European Solidarity Corps Technical Guidance

Solidarity Projects

Deadline: 11am (UK time) on Thursday 1 October 2020

Version 1: 18 August 2020

Overview

This document is version 1 of the 2020 Round 3 European Solidarity Corps Technical Guidance for Solidarity Projects. If there are any changes implemented in further versions of this guide, their overview will be presented in the following table:

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PART I – PREPARATION

Who is this guide for?

This technical guide is to help UK groups of young people and organisations (applying on behalf of the group) complete the European Solidarity Corps Solidarity Project application eForm under the 2020 Call Round 3. This should be read in addition to the 2020 European Solidarity Corps Guide.

This guide is for groups of young people and organisations (applying on behalf of the group) applying for funding under Solidarity Projects only and is designed to provide technical guidance on the application form (ESC31). If you wish to apply for Volunteering Projects, Traineeships and Jobs or Volunteering Partnerships – Annual Grant, please refer to the relevant Guide for Applicants in the 'Organisations' section on the European Solidarity Corps UK website (https://www.eusolidaritycorps.org.uk/).

European Solidarity Corps and the Transition period

The latest information about UK participation in the European Solidarity Corps and the Erasmus+ Programme can be found on the Transition period page of the European Solidarity Corps UK website. Please check this page regularly and subscribe to our newsletter to receive the latest updates.

European Solidarity Corps and the Coronavirus (COVID-19) outbreak

The UK National Agency and the European Commission are working closely to monitor information on the Coronavirus (COVID-19) outbreak in respect of the European Solidarity Corps and the Erasmus+ Programme. Up to date information can be found on our website and news page.

Introduction to Solidarity Projects

A Solidarity Project is an in-country solidarity activity initiated, developed and implemented by a group of young people. It can last from 2 to 12 months and should have a clearly identified topic which the group of young people wishes to explore together and which has to be translated into the concrete daily activities of the project and involve all the participants. Solidarity Projects should address key local challenges within the communities, but they should also clearly present European added value by addressing priorities identified at the European level.

Furthermore, a Solidarity Project should meet the following criteria:

- It should clearly refer to the European Solidarity Corps' principles and values, in particular towards solidarity.

- It could involve young people with fewer opportunities facing the situations that make their inclusion in society more difficult.

- It should have an impact on the local community by addressing local issues and targeting a specific group or developing local opportunities (particularly in communities located in rural, isolated or marginalised areas), but also through involving different actors and developing new partnerships.

- It should reflect a common concern for issues within the European society, such as for example integrating third-country nationals, climate change or democratic participation.

- It should foster sense of initiative, active European citizenship and entrepreneurial spirit.

Participation in a Solidarity Project will be an important non-formal learning experience for young people, through which they can enhance their personal, educational, social and civic development. In particular, the participants could absorb in practice the concept of social entrepreneurship by creating new products or services that benefit local community or society in general and address important societal challenges. By putting their own ideas into practice, meeting unexpected situations and finding solutions for them, trying out innovative and creative measures, young people will learn new skills and capacities, express their own creativity and take responsibility for their action. As a result, they will boost their self-esteem, autonomy and motivation to learn. Participation in a Solidarity Project could be also a first step into self-employment or setting up organisations in the solidarity, non-profit or youth sectors.

The young people should take the initiative to respond to the issues and challenges around them by taking responsibility and committing themselves to bring positive change in their local community, which is why a Solidarity Project should be directly linked to the local community the young people live in, although some of the projects can also tackle regional or even national issues. By expressing their unity and solidarity in practice, young Europeans are helping to address current and future societal challenges by setting common goals and cooperating together to achieve them, thus ensuring different communities can benefit from Solidarity Projects. The European added value can be expressed through any element of a Solidarity Project that is linked with European issues, values and priorities, and the European priorities will also be promoted through dissemination of the results of the project.

A Solidarity Project will typically consist of the following stages which should be clearly structured:
- preparation
- implementation of the activities
- follow-up (including the evaluation of the activities as well as the dissemination of project's result(s)).

The group of young people implementing a Solidarity Project will decide autonomously on the working methods and how the project will be managed. One of the participants will assume a role of a Legal

Representative who will submit the application (unless an organisation applies on behalf of the group). The group will arrange the distribution of tasks and responsibilities, ensure efficient coordination and communication between the participants, and define the amount of time spent in carrying out the tasks in relation to the goal(s) of the project. Working methods should aim to involve all participants of the group in a balanced way through various phases of the project (i.e. preparation, implementation and dissemination) and activities, while facilitating the participation of young people with fewer opportunities who may encounter difficulties to engage in transnational activities.

A group of young people applying for a Solidarity Project funding can seek support from an organisation (any public or private body) that may apply on their behalf. The role of such organisation should be mainly administrative, i.e. to support the group in the project life-cycle administrative and financial tasks. However, it can also offer support and guidance in identifying and documenting learning outcomes.

> **Important note**
>
> A Solidarity Project **must not** be developed and/or implemented by the organisation that applies on behalf of the group. The proposal should clearly evidence that the project was designed and will be carried out by the young people themselves and they should be seen as the main driving force behind it.

