



**General Information**

This form is to be filled out by organisations wishing to be accredited under the Erasmus+ programme. Please see the Erasmus+ Programme Guide for more information about accreditation.

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the main activities: this section asks for information about the organisation strategy in preparation, implementation and follow-up of the activities they plan to implement;
- Check List/Data Protection Notice/Declaration of Honour and, if relevant, background documents: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online;

For more information on how to fill in this application form, you can read the e-Forms Guideline.

**Context**

Programme	Erasmus+
Action Type	Accreditation of VET organisations
Call	2014
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-12-2014 11:59:59
Language used to fill in the form	

**National Agency of the Applicant Organisation**

Please choose the National Agency in the country where your organisation is based.

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

[http://ec.europa.eu/education/participant-portal/support/contact/index\\_en.htm](http://ec.europa.eu/education/participant-portal/support/contact/index_en.htm)

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**Applicant Organisation**

PIC	<input type="text"/>	<input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>	
Full legal name (Latin characters)	<input type="text"/>	
Acronym	<input type="text"/>	
National ID (if applicable)	<input type="text"/>	
Department (if applicable)	<input type="text"/>	
Address	<input type="text"/>	
Country	<input type="text"/>	
Region	<input type="text"/>	
P.O. Box	<input type="text"/>	
Post Code	<input type="text"/>	
CEDEX	<input type="text"/>	
City	<input type="text"/>	
Website	<input type="text"/>	
Email	<input type="text"/>	
Telephone 1	<input type="text"/>	
Telephone 2	<input type="text"/>	
Fax	<input type="text"/>	

**Profile**

Type of Organisation	<input type="text"/>
Is your organisation a public body?	<input type="text"/>
Is your organisation a non-profit?	<input type="text"/>

**Background and Experience**

Please briefly present your organisation, including information on its aims, target groups, regular activities and other relevant aspects.



Erasmus+

Application Form for Accreditation

Call: 2014

KA1 - Learning Mobility of Individuals

What are the activities and experience of your organisation in the areas relevant to future participation in the Erasmus+ programme?

Please give information on the human resources of your organisation (i.e. staff and volunteers), and describe the skills and expertise of the persons that will be involved in the future Erasmus+ activities, with specific regard to organising mobility activities.

If your organisation has been awarded a previous accreditation (i.e. EVS Accreditation or LDV Mobility Certificate), please enter its reference code.

Legal Representative

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

Address

Country

Region

P.O. Box

Post Code

CEDEX

Form hash code:

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Erasmus+

Application Form for Accreditation  
Call: 2014  
KA1 - Learning Mobility of Individuals

City

Telephone 2

Contact Person

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

Address

Country

Region

P.O. Box

Post Code

CEDEX

City

Telephone 2

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Strategy and Experience

This section shows the degree to which your organisation has integrated the objectives of the mobility projects into its general strategy and its capacity to adapt and adjust by building on past experiences.

Mission and Strategy

Please describe in an attached document your organisation's internationalisation strategy (e.g. implementation of wider cooperation/networking projects at international or transnational level) and how your organisation foresees the inclusion of VET international mobility activities within it.

Are you applying for an accreditation on behalf of a consortium?

Please provide the details of the partner organisations involved in the consortium.

Full legal name (National Language)

Full legal name (Latin characters)

National ID (if applicable)

Country

Region

Type of Organisation

Short description of the organisation's aims and activities

What is the role of each partner involved? How do you intend to cooperate within the consortium?

Does your organisation have its own funds to carry out mobility activities?

How these funds are used (number of activities implemented and participants sent)?

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**Implementation of Past and Current Mobility Activities**

**General Information: Past and Current Activities**

How many mobility projects funded by the European Union has your organisation carried out in the last 3 years?

What is the average number of participants involved per year in these mobility activities?

Please describe the activity type and the target group of the participants mentioned above and, if your organisation has experience in other types of mobility activities, describe them too.

**Organisational Issues and Qualitative Management of Future Mobility Activities**

**Project Management**

How does your organisation address management issues in mobility activities (e.g. repartition of tasks and responsibilities inside your organisation, modalities of cooperation with partners, management of EU grants, quality management framework or certificates)? Please also stipulate possible changes and developments to your future practices.

**Practical Arrangements**

How are the practical and logistic matters addressed in mobility activities carried out by your organisation (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory visits etc.)? Please also stipulate possible changes and developments to your future practices.

**Selection of Participants**

What are the criteria and procedures for selecting participants in mobility activities? How will you ensure an open and transparent recruitment process? Please also stipulate possible changes and developments to your future practices.

