

European Solidarity Corps Technical Guidance Volunteering Partnerships

Deadline: 11am (UK time) on Tuesday 16 October 2018

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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 Volunteering Partnerships application eForm under the 2018 Call, and should be read in addition to the 2018 European Solidarity Corps Guide (<http://192.72.1.107:8084/media/1/download>).

This guide is for organisations applying for funding under Volunteering Partnerships only and is designed to provide technical guidance on the application form (ESC12). If you wish to apply for Volunteering Projects, Traineeships and Jobs or Solidarity Projects, please refer to the relevant Guide for Applicants on the ‘Volunteering Partnerships’ section on the European Solidarity Corps UK website (<https://www.eusolidaritycorps.org.uk/volunteering-partnerships-for-experienced-organisations>).

European Solidarity Corps and the EU Referendum

The eligibility criteria detailed in the 2018 European Solidarity Corps Guide (<http://192.72.1.107:8084/media/1/download>) 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 Volunteering Partnerships

Volunteering Partnerships allow experienced volunteering organisations to develop and implement longer-term projects within a stable contractual framework. Volunteering Partnerships should also help enhance the quality and quantity of European Solidarity Corps volunteering opportunities. Projects should **strategically respond to important societal needs, contribute to strengthening communities while enabling young people to acquire useful experience, skills and competences for their personal, educational, social, civic and professional development, thereby improving their employability**. Volunteering Partnerships may implement the same activities as Volunteering Projects, i.e. Individual Volunteering, Volunteering Teams and Advance Planning Visits, except Complementary Activities.

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 volunteering placements designed to meet individual needs and help to overcome important societal challenges, while addressing the needs of local communities. It is also required that learning will be recognised through tools, such as Youthpass, and adequate measures for dissemination and evaluation of the project outcomes as well as wider impact will be

in place. Overall projects are intended to be longer, **covering 3 annual calls (2018, 2019 and 2020) of a duration of 18 months each.**

We recommend that you read the information below and the relevant sections of the 2018 European Solidarity Corps Guide (<http://192.72.1.107:8084/media/1/download>)

- Pages 22 to 35 (general information on Volunteering and activities supported by the Corps):
 - specific information on requirements for Volunteering Partnerships, pages 23-25
 - eligibility and quality assessment criteria, pages 26 to 27 and page 30
 - funding rules, pages 32 to 35.
- Pages 63 to 78 (information for applicants, including procedures, exclusion criteria, formal requirements, award criteria and contractual provisions).
- Pages 79 to 83 (specific information on dissemination and exploitation of results).

Organisations can apply for funding to support implementation of standard Volunteering activities within a project that meet the following criteria:

- Individual Volunteering activities and/or Volunteering Teams for young people aged 18-30¹, legally residing in a Participating Country or in a Partner Country², who have registered in the [European Solidarity Corps Portal](#) and who will undertake a period of unpaid full-time service, covering 30-38 hours a week, in an organisation holding a relevant Quality Label (<https://www.eusolidaritycorps.org.uk/quality-label>) or an Erasmus+ Volunteering accreditation.
- **Individual Volunteering** with activity duration from 2 (60 days) to 12 months, excluding travel time. The activity can start as from 2 weeks and last up to 2 months (excluding travel time) in cases where there are participants with fewer opportunities.
- **Volunteering Teams** with activity duration from 2 weeks to 2 months (up to 59 days excluding travel time) for activities involving at least 10 and up to 40 volunteers who come from at least 2 different countries out of which one is a Participating Country. Please note at least 25% of the volunteers should come from abroad.
- Activities supported under volunteering must provide a rich experience in a non-formal and informal learning context, which enhances young people's skills and competences, and they must not substitute traineeships or jobs, but should be based on a written volunteering agreement.

¹ 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.

² For the list of eligible countries please refer to the European Solidarity Corps Guide, pages 12-13.