Furthermore, young people carrying out a Solidarity Project may be supported by one or more coaches. A coach is a resource person who could have youth work experience to accompany groups of young people and support their participation. She/he can play different roles, depending on the needs of a given group of young people. The coach(es) will remain **outside** the Solidarity Project, however, may support the group of young people in the preparation, implementation and evaluation of their project, based on the needs of the group. A coach can also facilitate and foster the quality of the learning process and assist in identifying and documenting learning outcomes at the end of the project. Coaches can be volunteers or professionals, but **must not be** project leaders, consultants, members of the group or a Legal Representative for the project.

The group should reflect on the learning process which they experience and have experienced through the different phases of the project, i.e. learning goals should be discussed alongside the general aims of the project during the planning phase and during the implementation, regular reflection should be encouraged, while towards the end of the project the group should consider measures that make the learning outcomes visible. For recognising and validating these learning outcomes, it is recommended to use Youthpass and the related learning process reflection. The group should reflect together on measures aimed at enhancing the visibility of their project and European Solidarity Corps in general as well as relevant follow-up. The project should be framed within a longer-term perspective and planned with a view to achieve a sustainable impact. In order to make the project and its results more sustainable, the group is expected to carry out a final evaluation to

assess whether the objectives of the project have been achieved and the expectations of the group have been met, while evaluating the overall success of the project. The group should also consider the ways of sharing the results of the project and reflect on with who they should be shared.

Important note

The group applying for a Solidarity Project funding must appoint a Legal Representative from among their members, who will be given the capacity to undertake legal obligations on their behalf and submit the application.

If the group chooses an organisation to act on their behalf, one of their staff members with the power to sign legal documents can be appointed as a Legal Representative.

Before you begin

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

1. Read and find out more about this type of project.

2. Check that you are an eligible group or organisation applying on behalf of the group.

3. Review your operational and financial capacity.

4. Check whether your group/organisation has an Organisation Identification (OID) number.

5. Register on the European Commission's Organisation Registration System.

6. Upload or update the Legal Entity and Financial Identification Forms on the Organisation Registration System.

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

8. Register all members of your group in the European Solidarity Corps Portal.

1. Read more about this type of project

The 2020 European Solidarity Corps Guide provides essential information about Solidarity Projects, including eligibility and quality assessment criteria, application procedures and formal requirements.

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

- Pages 52-57 (general information on Solidarity Projects):
  - specific information on requirements for Solidarity Projects, pages 52-53
  - eligibility and quality assessment criteria, pages 54-55
  - funding rules, pages 56-57.

- Pages 71-86 (information for applicants, including procedures, exclusion criteria, formal requirements, award criteria and contractual provisions).

- Pages 87-91 (specific information on dissemination and exploitation of results).

You can find out more about Quality Label, Traineeships and Jobs, Solidarity Projects and the European Solidarity Corps programme in general on our **free and interactive online course** here and here.

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

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

- EU Strategy for Youth: http://eur-lex.europa.eu/legalcontent/EN/TXT/PDF/?uri=CELEX:52009DC0200&from=EN

- Europe 2020 Strategy: https://ec.europa.eu/eurostat/web/europe-2020-indicators

- Main European Youth Policy Documents: http://ec.europa.eu/youth/library/index_en.htm

- National Youth Policies across Europe: https://eacea.ec.europa.eu/national-policies/youthwiki

- UK Government Civil Society Strategy: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/732765/Civil_Society_Strategy_-_building_a_future_that_works_for_everyone.pdf.

2. Check that you are an eligible group or organisation applying on behalf of the group

Groups of young people applying for funding to support implementation of Solidarity Projects must meet the following criteria:

1. A group must have a <u>minimum of five young people</u> who do not have their own legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal

obligations on their behalf. For ideas on how young people can find group members in their local community for a project, read our helpful blog post here.

- All members of the group must be aged between 18 and 30 years[1] and legally residing in one and the same Participating Country[2] (there is no maximum number of participants).

- All participants must be registered in the European Solidarity Corps Portal.

- One of the young people in the group assumes the role of the Legal Representative and takes the responsibility of submitting the application.

- For the purpose of simplification, groups of young people are assimilated to legal persons (organisations, institutions, etc.) in the European Solidarity Corps Guide and fit within the notion of participating organisations for the Action in which they can take part.

Important note

Groups of young people must use a group name that is not the name of an individual or that otherwise distinguishes it from an individual within the group. For example, a group cannot be named "John Smith", however "John Smith Youth Group" would be acceptable.

Groups of young people must also hold a bank account that is in the same name of the group and not in the name of an individual.

Organisations applying on behalf of the group of young people who will implement a Solidarity Project can be any public or private body.

Important note

Following the outcome of discussions between the National Authority for the European Solidarity Corps in the UK and the European Commission, it has been confirmed that UK organisations can participate in Solidarity Projects as an applicant on behalf of the group as long as they have a legal personality.

In order to be considered an eligible 'participating organisation', UK organisations participating in Solidarity Projects as an applicant acting on behalf of the group must be able to evidence at the application stage that they are legally registered in the United Kingdom and have a separate legal

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[1] Participants must have reached 18 and must not be older than 30 at the start date of the activity.

[2] For the list of Participating Countries, please refer to the 2020 European Solidarity Corps Guide, page 12.

personality (i.e. a legal distinction between the owner and the business). The only exceptions to this ruling are unincorporated charities that are legally registered with the Charity Commission.

