

European Solidarity Corps Technical Guidance

Volunteering Partnerships Annual

Deadline: 11am (UK time) on Tuesday 30 April 2019
Version 2: 12 April 2019

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APPLICATION FORM

Technical guide to completing your application

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

It is important to note at the application stage that if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided within your application form. **No deviations from this information will be permitted** as this could call into question the assessment result. Therefore when completing your application form you must ensure that the information you are presenting (including participants involved as well as the planned activities) is correct, realistic and will not be subject to change, except where permitted under the rules for Volunteering Partnerships.

Introduction to the eForm

It is compulsory to complete the eForm when applying for Volunteering Partnerships Annual funding. You will need to use your EU Login details to access the web application form. Please ensure you open a correct application eForm, i.e. ESC13.

The form has been successfully tested on the following browsers: Internet Explorer 11.0, Firefox 45.7 and Chrome 56.0. We recommend that, where possible, you use a PC to complete the form.

You will also need PDF reader software (such as Adobe Reader) to print, sign and scan the Declaration of Honour page which needs to be annexed to your application.

Accessing the eForm

The eForm can be accessed here on the European Solidarity Forms website: <https://webgate.ec.europa.eu/web-esc/screen/home>. When you click on the link to access the online eForm, the EU Login page will automatically show on your screen. After logging in you will then see the 'Home' screen with 2 tabs:

- 'Open Calls' tab with the 'Apply' button – please click here and select 'ESC13 Volunteering Partnerships annual' to open a new version of an online eForm.
- 'My applications' tab where all the submitted or draft applications will be displayed.

You have to be connected to the internet to enter information into the form. The eForm does not have a 'Save' button as it is automatically saved every 5 seconds.

If you close the application, you can edit it again via 'My applications' tab on the 'Home' page and by clicking on the grey 'Menu' button (a box with three black bars in it) on the right hand side of a given application version, choosing the 'Edit' function. This way you can return to your application and complete it as many times as necessary. Please note that each draft application that you open by clicking the 'Apply' button in the 'Open Calls' tab will have a unique form ID number. It will be displayed in the top right corner of the page. To be able to return to the appropriate draft version, you will need to know the relevant form ID, otherwise the project title will be displayed here once it has been populated in the eForm.

Basic application functionalities

You should fill in all the required fields in the form, using the mouse or tab keys to navigate. Mandatory fields are marked with a red stripe on the left hand side of a relevant box and you will need to complete all of them in order to be able to submit the form.

Each section of the application form is displayed in the menu on the left-hand side. Once all the mandatory fields in a given section have been completed correctly, the section will be marked with a green tick icon.

If there is any information missing in a section or if not all the application rules have been respected, a section will be marked with a red exclamation triangle icon. Most individual questions will be marked in the same way to make it easy to identify and fix any issues.

Please note that fields appearing in grey are 'Pre-filled' or 'Calculated' fields. You will not be able to modify these and they will display either default values, calculation results or data input 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 can be repeated, you can add rows or sections by clicking on the relevant grey 'Add' button. To delete an entry, please click on the grey 'Menu' button on the right hand side of a given entry and choose a 'Delete' function (e.g. 'Delete an activity').

Some sections of the application form have a 'Menu' button (a grey box with three black bars in it) that you have to click on to add further information to the section. Others, such as the 'Legal Representative' and 'Contact Person' fields, have underlined links that you must click in order to populate this section.

Please note that the maximum number of characters for the narrative boxes is 5000 characters (including spaces).

You can navigate back and forth through parts of each section by using the links at the top of the page.

Submitting the eForm

You can only submit the e-Form once all sections have been completed correctly and have been marked with a green tick in the left-hand side menu. The 'Submit' button in the menu will then become active and you will need to click this button to submit your application to the UK National Agency.

Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. Under the 'Submission' summary page you can access information about all submissions you made with a given application form.

Sharing the eForm

It is possible to share your applications with your colleagues or partners in a **read-only format**. The application can only be shared with someone who has an existing EU Login account and is accessed when they log into the eForms website using their EU Login details.

You can share your application either by navigating to 'My Applications' tab on the web forms 'Home' screen and then select 'Share' from the menu to the right of the application you want to share. Alternatively, within a given eForm there is a section marked 'Sharing' which will take you to a section marked 'Sharing Summary' and 'Sharing History'.

