

# Erasmus+

UK education, training, youth and sport opportunities across Europe

## Key Action 2 (KA2) Guide for Applicants

Strategic Partnerships for Local / Regional Authorities (region-to-region partnerships)

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

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work; and
- improve opportunities for young people.

Key Action 2: Co-operation for Innovation and Exchange of Good Practices is all about enabling organisations to work together in order to improve their provision for learners and share innovative practices. Under Key Action 2 organisations can apply for funding to work in partnership with organisations from other participating countries. The projects funded under this Key Action will focus on sharing, developing and transferring innovative practices in education, training and youth provision between participating countries. Key Action 2 aims to increase the positive impact of European activities at all levels to ensure benefits for the individuals, organisations and countries involved in projects.

### Key Action 2 for school education

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

Strategic Partnerships in school education can last for 2 or 3 years and are a flexible way of working with partners from different countries. Strategic Partnerships in the school education field must focus on activities designed to improve education provision across the participating countries. Activities could include:

- Developing, testing and implementing innovative approaches and practices for students, staff and organisations
- Exchange experiences and good practice
- Carry out joint research, surveys, studies and analyses
- Facilitate recognition and certification of skills and competences.

## Who is this guide for?

This step-by-step guide is to help UK organisations complete the 2014 Erasmus+ Key Action 2 Strategic Partnerships application form.

This guide is for organisations who are considering applying for funding for Strategic Partnerships projects in the field of school education. If you wish to apply for funding for a Strategic Partnership in another field or for a project under a different Key Action, please see the How to Apply page on the UK website at [www.erasmusplus.org.uk/how-to-apply](http://www.erasmusplus.org.uk/how-to-apply).

## Before you begin

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

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

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

We recommend that you read the information below and the European Commission's Erasmus+ Programme Guide to find out more about Strategic Partnerships for School Education.

For Strategic Partnership applications the relevant sections of the Erasmus+ Programme Guide are:

- pages 95 – 107 (Part B); and
- pages 240 – 249 (Annex 1).

### What are Strategic Partnerships?

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

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

The Europe 2020 Strategy is an important European policy document which you should consider when developing your application. Also relevant to the field of school education are the ET2020 Strategy and the Bruges Communiqué. These documents set out the aims and objectives of the EU in the field of education and training, and may be useful to refer to when justifying the need for your application. For an overview of the European initiatives in the field of school education and for links to these documents, please see [http://ec.europa.eu/education/policy/vocational-policy/index\\_en.htm](http://ec.europa.eu/education/policy/vocational-policy/index_en.htm).

## What does a Strategic Partnership involve?

Co-operation may involve:

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

Cross-field partnerships between different organisations in different education sectors, such as between local or regional authorities and higher education, local or regional authorities and VET organisations and so on, are encouraged. You can find more information on Strategic Partnerships in more than one field on the Erasmus+ website at [www.erasmusplus.org.uk/key-action-2/strategic-partnerships-in-more-than-one-field](http://www.erasmusplus.org.uk/key-action-2/strategic-partnerships-in-more-than-one-field).

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

## What are the activities supported?

Over the lifetime of a project, Strategic Partnerships may realise a broad range of activities such as:

- project meetings and exchanges of practices;
- the testing and/or implementation of innovative practices and ICT (information and communications technology) or web-based materials;
- staff teaching and training activities
- activities that facilitate the recognition and validation of knowledge, skills and competences;
- co-operation between regional authorities; and
- activities to encourage active citizenship and entrepreneurship.

Training, teaching and learning activities for staff are also acceptable, as long as they help to achieve the aims of the project and bring added value. If you are interested in a project that focuses purely on providing learner or staff professional development experience through mobilities you should consider a Key Action 1 project (please note that the next deadline for Key Action 1 funding for schools will be in 2015). See [www.erasmusplus.org.uk/how-to-apply/key-action-1-learning-mobility-of-individuals](http://www.erasmusplus.org.uk/how-to-apply/key-action-1-learning-mobility-of-individuals) for more details.

Within a Strategic Partnership for school education, training, teaching and learning activities must take the form of:

- Blended mobilities where staff and/or students from partner organisations work together both through ICT tools, such as social media, video conferencing, live streaming etc, and through physical meetings. The physical meetings element of blended mobilities must last between 5 days and 2 months, but the virtual element may last for the whole project duration.
- Joint staff training events where partners can arrange training sessions for small groups of staff from each of the partner organisations. Joint staff training events must last between 5 days and 2 months.
- Long-term teaching and training assignments where staff either teach or work alongside other staff in a school, local / regional authority or other relevant organisation (such as an enterprise, a non-governmental organisation). This can include teaching placements, participation in seminars or structured courses or observation periods. Teaching and training assignments must last between 2 and 12 months.

