

# European Solidarity Corps

## Technical Guidance

### Traineeships and Jobs

Deadline: 11 am (UK time) on Thursday 7 February 2019  
Version 1: 03 January 2019

## Overview of changes

This document is **version 1** of the 2019 European Solidarity Corps Technical Guidance for Traineeships and Jobs. 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 organisations complete the European Solidarity Corps Traineeships and Jobs application eForm under the 2019 Call, and should be read in addition to the 2019 [European Solidarity Corps Guide](#).

This guide is for organisations applying for funding under Traineeships and Jobs only and is designed to provide technical guidance on the application form (ESC21). If you wish to apply for Volunteering Projects, Volunteering Partnerships, or Solidarity Projects, please refer to the relevant Guide for Applicants which will be uploaded on the European Solidarity Corps UK website [here](#).

### European Solidarity Corps and the EU Referendum

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

### Introduction to Traineeships and Jobs

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

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

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

Organisations are expected to run a full and high quality project with all aspects of the project lifecycle designed with this in mind, such as robust project management and financial management processes, clear procedures for the selection and preparation of participants, good quality traineeships and jobs designed to meet individual needs and help to overcome important societal challenges, while addressing the needs of local communities. It is also required that adequate measures for dissemination and evaluation of the project outcomes as well as wider impact will be in place. Overall projects are intended to last between 6 to 24 months dependant on the type of activity. **There will be 3 annual calls (2018, 2019 and 2020).**

We recommend that you read the information below and the relevant sections of the 2019 [European Solidarity Corps Guide](#):

- Pages 34 to 44 (general information on Traineeships and Jobs):
  - specific information on requirements for Traineeships and Jobs, pages 35 to 36;
  - eligibility and quality assessment criteria, pages 37 to 38; and
  - funding rules, pages 40 to 44.
- Pages 64 to 79 (information for applicants, including procedures, exclusion criteria, formal requirements, award criteria and contractual provisions).
- Pages 80 to 84 (specific information on dissemination and exploitation of results).

Organisations can apply for funding to support implementation of Traineeships and Jobs activities within a project that meets the following criteria:

- **Traineeships.** Remunerated by the organisation responsible for the traineeship; with activity duration from 2 (60 days) to 6 months, excluding travel time. The activity can be extended to last up to 12 months in exceptional circumstances, and if justified by the organisation responsible for the traineeship, e.g. for young people with fewer opportunities who might require a longer traineeship experience to be able to integrate into the labour market. The request for a renewal should be made at application stage. **Please note** that a Quality Label holder for Traineeships must ensure that [Quality Framework for Traineeships](#) is respected, as well as applicable national legislation, in particular regarding remuneration. As this may not be feasible within the UK, if you wish to submit a Traineeships application to the UK National Agency, you should only include Traineeships outside the UK. For further information, please contact [the European Solidarity Corps team](#).
- **Jobs.** Are remunerated by the participating organisation employing the participant; with activity duration from 3 months to 12 months (There is no limit on the employment contract length, but 12 months is the maximum length of funding).

- Traineeship and Job activities must be for young people aged 18-30<sup>1</sup>, legally residing in a Participating Country, who have registered in the [European Solidarity Corps Portal](#) and who will undertake a period of remunerated full-time (In line with national legislation) service, with an organisation holding a relevant [Quality Label](#).
- Activities supported under Traineeships and Jobs must include a learning and a training component to help the participant gain relevant experience with a view to developing competences useful for the participants' personal, educational, social, civic and professional development.
- Participants can only take part in one European Solidarity Corps Traineeship activity, and one Jobs activity. E.g. An individual is able to complete a Traineeship and a Job, but not two Traineeships. In duly justified cases, participants who have completed an in-country traineeship can subsequently engage in a cross-border traineeship, but the reverse is not possible. Similarly, in duly justified cases, participants who have completed an in-country job can subsequently engage in a cross-border job, but the reverse is not possible.
- For Traineeships and Jobs, a participant must be from a Participating Country. Traineeships and Jobs must be conducted in Participating Countries, as per page 12 to 13 of the Programme Guide.
- Traineeships and jobs can take place either; Cross-border, i.e. activities taking place in a country different from the country of origin of the participant(s); or, In-country, i.e. activities taking place in the same country as the country of residence of the participant; for instance, to encourage and facilitate the participation of young people with fewer opportunities; to provide opportunities where national schemes do not exist, or present a clear European added value. In-country activities should present a clear European added value including complementarity to existing national schemes. Projects with in-country activities presenting a weak or a lack of European added value will not be considered as relevant in the context of the Corps.
- The applicant organisation can deliver the project by itself or in cooperation with partners, which are not required to have a Quality Label. The applicant is accountable for the entire project but can delegate responsibilities to partners. For cross-border activities, the applicant will have to demonstrate its capacity to prepare participants in the country of departure and provide support upon return.

