

# European Solidarity Corps Technical Guidance

## Traineeships and Jobs

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# PART I – PREPARATION

## Who is this guide for?

This technical guide is to help UK organisations complete the European Solidarity Corps Traineeships and Jobs application eForm under the 2019 Call Round 3. This should be read in addition to the [2019 European Solidarity Corps Guide](#).

This guide is for organisations applying for funding under Traineeships and Jobs only and is designed to provide technical guidance on the application form (ESC21). If you wish to apply for Volunteering Projects, Volunteering Partnerships – Annual Grant or Solidarity Projects, please refer to the relevant Guide for Applicants on the ‘[Organisations](#)’ or ‘[Young People / What you can do](#)’ sections of the European Solidarity Corps UK website (<https://www.eusolidaritycorps.org.uk/>).

## European Solidarity Corps and the EU Referendum

The eligibility criteria detailed in the [2019 European Solidarity Corps Guide](#) must be complied with by the British applicants for the entire duration of the grant. If the United Kingdom withdraws from the European Union (EU) during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of the relevant provisions of the Grant Agreement on termination.

## Introduction to Traineeships and Jobs

Traineeships and Jobs are solidarity activities that provide young people with opportunities for work practice or employment, helping them to enhance their skills and experience and thus facilitating their employability as well as transition into the labour market.

Traineeships and jobs offer young people a unique opportunity to gain experience and make a start on the labour market while contributing to address important societal challenges. Traineeships and jobs can take place in a broad range of areas, such as: environmental protection, climate change mitigation and greater social inclusion, but must not include activities that are part of curricula in formal education, vocational education and training systems and activities for emergency response.

The solidarity dimension of a traineeship or job can be demonstrated by the nature and/ or scope of the opportunity being offered. Any occupation can be regarded as a solidarity-related activity provided the nature and/ or scope of that particular activity reflects a clear desire to commit to the common good and to serve others.

Organisations are expected to run a full and high quality project with all aspects of the project lifecycle designed with this in mind, such as robust project management and financial management processes, clear procedures for the selection and preparation of participants, good quality traineeships and jobs designed to meet individual needs and help to overcome important societal challenges, while addressing the needs of local communities. It is also required that adequate measures for dissemination and evaluation of the project outcomes as well as wider impact will be in place. Overall projects are intended to last between **6 to 24 months** dependant on the type of activity.

The European Solidarity Corps seeks to promote social inclusion and enhance young people's career perspectives. Having been a participant in the Corps is a valuable achievement for any young person (in particular for the most vulnerable and detached from the labour market) and will be an asset when applying for a job. Paid traineeships and jobs can represent an incentive for disadvantaged young people and young people with fewer opportunities to participate in solidarity-related activities that they might not otherwise be able to access.

The action will also enable employers to find the skills they need in a pool of socially-minded young people with varied qualifications who can contribute to the future of their businesses or organisations. They can use this precious resource to strengthen their activities on the ground for the benefit of citizens and society as a whole. They may have a bigger choice of potential employees with the skills they are looking for. They could additionally benefit from highlighting the socially responsible activities of their businesses or organisations.

Traineeships and jobs could be facilitated by relevant labour market actors, in particular public and private employment services, social partners and Chambers of Commerce, as well as the member organisations of EURES, in accordance with Regulation (EU) 2016/589 of the European Parliament and of the Council<sup>1</sup> in the case of cross-border activities. These actors – on the condition of holding a Quality Label – may submit a project in view of intermediating between registered candidates and employers offering traineeships and jobs.

Traineeships and Jobs projects must meet the following eligibility criteria:

- Participants must be young people between 18 and 30<sup>2</sup> years who are legally residing in a Participating Country<sup>3</sup> and have registered in the [European Solidarity Corps Portal](#). The registration at the Portal is possible as of 17 years of age, but participants must have reached 18 at the start date of the activity.
- Applicant organisations must be legally established in a Member State of the European Union and holding a relevant (Traineeships/Jobs) Quality Label<sup>4</sup> at the application deadline. The accreditation must be for the duration of the project.

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<sup>1</sup> Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further interpretation of labour market.

<sup>2</sup> Participants must have reached 18 and must not be older than 30 at the start date of the activity.

<sup>3</sup> For the list of Participating Countries please refer to the 2019 European Solidarity Corps Guide, page 12.

<sup>4</sup> For more information regarding Quality Label, please refer to 2019 European Solidarity Corps Guide, pages 16-21.

- Participating organisations must be legally established in a Member State of the European Union.
- Project must start between 1 January and 31 May 2020.
- Project activities must take place in a Member State of the European Union.
- In order to maintain a clear link to the country where the National Agency is based, either:
  - the venue of the activity must be in the country of the National Agency to which the application is submitted, or
  - the participant(s) must be from the country of the National Agency to which the application is submitted.

## Eligible activities

### Traineeships

Traineeships are remunerated by the organisation providing the placement and based on a written traineeship agreement, with the period of work practice from 2 months (as from 60 days) to 6 months, excluding travel time. The activity can be extended once to last up to 12 months (within the same participating organisation) in exceptional circumstances and if justified by the organisation responsible for the traineeship, e.g. for young people with fewer opportunities who might require a longer traineeship experience to be able to integrate into the labour market. The request for a renewal should be made at application stage. The National Agency will decide on a case-by-case basis whether a traineeship's duration of more than 6 months is justified.

**Please note** that a Quality Label holder for Traineeships must ensure that [Quality Framework for Traineeships](#) is respected as well as applicable national legislation, in particular regarding remuneration. The trainees must be remunerated in line with national legislation, including minimum wage conditions for trainees. The trainees must be remunerated even if this is not obligatory according to national legislation. As this may not be feasible within the UK, if you wish to submit a Traineeships application to the UK National Agency, you should only include Traineeships outside the UK. For further information, please contact the [European Solidarity Corps Team](#).

Activities have to take place in the country of the participating organisation. A participant can take part in only one European Solidarity Corps traineeship. In duly justified cases, participants who have completed an in-country traineeship can subsequently take part in a cross-border traineeship. The reverse is not possible. The total amount of time must not exceed 12 months.

Traineeships are full time placements and should include a learning and training component to help the participant gain relevant experience with a view to develop competences useful for their personal, educational, social, civic and professional development. A written traineeship agreement should be concluded

at the beginning of the traineeship in accordance with the applicable regulatory framework of the country where the traineeship takes place, as appropriate. It should indicate educational objectives, working conditions, the duration of the traineeship, the remuneration of the participant and the rights and obligations of the parties.

Traineeship should be clearly separated from volunteering, both from a financial and organisational point of view and should never lead to job substitution. It should be accompanied by adequate preparation, on-the-job training and support upon their return.

## Jobs

Jobs are solidarity activities of a minimum duration of 3 months that are paid by the participating organisation employing the participant. There is no maximum duration set for the employment contract, but the financial support provided through the European Solidarity Corps is limited to 12 months.

Jobs should include a learning and a training component to help the participant gain relevant experience with a view to develop competences useful for the participants' personal, educational, social, civic and professional development. Jobs are full time placements and must be based on a written employment contract which respects all the terms and conditions of employment as defined in the national law, applicable collective agreements, or both, of the country in which the job is being carried out. Moreover, the job holders must be remunerated in line with national legislation, including minimum wage conditions.

Jobs should be accompanied by adequate preparation, on-the-job training and support upon their return. Job activities have to take place in a country of the participating organisation. A participant can take part in only one job under the Corps. In duly justified cases, participants who have completed an in-country job can subsequently take part in a cross-border job. The reverse is not possible. The total amount of time must not exceed 12 months.

## Advance Planning Visits (APVs)

These are planning visits to the location of the activity before the start of a traineeship or job. The purpose of the APVs is to ensure high quality activities by facilitating and preparing administrative arrangements, building trust and understanding as well as setting-up a solid partnership between organisations and people involved.

The visits can also be organised, in duly justified cases, when the visit is a prerequisite to the successful implementation of the activities. Participants with fewer opportunities can be involved in the visit to help integrate them fully in the project and complement any other preparatory activity. APVs cannot be used for traineeship/job interviews and should be organised after the participant was selected.

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

- duration of the APV: maximum 2 days (travel days excluded)



- number of participants: 1 representative per participating organisation, but the number of participants can be increased, provided that all additional participants are young people with fewer opportunities that are taking part in the activity the APV relates to.

## Complementary Activities

Complementary Activities are relevant side activities designed to add value and enhance the results of the project as well as to strengthen its impact on the local, regional and/or European level. They also aim at raising awareness of the value of training and working in solidarity related fields for young people and for communities as well as at strengthening the recognition of the skills and competences gained when undertaking such activities. Complementary Activities could include: job shadowing, meetings, workshops, conferences, seminars, training courses, coaching, etc. A maximum of 10 % of the total project budget can be allocated to Complementary Activities.