- Volunteers can only take part in one European Solidarity Corps volunteering activity. In duly justified cases, volunteers who have taken part in in-country volunteering activities can subsequently take part in cross-border volunteering activities. The reverse is not possible. **Volunteers who have taken part in an Erasmus+ volunteering activity or a European Voluntary Service (EVS) are not eligible.** The only exception is where volunteers who carried out an Erasmus+ (including EVS) or a European Solidarity Corps volunteering activity lasting up to 2 months (i.e. up to 59 days, excluding travel days) can take part in an additional European Solidarity Corps volunteering activity. **In all cases the total amount of time must not exceed 14 months.**
- For Individual Volunteering activities, a volunteer from a Participating Country must carry out her/his service in a Participating Country or in a Partner Country. A volunteer from a Partner Country neighbouring the EU cannot carry out her/his service in another Partner Country neighbouring the EU.
- For Individual Volunteering **cross-border activities**, at least two organisations must participate: one Host Organisation and one Supporting Organisation. A Supporting Organisation is required for each country of origin of the participants. For **in-country activities**, at least one Host Organisation is required.

We recommend that you carefully read the Quality Label section in the 2018 European Solidarity Corps Guide (<http://192.72.1.107:8084/media/1/download>) (pages 16 to 21) and refer to its principles and the responsibilities of Supporting and Host Organisations involved in Volunteering projects throughout the project life cycle when completing your Volunteering Partnerships application.

Important note

It is possible to apply for more than one Volunteering activity in the same Volunteering Partnerships 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.

The Volunteering Partnerships projects will be delivered in two stages. In the first stage, applicants will be required to submit an overall project proposal laying down the objectives, relevance and impact of the project, an overall description of activities and indicative annual targets. After the selection and awarding process is completed, a 3-year *financial framework partnership agreement* is signed by both, the applicant organisation and the National Agency. Please note the financial and operational capacity of the applicant will be verified before the signature. The financial framework partnership agreement will set out the procedure to conclude specific agreements for annual grants as well as the general rights and obligations for each party under the specific grant agreements. This financial framework partnership agreement will not give rise to any obligation of the National Agency to award grants.

In the second stage, the award of a Volunteering Partnership will give applicant organisations the possibility to apply for funding for volunteering activities in a simplified way under three annual calls. Subject to the funds being available, the UK National Agency will invite the organisations with whom the financial framework partnership agreements have been signed to provide a detailed work plan of volunteering activities in order to conclude specific agreement for grants for periods of 18 months.

In 2018, the applications for the financial framework partnership agreements (ESC12) and the applications for the first specific agreements (ESC13) will have the same deadline, i.e. 16 October 2018. The applications for specific grant agreements will be evaluated only after the financial framework partnership agreement has been awarded. The quality of the activities proposed in the applications for specific grant will be assessed by taking into account the context provided in the financial framework partnership agreements. For the subsequent years, specific agreements of duration of 18 months will be awarded following a simplified assessment of the quality of project performance and depending on the availability of funds.

Successful Volunteering Partnership applicants are not eligible for funding under the standard Volunteering Projects format.

Is my organisation eligible for Volunteering Partnerships?

The organisation eligible to apply for Volunteering Partnerships funding must:

- be from a Participating Country and hold a relevant Quality Label or Erasmus+ Volunteering accreditation before grant award decision.

All participating organisations must also:

- hold a relevant Quality Label for Volunteering or an Erasmus+ Volunteering accreditation, or have applied for a relevant Quality Label by the deadline of grant applications (16 October 2018), in which case they must hold a valid Quality Label at the start of project activities and;
- be legally established in a Participating Country or a Partner Country.

Groups of young people and organisations without legal personality cannot participate in Volunteering Partnerships (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 Volunteering Partnerships as long as they have a legal personality.

In order to be considered an eligible 'participating organisation', UK organisations participating in Volunteering Partnerships 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 2018.

If you are unsure whether your organisation is eligible to apply for Volunteering Partnerships 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 2018 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 **Erasmus+ volunteering accreditation or Quality Label** which they must have before grant award decision (and apply for it no later than by 16 October 2018) and it must be valid for the duration of the project. Should your accreditation or any of your partners' accreditation expire during the course of the project, any volunteering activities not covered by the accreditation dates may be made ineligible by the National Agency.
- The project activities must meet the minimum number of days and must not exceed the maximum duration (please see page 5 of this guide for more information).
- Your application form is completed in full and is submitted by the deadline.