The UK National Agency is working to ensure maximum access to European Solidarity Corps and as such charities with an unincorporated status, such as trusts and associations that are registered with the Charity Commission are also be eligible to apply. Organisations without an incorporated legal status or those unincorporated and not registered on the Charity Commission's database cannot qualify as 'participating organisations'. Based on the above, more in-depth checks have been put in place in order to check the legal status of the participating organisations in European Solidarity Corps programme in 2020.

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

The accepted unincorporated structures for 2020 European Solidarity Corps applications include:
- Registered charities on the Charity Commission website for England and Wales, Scotland or Northern Ireland including:
  o Trusts
  o Associations.

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

Please also ensure the following:

- The organisation applying on behalf of the group must be based in the UK. UK establishments or overseas organisations are not eligible to apply for the European Solidarity Corps funding in the UK. This is because a UK establishment takes the legal status of the overseas company and has no separate legal personality.

- The project activities must take place in the country of residence of the participants.

- The duration of the project is from 2 to 12 months, starting between 1 January 2021 and 31 May 2021.

- Your application form is completed in full and submitted by the deadline time and date, i.e. 11:00 am (UK time) on 1 October 2020.

> **Important note**
>
> Organisations that wish to apply on behalf of the group for a Solidarity Project funding must be based and registered in a Participating Country of the group.
>
> You can find a list of Participating Countries on page 12 in the [2020 European Solidarity Corps Guide](#). For more information, please see the specific eligibility criteria for Solidarity Projects on page 54 of the Guide.

2.1 Other relevant eligibility criteria

Exclusion Criteria

Please ensure that you (and the organisation applying on your behalf, where applicable) have read and understood the Exclusion Criteria in the [2020 European Solidarity Corps Guide](#).

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

Double Funding

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

3. Review your operational and financial capacity

3.1 What is operational capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver European Solidarity Corps projects and administer them in accordance with the Grant Agreement with the UK National Agency and the 2020 European Solidarity Corps Guide published by the European Commission.

The assessment of operational capacity will consider:

- The management of the group or organisation applying on behalf of the group (e.g. details and roles of young people/staff involved in the project delivery and management of the group/organisation, including details of any financial and administrative support).

- Its past history, if any, in delivering European Commission funded projects.

- The number of staff and/or young people who will be involved in managing the project.

- Access to support networks (only for smaller groups or smaller organisations applying on the behalf of the group).

- The results of previous monitoring or audits by the UK National Agency.

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

The UK National Agency may limit the number of live projects a group (or its appointed organisation) manages at any one time if it does not evidence sufficient operational capacity to successfully deliver them.

Furthermore, applicants will not be granted financial assistance if on the date of the grant award procedure they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK National Agency as a condition of participation in the grant award procedure or fail to supply that information (see the 'Exclusion Criteria' section in Part D, pages 72-75 of the 2020 European Solidarity Corps Guide).

Important note

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

3.2 What is financial capacity?

All European Solidarity Corps projects are co-funded and the Corps grants may not cover all costs: the grant is **intended to be a contribution** towards the costs of project implementation and solidarity activities. Projects must be delivered and reported on using only a pre-financing payment or an advance. In certain circumstances, e.g. a weak financial capacity of the beneficiary or if the treasury situation of the EU funds on the 'National Agency bank accounts' does not allow for a single first pre-financing payment to beneficiaries, the UK National Agency reserves the right to make staged payments.

Please note, a formal Financial Capacity check does not apply to public bodies (including Member States organisations) and international organisations. The checks will not be normally undertaken in cases where the

grant request does not exceed €60,000.00 (see the section on 'Financial capacity' in Part D, pages 75-76 of the 2020 European Solidarity Corps Programme Guide). However, in cases where the NA has serious concerns about the financial capacity of a group of young people or an organisation applying on their behalf, or where cumulative grant requests submitted by the same group (or organisation) for several projects exceeds €60,000.00, the NA may decide to do a Financial Capacity check and may ask the applicant to submit the required supporting documents.

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

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

Payment Structures

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

- Some projects may be offered one pre-financing payment at the start of the project, followed by a final payment of the balance, following the approval of a Final Report.

- In other cases, the pre-financing may be split into several smaller instalments which may be linked to the approval of interim (or progress/technical) reports submitted to the National Agency.

- In some cases pre-financing may not be offered, in which case the grant would be paid at the end of the project, following the approval of a Final Report.

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

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

For further information, please refer to the 2020 European Solidarity Corps Guide, pages 76-78.

3.3 What if my group (organisation applying on our behalf) is new or has no accounts?

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

3.4 What kind of bank account does my group (organisation applying on our behalf) need in order to receive European Solidarity Corps funding?

All European Solidarity Corps grants are paid in Euros, therefore it is recommended that you use a Euro bank account to avoid any exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account.

Other conditions include the following:

- Account Holder and Account Name - these must be in the name of the group of young people or organisation applying on their behalf (but not in the name of an individual).

- IBAN Number – it is mandatory that the IBAN number for your bank account starts with GB for UK bank accounts or the account will not be able to receive payment(s).

- The bank branch address must be in the UK.

4. Check whether your group / organisation has an Organisation ID (OID)

A group of young people (or organisation applying on their behalf) that considers applying for European Solidarity Corps funding must first register with the European Commission using the Organisation Registration System (ORS) (previously the Participant Portal, where you would have received a 'PIC' - please see step 5 below) and receive a unique Organisation ID (OID). The OID is directly linked to the information that you registered on the ORS and enables you to enter all your group's (or organisation's) details into your application form simply by inserting your OID.

