



Erasmus+

Application template – Call 2018

KA3 - Support for policy reform

KA347 - Dialogue between young people and policy makers

DISCLAIMER



This document represents a template of an application form. It must not be used for real applications to a National Agency.

Please also note that the sections and questions presented below may ultimately differ from the electronic application form made available to applicant organisations.

We strongly advise check the questions carefully when filling in real application.

Guidelines

Please have a look at the following information about the application KA347 Dialogue between young people and policy makers:

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign:  If a section is marked with this sign:  this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage. Under the Submission Summary page, you can access information about all submissions you made with this application form.
- You can find more information in the <https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency**. You can find their contact details here. <http://ec.europa.eu/programmes/erasmus-plus/contact>

This application form consists of the following main sections:

- **Context:** This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal.
- **Participating Organisations:** This section asks for information about the applicant organisation and about other organisations involved in the project as partners. All organisations included in the application, whether they act as applicant or partner, need to be registered in order to receive a Participant Identification Code (PIC) through the Participant Portal. <http://ec.europa.eu/education/participants/portal> The PIC is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not



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register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.

- **Project Description:** This section asks for information about the objectives and topics of the project.
- **Participants' Profile:** This section asks for information about the participants of the project.
- **Preparation:** This section asks for information about preparation that you plan to do before the actual project activities take place.
- **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.
- **Follow-up:** This section asks for information about the impact of the project as well as about the dissemination and evaluation activities you will carry out.
- **Budget Summary:** This section will provide an overview of the budget of your project and the EU grant you request.
- **Project Summary:** In this section you will be asked to provide a summary of your project.
- **Annexes:** In this section, you will need to attach relevant documents needed for the completion of your application.
- **Checklist:** This section will help you double-check if your application is ready for submission.

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Context

Programme	Erasmus+
Key Action	Support for Policy Reform
Action	Stakeholder dialogue and policy promotion [Read-only]
Action Type	KA347 - Dialogue between young people and policy makers
Call	2018
Round	1]
Deadline for Submission	1 February, 2018 12.00 am Brussels, Belgium Time
Language used to fill in the form	
Project Title	
Project Title in English	
Project Acronym	
Project Start Date (dd-mm-yyyy)	
Project Total Duration	From 3 to 24 month]
Project End Date (dd-mm-yyyy)	
National Agency of the Applicant Organisation	

For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>



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Participating Organisations

Please note, the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal. <http://ec.europa.eu/education/participants/portal>

(Role of Organisation)

	<i>Applicant Organisation or Partner Organisation</i>
PIC	
Legal name (National language)	<i>Prefilled after entered the PIC</i>
Legal name	<i>Prefilled after entered the PIC</i>
Acronym	<i>Prefilled after entered the PIC</i>
National ID (if applicable)	<i>Prefilled after entered the PIC</i>
Department (if applicable)	<i>Prefilled after entered the PIC</i>
Address	<i>Prefilled after entered the PIC</i>
Country	<i>Prefilled after entered the PIC</i>
P.O. Box	<i>Prefilled after entered the PIC</i>
Post Code	<i>Prefilled after entered the PIC</i>
CEDEX	<i>Prefilled after entered the PIC</i>
City	<i>Prefilled after entered the PIC</i>
Website	<i>Prefilled after entered the PIC</i>
Email	
Telephone	<i>Prefilled after entered the PIC</i>
Fax	<i>Prefilled after entered the PIC</i>

Profile

Type of Organisation	
Is your organisation a public body?	<i>Prefilled after entered the PIC</i>
Is your organisation a non-profit?	<i>Prefilled after entered the PIC</i>



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Background and Experience

[Available for applicant organisation]

Please briefly present the organisation.

[Max 5000 characters]

[Available for applicant organisation]

What are the activities and experience of the organization in the areas relevant for this application?

[Max 5000 characters]

What are the skills and expertise of key staff/persons involved in this application?

[Max 5000 characters]

[The next section is available for Applicant Organisation.]

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

[Yes/No]

[The next section is available if the answer to the above question is "Yes".]

Please indicate:

EU Programme	
Year	
Project Identification or Contract Number	
Applicant/Beneficiary Name	



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Associated Person (Organisation Name)

Role	LR – Legal Representative CP – Contact Person
Preferred Contact <i>(If "YES" set then the flag will be switched off for all others contact persons)</i>	
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

Same Address as Organisation

Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	



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Project Description

Why do you want to carry out this project? What are its objectives? What are the issues and needs that you are seeking to address through this project? In which way is this project linked to the objectives and principles of Structured Dialogue in the field of youth?

[Max 5000 characters]

[Question visible if the Number of Organisations is > 1]

How did you choose your project partners? What experiences and competences will they bring to the project?

[Max 5000 characters]

What are the most relevant topics addressed by your project?

Participants' Profile

Participants' Profile

Please describe the background of the participants involved (including decision makers/experts, if relevant) and how these participants have been or will be selected.

[Max 5000 characters]

Please provide general information on the age of participants and describe how you will ensure gender balance in the main activities carried out in your project.

[Max 5000 characters]

Participants with Fewer Opportunities

Does your project involve participants facing situations that make their participation in the activities more difficult?

[Yes/No]

[Available if the answer to the above question is "Yes"]

How many participants (out of the total number) would fall into this category?