### Important note

It is possible to apply for more than one Traineeship and Job activity in the same Traineeship and Job application, however your application must demonstrate that the mobilities are supported by a clear and coherent project proposal, common objectives and project plan as the quality assessment will review the project holistically and look for coherence between project activities and its aims and objectives.

Traineeships and Jobs projects will typically consist of the following stages:

- preparation – including practical arrangements, selection of participants, set-up of agreements with partners and participants, linguistic/intercultural/task-related preparation of participants before departure
- implementation of activities
- follow-up – including evaluation of activities, the formal recognition (where applicable) of the learning outcomes of participants during the activity, impact assessment, issuing certificates of participation as well as dissemination and use of the project's outcomes.

Traineeships and Jobs can take place:

- cross-border – i.e. in a country different from the country of residence of the participant(s), or
- in-country – i.e. in the same country as the country of residence of the participant, for instance to encourage and facilitate the participation of young people with fewer opportunities or to provide opportunities where national schemes do not exist.

Please note, in-country activities should present a clear European added value, including complementarity to existing national schemes. Projects with in-country activities presenting a weak or a lack of European added value will not be considered as relevant in the context of the Corps.

There is no minimum requirement regarding the number of organisations involved in a traineeship or job project. A single organisation holding a relevant and valid [Quality Label](#) can submit an application. The applicant organisation can deliver the project by itself or in cooperation with other participating organisations which are not required to have a Quality Label. In such case, the applicant is accountable for the entire project, but can delegate responsibilities to partners. For cross-border activities, the applicant will have to demonstrate its capacity to prepare participants in the country of departure and provide support upon their return, in particular attention should be given to young people with fewer opportunities involved in the project.

We recommend that when completing your application you carefully read the Quality Label section in the [2019 European Solidarity Corps Guide](#) (pages 16-21) and refer to its principles and the responsibilities of organisations involved in Traineeship and Job projects throughout the project life cycle.

## 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 to apply.
3. Review your operational and financial capacity.
4. Check whether your organisation has a Participant Identification Code (PIC).
5. Register on the European Commission's Participant Portal.
6. Upload or update the Legal Entity and Financial Identification Forms on the Participant Portal.
7. Ensure you understand the quality criteria against which your application will be assessed.

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

The [2019 European Solidarity Corps Guide](#) provides essential information about Traineeships and Jobs Projects, including eligibility and quality assessment criteria, application procedures and formal requirements.

We recommend that you read the information below and the relevant sections of the guide:

- Pages 41-51 (general information on Traineeships and Jobs):

- specific information on requirements for Traineeships and Jobs, pages 41-43
- eligibility and quality assessment criteria, pages 44-46
- funding rules, pages 47-51.
- Pages 71-86 (information for applicants, including procedures, exclusion criteria, formal requirements, award criteria and contractual provisions).
- Pages 87-91 (specific information on dissemination and exploitation of results).

For an overview of the European initiatives in the field of youth and for links to these documents, please see [Supporting Youth Actions in Europe](#).

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

- EU Youth Strategy: <http://eur-lex.europa.eu/legalcontent/EN/TXT/PDF/?uri=CELEX:52009DC0200&from=EN>
- Europe 2020 Strategy: [https://ec.europa.eu/info/european-semester/framework/europe-2020-strategy\\_en](https://ec.europa.eu/info/european-semester/framework/europe-2020-strategy_en)
- Main European Youth Policy Documents: [http://ec.europa.eu/youth/library/index\\_en.htm](http://ec.europa.eu/youth/library/index_en.htm)
- National Youth Policies across Europe: <https://eacea.ec.europa.eu/national-policies/youthwiki>
- UK Government Civil Society Strategy: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/732765/Civil\\_Society\\_Strategy\\_-\\_building\\_a\\_future\\_that\\_works\\_for\\_everyone.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/732765/Civil_Society_Strategy_-_building_a_future_that_works_for_everyone.pdf).

## 2. Check that you are an eligible organisation to apply

Organisations applying for funding to support implementation of Traineeships and Jobs can be any public or private body.

**Groups of young people and organisations without legal personality cannot participate in Traineeships and Jobs projects (as set out in the Quality Label guidelines).**

### Important note

Following the outcome of discussions between the National Authority for the European Solidarity Corps in the UK and the European Commission, it has been confirmed that UK organisations can participate in Traineeships and Jobs projects as long as they have a legal personality.

In order to be considered an eligible 'participating organisation', UK organisations participating in Traineeships and Jobs projects must be able to evidence at the application stage that they are legally registered in the United Kingdom and have a separate legal personality (i.e. a legal distinction between the owner and the business). The only exceptions to this ruling are unincorporated charities that are legally registered with the Charity Commission.

The UK National Agency is working to ensure maximum access to European Solidarity Corps and as such charities with an unincorporated status, such as trusts and associations that are registered with the Charity Commission are also be eligible to apply. Organisations without an incorporated legal status, or those unincorporated and not registered on the Charity Commission's database, cannot qualify as 'participating organisations'. Based on the above, more in-depth checks have been put in place in order to check the legal status of the participating organisations in European Solidarity Corps programme in 2019.

If you are unsure whether your organisation is eligible to apply for Traineeships and Jobs funding, you should check this with the UK National Agency, as we will not be able to accept any changes to your organisation once the application has been submitted.

The accepted unincorporated structures for 2019 European Solidarity Corps applications include:

- Registered charities on the Charity Commission website for [England and Wales](#), [Scotland](#) or [Northern Ireland](#) including:
  - Trusts
  - Associations.

Organisations who cannot provide proof of registration with their country's Charity Commission will be unable to apply. Please note that the UK National Agency may also undertake Financial Capacity Checks for organisations with unincorporated legal statuses. For further information on legal forms, please refer to Annex I of this guide.

The applicant organisation submitting their Traineeships and/or Jobs project to the UK National Agency must be based in the UK. UK establishments or overseas organisations are not eligible to apply for European Solidarity Corps funding in the UK. This is because a UK establishment takes the legal status of the overseas company and has no separate legal personality.

## 2.1 Other relevant eligibility criteria

### Exclusion Criteria

Please ensure that you (and your partners where applicable) have read and understood the Exclusion Criteria in the [2019 European Solidarity Corps Guide](#).

An applicant will be excluded from participating in Calls for Proposals under the European Solidarity Corps initiative or will be rejected from the award procedure if it is found in one of the situations described in the Exclusion Criteria as referenced on pages 72-75 of the Guide.

### Double Funding

Organisations must ensure that European Solidarity Corps funding is used to deliver activities that are set out in their application. In cases where applicants are also receiving funding from other sources to deliver similar activities, including other EU and national funding programmes, it is the responsibility of the applicant to ensure they remain compliant with the relevant funding rules, including those in relation to match funding and double-funding, where applicable.

## 3. Review your operational and financial capacity

### 3.1 What is operational capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver European Solidarity Corps projects and administer them in accordance with the Grant Agreement with the UK National Agency and the 2019 European Solidarity Corps 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 project's delivery and management of organisation, including details of any financial and administrative support).
- Its past history, if any, in delivering European Commission funded projects.
- The number of staff and trainees/employees who will be involved in managing the project.
- Access to support networks (only for smaller organisations).
- The results of previous monitoring or audits by the UK National Agency.

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

The UK National Agency may limit the number of live projects an organisation manages at any one time if it does not evidence sufficient operational capacity to successfully deliver them.

Furthermore, applicants will not be granted financial assistance if on the date of the grant award procedure they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK National Agency as a condition of participation in the grant award procedure or fail to supply that information (see the 'Exclusion Criteria' section in Part D, pages 72-75 of the 2019 European Solidarity Corps Guide).

#### Important note

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

### 3.2 What is financial capacity?

All European Solidarity Corps projects are co-funded and the Corps grants may 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 on using only a pre-financing payment or an advance. In certain circumstances, e.g. a weak financial capacity of the beneficiary or if the treasury situation of the EU funds on the 'National Agency bank accounts' does not allow for a single first pre-financing payment to beneficiaries, the UK National Agency reserves the right to make staged payments.

Please note, a formal Financial Capacity check does not apply to public bodies (including Member States organisations) and international organisations. The checks will not normally be undertaken in cases where the grant request does not exceed €60,000.00 (see the section on 'Financial capacity' in Part D, pages 75-76 of the 2019 European Solidarity Corps Guide). However, in cases where the NA has serious concerns about the financial capacity of an organisation or where cumulative grant requests submitted by the same organisation for several projects exceeds €60,000.00, the NA may decide to do a Financial Capacity check and may ask the applicant to submit the required supporting documents.

When applicable, you must provide a set of accounts (profit and loss account and the balance sheet), in accordance with the relevant UK legislation, for the last financial year for which accounts were closed and not more than 18 months old from the deadline date of the round for which you are applying.

