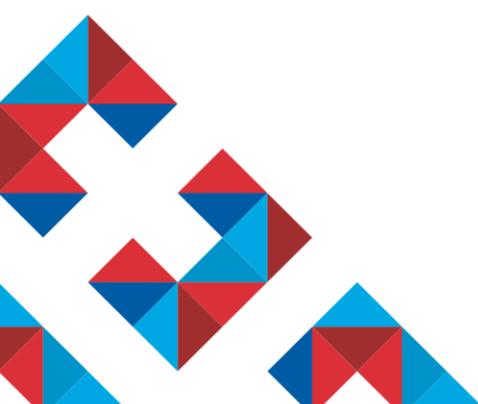# Key Action 3 (KA3) Guide for Applicants

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

Deadline for Round 1: 11am (UK time) on Wednesday 4 February 2015

Version 1: 15 January 2015

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 Structured Dialogue initiative (http://ec.europa.eu/youth/policy/implementation/dialogue_en.htm) and the renewed political framework in the youth field. 'Structured Dialogue' is the name used for discussions between young people and youth policy-makers in order to obtain results which are useful for policy-making. The debate is structured around themes for each of the 18-month work cycles which are set as part of the Structured Dialogue process. It foresees events where young people 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. **For July 2014 to December 2015, the thematic priority of Structured Dialogue is Youth Empowerment.** (More information about Youth Empowerment can be found on the European Youth Portal: http://europa.eu/youth/eu/article/joint-conclusions-eu-youth-conference-rome_en)**.** Successful projects will be those demonstrating a clear link to this theme.

Key Action 3

Young people and 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 run by the Member State holding the Presidency of the European Union;

- Youth policy debate events on youth policy themes linked to the activities organised during European Youth Week;

- Any other meetings, events, seminars, consultations or debates between young people and decision-makers.

Young people should be actively involved in all stages of the project from preparation to follow-up.

Statutory meetings between organisations or politically-influenced events are not eligible for grants under this Action.

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 2015 Erasmus+ Key Action 3 Structured Dialogue Meetings application form. If you wish to apply for funding for Key Action 1 or 2, please see the How to Apply page on the UK website: https://www.erasmusplus.org.uk/apply-for-funding.

Please be aware that in 2015 there is no separate application form for cross-field applications Organisations must apply using the application form for the main sector covered by the project and respect the rules for each sector covered in terms of eligibility of organisations and activities. If you are unsure which sector your project would fall under please have a look at: https://www.erasmusplus.org.uk/multi-sector-funding

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 PIC (Participant Identification Code);

5. Register on the European Commission's Participant Portal;

6. Upload Legal Entity and Financial Identification Forms;

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

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

Structured Dialogue

This Action is strongly linked to the Social Dialogue and the renewed political framework for youth. Therefore, it is essential that you visit the European Commission's Structured Dialogue website http://ec.europa.eu/youth/policy/implementation/dialogue_en.htm and the European Youth Portal http://europa.eu/youth/en to understand how it works, in order for your project to participate in the process.

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

- Rethinking Education: Investing in skills for better socio-economic outcomes http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF

- Declaration of the 1st European Youth Work Convention www.coe.int/t/dg4/youth/Source/Resources/Documents/2010_Declaration_European_youth_work_convention_en.pdf

- EU Youth Report summarising work of the first cycle of the EU Youth Strategy 2010-2012 http://ec.europa.eu/youth/policy/implementation/report_en.htm

- 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

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:

- Pages 29 to 30 (general information on Youth projects, including Erasmus+ objectives and priorities)

- Pages 180 to 187 (specific information on requirements for Structured Dialogue), including:

  o Eligibility and quality assessment criteria, pages 183 to 184

  o Funding rules, pages 185 to 186

- Pages 232 to 248 (information for applicants on procedures and formal requirements)

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 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, 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 183 of the Erasmus+ Programme Guide.

Please be aware that Sole traders are considered ineligible.

3. Review your organisational and financial capacity

3.1 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.

3.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or an advance (note: in certain circumstances, e.g. a weak financial capacity of the beneficiary or if the treasury situation of the EU funds on the "National Agency bank accounts" does not allow for a single first pre-financing payment to beneficiaries, the UK National Agency reserves the right to make staged payments).

Please note, a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 EUR (see the section 'Selection Criteria' in Part C, page 235 of the Programme Guide).

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

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

4. Check whether your organisation has a PIC (Participant Identification Code)

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 the organisation registered on the Portal and enables organisations to enter all their details into an application form simply by inserting the PIC.