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<sup>1</sup> The registration at the European Solidarity Corps Portal is possible as of 17 years of age, but participants must have reached 18 and must not be older than 30 at the start date of the activity.

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

#### **Important note**

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

## Is my organisation eligible for Traineeships and Jobs?

The applicant and all participating organisation eligible to apply for Traineeships and Jobs funding must:

- be legally established in a Member State of the European Union; and
- hold a relevant Quality Label by the deadline of grant applications (7 February 2019),

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

#### **Important note**

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

In order to be considered an eligible 'participating organisation', UK organisations participating in Traineeships and Jobs must be able to evidence at application stage that they are legally registered in the United Kingdom and have a separate legal personality (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 registered 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 in 2019.

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

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

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

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

Please also ensure the following:

- The applicant organisation must be based in the UK and must hold a valid **Quality Label**, which they must have before grant award decision and it must be valid for the duration of the project.
- The project activities must meet the minimum number of days and must not exceed the maximum duration (please see page 4 of this guide for more information).
- Your application form is completed in full and is submitted by the deadline.
- Project proposals for Traineeships and Jobs will be assessed on relevance to the priorities of the European Solidarity Corps, quality of the project design, and the quality of the project management, all as described in the application form.

## Other Relevant Eligibility Criteria

### Exclusion Criteria

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

An applicant will be excluded from participating in Calls for Proposals under the European Solidarity Corps initiative or will be rejected from the award procedure if it is found in one of the situations described in the Exclusion Criteria as referenced on pages 65 to 66 of the Guide.



## Double Funding

Organisations must ensure that European Solidarity Corps funding is used to deliver the activities that are set out in their application. In cases where organisations 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.

## Organisational and Financial Capacity

### Organisational Capacity

Applicants need to demonstrate they have adequate capacity to successfully deliver European Solidarity Corps projects and administer them in accordance with the Grant Agreement with the UK National Agency and the 2019 European Solidarity Corps Guide published by the European Commission.

The assessment of organisational capacity will consider:

- The management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any financial and administrative support).
- Its past history, if any, in delivering European Commission funded projects.
- The number of staff and participants who will be involved in managing the project.
- Access to support networks.
- The results of previous monitoring or audits by the UK National Agency.

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

The UK National Agency may limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational 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 section 'Exclusion Criteria' in Part D, pages 65-66 of the 2019 European Solidarity Corps Guide).

### Important note

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

## Financial Capacity

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

Please note, a formal Financial Capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 Euro (see the section on 'Financial capacity' in Part D, pages 68-69 of the 2019 European Solidarity Corps Programme Guide).

You must therefore 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 to which you are applying.

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

If you request funding for a project, which exceeds 750,000 Euro, an audit report produced by an external auditor must be provided and uploaded to the Participant Portal.

## Payment Structures

The UK National Agency decides on the payment structure to be offered 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 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 approval of the 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 shall be reduced by the unused amounts of the previous pre-financing.

For further information, please refer to the 2019 [European Solidarity Corps Guide](#), pages 73-74.

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

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

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

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

Other conditions include the following:

- Account Holder and Account Name - these must be in the name of the organisation (not 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.
- The Branch Address must be in the UK.

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

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

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

### **Important note**

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

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

## 5. Register on the European Commission’s Participant Portal

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

The Participant Portal is accessible via an individual's EU Login account<sup>2</sup>. If you have not previously registered your organisation on EU Login, you can access the help section by clicking [here](#). If you are the contact person for your project, you must register for an EU Login account even if your organisation already has a PIC.

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

Please be aware that there are two portals: the **Research** Participant Portal and the **Education, Audiovisual, Culture, Citizenship and Volunteering** Participant Portal. A normal internet search for the Participant Portal will lead you to the Research Participant Portal by default, so ensure you use the link above in order to register and access the correct Participant Portal (i.e. Education, Audiovisual, Culture, Citizenship and Volunteering).

Once registered, you will receive a nine digit PIC. When a PIC is entered into an application form, the organisation's details will be entered automatically.

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

Please see the European Solidarity Corps Guide, Part D 'Information for Applicants', page 64 which contains detailed guidance on how to complete these steps.

#### **Important note**

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

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

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

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<sup>2</sup> EU Login is previously known as ECAS. If you are already registered on ECAS, you can use these login details to access EU Login.

