



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 Higher Education Mobility Consortia

Call

2014

Language used to fill in the form

National Agency of the Applicant Organisation

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

Identification

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

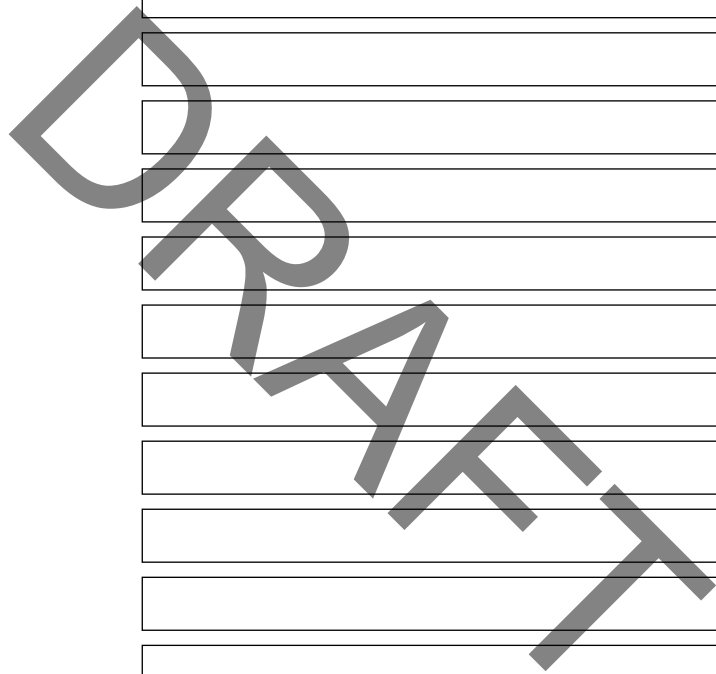
Form hash code:

Validate



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"/>

Accreditation

Have you received an Erasmus Charter for Higher Education as an accreditation before submitting this application?

Accreditation Type	Accreditation Reference
<input type="button" value="+"/> <input type="button" value="-"/>	



Background and Experience

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

[Empty text box for organization background]

What are the activities and experience of your organisation in the areas relevant for this consortium? Did your organisation already coordinate an Erasmus placement consortium?

[Empty text box for organization activities]

What are the skills and expertise of key staff/persons of your organisation related to the purpose of this consortium?

[Empty text box for staff skills]

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

[Empty text box for grant application]

Please indicate:

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

+ -

Legal Representative

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

Form hash code:

[Small empty box for hash code]

Validate



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

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"/>
Telephone 2	<input type="text"/>

Contact Person

Title	<input type="text"/>
Gender	<input type="text"/>
First Name	<input type="text"/>
Family Name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>

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

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"/>

Form hash code:

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Erasmus+

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KA1 - Learning Mobility of Individuals

Telephone 2

Please add your national partners of the mobility consortium.

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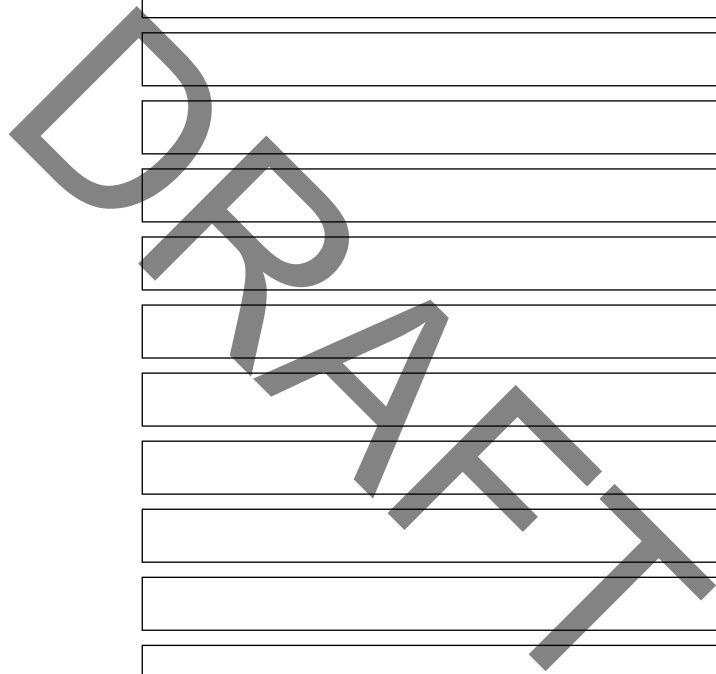
Form hash code:

Validate



Partner 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"/>	
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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 partner organisation a public body?	<input type="text"/>
Is your partner organisation a non-profit?	<input type="text"/>

Accreditation

If your partner organisation is a higher education institution, has it received an Erasmus Charter for Higher Education as accreditation?

