

# European Solidarity Corps Technical Guidance

## Volunteering Partnerships Annual

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# APPLICATION FORM

## Technical guide to completing your application

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

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

## Introduction to the eForm

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

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

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

## Accessing the eForm

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

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

You have to be connected to the internet to enter information into the form. The eForm does not have a 'Save' button as it is automatically saved every 2 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 the appropriate draft version, you will need to know the relevant form ID, otherwise the project title will be displayed once it has been populated in the eForm.

## Basic application functionalities

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

Each section of the application form is displayed in the 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 or programme 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 on to add further information to the section. Others, such as the 'Legal Representative' and 'Contact Person' fields, have underlined links that you must click in order to populate this section.

Please note that the maximum number of characters for the narrative boxes is 5,000 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 side menu. The 'Submit' button in the 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** or **edit format**. Please note that you will not be able to submit an application while it is opened by a person you have shared the application with. 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 on 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 Summary' and 'Sharing History'.

Click the 'Share Application' button, choose the format you want to share the form in and enter the email address linked to the EU Login account of the individual you want to share the application with. Below, there is a function to automatically notify the individual that an application has been shared with them and to add a comment that will be saved in the 'Sharing History'. Please tick a relevant box and a blue 'Share' button at the bottom of the screen. Once the user the application is shared with logs into the eForms website, a relevant version of the application will appear under 'My applications' tab.

Under 'Sharing History' and '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 ESC13 applications. This document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems.

### Important note

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

Please note Volunteering activities must meet the following eligibility criteria:

- Participants must be young people between 18 and 30<sup>1</sup> years who are legally residing in a Participating Country or in a Partner Country<sup>2</sup> and have registered in the [European Solidarity Corps Portal](#).
- Participating organisations (i.e. project partners) must hold a valid and relevant (Host/Supporting) Quality Label for volunteering or an Erasmus+ volunteering accreditation (Sending/Coordinating/Receiving). If not yet accredited, they must hold a valid Quality Label for volunteering (relevant to the role they will play in the project) at the start of the activities at the latest, with the exception of Host Organisations identified in the application form – those will need to have at least submitted their Quality Label application prior to the grant application deadline, i.e. 7 May 2020.
- Participating organisations must be legally established in a Participating Country or a Partner Country.
- 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.

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<sup>1</sup> Participants must have reached 18 and must not be older than 30 at the start date of the activity.

<sup>2</sup> For the list of Participating Countries and Partner Countries, please refer to the 2020 European Solidarity Corps Guide, pages 12-13.

## Completing the eForm

### Context

This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on the selection of your project. Unless otherwise specified in the [2020 European Solidarity Corps Guide](#), the receiving National Agency must be located in the country of the applicant organisation.

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

**OID:** Please enter the OID<sup>3</sup> of your organisation, as the applicant. Further details of your organisation will be added further down in the form. If you have already submitted an Erasmus+ or the Corps application in the past, you do not need to re-register on the European Commission's Organisation Registration System – ORS (previously known as Participants Portal) and you should use the same OID for any further applications including those under the Corps.

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

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

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

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<sup>3</sup> If you have already participated in a European Solidarity Corps and/or Erasmus+ project, you will have been assigned an Organisation ID (OID) number, which you can find by searching for your existing Participant Identification Code (PIC) using the Advanced Search function on the new ORS platform.

**Project Start Date:** This is automatically set up as 01.08.2020<sup>4</sup>, which is the start date of the 3<sup>rd</sup> annual agreement for a Volunteering Partnership. You will not be able to change this.

**Project Total Duration:** There is only one option in the drop-down menu and that is 18 months - you must choose this.

**Project End Date:** This date will be automatically calculated by the eForm and show 31.01.2022<sup>5</sup>.

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

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

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

Please note that if you are awarded funding, the indicative date for signing your specific Grant Agreement for the 3<sup>rd</sup> annual grant with the UK National Agency is four months from the submission deadline.

## Applicant Organisation

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

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

### Applicant Organisation Details

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

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<sup>4</sup> Please note that currently the form shows an incorrect start date as 08/01/2020. This error has already been reported to the European Commission and should be rectified soon.