- Project proposals for Volunteering Partnerships will be assessed on thematic priorities, descriptions of activities and outputs as well as annual targets. Therefore, we would recommend only experienced Erasmus+ EVS organisations apply for this project type of the Corps. Such organisations should have a stable financial capacity with the track record of more than 10 long-term EVS volunteers under Erasmus+ and Final Report scores of over 70.

If successful, any applicant organisations having Sending Organisation accreditation (under Erasmus+ volunteering) may be subject to additional checks carried out by the UK NA to verify their capacity to coordinate and manage the project.

Important note

Organisations that wish to partake in a European Solidarity Corps project must be based and registered in a Participating Country or a Partner Country (i.e. EFTA Country, Candidate country or a Partner Country neighbouring the EU). However, it is important to keep in mind that the organisation taking the role of an **applicant** must be based and registered in a Participating Country. For more information, please see the specific eligibility criteria for European Solidarity Corps Volunteering Partnerships projects on pages 26 - 27 of the 2018 European Solidarity Corps Guide (<http://192.72.1.107:8084/media/1/download>).

Other Relevant Eligibility Criteria

Exclusion Criteria

Please ensure that you (and your partners where applicable) have read and understood the Exclusion Criteria in the 2018 European Solidarity Corps Guide (<http://192.72.1.107:8084/media/1/download>).

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 64-67 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 2018 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 volunteers 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 64-67 of the 2018 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 67-68 of the 2018 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 2018 European Solidarity Corps Guide, pages 73-74.

Award Criteria

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

<p>Relevance, rationale and impact (maximum 40 points)</p>	<ul style="list-style-type: none"> • The relevance of the project to the objectives of the European Solidarity Corps. • The degree to which the project takes into account the European Solidarity Corps principles and values and promotes solidarity. • The extent to which the proposal will address well defined and important societal needs. • The relevance of the project to the needs and objectives of individual participants, participating organisations and the community in which the solidarity activities will take place. • The potential impact of the project: <ul style="list-style-type: none"> ○ on participants and participating organisations; ○ outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels. • The extent to which the project will provide benefits to the communities within which the activities are carried out. • The extent to which the project provides European added value. • The extent to which the project involves young people with fewer opportunities.
<p>Quality of project design (maximum 20 points)</p>	<ul style="list-style-type: none"> • The consistency between project objectives and activities proposed. • The clarity, completeness and quality of all the phases of the project (preparation, implementation of activities and follow-up).

	<ul style="list-style-type: none"> • The quality of the preparation provided to participants and of the support provided on participants' return. • 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. • The appropriateness of measures for selecting and/or involving participants in activities. • The quality of proposed measures to reach out and involve young people with fewer opportunities.
Quality of project management (maximum 40 points)	<ul style="list-style-type: none"> • The appropriate experience of the organisation to reach the objective of the project. • The quality of the practical arrangements, management and support modalities. • The quality of cooperation and communication between the organisations. • The quality of measures for evaluating the outcomes of the project. • The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.

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 40 for relevance, 20 for quality of project design and 19 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 Volunteering Partnerships 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 75 in the 2018 European Solidarity Corps Guide. In any case you will be notified of the final outcome by the end of December 2018.

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 (www.eusolidaritycorps.org.uk).

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 (www.eusolidaritycorps.org.uk).

Statistics and funding results will be published in due course 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.

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

The European Solidarity Corps team at Ecorys UK are also here to help you with any queries you may have regarding your application for Volunteering Partnerships. You can contact the team by emailing us at 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 2018 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 a valid and relevant Erasmus+ volunteering accreditation or have you applied for 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 Volunteering Partnerships.

Introduction to the eForm

It is compulsory to complete the eForm when applying for Volunteering Partnerships 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 'ESC12 Volunteering Partnerships' 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 ESC12 Volunteering Projects](#). 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 esusolidaritycorps@ecorps.com.

Profile

Type of Organisation: In the 2018 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 User 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 2018 Programme Guide, Part D ‘Step 2: Check the Compliance with the Criteria’ on pages 64 to 68. Please ensure you give special attention to the Exclusion Criteria (pages 64 to 67).

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 volunteers) that will be involved in organising the volunteering activities. Please also describe their skills and expertise.

