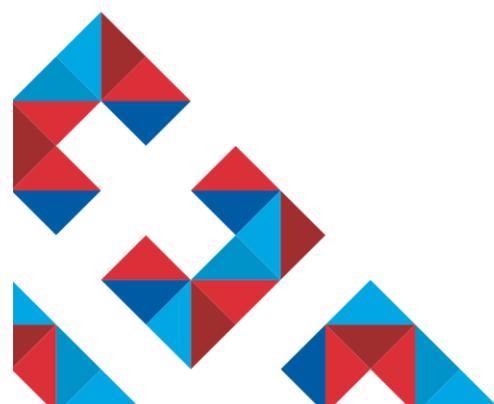


# Key Action 2 (KA2) Guide for Applicants

Strategic Partnerships in the field of School  
Education (School only partnerships)

**Deadline: 11am (UK time) on Tuesday 31 March  
2015**

**Version 2: 20 March 2015**



## Overview of changes to the guide

This document is version 2 of the 2015 Key Action 2 (KA2) Guide for Applicants for Strategic Partnerships for Schools only. The table below gives an overview of changes made compared to previous versions of the guide:

Page number in version 1 of the guide	Change	New page number in version 2 of the guide
	<b>Version 2</b>	
Page 15	The latest possible end date of projects has been amended to 31 August 2018 not 31 December 2018 as stated in version 1 of this guide.	Page 15

## Introduction to Key Action 2: Co-operation for innovation and Exchange of Good Practices

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; 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. The projects funded under this Key Action will focus on sharing, developing and transferring innovative practices in education, training and youth provision between participating countries. Key Action 2 aims to increase the positive impact of European activities at all levels to ensure benefits for the individuals, organisations and countries involved in projects.

### Key Action 2 Strategic Partnerships for Schools only

UK Schools involved in school education can apply for Strategic Partnerships funding under Key Action 2.

Strategic Partnerships for Schools only can last between 24 and 36 months, and are a flexible way of working with partners from different countries. Strategic Partnerships for Schools only focus on activities designed to improve school education provision across the participating countries.

Activities could include:

- developing, testing and implementing innovative approaches and practices for pupils, staff and organisations;
- facilitating the recognition and certification of skills and competences;
- short-term exchanges of groups of pupils on study/training periods within a project aiming to promote linguistic skills and intercultural awareness, as two examples;

- the encouragement of active citizenship and entrepreneurship;
- the use of eTwinning for online collaboration between partners and/or students and for teacher, student teacher and teacher educator professional development;
- the use of the International School Award to plan and record the impact of your international work on curriculum teaching. Your school will then receive the foundation, intermediate or full accreditation level of the award.

## Who is this guide for?

This step-by-step guide is to help UK organisations complete the 2015 Erasmus+ Key Action 2 Strategic Partnerships application form.

This guide is for organisations who are considering applying for funding for Strategic Partnerships projects in the field of Schools only. If you wish to apply for funding for a Strategic Partnership in another field or for a project under a different Key Action, please see the [Apply for Funding](#) page on the UK website.

Please be aware that in 2015 there is no separate application form for multi-sector 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 refer to the [Apply for multi-sector partnership funding](#) page of the UK Erasmus+ website.

We recommend that, as a minimum, you consult the following documents when completing your application form:

- 2015 Erasmus+ [Programme Guide](#)
- the European Commission's [Technical Guidelines](#)
- [Assessor's Guide](#)

## Before you begin

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

1. Read more about this type of project
2. Check that you are an eligible organisation.
3. Review your operational and financial capacity.
4. Register on the European Commission's Participant Portal.
5. Ensure you understand the quality criteria against which your application will be assessed.

### 1. Read more about this type of project

We recommend that you read the information below and the European Commission's Erasmus+ Programme Guide, which is [available to download](#), to find out more about School to School only

Strategic Partnerships, including eligibility and quality assessment criteria, application procedures and formal requirements.

For Strategic Partnership applications the relevant sections of the 2015 Erasmus+ [Programme Guide](#) are:

- Pages 28 (general information on Education and Training projects, including Erasmus+ objectives and priorities)
- Pages 104 to 122 (specific information on requirements for Strategic Partnerships in Education and Training), including:
  - Horizontal and sectoral priorities, page 106 to 108
  - Eligibility and quality assessment criteria, pages 109 to 114
  - Funding rules, pages 115 to 122
- Pages 274 – 286 (project and activities formats).

## What are Strategic Partnerships?

Strategic Partnerships aim to support the development, transfer and/or implementation of innovative practices at organisational, local, regional, national or European levels. Under the new Erasmus+ programme, UK schools can work with others to help improve school education provision across Europe. Schools can work with enterprises, social partners and local or regional authorities to deliver high quality teaching, training and learning which is relevant to national and European labour market needs.

International relations with key stakeholders will help to share new approaches and improve school education and training across Europe. Erasmus+ offers great flexibility in terms of the activities that Strategic partnerships can implement, as long as the project application demonstrates that these activities are the most appropriate to reach the objectives defined for the Key Action.

The Europe 2020 Strategy is an important European policy document which you should 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](#).

## Strategic Partnership Priorities

To be funded, Strategic Partnerships must address either a) at least one horizontal priority or b) at least one specific priority relevant to the field of education, training and youth that is mostly impacted. Horizontal priorities for strategic partnerships can be found on page 106 of the 2015 programme guide. Field specific priorities for school education can be found on page 107 of the 2015 Erasmus+ [Programme Guide](#).

## What does a Strategic Partnership involve?

Cooperation may involve:

- Developing, testing and implementing innovative approaches and practices for pupils, staff and organisations.
- Exchanging experiences and good practice, including through peer learning activities and workshops.
- Carrying out joint research, surveys and studies.
- Facilitating the recognition and certification of skills and competences.
- Training, teaching and learning activities such as joint project work between groups of pupils, short / long-term study mobility of pupils, joint staff training events, and teaching and training assignments.

Cross-field partnerships between different organisations in different education sectors, such as between schools only and higher education and vocational education and training (VET), and so on, are encouraged. You can find more information on Strategic Partnerships in more than one field on the Erasmus+ [website](#).

More compulsory criteria and additional useful information, as well as project examples relating to Strategic Partnerships can be found in Annex 1 of the Programme Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before submitting an application.

## **What are the activities supported in a Strategic Partnership?**

Over the lifetime of a project, Strategic Partnerships may typically realise a broad range of activities, for example:

- project meetings and exchange of practices;
- the testing and/or implementation of innovative practices;
- staff teaching and training activities;
- short-term / long-term exchanges of groups of pupils;
- activities that facilitate the recognition and validation of knowledge, skills and competences;
- co-operation between regional authorities;
- activities to support learners with disabilities/special needs to complete education cycles and facilitate their transition into the labour market, including by combating segregation and discrimination in education for marginalised communities;
- activities to better prepare and deploy the education and training professionals for equity, diversity and inclusion challenges in the learning environment;
- activities to encourage active citizenship and entrepreneurship.

Learning, teaching and training activities for staff and pupils are also acceptable, as long as they help to achieve the aims of the project and bring added value. For a more detailed description of the supported activities, see Annex I. If you are interested in a project that focuses purely on providing staff professional development experience through mobilities you should consider a [Key Action 1](#) project.