<sup>5</sup> Due to the above-mentioned technical error within the form, the project end date is currently showing as incorrect, i.e. 07/07/2021. Once the start date is amended, the end date should be showing correctly.

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 OID number and you have checked that you are entering the right code – please contact us at [eusolidaritycorps@ecorps.com](mailto:eusolidaritycorps@ecorps.com).

## Associated Persons

Associated Persons are persons related to the project, i.e. **Legal Representative** and **Contact Person**. To populate the details for the Legal Representative and Contact Person, you can click on the relevant 'Retrieve data from your Framework Volunteering Partnership project (ESC12)' button, which will automatically populate the fields with the information you entered in the ESC12 – Volunteering Partnerships application form or you can add them by clicking on the 'Menu' button on the right-hand side of each entry 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 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 with the UK National Agency (UK NA) 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 specific 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 filled should start with '+' and without the initial '0' 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 2020 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 'Applicant Organisation Details' link in the top navigation menu (under the European Solidarity Corps logo).

### **Contact Person**

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

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

Please ensure that the Contact Person details are up-to-date and that those people will be available throughout the application process as well as the project lifetime. Please contact us as soon as possible if there are any changes. Please note, the telephone number filled should start with '+' and without the initial '0' in order to be valid.

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

## **Activities**

This section asks for information about the main activities of the project for year 3 and will be used by the UK National Agency to determine the amount of EU grant that will be needed to implement them. In this section you will see three subsections: a list of 'Activities', a 'Summary of Activities and Participants' and a 'Summary of linguistic support'.

## Activities

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

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

In this sub-section you will encode each one of the activities you plan to implement in your project in year 3. 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 in the narrative of the Volunteering Partnerships application form (ESC12) as this section determines the total requested grant for your project for year 3. Please be aware that if there are significant inconsistencies between the activities listed here and your Volunteering Partnerships application form (ESC12), including any attached timetable(s), then your application may be rejected.

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

A Volunteering activity is defined as either:

- **Volunteering Teams:** for a given group of minimum 10 and maximum 40 volunteers who can carry out their activity jointly in the same timeframe and place, and the tasks are linked to a common theme. Volunteering Teams activities must last between 2 weeks and 2 months (i.e. up to 59 days, excluding travel time). Participants must come from at least 2 different countries (at least 25% must come from abroad), one of which must be a Participating Country<sup>6</sup>.
- **Individual Volunteering:** those activities are carried out for a period of 2 months (as from 60 days, excluding travel time) up to 12 months. Young people with fewer opportunities can volunteer for a shorter duration, starting from 2 weeks (excluding travel days).

**For Volunteering activities, applicants can also apply to carry out an Advance Planning Visit (APV). It will need to be listed as a separate activity within this section.** The APV is used to plan the practicalities of running

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<sup>6</sup> For the full list of Participating Countries, please refer to the 2020 Corps Guide, page 12.

and implementing your Volunteering activities to ensure they are successfully carried out. Costs for APV can be claimed similarly to the costs for the actual Volunteering activity: via Travel budget and any costs relating to boarding and lodging during an APV should be requested under the Exceptional Costs budget.

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

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

If an APV is being carried out, this must be entered in this section as an additional activity. Details of those people that will be attending the APV from both the Host and Supporting Organisations must be given. Participants cannot travel alone for an APV. Please see page 23 of the 2020 Corps Guide for further details.

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

- **Activity Title:** Type in a name for the actual activity selected.
- **Activity Type:** Chose the type of the activity from the drop-down menu.
- **Activity Description:** Once the type of activity was selected, for example 'Individual Volunteering', you will be required to provide a description of the activity. You will be expected to provide the context and objectives, and detail how they will contribute to meet the overall aims and objectives of the project. Any potential synergies among Individual Volunteering placements should be also highlighted here. Similarly to the timetable, specific elements of activities should be described here, such as: venue, dates, countries involved and the role of each partner.
- **Country of destination:** Please choose from the drop-down menu.
- **Total No. of Participants:** Type in the total number of participants that will be involved within the specific annual period of the project, including accompanying persons.