Both you and your partners must upload a **Legal Entity Form** to the Participant Portal as well as supporting documents for this form. The Legal Entity Form template can be found here: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

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, depending on whether your organisation is a 'Private Company' or a 'Public Law Body'.

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

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:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent<sup>3</sup> bank statement for the given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments in Euro. If you are successful in securing European Solidarity Corps funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

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

If you have applied for Erasmus+ funding in the past and have already been validated by the UK National Agency as a result, you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted, but you can simply upload another document in their place. Please remember to include a document version number or a date of creation. Private organisations applying for a grant above €60,000 and all unincorporated registered charities applying for a grant of any amount should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a Financial Capacity check to be carried out (see pages 68-69 of the European Solidarity Corps Guide for more information about Financial

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<sup>3</sup> Not older than 18 months from the deadline date of the round to which you are applying

Capacity). For grants exceeding €750 000, organisations have to upload an audit report produced by an external auditor.

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

### Important note

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

## Award Criteria

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

<p><b>Relevance, rationale and impact (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The relevance of the project to the objectives of the European Solidarity Corps;</li> <li>• The degree to which the project takes into account the European Solidarity Corps principles and values and promotes solidarity;</li> <li>• The extent to which the project will address well defined and important societal needs;</li> <li>• The relevance of the project to the needs and objectives of individual participants and participating organisations</li> <li>• The extent to which the project will provide benefits to the communities within which the activities are carried out;</li> <li>• The potential impact of the project at local, regional, national and/or European levels;</li> <li>• The extent to which the project provides European added value;</li> <li>• The extent to which the project involves young people with fewer opportunities as participants</li> </ul>
	<ul style="list-style-type: none"> <li>• The consistency between project objectives and activities proposed;</li> </ul>

<p><b>Quality of project design (maximum 40 points)</b></p>	<ul style="list-style-type: none"> <li>• The clarity, completeness and quality of all the phases of the project (preparation of participants, implementation of activities, follow-up and support provided on participants' return);</li> <li>• The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools;</li> <li>• The appropriateness of measures for selecting and/or involving participants in activities;</li> <li>• The quality of proposed measures to reach out and involve young people with fewer opportunities;</li> <li>• The appropriateness and quality of the measures proposed to enable the participants to gain skills and competences that are valuable for their personal, professional, educational, social, civic and cultural development;</li> <li>• The appropriateness and quality of the measures proposed to improve the participants' employability and facilitate their integration on the labour market.</li> </ul>
<p><b>Quality of project management (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>• The quality of the practical arrangements, management and support modalities;</li> <li>• The quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders;</li> <li>• The quality of measures for evaluating the outcomes of the project;</li> <li>• The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.</li> </ul>

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



### Important note

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

## Uniqueness of Applications

Please be advised that identical or very similar applications, submitted by the same applicant or by other partners of the same consortium, 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.

## When will results be notified?

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

Please note that if your application is selected for a reserve list place you will be asked to confirm whether you wish to accept that place and the National Agency will keep you regularly updated. For the indicative notification and project life-cycle deadlines as well as payment modalities, please have a look at page 76 in the 2019 European Solidarity Corps Guide. In any case you will be notified of the final outcome by the end of mid-May 2019.

If, once you have received the notification email from the UK National Agency, you believe the UK National Agency has not followed the correct procedures as set out in the relevant Commission Call for Proposals or in the National Agency's own published guidance and you wish to appeal the decision made by the UK National

Agency in relation to your European Solidarity Corps application, you should follow the appeals procedure indicated on the European Solidarity Corps UK [website](#).

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](#).

Statistics and funding results will be published in due course in the 'Funding Results' section on our [website](#).

## Where to find more help and advice?

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

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

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

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

### Important note

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

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

### Important note

Any information, advice and guidance regarding the European Solidarity Corps should be sought directly from the UK National Agency. The UK 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 organisation during the application process and the contracting

stage, if the application is approved. Any organisations claiming to have a broker agreement between you and the National Agency should be avoided, as we will not liaise with any third party organisation regarding any aspect of your project.

## Preparation Checklist

Please check the following before completing your application form:

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

## PART II – APPLICATION FORM

### Technical guide to completing your application

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

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

### Introduction to the eForm

It is compulsory to complete the eForm when applying for Traineeships and Jobs funding. You will need to use your EU Log-in details to access the web application form. Please ensure you open a correct application eForm.

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 Log-in page will automatically show on your screen. After logging in you will then see the 'Home' screen with 2 tabs:

- 'Open Calls' tab with the 'Apply' button – please click here and select 'ESC21 Traineeships and Jobs' 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, 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. To be able to return to an appropriate draft version, you will need to know the relevant form ID, otherwise the project title will be displayed here once it has been populated in the eForm.