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

5. Register on the European Commission's Organisation Registration System (OID)

In October 2019, the European Commission launched a new system for Erasmus+ and European Solidarity Corps actions. Please note that organisations that have already participated in a European Solidarity Corps and/or Erasmus+ project do not need to register again. You will have been assigned a new Organisation ID, which you can find by searching for your existing Participant Identification Code (PIC) using the Advanced Search function on the new platform.

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation. Please note that both the applicant organisation and any partner organisations (UK and transnational) must register on the European Commission's Organisation Registration System before completing a European Solidarity Corps application form.

The Organisation Registration System is accessible via an individual's EU Login account[3]. If you have not previously registered your organisation on EU Login, you can access the help section by clicking here. If you are the Contact Person for your project, you must register for an EU Login account even if your organisation already has an OID.

The Organisation Registration System can be accessed at:
https://webgate.acceptance.ec.europa.eu/erasmus-esc/organisation-registration/screen/home

Once registered, you will receive an OID, which will commence with an 'E' and be followed by 8 digits. When an OID is entered into an application form, the organisation's details will be populated automatically.

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[3] EU Login is previously known as ECAS. If you are already registered on ECAS, you can use these login details to access EU Login.

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

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

> **Important note**
>
> You will be expected to use the Organisation Registration System throughout your project's lifetime and each time that you apply for European Solidarity Corps funding. Therefore, you should take measures to ensure that your organisation's data is correct and up-to-date, and that you always have the login details to access the system.

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

Once registered, your group of young people (or organisation applying on your behalf) must have their legal status validated by the UK National Agency. Applicants cannot receive European Solidarity Corps funding until they have been validated. To enable the UK National Agency to validate your group/organisation, you will need to upload certain documents onto the Organisation Registration System.

You must upload a **Legal Entity Form** to the Organisation Registration System as well as supporting documents for this form. The Legal Entity Form templates can be found here: https://ec.europa.eu/info/publications/legal-entities_en.

Please be aware that there are three types of legal entity documents available: 'Natural Person', 'Private Company' and 'Public Law Body'. Please choose the adequate Legal Entity Form: for groups of young people it needs to be a 'Natural Person' Legal Entity Form, for the organisation applying on your behalf this will depend on whether they are a 'Private Company' or a 'Public Law Body'. The 'Natural Person' LEF is only to be used by the Legal Representative of the group.

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your group's or organisation's legal status.** The supporting legal documents must be consistent with the information about your group/organisation provided on both the Organisation Registration System and the Legal Entity Form.

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

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

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent[4] bank statement for a given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments in Euro. If you are successful in securing European Solidarity Corps funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

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

If you have applied for Erasmus+ funding in the past and have already been validated by the UK National Agency as a result, you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted, but you can simply upload another document in their place. Please remember to include a document version number or a date of creation. Private organisations applying on behalf of the group for a grant above €60,000.00 and all unincorporated registered charities applying for a grant of any amount on behalf of the group should also ensure that their most recent set of accounts are uploaded to the Organisation Registration System to enable a Financial Capacity check to be carried out (see pages 75-76 of the European Solidarity Corps Guide for more information about Financial Capacity).

For more information about registering and uploading documents to the Organisation Registration System as well as updating information and previously uploaded documents, please refer to the Participant Portal User Manual where you can find a link to the Organisation Registration – User Manual by scrolling down the page to the 'Resources' section.

Important note

Please note that any information included in the Legal Entity Form and Financial Identification Form <u>must</u> match the details in the application form and the Organisation Registration System.

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

In order for you to write a high quality Solidarity Project application, it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

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[4] i.e. not older than 18 months from the deadline date of the round for which you are applying

1) A formal eligibility check is undertaken by the UK National Agency staff.

2) A qualitative assessment is undertaken by external expert(s) who will have been selected based on their experience and knowledge of the youth sector.

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

Relevance, rationale and impact of the project (maximum 40 points)	• The relevance of the project to the objectives of the European Solidarity Corps. • The degree to which the project takes into account the European Solidarity Corps principles and values, in particular solidarity. • The extent to which the project provides European added value. • The extent to which the project will address well defined and important societal needs. • The relevance of the project to the needs of individual participants, communities and target group (if any). • The potential impact of the project on participants, including their personal, entrepreneurship skills and social involvement. • The potential impact on communities.
Quality of the project design (maximum 40 points)	• The consistency between project objectives and activities proposed. • **The extent to which the project is designed, developed and implemented by young people;** • The extent to which the composition of the group permits to reach the project objectives. • The clarity, completeness and quality of all the phases of the project (preparation, implementation and dissemination). • The balanced involvement of the participants of the group at the various phases of the project. • The extent to which learning process in the project is reflected upon (planned, thought through).

Quality of project management (maximum 20 points)	• The quality of the practical arrangements and management modalities. • The quality of cooperation and communication between the participants of the group. • The measures for evaluating the outcomes of the project. • The appropriateness and quality of measures aimed at disseminating the outcomes of the project and making it visible.