Click the 'Share Application' button and enter the email address linked to the EU Login account of the individual you want to share the application with. Currently there is no function to automatically notify the individual that the application has been shared with them, so you will have to inform them yourself. Once the user the application is shared with logs into the eForms website, a read-only version of the application will appear under 'My applications' tab.

Under 'Sharing Summary' you can find a list of users that the application is shared with and has previously been shared with. If you need to edit the details of the individual you have shared the application with or need to revoke a given user's access to it, you will need to click on the menu button to the right of their email address and select either 'Edit Sharing' or 'Revoke Sharing' as appropriate.

Further Guidance

Please allow plenty of time to complete the eForm as it can take time to resolve any technical issues. 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 provides solutions to some common problems.

Important note

Before starting to complete this eForm, you must have already approved by the UK National Agency an ESC12 Volunteering Partnerships project. This is an eligibility requirement and you will not be able to complete and submit this form otherwise. Please note, information in certain sections of this application form has been transferred over from your Volunteering Partnership application.

Completing the eForm

Context

This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on the selection of your project. Unless otherwise specified in the [2019 European Solidarity Corps Guide](#), the receiving National Agency must be located in the country of the applicant organisation.

Details specific to the application being made (Call, Round, Action Type and Deadline for Submission) are visible at the top of the screen. Applicants should check that this information corresponds to the funding being applied for.

'FormId' is the identification code of your application and is individually generated for each draft eForm you create when you click on the 'Apply' button in the 'Open Calls' tab on the 'Home' screen. You will not be able to change the content of this field. If any of the details there do not apply to the grant you wish to apply for, then you are using an incorrect form. You need to close it and choose the correct form from the 'Home' page which can be quickly accessed by clicking on the 'Home' icon at the top of the page. You will be then able to open a correct eForm or to search for the appropriate funding opportunity and a relevant application form. All other sections must be completed by applicants.

PIC: Please enter the PIC of your organisation, as the applicant. Further details of your organisation will be added further down in the form. If you have already submitted an Erasmus+ or the Corps application in the past, you do not need to re-register on the European Commission's Participant Portal and you should use the same PIC for any further applications including those under the Corps.

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

Project Title (and Project Title in English): Here you will see the title of the project as submitted in the ESC12 – Volunteering Partnerships application form.

Project Acronym: Here you will see the acronym of the project as submitted in the ESC12 – Volunteering Partnerships application form.

Project Start Date: This is automatically set up as 01.08.2019, which is the start date of the 2nd annual agreement for a volunteering partnership. You will not be able to change this.

Project Total Duration: There is only one option in the drop down and that is 18 months; you will have to choose this.

Project End Date: This date will be automatically calculated by the eForm and show 31.01.2021.

Framework agreement reference: Here you will see, based on the PIC that you entered, the reference number of the application ESC12 - Volunteering Partnerships project you submitted in 2018 and that is linked to the PIC of your organisation as the applicant.

National Agency of the Applicant Organisation: Here you will see the National Agency chosen for submission of this application form.

Once all information is entered, all fields will be marked in green. On the left hand side of the screen, the 'Context' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is fully and correctly completed.

Please note that if you are awarded funding, the indicative date for signing your specific Grant Agreement for the 2nd annual grant with the UK National Agency is four months from the submission deadline.

Applicant Organisation

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

Once you have entered your PIC in the box in the previous section, i.e. 'Context', it will be populated in this section as well, so you will see the PIC, legal name and country of your organisation already completed. You need to then select 'Organisation details' function from the grey 'Menu' button to complete this section.

Applicant Organisation Details

This section on the screen will be pre-filled with the data from the Participant Portal. If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly. Once you amended relevant details regarding your organisation on Participant Portal, you can then populate new information into the application form by clicking on the 'Menu' button next to your PIC number and choosing 'Refresh organisation data' function.

If you are not able to make the amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

Please note the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable.

If you receive an error when inputting your PIC number and you have checked that you are entering the right code – please contact us at esusolidaritycorps@ecorps.com.