Accreditation

The applicant organisation must have a valid **Erasmus+ volunteering accreditation or Quality Label**, which they must hold before grant award decision (and apply for Quality Label no later than by 16 October 2018) and it must be valid for the duration of the project.

The accreditation can be either the previously known Erasmus+ Volunteering Accreditation (initially obtained under the Erasmus+ Programme, and provided they are valid up to the end of the Programme, 2020) or the Quality Label, which is specific to the European Solidarity Corps.

Please make sure that as the applicant organisation you hold the right type of Erasmus+ accreditation or Quality Label for the role you will play in the project:

- Any organisation planning to receive volunteers must hold 'host role' Quality Label for Volunteering (or Erasmus+ Volunteering Accreditation for receiving organisations).
- Any organisation planning to send volunteers must hold 'supporting role' Quality Label for Volunteering (or Erasmus+ Volunteering Accreditation for coordinating and/or sending organisations).

Please note if 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.

Relevance and Objectives

In this section, you must provide a rationale for your project, and identify both the project's objectives (short term and long term), the issues, and unmet societal needs the project will seek to address. All projects should propose to address a need for their young people, local community, and organisation. You will need to identify the most relevant topics addressed by your project (a maximum of three). Select from the dropdown menu. Do not worry if this doesn't cover everything. Add more by clicking on the + button and remove them by clicking on the - button. If your project is to address more than three topics, please choose the most relevant.

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

Following this, you will list the expected outcomes for participants resulting from their planned learning and active involvement and participation in the project, such as knowledge, skills and changes in attitude or behaviour. In addition, it may be planned that these outcomes may have a further impact on their employment status, ability to access further education, wellbeing or lifestyle. The most relevant and realistic outcomes should be noted.

It should be detailed how this activity might generate organisational learning or specific skills for the staff of the participating organisations. The applicants should describe the influence this project may have on their future work and the future work of the organisation.

It should be considered if this project will develop the participating organisations' or participants' understanding of an issue, youth work or train them in any new methodology that they can implement in their local community for example. Will this raise the profile of an issue or an organisation locally, nationally, or internationally? Highlight here any activity you plan to involve the wider community in your project, so that they benefit too. Community involvement and benefit is an expectation of volunteering projects in particular and can bring added value to all projects.

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

Project Management

Quality Management

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/will be chosen, and what experience and competences are looked for.

In this section you will have to detail how and when you plan to cooperate and communicate with the project partners. Please outline the methods by which you will ensure regular communication with your partners or other project stakeholders. 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.

Finally, you will need to provide information on what preparation will be offered to volunteers and who will provide the preparatory activities, along with details on who will deal with other practical and logistical matters. 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.

Monitoring and Evaluation

The last two questions in this section are focused around a description of the measures you will put in place in order to monitor the implementation of the volunteering activities and ensure the overall quality of the project management. It is also important to describe what activities your organisation will carry out in order to assess whether, and to what extent, each activity has reached its objectives and desired results.

Activities

In this section the applicants are asked to outline, for all activities, the type of activities (e.g. Individual volunteering, Volunteering teams, long-term activities, in-country volunteering, advance planning visits, etc.), context and objectives and detail how they meet the objectives of the project, as previously given in the 'Relevance and Objectives' section.

All activities will need to demonstrate compliance with the principles and provisions described in the Programme Guide. This includes the use of a variety of informal and non-formal methods to generate learning. Formal methods should be strictly limited. All activities should include space for participants to reflect on their learning (ideally using Youthpass) and should encourage active participation, creativity, and initiative.

Volunteering activities will also need to demonstrate that tasks are shaped by the young people to reflect their interests and abilities. Routine, manual, and repetitive administrative tasks must be kept to a minimum. Tasks must not place high level of responsibility or risk on volunteers or perform tasks that match the profile of an employee, since this should clearly be a learning service that offers community interest or benefit.

Accompanying persons may be included where necessary to enable a participant with special needs to attend. However, the reason why the accompanying person is required will have to be justified.

In this section applicants must detail the process for selecting participants from all partner groups that has taken place or will take place and how this selects the most suitable participants whilst ensuring a fair process.