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

Important note

Any application scoring less than half of the available points for any of the three quality criteria will not be considered suitable for funding. In addition, a proposal needs to score more than 60 points in total. If these two criteria are not met, the proposal will not be considered for funding. For example, if an application scored 40 for relevance, 30 for quality of project design and 9 for quality of project management, it would not be successful even though 79 is a good score overall. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

Uniqueness of Applications

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

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

Proportionality

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

8. Register all members of your group in the European Solidarity Corps Portal

The European Solidarity Corps Portal offers European and national information and opportunities that are of interest to young people wishing to engage in the solidarity sector. It provides a one-stop shop for both interested young people and organisations wishing to join and to be part of the Corps. The Portal also allows young people to follow online trainings, get access to other services and, importantly, to build a community of like-minded young people.

The aim is for the European Solidarity Portal to be integrated into all processes of the Corps. To access the European Solidarity Corps Portal, go to: http://europa.eu/youth/solidarity_en.

You can register for the European Solidarity Corps when you are 17 years old, but you cannot start a project until you are over 18. European Solidarity Corps projects will be available to people up to the age of 30 years old.

After a successful registration, you will receive a unique Personal Reference Number (PRN) which is a 10- or 16-digit number.

When will results be notified?

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

Please note that if your application is selected for a reserve list place, you will be asked to confirm whether you wish to accept that place and the UK National Agency will keep you regularly updated. For the indicative notification and project life-cycle deadlines as well as payment modalities, please have a look at page 83 in the 2020 European Solidarity Corps Guide. In any case, the UK National Agency (UK NA), aim to notify you of the final outcome in Dec 2020 at the latest.

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

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

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

Where to find more help and advice?

The UK National Agency has created the Solidarity Project Planner to help you to structure your project idea and create a first draft of your proposal by highlighting the essential aspects of your project. You can watch a video here to help you complete the Planner.

You can also find out more about Solidarity Projects and the European Solidarity Corps on our **free and interactive online course**. For more information see here and here.

Read our Stories from participants and organisations who have taken part in the European Solidarity Corps Programme as well as blog posts on Solidarity Projects, such as Sailing the Mayflower to Equality & Justice, in London and Action for Local Youth Voice Empowerment UK (ALYVE UK), in Scotland.

The European Solidarity Corps Portal provides a one-stop shop for both young people and organisations wishing to join and be part of the Corps.

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

My House of European History offers a virtual library of testimonials and stories from people across Europe. With this platform people enjoy the opportunity to explain what Europe means for them and how they see themselves as having contributed to its history. These stories can be about what it means for you to be European or even recounting the significant historical events that have shaped our lives in Europe from a personal angle or that of a loved one.

Moreover, you can check the European Youth Portal which gives information on opportunities for young people: https://europa.eu/youth/EU_en.

The European Solidarity Corps team at Ecorys UK are also here to help you with any queries you may have regarding your application for a Solidarity Project. You can contact the team by emailing us at eusolidaritycorps@ecorys.com. You can complete the Project Outline Form and submit to the UK National Agency by **14 September 2020** to book a support session on your project idea to make sure you submit a high quality application.

Important note

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

Sign up to our European Solidarity Corps newsletter to receive the latest information and updates on upcoming events and webinar. You can also follow us on Facebook, Instagram and Twitter.

Important note

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

Preparation Checklist

Please check the following before completing your application form:

☐	Have you read the relevant sections of the 2020 European Solidarity Corps Guide?
☐	Have you checked how your application relates to the objectives, principles and values of the European Solidarity Corps?
☐	Have you checked whether this is the right Action for your project?
☐	Have you checked whether your group/organisation applying on your behalf is eligible for European Solidarity Corps funding?
☐	Can you demonstrate the operational and financial capacity of your group (or organisation applying on behalf of the group)?
☐	Does your group (or organisation applying on behalf of the group) have an Organisation ID (OID) number?
☐	If your group (or organisation applying on behalf of the group) does not have an OID yet, have you registered on the European Commission's Organisation Registration System via EU Login?
☐	Have you uploaded the updated Legal Entity Form onto the Organisation Registration System, along with any required supporting documents?
☐	Have you uploaded the updated Financial Identification Form onto the Organisation Registration System, along with any required supporting documents?
☐	Are all your details on the Organisation Registration System correct and up-to-date?
☐	Are all members of your group of young people registered in the European Solidarity Corps Portal?
☐	Have you checked the quality criteria against which your application will be assessed?
☐	Does your application demonstrate that the project is designed, developed and implemented by young people?
☐	Does your group (or organisation applying on behalf of the group) have a Euro account or an account that will accept Euro payments?

PART II – APPLICATION FORM

Technical guide to completing your application

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

It is important to note at the application stage that if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided within your application form. 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 Solidarity Projects.

Introduction to the eForm

It is compulsory to complete the eForm when applying for Solidarity Projects 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. ESC31.

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

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

Accessing the eForm

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

- 'Open Calls' tab with the 'Apply' button – please click here and select 'ESC31 Solidarity Projects' to open a new version of the online eForm.

- 'My applications' tab where all the submitted or draft applications will be displayed.

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

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

Basic application functionalities

You should fill in all the required fields in the form using the mouse or tab keys to navigate. Mandatory fields are marked with a red stripe on the left hand side 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 given section or if not all the application rules have been respected, a section will be marked with a red exclamation triangle icon. Most individual questions will be marked in the same way to make it easy to identify and fix any issues.

Please note that fields appearing in grey are 'Pre-filled' or 'Calculated' fields. You will not be able to modify these and they will display either default values, calculation results or data input in other fields or tables within the application form.