Associated Persons

Associated Persons are persons related to the project, i.e. **Legal Representative** and **Contact Person**. To populate the details for the Legal Representative and Contact Person, you can click on the 'Retrieve data from ESC 12', which will automatically populate the fields with the information you entered in the ESC12 – Volunteering Partnerships form or you can add them by clicking on the 'Menu' button and choosing 'Person's Details' function.

You have the option to add another two Contact Persons by clicking 'Add Associated Person' button, but only one can be identified as a 'Preferred Contact Person' and the UK National Agency will only be in touch with them during the application assessment process and contracting stage, if applicable.

To remove any additional Contact Persons that you have added to the form please click on the 'Menu' button and select 'Delete person'.

Legal Representative

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

Please complete every field in this section. The telephone number filed should start with '+' in order to be valid.

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

If the address of the legal signatory is the same as the organisation address, you should click on the 'Use Same Address as Organisation' button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

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

We strongly recommend that the Legal Representative and appropriate officers within your organisation review the Declaration of Honour, together with the 2019 Corps Guide, Part D 'Step 2: Check the Compliance with the Criteria' on pages 71-75. Please ensure you give special attention to the Exclusion Criteria (pages 71-74).

Once all fields are completed, they will be marked green. To go back to the 'Applicant Organisation Details' screen, you can click on 'Applicant Organisation Details' link in the top navigation menu (under the European Solidarity Corps logo).

Contact Person

Please complete this section as per the previous one for Legal Representative. We will use these details as the first point of contact during the application process and, should the application be successful, the delivery of the project. We strongly recommend that the Contact Person is different from the Legal Representative.

If the address of the Contact Person is the same as the organisation address, you should click on the 'Use Same Address as Organisation' button. The fields will populate automatically with the organisation address details. If the address of the Contact Person is different from the organisation address, you should ensure you enter the additional address details manually.

Please ensure that the Contact Person details are up-to-date and that those people will be available throughout the application process as well as the project lifetime. Please contact us as soon as possible if there are any changes. Please note, the telephone number filed should start with '+' in order to be valid.

Once all fields are completed, they will be marked green. On the left hand side of the screen, the 'Applicant Organisation' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is fully and correctly completed. To go back to the 'Applicant Organisation Details' screen you can click on the relevant link in the top navigation menu (under the European Solidarity Corps logo).

Activities

This section asks for information about the main activities of the project for year 2 and will be used by the UK National Agency to determine the amount of EU grant that will be needed to implement them. In this section you will see three subsections: a list of 'Activities', a 'Summary of Activities and Participants' and a 'Summary of linguistic support'.

Activities

For all activities you must provide a timetable completed on a relevant template. This must be then uploaded as an annex to the eForm. The European Commission has published a [Timetable of Activities](#) Template for European Solidarity Corps applications.

For each Volunteering activity, the timetable annexed must provide a sample of a week's Volunteering activity. Please note that if an Advance Planning Visit (APV) is also being organised, a timetable detailing the programme of the APV will have to be included also on a relevant template. In the timetable basic elements of activities should be described, such as: the activity number, venue, dates, organisations involved and the role of each partner. All activities should include space for participants to reflect on their learning (ideally using Youthpass) and should encourage active participation, creativity and initiative.

In this sub-section you will encode each one of the activities you plan to implement in your project in year 2. Every activity planned (including any APVs) must be listed in this section. We cannot fund activities if they are not listed in the application form. It is important that the activities you select here are accurate and consistent with the information given in the narrative of the Volunteering Partnerships application form as this section determines the total requested grant for your project for year 2. Please be aware that if there are significant inconsistencies between the activities listed here and your Volunteering Partnerships application form, including any attached timetable(s), then your application may be rejected.

First you will look at adding your volunteering activities. A first activity (A1) will already be included in the form and you will need to click on the 'Menu' button to the right and select 'Activity Details' function to edit the details. To add more activities, click the 'Add Activity' grey button.

A Volunteering activity is defined as either:

- **Volunteering Teams:** for a given group of minimum 10 and maximum 40 volunteers who can carry out their activity jointly in the same timeframe and place, and the tasks are linked to a common theme. Volunteering Teams Activities must last between 2 weeks and 2 months. Participants must come from at least 2 different countries (minimum 25% must come from abroad), one of which must be a Participating Country¹.
- **Individual Volunteering:** those activities are carried out for a period of 2 months up to 12 months. Young people with fewer opportunities can volunteer for a shorter duration, starting from 2 weeks.