## Basic application functionalities

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

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

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

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

If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add rows or sections by clicking on the relevant 'Add' grey 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 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 underlined links that you must click in order to populate this section.

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

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

## Submitting the eForm

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

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

## Sharing the eForm

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

To share your application, you can do this either by navigating to 'My Applications' from the web forms Home screen and then selecting 'Share' from the menu to the right of the application you want to share. Alternatively, within the eForm there is a section marked 'Sharing', which will also take you to a section marked 'Sharing History'.

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

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

## Further Guidance

Please allow plenty of time to complete the eForm, as it can take time to resolve technical issues. If you need further guidance on completing the eForm, you can also read the [European Commission's technical guidelines for ESC21 Jobs and Traineeships](#). The latter document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems.

## Completing the eForm

### Context

This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on the selection of your proposal. Unless otherwise specified in the Programme Guide, the receiving National Agency must be located in the country of the applicant organisation.

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

'FormId' is the identification code of your application and is individually generated for each draft eForm you create when you click on the 'Apply' button in the 'Open Calls' on the 'Home' screen. You will not be able to change the content of the above box. If any of the above details do not apply to the grant you wish to apply for then you are using the wrong 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. 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.

**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.

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

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

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

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

### Applicant Organisation

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

In advance of completing this section of the form applicants must register their organisation on the European Commission's Participant Portal to obtain a nine digit PIC number. If you have already submitted an Erasmus+ application in the past, you do not need to re-register and should use the same PIC for any further applications including those under the Corps.

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

## Applicant Organisation Details

This section on the screen will be pre-filled with the data from the Participant Portal. If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly. If you are not able to make the amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

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

If you receive an error when inputting your PIC number and you have checked that you are entering the right code – please contact us at [eusolidaritycorps@ecorps.com](mailto:eusolidaritycorps@ecorps.com).

## Profile

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

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

**Is your organisation: a public body at regional/national level; an association of regions; a European Grouping of Territorial Cooperation; or a profit-making body active in Corporate Social Responsibility?** Please select 'Yes' or 'No' from the dropdown menu.

Please note that in this context, a public body at national or regional level is considered a public body that (1) provides services or has an administrative area of competence that covers the whole national or regional territory and (2) has a monopoly in the sense that there are no other bodies that carry out the same functions in the country or region (typical examples would be: Ministries, State Agencies, Regional Public Authorities, etc.). In this sense schools, universities or other bodies, even if they are established by the national law, are excluded from this category and qualify as public bodies at a local level.

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



## Associated Persons

Associated Persons are persons related to the project – **Legal Representative** and **Contact Person**. To populate the details for the Legal Representative and Contact Person, please click on the ‘Menu’ button 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 NA will only be in touch with them during the application assessment process and contracting stage, if applicable.

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

### Legal Representative

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

Please complete every field in this section.

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

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

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

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2019 [European Solidarity Corps Guide](#), Part D ‘Step 2: Check the Compliance with the Criteria’ on pages 65 to 69. Please ensure you give special attention to the Exclusion Criteria (pages 65 to 68).

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

Please 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.

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' in the top navigation menu (under the European Solidarity Corps logo).

## Background and Experience

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

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

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

What are the activities and experience of the organisation in the areas relevant for this application? Please detail how your organisation's previous experience of delivering projects or activities (or other work) has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

Please give information on the human resources of your organisation (i.e. staff and participants) that will be involved in organising the Traineeships and Jobs activities. Please also describe their skills and expertise.

## Accreditation

The applicant organisation must have a valid **Quality Label**, which they must hold before grant award decision, and it must be valid for the duration of the project.

The accreditation must be the Quality Label, which is specific to the European Solidarity Corps.

Please note if an organisation has more than one role in a project application, it must have a valid accreditation for all those roles.

If you already hold relevant accreditation, this section of the e-form will populate automatically with the accreditation reference when you enter your organisation's PIC. If your accreditation reference does not appear please contact the National Agency.

The eForm will also provide a list of your organisation's finalised projects under the Erasmus+ Programme.

**Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?** Please select your answer from the drop down menu. If you select 'Yes' here, please complete the table with the relevant information. To add more projects, please click on the 'Add Grant' button. To delete any entries, please click on the 'delete' button from the right hand side menu). If you have been involved in previous projects but do not know the exact details, please contact the UK National Agency.

Once all fields are completed, they will be marked green.

## Project Description

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

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

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

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

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

## Relevance, rationale and impact

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

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

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

You will also need to include information regarding your plan to use the European Solidarity Corps Traineeship and Job activities to better reach the aims you have identified and how will the project promote solidarity. You will be requested to exemplify how the implementation of these European Solidarity Corps Traineeship and Job projects will fit with the work of your organisation and its aims.