Within a Strategic Partnership for schools only, the learning, teaching and training activities can take the form of:

- Blended mobilities where pupils and/or staff from partner organisations work together both

through ICT tools, such as social media, video conferencing, live streaming etc., and through physical meetings. The physical meetings element of blended mobilities must last between five days and two months, but the virtual element may last for the whole project duration.

- Joint staff training events where partners can arrange training sessions for small groups of staff from each of the partner organisations. Joint staff training events must last between five days and two months.
- Long-term teaching and training assignments where staff either teach or work alongside other staff in a school or relevant organisation (such as an enterprise, a non-governmental organisation or a school authority). This can include teaching placements, participation in seminars, or structured courses or observation periods. Teaching and training assignments must last between two and 12 months.

Innovation is an important principle of KA2 Strategic Partnerships. It is therefore important that you are able to demonstrate how the practices you would like to share or develop with prospective partners will provide innovative solutions to the needs your proposal is targeting. An innovative and/or complementary project can be interpreted in a broad sense:

- new or additional needs addressed;
- new or additional products or school practices shared or developed;
- new or additional receiving countries, target groups or sectors;
- new or additional methods for delivering innovation or sharing approaches.

## 2. Check that you are an eligible organisation

UK Schools can apply for Key Action 2 Schools Only Strategic Partnerships. This includes schools and colleges at any level, from pre-school to upper secondary education. You can find details of eligible schools on the [Eligible schools and authorities](#) page of the UK website.

One organisation must lead the project and make the application for funding. Any participating organisation established in a Programme Country can be the applicant and this organisation applies on behalf of all participating organisations involved in the project. UK schools leading a project must apply to the UK National Agency on behalf of the partnership. However, if successful the National Agency from each country involved in the partnership will contract and make payment directly to the school(s) in their country.

Applicant and partner schools must be based and registered in a Programme Country. **Schools from Partner Countries cannot be involved in KA2 School to School Strategic Partnerships.**

Under KA2 Strategic Partnerships for Schools only the same consortium of partners can only submit one application per partnership.

**Please note:** With limited exception, Sole Traders, Partnerships and Unincorporated Associations are not eligible to apply for funding in Erasmus+.

### 2.1 Check that your proposed partnership is eligible

Strategic Partnerships in the school education field which involve only schools can only include schools from Programme Countries (see section "Eligible Countries" in Part A of the 2015 Programme Guide). As the applicant, your organisation must be based and registered in a Programme Country. A partnership must be comprised of a minimum of **two schools from two different Programme Countries**.

If a project is successful in being awarded funding all partners in the project are awarded funding.

If you have any questions about your eligibility, please contact the British Council. You can contact the team by phoning 0161 957 7755 or by emailing [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org).

## 3. Read about organisational and financial capacity

### 3.1 What is operational capacity

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the Grant Agreement with the National Agency and the 2015 Programme Guide published by the European Commission.

The assessment of operational 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 learners 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 National Agency.

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

Capacity checks of public sector higher education institutions, colleges and schools may not be as detailed as for other types of organisations.

The 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.

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

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK National as a condition of participation in the grant award

procedure or fail to supply that information (see the section 'Exclusion Criteria' in Part C, pages 233-234 of the Programme Guide).

## 3.2 What is financial capacity?

All Erasmus+ grants are co-funded and 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 (note: in some cases there might be interim pre-financing payments).

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 euro (see the section 'Selection Criteria' in Part C, page 235 of the Programme Guide).

In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully. You must therefore provide a set of accounts, in accordance with relevant UK legislation not more than 15 months old, from the date of the round to which you are applying. This information is provided as part of the registration in the Participant Portal (more information on this will follow under point 4, "register on the European Commission's Participants Portal").

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

## 3.3 What if I am a new organisation or don't have accounts?

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

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

All grants are paid in euro. It is strongly recommended that you use a euro bank account to avoid exchange rate losses. Some UK bank accounts can accept euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation. If this is not possible, please contact the British Council to discuss your options.

## 4. Register on the European Commission's Participant Portal

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation. Please note that both the applicant organisation and

any partner organisations must register on the European Commission's Participant Portal before completing an Erasmus+ application form.

The Participant Portal can be accessed [here](#).

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 [here](#).

Organisations must upload evidence of your organisation's legal status and a completed financial identification form into the Participant Portal. Once registered, organisations will receive a nine digit PIC. When your PIC is entered into an application form, your organisation's details will be entered automatically.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 232-239, which contains detailed guidance on how to complete these steps.

If you have previously submitted an Erasmus+ application, you do not need to re-register, and should use the same PIC for any further Erasmus+ applications.

## 5. Ensure that you understand the quality criteria against which your application will be assessed

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

The assessment of applications is carried out in two stages:

- a formal eligibility check undertaken by the NA staff;
- a qualitative assessment undertaken by external experts who will have been selected based on their experience and knowledge of school education.

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 following criteria:

<p><b>Relevance of the project</b> <b>(maximum 30 points)</b></p>	<p>The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>▪ The objectives and the priorities of the Action (see section "What are the aims and priorities of a Strategic Partnership").</li> </ul> <p>The extent to which:</p> <ul style="list-style-type: none"> <li>▪ the proposal is based on a genuine and adequate needs analysis</li> <li>▪ the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups</li> <li>▪ the proposal is suitable of realising synergies between different fields of education, training and youth</li> <li>▪ the proposal is innovative and/or complementary to</li> </ul>
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	<p>other initiatives already carried out by the participating organisations</p> <ul style="list-style-type: none"> <li>▪ the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country</li> </ul>
<p><b>Quality of the project team and the cooperation arrangements</b></p> <p><b>(maximum 20 points)</b></p>	<p>The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination</p> <ul style="list-style-type: none"> <li>▪ The consistency between project objectives and activities proposed</li> <li>▪ The quality and feasibility of the methodology proposed</li> <li>▪ The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget</li> <li>▪ The extent to which the project is cost-effective and allocates appropriate resources to each activity</li> </ul> <p>If the project plans training, teaching or learning activities:</p> <ul style="list-style-type: none"> <li>▪ The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles</li> </ul>
<p><b>Quality of the project team and the cooperation arrangements</b></p> <p><b>(maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The extent to which: <ul style="list-style-type: none"> <li>▪ the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project</li> <li>▪ the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations</li> <li>▪ if relevant for the project type the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors</li> <li>▪ the project involves newcomers to the Action</li> </ul> </li> <li>▪ The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders</li> <li>▪ If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not</li> </ul>

	fulfilled, the project will not be considered for selection)
<p><b>Impact and dissemination</b> (maximum 30 points)</p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project</li> <li>▪ The potential impact of the project:             <ul style="list-style-type: none"> <li>▪ on participants and participating organisations, during and after the project lifetime</li> <li>▪ outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels</li> </ul> </li> <li>▪ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations</li> <li>▪ The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.</li> </ul>

It is very important to note that 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 should therefore make sure that your application is balanced and that you give attention to all aspects of the project.

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 (partners, duration, eligible teaching or learning activities, and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information, and ensure consistency and clarity in the application as a whole. Remember to proof read your application.

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.

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.

## Where to find more help and advice

For further information, please refer to the [Apply for Funding](#) section on our website.

The Erasmus+ team at the British Council are here to help you with any queries regarding your application. You can contact them by phoning 0161 957 7755 or by emailing [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org).