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

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

## 2. Check that you are an eligible organisation

The following organisation types are eligible to apply for Erasmus+ schools funding (region to region):

- any public or private organisation active in the field of school education and training

Applicant organisations must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for Key Action 2 projects on page 97 of the Programme Guide.

Please note that under Strategic Partnerships the same consortium of partners can submit only one application.

## 3. Review your organisational and financial capacity

### Organisational capacity

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

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and learners who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the National Agency.

The above must be detailed in the application form but, where necessary, further information may be requested. Capacity checks of public sector HEIs, colleges and schools may not be as detailed as for other types of organisation. The National Agency will limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

## Financial capacity

All Erasmus+ projects are co-financed and Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported on using only a pre-financing payment or advance [note: in some cases there might be interim pre-financing payments].

Please note, a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000.

In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully. Applicants must therefore provide a set of accounts, in accordance with relevant UK legislation not more than 15 months old, from the date of the round to which they are applying. This information is provided as part of the registration in the Participant Portal (see point 4 below).

The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

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

If you are a new organisation or don't have accounts, the National Agency may consider applicants who are recently established and have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

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

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Please note that both the applicant organisation and any partner organisations must register on the European Commission's Participant Portal before completing an Erasmus+ application form.

The Participant Portal can be accessed at:

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>.

The Participant Portal is accessible via an individual's European Commission Authentication Service (ECAS) account. A video guide on how to register on ECAS, together with a Participant Portal User Manual, is available at: [www.erasmusplus.org.uk/how-to-apply](http://www.erasmusplus.org.uk/how-to-apply).

Organisations will need to upload evidence of their legal status and a completed financial identification form into the participants' portal. Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation's details will be populated automatically.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 191, which contains detailed guidance on how to complete these steps.

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

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

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

- 1) A formal eligibility check undertaken by National Agency staff (as detailed in the application form).
- 2) A qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of school education.

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

<p><b>Relevance of the project (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:             <ul style="list-style-type: none"> <li>○ the objectives of European policies relevant to one or more fields of education, training and youth;</li> <li>○ the objectives and the priorities of the Action.</li> </ul> </li> <li>▪ The extent to which:             <ul style="list-style-type: none"> <li>○ the proposal is based on a genuine and adequate needs analysis;</li> <li>○ the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;</li> <li>○ the proposal is suitable of realising synergies between different fields of education, training and youth;</li> <li>○ the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations;</li> <li>○ the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.</li> </ul> </li> </ul>
<p><b>Quality of the project design and implementation (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination.</li> <li>▪ The consistency between project objectives and activities proposed.</li> <li>▪ The quality and feasibility of the methodology proposed.</li> </ul>



<p><b>Quality of the project design and implementation continued</b></p>	<ul style="list-style-type: none"> <li>▪ The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget.</li> <li>▪ The extent to which the project is cost-effective and allocates appropriate resources to each activity.</li> <li>▪ If the project plans training, teaching or learning activities:             <ul style="list-style-type: none"> <li>○ The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants.</li> <li>○ The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.</li> <li>○ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up).</li> </ul> </li> </ul>
<p><b>Quality of the project team and the cooperation arrangements (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The extent to which:             <ul style="list-style-type: none"> <li>○ the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project.</li> <li>○ the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations.</li> <li>○ if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors.</li> <li>○ the project involves newcomers to the Action.</li> </ul> </li> <li>▪ The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders.</li> <li>▪ If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).</li> </ul>

<p><b>Impact and dissemination (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project</li> <li>▪ The potential impact of the project:             <ul style="list-style-type: none"> <li>○ on participants and participating organisations, during and after the project lifetime.</li> <li>○ outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations.</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations.</li> <li>▪ The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.</li> </ul>
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It is very important to note that any application scoring less than half the available points in any 1 of the 4 criteria will not be considered suitable for funding. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (partners, duration, eligible teaching or learning activities and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity in the application as a whole. Remember to proofread your application.

## Where to Find More Help and Advice

For further information, please refer to the 'How to Apply' section on our website:

[www.erasmusplus.org.uk/how-to-apply](http://www.erasmusplus.org.uk/how-to-apply).