For Volunteering activities, applicants can also apply to carry out an Advance Planning Visit (APV). It will need to be listed as a separate activity within this section. The APV is used to plan the practicalities of running and implementing your Volunteering activities to ensure they are successfully carried out. Costs for APV can be claimed similarly to the costs for the actual Volunteering activity: via Travel budget and any costs relating to boarding and lodging during an APV should be requested under Exceptional Costs budget.

If the project foresees an APV, then the following eligibility criteria must be respected:

- duration of the APV: maximum 2 days (travel days excluded)
- number of participants: 1 participant per Supporting Organisation, the number of participants can be raised under the condition that all additional participants are volunteers with fewer opportunities taking part in the activity the APV relates to
- must take place in **a country where the related volunteering activity will take place** (i.e. in the country of one of the Host Organisations).

If an APV is being carried out, this must be entered in this section as an additional activity. Details of those people that will be attending the APV from both the Host and Supporting organisations must be given.

¹ For the full list of Participating Countries, please refer to the 2019 Corps Guide, page 12.

The first step when starting to fill in the 'Activities details' screen is to actually click on one of the activities, either by clicking on the activity itself (a link) or by choosing 'Activity Details' function from the 'Menu' button. Once you are here, you will be providing some specific information on the activity.

- **Activity Title:** Type in a name for the actual activity selected.
- **Activity Type:** Chose the type of the activity from the drop-down menu.
- **Activity Description:** Once the type of activity was selected, for example 'Individual Volunteering', you will be required to provide a description of the activity. You will be expected to provide the context and objectives, and detail how they will contribute to meet the overall aims and objectives of the project. Any potential synergies among Individual Volunteering placements should be also highlighted here. Similarly to the timetable, specific elements of activities should be described here, such as: venue, dates, countries involved and the role of each partner.
- **Country of destination:** Please choose from the drop-down menu.
- **Total No. of Participants:** Type in the total number of participants that will be involved within the specific annual period of the project.
- **Out of which no. of participants with special needs:** Indicate the number of people with special needs (out of the total number of participants indicated earlier) who will be involved in year 2 of the project².
- **Out of which no. of participants with fewer opportunities:** Indicate the number of people with fewer opportunities (out of the total number of participants indicated earlier) who will be involved in year 2 of the project.
- **Duration (days) including travel days:** This has to be manually included. Please note the following minimum and maximum durations apply:
 - Individual Volunteering activities: 2 - 12 months (as from 60 days, excluding travel time). Volunteers with fewer opportunities can carry out a shorter volunteering activity starting from 2 weeks.
 - Team Volunteering activities: 2 weeks - 2 months (up to 59 days, excluding travel time), with at least 10 participants and a maximum of 40 participants (including accompanying persons) who are doing their service together. In case the project foresees involvement of 40 volunteers and accompanying persons on top of that, their actual number needs to be specified in the narrative within the application form and any associated costs should be claimed under Exceptional Costs budget heading.

² Please note that although the 2019 Corps Guide, page 7, specifies that people with special needs, such as disabilities, are classified as people with fewer opportunities, in this section those two groups should be treated as separate categories.

- APV: maximum 2 days (travel days excluded).

Please note, for travel exceeding 100km, 2 travel days can be claimed, otherwise only 1 travel day is applicable.

Important note

Projects involving Overseas Countries and Territories: under the European Solidarity Corps, Overseas Countries and Territories (OCTs) are considered as Participating Countries, with the Participating Country being the country that the territory belongs to.

You can select the OCT from the 'Country of Destination' drop down menu. If the OCT to be included in your project does not appear in the list or if you have any other issues adding OCTs, **please contact us at eusolidaritycorps@ecorps.com immediately and we will provide guidance on how to proceed.**

The above information is requested for all types of Volunteering activities.

Linguistic Support

Individual Volunteering activities that last from 2 to 12 months are entitled to linguistic support for the language of the country where the volunteering activity takes place. The language that will be studied is that used within the host placement, for example a Spanish volunteer coming to the UK would be studying English. As a result, when choosing this activity, the eForm will generate the Linguistic Support section.