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

## Participants

### Participant's Profile

In this section, applicants must detail who the project's participants will be for each planned activity, how the project links to their needs and what they will gain from taking part in the project. Also, you must detail the process for selecting participants from all partner groups that has taken place or will take place and how this establishes the most suitable participants whilst ensuring a fair and transparent process. All participants must be residents in the country of their sending/receiving organisation. Please provide information about their profile and background. It is also important to describe the participants' actual or likely age ranges, gender, ethnicity or other pertinent information, detailing how, in particular, you will ensure a gender balance.

### Participants with Fewer Opportunities

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

Clear indication of how you will identify and select these specific participants will have to be given. Furthermore, you are expected to describe for both your organisation and your partner organisations the experience and track record of working with people with fewer opportunities. What you should focus on is providing explanation of specific measures you will put in place in order to cater for specific needs of the participants with fewer opportunities you plan to involve in your project to support their participation.

## Learning Outcomes

In this section, applicants need to identify the competences (i.e. knowledge, skills and attitudes/behaviours) that specific activities and methods will develop. There should be a clear link between the aims of your project, the planned activity(s) and the learning outcomes. They should also be relevant to your participants and address the need(s) you identified for this project. Below this, you will be asked if the project will make use of European instruments/certificates to validate the competences acquired by the participants during their experience abroad. You should specify which ones these are and can select up to three of them by clicking the box next to them in the dropdown menu that shows up once you answered 'yes' to including European instruments/certificates. There is also drop-down menu which allows you to specify whether or not the project will make use of any additional national instruments or certificate that will be used to support participants' learning and reflection (both on their learning process and competences developed in the project) as well as recognition of their learning outcomes (for example ASDAN or any other UK accreditation). Finally, the applicant will have to detail how the above mentioned instruments/certificates will be used. It is important to remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable for each activity.

### Important note

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

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

## Project Activities

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

## Traineeship and Job Activities

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

First you will look at adding your Traineeship and Job 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' to edit the details. To add more activities, click the 'Add Activity' button.

An activity is defined as either:

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

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

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

- duration of the APV: maximum 2 days (travel days excluded)
- number of participants: 1 participant per Supporting Organisation. The number of participants can be raised under the condition that all additional participants are participants with fewer opportunities taking part in the activity
- must take place in a participating country and in the location where the activity (Job or Traineeship) is due to take place

The first step when starting to fill in the 'Activities details' screen is to actually click on one of the activities, either by clicking on the activity itself, or from the Menu to click 'Activity Details'. Once you are here, you start by typing in the Activity Title and then select the 'Activity Type' from the drop-down list.

Once the type of activity was selected, for example “Traineeships”, 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 aims and objectives of the project; any potential synergies amongst different Traineeship and Job activities should be also highlighted here. Specific elements of activities should be described here, such as: venue, dates, countries involved and (if applicable) the role of each partner.

You will then have to edit the individual flows for the activity. To edit the first flow (no. 1 in the list), click on the ‘menu’ button on the right-hand side and select ‘Flow Details’ from the function menu. You can add further flows of your Activity by clicking the ‘Add Flow’ button.

Flow is the term used to describe a separate instance of travel within one activity. For example, if your organisation were to organise a Traineeship and Job project hosting three trainees from three different countries, the event is one activity and each participant, travelling from a different country or the same country, would be a separate flow. The figures entered here are used to calculate the Budget.

If an Advance Planning Visit (APV) is being carried out this must be entered here as an additional activity. Details of those people that will be attending the APV from both the hosting and sending organisations must be given.

In the newly opened window, once you’ve clicked on ‘Flow Details’, you can now specify the following details:

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

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

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

### Projects involving Overseas Countries and Territories

#### Important note

**Important Note:** Under the European Solidarity Corps overseas countries and territories (OCTs) are considered as Participating Countries, with the Participating Country being the country that the territory belongs to.

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

For each flow, after adding the above details, you will have the budget section, in which some data is automatically calculated by the form (based on number of participants, durations, and countries of origin/destination) and some data will still have to be entered manually by you at this stage. Please find below each budget heading that you will find in this section.