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

## Step by step guide to completing the application

### Introduction to the eForm

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 2 schools funding. The eForm can be downloaded from the Erasmus+ website at [www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools](http://www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools); please ensure you download the correct application form.

The eForm is a PDF file which requires Adobe Reader to edit. It is recommended, in all cases, that applicants use Adobe Reader version 10 or higher which is free to download from [www.adobe.com](http://www.adobe.com).

Once the eForm has been downloaded, it is important to save the application form locally as a PDF file to your computer or network. It is possible to edit the eForm directly on the user browser, however, the UK National Agency recommends downloading it to a local drive. This is important because it will prevent browsers loading any links present in the form in the same window as the eForm, causing loss of the completed eForm after the closure of the browser.

The eForm can be opened by using the 'Open' function of Adobe Reader or by double-clicking on the PDF file. The 'Open Form' window will allow you to search for the file in the available drives and folders of your computer. As long as you have saved the application locally, you do not have to be connected to the internet to complete the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data.

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

It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary. Please note you will need to be connected to the internet to check your PIC code and validate the form using the 'validate' button at the bottom of each page.

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

## A. General Information

This section consists of an overview of the application form.

## B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Field, Call, Round and Deadline for Submission have already been pre-filled. Applicants should check that the pre-filled fields: Key Action, Action and Field correspond to the funding being applied for:

**Key Action:** Co-operation for innovation and the exchange of good practices

**Action:** Strategic Partnerships

**Field:** Strategic Partnerships for school education

If any of the above fields do not apply to your institution or the grant you wish to apply for, then you are using the wrong form – please visit [www.erasmusplus.org.uk/how-to-apply/key-action-2-co-operation-for-innovation-and-exchange-of-good-practices](http://www.erasmusplus.org.uk/how-to-apply/key-action-2-co-operation-for-innovation-and-exchange-of-good-practices) and select the appropriate application form.

**Is your partnership composed of only schools?** Select 'no'.

**Partnership between regions?** Select 'yes'

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

### B.1. Project Identification

**Project Title:** Enter the title of your project

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

**Project Start Date (dd-mm-yyyy):** Enter 1 September 2014

**Project Total Duration (Months):** Select 24 or 36 months

**Project End Date (dd-mm-yyyy):** Select either 31-08-2016 or 31-08-2017 from the calendar, based on whether you are applying for a 2 or 3 year partnership.

**Applicant Organisation Full Legal Name (Latin characters):** This will be automatically pre-filled when you complete the Applicant Organisation details below

## B.2. National Agency of the Applicant Organisation

**Identification:** Select **UK02** from the drop down box.

## C. Participating Organisation(s)

### C.1. Applicant Organisation

The local/regional authority should enter their organisation's PIC number into the application form and click 'Check PIC'. If you already have a PIC, please use the same PIC for your KA2 application.

Once you have entered your PIC in the box and selected 'Check PIC,' a number of fields should populate automatically. Please see page 7 of the User's Guide at [http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf). Erasmus+ application forms cannot be submitted without this information.

If there are any changes to the information originally provided participants should log back onto the Participant Portal and update the information accordingly.

If you receive an error when clicking 'Check PIC' – and you've checked you're entering the right code – please contact [erasmusplus.enquiries@britishcouncil.org](mailto:erasmusplus.enquiries@britishcouncil.org).

**Organisation Authority Level:** Select either 'Local Authority' or 'Regional Authority'.

#### C.1.1 Profile

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

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation's registration in the Participant Portal. If the field 'Type of Organisation' found in this section of the eForm has not been completed in the Participant Portal then the applicant organisation details will not populate the form and this will cause an error to occur. This field is not compulsory during the Participant Portal registration process but is essential for the completion of the eForm.

## C.1.2. Background and experience

**Please briefly present your organisation and local associated partners:** Enter details about your own organisation and the local associated partners, e.g. type of organisation, size, scope of work, areas of specific expertise in relation to the project, specific social contexts and if relevant the quality systems used.

**What are the activities and experience of your organisation and local associated partners in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?** Enter details about the experience and activities of your own organisation and the associated partners and how they are relevant to this project. What skills and expertise do the key people bring to this project?

**Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?** Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. To add more activities, click on the "+" icon. To delete activities, click on the "-" icon. If you have been involved in previous projects but do not know the exact details please contact your National Agency.

## C.1.3. Associated partners

Complete name and address details and the type of organisation for each of the associated partners in your project.