We would recommend that before registering, you double-check that your organisation doesn't already have a PIC. 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 it may be worth checking beforehand that you do not already have a PIC, particularly if you are a large organisation with different departments or campuses.

5. 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 partner organisations, if in a consortium, must have registered on the European Commission's Education Participant Portal before completing an Erasmus+ application form.

The Education Participant Portal can be accessed at:
http://ec.europa.eu/education/participants/portal/desktop/en/home.html

Please be aware that there are two portals: the **Research** Participant Portal and the **Education** Participant Portal. A normal internet search for the Participant Portal will lead you to the Research one by default, so make sure you use the link above in order to register and access the correct Participant Portal.

The Participant Portal is accessible via an individual's ECAS account. A video guide on how to register on ECAS together with a Participant Portal User Manual is available at:
https://www.erasmusplus.org.uk/registering-your-organisation.

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the institution'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, page 232 which contains detailed guidance on how to complete these steps.

It is important to note that 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.

6. Upload Legal Entity and Financial Identification Forms

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 you, you and your partners must upload a Legal Entity Form to the Participant Portal. If you are the applicant you must also upload a 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.

You can find the Financial Identification Form here:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

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

The Legal Entity Form can be found here:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

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 more information/specific examples, please have a look on our website.

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status.** The legal documents must be consistent with the information about your organisation provided on both, the Participant Portal and the Legal Entity Form.

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 still correct and up to date. Outdated documents cannot be deleted, but you can simply upload another document in its place. Private organisations applying for a grant above €60,000 should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a financial capacity check to be carried out (see page 8 for more information about financial capacity).

For more information about registering and uploading documents to the Participant Portal, please refer to: http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf

7. 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.

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 Structured Dialogue Meetings and priorities in the field of youth;
	   ○ the needs and objectives of the participating organisations and of the individual participants;
	▪ The extent to which the proposal is capable of:
	   ○ producing high-quality learning 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 participative methods proposed and active involvement of young people at all levels of the project; ▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities; ▪ 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:
	   ○ on participants and participating organisations during and after the project lifetime;
	   ○ 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.

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.

It is important to note that any application scoring less than half the available points in any one of the three quality criteria will not be considered suitable for funding. For example, if an application scored 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You 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'.

Proportionality

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

When will results be notified?

You should expect to hear about the outcome of your Key Action 3 Structured Dialogue application within 4 months of the submission deadline. If, once you have received the notification email from the UK National Agency, you wish to appeal the decision made by the UK National Agency in relation to your Erasmus+ application, you should follow the appeals procedure indicated on the Erasmus+ website at https://www.erasmusplus.org.uk/how-to-make-an-appeal.

Where to find more help and advice

For further information, please refer to the 'How to Apply' section on our website: https://www.erasmusplus.org.uk/apply-for-funding.

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.

The Erasmus+ team at Ecorys are also here to help you with any queries which you may have regarding your Key Action 3 Youth application. You can contact the team by phoning 0845 199 2929 or by emailing erasmusplus@uk.ecorys.com.

A pre-recorded webinar regarding Key Action 3 applications will be made available on our website shortly. Please sign up to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more: https://www.erasmusplus.org.uk/subscribe-to-our-newsletter

Step-by-step guide to completing the application

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

Introduction to the eForm

It is compulsory to complete the eForm when applying for Key Action 3 funding. The eForm can be downloaded from the Erasmus+ website at https://www.erasmusplus.org.uk/apply-for-youth-dialogue-funding; please ensure you download the correct application form.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the latest version of Adobe Reader which is free to download from www.get.adobe.com/reader. The eForm will work with some earlier versions of Adobe Reader but we recommend version 10 or above as a minimum. Some Mac computers are not compatible with the eForm, so we would recommend that where possible you use a PC to complete the application.

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message in red text:

The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.

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

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data. **Please note that you will need to be connected to the internet to complete certain functions such as checking your PIC code (see page 6 of this guide) and validating the form using the 'validate' button at the bottom of each page. Please note that some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.**

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are "Pre-filled or Calculated Fields". You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the 'Add' and 'Delete Last' or the '+' or '-' buttons. Please note CEDEX is only applicable to French organisations and can be left blank where applicable.

It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form.

If you need further guidance on completing the eForm, you can also read the European Commission's technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and solves some common problems. The technical guidelines can be downloaded from the UK website at
https://www.erasmusplus.org.uk/apply-for-youth-dialogue-funding

A. General Information

This section consists of an overview of the application form.

B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission have already been pre-filled.