#### Travel

Travel is based on the distance per participant from the city where the sending organisation is based to the location of the hosting organisation. Travel is calculated on a **unit cost** basis and will be payable according to the travel distance. Travel distances must be calculated using the [Distance Calculator](#) supported by the European Commission. Please note that the 'travel distance' measures the direct distance for a *one-way journey* but the travel costs have been calculated for a **return journey**. Distances are not allowed to be 'rounded up' to the next travel allowance band and these are closely checked, **therefore it is mandatory to choose the correct distance band in line with the European Commission Distance Calculator**. By default, the place of origin is understood as the place where the sending organisation is located and the place of the venue



as the place where the receiving organisation is located. Where travel takes place outside of this, a note of justification should be provided in the narrative of the activities section and if the application is successful, further documentation will need to be provided at the Final Report stage to evidence this. The distance bands are as follows:

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

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

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

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

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

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

**Please note that if you are requesting expensive travel costs here in the application form, you should not enter a request for travel in the Travel Costs section of the application for the participants that the request applies to; this is because the exceptional costs for expensive travel replaces the standard travel grant.**

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

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

### Organisational Support – Activity Costs

	<b>Organisational Support (euro per day) Activity Costs</b>
	<b>B1</b>
<b>Austria</b>	8
<b>Belgium</b>	9
<b>Bulgaria</b>	6
<b>Croatia</b>	7
<b>Cyprus</b>	7
<b>Czech Republic</b>	6
<b>Denmark</b>	9
<b>Estonia</b>	6
<b>Finland</b>	9
<b>France</b>	7
<b>Germany</b>	8
<b>Greece</b>	7

<b>Hungary</b>	6
<b>Ireland</b>	9
<b>Italy</b>	7
<b>Latvia</b>	7
<b>Lithuania</b>	6
<b>Luxembourg</b>	9
<b>Malta</b>	8
<b>Netherlands</b>	9
<b>Poland</b>	6
<b>Portugal</b>	7
<b>Romania</b>	6
<b>Slovakia</b>	7
<b>Slovenia</b>	7
<b>Spain</b>	6
<b>Sweden</b>	9
<b>United Kingdom</b>	9

### **Inclusion Support**

This budget heading is calculated on a **unit cost** basis, according to the country of destination and the duration of the activity. The costs are directly linked to the implementation of Traineeships and Jobs activities involving participants with fewer opportunities, including participants with special needs (e.g. preparation, reinforced mentorship, monitoring and support of participation), excluding subsistence. Costs for reinforced mentorship can only be requested in cases where additional mentoring time and meetings are required to support a participant with fewer opportunities in completing their Job or Traineeship. Reinforced mentorship is targeted at successful implementation of the project and enabling the participant to gain as much autonomy in this as possible, and may include measures for personal support. All requests for reinforced mentorship costs will need to be justified, and the measures to support the participant(s) clearly described, with a full breakdown costs included.

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

	Inclusion Support (euro per day)
	A3
<b>Austria</b>	8
<b>Belgium</b>	9
<b>Bulgaria</b>	6
<b>Croatia</b>	7
<b>Cyprus</b>	7
<b>Czech Republic</b>	6
<b>Denmark</b>	9
<b>Estonia</b>	6
<b>Finland</b>	9
<b>France</b>	7
<b>Germany</b>	8
<b>Greece</b>	7
<b>Hungary</b>	6
<b>Ireland</b>	9
<b>Italy</b>	7
<b>Latvia</b>	7
<b>Lithuania</b>	6
<b>Luxembourg</b>	9

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

### Relocation Allowance

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

	Pocket Money (euro per day)
	<b>A4</b>
Austria	5
Belgium	4
Bulgaria	4
Croatia	5
Cyprus	5



<b>Czech Republic</b>	5
<b>Denmark</b>	6
<b>Estonia</b>	4
<b>Finland</b>	5
<b>France</b>	6
<b>Germany</b>	5
<b>Greece</b>	5
<b>Hungary</b>	5
<b>Ireland</b>	6
<b>Italy</b>	5
<b>Latvia</b>	4
<b>Lithuania</b>	4
<b>Luxembourg</b>	5
<b>Malta</b>	5
<b>Netherlands</b>	5
<b>Poland</b>	4
<b>Portugal</b>	5
<b>Romania</b>	3
<b>Slovakia</b>	5
<b>Slovenia</b>	4
<b>Spain</b>	5
<b>Sweden</b>	5
<b>United Kingdom</b>	6

## Linguistic Support

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

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

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

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

<b>Group 1</b> (Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish Gaelic, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish)	Linguistic assessment and language courses are available through the Online Linguistic Support. <b>Linguistic assessment is mandatory</b> for all participants using a language from Group 1 as a foreign language during their mobility activity.
<b>Group 2</b> (Any other languages)	Online linguistic support is not available and Linguistic Support can be claimed (150 Euro 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 participants coming to the United Kingdom; please enter 7 to enable 7 English assessment licenses to be issued for all your participants.