The accounts must 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.

If you request funding for a project, which exceeds €750,000.00, an audit report produced by an external auditor must be provided and uploaded to the Participant Portal.

## Payment Structures

The UK National Agency decides on the payment structure to be offered to each approved project based on a number of factors, including the type of project and the outcome of Financial Capacity checks. Instalments of the awarded grant, known as pre-financing payments, are paid during the lifetime of a project in order to provide beneficiaries with a float. The payment structure will normally be confirmed to beneficiaries when the grant offer is made or during the contracting process. Some examples of potential payment structures are provided below:

- some projects may be offered one pre-financing payment at the start of the project, followed by a final payment of the balance, following the approval of a Final Report
- in other cases, the pre-financing may be split into several smaller instalments which may be linked to the approval of interim (or progress/technical) reports submitted to the National Agency
- in some cases pre-financing may not be offered, in which case the grant would be paid at the end of the project, following the approval of a Final Report.

The expected timescales for pre-financing payments will be outlined in the Grant Agreement for the relevant project.

Please note, if a project's payment structure includes more than one pre-financing payment, further pre-financing payments may be requested when at least 70% of the previous pre-financing payment has been used up. Where the statement on the use of the previous pre-financing payment(s) shows that less than 70% of the previous pre-financing payment(s) has been used to cover costs of the action, the amount of the new pre-financing to be paid may be reduced by the unused amounts of the previous pre-financing.

For further information, please refer to the 2019 European Solidarity Corps Guide, pages 76-78.

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

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

### 3.4 What kind of bank account does my organisation need in order to receive European Solidarity Corps funding?

All European Solidarity Corps grants are paid in Euros, therefore it is recommended that you use a Euro bank account to avoid any 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.

Other conditions include the following:

- Account Holder and Account Name - these must be in the name of the organisation (not in the name of an individual).
- IBAN Number – it is mandatory that the IBAN number for your bank account starts with GB for UK bank accounts or the account will not be able to receive payment(s).
- The bank branch address must be in the UK.

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

All organisations that consider applying for European Solidarity Corps funding must first register with the European Commission using the Participant Portal (URF) – please see step 5 below – and receive a unique Participant Identification Code (PIC). The PIC is directly linked to the information that you registered on the Portal and enables you to enter all your organisation’s details into your application form simply by inserting your PIC.

We would recommend that before registering you double-check that your organisation does not already have a PIC. You can use the ‘search’ facility to make sure your organisation is not already registered. If registered, you do not have to register again and can use that PIC number. This is because your organisation can have only one PIC and if it holds duplicate PICs, it can cause delays in processing your application while the UK National Agency resolves the issue. As part of the registration process, the Participant Portal will search for organisations that are the same or have similar information to your own and will allow you to email their contact person in case of any queries. However, to save time you are strongly advised to check beforehand that you do not already have a PIC, particularly if you are a large organisation with different departments or campuses.

### Important note

Following the guidance from the European Commission, in order to avoid or minimize potential misuse of organisational data, we strongly recommend that the domain address used in your email for the Participant Portal matches the Legal Representative and the Contact Person’s domain email address used in the application form (e.g. [john.smith@abc.com](mailto:john.smith@abc.com) and [ana.rosi@abc.com](mailto:ana.rosi@abc.com)).

If the email domain address in the application form is different from that provided in the Participant Portal, such applicants might be checked by the NA for correctness and validity of data provided either in the application form or in the URF.



## 5. Register on the European Commission's Participant Portal<sup>5</sup>

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 (UK and transnational) must register on the European Commission's Participant Portal before completing a European Solidarity Corps application form.

The Participant Portal is accessible via an individual's EU Login account<sup>6</sup>. If you have not previously registered your organisation on EU Login, you can access the help section by clicking [here](#). If you are the Contact Person for your project, you must register for an EU Login account even if your organisation already has a PIC.

The Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal can be accessed at: <http://ec.europa.eu/education/participants/portal/desktop/en/home.html>.

Please be aware that there are two portals: the **Research** Participant Portal and the **Education, Audiovisual, Culture, Citizenship and Volunteering** Participant Portal. A normal internet search for the Participant Portal will lead you to the Research Participant Portal by default, so ensure you use the link above in order to register and access the correct Participant Portal (i.e. Education, Audiovisual, Culture, Citizenship and Volunteering). Once registered, you will receive a nine digit PIC. When a PIC is entered into an application form, the organisation's details will be populated automatically.

We would recommend that you test your PIC well in advance of submitting an application as it can take time to resolve any issues.

Please see the European Solidarity Corps Guide, Part D 'Information for Applicants', page 71, which contains detailed guidance on how to complete these steps.

### Important note

You will be expected to use the Participant Portal throughout your project's lifetime and each time that you apply for European Solidarity Corps funding. Therefore, you should take measures to ensure that your organisation's data is correct and up-to-date, and that you always have the login details to access the portal.

<sup>5</sup> A new platform called 'Funding & Tenders Portal' is currently replacing the present Participant Portal. The exact address is <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>, but you can still access the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal at the link mentioned above.

<sup>6</sup> EU Login is previously known as ECAS. If you are already registered on ECAS, you can use these login details to access EU Login.

## 6. Upload or update the Legal Entity Form (LEF) and Financial Identification Form (FIF)

Once registered, all organisations must have their legal status validated by the National Agency in their country. This includes both applicants and partner organisations in a project. Organisations cannot receive European Solidarity Corps funding until they have been validated. To enable the UK National Agency to validate your organisation, you will need to upload certain documents onto the Participant Portal.

Both you and your partners must upload a **Legal Entity Form** to the Participant Portal as well as supporting documents for this form. The Legal Entity Form template can be found here: [https://ec.europa.eu/info/publications/legal-entities\\_en](https://ec.europa.eu/info/publications/legal-entities_en).

Please be aware that there are three types of legal entity documents available: a 'Natural Person', a 'Private Company' and a 'Public Law Body'. Please choose the adequate Legal Entity Form, depending on whether your organisation is a 'Private Company' or a 'Public Law Body'.

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status**. The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form. For more information, please have a look on the [FAQs section](#) of the Participant Portal and on the European Solidarity Corps UK website ([www.eusolidaritycorps.org.uk](http://www.eusolidaritycorps.org.uk)).

For further guidance on legal forms, please refer to Annex I of this guide.

As an applicant, you will also need to upload a **Financial Identification Form**. You can find the Financial Identification Form template here: [https://ec.europa.eu/info/publications/financial-identification\\_en](https://ec.europa.eu/info/publications/financial-identification_en).

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent<sup>7</sup> bank statement for a given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments in Euro. If you are successful in securing European Solidarity Corps funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

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

If you have applied for Erasmus+ funding in the past and have already been validated by the UK National Agency as a result, you will still need to ensure that the above documents are correct and up to date. Outdated

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<sup>7</sup> i.e. not older than 18 months from the deadline date of the round for which you are applying

documents cannot be deleted, but you can simply upload another document in their place. Please remember to include a document version number or a date of creation. Private organisations applying for a grant above €60,000.00 and all unincorporated registered charities applying for a grant of any amount should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a Financial Capacity check to be carried out (see pages 75-76 of the European Solidarity Corps Guide for more information about Financial Capacity). For grants exceeding €750,000.00, organisations have to upload an audit report produced by an external auditor.

For more information about registering and uploading documents to the Participant Portal as well as updating information and previously uploaded documents, please refer to the [Participant Portal manual](#).

### Important note

Please note that any information included in the Legal Entity Form and Financial Identification Form must match the details in the application form and the Participant Portal.

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

In order for you to write a high quality Traineeships and Jobs project application, it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

1. A formal eligibility check is undertaken by the UK National Agency staff.
2. A qualitative assessment is undertaken by external expert(s) who will have been selected based on their experience and knowledge of the youth sector.