Accreditation Type	Accreditation Reference
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Background and Experience

Please briefly present the partner organisation.

What are the activities and experience of the partner organisation in the areas relevant for this consortium?

What are the skills and expertise of key staff/persons of the partner organisation related to the purpose of this consortium?

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

Form hash code:



Erasmus+

Application Form for Accreditation

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Post Code

CEDEX

City

Telephone 2

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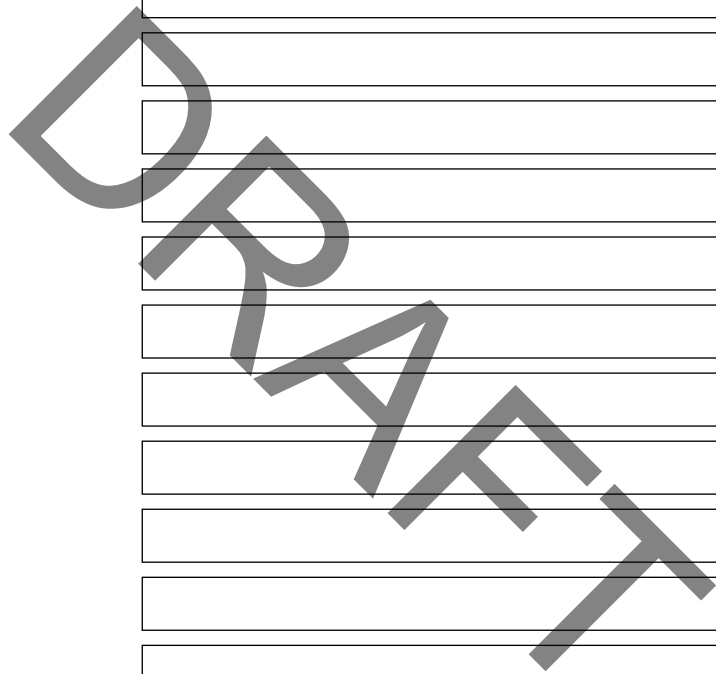
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Legal Representative

Title

Gender

First Name

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

Address

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City

Telephone 2

Add Partner

Remove Partner

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Description of the Consortium

What are the objectives of the mobility consortium? What are the issues and needs you are seeking to address through the consortium, in particular compared to the individual higher education institutions member of the consortium? What mobility activity types will be carried out over the 3 years? Please also specify if mobility to/from partner countries is foreseen.

Why and how did you choose your consortium partners? If applicable, what experiences and competences will enterprises and/or other organisations bring to the consortium?

Consortium Management

Please describe your consortium management with reference to, for instance, pooling and sharing of tasks/resources within the consortium, setting up of inter-institutional agreements with transnational/international partners, finding host organisations/enterprises and preparing learning agreements or mobility agreements with participants if it offers an added value compared to organising it individually by the HEIs members of the consortium.

Preparation of Participants

What kind of preparation will be offered by the consortium to participants in addition to or instead of the arrangements by the individual HEIs members of the consortium (e.g. task-related, intercultural, linguistic, risk-prevention, special needs, etc.)? Who will provide such preparatory activities?

Main Activities

What are the roles and responsibilities of each national partner (including the applicant/coordinator) in the activities of the consortium? Will the consortium or will the individual member institutions provide information and support to participants before, during and after the mobility including on recognition issues? Who is in charge of selecting participants and taking measures concerning the participation of disadvantaged groups? If the consortium is dealing with these issues, please describe how. How do you intend to cooperate and communicate with your consortium partners and other relevant stakeholders? How will monitoring arrangements be put in place for participants during their mobility periods? Who will monitor their mobility programme and progress?

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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 and national and transnational/international partners of organising mobility via this consortium as compared to the organisation by each individual HEI?

What is the expected impact of the consortium at the institutional/organisational, local, regional, national and/or international levels?

Dissemination of results of the consortium

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

Evaluation

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

Mobility consortium summary

Please provide a short summary of your mobility consortium. For successful applications, this section may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information about awarded Erasmus mobility consortium certificates. It will also feed the Erasmus+ dissemination platform. Please be concise and clear, and mention at least: the objectives of your consortium, the basic elements of the main activities, a short description of the results and impact envisaged.

Please provide a translation in English.



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Summary of participating organisations in the mobility consortium

Name of the Organisation	Erasmus Code (if applicable)	Type of Organisation
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Total number of participating organisations	
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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 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 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



Erasmus+

Application Form for Accreditation

Call: 2014

KA1 - Learning Mobility of Individuals

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
	Total Size	

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Form hash code:

Validate



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