## Language Course

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

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

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

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

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

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

In this section as well, you will have to identify who the contact person for OLS will be within your organisation from a drop down where the contact person(s) included earlier in the ‘Applicant Organisation Details/Associated Persons’ section will be shown as options.

### **Exceptional Costs**

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



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

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

- Visa and visa-related costs, residence permits, vaccinations, medical certifications.
- Costs to support the participation of young people with fewer opportunities on equal terms as others, including for specific preparation and reinforced mentorship (excluding costs for travel and organisational support for participants and accompanying persons).
- Recognition of academic and/or professional qualifications (e.g. certified copies, translations, administrative proceedings, aptitude tests, etc.).
- Costs connected to boarding and lodging of participants during an Advance Planning Visit.
- Costs for providing a financial guarantee if the NA asks for it. You can request 75% of eligible costs. If you are unsure of how to input Exceptional Costs relating to a Financial Guarantee, please contact the UK National Agency for advice.

Some examples of **ineligible** Exceptional Costs:

- additional costs incurred by participants when travelling, such as bridge or road tolls, border crossing fees or taxes, etc.
- accommodation during travel
- food and entertainment (excluding boarding during an APV)
- local travel costs
- accreditation costs
- travel insurance costs
- other subsistence, e.g. clothes.

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

After finishing with adding the details on participants, durations, distances and budget for the flows of the activity (one by one), you will go back to a specific activity by clicking on the top menu on 'Activity Details'.

You should now see the flow completed with a green tick next to it and below the breakdown of flows, you will have the 'Total Activity Budget'; this brings together the budgets requested for all flows in the specific activity.

Once you are happy with the activity and checked that all data is correct, you will go back to 'Project Activities' from the top menu to see the overall list of the activities you entered.

## Complementary Activities

Your project may include the organisation of Complementary Activities, which are aimed at enabling the project to reach its objectives and strengthen the systemic impact of the project (outside of the usual Job or Traineeship activities). Given that this budget heading is a budget relating to the entire project and not a specific activity/flow, you must include the request for it in the 'Project Activities' section.

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

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

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

You will encode each one of the complementary activities you plan to organise during your project.

A first Complementary Activity (CA1) will already be included in the form and you will need to click on the 'menu' button to the right and select 'Activity Details' to edit the details. To add more activities, click the 'Add Activity' button and choose the 'Activity Details' function from the 'Menu' button.

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

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

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

- organisation of seminars, meetings and workshops (e.g. venue hire costs, travel and accommodation for participants)
- dissemination
- intercultural/task-related preparation of participants
- costs of an external evaluator or a trainer
- permanent staff costs

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

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

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

## Project Management and Governance

### Project Management and Governance

In this section you will have to describe the process established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. After this a description of the process for establishing suitable methods, and agreeing and monitoring learning outcomes for participants should be given. You must ensure that you detail how you intend to facilitate effective management and how the specific partnership is best in place to deliver the project. You are therefore expected to describe how your partner organisations were chosen, and what experience and competences are looked for.

Details will have to be given on how you and your partners will address practical and logistical matters such as accommodation, travel, insurance, safety and protection of participants, mentoring and support.

The quality of the preparation of participants is paramount to the successful implementation of your project; this section will ask you to explain what kind of preparation will the participants receive, by whom will this be implemented, and how it will be monitored and ensured. Therefore applicants will have to outline the training plan for participants or organisers, as deemed necessary for the success of the project. This plan should detail what training will be provided, when and by whom. It should pay attention to not only task based training to ensure participants' safety and ability to engage with activities but provide adequate support for the intercultural and linguistic learning expected. Equally important, you will have to describe what support will be provided to participants after their return, by whom, and how it will be monitored and ensured.

## Partnerships

This section enables you to add your chosen partners by clicking the 'Add partner' button and then typing in their PIC and choosing from the drop-down menu the activity they will be involved in. Please be aware that if one partner is involved in multiple activities, you will have to enter their PIC as many times as the number of activities they are involved in.

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

If any partners have not been identified then information on how you will find partners and how their experience and skills will contribute to project delivery and to achieving the project objectives should be provided. There should be a coherent link between the European Solidarity Corps programme objectives, the project objectives and the composition of the partnership. Please note that a strong partnership is crucial to the successful delivery of an international project.

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

## Follow-up

### Project visibility and Dissemination of Results

You must detail your plan on how to share the outcomes of your project, outside your organisation and partners, and clearly state who your target groups for dissemination are. At the end of your project, you are expected to share the lessons learnt, tools or methods developed, to ensure visibility of the project so that others can benefit from this. It must be clear how you will raise awareness, share concepts or solutions, as well as influence policy or practice through these dissemination activities.