Experts will assess each section of the application form against the following criteria:

<p><b>Relevance, rationale and impact (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The relevance of the project to the objectives of the European Solidarity Corps.</li> <li>• The degree to which the project takes into account the European Solidarity Corps principles and values and promotes solidarity.</li> <li>• The extent to which the proposal will address well defined and important societal needs.</li> <li>• The relevance of the project to the needs and objectives of individual participants and participating organisations</li> </ul>
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	<ul style="list-style-type: none"> <li>• The extent to which the project will provide benefits to the communities within which the activities are carried out.</li> <li>• The potential impact of the project at local, regional, national and/or European levels.</li> <li>• The extent to which the project provides European added value.</li> <li>• The extent to which the project involves young people with fewer opportunities as participants.</li> </ul>
<p><b>Quality of project design (maximum 40 points)</b></p>	<ul style="list-style-type: none"> <li>• The consistency between project objectives and activities proposed.</li> <li>• The clarity, completeness and quality of all the phases of the project (preparation of participants, implementation of activities, follow-up and support provided on participants' return).</li> <li>• The quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools.</li> <li>• The appropriateness of measures for selecting and/or involving participants in activities.</li> <li>• The quality of proposed measures to reach out and involve young people with fewer opportunities.</li> <li>• The appropriateness and quality of the measures proposed to enable the participants to gain skills and competences that are valuable for their personal, professional, educational, social, civic and cultural development.</li> <li>• The appropriateness and quality of the measures proposed to improve the participants' employability and facilitate their integration on the labour market.</li> </ul>
<p><b>Quality of project management (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The quality of the practical arrangements, management and support modalities.</li> <li>• The quality of cooperation and communication between the participating organisations as well as with other relevant stakeholders.</li> <li>• The quality of measures for evaluating the outcomes of the project.</li> </ul>

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|--|--|
|  | <ul style="list-style-type: none"> <li>• The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.</li> </ul> |
|--|--|

You will need to ensure that each section of the application form is completed in full and that the activities conform to the European Solidarity Corps guidelines and eligibility criteria (in respect to the placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure the overall consistency and clarity. Please remember to proof-read your application!

#### Important note

Any application scoring less than half of the available points for any one of the three quality criteria will not be considered suitable for funding. In addition, a proposal needs to score more than 60 points in total. If these two criteria are not met, the proposal will not be considered for funding. For example, if an application scored 30 for relevance, 35 for quality of project design and 14 for quality of project management, it would not be successful even though 79 is a good score overall. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

#### Uniqueness of Applications

Please be advised that identical or very similar applications, submitted by the same applicant will be subject to a specific assessment by the UK National Agency.

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

#### Proportionality

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

## When will results be notified?

You should expect to hear about the outcome of your European Solidarity Corps Traineeships and Jobs application within three months from the submission deadline. The named Contact Person for the project will receive notification of the outcome, including detailed feedback on why your application was approved or rejected and any recommendations for the future, if applicable.

Please note that if your application is selected for a reserve list place, you will be asked to confirm whether you wish to accept that place and the National Agency will keep you regularly updated. For the indicative notification and project life-cycle deadlines as well as payment modalities, please have a look at page 83 in the 2019 European Solidarity Corps Guide. In any case you will be notified of the final outcome by end of December 2019.

If, once you have received the notification email from the UK National Agency, you believe the UK National Agency has not followed the correct procedures as set out in the relevant European Commission's Call for Proposals or in the National Agency's own published guidance and you wish to appeal the decision made by the UK NA in relation to your European Solidarity Corps application, you should follow the appeals procedure indicated on the European Solidarity Corps UK website (<https://www.eusolidaritycorps.org.uk/contact-us>).

Alternatively, you may feel that the NA has followed the correct procedures, but wish to make a complaint. You can download the Appeals Form or the Complaints Form from the European Solidarity Corps UK website (<https://www.eusolidaritycorps.org.uk/contact-us>).

Statistics and funding results will be published in due course on our website (<https://www.eusolidaritycorps.org.uk/funding-results>).

## Where to find more help and advice?

The [European Solidarity Corps Portal](#) provides a one-stop shop for both, young people and organisations wishing to join and be part of the Corps. The Portal offers a place for those young people and organisations holding a Quality Label and willing to implement solidarity activities to find each other. In the Portal, organisations holding a Quality Label can advertise opportunities for traineeships and jobs, search for participants and contact them<sup>8</sup>.

You can also find examples of youth work methods and resources for projects based on themes, such as: inclusion, diversity and participation, on the SALTO website: [www.salto-youth.net](http://www.salto-youth.net).

Moreover, you can check the European Youth Portal which gives information on opportunities for young people: [https://europa.eu/youth/EU\\_en](https://europa.eu/youth/EU_en).

The European Solidarity Corps team at Ecorys UK are also here to help you with any queries you may have regarding your application for Traineeships and Jobs project. You can contact the team by emailing us at [eusolidaritycorps@ecorys.com](mailto:eusolidaritycorps@ecorys.com).

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<sup>8</sup> This is only available to those organisations that have had a grant awarded for a successful application.

**Important note**

The European Solidarity Corps team is particularly busy before an application deadline so, while the National Agency will try their best to answer and resolve your queries, it is always recommended that you start completing your application well in advance of the deadline to avoid any unforeseen issues.

Sign up to our [European Solidarity Corps newsletter](#) to receive the latest information and updates on upcoming events and webinars.

**Important note**

Any information, advice and guidance regarding the European Solidarity Corps should be sought directly from the UK National Agency. The UK NA does not take any responsibility for incorrect information provided about the initiative by other organisations. Additionally, the UK National Agency will only communicate with the applicant during the application process and at the contracting stage, if the application is approved. Any organisations claiming to have a broker agreement between you and the UK National Agency should be avoided as we will not liaise with any third party organisation regarding any aspect of your project.

## Preparation Checklist

Please check the following before completing your application form:

<input type="checkbox"/>	Have you read the relevant sections of the 2019 European Solidarity Corps Guide?
<input type="checkbox"/>	Have you checked how your application relates to the objectives, principles and values of the European Solidarity Corps?
<input type="checkbox"/>	Have you checked whether this is the right Action for your project?
<input type="checkbox"/>	Have you checked whether your organisation is eligible for European Solidarity Corps funding?
<input type="checkbox"/>	Can you demonstrate the organisational and financial capacity of your organisation?
<input type="checkbox"/>	Does your organisation have a PIC number?
<input type="checkbox"/>	If your organisation does not have a PIC yet, have you registered on the European Commission's Participant Portal via EU Login?
<input type="checkbox"/>	Have you uploaded the updated Legal Entity Form onto the Participant Portal, along with any required supporting documents?
<input type="checkbox"/>	Have you uploaded the updated Financial Identification Form onto the Participant Portal, along with any required supporting documents?
<input type="checkbox"/>	Are all your details on the Participant Portal correct and up-to-date?
<input type="checkbox"/>	Are your partners aware of the Participant Portal requirement?
<input type="checkbox"/>	Does your organisation have a valid and relevant Traineeships / Jobs Quality Label?
<input type="checkbox"/>	Have you checked the quality criteria against which your application will be assessed?
<input type="checkbox"/>	Does your organisation have a Euro account or an account that will accept Euro payments?



## PART II – 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 rules for Traineeships and Jobs projects.

### Introduction to the eForm

It is compulsory to complete the eForm when applying for Traineeships and Jobs 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. ESC21.

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 'ESC21 Traineeship and Job' 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 and 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 an 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 on the form using the mouse or tab keys to navigate. Mandatory fields are marked with a red stripe on the left hand side 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 black menu on the left-hand side of the screen. 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 given 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 relevant '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 to add further information to the section. Others, such as the 'Legal Representative' and 'Contact Person' fields, have also underlined links that you must click on in order to populate that 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 different parts of each section by using the links at the top of the page (under the European Solidarity Corps logo).

## 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 black menu. The 'Submit' button in that menu (at the bottom) 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 history' 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 it 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 from the web forms 'Home' screen and then select 'Share' function from the 'Menu' button 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 History' and 'Sharing Summary'.

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 an 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' function, 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 for ESC21 Traineeships and Jobs projects. Please choose the appropriate guide from the lists provided on the [European Solidarity Corps Web Application Forms Guidelines](#). This document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems.

## 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 proposal. Unless otherwise specified in the 2019 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 on the right hand side. Applicants should check that this information corresponds to the funding being applied for.

'FormId' is the identification code of your application and it 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 above details 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 the correct eForm or to search for the appropriate funding opportunity and a relevant application form. All other sections must be completed by applicants.

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

**Project Acronym:** Please enter any acronym for your project title here, if applicable.

**Project Start Date:** Select a start date between 01/01/2020 – 31/05/2020 from the calendar.

#### Important note

Please try selecting the date from the drop-down calendar. If you decide to enter the date manually, please check whether it is in the correct format, otherwise the form may not accept your entry. The date format within the application form is: dd-mm-yyyy.

**Project Duration (Months):** The overall project duration can be between 6 and 24 months – please select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates. The overall project duration will need to encompass all project-relevant activities, from promotion and recruitment through implementation 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.

**Project End Date:** This should be no longer than 24 months after the start date and after all activities and mobilities have taken place. The project end date will calculate automatically once you have selected the Project Total Duration in months.

**National Agency of the Applicant Organisation:** please select UK01 (United Kingdom) from the drop down box.

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 completed.

Please note that if you are awarded funding, the indicative date for signing your Grant Agreement with the UK National Agency is five months from the application submission deadline.