Linguistic Support can be requested for the costs linked to the language support offered to participants prior to departure or during the activity in order to improve the knowledge of the language they will use to carry out their volunteering tasks.

Language learning for European Solidarity Corps volunteering participants is supported by the Online Linguistic Support (OLS). OLS can be broken down into two areas: Assessments Licenses and Course Licenses.

Where the Online Linguistic Support is available for the Group 1 languages (please see below), no Linguistic Support funding can be claimed.

<p>Group 1 (Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish Gaelic, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish)</p>	<p>Linguistic assessment and language courses are available through the Online Linguistic Support. Linguistic assessment is mandatory for all volunteers using a language from Group 1 as a foreign language during their mobility activity.</p>
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Group 2 (Any other languages)	Online linguistic support is not available and Linguistic Support can be claimed at the rate of €150.00 per participant.
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Linguistic Assessment

This is the initial assessment to determine the language level of the foreign language that will be used on the placement and can be completed in 24 different languages. The languages available in OLS are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

Please select the number of participants who will take the assessment, so if you have 7 volunteers coming to the United Kingdom, please enter 7 to enable 7 English assessment licenses to be issued for all your volunteers.

Language Course

Once the assessment is completed, the volunteer can take part in the online language course, which is currently only available for Group 1 languages at various levels (as shown below). For example, if you have 7 volunteers coming to the United Kingdom, please enter 7 under the number of participants for language learning, so that 7 course licences can then be issued.

Please note that OLS language courses are only available at certain levels:

Group 1 Languages	Language course available
English, German, French, Italian, Spanish, Dutch	Yes – all levels
Portuguese	Yes – up to and including B2 level
Czech	Yes – up to and including A2 level
Bulgarian, Croatian, Danish, Estonian, Finnish, Greek, Hungarian, Latvian, Lithuanian, Polish, Romanian, Slovak, Slovenian and Swedish	Yes – at A1 level
Irish Gaelic, Maltese	No – linguistic assessment only

For the Group 1 languages where not all levels are covered by the language course (e.g. Croatian or Portuguese), Linguistic Support of 150 Euro per participant can be claimed. This funding is also available for any other language not mentioned in the above table. If you are requesting other languages that are not included in Group 1, please state the number of participants for a Linguistic Support grant, e.g. 5 participants

going to Iceland. **Please be sure to select the correct Linguistic Support and a relevant number of course licenses in your application.**

In cases where the language level of the participant is not yet known and the language course does not cover all language levels (e.g. Polish), you may request a grant for linguistic preparation instead of using the OLS and you should include a note of justification in the narrative section of the application form.

In this section you will have to identify not only how many linguistic assessments and how many linguistic courses are required for the project, but also who the contact person for OLS will be within your organisation from a drop down where the contact person(s) included earlier in the 'Applicant Organisation Details/Associated Persons' section will be shown as options.

Important note

The form has no section specific to request a budget for your annual grant. The budget will be calculated by the UK National Agency based on the information provided within the application: the number of participants, duration of activity and country of destination, and in line with the eligible costs and rates highlighted in the 2019 Corps Guide for volunteering activities (pages 29-32).

If you would like to request Exceptional Costs for your project, please annex a document to this application, in which you will provide a breakdown of the costs requested, the activity number and the number of participants those costs refer to and justification (as detailed as possible).

This document can be in any format you deem relevant or you can use the template developed by the UN National Agency '[Budget Breakdown Spreadsheet](#)'.

Budget

As mentioned above, there is no specific budget section in this application and it will be determined by the UK National Agency based on the information you included in this form. Therefore the you are encouraged to use the template ('[Budget Breakdown Spreadsheet](#)') developed by the UK National Agency (UK NA).

The template covers all budget headings and will allow you to give a clear indication of the costs your project will require for the implementation of activities in year 2.