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

Please refer to the 2019 [European Solidarity Corps Guide](#) (pages 80-84, Annex I) for further information about dissemination.

### Evaluation

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

## Budget

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

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

It is imperative that you check that the total grant requested is correct against your own calculations and resolve any issues before submitting your application.

On the left hand side of the screen, the 'Budget' tab on 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

Applicants must provide a well-written, comprehensive summary of their project within the application. Project summaries must be written in plain, clear English and free from jargon. This is of particular importance as it provides a description of the project to the general public and will be used in EC/EA and/or NA documents.

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

- Context/background of project.
- Objectives of the project.
- Number and profile of participants.
- Description of activities.
- Methodology to be used in carrying out the project.
- A short description of the results and impact envisaged and the potential longer-term benefits.

## Annexes

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

- The Declaration of Honour signed by the legal representative mentioned in the application.
- The Project Timetable (template can be downloaded by clicking on the 'Download Timetable' button).

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

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

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

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

## Checklist

### Checklist

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

- You have used the official ESC21 – Traineeship and Job 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 organisation is established.
- The application form has been completed using one of the official languages of the European Solidarity Corps Participating Countries.
- You have annexed all the required documents:
  - the **Declaration of Honour** signed by the legal representative identified in section ‘Applicant Organisation/Associated Persons’ 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 EUR, you have uploaded the documents to give proof of your financial capacity in the Participants’ Portal (for more details, see the section "Information for Applicants" in Part D of the Programme Guide). **Not applicable in the case of public bodies or international organisations.**
- You are complying with the submission deadline published in the Programme Guide: 7 February 2019 (11:00am UK time)
- You have saved or printed a copy of the completed form for your own records.

## Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour.

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

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

## Standard Submission Procedure

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

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

Applications must be submitted online by the relevant deadline: 11 am (UK time) on Thursday 7 February 2019.

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

## Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**. Please note that if you are unable to submit your application due to an inactive 'Submit' button, 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 summary page demonstrating the electronic form could not be submitted online (e.g. all sections marked with a green tick but the 'Submit' button still inactive) – **this must clearly show the submission time and date and that you attempted to submit the application before the deadline**. You should also send a screenshot that details any technical errors that occur.

2. Email the UK National Agency team managing this action at [eusolidaritycorps@ecorys.com](mailto:eusolidaritycorps@ecorys.com) with a PDF copy of your application, any annexes and the above screenshot(s) attached within two hours of the application deadline: i.e. **by 1pm UK time**. In the subject line of the email please type 'ESC21 – Traineeships and Jobs application form – [name of your organisation]'.

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

A record of submission attempts made for the form will be recorded on 'My applications' tab for each relevant form. The submission status will be marked next to '2019 ESC21 R1' at the top of each form record. This should be used in the above instance when an Alternative Submission Procedure is required.

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



## Application Checklist

<input type="checkbox"/>	Have you used the correct online application form: ESC21 – Traineeship and Job Projects, deadline 7 February 2019?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<input type="checkbox"/>	Have you 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 February 2019 (11 am UK time)?
<input type="checkbox"/>	Have you saved and printed the copy of your Application Form <u>for your own records?</u>

## After submitting your application

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

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

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

## Annex I: Examples of Legal Forms

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

Legal Form	Legal Entity Form (LEF)	Examples of supporting evidence as stated on the Legal Entity Form
Private Limited Company	Private Law Body	Companies House Registration certificate
Limited Liability Partnership	Private Law Body	Companies House Registration certificate
Company Limited by Shares	Private Law Body	Companies House Registration certificate
Community Interest Company	Private Law Body	Companies House Registration certificate
Charitable Incorporated Organisation (England and Wales)	Private Law Body	Companies House Registration Certificate Charity Commission registration certificate <b>AND</b> Constitution
Scottish Charitable Incorporated Organisation	Private Law Body	OSCR (Office of the Scottish Charity Regulator) registration certificate OSCR letter <b>AND</b> Constitution
Charitable company (England and Wales)	Private Law Body	Companies House Registration certificate Charity Commission Registration Certificate
Charitable company (Scotland)	Private Law Body	Companies House Registration certificate

Legal Form	Legal Entity Form (LEF)	Examples of supporting evidence as stated on the Legal Entity Form
		Charity Commission Registration Certificate
Charitable company (Northern Ireland)	Private Law Body	Companies House Registration certificate Charity Commission Registration
Unincorporated charities (trusts or associations) – registered with the Charities Commission	Private Law Body	Charity Commission Registration Certificate Trust's/Association's governing document