## Step-by-step guide to completing the application form

### Introduction to the eForm

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 2 Strategic Partnerships (School only). The eForm can be downloaded from our [website](#). Please ensure you download the correct application form (schools only strategic partnerships).

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. The eForm will work with some earlier versions of Adobe Reader but we recommend version 10 or above as a minimum.

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  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 and validating the form using the 'validate' button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as 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 the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable.

Clicking the 'validate' button at the end of each page will ensure you can identify any missing fields as you go along.

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 also 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 our website.**

## 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, Field, Call, Round and Deadline for submission have already been pre-filled.

You should check that the pre-filled fields: Key Action, Action and Field correspond to the funding being applied for. Applications for Key Action 2 – Cooperation for innovation and the exchange of good practices must ensure that the following details are consistent.

- **Programme:** Erasmus+
- **Key Action:** Cooperation for innovation and the exchange of good practices
- **Action:** Strategic Partnerships
- **Which field is most impacted:** Strategic Partnerships for Schools only
- **Call:** 2015
- **Round:** Round 1
- **Deadline for Submission (dd-mm-yyyy-hh:nn:ss-Brussels, Belgium Time):** 31-03-2015 12:00:00
- **Language used to fill in the form: Please select English from the dropdown box**

If any of the above fields do not apply to your institution or the grant you wish to apply for, then you are using the wrong form – please visit [the relevant section of our website](#) and select the appropriate application form.

## B.1 Project Identification

The only pre-filled information will include Applicant Organisation Full Legal Name (Latin characters) name and the form hash code. All other sections must be completed by applicants.

**Project Title:** Please enter your Project Title. It should be something meaningful and representative of the content of the project.

**Project Acronym:** Enter your project acronym if applicable. This field is compulsory so if you do not have an acronym for your project, please repeat your project title here.

**Project Start Date:** Select a date from the calendar. Key Action 2, Strategic Partners in all fields except Youth, can start at the earliest on 1 September 2015 but no later than 31 December 2015. Consider what the most appropriate date for your project to begin so that you to have enough time to plan and deliver all of your activities successfully. When planning your activities at the early stage of the project please bear in mind that the project activities may happen before the grant payments are made.

**Project Total Duration [months]:** Key Action 2, Strategic Partnerships can last between 24 and 36 months. Please select the number of months that you wish your project to last for, you have the option of 24-36 months. The overall project duration will need to encompass all project related activities from planning 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.

Please be mindful that you should plan in enough time before your activities start to be able to manage the costs associated with running the project, including travel fares etc.

**Project End Date:** This field will automatically populate based on your selected Project Start Date and Project Total Duration. The **latest possible end date for a Key Action 2 Strategic Partnership is 31 August 2018** so if you are applying for a 36 month project the only start date possible is 1 September 2015.

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

**Form hash code:** Will be generated automatically as you create your application.

## B.2 National Agency of the Applicant Organisation

**Identification:** Select **UK01 (United Kingdom)** from the drop down box.

## C. Priorities

Please select (from the drop down menu) the most relevant horizontal or sectoral priority according to the objectives of your project.

You must also comment on your choice of priorities in the box provided.

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.

More information regarding priorities can be found at:

- **Horizontal Priorities** page 106 of the 2015 Erasmus+ [Programme Guide](#);
- **Sectoral Priorities** Specifically in School Education, page 107 - 108 of the 2015 Erasmus+ [Programme Guide](#).

## D. Participating Organisation(s)

### D.1 Applicant organisation

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

If you are completing the application on behalf of the partnership you should include your own organisations information here.

Before completing this section of the form you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number. Please refer to page 9 of this guide for further information.

You must enter your organisation's PIC number into the application form and click 'Check PIC'.

Once entered, the form will automatically populate the applicant organisation's information. The information entered into this section of the form will be based on the information provided during the PIC registration process. If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly.

If there are any changes to the information originally provided when registering your organisation on the Europeans Participant's Portal, you should log back onto the [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 [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org).

#### D.1.1. Profile

**Type of Organisation:** You should select what type of organisation yours is.

The rest of this section of the form will also be pre-filled using the information submitted on to the European Commission's Participant Portal. Please check that this information is accurate and update it in the Participant Portal if not.

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. If the field 'Type of Organisation' found in this section of the eForm has not been completed in the Participant Portal then the applicant organisation details will not populate the form and this will cause an error to occur.

This field is not compulsory during the Participant Portal registration process but is essential for the completion of the eForm.

## D.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 give the context that the organisation operates in; its type, areas of specific expertise, specific social context.**

Please include brief details of your organisation, including type, size and the main focus or scope of your work, as relevant to this project.

**What are the activities and experience of your organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?**

Please detail how your organisation's previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before. Include details of the key staff involved in the project, showing clearly their relevant skills and experience.

For less experienced partners, you can also summarise those aspects which the project will help to develop.

**Have you participated in a European Union granted project in the 3 years preceding this application?**

Please select yes or no 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. If you have been involved in previous projects but do not know the exact details please contact us at [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org).

Examples of European Union granted projects could be a previous Erasmus+ project / Comenius - School Education Project / Lifelong Learning Programme (LLP) Project.

## D.1.3. Legal Representative

Enter the details of the person who is authorised to enter into a legally binding commitment on behalf for your organisation. If your application is approved this person will be the signatory for the Grant Agreement, for schools this is almost always the headteacher or principal.

**Please complete every field in this section. It is important that you check this section carefully to ensure there are no typed errors or spelling mistakes. We will use these details as part of your contractual grant agreement should your project be successful. It is therefore imperative that this information is correct.**

If the appropriate contact address for the legal representative is different from the main contact address for your organisation, you will need to tick the box to indicate this and then complete the address details.

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.

**Please Note:** If after the submission of your application you find that your legal representative leaves your organisation; is no longer able to fulfil the duty; or their contact details change, you must inform us as soon as possible. It is important that we have the most up-to-date information about your project and organisation.

## D.1.4 Contact Person

Please provide details of the primary contact for the project. It is usually the person who is coordinating the application. We will use these details as the first point of contact for the application and, should it be successful, the grant.

**Please complete every field in this section. It is important that you check this section carefully (especially the contact email address) to ensure there are no typed errors or spelling mistakes.**

If the appropriate contact address for the contact person is different from the main contact address for your organisation, you will need to tick the box to indicate this and then complete the address details.

**Please Note:** It is vital that the details you supply are correct and up-to-date. Due to data protection laws and procedure we are only able to provide project specific information to the official contact person and legal representative of the project using the details provided to us. If after the submission of your application you find that the contact person / their contact details change you must inform us as soon as possible.

## D.2. Partner Organisation

'Partner Organisation' refers to institutions who will participate in the project alongside your organisation. You must enter details of your partner organisations in this section.

For Strategic Partnerships for Schools only you will have a minimum of two partners in the partnership (i.e. two different Schools) from two different countries including the applicant.

Please repeat the same steps as for your own organisation that you entered in sections: D.1., D.1.1., D.1.2., D.1.3., and D 1.4. when adding information about partner schools.

Each partner school(s) must be added as a separate partner within section D.2./D.3./D.4 of the eForm. So for partnerships involving two Programme Countries there will be a minimum of two schools in total, the applicant and one partner school. All partners must have a PIC. Information about partner schools will populate this section of the form once the PIC has been entered and 'Check PIC' has been clicked.