Please note that based on publically available advice from the UK Government and the European Commission (EC)³:

³ <https://www.gov.uk/guidance/european-temporary-leave-to-remain-in-the-uk>

https://ec.europa.eu/home-affairs/news/brexit-preparedness-european-commission-proposes-reciprocal-visa-free-travel-eu-uk-nationals-no-deal-scenario_en

- The UK NA will not grant any requests for visa costs for EU nationals travelling to the UK before 1st January 2021. According to the UK Government advice, visas will not be required for stays of 3 months or less and that any participants staying for longer will need to apply for a Temporary Leave to Remain. The latter will not come at any cost to the individual.
- The UK NA will not grant any requests for visa costs for UK nationals travelling to the EU for stays of 90 days or less before 1st January 2021. In line with the EC advice, in a ‘no deal’ situation, the volunteers will not require visas for short stays as long as the UK reciprocates, which UK Government has clearly indicated it would. UK nationals will need to register on a system and this will come at a cost of €7.00 per person. The UK NA will consider this cost if it is specifically requested under Exceptional Costs.
- The UK NA will review any individual cases where costs are requested for UK or EU nationals travelling on or after 1st January 2021 and consider granting the costs if they are sufficiently justified in the application form.
- All our decisions will be based on information publically available at the time the UK NA will review the budget.

Once all fields are completed, they will be marked in green. On the left hand side of the screen, the ‘Activities’ tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is fully and correctly completed.

Annexes

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

- The Declaration of Honour signed by the Legal Representative mentioned in the application.
- The project [Timetable of Activities](#).

You need to ensure that all documents specified above are submitted electronically with the application. Additionally, you can also submit ‘Budget Breakdown Spreadsheet’ template for all budget categories or just Exceptional Costs.

To attach documents, click the ‘Add File’ button below the box displayed. This will then open up an additional window which will allow you to browse files on your computer and upload them.

We would recommend that multiple documents are scanned into a single file. The total size of the documents must not exceed 10MB, otherwise the application will fail to submit properly (producing a pop-up error to inform you of the maximum size of the attached documents).

Please note that only .pdf, .doc, .docx, .xls, .xlsx, .jpg, .txt, .odt, .ods, .cdoc, .ddoc, .bdoc, .adoc and .asice files can be submitted electronically with an application and no other files will be accepted. A file which has been added in error can be removed by clicking a corresponding black 'x' on the right hand side of the table once a document has been added.

If, after checking that the annexes are within the file format and size limits, you still experience problems with attaching annexes, you can email them to eusolidaritycorps@ecorys.com clearly stating which application form they relate to and providing your organisation's details.

Once the annexes are uploaded, on the left hand side of the screen, the 'Annexes' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is fully and correctly completed.

Checklist

Checklist

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

- You have used the official ESC13 – Volunteering Partnerships Annual application form.
- All mandatory fields in the application form have been completed, otherwise the application will not submit correctly.
- The application form is submitted to the National Agency of the country in which your organisation is established.
- The application form is completed in one of the official languages used in Participating Countries.
- You have annexed all the required documents:
 - the **Declaration of Honour** signed by the Legal Representative identified in the 'Applicant Organisation/Associated Persons' section of the application. Please ensure that all required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.
 - the project [Timetable of Activities](#)
 - additionally '[Budget Breakdown Spreadsheet](#)' document.
- For grants exceeding €60,000.00, you have uploaded on the Participant Portal the documents to give proof of your financial capacity (for more details, please see the section 'Information for Applicants' in Part D of the 2019 Corps Guide). **This is not applicable in the case of public bodies or international organisations.**
- For grant exceeding €750,000.00, you have uploaded an audit report produced by an external auditor.

- You have uploaded on the Participant Portal documents proving your legal status as the applicant.
- You are complying with the submission deadline published in the 2019 European Solidarity Corps Guide.
- You have fulfilled all eligibility criteria listed in the 2019 European Solidarity Corps Guide.
- You have saved or printed a copy of the completed form for your own records.

Data Protection Notice

You are required to read the Data Protection Notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the European Solidarity Corps [website](#).

After this section is completed by ticking the boxes, on the left hand side of the screen, the 'Checklist' tab in the black menu will be marked with a green tick to indicate that this section of your application is validated as complete.

When all sections of your application form are valid (i.e. marked with a green tick) and you annexed all the needed documents, you can submit your form to your National Agency. The 'Submit' button on the left hand bottom of the screen will become active and you need to click on it to submit your online application.

Standard Submission Procedure

You should only submit an application form once you are happy with the finalised version. Moreover, you need to ensure that you are connected to the internet in order to complete and submit your application. You should also ensure that all sections of the form are valid (i.e. marked with a green tick) and all required annexes are attached, otherwise you will be unable to submit your application.