## Applicant Organisation

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

In advance of completing this section of the form, you must register your organisation on the European Commission's Participant Portal to obtain a nine digit PIC number. If you have already submitted an Erasmus+ application in the past, you do not need to re-register on the Portal and you should use the same PIC for any further applications, including those under the Corps. All organisations included in the application, whether they act as applicant or partner, need to be registered in order to receive a PIC number through the Participant Portal.

Once you have entered your PIC in the box, the 'Legal name' and 'Country' fields should populate automatically. 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](mailto: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, please click on the grey 'Menu' button on the right hand side and choose 'Person's Details' function.

You have the option to add another two Contact Persons by clicking grey '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 at the contracting stage, if applicable.

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

### 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 project.

If the address of the Legal Representative 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 Representative 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, if 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 72-76. Please ensure you give special attention to the Exclusion Criteria (pages 72-75).

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

## Contact Person

Please complete this section as per the previous one for the Legal Representative. We will use these details as the first point of contact during 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. 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).

## Profile

**Type of Organisation:** In the 2019 eForms applicants can indicate the type of the organisation as this information is no longer completed in the Participant Portal. Please note that, as this field is compulsory, you cannot leave it empty and you should pick one option from the drop-down menu.

The answers to the questions 'Is your organisation a public body?' and 'Is your organisation a non-profit?' will also be pre-filled using the information submitted on the European Commission's Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

If you experience problems at this stage and the fields are not populating correctly, we recommend that you check your organisation's registration details on the Participant Portal. Please refer to the [Participant Portal User Manual](#) for advice on how to update these details.

## Quality Label

The applicant organisation must have a valid and relevant, i.e. traineeships or jobs, **Quality Label** which they must hold at the application submission deadline and it must be valid for the whole duration of the project. Any other participating organisations can have a valid Quality Label in place, but this is not a requirement.

Please note, if your project plans to implement both jobs and traineeship placements, you must have a valid accreditation for both. If you already hold a relevant accreditation, this section of the e-form will populate automatically with the accreditation reference when you enter your organisation's PIC. If your accreditation reference does not appear, please contact the UK National Agency.

## Background and Experience

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

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

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

**Please describe the activities and experience of the organisation in the areas relevant for this application:** Please detail how your organisation's previous experience of delivering projects or activities (or other work) has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before. Also, please give information on the human resources of your organisation (i.e. staff and participants) that will be involved in organising the Traineeships and Jobs activities. Please also describe their skills and expertise.

**Has the organisation participated in a European Union granted project in the 3 years preceding this application?** Please select your answer from the drop down menu. If you select 'Yes' here, please complete the table with the relevant information. To add more projects, please click on the grey 'Add Grant' button. To delete any entries, please click on the 'Menu' button on the right hand side of a relevant entry and select 'Delete grant' option. If you have been involved in previous Erasmus+, Lifelong Learning Programme or Corps projects, but do not know the exact details, please contact the UK National Agency.

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 validated as complete.

## Project Description

This section asks for information about the objectives and topics of the project. You must provide a description of the long and short-term aims of the project, and specify the intended results and impacts. There should be a coherent link between the European Solidarity Corps programme objectives, the project objectives and activities.

You will also need to include information regarding the context of the Traineeships and Jobs activities that are to be implemented and how will these deliver the identified results and impacts.

There is a 5,000 character limit for each of the questions in this sub-section (including spaces).



Finally, you must select relevant topics being addressed by the project (a maximum of three). Please select them from the drop-down menu. Do not worry if a given topic doesn't cover everything. If your project is to address more than three topics, please choose the most relevant ones.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Project Description' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Relevance, rationale and impact

You will start completing this section by providing an explanation as to why you have decided to carry out this project and how you identified the demand for it, i.e. you will have to provide a rationale for your choice.

Furthermore, as per the requirements under the Corps programme, you will have to state what issues and societal needs and/or challenges the project will seek to address. All projects should propose to address a need for their young people, community and organisation, hence why in the previous section you would have chosen three of the most relevant topics your project will address.

Following this, you will list the expected outcomes for participants, participating organisations and target groups, by focusing on the expected impact. The most relevant and realistic outcomes and impacts should be noted. By looking further into the level of impact your project aims to have, you should think on how the project will impact the communities locally, nationally or internationally. Highlight here any activities you plan to involve the wider community in your project, so that they benefit too. Community involvement and benefit is an expectation of Traineeships and Jobs projects in particular and can bring added value to all projects.

Finally, you will also need to include information regarding your plan to use the European Solidarity Corps Traineeships and Jobs activities to promote solidarity. You will be requested to exemplify how the implementation of this European Solidarity Corps Traineeships and Jobs project will fit with the work of your organisation and its aims.

There is a 5,000 character limit for each of these questions (including spaces).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Relevance, rationale and impact' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Participants

### Participant's Profile

In this section, you must detail who the project's participants will be for each planned activity, how the project links to their needs and what they will gain from taking part in the project. Also, you must detail the process

for selecting participants from all partner groups that has taken place or will take place and how this establishes the most suitable participants, whilst ensuring a fair and transparent recruitment process. All participants must be legally residing in the country of their sending/hosting organisation. Please provide information about their profile and background. It is also important to describe the participants' actual or likely age ranges, gender, ethnicity or other pertinent information, detailing how, in particular, you will ensure a gender balance.

## Participants with Fewer Opportunities

You will have to select 'Yes' or 'No' from the drop-down menu in order to indicate whether or not your project will involve participants with fewer opportunities. Additionally, information on the actual or likely profile of those participants is also required by selecting from the drop down menu the category of participants with fewer opportunities that they fall into. For more detail on each of the categories, please see section 'Social Inclusion' on pages 6-7 within the 2019 European Solidarity Corps Guide.

Clear indication of how you will identify and select these specific participants will have to be given. Furthermore, you are expected to describe for both your organisation and your partner organisations the experience and track record of working with people with fewer opportunities. You should focus on providing explanation of specific measures you will put in place in order to cater for the specific needs of the participants with fewer opportunities you plan to involve in your project to support their participation. Those can be: special activity plans, accompanying persons, reinforced mentorship, etc.

## Learning Outcomes

In this section you will need to identify the competences (i.e. knowledge, skills, attitudes and behaviours) that specific activities and methods will develop and/or improve. There should be a clear link between the aims of your project, the planned activity(ies) and the intended learning outcomes. They should also be relevant to your participants and address the need(s) you identified for this project, while improving participants' employability.

Also you will be asked if the project will make use of European instruments/certificates to validate the competences acquired by the participants during their Traineeship or Job experience. You should specify which ones these are and can select up to three of them by clicking the box next to them from the dropdown menu which will show up once you answer 'Yes' to including European instruments/certificates question. There is also drop-down menu which allows you to specify whether or not the project will make use of any additional national instruments or certificates to support participants' learning and reflection (both on their learning process and competences developed and/or improved in the project) as well as to recognize of their learning outcomes (for example ASDAN or any other UK accreditation).

Finally, you will have to detail how the above mentioned instruments/certificates will be used. It is important to remember to include details on the methods that you plan to use to support participants' defining, reflection and documentation of the learning outcomes to ensure a quality learning process.

#### Important note

Youthpass is a recognition tool for non-formal and informal learning widely used within youth projects. It helps the participants to record their learning and skills development, which could then be used to support job applications or applications for further courses, for example. Please find additional information and guidance on the official [Youthpass website](#).

There is a 5,000 character limit for each of these questions (including spaces).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Participants' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Project Activities

This section asks for information about the main activities of the project, including the amount of EU grant that you are requesting to implement them. In this section you will see two subsections: a list of Project Activities and Complementary Activities (which is actually a separate budget heading).

### Traineeship and Job Activities

In this sub-section you will encode each one of the activities you plan to implement in your project. Every activity planned (including any Advance Planning Visits) 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 elsewhere in the narrative of the application form as this section determines the total requested grant for your project. Please be aware that if there are significant inconsistencies between the activities listed here and other sections of your application form, then your application may be rejected.

First you will look at adding your Traineeship and Job activities by selecting them from a drop down menu at the top of this section. A first activity (AT1 for Traineeships and AJ1 for Jobs) 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 grey 'Add Activity' button. To remove an activity, click on the 'Menu' button to the right and select 'Delete Activity' function.

An activity is defined as either:

- **Traineeships:** from 2 to 6 months, excluding travel time. Traineeships should be temporary and have a maximum duration of six months, renewable once with a maximum duration of 12 months within the same participating organisation. They must take place in a Member State of the European Union.
- **Jobs:** from 3 to 12 months, excluding travel time. They must take place in a Member State of the European Union.

**For Traineeship and Job activities, applicants can also apply to carry out an Advance Planning Visit (APV). It will need to be listed as a separate activity within a relevant section (i.e. either traineeship or job).** The APV is used to plan the practicalities of running and implementing your Traineeship and Job activities to ensure they are successfully carried out. Travel costs for APV are claimed as normal under the Travel budget, however there is no Organisational Support budget, therefore things such as boarding and lodging must be claimed through Exceptional Costs.