## C.1.4. Legal representative

Enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your employer. For schools, this will almost always be your head teacher, and so we will always request that your head's details are entered here. If your application is approved this person will be the signatory for the Grant Agreement.

Please complete every field in this section.

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

## C.1.5. Contact Person

Please complete all available fields in this section. We will use these details as the first point of contact for the application and, should it be successful, the grant.

## C.2 Partner organisation

Please repeat the process above for each local or regional authority involved in your partnership as well as the details of their associated partners. All of the information must be entered fully for each local or regional authority and associated partner. To add more partners, please click on the 'Add Partner' icon. To delete a partner, please click on the 'Delete last partner' icon.

Strategic Partnerships involving local or regional authorities must include at least one other local or regional authority (partner organisation) from a different Programme Country; additionally the partnership must include at least one school and one local organisation active in another field of education, training and youth or active in the labour market in each participating country, these are known as 'Associated Partners'. If you plan to include a local or regional authority from a Partner Country (see list on page 24 of the Programme Guide), you must demonstrate the essential added value in doing so in the narrative of your application and they must be in addition to the minimum of two partner organisations from two programme countries.

Any partner organisations will also need to have a registered PIC.

## D. Description of the project

**Rationale, issues and needs to be addressed by the project.** All projects should propose to address a need of their region, including the schools and community. Please outline how this need and the objectives were established, i.e. through research, planning meetings etc. You should demonstrate how staff or other key stakeholders such as decision-makers are actively involved in shaping the project proposed, to ensure its relevance. The objectives of the project should clearly seek to address the needs you establish and be relevant to the participants, organisations and any other key stakeholders identified. You should also make it clear which education policy areas your project will address; please see page 27 of the Programme Guide.

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

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

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

If your project includes organisations from outside the programme countries (i.e. from partner countries) it must be clear how they bring added value to the project (e.g. by introducing new practices), which partners from programme countries could not bring. This will be assessed rigorously.

**Cooperation and communication:** these are central to the success of your project delivery. Please show how all partners will communicate, how you will work together on activities, and how you will communicate with other important stakeholders, who should be identified as far as possible.

Include details of planned transnational project management meetings, including when they will be and who will participate. You need to demonstrate that each meeting is needed and is cost effective as compared with other means of communication and coordination.

**Priorities:** Select from the dropdown menu and choose the most relevant priorities up to a maximum of two. Do not worry if this doesn't cover everything. To add the second topic click on the "+" button and remove by clicking on the "-" button.

**Topics:** Select from the dropdown menu and choose the most relevant topics up to a maximum of three. Do not worry if this doesn't cover everything. Please add more by clicking on the "+" button and remove by clicking on the "-" button.

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

## E. Preparation

This section concentrates on project planning and management.

The proposal should demonstrate that all phases of the project, including the preparation phase, have been properly considered in order for the project to reach its objectives. Any preparation activities should be clearly defined and be relevant to the proposal.

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

- logistical arrangements
- risk management and approach to ensure safety of participants
- selection of participants (if appropriate)
- partnership coordination activity
- training
- research
- language preparation
- baseline surveys to support later impact measurement
- communication overall and promotion to local and wider community about your project
- delivery of activities across the partnership period
- allocation of tasks amongst partners including lead on specific tasks
- monitoring, evaluation and dissemination of project achievements.



## E.1 Project management

**Management of project budget and time:** How will participants ensure cost effectiveness and value for money in terms of activities and results? Is the grant request realistic for good quality implementation of the planned activities? The work programme should demonstrate a well-planned, realistic timetable for the duration of the proposal.

All Erasmus+ projects are co-funded, which means that you will need to outline your sources of co-funding, i.e. income, reserves or contingency funds and demonstrate how they will contribute to the success of the project. You will need to demonstrate that grant funds are to be used in a way which demonstrates value for money. Please outline your system for recording and monitoring expenditure throughout your project and your access to co-funding.

Preparation, implementation, evaluation and dissemination will need to be completed by the project end date. Please detail your planned methods for monitoring progress on each stage of the project with the participating organisations and key stakeholders (where appropriate).

**Monitoring and evaluating quality:** Please list appropriate monitoring and evaluation activities including methods, tools and staff with appropriate skills and knowledge to conduct these activities that will be undertaken at critical stages in the project. Demonstrate how these activities will ensure successful project delivery and measure how needs have been addressed, along with appropriate learning outcomes and impact measures. Please explain why it is relevant to perform these activities daily, weekly, monthly, etc.

