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Sample

Project Title
Project Title in English
Project Acronym

Project Start Date (dd/mm/yyyy)	Project Total Duration (months)	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
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01-08-2021

Applicant organisation/Partner organisation

OID	Legal name	Country	Region	City	Website
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Is the organisation a public body?
Is the organisation a non-profit?
Type of Organisation
Main sector of activity

Associated persons should not be shown in PDF because of GDPR compliance.

Sample

Application

Programme	Erasmus+
Action Type	Youth participation activities
Call	2021
Round	Round 1

Context

Project Title

Project Start Date (dd/mm/yyyy)	Project total Duration (Months)	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
01-08-2021				

Protection of Personal Data

Please read our privacy statement to understand how we process and protect [your personal data](#)

Sample

Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Undefined applicant organisation

Applicant organisation OID	Legal name	Country
----------------------------	------------	---------

Applicant details

Legal name

Country

Region

City

Website

Partner Organisations

Partner organisation OID	Legal name	Country
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Project Rationale

Aims

Target Group

Expected impact

Topic

Please select up to three topics addressed by your project

Sample

Project Details

In this section, you are asked to provide further details on your project, the activities you will implement and how you will address crucial elements of a quality project such as preparation, identification and documentation of learning outcomes etc.

Are you planning to carry out mobility activities and/ or events?

Description of the activities

Please describe the activities you will implement in your project. Please describe for each one, at the very least the venue(s), working methods used, aims etc.

Please describe the profile of the young participants that are/will be involved. How have they been or will they be selected? Please also provide information on the age of the participants and how gender balance is ensured

Please provide an estimate of the number of participants that will be involved and reached out through your activities. If you will carry out mobility activities or events, do not include those participants in this estimate.

Will your project also involve other participants such as decision makers/experts/community representatives etc.?

Please describe the role and involvement of the participants in all phases (planning, preparation, implementation of activities and follow-up).

How will the participants cooperate and communicate between them to prepare and follow-up on the activity? How did you choose this channel/these channels of communication?

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

Project Design

Non-formal learning

What non-formal learning methods will you use in your project? What will you do to be sure that the methods allowing them to learn are of high quality?

Do you foresee to include any virtual component, before, during or after the activity?

Preparation, support and follow-up

How will you prepare the participants before the start of the activity and how will you support them during and after the activities?

What measures will you put in place to ensure the safety and protection of participants?

What activities are foreseen after the end of the project? What type of follow-up do you plan?

Recognition of learning outcomes

How will you support participants to be aware of what they have learned and which competences they have developed or improved? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.

The Erasmus Programme promotes the use of instruments/certificates like [Youthpass](#) or [Europass](#), to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates?

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

Participant with fewer opportunities

Are you planning to involve participants facing situations that make their participation in the activities more difficult?

Environmental friendly practices

Will you include **sustainable and environmental-friendly practices** in your activities?

Project Management

The purpose of this section is to assess the approach to project management and capacity to deliver high quality learning activities. Make sure to read the questions carefully and address all sub-questions.

How will you manage the project (agreements with partners etc.) and make sure that it is done in line with the Erasmus+ Youth Quality Standards?

How will you organise the practical and logistical part of the project (e.g. travel, accommodation, insurance, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

Evaluation

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

Sustainability of the results

What will you do to make sure that your project continues to have effects also after it ends?

Are you planning measures to make sure that the results produced are used and beneficial to others beyond the project's lifetime? If yes, which ones?

Dissemination of project results

How will you make your project visible outside your organisation and partner organisations? How will you share its results and success? With whom will you share the results?

How will you involve participants in such activities?

Sample

Project Budget

Project Costs

Applicant's Country	Grant per month	Number of months	Total Grant
			0

Exceptional Costs

Id	Description and Justification	Number of participants supported with this cost item	Eligible costs	Requested grant
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Inclusion support for participants

Id	Number of participants for inclusion support	Inclusion support for participants	Description and justification of expenses
----	--	------------------------------------	---

Sample

Budget Summary

Project Costs	0
Exceptional Costs	
Mobility Activity Costs	0
Total	0

Budget Summary per Activity Type

Activity Type

Events Grant

Travel

Green travel

Exceptional Costs for expensive travel

Inclusion support for organisations

Inclusion support for participants

Exceptional Costs

Grant

Budget Summary per Activity

Activity id

Activity Type

Events Grant

Travel

Green travel

Exceptional Costs for expensive travel

Inclusion support for organisations

Inclusion support for participants

Grant

Sample

Project Summary

Please provide short answers to the following questions to summarise the information you have provided in the rest of the application form.