**Preparation of Participants**

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Which kind of preparation is offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Are these preparatory activities tailor made for vocational and occupational needs? Are the host partners involved in this preparation? Please also stipulate possible changes and developments to your future practices.

**Participants with Fewer Opportunities**

**Monitoring**

How are the participants supervised during their mobility activity? Who monitors their work programme and progress and the overall quality of the training placement? Has your organisation put in place specific communication channels? Please also stipulate possible changes and developments to your future practices.

**Mentoring and Support**

Which measures are put in place in order to support the participants during their mobility activity (e.g. support provided by a contact point, a mentor and/or an accompanying person)? Please also stipulate possible changes and developments to your future practices.

**Learning outcomes**

Which European or national instruments/certificates are used to recognise and/or validate the learning outcomes of participants? How are the agreements with participants drafted and managed? What are the assessment procedures to ensure the validation and recognition of the learning outcomes of the participants? Are learning outcomes that were not originally planned but nevertheless achieved during the mobility taken into account? Is the non-formal and informal experience also recognized? If yes, how? Please also stipulate possible changes and developments to your future practices.

If your organisation applies or plans to apply ECVET in the recognition of participants' learning outcomes, please explain how Memoranda of Understanding are/will be established between the competent bodies.

**Achievements**

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What has been the main qualitative achievement of your previous and current mobility activities? What has been the impact of these activities on the organisations involved? What has been the impact outside the organisation at local, regional and/or national levels? How did your organisation integrate these achievements in its overall international strategy?

**Dissemination of Projects' Results**

Which activities does your organisation carry out in order to share the results of your mobility projects outside your organisation and partners? What are the target groups of your dissemination activities? Please also stipulate possible changes and developments to your future practices.

**Quality Management and Evaluation**

Which activities does your organisation carry out in order to assess whether, and to what extent, mobility activities have reached their objectives and desired results? How does your organisation evaluate the personal and professional development of participants following their mobility activity? Please also stipulate possible changes and developments to your future practices.





**Future Developments**

Please describe your long term strategy and any developments and adaptations you foresee in the future to your overall strategy to develop transnational mobility activities.

Please state approximately how many participants you plan to send yearly over the next 3 years. In addition, please break these figures down to show proportionately how many VET learners and VET staff are involved and also the proportion of the mobility that you intend to cover with E4A funds and the proportion to be covered by other national mobility schemes or own funds.

How many mobilities are you planning to realize in the coming three years?

	Learners	Staff
First year		
Second year		
Third year		
Total		

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### Background documents

#### General Information: Past and Current Activities

The European Voluntary Service (EVS) Charter highlights the roles of EVS sending, receiving and coordinating organisations and the main principles and quality standards of EVS. Each EVS Activity promoter adheres to the provisions set out in this Charter.

##### EVS partnership

A solid partnership between EVS sending, receiving, coordinating organisations and the volunteer is the basis of every EVS activity. Adequate matching between the volunteer profile and the tasks has to be in place.

- The sending organisation is in charge of the preparation and support of the volunteers before, during and after the EVS activity.
- The receiving organisation has to ensure safe and decent living and working conditions for the volunteer throughout the entire activity period. It has to provide adequate personal, linguistic and task-related support, including the identification of a mentor for the volunteer.
- The coordinating organisation (applicant) has the role of facilitating the implementation of the project by offering administrative and quality support to all project partners and enabling their networking.

##### EVS principles to be ensured

- The non-formal learning and intercultural dimension, through a clear definition of a learning plan for the volunteer.
- The service dimension through a clear definition of the non-profit-making character of the project and the volunteer tasks. Full-time service and active role of the volunteer in implementing the activities have to be ensured. EVS volunteer activities must not replace any employment.
- The benefit to and the contact with the local community.
- EVS is free of charge for the volunteers, except for a possible contribution to the travel costs.
- Accessibility and Inclusion: when recruiting EVS volunteers, the organisations maintain the overall accessibility of EVS for all young people, without prejudice related to ethnic group, religion, sexual orientation, political opinion, etc. If the project targets volunteers with fewer opportunities, facilities and capacity in providing tailor-made preparation, and support have to be in place.

##### EVS quality standards to be ensured

##### Support to the volunteer

- before, during and after the EVS Activities, in particular in crisis prevention and management;
- for insurance, visa, residence permit, travel arrangements and all the EVS administrative procedures;
- by facilitating the volunteer's participation in the EVS training cycle;
- by foreseeing proper evaluation measures.

##### Information

- All EVS partners have the right to receive complete information on the project and agree on all aspects.
- Visibility, dissemination and publicity measures have to be in place.

##### Recognition

- Each EVS volunteer is entitled to receive a Youthpass.