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

**Activities and indicators of achievement (quantitative and qualitative):** The proposed methodology should be realistic and appropriate for producing the expected results. How will consistency between objectives, activities and results be measured? Are the proposed activities the most appropriate to address the aims of and reach the objectives of the project?

## F. Implementation

This section concentrates on the delivery of your project. You are asked to give details of activities against each type of output (intellectual outputs, multiplier events, and learning, teaching and training activities).

**Organisation of activities:** You need to demonstrate a project methodology which is well suited to your objectives and outputs. How will your activities be organised? Who will manage and lead them? How will responsibility for the different activities be divided between partners, taking into account their individual strengths?

**Target groups:** Please mention all groups who will be involved in, or directly affected by your activities and outputs. This should relate to the rationale and needs addressed in Section D, 'Rationale, issues and needs to be addressed by the project'.

## F.1 Involvement of Participants with Fewer Opportunities

Reaching disadvantaged groups is a focus of Erasmus+. In this section you can provide details of any participants facing situations that make their involvement more difficult, such as disabilities, cultural differences, educational difficulties, health problems.

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

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

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

## F.2 Project activities

### F.2.1 Intellectual outputs

Intellectual outputs are activities requiring substantial staff input in order to produce tangible and significant outputs in terms of potential impact and transferability to other organisations. Separate funding can be requested to cover the production of such outputs.

They include publications, for example academic papers, policy recommendations at different levels, need analyses, curricula and course materials, new methodologies, training materials, assessment methods and materials, handbooks, advice and guidance, case studies and good practice, websites (though not platforms for project management), innovative uses of IT and different media, ICT based tools and software, evaluations and reports.

To distinguish the production of such outputs from those covered by the funding automatically awarded to a project for 'Project management and implementation', these outputs will have to be set out in detail, demonstrating clearly the concrete outputs and the related effort put into producing them.

The outputs should be innovative and creative, and be developed with a clear aim of transferability or usability to organisations other than those participating in the project.

If you are not creating any intellectual outputs that require additional funding you do not need to complete this section.

To add details, click on the 'Add Output' button and complete as indicated. Some fields complete automatically.

**Output Title:** Enter a title for the output.

**Output Type:** From the drop down box select the type of output that best fits what you are producing, e.g. Course/curriculum, Policy recommendations/guidelines, etc.

**Output Description:** Enter a detailed description of the output, including justification and who outside of the project could benefit from the output and how (details of how the output will be produced is entered later).

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

**Media:** From the drop down box select the media in which the output has been created, e.g. book, DVD, exhibition.

**Activity:** this section relates to the timeline and activities involved in creating the output.

**Project Phase:** From the drop down box select the phase of the project to which the output relates, e.g. preparation, implementation, dissemination, etc.

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

**Description:** Enter details of the activity being undertaken, for example ‘Filming of the DVD at St. John’s Primary School’.

**Tasks and role of each organisation:** Enter details of the tasks of each organisation involved in this activity.

**Estimated start date:** Enter the estimated start date of the activity.

**Estimated end date:** Enter the estimated end date of the activity.

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

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

You can add more outputs as you develop your application; however you can remove only the last output added.

## F.2.2 Multiplier Events

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

The aim of such events should be to test, implement or disseminate, for example, the intellectual outputs to a wider audience, involving a large number of participants from organisations beyond the partnership itself. Such events can be organised at national or transnational level.

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

Funding for multiplier events cannot be used to organise general meetings of the project partnership. This means that there should be no overlap with the transnational project meetings (Section H.2) or the transnational learning/teaching/training activities (Section F.2.3).

To add details, click on the 'Add Event' button and complete as indicated. Some fields complete automatically.

**Event Title:** Enter a title for the event.

**Event Description:** Enter a detailed description of the event, justification for holding the event and details of the number and profile of people that will be attending from outside of the partnership.

Funding is not available for project partners to attend events.

**Intellectual Outputs Covered:** Enter details of the intellectual output(s) from the previous section to which the event is linked.

**Activity:** this section relates to the timeline and activities involved in organising the event.

**Project Phase:** From the drop down box select the phase of the project the event relates to, e.g. preparation, implementation or dissemination, etc.

**Title:** Enter a title for the activity.

**Description:** Enter details of the activity being undertaken.

**Task and role of each organisation:** Enter details of the tasks of each organisation involved in this activity.

**Estimated start date:** Enter the estimated start date of the activity.

**Estimated end date:** Enter the estimated end date of the activity.

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

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

You can add more events as you develop your application; however you can remove only the last event added.