Please use full sentences and clear language. In case your project is accepted, the summary you provided will be made public by the European Commission and the National Agencies.

What do you want to achieve by implementing the project? What are the objectives of your project? Please specify from the perspective of youth work practice.

Please provide a translation in English.

What activities do you plan to implement? What is the number and profile of the participants involved?

Please provide a translation in English.

What results and impact do you expect your project to have?

Please provide a translation in English.

Summary of Participating Organisation

Organisation name (Organisation id, Country) (,)

Country of the Organisation

Role of organisation The organisation that applies in the name of the consortium

Type of Organisation

Summary of Activities and Participants

Activity Type	N° of Activities	N° of Participants	Participants with Fewer Opportunities
Total	0	0	0

Erasmus+ Youth Quality Standards

Organisations implementing Erasmus learning mobility activities must adhere to a set of quality standards. These standards exist to ensure quality experience and learning outcomes for Erasmus participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives.

I. POLICY PRIORITIES IN THE FIELD OF YOUTH :

Beneficiary organisations should contribute to the overall objectives of the EU Youth Strategy[1] and to the European Youth Goals developed within this frame. They should apply the guiding principles laid down in the EU Youth Strategy.

II. BASIC PRINCIPLES OF THE ERASMUS PROGRAMME :

- **Inclusion and diversity**: beneficiary organisations must respect the principle of inclusion and diversity in all aspects of their activities. Whenever possible, beneficiary organisations should open their activities to participants from different backgrounds and with diverse abilities, actively engage and involve participants with fewer opportunities.
- **Environmental sustainability and responsibility**: beneficiary organisations must make efforts to design activities in an environmentally friendly way and promote environmentally sustainable and responsible behaviour among its participants.
- **Virtual cooperation, virtual mobility and blended mobility**: beneficiary organisations should integrate the use of digital tools and learning methods to complement the physical mobility activities or to improve the cooperation with partner organisations.
- **Active participation in the network of Erasmus organisations**: beneficiary organisations should seek to become active members of the Erasmus network by taking part in activities organised by the National Agency or other organisations. Experienced Erasmus beneficiaries should share their knowledge with organisations who have no or little experience in the programme, providing them with advice, mentorship or other support. Beneficiary organisations should also encourage their participants to take part in Erasmus community building activities.

III. QUALITY MANAGEMENT

- **Responsibility**: beneficiary organisations will be responsible for results and quality of the implemented activities, regardless of the involvement of any other organisations or individuals. During the implementation of Erasmus activities, beneficiary organisations must take responsibility for key decisions on all tasks that directly affect the outcomes of the implemented activities, especially in relation to these quality standards. The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities.
- **Transparency**: beneficiary organisations may receive advice, assistance or services from other organisations or individuals, as long as it keeps control of the content, quality and results of the implemented activities. If the beneficiary organisations are using the programme funds to pay for such services, rights and obligations of both parties (in particular tasks to be carried out, quality control mechanisms and consequences in case of poor or failed delivery on part of the service provider) must be formally defined and available for review by the National Agency.
- **Partnerships**: While overall responsibility of the implementation lies within the beneficiary organisations, activities should be planned, implemented and evaluated together with all partner organisations involved. Clear definition of roles, and distribution of tasks should be set-up and agreed.
- **Contributions paid by participants**: as a form of co-funding, the beneficiary organisation may ask participants in activities for contributions to pay for goods and services necessary for the implementation of those activities.

The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by other service providers chosen by the beneficiary organisation.