Applicants should check that the pre-filled fields: Key Action, Action and Action Type correspond to the funding being applied for Applications for Key Action 3 Structured Dialogue projects must ensure that the following details are displayed:

Key Action: Support for Policy Reform

Action: Stakeholder dialogue and policy promotion

Action Type: Dialogue between young people and policy makers

Call: 2015

Round: Round 1

If any of the above fields do not apply to your organisation or the grant you wish to apply for, then you are using the wrong form – please visit https://www.erasmusplus.org.uk/apply-for-youth-dialogue-funding to download the correct eForm or https://www.erasmusplus.org.uk/apply-for-funding to search for the appropriate funding opportunity and application form.

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

B.1. Project Identification

The only pre-filled information will include organisation name and the form hash code. All other sections must be completed by applicants.

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.

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 a realistic project duration to be able to carry out all project activities to a high standard.

The table below shows the earliest possible start date for activity depending on which funding Round you apply for.

Application deadline	Earliest start date for activity	Latest start date for activity
4 February 2015	1 May 2015	30 September 2015
30 April 2015	1 August 2015	31 December 2015
1 October 2015	1 January 2016	31 May 2016

The earliest possible start date for activity is 1 May 2015 for projects funded under the 4 February deadline; please note that the indicative date for signing a grant agreement is 4 months after the deadline (i.e. June 2015 for applicants to 4 February 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.

Applicant Organisation Full Legal Name (Latin characters): This field will populate based on your PIC (see section C.1).

B.2. National Agency of the Applicant Organisation

Identification: Select **UK01** from the drop down box.

C. Participating Organisation(s)

C.1. Applicant Organisation

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

In advance of completing this section of the form, applicants must register their organisation on the European Commission's Participant Portal to obtain a PIC number. Please refer to page 5 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.

If there are any changes to the information originally provided, participants should log back onto the Participant Portal and update the information accordingly. If you are not able to make the amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

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@uk.ecorys.com .

C.1.1 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 it in 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: http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf.

C.1.2. 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 your organisation: Please include the aims of your organisation, its history, its location and how the activities proposed in this application fit into other programmes or activities you deliver.

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

What are the activities and experience of your organisation in the areas relevant for this 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. To add more activities, click on the '+' icon. To delete activities, click on the '-' icon. 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 Lifelong Learning Programme or Youth in Action. If you have been involved in previous projects but do not know the exact details please contact us.

C.1.3. 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.

In order to facilitate contact between the applicant and the UK National Agency, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

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

Please note: it is important that the legal representative details are consistent throughout the application form and in the Declaration of Honour. If there is inconsistency your application will be ineligible.

C.1.4. 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 is different from the legal representative.

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

C.2 Partner Organisation

This section will appear if you click on the 'Add partner' button at the bottom of section C.1.4. Structured Dialogue projects should have at least one other organisation from another participating country for international meetings, whereas applications for national meetings should include one participating organisation from a Programme Country. Eligible countries are Programme Countries or Partner Countries neighbouring the EU (please review pages 24 - 26 of the Erasmus+ Programme Guide for further details). Please note that within the framework of applications submitted under the 2015 Call, Switzerland is a Partner Country and not a Programme Country. Please click the button to add information about the partner organisation(s).

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. 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 which you intend to partner with or job shadow should be added 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.

You can add partners by clicking on the 'Add partner' button. 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: https://www.erasmusplus.org.uk/apply-for-youth-dialogue-funding.

C.2.1 Profile

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

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.

C.2.2. 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.

C.2.3. Legal Representative

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

C.2.4. Contact Person

Complete as per Legal Representative.

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. Please note that this method will only delete the most recently entered partner, so to avoid re-entering information you may wish to ensure that your partnership is finalised before completing the application form.

D. Description of the Project

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 which way is this project linked to the objectives and principles of Structured Dialogue in the field of youth? What is the situation which led to the development of this project? What problems or gaps will the partners work to address? What needs will it address for the organisations involved, wider community or 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 organisation.

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 from the drop-down menu. You may choose up to three. Do not worry if this does not cover everything. Add more by clicking on the '+' button and remove them by clicking on the '-' button. If your project is to address more than 3 topics, please choose the most relevant ones.

E. Participants' Profile

Please describe the background and needs of the participants involved 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 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 an as equally divided gender balance as possible.

E.1. 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 enter the actual or likely profile of the participants this project will involve. For more detail on each of the categories, please review page 13 of the Erasmus+ Programme Guide, see Equity and Inclusion.

E.2. Learning Outcomes

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in 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 during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones? Please select 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? Please describe in what way you will use the instruments/certificates indicated in the two questions above.