## E. Description of the Project

**What is the rationale of this project, in terms of objectives pursued and needs and target groups to be addressed? Why should this project be carried out transnationally?**

All projects should propose to address a need of their pupils, staff, school and community. Please outline how this need(s) and the objectives were established, i.e. through research, planning meetings etc. You should demonstrate how pupils, staff or other key stakeholders such as decision-makers or governors are actively involved in shaping the project proposed to ensure its relevance.

The objectives of the project should clearly seek to address the needs you establish and be relevant to the participants, organisations and any other key stakeholders identified. You should also make it clear which education policy areas your project will address.

**In what way is the project innovative and/or complementary to other projects already carried out?**

Key Action 2 aims to support the development of innovative practice, enhance the quality of pupil and staff work, build capacity in schools and foster strategic cooperation between school organisations. You should identify how this project will build on previous projects or experience within applicant organisations or more widely, and any innovative aspects you will pilot. How will it change practice in the organisations and educational systems involved? It should be clear that this is not a stand-alone project.

**How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never previously been involved in a similar project? How will the tasks and responsibilities be distributed among the partners?**

Strong partnership is crucial to the successful delivery of an international project. Please detail how the partnership was formed, i.e. through events, previous cooperation, eTwinning, networking etc. Identify those partners that have least or most experience in the type of project you propose. Please detail each partner's contribution in terms of the skills and experience they have that is relevant to this project. You should demonstrate that your partnership's skills and experiences will ensure a successful project, or identify any gaps that you will address through research, learning, consultation with experts, etc.

This is also an opportunity to highlight value added by the partners being located in different countries. Why could the project and its aims and objectives not be delivered without the expertise provided by the partners involved? What will the benefit be to each organisation involved in the partnership and what will each organisation contribute?

Are any partners new to this type of project, and if so what will this bring to the project and how will the new partners benefit from it?

**How will cooperation and communication happen among all project partners and with other relevant stakeholders? What will be the purpose and frequency of the transnational project meetings and who will participate in them?**

Cooperation and communication are central to the success of your project delivery. Please show how all partners will communicate, how you will work together on activities, and how you will communicate with other important stakeholders, who should be identified as far as possible. Include details of planned transnational project management meetings, including when they will be and who will participate. You need to demonstrate that each meeting is needed and is cost effective as compared with other means of communication and coordination.

**What are the most relevant topics addressed by your project?**

Select from the drop down menu and choose the most relevant topics up to a maximum of three. Do not worry if this does not cover everything. Please add more by clicking on the '+' button and remove by clicking on the '-' button.

**What results are expected during the project and on its completion? Please provide a detailed description of the expected results (if they are not listed in intellectual outputs, multiplier events or learning, teaching, training activities).**

The results are the outputs of your project during the partnership and on completion – what you will produce or the immediate changes you hope to effect. For example, changes in individuals or organisations, integration of best practice into the curriculum, changes to policy or increase in entrepreneurial skills. Please note that this section overlaps with later sections, so consider carefully whether your results are 'intellectual' (e.g. articles, course materials), or events, teaching, training and learning activities. These might fit better in other sections. You will also need to consider impact, e.g. you may aim to develop further skills such as advanced IT competence in a certain number of students (result), and they may then become more employable (impact).

## E.1. Participants

A key theme of the Erasmus+ programme is impact. In this section you should demonstrate how your project will reach and benefit people who are not directly associated with the school organisations receiving funding under this project.

**Approximately, how many persons will benefit indirectly from or will be target of the activities organised by the project? (i.e. participants for whom a specific grant is not foreseen, such as local participants in multiplier events, or other types of events, etc.)**

This does not include participants from the organisations listed as partners in this project. It can include people in the wider community or for example school staff and/ or pupils in other schools (for example in your local area or other regions). These are just some examples. You should provide a narrative description of the people or groups of people, and where possible provide numerical estimations. It is however important to be realistic in your estimations.

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

Here you should provide a narrative explaining how the persons identified in the previous question will be involved or be impacted by your project.

## **Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?**

Reaching participants with fewer opportunities is a focus of Erasmus+. In this section you can provide details of any participants facing situations that make their involvement more difficult.

Please click on the appropriate button to answer 'yes' or 'no'. Additional fields will appear if you click 'yes'.

**The following additional fields will appear if you click yes. If you choose no please continue to section F. Preparation.**

### **How many participants (out of the total number) would fall into this category?**

You provide a numerical response in this section.

### **Which types of situations are these participants facing?**

From the drop down box select the most appropriate categories to describe the situations these participants are facing. Click '+' to add further categories, or '-' to remove the last category selected.

### **How will you support these participants so that they will fully engage in the planned activities?**

Provide details of how you will support participants who face additional challenges, e.g. describe relevant adjustments, additional preparation or support during the activity or follow up that these participants will require, in addition to your plans for the rest of your participants. This may be training, venue requirements, use of technology or specialist support staff, etc.

## **F. Preparation**

**Please describe what will be done in preparation by your organisation and by your partners before the actual project activities take place, e.g. administrative arrangements, etc.**

This section concentrates on project planning and management. Your proposal should demonstrate that all phases of your project, including the preparation phase, have been properly considered in order for your project to reach its objectives. Any preparation activities should be clearly defined and be relevant to your proposal.

Please detail planned preparation phase, as necessary and relevant to the activity you propose. You may wish to include the following (this is not an exhaustive list):

- logistical arrangements;
- risk management and approach to ensure safety of participants;
- selection of participants (if appropriate);
- partnership coordination activity;

- training;
- research;
- language preparation;
- baseline surveys to support later impact measurement;
- communication overall and promotion to local and wider community about your project;
- delivery of activities across the partnership period;
- allocation of tasks amongst partners including lead on specific tasks;
- monitoring, evaluation and dissemination of project achievements.

## F.1. Project Management

### **How will you ensure proper budget control and time management in your project?**

In this section you must explain how the participants will ensure cost effectiveness and value for money in terms of activities and results. Is the grant request realistic for good quality implementation of the planned activities? The work programme should demonstrate a well-planned, realistic timetable for the duration of the proposal.

You will need to demonstrate that grant funds are to be used in a way which demonstrates value for money. Please outline your system for recording and monitoring expenditure throughout your project and your access to co-funding.

### **How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.**

This relates to quality assurance during the project. How will you evaluate progress against your milestones as the project progresses? Who will be the key staff, what will their responsibilities be, and what is their experience in monitoring and evaluation? Preparation, implementation, evaluation and dissemination will need to be completed by the project end date. Please list appropriate monitoring and evaluation activities including methods, tools and staff with appropriate skills and knowledge to conduct these activities that will be undertaken at critical stages in the project. Demonstrate how these activities will ensure successful project delivery and measure how needs have been addressed, along with appropriate learning outcomes and impact measures. Please explain why it is relevant to perform these activities daily, weekly, monthly, etc.

### **What are your plans for handling project risks (e.g. conflict resolution processes)?**

Please list key risks during the project (related to context, nature of activities planned, participants' needs and so on) with a control measure proposed to minimise the likelihood and/or impact of the risk. Measures to ensure good cooperation such as partnership agreements or codes of conduct may be outlined here, to note any agreed process for mediating disputes or disagreements.