- **Monitoring and evaluation:** beneficiary organisations should put in place adequate plans and procedures to monitor and evaluate the activities, to enable them to assess how they are progressing towards their objectives and whether they have reached them. The monitoring and evaluation outcomes should lead to improvements in the implementation of ongoing or future activities.
- **Building capacity and integrating results of the activities in the organisation:** beneficiary organisations should take steps to use the results of the implemented activities in their regular activities, to build their capacity and the capacity of their staff.
- **Gathering and using participants' feedback:** beneficiary organisations should encourage the participants to fulfil the standardised participant reports provided by the European Commission, and should make use of the feedback provided by the participants to improve future activities.

IV. QUALITY LEARNING ACTIVITIES

This section sets the minimum standards to follow. Further guidance and tools are available to support the delivery of high quality learning mobility activities, such as the Quality Framework for Learning Mobility.

- **Practical arrangements:** beneficiary organisations must ensure quality of practical and logistic arrangements (travel, accommodation, insurance, safety, visa applications, social security, etc.). If these tasks are delegated to the participants or another participating organisation, beneficiary organisations will remain ultimately responsible for verifying their provision and quality.
- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.
- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.
- **Preparation and support of participants:** participants must receive appropriate preparation in terms of practical, cultural and safety aspects. They should be fully aware of what is expected from them before, during and after the activity. Adequate guidance and support must be available during all phases of the activities.
- **Support to participants with fewer opportunities:** beneficiary organisations must ensure fair and equal conditions for all participants, including those facing barriers (such as special learning needs or physical disability).
- **Participatory approach:** participants should - as far as possible - be actively involved in all phases of the activities and receive adequate support to do so.
- **Participatory methods:** activities should be based on participatory methods and offer space for interaction of participants, sharing of ideas, avoiding passive listening and allow them to contribute to the activities with their own knowledge and skills, reversing the traditional roles of outside "experts".
- **Linguistic support:** beneficiary organisations must ensure appropriate language training, adapted to the needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition and monitoring of learning outcomes:** the expected learning outcomes must be clearly defined for each participant or group of participants prior to the activity. Where relevant, participants should be involved in

the identification of the expected learning outcomes. Progress in the learning process should be monitored and adequate support should be provided to participants in this regard.

- **Identification and recognition of learning outcomes:** non-formal and informal learning outcomes gained by participants in the activities should be identified and documented, in particular through EU level recognition tools such as Youthpass. Youthpass is a tool to support validation of non-formal and informal learning outcomes. It is a part of the European Commission's strategy to foster the recognition of non-formal learning.
<https://www.youthpass.eu/en/>

V. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Erasmus programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.
- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Erasmus programme known in their community and in the wider public. Beneficiary organisations must also inform all participants about the source of the fund.

Sample

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here.

File Name	File Size (kB)
Total Size (kB)	0

Mandates

Please download the Mandates, have them signed by the legal representatives and attach them here.
Please ensure that mandates are valid before submitting them to the National Agency. Mandates shall be provided at the latest before the signature of the grant agreement.

File Name	File Size (kB)
Total Size (kB)	0

Timetable

Please attach the timetables for the project activities using the template provided

File Name	File Size (kB)
Total Size (kB)	0

Other Documents

Please attach any other relevant documents. Please use clear file names.
If you have any additional questions, please contact your National Agency. You can find their contact details [here](#)

File Name	File Size (kB)
Total Size (kB)	0

Total Size (kB)

0

Checklist

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

- It fulfills 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:

Please also keep in mind the following:

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").

To apply for Erasmus+ accreditation, your organisation must subscribe to the Erasmus+ Youth quality standards and accept to be evaluated based on those standards. Since the Erasmus+ accreditation is valid for a longer period, your organisation's performance in maintaining the Erasmus+ Youth quality standards will also influence how much funding you may receive in subsequent years.

Please read the following statements carefully and confirm your agreement

- I have read the above Erasmus+ Youth quality standards
- I understand and agree that Erasmus+ Youth quality standards will be used as part of the criteria for evaluation of the activities implemented under this accreditation
- I understand and agree that the results of the evaluation based on these standards will form a part of criteria for decision on any subsequent grants under this accreditation

History

Version	Submission time	Submitted by	Submission id	Submission status
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Sample