## F.2.3 Learning/Teaching/Training Activities

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

These activities can be:

- Short term exchanges of groups of pupils of any age (travelling with staff / accompanying adults) lasting from 5 days to 2 months.
- Short term joint staff training events lasting from 5 days to 2 months.
- Long term staff teaching or training assignments lasting from 2 to 12 months
- Long term school pupil study periods for pupils aged 14 or over lasting from 2 to 12 months

**Do you foresee the inclusion of learning, teaching or training activities in your project?** From the drop down box choose either ‘yes’ or ‘no’.

**What is the added value of these learning, teaching or training activities with regards to the achievement of the project objectives?** Here you need to detail how any such activities you are planning will contribute to the achievement of the overall project objectives.

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

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

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

**Participants with Special Needs:** Enter the number of participants with special needs (out of the total number of participants).

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

**Is this a long term activity?** From the drop down box select ‘yes’ or ‘no’. Long term activities are measured in months (one month = 30 days); short term activities are measured in days.

**Duration (days):** Enter the number of days the activity will last, if it is a short term activity.

**Duration (months):** Enter the number of months the activity will last, if it is a long term activity.

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

You can add more activities as you develop your application; however you can remove only the last activity added.

## G. Follow up

### G.1 Impact

Impact is the effect of an activity and of its results, including the changes brought about for individuals, organisations, systems, practices, at all levels of society. Strategic Partnerships are expected to contribute to the overall impact of Erasmus+. This section is divided into impact on individual and organisational stakeholders in the project, and impact beyond those involved at different levels. You are advised to study the Programme Guide, pages 93, 94 and 250, for possible impacts at individual and systemic levels.

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

**What is the desired impact of the project at the local, regional, national, European and/or international levels?** Please consider the likely scope of your project and describe the desired impact at the various levels. Will the project lead to any innovative developments or changes?

**How will you measure the previously mentioned impacts?** Please consider how impact on participants and organisations will be measured? What methods will be used to capture data and at what stages will this be collected and assessed?

### G.2 Dissemination and Use of Projects’ Results

Dissemination and use of project results is in an important focus of Erasmus+ (see the Programme Guide, pages 250 to 253). Dissemination here means communicating the project’s successes and results as widely as possible.

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

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

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

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

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

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

**Ensuring project results are available to others:** how will you make sure your results are widely available over the longer term? This may include for example giving open access to resources you have developed, or making sure innovation becomes integrated into the practice of different organisations.

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

## G.3 Sustainability

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

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

## H. Budget

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

Please remember when requesting your budget you need to take into account and include the budget required by your associated partners as well as the local/regional authority.

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

Note that as well as unit costs, there is an overall ceiling for specific budget lines in order to prevent disproportionate amounts of spending on one type of activity.

Your budget should be appropriate to your activity, and demonstrate cost effective use of resources. Several of the budget lines are conditional on your demonstrating added value, so, for example, transnational project meetings should be limited to those which cannot be replaced by emails, teleconferences etc.

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

The European Commission's technical guidelines contain more detailed technical advice and guidance on completing the budget section of the eForm, and you may find it helpful to refer to page 10 of this document as you complete section H of the eForm. The technical guidelines can be downloaded from the UK website at [www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools](http://www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools).

Please also see the Erasmus+ Programme Guide, pages 101 to 107, for further information.

## H.1 Project management and implementation

A monthly grant is paid to each participating local / regional authority – 500 euros per month to the coordinating local / regional authority and 250 euros to the partner local / regional authority(s) for the duration of the project (see page 102 of the Programme Guide for more information). This will fill automatically according to the number of participating organisations and project duration. Please check carefully and validate before moving on to the next section. Please note that for projects involving more than 10 partners, the monthly grant is limited to the amount commensurate with 10 participating organisations, i.e. 2750 euros per month.

## H.2 Transnational project meetings

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

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

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

You will need to enter the following information, referring back to the plans outlined earlier in your application:

- Total number of meetings each organisation will attend
- Distance band for where you will be travelling. Please use the European Commission distance calculator, which can be found at [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)
- PIC for each of the sending organisations
- Total number of participants against each distance band for each sending organisation (see Programme Guide, page 102, for more details)

Click on the “+” button to begin adding details



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

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

**Total No. of Participants:** Enter the total number of participants that will be attending all of the meetings; for example if you are having 4 project meetings over the duration of the project, and there will be 3 people attending each meeting, you would enter 12.