### **Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?**

This relates to evaluation of results and outputs. How will you measure the success of your project? What key quantitative and qualitative indicators of achievement will you put in place to measure progress against your overall objectives and targets, and what monitoring and evaluation activities will you undertake to check that you have reached your targets? Who will be responsible for this? If you have not yet developed your indicators, you should say how you will do so. The proposed methodology should be realistic and appropriate for producing the expected results. How will consistency between objectives, activities and results be measured? Are the proposed activities the most appropriate to address the aims of and reach the objectives of the project?

## G. Implementation

### Do you plan to include Intellectual Outputs in your project?

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

Funding for intellectual outputs can be claimed in the next section of the application form. To distinguish the production of such outputs from those covered by the funding automatically awarded to a project for 'Project management and implementation', these outputs will have to be set out in detail, demonstrating clearly the concrete outputs and the related effort put into producing them. The outputs should be innovative and creative, and be developed with a clear aim of transferability or usability to organisations other than those participating in the project.

Please note that it's only considered intellectual output if proven their potential for wider use and exploitation, as well as for impact.

Outputs which are not considered Intellectual Outputs:

- products for internal use only, such as the partnership's dissemination plan, evaluation reports etc;
- small scale learning/teaching/training materials, tools, approaches etc;
- virtual cooperation and local project activities (e.g. class-room project work with learners, youth work activities, organisation and mentoring of embedded learning/training activities, etc.);
- documents and media aimed at informing and promoting the project (e.g. brochures, leaflets, web information, , websites, blogs, wikis, newsletters etc.);
- comparative reports, surveys and guidelines intended for internal use for the project.

The production of an Intellectual Output is a process consisting of different steps that finally lead to the actual output itself, e.g. conducting an analysis, researching, translating, etc. These steps by themselves are not considered separate Intellectual Outputs.

Conditional: staff costs for managers and administrative staff are expected to be covered already under "Project management and implementation". To prevent potential overlap with such item, applicants will have to justify the type and volume of staff costs applied for in relation to each output proposed.

Please note that in case costs for managers and/or administrative staff are not duly justified they will be considered ineligible.

Please click on the appropriate button to answer the 'yes' or 'no' to including intellectual outputs in your project. Depending on your answer different fields will appear.

If you select 'No':

**Please provide detailed information about the activities that your project will organise and elaborate on the methods you intend to use.**

You need to demonstrate a project methodology which is well suited to your objectives and outputs. How will your activities be organised? Who will manage and lead them? How will responsibility for the different activities be divided between partners, taking into account their individual strengths? Please complete the [Timetable of Activities](#) template and upload it as an annex to your application.

Once you provide answer to this question please follow to the section G.1. Learning/Teaching/Training Activities.

If you select 'Yes', you must answer the following question:

**Please elaborate on the methodology you intend to apply in your project. Please also provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation".**

You need to demonstrate a project methodology which is well suited to your objectives and outputs. How will your activities be organised? Who will manage and lead them? How will responsibility for the different activities be divided between partners, taking into account their individual strengths? Please complete the [Timetable of Activities](#) template and upload it as an annex to your application.

**If you are not creating any Intellectual Outputs that require additional funding, you do not need to complete the following section: Intellectual Outputs.**

## Intellectual Outputs

To add details, click on the 'Add Output' button and complete as indicated. Some fields will populate information automatically. You can add more outputs as you develop your application; however you can remove only the last output added.

**Output Identification:** This field will automatically populate numbering your output for you.

**Output Title:** Enter a title for the activity; for example if the output is a DVD, it could be 'DVD production' or 'DVD editing'.

**Output Description:** Enter details of the activity being undertaken, for example 'Filming of the

DVD at St. John's Primary School'. Enter a detailed description of the output, including justification and who outside of the project could benefit from the output and how (details of how the output will be produced is entered later).

**Languages:** From the drop down box select the language in which the output will be produced. Click '+' to add further lines if the output is being produced in more than one language, or click '-' to remove a line. Please note that you can remove only the last line entered.

**Media(s):** From the drop down box select the media(s) in which the output will be created, e.g. book, DVD, exhibition.

**Activity Leading Organisation:** From the drop down box select the organisation leading on the activity. You should select the name of the lead organisation that will have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.) to this output.

**Participating Organisation:** From the drop down box select other organisations also contributing to the Intellectual Output. Click '+' to add further organisations if multiple organisations are involved or click '-' to remove a line. Please note that you can remove only the last line entered. Please specify the participating organisations that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.) to this output.

### **Do you plan to include Multiplier Events in your project?**

Please click on the appropriate button to answer the 'Yes' or 'No' to including Multiplier Events in your project. If you answer 'No' please follow to the section G.1. Learning/Teaching/Training Activities.

If you select 'Yes' additional section will appear on the form. Please input the information in the below section: Multiplier Events.

**Please note: Grant support for Multiplier Events can only be requested if the project intends to produce Intellectual Outputs. Other dissemination activities will be supported via the budget item Project Management and Implementation.**

## **Multiplier Events**

Multiplier Events are events organised by the partnership, e.g. conferences, seminars or meetings, that are directly associated to one or more of the intellectual outputs developed through the work of the project. If you are not planning to hold any multiplier events, you do not need to complete this section. However, if you do not fill in this section you cannot request funding retrospectively.

The aim of a Multiplier event should be to test, implement or disseminate the intellectual outputs to a wider audience. Multiplier events should involve a large number of participants from organisations that are not already involved with the partnership itself. Such events can be

organised at national or transnational level. **Multiplier events can only take place in the Programme Countries in which the beneficiaries are located.**

Both the profile and number of participants will have to be justified, as well as the approach to attract and involve the relevant external organisations and stakeholders.

### **Do you plan to include Multiplier Events in your project?**

You should use the dropdown menu to select either 'Yes' or 'No'.

**Please note:** Funding under this budget category Multiplier Events cannot be used to cover the costs for travel and subsistence of representatives of participating organisations involved in the Multiplier event. Travel and subsistence costs of participants coming from partner organisations could be paid from the Programme Management and Implementation budget category or it could be seen as a self-contribution of the partner organisation themselves.

Funding for multiplier events cannot be used to organise general meetings of the project partnership. This means that there should be no overlap with the transnational project meetings or the transnational learning/teaching/training activities.

If you select yes and wish to add a multiplier event(s) you can add details by clicking on the 'Add Event' button and complete as indicated. Some fields complete automatically. You can add more events as you develop your application; however you can remove only the last event added. You can also use the 'Remove Event' to delete any events added incorrectly.

If you do add an event(s) you should complete the following information:

**Event Identification:** This field will automatically populate numbering your multiplier event for you.

**Event Title:** Enter a title for the event e.g. 'DVD Premier'.

**Country of Venue:** Please select the country where the event will taking place using the drop down menu.

**Event Description:** Please enter a detailed description of the proposed event, including justification and who outside of the project will benefit from the event.

**Intellectual Outputs Covered:** Enter details of the intellectual output(s) from the previous section to which the event is linked using the dropdown menu. Multiplier events must directly correspond to an intellectual output produced. Click '+' to add further lines if the output is being produced in more than one language, or click '-' to remove a line.

**Activity Leading Organisation:** From the drop down box select the organisation leading on the event.

**Participating Organisations:** From the drop down box select other organisations also participating in the activity. Click '+' to add further organisations if multiple organisations are involved or click '-' to remove a line.