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 participating organisation. The number of participants can be raised under the condition that all additional participants are young people with fewer opportunities taking part in the activity the APV relates to.
- They must take place in **a Member State of the EU and in the location where the related activity (traineeship or job) will take place.**

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, or on the 'Menu' button and choosing 'Activity Details' function. Once you are here, you can start by typing in the Activity Title and then select the 'Activity Type' from the drop-down menu.

Once the type of activity was selected, for example 'Traineeship', you will be required to provide a description of this activity. You will be expected to provide the context and objectives, and detail how they will contribute to meet the aims and objectives of the project. Any potential synergies among different traineeships and/or job placements should be also highlighted here. Specific elements of a given activity should be described here, such as: venue, dates, duration, organisations involved and (if applicable) the role of each partner.

You will have to ensure that your trainees will not be undertaking activities which substitute paid work within the organisations where they are undertaking their placement at. It is therefore expected that you provide details on how you will ensure job substitution will not happen during the project lifetime.

You will then have to edit the individual flows for the activity. To edit the first flow (no. 1 in the list), click on the 'Menu' button on the right-hand side of this flow and select 'Flow Details' function. You can add further flows to your Activity by clicking the grey 'Add Flow' button. To remove a flow, click on the 'Menu' button on the right-hand side of a given flow and select 'Delete Flow' function.

*Flow* is the term used to describe a separate instance of travel within one activity. For example, if your organisation were to organise a Traineeship project hosting three trainees from three different countries at the same time (i.e. simultaneously), the event is one activity and each participant travelling from a different country (or the same country in case of in-country placements) would constitute a separate flow. The figures entered here are used to calculate the Budget.

If an Advance Planning Visit (APV) is being carried out for this activity, this must be entered here as an additional activity. Details of the APV attendees from participating organisations must be given here.

Once you clicked on the 'Flow Details' function, in the newly opened window, you can now specify the following details:

- **Country of Origin:** Please select from the drop down menu. Please be aware that although the drop down menu includes all countries that are part of the Corps Programme, only countries that are officially participating in your project as partners must be selected.
- **Country of Destination:** This field (along with the Country of Origin) is used to calculate the rate per person per day for the proposed flow (this applies to the following budget categories: 'Organisational Support- Activity Costs', 'Inclusion Support' and 'Relocation Allowance').
- **Duration excluding Travel (in days):** This has to be manually included. Note the following minimum and maximum durations:
  - Traineeships: from 2 months (as from 60 days) to 6 months. Traineeships should be temporary and have a maximum duration of six months, renewable once with a maximum duration of 12 months within the same participating organisation.
  - Jobs: from 3 months (as from 90 days) to 12 months.
  - APV: maximum 2 days.
- **Total No of Participants:** Please enter total participants in this flow (this includes all young people and accompanying persons). This is multiplied by the unit cost amount for the Travel budget as well as Organisational Support, Relocation Allowance and Inclusion Support budget headings.

**Out of which:**

- **No of Participants with Special Needs:** Please enter the total number of participants who will require additional support to aid their participation in the activity<sup>9</sup>.
- **No of Participants with Fewer Opportunities:** Please enter the total number of participants who have fewer opportunities.
- **No of Accompanying Persons:** This is defined as someone who accompanies participants with Special Needs or fewer opportunities to ensure protection, provide support and extra assistance during the activities. Please enter the total number of Accompanying Persons here.

You may find that these activities will change as your project evolves. Whilst this is not a problem, please note that the National Agency cannot revise grant awards upwards e.g. if each mobility were to last twice as long as planned, the grant could not be amended to accommodate that.

**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 Origin' and 'Country of Destination' drop down menus. 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 [esusolidaritycorps@ecoryps.com](mailto:esusolidaritycorps@ecoryps.com) immediately and we will provide guidance on how to proceed.**

After adding the above details for each flow, you will have the budget section, in which some data is automatically calculated by the form (based on number of participants, duration and countries of origin/destination) and some data will still have to be entered manually by you at this stage (e.g. number of travel days). Please find below an outline of each budget heading that you will find in this section.

**Travel**

Travel is based on the distance per participant from the city where the sending organisation is based to the location of the receiving organisation. Travel is calculated on a **unit cost** basis and will be payable according to the travel distance. Travel distances must be calculated using the [Distance Calculator](#) supported by the European Commission. Please note that the 'travel distance' measures the direct distance for a *one-way journey*, but the travel costs have been calculated for a **return journey**. Distances are not allowed to be

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<sup>9</sup> Although people with special needs are considered people with fewer opportunities in line with the 2019 Corps Guide (page 6-7), for the purpose of budget section calculations, those two groups should be recognised as two separate types of participants.

'rounded up' to the next travel allowance band and these are closely checked, **therefore it is mandatory to choose the correct distance band in line with the European Commission's Distance Calculator.** By default, the place of origin is understood as the place where the sending organisation is located and the place of the venue as the place where the receiving organisation is located. Where travel takes place outside of this, a note of justification should be provided in the narrative of the 'Activities' section and if the application is successful, further documentation will need to be provided at the Final Report stage to evidence this. The distance bands are as follows:

<b>Travel distance between:</b>	<b>Contribution towards the costs for a return travel, per participant (including accompanying persons)</b>
10 – 99 km	€ 20
100 - 499 km	€ 180
500 - 1999 km	€ 275
2000 - 2999 km	€ 360
3000 - 3999 km	€ 530
4000 - 7999 km	€ 820
8000 km or more	€ 1500

Once you have chosen the correct distance band from the drop-down menu, the eForm will automatically populate the 'Grant per Participant' with the correct amount and calculate the 'Total Travel Grant' based on this amount and the number of participants mentioned in this section, which would have been pulled through to this budget heading from the previous section.

### **Exceptional Costs for Expensive Travel**

Applicants are allowed to claim financial support for travel costs should those be insufficiently covered by the standard funding rules.

Expensive Travel Costs can be requested under the budget heading 'Exceptional Costs for Expensive Travel' (up to a maximum of 80% of total eligible costs) on the condition that you can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

If you wish to request Expensive Travel Costs, you will need to tick the box 'Request Exceptional Cost for expensive travel'. This will generate 3 text boxes where you will enter the number of participants, description and justification and grant requested. If you do not wish to request those costs, do not tick the box.

Please note, if you are requesting Expensive Travel Costs here in the application form, you should not enter a request for travel in the Travel budget section of the application for the participants that the request applies to. This is because the Exceptional Costs for Expensive Travel replace the standard travel grant.

Please bear in mind, however, that this is a budget item based on the actual costs and that the National Agency's decision to approve these costs will be conditional upon sufficient justification being provided in the application.

The following three sections will be Organisation Support, Inclusion Support and Relocation Allowance, for all of which you will only have to enter the number of travel days per participant in order for the eForm to calculate the amounts, based on the total number of participants, duration (activity duration and travel days just entered) and the specific rate per day for the country of destination (in line with the rates described below).

Please note, for distances of over 100km, you can request 2 travel days, but for any distances of 99km and less, you can request funding for only 1 travel day.

#### **Organisational Support – Activity Costs**

This budget heading is calculated on a **unit cost** basis, according to the country of destination and the duration of the activity (including travel days). These costs are directly linked to the implementation of Traineeships and Jobs activities (e.g. preparation, monitoring and support, integration programme, validation of learning outcomes), excluding costs linked to the subsistence of participants (e.g. boarding, lodging and local travel).

	<b>Organisational Support – Activity Costs (Euro per day per participant)</b>
<b>Austria</b>	<b>8</b>
<b>Belgium</b>	<b>9</b>
<b>Bulgaria</b>	<b>6</b>
<b>Croatia</b>	<b>7</b>
<b>Cyprus</b>	<b>7</b>
<b>Czech Republic</b>	<b>6</b>
<b>Denmark</b>	<b>9</b>
<b>Estonia</b>	<b>6</b>
<b>Finland</b>	<b>9</b>
<b>France</b>	<b>7</b>
<b>Germany</b>	<b>8</b>
<b>Greece</b>	<b>7</b>
<b>Hungary</b>	<b>6</b>
<b>Ireland</b>	<b>9</b>
<b>Italy</b>	<b>7</b>
<b>Latvia</b>	<b>7</b>



Lithuania	6
Luxembourg	9
Malta	8
Netherlands	9
Poland	6
Portugal	7
Romania	6
Slovakia	7
Slovenia	7
Spain	6
Sweden	9
United Kingdom	9

### Inclusion Support

This budget heading is calculated on a **unit cost** basis, according to the country of destination and the duration of the activity (including travel days). These costs are directly linked to the implementation of Traineeship and Job activities involving participants with fewer opportunities (e.g. preparation, reinforced mentorship, monitoring and support of participation, validation of learning outcomes), excluding subsistence.