**Distance Band:** From the drop down box select the relevant distance band. If travelling to meetings that fall within different distance bands, enter a separate line for each.

Please note that the ‘travel distance’ measures the distance for a one-way journey but the distance calculator calculates travel for a return journey.

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

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

The maximum amount payable is 23,000 euros per year in total for all partners.

## H.3 Intellectual outputs

Grants are paid per participant per working day by country group, with four categories of participant (see below) and four groups of countries (see page 103 of the Programme Guide). You need to enter the following information, referring back to the plans outlined earlier in your application:

- Your intellectual outputs and the identifier for each generated by the system
- The PIC of organisations contributing to each output
- The categories of staff participating. The category into which an individual falls depends on their role within the project. Note that the roles of “manager” and “administrative assistant” would normally be funded under “Programme Management and Implementation”, so it should be clear from your narrative why these are needed here. A project manager who takes a different role requiring additional time in production of an intellectual output could be included under specific intellectual outputs, and so could individuals who are not otherwise involved in the project. The categories are:
  - Manager
  - Teacher/trainer/researcher/youth worker
  - Technician
  - Administrative assistant
- Working days
- Country of activity

Please check your information and then validate it.

## H.4 Multiplier events

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

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

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

- 100 euros per host country participant (local participant)
- 200 euros per participant from abroad.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- Planned events and the identifier for each generated by the system
- The PIC of organisations contributing to each event
- Number of local (host country) participants
- Number of foreign participants.

Click on the '+' button to begin adding details

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

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

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

**No. of Foreign Participants:** Enter the number of participants that will be taking part from abroad.

The funding amounts will then automatically populate the remaining fields.

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

The maximum amount payable is 30,000 euros per project, irrespective of duration.

## H.5 Learning/Teaching/Training Activities

### H.5.1 Travel

Travel grants are paid using distance bands (see page 104 of the Programme Guide). You need to enter the following information, referring back to the plans outlined earlier in your application:

- Your activity and the identifier for each generated by the system
- The PIC of organisations contributing to each activity
- Distance travelled, calculated using the European Commission distance calculator that can be found at [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) (NB please note that the 'travel distance' measures the distance for a one-way journey but the travel costs have been calculated for a return journey)

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

- 100km – 1,999km = 275 euros per participant
- 2,000km and above = 360 euros per participant

**PIC of Organisation:** From the drop down box select the organisation that will be travelling.

**Activity No:** From the drop down box select the activity that the travel relates to.

**No. of Participants:** Enter the total number of participants (staff and pupils) travelling from the selected organisation.

**Distance Band:** From the drop down box select the distance band.

The funding amounts will then automatically populate the remaining fields. Continue to click “+” to add new lines or “-“ to remove a line. Please note that you can remove only the last line entered.

### H.5.2 Subsistence

This is a contribution to participants' subsistence costs during the activity.

**Long-term learning/teaching/training activities:** Subsistence is paid as a daily amount that varies depending on the duration of the activity from 2 to 12 months (see page 10 of the Programme Guide). You need to enter the following information, referring back to the plans outlined in your application:

- PIC of organisation(s) taking part in each activity
- Activity identifier generated by the application form in section F.2.3
- Duration (months)
- Destination country
- Number of participants

Click on the '+' button to begin adding details

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

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

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

**No. of Participants:** Enter the number of participants.

The funding amounts will then automatically populate the remaining fields.

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

**Short-term learning/teaching/training activities:** Subsistence is paid as a daily amount for activities lasting from 5 days to 2 months (see page 104 of the Programme Guide).

**Short term activities for learners:**

- Up to the 14<sup>th</sup> day, 55 euros per day per participant
- From the 15<sup>th</sup> to the 60<sup>th</sup> day, 40 euros per day per participant

**Short term joint staff training events:**

- Up to the 14<sup>th</sup> day, 100 euros per day per participant
- From the 15<sup>th</sup> to the 60<sup>th</sup> day, 70 euros per day per participant

You need to enter the following information, referring back to the plans outlined in your application:

- PIC of organisation(s) taking part in each activity
- Activity identifier generated by the application form in section F.2.3
- Duration (days)
- Number of participants

Click on the ‘+’ button to begin adding details

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

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

**No. of Participants:** Enter the number of participants.

The funding amounts will then automatically populate the remaining fields.