F. Preparation

What will be done in preparation, by your organisation and 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)? 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.

F.1. 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, social security, mentoring and support, 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. 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).

Consider the FCO travel advice for the countries to which you will send participants. We will ask you to observe their guidance: https://www.gov.uk/foreign-travel-advice

G. 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, you should 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 https://www.erasmusplus.org.uk/apply-for-youth-dialogue-funding

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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 activity 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 methods. You should include a variety of non-formal learning methods such as workshops, role plays, outdoor activities, round-tables, 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.

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 in the activity delivery, project management and administration. Please outline any scheduled meetings or other methods by which you will maintain contact before, during and after 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. To this end, please ensure that you detail how you intend to facilitate their active involvement and reflection to ensure the relevance and quality of these outcomes.

G.1. Activities' Details

An activity is defined as either:

- National youth meetings;
- Transnational youth meetings.

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. Please complete each table as indicated:

Activity No.: this populates automatically

Activity Type: select from drop down menu. See above for descriptions.

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 same visit/duration/location can be entered more than once and visits listed under each flow number must be specific to the activity being detailed. The flow number is used to calculate the Budget in Section I. Additional flows can be added, or erroneous ones removed, using the '+' or '–' symbols.

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 187 of the Programme Guide for a breakdown by country of the daily rate. The relevant budget section (I.2) will populate automatically, using those rates. **Please note that the activities must take place in the UK unless you are organising a transnational/international meeting, in which case the activities may take place in any of the Programme Countries involved in the project. .** Please refer to page 183 of the Programme Guide.

Venue: location of the activity

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

Start Date: Start Date of the Activity

End Date: End Date of the Activity

Total Duration Excluding Travel (days): How long, excluding travel, the activity will last. The Organisational support rate is calculated per participant per day. This should appear automatically when you have filled out the rest of the activity flow information.

Travel days: How many days will participants spend travelling.

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.

No. of Participants: How many young people and/or decision makers will be going on 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.

No. of 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.

No. of 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 section E.1.

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

Accompanying Persons (out of total number of participants): Please enter the total number of any additional youth workers or specialist staff who are required to support the participation of minors or young people with Special Needs.

G.1.1. Summary of Activities and Participants

This section should be automatically calculated. Please ensure the total amounts have been correctly calculated.

H. Follow-up

H.1. 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 may have a further impact on their employment status, ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes.

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.

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 who 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.

H.2. 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. This activity may be in the form of local meetings, workshops or discussions with members of a wider community and you may use handouts, reports, evaluations or video to assist this. You might plan to get press coverage or invite local councillors or decision makers to dissemination events.

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.

There is an Erasmus+ dissemination platform: http://ec.europa.eu/programmes/erasmus-plus/projects/. 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+ marketing team is always keen to hear about interesting case studies.

H.3. 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.

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 goes.

I. Budget

The Erasmus+ grant is regarded 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:

- Travel;
- Organisational Support;
- Special Needs Support;
- Exceptional costs.

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 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.

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

The European Commission's technical guidelines contain more detailed technical advice and guidance on completing the budget section of the eForm, and you may find it helpful to refer to pages 28 to 36 of this document as you complete section I of the eForm. The technical guidelines can be downloaded from the UK website at https://www.erasmusplus.org.uk/news/some-last-minute-application-advice

Travel is based on the distance per participant from their point 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 at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Please note that the 'travel distance' measures the distance for a one-way journey but the travel costs have been calculated for a return journey. The distance bands are as follows:

Travel distance between:	Amount per participant, including travel costs, from their place of origin to the venue of the activity and return
0 - 9 km	€ 0
10 – 99 km	€ 20
100 - 499 km	€ 80
500 - 1999 km	€ 170
2000 - 2999 km	€ 270
3000 - 3999 km	€ 400
4000 - 7999 km	€ 620
8000 km +	€ 830

All fields aside from 'distance band' will be pre-filled for applicants.

I.2. Organisational Support

Organisational support refers to costs directly linked to the organisation, management and implementation of 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. Please see page 187 of the Erasmus+ Programme Guide for the rates for each participating country .

I.3. Special Needs Support

Special Needs Support refers to any costs directly relating to participants with disability that will incur additional expense in support of their participation (i.e. specialist equipment or accompaniment). Special Needs Support is calculated on an **actual cost** basis and will be assessed case-by-case. Please make it clear in the narrative and the budget what items or services are required and the cost breakdown. This should be supported in the narrative text of the application form.