## G.1 Learning/Teaching/Training Activities

These activities include the learning, teaching and training of staff and pupils that would be organised as an essential part of and contributing directly to, the main objective of the Strategic Partnership and that would involve transnational travel of participants. You need to make it clear how any planned activities contribute to the wider project outcomes.

These activities can be:

- **Blended mobility of learners combining short-term physical mobility with virtual mobility (5 days to 2 months; excluding travel days);**  
For more information see page 279 of the 2015 Programme Guide
- **Joint Project Work of groups Of School Pupils also known as short-term exchanges of groups of pupils (5 days To 2months)**  
For more information see page 279 of the 2015 Programme Guide
- **Long-term study mobility of pupils (2 to 12 months);**  
For more information see page 279 of the 2015 Programme Guide
- **Short-term joint staff training events (5 days to 2 months; excluding travel days).**  
For more information see page 281 of the 2015 Programme Guide
- **Long term staff teaching or training assignments (2 to 12 months)**  
For more information see page 281 of the 2015 Programme Guide

**Do you plan to include transnational learning, teaching or training activities in your project?**

Please click on the appropriate button to answer the 'yes' or 'no' to including intellectual outputs in your project. Depending on your answer different fields will appear.

**What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?**

Here you need to detail how any such activities you are planning will contribute to the achievement of the overall project objectives.

**Please describe each of the learning, teaching or training activities you intend to include in your project:**

It should be clear from each activity that it adds value and contributes to the overall objectives presented above. To add details, click on the 'Add Activity' button and complete as indicated. Some fields will populate information automatically. You can add more outputs as you develop your application; however you can remove only the last activity added.

**Activity No:** This field will automatically populate numbering your multiplier event for you.

**Fields:** Select School Education from the dropdown menu.

**Activity Type:** From the drop down box select the type of activity you are requesting funding for.

**Activity Description:** Enter a detailed description of the activity, it should be clear from the description how the activity will add value and contribute to the overall objectives described in

your application.

**No. of Participants:** Enter the total number of participants that will be taking part in the activity

**Participants with Special Needs<sup>1</sup> (out of total number of participants):** Enter the number of participants with special needs (out of the total number of participants).

**Accompanying Persons (out of total number of participants):** Enter the number of accompanying persons (out of the total No. of participants).

**Duration (Days):** Please detail the number of days the learning / teaching / training activity will last for.

**Duration (Months):** Please detail the number of months the learning / teaching / training activity will last for if applicable.

**Participating Organisations:** From the drop down box select other organisations also participating in the activity. Click '+' to add further organisations if multiple organisations are involved or click '-' to remove a line. Please note that you can remove only the last line entered.

**Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?**

Please indicate how the learning outcomes from these learning, teaching or training activities will be recognised and validated, and if appropriate which European or national mechanisms will be used to do this.

## H. Follow-up

### H.1. Impact

Impact is the effect of an activity and of its results, including the changes brought about for individuals, organisations, systems, practices, at all levels of society. Strategic Partnerships are expected to contribute to the overall impact of Erasmus+. This section is divided into impact on individual and organisational stakeholders in the project, and impact beyond those involved at different levels. You are advised to study the Programme Guide, pages 104 and 105, for possible impacts at individual and systemic levels.

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

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<sup>1</sup> Please note that where the application states special needs this does not include participants with fewer opportunities. Please see page 13 of the 2015 Programme guide for more information on what is defined by the term 'participant with special needs').

Please provide an explanation of expected impact on all participants organisations target groups and other relevant stakeholders. Is the impact likely to occur during the project and continue after the lifetime of the project?

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

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

### **How will you measure the previously mentioned impacts?**

How will you know whether you have achieved the expected impacts? Please describe the means you will use, and, if known at this stage, your indicators of achievement, or how you will develop them. You may choose to measure impact both within the period of EC funding and after funding is completed.

## **H.2. Dissemination and Use of Projects' Results**

Dissemination and use of project results is in an important focus of Erasmus+ (see the 2015 Programme Guide, pages 298 to 301). Dissemination here means communicating the project's successes and results as widely as possible.

Results should be developed in such a way that they can be adapted for use by others as widely as possible. This could include use in new sectors; sustainability beyond EC funding; or to influence policy.

The plans outlined in this section should be appropriate for your project and the needs of future target audiences. They should aim to maximize impact for participants and others into the future.

Your plan should include:

- measureable, realistic objectives;
- a timetable (you can add dissemination activities to your 'Timetable of Activities' template);
- resource planning;
- involvement of target groups if possible.

### **To whom will you disseminate the project results inside and outside your organisation? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.**

You are asked for details of target audiences. You should justify your choice of these audiences. They might include your own organisations, beneficiaries of your activities, stakeholders, decision makers, the press, the general public.

**Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?**

You are asked to say which partners will undertake the dissemination activities, what expertise they will bring, and what resources (staff days as well as physical resources) you will make available to implement the plans described in this section.

**What kind of dissemination activities do you intend to carry out and through which channels?**

You should describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant). You should also describe the means and channels you will use (media channels, events, etc.). How will you monitor your dissemination activities throughout the project? Include a timetable for activities, including any monitoring. If relevant, explain how your plans might change in line with changing needs of target groups or other aspects of the external situation. Consider the appropriateness of the dissemination method based on the different profiles of your target groups.

You should include a rough timetable. You may use a wide variety of media. Innovative means of dissemination are welcome. You may apply for funds to translate any materials into the languages of project partners provided it is clear why the partners cannot do this themselves.

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

Please describe your plans for ensuring that the material your project produces is open for wide and free distribution and access.

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

How will you make sure your results are widely available in the long term? For example: giving open access to any resources that you have developed or making sure innovation becomes integrated into the practice of different organisations.

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

This may include for example giving open access to resources you have developed, or making sure innovation becomes integrated into the practice of different organisations.

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

## H.3 Sustainability

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

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

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

## I. Budget

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project.

*'An EU grant is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant.'* Page 237, 2015 Programme Guide.

The maximum grant available is the equivalent to €150,000 per year of the project so €300,000 for 2 year projects and €450,000 for 3 year projects.

For projects lasting **between 25 and 35 months** a pro-rata approach is meant to be followed, so that a maximum grant of €12,500 per month is awarded. For instance, for a 30 months project the maximum grant awarded will be: €12,500/month \* 30 months = €375,000.

When completing the budget section of the eForm it is important to note that automatic calculations 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. You will also 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.

Note that as well as unit costs, there is an overall ceiling for specific budget lines in order to prevent disproportionate amounts of spending on one type of activity. Your budget should be appropriate to your activity, and demonstrate cost effective use of resources. Several of the budget lines are conditional on your demonstration that it will add value, for example; transnational project meetings should be limited to those that cannot be replaced by emails, teleconferences etc.

Please see the Erasmus+ Programme Guide, pages 115 to 122, for grant rates.

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

## I.1. Project Management and Implementation

A monthly grant is paid to each participating organisation – 500 euros per month to the coordinator and 250 euros to other partners. This will fill automatically according to the number of participating organisations and project duration. Please check carefully and validate before moving on to the next section.

Please note: these funds are not paid to the bank account of the beneficiary monthly. They are incorporated into the grant total which is subjected to a pre-financing and final payment schedule.

For projects involving more than 10 partners, the monthly grant is limited to the amount commensurate with 10 participating organisations, i.e. 2750 euros per month.