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

## H.5.3 Linguistic support

A flat rate grant of 150 euros is paid to each participant in long term mobility (2 to 12 months) receiving linguistic support to improve their knowledge of the language of instruction or work. You need to enter the following information, referring back to the plans outlined earlier in your application:

- PIC of participating organisations.
- Activity type plus number
- Number of participants

Click on the '+' button to begin adding details

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

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

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

The funding amounts will then automatically populate the remaining fields.

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

## H.6 Special needs

This is paid against additional actual costs incurred to support participants with special needs.

Please enter actual costs as far as you know them, for example, any additional costs relating to travel for a wheelchair user. The entire additional costs associated with an individual's special needs should be entered in this category. It may not be possible at a later stage to provide extra funding for participants with special needs if this has not been included in your original budget request.

You need to enter the following information:

- PIC of organisation(s) claiming special needs support funding
- Number of participants with special needs
- Description of special needs (this must be backed up by a letter from a suitably qualified medical professional)
- Activities in which the person is participating

Please see the Programme Guide pages 41 and 42 for more information.

Click on the '+' button to begin adding details

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

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

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

**Please list the activities to which this item refers to:** Enter details of the activities in which the participant(s) are taking part.

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

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

## H.6 Exceptional costs

Erasmus+ will fund up to 75% of the costs of contracting goods or services. This must be for items which cannot be provided by project partners. Office equipment which would normally be provided by the partners will not be funded.

Justification for any items included here must be provided in the narrative sections of your application.

Click on the ‘+’ button to begin adding details

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

**Description of Cost Item:** Enter a description of the service or item being requested.

**Please list the activities to which this item refers:** Enter details of the activity the request relates to, along with justification for the need to purchase the service or item.

**Grant Requested:** Please enter the amount of funding being requested.

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

## I. Project summary

Please provide a short summary of your proposed project in the communication language of the project. As you develop your summary, please bear in mind that it may be used by the EC, NA and other agencies for publicity purposes and will be published on the EC’s dissemination platform. Your summary should include at least:

- Context/background of project
- objectives of your project
- number and profile of participants
- description of activities
- methodology to be used in carrying out the project
- a short description of the results and impact envisaged
- the potential longer term benefits

At the end of your project, a description of results will also be requested for publication. Please provide a translation of the summary in English, if the communication language of your project is not English.

## I.1 Summary of participating organisations

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

## I.2 Budget Summary

The application form will automatically calculate the grant for the activities in your application form. However if you wish to request less than this, please fill "Grant requested" under I.2.1 'Project total grant'. Please check carefully before validating.

## J. Checklist

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

- You have used the official Key Action 2 application form.
- All relevant fields in the application form have been completed.
- 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 Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the Timetable of Activities chart.
  - the mandates of each partner to the applicant signed by both parties. The mandate template can be downloaded from [www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools](http://www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools). This is only required between the local / regional authorities, not the associated partners
- Local / regional authorities have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- For grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations and therefore does not apply to schools only partnerships.
- You are complying with the deadline published in the Programme Guide.
- If the duration is 24 months: the start date is 1 September 2014 and the end date 31 August 2016.
- If the duration is 36 months: the start date is 1 September 2014 and the end date 31 August 2017.
- You have saved or printed a copy of the completed form for yourself.

## K. Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the UK website [www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools](http://www.erasmusplus.org.uk/key-action-2/strategic-partnerships-for-schools).

## L. Declaration of Honour

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

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

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

## M. Annexes

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

- The Declaration of Honour signed by the legal representative mentioned in the application
- Timetable of Activities chart
- Partner mandates.

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

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and ods files can be submitted electronically with an application; no other files will be accepted. A file which has been added in error can be removed by clicking the 'remove' button which replaced the 'add' function on the right hand side of the table.



## N. Submission

### N.1 Data validation

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

### N.2 Standard submission procedure

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

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

Applications must be submitted online by the deadline: 11am (GMT) on Wednesday 30 April 2014. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

### N.3 Alternative submission procedure

If applicants are unable to submit their application online within the application deadline they must take the following action

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email your NA at: [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org) with a copy of your application, any annexes and the screenshot attached within 2 hours of the application deadline. In the subject line of the email please put: KA2 application form – [insert here the name of your organisation].

### N.4 Submission Summary

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

### N.5 Form Printing

The UK National Agency advises that applicants print the final completed version of the eForm and retain it for their own records. Hard copies of the eForm do not need to be posted to the UK NA.