I.4 Exceptional costs

Exceptional costs are calculated on an **actual cost** basis. 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;
- Visa and visa-related costs, residence permits, vaccinations;
- Costs for providing a financial guarantee;
- Additional costs directly related to participants with fewer opportunities.

You should bear in mind that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided.

J. Project Summary

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

It is important to be concise and clear and mention at least the following elements:

- 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.

J.1. Summary of Participating Organisations

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

J.2. Budget Summary

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

An additional table is then populated below for costs relating to organisational support.

J.2.1. Project Total Grant

This pre-populated table contains the total combined grant requested for the project. It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application. **The Grant Requested sum should not exceed €50,000, regardless of the Grant Calculated sum in this table.**

K. Checklist

Before submitting your application, please make sure that it fulfils the requirements listed below:

- You have used the official Key Action 3 application form. All mandatory fields in the application form have been completed, otherwise the application will not submit correctly;
- The application form is submitted to the UK National Agency of the country in which your organisation is established;
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries;
- You have annexed all the relevant documents:

- o the **Declaration of Honour** signed by the legal representative identified in section C.1.3 of the application. Please ensure that all required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.
- o the **mandates** of **each** partner to the applicant signed by both parties. The mandate template which must be used can be downloaded from https://www.erasmusplus.org.uk/apply-for-youth-dialogue-funding. Please note the below when preparing mandates:
  - the legal signatory named on the partner mandate must be the person who signs the document;
  - partner mandates must be signed in the relevant place as indicated on the mandate template. The UK National Agency will not accept signatures on a different page;
  - partner mandates must be legible;
  - the partner's name on the partner mandate must match the name included on the Participant Portal. The UK National Agency will not accept any spelling errors in names.
- o The Youth Activity Timetable Template which can be downloaded from https://www.erasmusplus.org.uk/apply-for-youth-dialogue-funding.
- All participating organisations have uploaded the relevant documents (the correct Legal Entity Form and Financial Identification Form) to the Portal (for more details, see Section 2 in Part C, page 233, of the Erasmus+ Programme Guide).
- You are complying with the deadline published in the Erasmus+ Programme Guide.
- You have saved or printed the copy of the completed form for yourself.

L. 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:

https://erasmusplus.org.uk/privacy-statement

M. Declaration of Honour

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 (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 your application form is submitted online.

N. Annexes

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

- The Declaration of Honour signed by the legal representative mentioned in the application;
- The mandates of each partner to the applicant signed by both parties, where available (see section C.2. above for further information and requirements);
- The Youth Activity Timetable Template for youth applications.

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

Only 5 documents can be annexed to the application form, so we recommend that multiple documents such as partner mandate forms are scanned into a single file. The total size of the documents also must not exceed 5 MB, otherwise the application will fail to submit properly (producing an 'ERR-06' submission code – see section O below for more details).

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@uk.ecorys.com clearing stating which application form they relate to and your organisation's details.

O. Submission

O.1. Data Validation

Applicants must ensure they have validated all sections of the application before submitting.

O.2. Standard Submission Procedure

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

To submit the form, applicants will need to be connected to the internet. The UK National Agency advises that you save the final completed version of your eForm on your desktop in case of any technical issues with submission.

When you click the 'Submit Online' button the submission attempt will be recorded in the Submission Summary table. If it has been successfully submitted it will say 'Online submission' under Event and 'OK' and the submission ID under Status. If there is any technical issue preventing the form from being submitted it will say 'Error' under Status. If this happens and you are unable to submit the form you should follow the Alternative Submission Procedure. Issues identified when validating the form and not resolved are not classed as a technical issue.

Your application must be submitted online by the deadline: **11am (UK time) on Wednesday 4 February 2015**. If an application is submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, **the application form will be made ineligible.**

O.3. Alternative Submission Procedure

If applicants are unable to submit their application online due to technical issues they must take the following action:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.

2. Email the UK National Agency at erasmusplus@uk.ecorys.com with a copy of your application and any annexes within two hours of the application deadline (i.e. by 1pm UK time).

Please note than the UK National Agency will only accept applications via the Alternative Submission Procedure if, other than emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. 'ERR-' (but not ERR-01 or ERR-06) is recorded under 'Status' in the 'Submission Summary' section of the eForm with a time stamp prior to or on the deadline date/time.

If either of the following 3 'Statuses' appear in 'Submission Summary' your application won't be accepted under the Alternative Submission Procedure:

1. **ERR-01**' as this Error relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by the applicant by correcting the application form and validating it again.
2. '**ERR-06'** as this Error means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.
3. '**Unknown**' as this means that the eForm was not submitted and no submission attempts were made.

O.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

O.5. Form Printing

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