See page 102 of the 2015 Erasmus+ Programme Guide for more information.

## I.2. Transnational Project Meetings

This is an amount paid as a contribution towards travel and subsistence for project meetings between partners, hosted by one of the participating organisations.

The grant support for transnational project meetings will be limited to a maximum amount of 23,000 EUR per project for a period of 12 months. For shorter project durations, the maximum amount will be reduced proportionally to the actual project duration in number of months.

Grants are paid according to a unit cost per participant to cover travel and subsistence, with a different unit cost for short and long distance travel. Details specified on page 116 of the Programme Guide.

**Please note:** This budget section is for the travel of people to attend transnational project meetings. This budget is NOT for the travel of students, or to fund the travel associated with the actual implementation of any learning / teaching / training activities.

Amounts are paid at a set amount according to distance. The distance bands (100km – 1,999km or 2,000km and above) have been established by the European Commission for the purposes of the application.

- 100km – 1,999km = 575 euros per participant per meeting
- 2,000km and above = 760 euros per participant per meeting

Click on the '+' button to begin adding details

**PIC of Organisation:** From the drop down box select the sending organisation

**Total No. of Meetings:** Enter the total number of meetings the sending organisation will be attending over the lifetime of the project.

**Total No. of Participants:** Enter the total number of participants that will be attending all of the meetings; for example if you are having four project meetings over the duration of the project, and there will be three people attending each meeting, you would enter 12.

**Distance Band:** From the drop down box select the relevant distance band. If travelling to meetings that fall within different distance bands, enter a separate line for each. Please note that the 'travel distance' measures the distance for a one-way journey but the [distance calculator](#) calculates travel for a return journey.

**The funding amounts will then automatically populate the remaining fields.**

Continue to click the '+' button to add new lines, or the '-' button to remove a line. The maximum amount payable is 23,000 euros per year in total for all partners.

## I.3. Intellectual Outputs

Grants are paid per participant per working day by country group, with four categories of participant (see below) and four groups of countries (see page 120 of the Programme Guide). You need to enter the following information, referring back to the plans outlined earlier in your application:

**PIC of organisation:** From the drop down box select the organisation contributing to each output

**Output Identification:** intellectual Output Identifier generated by the system in section G of the eForm

**Category of Staff:** The category into which an individual falls depends on their role within the project. Note that the roles of "manager" and "administrative assistant" would normally be funded under "Programme Management and Implementation", so it should be clear from your narrative why these are needed here. A project manager who takes a different role requiring additional time in production of an intellectual output could be included under specific intellectual outputs, and so could individuals who are not otherwise involved in the project. The categories are:

- Manager
- Teacher/trainer/researcher/youth worker
- Technician
- Administrative assistant

**Country:** Populates automatically based on information from the PIC of organisation entered

**No. of Working Days:** The number of working days each category of staff per organisation will spend working on the Intellectual Output

**The funding amounts will then automatically populate the remaining fields.**

Continue to click the '+' button to add new lines, or the '-' button to remove a line.

Please check your information and then validate it.

## I.4. Multiplier Events

The grant support for multiplier events will be limited to a maximum amount of 30,000 euros per project regardless of its duration.

This is a contribution to the costs for organising a national or transnational event such as a conference or seminar aimed at sharing and disseminating the intellectual outputs realised by your project.

**Please note:** You can apply for funding under this category only if it is in direct relation to the intellectual outputs of your project. A project that has not applied for funding for intellectual outputs cannot apply for funding to support the organisation of a multiplier event.

Grants are paid as a unit cost per participant, in two categories:

- 100 per local participant (i.e. participants from the country where the event is taking place)
- 200 euros per international participant (i.e. participants from other countries)

**Please note:** You cannot claim costs for the travel and subsistence of representatives involved in the event from organisations who are listed as partners or coordinating organisations of this Erasmus+ project. Travel and subsistence costs of participants coming from partner organisations could be paid from the Programme Management and Implementation budget category or it could be seen as a self-contribution of the partner organisation themselves.

Click on the '+' button to begin adding details

**PIC of Organisation:** From the drop down box select the organisation that is organising the multiplier event.

**Event Identification:** From the drop down box select the event to which the funding request relates.

**No. of Local Participants:** Enter the number of local participants (participants from the country hosting the event) that will be taking part in the event.

**No. of Foreign Participants:** Enter the number of participants that will be taking part from other countries. The funding amounts will then automatically populate the remaining fields.

Continue to click the '+' button to add new lines, or the '-' button to remove a line. Please note that you can remove only the last line entered.

Please check your information and then validate it.

## I.5. Learning/Teaching/Training Activities

### I.5.1. Travel

Travel grants are paid using distance bands (see page 118 of the Programme Guide). You need to enter the following information, referring back to the plans outlined earlier in your application:

**PIC of organisation:** From the drop down box select the organisation that is taking part in the Learning/Teaching/Training activity

**Activity number:** From the drop down box select the event to which the funding request relates.

**Activity type:** Populates based on the activity selected

**Number of participants:** Number of participants from the organisation taking part in this Learning/Teaching/Training activity

**Distance band:** Select the distance band as calculated using the [European Commission's online distance calculator](#) tool:

Amounts are paid at a set rate according to distance. The distance bands (100km - 1,999km, or 2,000km and above) have been established by the European Commission for the purposes of the application.

- For travel distances between 100 and 1 999KM: 275 euros per participant
- For travel distances of 2 000KM or more: 360 euros per participant

## I.5.2. Individual Support

This is a contribution to participants' subsistence costs during the learning/ teaching / training activity. This section of the application is split into two sections, **Long-term leaning / teaching / training activities** and **Short-Term learning / teaching / training activities**. More information can be found on page 118 and 122 of the 2015 Programme guide.

**Please note:** If you are taking students on mobilities it is important to bear in mind your schools child protection laws regarding the supervision of pupils (e.g. student to staff ratios). If your pupils are engaging in learning / teaching / training activities and require staff to accompany them, do not forget to claim this under the 'No. of Accompanying persons' section.

**Long-term learning/teaching/training activities:** Individual Support is paid as a unit cost grant based on the destination of the activity; see page 118 and 122 of the Programme Guide. You need to enter the following information, referring back to the plans outlined earlier in your application:

Click on the '+' button to begin adding details

**PIC of Organisation:** From the drop down box select the organisation that is attending the activity.

**Activity No.:** From the drop down box select the activity to which the funding request relates.

**Activity Type:** Populates from the details entered in section G of the eForm

**Duration (months):** Populates from the details entered in section G of the eForm

**Country of Destination:** From the drop down box select the country in which the activity is taking place.

**No. of Participants (without accompanying persons):** Enter the number of participants

**No. of Accompanying Persons:** Enter the number of accompanying persons.

The funding amounts will then automatically populate the remaining fields.

Continue to click '+' to add new lines or '-' to remove a line. Please note that you can remove only the last line entered.

**Short-term learning/teaching/training activities:** Individual Support is paid as a daily grant; see page 118 of the Programme Guide.