Which types of situations are these Participants facing?

If any, please explain the particular measures (accompanying person, reinforced preparation etc.) you will put in place to cater for the specific needs of these participants and/or to support their participation.

[Max 5000 characters][Optional]

Learning Outcomes

Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in each planned activity of your project?

[Max 5000 characters]

The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones?

Are you planning to use any national instrument/certificate? If so, which one?

[Max 5000 characters]

How will you use the European/national instrument(s)/certificate(s) selected, if any? How will you ensure an awareness and reflection of the participants on their learning process and competences developed in the project? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.

[Max 5000 characters]

Preparation

What will be done in preparation, by your organisation and, if relevant, by your partners before the youth seminar(s) take place?

How will the participants be involved in defining or being aware of the topics, the activities and the methodology of the seminar(s)?

How do you intend to cooperate and communicate with decision-makers, other relevant stakeholders and if applicable with your project partners?

[Max 5000 characters]



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Practical Arrangements

How will the practical and logistic matters of the project be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, preparatory meetings with partners etc.)?

[Max 5000 characters]

Main Activities

Please outline the main activities you plan to organise and the working methods used. If relevant, please describe the role of each project partner in the activities.

[Max 5000 characters]

List of Activities

Please enter the different mobility activities you intend to implement in your project. Please attach a timetable of the Activity in the section "Annexes" of this form.

[Multiplicity: 0..15]

Id	<i>[Generated by the system]</i>
Activity Title	
Activity Type	
Total No. of Flows	
Total No. of Participants	
Total Budget	



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Flows

Id	<i>[Generated by the system]</i>
Country of Origin	
Country of Destination	
Distance Band	
City of Venue	
Start Date	
End Date	
Total Duration Excluding Travel (days)	
Travel Days	
Total Duration Including Travel (days)	
No. of Participants	
No. of Participants with Special Needs (out of total number of Participants)	
No. of Participants with Fewer Opportunities (out of total number of Participants)	
No. of Young Participants (out of total number of Participants)	
No. of Accompanying Persons (out of total number of Participants)	

Travel

Id	<i>[Generated by the system]</i>
Country of Origin	<i>Prefilled [Read only]</i>
Country of Destination	<i>Prefilled [Read only]</i>
Distance Band	<i>Prefilled [Read only]</i>
Grant per Participant	<i>Prefilled [Read only]</i>
No. of Participants (including accompanying persons)	
Total Travel Grant	<i>Prefilled [Read only]</i>



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Organisational Support

Id	<i>[Generated by the system]</i>
Country of Destination	<i>Prefilled [Read only]</i>
Duration per Participant (days)	
No. of Participants (including accompanying persons)	
Grant per Participant/Day	<i>Prefilled [Read only]</i>
Total Organisational Support Grant	<i>Prefilled [Read only]</i>

Special Needs Support

[Special Needs Support is linked to the activity.]

Id	<i>[Generated by the system]</i>
No. of Participants With Special Needs	
Description and Justification	
Total Special Needs Grant	

Exceptional Costs

[Exceptional Costs is linked to the activity.]

Id	<i>[Generated by the system]</i>
No. of Participants	
Description and Justification	
Total Grant	



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Follow-up

Please describe what will happen after the end of your main activities.

Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

[Max 5000 characters]

What is the desired impact of the project at the local, regional, national, European and/or international levels?

[Max 5000 characters]

Dissemination of Projects Results

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

[Max 5000 characters]

Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

[Max 5000 characters]



Budget Summary

Budget items	Grant
Travel	<i>Prefilled [Read only]</i>
Organisational Support	<i>Prefilled [Read only]</i>
Special Needs Support	<i>Prefilled [Read only]</i>
Exceptional Costs	<i>Prefilled [Read only]</i>
Total Grant	<i>Prefilled [Read only]</i>

Budget Summary per Activity Type

Id	Activity type	Total Travel Grant	Total Organisational Support Grant	Total Special Needs Support Grant	Total Exceptional Costs Grant	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

Project summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. The summary will be publicly available in case your project

[The following question and answer are available if language used in application is not English]

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

[Max 5000 characters]



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Summary of Participating Organisations

PIC of Organisation	<i>Prefilled [Read only]</i>
Name of the Organisation	<i>Prefilled [Read only]</i>
Country of the Organisation	<i>Prefilled [Read only]</i>
Role of Organisation	<i>Prefilled [Read only]</i>
Type of Organisation	<i>Prefilled [Read only]</i>

Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants	No. of Participants with Special Needs	Participants with Fewer Opportunities	No. of Young Participants	No. of Accompanying Persons
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

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Annexes

The maximum number of all attachments is 10 and the maximum total size is 10240 KB.

Please download the Declaration of Honour, print it, sign it by the legal representative and attach.

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	

Please attach any other relevant documents.

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	



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Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. Once signed it must be scanned and annexed to this application form.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action
OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign the EU grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:



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- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
 - guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.
- In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:

Date (dd-mm-yyyy):

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):



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Checklist

Before submitting your application form to the National Agency, please make sure that

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established.
Currently selected NA is: *[code and name of NA]*.

Please also keep in mind the following:

[For applications with applicant plus one or more partners]

Mandates of each partner to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant and each consortium members must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - "Information for applicants").



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Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

I agree with the Data Protection Notice