The UK National Agency advises that you save the final completed version of the eForm on your desktop in case of any technical issues with the submission.

Applications must be submitted online by the relevant deadline: **11:00am** (UK time) on **Tuesday 30 April 2019**.

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

Alternative Submission Procedure

This is only applicable if you are unable to submit your application online due to a **technical error**. Please note that if you are unable to submit your application due to an inactive 'Submit' button (when at least one of the sections in the black menu is marked with a red exclamation mark triangle), this is not a technical error and you must ensure all sections of your application are validated and marked with a green tick.

In case of a technical error, please follow the below steps of an Alternative Submission Procedure:

1. Take a screenshot of the 'Submission history' summary page demonstrating the electronic form could not be submitted online (e.g. all sections marked with a green tick, but the 'Submit' button still inactive) – **this must clearly show the submission time and date and that you attempted to submit the application before the deadline**. You should also send a screenshot that details any technical errors that occur.
2. Email the UK National Agency team managing this action at eusolidaritycorps@ecorys.com with a PDF copy of your application, any annexes and the above screenshot(s) attached within two hours of the application deadline: i.e. **by 1pm UK time**. In the subject line of the email please type 'ESC13 – Volunteering Partnerships Annual application form – [name of your organisation]'.

Please note that the UK National Agency will only accept applications via the Alternative Submission Procedure if you email the eForm to us within the 2 hour time frame following the deadline **and** your application clearly shows a failed submission attempt.

A record of submission attempts made for the form will be recorded on 'My applications' tab for each relevant form. The submission status will be marked next to '2019 ESC13 R2' at the top of each form record. This also should be used in the above instance when an Alternative Submission Procedure is required.

The UK National Agency advises that you print the final and completed version of the eForm, and retain it for your own records. However, hard copies of the eForm do **not** need to be posted to the UK National Agency.

Application Checklist

<input type="checkbox"/>	Do you have an ESC12 Volunteering Partnerships project approved, which relates to this application form for an annual grant request?
<input type="checkbox"/>	Have you used the correct online application form: ESC13 – Volunteering Partnerships Annual, deadline 30 April 2019?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<input type="checkbox"/>	Have you attached all relevant project Timetable(s) of Activities?
<input type="checkbox"/>	Have you attached a completed 'Budget Breakdown Spreadsheet' document?
<input type="checkbox"/>	Have you submitted your form online?
<input type="checkbox"/>	Does the 'Submission Confirmation' show 'YES'?
<input type="checkbox"/>	Have you submitted your application before the deadline of 30 April 2019 (11am UK time)?
<input type="checkbox"/>	Have you saved and printed the copy of your application form <u>for your own records</u> ?

After submitting your application

Once you have submitted your application, you will receive an acknowledgement email. If you have not heard back from us within four weeks from the deadline after submitting your application, then please get in touch to check it has been received successfully by sending an email to esusolidaritycorps@ecorps.com.

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

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

Annex I: Examples of Legal Forms

The table below is for guidance purposes only and **is not** an exhaustive list. Please note that the UK National Agency is not in a position to provide advice on the type of supporting documentation that needs to be submitted by your organisation. Other departments within your organisation may be able to help i.e. Accounts Department, Legal Department, Finance Department, Company Secretary, etc.

Legal Form	Legal Entity Form (LEF)	Examples of supporting evidence as stated on the Legal Entity Form
Private Limited Company	Private Law Body	Companies House Registration Certificate
Limited Liability Partnership	Private Law Body	Companies House Registration Certificate
Company Limited by Shares	Private Law Body	Companies House Registration Certificate
Community Interest Company	Private Law Body	Companies House Registration Certificate
Charitable Incorporated Organisation (England and Wales)	Private Law Body	Companies House Registration Certificate AND Charity Commission Registration Certificate AND Constitution
Scottish Charitable Incorporated Organisation	Private Law Body	OSCR (Office of the Scottish Charity Regulator) Registration Certificate AND OSCR letter AND Constitution
Charitable company	Private Law Body	Companies House Registration Certificate AND Charity Commission Registration Certificate
Unincorporated charities (trusts or associations) – registered with the Charities Commission	Private Law Body	Charity Commission Registration Certificate AND Trust's / Association's governing document