Please note that reinforced mentorship is to **support participants with fewer opportunities only**.

	Inclusion Support (Euro per day per participant)
Austria	8
Belgium	9
Bulgaria	6
Croatia	7
Cyprus	7
Czech Republic	6
Denmark	9
Estonia	6
Finland	9
France	7
Germany	8
Greece	7
Hungary	6
Ireland	9
Italy	7
Latvia	7
Lithuania	6

Luxembourg	9
Malta	8
Netherlands	9
Poland	6
Portugal	7
Romania	6
Slovakia	7
Slovenia	7
Spain	6
Sweden	9
United Kingdom	9

### **Exceptional Costs for Inclusion Support / Reinforced Mentorship**

Applicants are allowed to claim costs for Inclusion Support / Reinforced Mentorship to support the participation of young people with fewer opportunities or with special needs on equal terms as others, should those be insufficiently covered by the standard funding rules. Those costs can relate to specific preparation, implementation and follow-up activities as well as reinforced mentorship (excluding costs for subsistence).

Costs for reinforced mentorship can only be requested in cases where additional mentoring time and meetings are required to support a participant with fewer opportunities in completing their Job or Traineeship placement, outside of the normal mentor support provision in line with the Quality Label arrangements. Reinforced mentorship is targeted at successful implementation of the project and enabling the participant to gain as much autonomy in this as possible and may include measures for personal support. All requests for reinforced mentorship costs will need to be justified and the measures to support the participant(s) clearly described, with a full breakdown of costs included.

Inclusion Support / Reinforced Mentorship costs can be requested under the budget heading 'Exceptional Costs for Inclusion Support / Reinforced Mentorship' (up to a maximum of 100% of total eligible costs) on the condition that you can justify that the standard funding rules (based on contribution to unit costs per day per participant for 'Inclusion Support') do not cover at least 80% of the incurred costs.

If you wish to request Inclusion Support / reinforced mentorship costs, you will need to tick the 'Request Exceptional Cost for Inclusion Support/ Reinforced Mentorship' box. This will generate 3 text boxes where you will enter the number of participants, description and justification and grant requested. If you do not wish to request those costs, do not tick the box.

**Please note, if you are requesting Exceptional Costs for Inclusion Support / Reinforced Mentorship, you should not enter a request for Inclusion Support in the relevant budget section of the application for the participants that the Exceptional Costs request applies to. This is because the Exceptional Costs for Inclusion Support / Reinforced Mentorship replace the standard Inclusion Support grant.**

Please bear in mind, however, that this is a budget item based on the actual costs and that the National Agency's decision to approve these costs will be subject to sufficient justification being provided in the application.

### Relocation Allowance

This budget heading is calculated on a **unit cost** basis, according to the country of destination and the duration of the activity (including travel days). It is intended as a contribution to additional personal expenses for participants (excluding accompanying people) and it is not expected to cover food or accommodation costs.

	Relocation Allowance (Euro per day per participant)
Austria	5
Belgium	4
Bulgaria	4
Croatia	5
Cyprus	5
Czech Republic	5
Denmark	6
Estonia	4
Finland	5
France	6
Germany	5
Greece	5
Hungary	5
Ireland	6
Italy	5
Latvia	4
Lithuania	4
Luxembourg	5
Malta	5
Netherlands	5
Poland	4
Portugal	5
Romania	3
Slovakia	5
Slovenia	4
Spain	5
Sweden	5
United Kingdom	6

## Linguistic Support

Traineeships and Jobs activities are entitled to linguistic support for the language of the country where the activity takes place. The language that will be studied is the one used within the host placement, for example a Spanish participant coming to the UK would be studying English.

Linguistic Support can be requested for the costs linked to the 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 Traineeships and Jobs tasks.

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

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

<b>Group 1</b> (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)	Linguistic assessment and language courses are available through the Online Linguistic Support. <b>Linguistic assessment is mandatory</b> for all participants using a language from Group 1 as a foreign language during their mobility activity.
<b>Group 2</b> (any other languages)	Online Linguistic Support is not available and Linguistic Support can be claimed at €150.00 per participant.

## 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 under 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 participants coming to the United Kingdom, please enter 7 to enable 7 English assessment licenses to be issued for all your participants.

## Language Course

Once the assessment is completed, the participant can take part in the online language course which is currently only available for Group 1 languages. For example, if you have 7 young people coming to the United Kingdom, please enter 7 under 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 €150.00 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 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 as well, you will have to identify 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.

### Exceptional Costs

Exceptional Costs are calculated on an **actual cost** basis and these are to be included after clicking the grey 'Add Exceptional Cost' button. You will have to enter the number of participants the Exceptional Costs relate to, for the cost of each item please include a detailed breakdown (e.g. "3 visas for Serbian participants at €50 each") in the 'Description and Justification' field and then the actual amount you are requesting.

**Please give as much information as possible for why these cost items have been requested, even if you have applied for these costs in previous applications,** to enable the UK NA to determine whether the request is justified and can be granted.

The funding rules state that this budget category is specifically to support the following eligible Exceptional Costs for all activities:

- Visa and visa-related costs, residence permits, vaccinations, medical certifications.
- Costs connected to personal insurance for in-country activities.
- Costs connected to boarding and lodging of participants during an Advance Planning Visit.
- Costs incurred by organisations to support the participation of young people with fewer opportunities or with special needs on equal terms as others related to reasonable adjustments or investment in physical assets.
- Costs for providing a financial guarantee if the NA asks for it. You can request 75% of eligible costs. If you are unsure of how to input Exceptional Costs relating to a Financial Guarantee, please contact the UK National Agency for advice.
- Recognition of academic and/or professional qualifications (e.g. certified copies, translations, administrative proceedings, aptitude tests, etc.).

Some examples of **ineligible** Exceptional Costs:

- Additional costs incurred by participants when travelling, such as bridge or road tolls, border crossing fees or taxes, etc.
- Accommodation during travel.
- Food and entertainment.
- Local travel costs.
- Accreditation costs.
- Travel insurance costs.
- Other subsistence, e.g. clothes.

To remove an Exceptional Cost, you need to click on the black 'X' on the right hand side of a relevant cost line.

Once all of the above data has been included in the budget headings, under the flow you will see a 'Total Flow Budget' section. This will provide a detailed breakdown of the budget allocated for the specific flow under each budget category based on the information recorded earlier on.

After finishing with adding the details on participants, durations, distances and budget for the flows of the activity (one by one), you can go back to a specific activity by clicking on the 'Activity Details' link at the top (under the Corps logo). You should now see the flow completed with a green tick next to it. Below the breakdown of flows, you will have the 'Total Activity Budget' and 'Summary of Linguistic Support'. This brings together the budgets requested for all flows under a specific activity.

Once you are happy with the activity and checked that all data is correct, you can go back to 'Project Activities' section by clicking on a relevant link at the top (under the Corps logo) to see the overall list of the activities you entered for your project.

Please note, all flows within an activity should have the same receiving organisation, the same duration and take place at the same time.

## Complementary Activities

Your proposal may include Complementary Activities, which are aimed at enabling the project to reach its objectives and strengthen the impact of the project on local, regional and/or European level (outside of the usual Traineeships and Jobs activities). They should also add value, augment the results of the project as well as raise awareness and value of training and working in solidarity related fields for young people and communities. Moreover, those activities ought to strengthen recognition of skills and competences gained by participants. Given that this budget heading is a budget relating to the entire project and not a specific activity/flow, you must include the request for it in the 'Project Activities' section.

Complementary Activities can include, but are not limited to: job-shadowing, meetings, workshops, conferences, seminars, training courses or coaching. These are optional and the details of such activities can be provided in the 'Project Activities' section of your application.

If you wish to organise Complementary Activities, select 'Yes' from the drop down menu. You should then explain in the section below the context for the Complementary Activities, clearly explaining how they are relevant to the overall aims and objectives of your project and include justification for their inclusion in terms of how they will enable you to reach your project objectives. It is expected that any Complementary Activities will add value to the project and enhance its outcomes beyond the scope of a regular Traineeship and Job activity, and their value for money should be ascertained.

Please note that Complementary Activities must also respect European Solidarity Corps programme rules and principles. Therefore funding cannot be requested for recreational or leisure activities and for activities duplicating the support participants receive as part of the European Solidarity Corps Training and Evaluation Cycle.

You will need to encode each one of the Complementary Activities you plan to organise during your project.

A first Complementary Activity (CA1) 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 Complementary Activity' button and choose the 'Activity Details' function from the 'Menu' button on the right hand side of a relevant activity entry.

The first step when starting to fill in the Complementary Activity details screen is to enter the 'Type of Activity' (e.g. seminar, workshop). Then you can request a grant to contribute to the Complementary Activity.