If there are tables and fields in the form where multiple entries are possible or blocks/sections can be repeated, you can add rows or sections by clicking on the relevant grey 'Add' button. To delete an entry, please click on the grey 'Menu' button on the right hand side of a given entry and choose a relevant 'Delete' function (e.g. 'Delete an activity').

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

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

You can navigate back and forth through different parts of each section by using the links at the top of the page (under the European Solidarity Corps logo).

Submitting the eForm

You can only submit the e-Form once all sections have been completed correctly and have been marked with a green tick in the left-hand black menu. The 'Submit' button in that menu (at the bottom) will then become active and you will need to click on 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 from the web forms 'Home' screen and then select 'Share' function from the 'Menu' button to the right of the application you want to share. Alternatively, within a given eForm there is a section marked 'Sharing', which will take you to a section marked 'Sharing History' and 'Sharing Summary'.

Click the 'Share Application' button, 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. This document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems.

Completing the eForm

When completing the eForm, we recommend that you look at how your application will be assessed against the criteria by reading the 2020 Guide for Experts, which can be found <u>here</u>, namely pages 27 to 29.

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

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

Project Title (and Project Title in English): Please choose a title for the project, different from your organisation's name.

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

Project Start Date: Select a start date between 01/01/2021 and 31/05/2021 from the calendar.

Important note

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

Project Total Duration (Months): The overall project duration can be between 2 and 12 months – please select the number of months from the drop-down menu. You must choose the duration of the project to include all

project-relevant activities within the project dates, from planning, execution and monitoring, through to evaluation and dissemination.

It is important, therefore, to consider a realistic project duration to be able to carry out all project activities to a high standard.

Project End Date: This should be no longer than 12 months after the start date and after all project activities have taken place. The project end date will calculate automatically once you have selected the Project Total Duration in months.

National Agency of the Applicant Organisation: Please select UK01 (United Kingdom) from the drop-down menu.

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

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

Applicant

This section asks you to provide information relating to the applicant group of young people or the organisation applying on their behalf.

In advance of completing this section of the form, you must register your group/organisation on the European Commission's Organisation Registration System to obtain an OID number, which will commence with an 'E' and be followed by 8 digits (if you have an 8 digit PIC number, please see section 5 of this guidance). If you have submitted an Erasmus+ application in the past, you do not need to re-register on the ORS and should use the same OID for any further applications, including those under the Corps.

Once you have entered your OID in the box, the 'Legal name' and 'Country' fields should populate automatically. You need to then select 'Organisation details' function from the grey 'Menu' button to complete this section.

Applicant Organisation Details

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

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

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

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

Profile

Type of Organisation: In the 2020 eForms applicants can indicate the type of the organisation as this information is no longer completed in the Organisation Registration System. Please note that as this field is compulsory, you cannot leave it empty and you should pick one option from the drop-down menu.

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

If you experience problems at this stage and the fields are not populating correctly, we recommend that you check your group's or organisation's registration on the Organisation Registration System. Please refer to the Participant Portal User Manual where you can find a link to the Organisation Registration – User Manual by scrolling down the page to the 'Resources' section.

Associated Persons

Associated Persons are persons related to the project, i.e. **Legal Representative** and **Contact Person**. To populate the details for the Legal Representative and Contact Person, please click on the grey 'Menu' button on the right hand side and choose 'Person's Details' function.

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

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

Legal Representative

In this section please enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your group of young people or organisation applying for funding on the behalf of your group. In case of the latter, this may be their Finance Manager or another member of the Senior Management Team. If your application is approved, this person will also be the signatory for the Grant

Agreement and the person who takes on the terms and conditions attached to the grant on behalf of the applicant.

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

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

If the address of the Legal Representative is the same as the organisation address (in case when an organisation applies on behalf of the group of young people), you should click on the 'Use Same Address as Organisation' button. The fields will populate automatically with the organisation address details. If the applicant is a group of young people, the 'Address' should be always the address the group is registered under on the Organisation Registration System, i.e. the address of their Legal Representative. If the applicant is an organisation applying on behalf of the group and 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 reviews the Declaration of Honour, together with the 2020 European Solidarity Corps Guide, Part D 'Step 2: Check the Compliance with the Criteria' on pages 72-76. Please ensure you give special attention to the Exclusion Criteria (pages 72-75).

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

Contact Person

Please complete this section as per the previous one for 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 address the group or organisation (applying on behalf of the group) is registered under in Organisation Registration System, you should click on the 'Use Same Address as Organisation' button. The fields will populate automatically with the address details. If the address of the Contact Person is different from the registered address, you should ensure you enter the additional address details manually.

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

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

Composition of the Group

In this section you will need to provide the names of all the members of the group implementing the project, together with their country of residence and Personal Reference Number (PRN) that they acquire after registering in the European Solidarity Corps Portal (see page 20 of this guide for details). All members of the group must be legally residing in one and the same Participating Country[5]. After putting in your PRN, the rest of the individual's details will be populated automatically, i.e. first name, last name and the country of residence, as they were recorded on the European Solidarity Corps Portal. Please check that all those details are correct before proceeding further.

When the applicant is a group of young people, both the appointed Legal Representative and the Contact Person are part of the minimum 5 group members.

You have the option to add more members of your group of young people by clicking 'Add Member' button. To remove any group members, please click on the grey 'Menu' button and select 'Delete Member'.