### Tasks and Responsibilities

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The EVS charter describes the role of EVS organisations acting as sending, receiving or coordinating organisation and defines the main principles of EVS and the minimum quality standards that must be respected within an EVS Activity. Here is a suggestion on how the roles and tasks of organisations involved in EVS could be shared (in some cases these roles must be compulsorily performed by a given organisation).

### COORDINATING ORGANISATION:

- submits the application and bears the financial and administrative responsibility for the entire project towards the National Agency or the Executive Agency;
- coordinates the project in cooperation with all sending and receiving organisations;
- distributes the EVS grant between all sending and receiving organisations;
- ensures that the volunteer(s) receive(s) the EVS Info Kit and attend(s) the full EVS Training and Evaluation Cycle;
- provides support to the volunteer(s) it places in the receiving organisation(s);
- carries out all or some of the administrative tasks of the sending or receiving organisation(s) involved in the project;
- ensures, with the sending and receiving organisations, that each volunteer is in possession of the European Health Insurance Card (if applicable) and is covered by the obligatory EVS Insurance plan foreseen in the Erasmus+ Programme;
- arranges, with the sending and receiving organisations, a visa for the volunteer(s) who needs it. The National/Executive Agencies can issue visa support letters, if needed;
- provides support for the learning/Youthpass process. Completes, with the sending and receiving organisations and the volunteer, and issues, a Youthpass Certificate for those volunteers who want to receive it at the end of their EVS.

### SENDING ORGANISATION:

#### Preparation

- helps the volunteer(s) to find and contact a receiving organisation;
- provides adequate preparation for the volunteer(s) before departure, according to the individual needs and learning opportunities of the volunteer(s) and in line with the Volunteer Training Guidelines and Minimum Quality Standards of the European Commission;
- ensures, in cooperation with the receiving organisation, that the volunteer receives support in carrying out language preparation (if applicable, support to carry out the online language course and assessments provided by the Commission);
- ensures the participation of the volunteer(s) in the pre-departure session, if organised by the National Agency or SALTO.

#### Contact during the voluntary activity

- keeps in contact with the volunteer(s) and with the receiving organisation(s) during the project.

#### Upon volunteer's return

- provides support to volunteer(s) to help reintegrate them into their home community;
- gives volunteers the opportunity to exchange and share experiences and learning outcomes;
- encourages the involvement of the volunteer(s) in dissemination and exploitation of results and learning outcomes;
- provides guidance regarding further education, training or employment opportunities;
- ensures the participation of the volunteers in the annual EVS event organised by the National Agency in their country.

### RECEIVING ORGANISATION:

#### Mentor

- identifies a mentor who is responsible for providing to the volunteer(s):
  - o personal support,

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- o support to carry out the online language course and assessments provided by the Commission (if applicable)
- o support to carry out a self-reflection on the learning outcomes of the EVS activity (through the use of Youthpass).

Task-related support

- offers supervision and guidance to the volunteer(s) through experienced staff.

Personal support

- provides personal support and support during the learning/Youthpass process to volunteer(s);
- gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.;
- encourages contact with other EVS volunteers whenever possible.

EVS training and evaluation cycle and language support

- ensures the participation of the volunteer(s) in the on-arrival training and mid-term evaluation organised by the NA or SALTO;
- arranges language learning opportunities and support to volunteers undertaking language courses.

Principles of EVS

- ensuring universal accessibility to EVS: receiving organisations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.; neither can they require qualifications or a certain educational level in order to select the volunteer(s);
- offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated;
- identifying clear learning opportunities for the volunteer(s).

Accommodation and food

- providing suitable accommodation and meals (or a food allowance, covering also the holiday period) to the volunteer(s).

Local transport

- ensures that means of local transport are available for the volunteer(s).

Allowance

- gives the due allowance to the volunteer(s) on a weekly or monthly basis.

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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 and check that:

- you have used the official application form for Accreditation.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- the application form is submitted to the National Agency of the country in which your consortium is based.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- you have annexed your organisation's "International Strategy".
- you are complying with the deadline.
- you have saved or printed the copy of the completed form for yourself.

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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 Community 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.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

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 accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>

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**Signature**

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge.

I declare to be aware of the Erasmus+ quality standards (ECVET or EVS Charter) that represent a reference for the accreditation process. I undertake to adhere to these standards at all times if the organisation I represent will be accredited.

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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Print Signature



**Annexes**

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
		Add
		Add
		Add
		Add
		Add
		Add
		Add
	Total Size	

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**Submission**

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

**Data Validation**

Validation of compulsory fields and rules

**Standard Submission Procedure**

Online submission (requires internet connection)

**Alternative Submission Procedure**

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

**Submission Summary**

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
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\* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

**Form Printing**

Print the entire form