80% of Exceptional Costs for Expensive Domestic Travel.**

Budget Summary

This 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;

Please ensure that all documents specified in the checklist are submitted electronically with the application. To attach documents, click the 'Add' button in the annex section. 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 any relevant documents to your application -

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

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 21st March 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 School Exchange Partnerships deadline 21st March 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 September 2018 and 31 December 2018?
- Is your project duration between 12 months and 36 months?
- Have you checked whether 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?
- Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?
- Have you completed the Timetable of Activities?
- Have you submitted your form online?

- Does the status show OK?
- Have you submitted your application before the deadline of 21st March 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.

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