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

Project Description

Relevance, Objectives and Impact

This section asks for information about the rationale and context for your Solidarity Project as well as its objectives and key challenges your project will seek to address. You must also describe how your project is relevant to the overall objectives of the European Solidarity Corps and what its European added value is. The project should also take into account the European Solidarity Corps principles and values, in particular solidarity (see page 6 to 7 of the ESC Guide for more information).

Furthermore, you will need to specify the indented benefits of your project for local communities and/or target groups as well as its expected impacts on the project's participants, including their personal development, entrepreneurship skills and social involvement. There should be a coherent link between the European Solidarity Corps objectives, the project objectives and its activities.

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[5] For the full list of Participating Countries, please refer to the 2020 Corps Guide, page 12.

You should also explain how activities will bring EU added value (see page 8 of the ESC Guide for more information).

Finally, you must select relevant topics being addressed by the project (maximum 3). Please select them from the drop-down menu. Do not worry if a given topic doesn't cover everything. If your project is to address more than three topics, please choose the most relevant ones.

Quality Management

In this section you will have to describe the processes established for agreeing tasks and responsibilities within the group in order to ensure good administration, coordination and delivery of the project, together with balanced involvement of all members of the group at the various phases of the project, including effective financial and time management. You must also ensure that you detail how you intend to facilitate effective management and communication within the group.

Activities

This section asks for detailed information about the activities of the project, including preparation required for those activities. The three main phases of the project, i.e. preparation, implementation and dissemination, should be clear, complete and of good quality. **All activities** within the project will need to demonstrate compliance with the principles and provisions described in the 2020 European Solidarity Corps Guide. This includes the use of a variety of informal and non-formal methods to generate learning through which young people can enhance their personal, educational, social and civic development. All activities should also include space for participants to reflect on their learning via Youthpass and should encourage active participation, creativity and initiative.

Participants of the Group

Composition

The information in this section will inform the assessor of your group's capacity to successfully manage the project and requested grant. You will need to describe the group, including how it was created and how its members were chosen. You should ensure you provide details of the experience and competences the group members will bring to the project to evidence the group's capacity to reach the project objectives.

Learning Outcomes

This section requires information on the knowledge, skills and competences that participants will develop throughout the project. There should be a clear link between the aims of your project, the planned activities and the learning outcomes. They should also be relevant to the young people participating in the project and address the need(s) or challenge(s) identified for this proposal.

You will also need to describe how the expected learning outcomes are going to be identified and documented. Youthpass or Europass can be used as recognition tools to support participants' learning and reflection (both on their learning process as well as competences developed in the project), but you can also make use of other European or national instruments/certificates to validate the competences acquired by the participants during their experience. Please provide details on how the chosen tools will be used. It is important to remember to include the methods that support reflection and documentation of the learning outcomes in all project activities and throughout different stages of the project.

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

Europass is a portfolio of five different documents and an electronic folder aiming to contain descriptions of the entire holder's learning achievements, official qualifications, work experience, skills and competences acquired over time. This electronic folder helps the holder build up a personal and modular inventory of acquired skills and qualifications. The aim of Europass is to facilitate mobility and improve job and lifelong learning prospects in Europe. For more information, please visit the [Europass website](#).

Coach

In this section you will need to identify whether your Solidarity Project will be supported by a coach by choosing 'Yes' or 'No' from the drop-down menu.

If yes, you will then be asked to describe their profile and how they will support your group of young people in preparation, implementation and evaluation of the project, based on the needs of the group. If they have youth work experience, please provide the details here. The coach can also support participation of young people in the project, facilitate and foster the quality of the learning process and assist in identifying and documenting learning outcomes at the end of the project. A coach can be a volunteer or a professional, but they **cannot** be a project leader, a consultant, a member of the group implementing the project or a Legal Representative for the project.

If your project will have support from more than one coach, each coach should be described as detailed above.

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

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

Evaluation

This section is focused around a description of the measures you will put in place in order to assess whether, and to what extent, each activity has reached its objectives and desired results, and to evaluate the project's overall success. You will also need to evidence the methods used to assess whether the expectations and needs of the members of the group were met, including the expected learning outcomes.

Sustainability

In this section you are asked to detail mechanisms you will use to sustain the impact achieved by your project after the funding has finished and whether you are planning any follow-up Solidarity Projects in the future. Please describe your methodology and/or strategy for ensuring local communities will still benefit from your Solidarity Project after it ends.

Project visibility and dissemination of results

This section asks you to detail measures aimed at enhancing visibility of your project and European Solidarity Corps initiative in general. Please describe here how you will raise awareness of your Solidarity Project, including any inclusion opportunities, if applicable. You must also provide plans for sharing the outcomes of your project outside your group and clearly state who your target groups are for dissemination. At the end of your project, you are expected to share the lessons learnt, tools or methods developed, so that others can benefit from this. It must be clear how you will share concepts or solutions as well as, if possible, influence policy or practice through these dissemination activities. There is a European Solidarity Corps Project Results Platform currently being developed (and expected to be launched soon) that will be used for sharing project results and increasing overall visibility of projects

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

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

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

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

Budget

Project Costs

Project Management budget heading is calculated on a **unit cost** basis at the rate of € 500.00 per month, based on the duration of your project. It is calculated automatically in line with the information you provided in the 'Context' section of the application form and cannot be amended here unless you change the 'Project Total Duration' in the above mentioned section.

This budget covers costs linked to the implementation of the project, e.g. preparation and implementation of activities, evaluation, dissemination and follow-up activities.