- **Out of which no. of Participants with Special Needs:** Indicate the number of people who will require additional support to aid their participation in the activity (out of the total number of participants detailed earlier) in year 3 of the project<sup>7</sup>.
- **Out of which no. of participants with fewer opportunities:** Indicate the number of people with fewer opportunities (out of the total number of participants indicated earlier) who will be involved in year 3 of the project.
- **Duration (days) including travel days:** This has to be manually included. Please note the following minimum and maximum durations apply:
  - Individual Volunteering activities: 2 - 12 months (as from 60 days, excluding travel time). Volunteers with fewer opportunities can carry out a shorter volunteering activity starting from 2 weeks, excluding travel time.
  - Team Volunteering activities: 2 weeks - 2 months (up to 59 days, excluding travel time), with at least 10 participants and a maximum of 40 participants (excluding accompanying persons) who are doing their service together. In case the project foresees involvement of 40 volunteers and accompanying persons on top of that, the actual number of accompanying people needs to be specified in the narrative section of the application form and relevant funding would need to be requested under the Exceptional Costs budget heading to cover Travel and Organisational Support-Activity Costs.
  - APV: maximum 2 days (travel days excluded).

Please note, for travel exceeding 100km, 2 travel days can be claimed, otherwise only 1 travel day is applicable (i.e. half a day on either side of the activity).

#### 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 Member State that the territory is connected with.

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

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<sup>7</sup> Please note that although the 2020 Corps Guide, page 7, specifies that people with special needs, such as disabilities, are classified as people with fewer opportunities, in this section those two groups should be treated as separate categories.

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

## Linguistic Support

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

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 volunteering tasks.

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

Where the Online Linguistic Support is available 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 volunteers 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 the rate of €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 in OLS are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

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

## Language Course

Once the assessment is completed, the volunteer can take part in the online language course, which is currently only available for Group 1 languages. For example, if you have 7 volunteers coming to the United

Kingdom, please enter 7 under the number of participants for language learning, so that 7 course licences can then be issued.

Please note that some 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 funds for other languages that are not included in Group 1, please state the number of participants for a Linguistic Support grant, e.g. 5 participants going to Iceland. **Please be sure to select the correct Linguistic Support and a relevant number of assessment and 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 menu where the Contact Person(s) included earlier in the 'Applicant Organisation Details/Associated Persons' section will be shown as options.

Further information on OLS can be found on the European Commission website [here](#).

### Important note

The ESC13 form has no specific section to request a budget for your annual grant. The budget will be calculated by the UK National Agency based on the information provided within the application: the number of participants, duration of activity and country of destination, and in line with the eligible costs and rates highlighted in the 2020 Corps Guide for volunteering activities (pages 29-32).

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

This document can be in any format you deem relevant or you can use the template developed by the UK National Agency, i.e. 'Budget Breakdown Spreadsheet'. This spreadsheet should have already been provided to you by your Project Officer, but if you haven't received it yet, please request it via [eusolidaritycorps@ecorps.com](mailto:eusolidaritycorps@ecorps.com).

## Budget

As mentioned above, there is no specific budget section in this application form and it will be determined by the UK National Agency based on the information you included in this form. Therefore, you are strongly encouraged to use the template developed by the UK National Agency (i.e. 'Budget Breakdown Spreadsheet'). This template covers all budget headings and will allow you to give a clear indication of the costs your project will require for the implementation of its activities in year 3.

Please note that based on the advice from the UK Government and the European Commission (EC)<sup>8</sup> that is publically available:

- The UK NA will not grant any requests for visa costs for EU nationals travelling to the UK before 1<sup>st</sup> January 2021. According to the UK Government advice, visas will not be required for stays of 3 months or less and that any participants staying for longer will need to apply for a Temporary Leave to Remain. The latter will not come at any cost to the individual.
- The UK NA will not grant any requests for visa costs for UK nationals travelling to the EU for stays of 90 days or less before 1<sup>st</sup> January 2021. In line with the EC advice, in a 'no deal' situation, the volunteers will not require visas for short stays as long as the UK reciprocates, which UK Government has clearly

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<sup>8</sup> <https://www.gov.uk/guidance/european-temporary-leave-to-remain-in-the-uk>

[https://ec.europa.eu/home-affairs/news/brexit-preparedness-european-commission-proposes-reciprocal-visa-free-travel-eu-uk-nationals-no-deal-scenario\\_en](https://ec.europa.eu/home-affairs/news/brexit-preparedness-european-commission-proposes-reciprocal-visa-free-travel-eu-uk-nationals-no-deal-scenario_en)

indicated it would. UK nationals will need to register on a system and this will come at a cost of €7.00 per person. The UK NA will consider this cost if it is specifically requested under Exceptional Costs.