The budget for Complementary Activities is based on **real costs** and projects can apply for up to 80% of the total eligible costs. A request for Complementary Activities budget must be motivated in the application form and justified in relation to the planned activities. Any requested Complementary Activity must aim to support the project in reaching its objectives and strengthen the impact of the project.

Eligible costs under this budget category are costs directly linked to the implementation of the Complementary Activities of the project, including:

- Organisation of seminars, meetings and workshops (e.g. venue hire costs, travel and accommodation for participants).
- Dissemination.
- Intercultural/task-related preparation of participants.
- Costs of an external evaluator or a trainer.
- Permanent staff costs.

Also some indirect costs are eligible under this budget heading, namely a flat-rate amount, not exceeding 7% of the eligible direct costs of the Complementary Activities, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the Complementary Activities (e.g. electricity or internet bills, costs for premises, cost of permanent staff, etc.).

In the box at the bottom please provide full details of the Complementary Activity that you will organise, including the venue, duration, participants and content as well as the working methods and approaches used. Please also make it clear what items or services are required as well as detail the cost breakdown and provide sufficient justification for the request.

There is a 5,000 character limit for each of these questions (including spaces).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Project Activities' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Project Management

### Project Management

In this section you will have to describe the process established for agreeing roles and responsibilities with your partners in order to ensure good administration and delivery of the project. After this a description of the process(es) for establishing suitable methods and agreeing and monitoring learning outcomes for participants should be given. You must ensure that you detail how you intend to facilitate effective management (e.g. setting up agreements with partners and learning agreements with participants, holding



preparation meetings with partners, etc.) and how the specific partnership is best in place to deliver the project. You are therefore expected to describe how your partner organisations were chosen and what experience and competences are looked for.

Next, details will have to be given on how you and your partners will address practical and logistical matters such as travel, remuneration, working conditions, social security, insurance, visas, safety and protection of participants as well as mentoring and support.

The quality of the preparation of participants is paramount to the successful implementation of your project. This section will therefore ask you to explain what kind of preparation the participants will receive, by whom this will be implemented and how it will be monitored and ensured. You will have to outline the training plan for participants or organisers, as deemed necessary for the success of the project. This plan should detail what training will be provided, when and by whom. Attention should be paid not only to task-based training to ensure participants' safety (i.e. risk prevention) and ability to engage with the activities, but also to providing adequate support for the intercultural and linguistic learning expected. Equally important, you will have to describe what support will be provided to participants after their return, by whom and how it will be monitored and ensured.

## Partnerships

This section enables you to add your chosen partners by clicking the grey 'Add partner' button and then typing in their PIC. This will automatically populate partner's legal name, country, Quality Label scope and validity (if applicable). You will need to choose from the drop-down menu the activity they will be involved in. This will be ready and populated in the drop-down menu when you fully complete the 'Project Activities' section in the application. Please be aware that if one partner is involved in multiple activities, you will have to enter their PIC as many times as the number of activities they are involved in, so that all relevant activities could be assigned to a given partner.

To remove a partner organisation, please click on the 'Menu' button on the right hand side of a given entry and choose 'Delete partner' function.

After adding your partners, you will also need to include information regarding how and why they have been chosen, and what each of the partners will bring to the project in terms of their expertise, skills and experience of working with the identified target group(s). It is recommended that an account of the history behind the partnership is given and a reason for choosing each of the project partners as well as the details of how this project will meet their needs and objectives.

If no partners have been identified, then information on how you will find partners and how their experience and skills will contribute to project delivery and to achieving the project objectives should be provided. There should be a coherent link between the European Solidarity Corps programme objectives, the project objectives

and the needs of the participating organisations. Please note that a strong partnership is crucial to the successful delivery of a project.

In this section you will also have to detail how and when you plan to cooperate and communicate with the project partners. Please outline the methods by which you will ensure regular communication with your partners or other project stakeholders. You should also describe how you plan to work together. Good partnership is crucial, so you must present a clear set of roles and responsibilities for all involved in the delivery of activities, project management and administration. Any scheduled meetings or other methods by which you will maintain contact with your partners before, during and after each activity, must be outlined.

There is a 5,000 character limit for each of these questions (including spaces).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Project Management' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Follow-up

### Project visibility and Dissemination of Results

You must detail your plan on how to share the outcomes of your project outside your organisation and partners, and clearly state who your target groups for dissemination are. You should also provide information whether or not your participants will be involved in the dissemination process and how. At the end of your project, you are expected to share the lessons learnt, tools or methods developed to ensure visibility of the project so that others can benefit from this. It must be clear how you will raise awareness, share concepts or solutions, as well as influence policy or best practice through these dissemination activities.

Dissemination activity may be in the form of local meetings, workshops or discussions with members of a wider community and you may use hand-outs, reports, evaluations or video to assist this. You might plan to get press coverage or invite local councillors or decision makers to dissemination events. The European Solidarity Corps Communications Team is always keen to hear about interesting case studies ([eusolidaritycorpsuk.comms@ecorps.com](mailto:eusolidaritycorpsuk.comms@ecorps.com)).

Please refer to the 2019 Corps Guide (pages 87-91, Annex I) for further information about dissemination.

### Evaluation

The question in this section is focused around describing the activities your organisation and partners will carry out in order to assess whether, and to what extent, each activity within the project has reached its objectives and desired results.

There is a 5,000 character limit for each of these questions (including spaces).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Follow-up' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Budget

This is a pre-filled section that provides an overview of the grant requested for the project under each budget category and for each activity as well as the outline of Organisational Support – Project Management Costs budget and the overall summary of project budget.

Please note that all information under the 'Budget' tab is read-only and will be automatically filled in with the information you have input into the 'Project Activities' tab.

It is imperative that you check that the total grant requested is correct against your own calculations and resolve any issues before submitting your application. Please note, under the Corps programme rules, the National Agency is unable to increase the budget to cover clerical errors made on the part of the applicant.

On the left hand side of the screen, the 'Budget' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Project Summary

In this section you must provide a well-written and comprehensive summary of your project. Project summaries must be written in plain, clear English and be free from jargon. This is of particular importance as it provides a description of the project to the general public and may be used by the European Commission and/or National Agency. The summary will also be included on the European Solidarity Corps Project Results Platform.

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

- Context/background of project.
- Objectives of the project.
- Number and profile of participants.
- Description of activities and methodologies used.
- Composition of the partnership and their cooperation.
- A short description of the results and impact envisaged and the potential longer-term benefits.

Here there are also have two automatically generated sections providing a 'Summary of Activities and Participants' and a 'Summary of Linguistics Support'.

There is a 5,000 character limit for each of these questions (including spaces).

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Project Summary' tab in the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

## Annexes

The following document needs to be annexed to the application form:

- The Declaration of Honour signed by the Legal Representative mentioned in the application (template can be downloaded by clicking on the 'Download Declaration of Honour' link above the relevant box).

You need to ensure that all documents specified above are submitted electronically with the application. To attach the Declaration of Honour, click on the 'Add Declaration of Honour' 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.

If you would like to attach any other documents relevant to your Traineeship and Jobs Project application, please 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 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 on a corresponding black 'X' button which will appear 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 [esusolidaritycorps@ecorys.com](mailto:esusolidaritycorps@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 ESC21 – Traineeship and Job application form.

- All mandatory fields in the application form have been completed, otherwise the application will not submit correctly.
- The proposal fulfils all eligibility criteria listed in the 2019 Corps Guide.
- The application form is submitted to the 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 European Solidarity Corps 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.
- For grants exceeding €60,000.00, you have uploaded on the Participants 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.**
- 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 Corps Guide: 1 October 2019 (11:00am UK time)
- 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 all 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 required documents, you can submit your form to your National Agency. The ‘Submit’ button on the left hand side at the 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: **11am** (UK time) on **Tuesday 1 October 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](mailto: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 'ESC21 – Traineeships and Jobs 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 ESC21 R3' 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"/>	Have you used the correct online application form: ESC21 – Traineeship and Job, deadline 1 October 2019?
<input type="checkbox"/>	Have you checked that all the mandatory fields (boxes with a red stripe on the left hand side) are completed?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<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 1 October 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 of 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](mailto: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 only 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
Unincorporated charities (trusts or associations) – registered with the Charities Commission	Private Law Body	Charity Commission Registration Certificate <b>AND</b> Trust's / Association's governing document
Charitable Incorporated Organisation (England and Wales)	Private Law Body	Companies House Registration Certificate <b>AND</b> Charity Commission Registration Certificate <b>AND</b> Constitution
Scottish Charitable Incorporated Organisation	Private Law Body	OSCR (Office of the Scottish Charity Regulator) Registration Certificate <b>AND</b> OSCR letter <b>AND</b> Constitution
Charitable company	Private Law Body	Companies House Registration Certificate <b>AND</b> Charity Commission Registration Certificate