#### **Short term activities for staff:**

- Up to the 14<sup>th</sup> day of activity: €100 per day per participant
- + between the 15<sup>th</sup> and 60<sup>th</sup> day of activity: €70 per day per participant

#### **Short term activities for learners:**

- to the 14<sup>th</sup> day of activity: €55 per day per participant
- + between the 15<sup>th</sup> and 60<sup>th</sup> day of activity: €40 per day per participant

Click on the '+' button to begin adding details

**PIC of Organisation:** From the drop down box select the organisation that is attending the activity.

**Activity No.:** From the drop down box select the event to which the funding request relates.

**Activity Type:** Populates from the details entered in section G of the eForm

**Duration (days):** Populates from the details entered in section G of the eForm

**No. of Participants (without accompanying persons):** Enter the number of participants

**No. of Accompanying Persons:** Enter the number of accompanying persons.

The funding amounts will then automatically populate the remaining fields.

Continue to click "+" to add new lines or "-" to remove a line. Please note that you can remove only the last line entered.

Please check your information and then validate it.

## I.5.3. Linguistic Support

A flat rate grant of €150 is paid to each participant in Long term Mobility (only for activities lasting between 2 and 12 months per participant needing linguistic support). Linguistic support is available for eligible participants to improve their knowledge of the language of instruction or work.

Click on the '+' button to begin adding details.

**PIC of Organisation:** From the drop down box select the organisation for which the linguistic support is being provided.

**Activity No:** From the drop down box select the long term activity to which the funding request relates.

**Activity Type:** Populates based on the Activity Number selected

**No. of Participants:** Enter the number of participants requiring linguistic support.

The funding amounts will then automatically populate the remaining fields.

Continue to click '+' to add new lines or '-' to remove a line. Please note that you can remove only the last line entered.

Please check your information and then validate it.

## I.6. Special Needs

The Special Needs support budget is available to cover costs directly related to participants with special needs (see page 13 of the 2015 Erasmus+ Programme Guide for a description of what is defined as a 'participant with special needs') and accompanying persons taking part in transnational teaching, training and learning activities. This may include costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "individual support").

This budget category is based on **actual costs**. This means that the Erasmus+ grant will only fund actual costs incurred. Financial reporting for budget items based on real costs will be based on the expenses actually incurred which will need to be duly documented.

**Please note:** It is not possible at a later stage to claim for extra funding for participants with special needs if this has not been included in your original budget request at the application stage. It is advisable to make a claim for special needs support within this application if you believe there is a high chance your project will involve participants with special needs that require extra support. If this budget is claimed for and granted, but eventually no participants with special needs support take part in your project this is not a problem; the money allocated for special needs support will just be reclaimed by the National Agency.

Please enter actual costs as far as you know them, e.g. any additional costs relating to travel for a wheelchair user remembering that it may not be possible to claim for additional funds under this

category at a later stage.

Click on the '+' button to begin adding details

**PIC of Organisation:** From the drop down box select the organisation that is claiming support

**No. of Participants with Special Needs:** Enter the number of participants claiming the support

**Description:** Enter details of the special needs and why the support is required.

**Grant Requested:** Enter the amount of funding being requested.

Continue to click '+' to add new lines or '-' to remove a line. Please note that you can remove only the last line entered.

Please see the Programme Guide page 45 for more information.

Please check your information and then validate it.

## I.7. Exceptional Costs

Erasmus+ will fund up to 75% of the costs of the contracting of goods or services. This can only be for items which cannot be provided by project partners. Justification for any items included here must be provided in the narrative sections of your application.

Subcontracting has to be related to services that cannot be provided directly by the participating organisations for duly justified reasons. Equipment cannot concern normal office equipment or equipment normally used by the participating organisations.

The provisions on the eligible costs for equipment purchase are set in Annex III to the Grant Agreement. The whole purchase price of an item can be eligible only if the lifespan of the item is the same as the duration of the project. If the equipment is used partially for the project, the covered expenses should be calculated proportionally. This would mean that only the depreciation costs for the duration of the project could be covered for equipment that will continue to be used once the project has ended.

**Please Note:** Exceptional Costs cannot be claimed for at a later date. You must claim exceptional costs at the application stage. It is important not to request funding for activities under this budget category which should be claimed for in other sections of the application. You must ensure that anything detailed under the Exceptional Costs section fulfils the criteria of this budget category.

Click on the '+' button to begin adding details relates

**PIC of Organisation:** From the drop down box select the organisation to which the funding request is related

**Description of Cost Item:** Enter a description of the service or item being requested. Please also list the activities to which the item refers to along with the justification for the need to purchase the service or item.

**Grant Requested:** Please enter the amount of funding being requested. (Please note that this should be 75% of the total as Erasmus+ only funds 75% of eligible costs)

Continue to click '+' to add new lines or '-' to remove a line. Please note that you can remove only the last line entered.

**You should then provide any further comments where requested concerning the Exceptional Costs budget.**

## J. 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 EC, NA and other agencies for publicity purposes and will be published on the EC's dissemination 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 the potential longer term benefits.

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

Please provide a translation of the summary in English, if the communication language of your project is not English. Please note however that if you are submitting your application to the UK National Agency your application should be completed in English.

### J.1. Summary of Participating Organisations

This field should fill automatically. Please check carefully before validating.

### J.2. Budget Summary

The application form will automatically calculate the grant for the activities in your application form.

#### J.2.1. Project Total Grant

Please check the total grant calculated before validating.

## K. Checklist

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

- you have used the official 2015 Key Action 2 application form
- all relevant fields in the application form have been completed.
- you have chosen the correct 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.
  - (For submission to the UK National Agency this should be English)
- you have annexed all the relevant documents
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the Timetable of Activities chart.
  - the mandates of each partner to the applicant signed by both parties. The mandate template can be downloaded from [here](#).

### **Mandates are not required for school only partnerships**

- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 euros, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the 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.

## M. Declaration of Honour

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

The legal representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it. Please stamp the Declaration of Honour before uploading.

If you do not have an institution stamp, please inform the National Agency before you submit your application, so that the NA can review your case in good time.

The signed Declaration of Honour then needs to be scanned and attached as an annex before your application form is submitted online. If your legal representative is absent, the NA will accept the signature of a person given delegated formal powers to sign on their behalf, provided there is evidence of the delegation in case of audit.

**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.**

## 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
- timetable of Activities chart
- **Partner Mandates are not required for school only partnerships**

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.

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.

## O. Submission

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

Applications must be submitted online by the deadline: **Tuesday 31 March 2015 at 11am UK time**. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

### O.1. Data Validation

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

### O.2. Standard Submission Procedure

Applicants should only submit an application form once they are happy with the finalised version. Applicants need to ensure that they are connected to the internet in order to submit their completed application. Applicants 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 applicants save the final completed version of the eForm on their 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.

Applications must be submitted online by the relevant deadline:

**Tuesday 31 March 2015 11am UK time.**

If your application is submitted after the deadline, and the alternative submission procedure outlined below is not completed in time, your application will be deemed ineligible.

## O.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**.

Please note: if your error message says one or more fields has been completed incorrectly, this is **not** a technical error.

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email the UK National Agency team managing this Key Action at [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org) with a copy of your application, any annexes and the screenshot attached within two hours of the application deadline. i.e. by 1pm UK time. In the subject line of the email please type KA2 Schools only application form – [insert here the name of your school].

Please note that 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 timestamp 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 that applicants print the final, completed version of the eForm and retain it for their own records. Hard copies of the eForm do not need to be posted to the UK National Agency. The completed eForm can be printed by clicking on the 'Print Form' button.

## After submitting your application

Once you have submitted your application you will receive an acknowledgement email.

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.

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