Coaching Costs

This budget heading is intended to cover costs linked to the involvement of a coach in the project (if applicable) and is calculated on a **unit cost** basis according to the venue country and the number of working days (a maximum of 12 days can be requested per project). This budget heading is specific to coach costs and is generated only if you responded 'YES' to having a coach involved in your project earlier in the section 'Project Description'. After inputting the number of days your coach/coaches will be involved in the project, the form will automatically calculate the allocated amount. Please note the request for financial support to cover coach costs must be motivated in the application form.

For the UK, the unit cost for the Coaching Costs is € 214.00 per day.

You will need to justify the amount of support the coach(es) will provide. Where possible, please detail what the coach will do, and at what stages of the project the coach will support the group.

Exceptional Costs

Exceptional Costs are calculated on an **actual (real) cost** basis and these can be included after clicking the button 'Add Exceptional Cost'. You will have to enter a detailed breakdown (e.g. "3 hearing aids for disabled participants at €50 each") in the 'Description and Justification' field, and then the actual amount you are requesting.

Please note Exceptional Costs can be requested for any expenses related to supporting the participation of young people with fewer opportunities[6] and this request must be motivated in the application form. **Please give as much information as possible for why these cost items have been requested** to enable the UK NA to determine whether the request is justified and can be granted.

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[6] For the full definition of young people with fewer opportunities, please refer to the 2020 European Solidarity Corps Guide on pages 6-7.

Budget Summary

This is a pre-filled section that provides an overview of the grant requested for the project under each budget category.

Please note that all information in this section is read-only and will be automatically filled in with the information you have input into the above sections.

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

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

Project Summary

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

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

- Context/background of project.

- Objectives of the project.

- Description of activities implemented during the project.

- A description of the results and impact envisaged and the potential longer-term benefits.

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

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

Annexes

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

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

If you would like to attach any other documents relevant to your Solidarity Project application, please click the 'Add file' button below the box displayed. This will then open up an additional window, which will allow you to browse files on your computer and upload them.

We would recommend that multiple documents are scanned into a single file. The 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 on a corresponding black 'X' button which will appear on the right hand side of the table once a document has been added.

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

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

Checklist

Checklist

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

- You have used the official ESC31 – Solidarity Projects 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 group of young people (or the organisation applying on your behalf) is established.

Other requirements should also be checked as follows:

- The application form has been completed using one of the official languages of the Corps Participating Countries.

- You have fulfilled all eligibility criteria listed in the 2020 European Solidarity Corps Guide.

- You have annexed the **Declaration of Honour** signed by the Legal Representative identified in the 'Applicant/Associated Persons' section of the application. Please ensure that all required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.

- For grants exceeding € 60,000.00, you have uploaded the documents on the Organisation Registration System to give proof of your financial capacity (for more details, please see section 'Information for Applicants' in Part D of the 2020 European Solidarity Corps Guide). **This is not applicable in the case public bodies or international organisations apply on behalf of a group of young people.**

- You have uploaded on the Organisation Registration System documents proving your legal status as the applicant.

- You are complying with the submission deadline published in the 2020 European Solidarity Corps Guide, i.e. 1 October 2020 at 11am (UK time).

- You have saved or printed a copy of the completed form for your own records.

Please also ensure that your application demonstrate that the project is designed, developed and implemented by young people.

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 bottom left hand side at the bottom of the screen will become active and you need to click on it to submit your online application.

Standard Submission Procedure

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

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

Applications must be submitted online by the relevant deadline: **11am** (UK time) on **Thursday, 1 October 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 marked with a green tick, but the 'Submit' button still inactive) – **this must clearly show the submission time and date and that you attempted to submit the application before the deadline.** You should also send a screenshot that details any technical errors that occur.

2. Email the UK National Agency team managing this action at eusolidaritycorps@ecorys.com with a PDF copy of your application, any annexes and the above screenshot(s) attached within two hours of the application deadline: i.e. **by 1pm UK time**. In the subject line of the email please type 'ESC31 – Solidarity Projects application form – [name of your group/organisation]'.

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

A record of submission attempts made for the form will be recorded on 'My applications' tab for each relevant form. The submission status will be marked next to '2020 ESC31 R3' at the top of each form record. This also should be used in the above instance when an Alternative Submission Procedure is required.

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

Application Checklist

☐	Have you used the correct online application form: ESC31 – Solidarity Projects, deadline 1 October 2020?
☐	Have you checked that all the mandatory fields (boxes with a red stripe on the left hand side) are completed?
☐	Have you printed, signed, scanned and annexed the Declaration of Honour?
☐	Have you submitted your form online?
☐	Does the 'Submission confirmation' show 'YES'?
☐	Have you submitted your application before the deadline of Thursday, 1 October 2020 (11am UK time)?
☐	Have you saved and printed the copy of your application form for your own records?

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 eusolidaritycorps@ecorys.com.

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

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

Annex I: Examples of Legal Forms

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

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

Legal Form	Legal Entity Form (LEF)	Examples of supporting evidence as stated on the Legal Entity Form
Group of young people (including at least 5 people). All members must be 18-30 years old at the start date of activity.	Natural Person	Copy of an ID card or passport/driver's licence for each member of the group (as a proof of age) **AND** a letter with notification of who the Legal Representative will be and with the information on name, age and contact details of all members of the group **AND** documentary evidence of the home address of the group's Legal Representative.