- The UK NA will review any individual cases where costs are requested for UK or EU nationals travelling on or after 1<sup>st</sup> January 2021 and consider granting the costs if they are sufficiently justified in the application form.
- All our decisions will be based on information publically available at the time the UK NA will review the budget.

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

## Annexes

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

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

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

To attach those documents, click on the relevant 'Add' 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 project, 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 maximum size of a file is 15 MB and the maximum total size the documents must not exceed 100 MB. Also, the maximum number of all attachments is 10. If the above conditions are not met, 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 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 acceptable file format and size limits, you still experience problems with attaching annexes, you can email them to [eusolidaritycorps@ecorps.com](mailto:eusolidaritycorps@ecorps.com) clearly stating which application form they relate to and providing your organisation's details.

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

## Checklist

### Checklist

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

- You have used the official ESC13 – Volunteering Partnerships Annual application form.
- All mandatory fields in the application form have been completed, otherwise the application will not submit correctly.
- The application form is submitted to the National Agency of the country in which your organisation is established.
- The application form is completed in one of the official languages of the European Solidarity Corps Participating Countries, EFTA or Candidate Countries.
- You have annexed all the required documents:
  - the **Declaration of Honour** signed by the Legal Representative identified in the 'Applicant Organisation Details/Associated Persons' section of the application. Please ensure that all required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.
  - the completed project [Timetable of Activities](#)
  - additionally 'Budget Breakdown Spreadsheet' document.
- For grants exceeding €60,000.00, you have uploaded on the Organisation Registration System the documents to give proof of your financial capacity (for more details, please see the section 'Information for Applicants' in Part D of the 2020 Corps Guide). **This is not applicable in the case of public bodies or international organisations.**
- For grant exceeding €750,000.00, you have uploaded an audit report produced by an external auditor.
- You have uploaded on the Organisation Registration System the documents proving your legal status as the applicant.

- You are complying with the submission deadline published in the 2020 European Solidarity Corps Guide: **7 May 2020** (11:00am UK time).
- You have fulfilled all eligibility criteria listed in the 2020 European Solidarity Corps Guide.
- You have saved or printed a copy of the completed form for your own records.

## Data Protection Notice

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

After this section is completed by ticking 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 needed 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 and 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, i.e. **11:00am** (UK time) on **Thursday 7 May 2020**.

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 are marked with a green tick, but the 'Submit' button is 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 1:00pm UK time**. In the subject line of the email please type 'ESC13 – Volunteering Partnerships Annual application form – [name of your organisation]'.

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

A record of submission attempts made for the form will be also recorded on 'My applications' tab for each relevant form. The submission status will be marked next to '2020 ESC13 R2' at the top of each form record. This also should be used in the above instance when an Alternative Submission Procedure is required.

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

## Application Checklist

<input type="checkbox"/>	Do you have an ESC12 Volunteering Partnerships project approved, which relates to this application form for an annual grant request?
<input type="checkbox"/>	Have you used the correct online application form: ESC13 – Volunteering Partnerships Annual, with the deadline of 7 May 2020?
<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 attached all completed project Timetable of Activities for each activity detailed in your application?
<input type="checkbox"/>	Have you attached a completed 'Budget Breakdown Spreadsheet' document?
<input type="checkbox"/>	Have you submitted your form online?
<input type="checkbox"/>	Does the 'Submission Confirmation' show 'YES'?
<input type="checkbox"/>	Have you submitted your application before the deadline of 7 May 2020 (11:00am UK time)?
<input type="checkbox"/>	Have you saved and/or printed the copy of your finalised application form <u>for your own records</u> ?

## After submitting your application

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