Please note that for volunteering activities, participants cannot take part in more than one long-term volunteering activity (over 2 months), to ensure opportunities are made available to as wide a group of people as possible and to make best use of European funds.

Participants must be legally residing in the country of their supporting/host organisation and **have registered in the European Solidarity Corps Portal.**

It is 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. You will also need to provide information on how you are going to involve the participants in the project in line with the aims of the project as well as with the principles of the Quality Label.

On the European Solidarity Corps matching database (PASS Tool – Placement Administration and Support System) you will be able to enter details of the proposed placement to search for potential participants. Suggested candidates will be shown and you will be able to view their details - personal contact details will not be shown for data protection reasons. You can initiate contact with a participant to start discussions with your organisation to help decide whether to make an offer. If you make an offer the chosen participant will then receive an email from the PASS tool, in their preferred contact language, advising them that they have been offered the placement, which the participant then can choose to accept or reject through the tool.

For more information, please visit: [European Solidarity Corps section on the European Youth Portal](#).

After identifying and describing your participants, you also have to explain how you will ensure appropriate support measures are in place for them (i.e. preparation, mentorship, support prior, during, and after the actual placement).

You will have to select 'yes' or 'no' from the drop down menu in order to indicate whether or not your project will involve participants with fewer opportunities. Additionally, information on the actual or likely profile of the participants the project will involve is also required. For more detail on each of the categories, please see 'Social Inclusion' on pages 6-7 within the [2018 European Solidarity Corps Programme Guide](#).

Finally, you will need to explain the particular measures you will put in place (if applicable) to cater for the specific needs of these participants and/or to support their participation (e.g. accompanying person, reinforced mentorship etc.). Lastly, you will have to explain how you will monitor that a quality learning process is embedded in the activities and that participants are supported in the reflection, identification and documentation of their learning outcomes.

The section is closed with a requirement to provide the indicative number of volunteers you plan to involve under the three annual agreements, including the percentage of participants with fewer opportunities (if earlier in the section you have chosen 'yes' under the involvement of participants with fewer opportunities).

Follow-up

You must detail your plan 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, 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 videos to assist this. You might plan to get press coverage or invite local councillors or decision makers to dissemination events. The National Agency Communications team is always keen to hear about interesting case studies.

Please refer to the Programme Guide (pages 79-83, Annex I) for further information about dissemination.

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 may be used by the European Commission and/or the National Agency.

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 document needs to be annexed to the application form:

- The Declaration of Honour signed by the legal representative mentioned in the application.

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 file formats 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 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 ESC12 – Volunteering Partnerships application form.
- All mandatory fields in the application form have been completed, otherwise the application will not submit correctly.
- The application form is submitted to the National Agency of the country in which your organisation is established.
- The application form is completed in one of the official languages used in Participating Countries (details can be found on page 71 of the Programme Guide).
- 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 750 000 EUR, you have uploaded an audit report produced by an external auditor.
- You are complying with the submission deadline published in the European Solidarity Corps Guide.
- You have saved or printed a copy of the completed form for your own records.

Data Protection Notice

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

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 needed documents, you can submit your form to your National Agency. The 'Submit' button on the left hand 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: 11am (UK time) on Tuesday 16 October 2018.

Important note

The submission of the ESC12 Volunteering Partnerships must be made at least 1 day before submitting the annual grant request (ESC13 application form). This is required in order to ensure that the data entered in the ESC12 Volunteering Partnerships form is linked to your PIC, which then will be linked to the annual grant request.

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 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 'ESC12 – Volunteering Partnerships 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 '2018 ESC12 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: ESC12 – Volunteering Partnerships, deadline 16 October 2018?
<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 16 October 2018 (11am UK time)?
<input type="checkbox"/>	Have you submitted your application before submitting the Annual Grant request (ESC13 application form), allowing at least one day in between the two application forms?
<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 eusolidaritycorps@ecorys.com.

All applications are checked for eligibility and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. 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 AND Constitution
Scottish Charitable Incorporated Organisation	Private Law Body	OSCR (Office of the Scottish Charity Regulator) registration certificate OSCR letter AND Constitution

Legal Form	Legal Entity Form (LEF)	Examples of supporting evidence as stated on the Legal Entity Form
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 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

