

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 advice check the questions carefully when filling in real application.

Guidelines

Please have a look at the following information about the accreditation application:

- 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 [<https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guide+lines>]
- 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>

The application consists of the following main sections:

- **Context:** This section asks for general information about the type of accreditation you want to apply for and about the National Agency that will receive, assess and decide on your request for accreditation. This section asks also about the roles you wish to be accredited for (coordinating, sending, receiving).

For applications for accreditation from South East Europe, Eastern Europe and Caucasus and Southern Mediterranean region:

- If your organisation is located in a country of South East Europe, your application form is submitted to the Slovenian National Agency.



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- If your organisation is located in a country of Eastern Europe, your application form is submitted to the Polish National Agency.
- If your organisation is located in a country in the Southern Mediterranean region, your application form is submitted to the French National Agency.

- **Applicant Organisation:** This section asks for information about the applicant organisation. Organisations wishing to apply under Erasmus+ need to be registered in order to receive a Participant Identification Code (PIC) through the [Participant Portal](#). The PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should to 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.
- **Motivation:** This section asks to describe the motivation of your organisation to participate in volunteering activities.
- **Project Management:** This section asks to for information about how does your organisation address management issues and the practical and logistic matters
- **Background documents:** You will find here the Erasmus+ volunteering Charter as well as an indication on how the tasks and responsibilities of organisations involved in volunteering activities could be shared.
- **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

Please note that the validity of the requested accreditation will be from Call 2018 to Call 2020.

Programme	Erasmus+
Action Type	KA110 - Accreditation of youth volunteering organisations
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	
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. Applications for accreditation from South East Europe, Eastern Europe and the Caucasus, Southern Mediterranean region are handled by SALTOs. SALTOs support co-operation between programme countries and partner countries and are hosted within the National Agencies. Therefore, if your organisation is located in a country of South East Europe, please select the Slovenian National Agency in the box below. If your organisation is located in a country of Eastern Europe and the Caucasus, please select the Polish National Agency. If your organisation is located in a country in the Southern Mediterranean region, please select the French National Agency.

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

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

Please select one or few roles of your Organisation for the accreditation you are applying:

[Available values:

- *Coordinating Organisation*
- *Hosting Volunteers*
- *Sending Volunteers*

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>



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Applicant Organisation

Role	<i>Applicant 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>
Postal 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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Associated Person (Organisation Name)

Role	LR – Legal Representative CP – Contact Person
Preferred Contact	
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

Same Address as Organisation

Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	

Background and Experience

If your organisation is accredited, the information on this form will be made available to the public via the online database of accredited organisations. For this reason please write it in English bearing in mind the target group you wish to reach (i.e. potential volunteers and/or potential partner organisations).

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

[Max 5000 characters]

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



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[Max 5000 characters]

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.

[Max 5000 characters]

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

[Max 5000 characters]

Motivation

Please describe the motivation of your organisation to participate in volunteering activities.

[Max 5000 characters]

[The following question and answer are available only if selected roles of the Organisation for the accreditation is Coordinating and/or Hosting.]

What are the main topics addressed by the activities that you plan to carry out?



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Project Management

Overall Management

[The following question and answer are available only if selected role of the Organisation for the accreditation is Coordinating.]

How does your organisation address management issues in volunteering projects (e.g. distribution of tasks and responsibilities inside your organisation, modalities of cooperation with partners, management of EU grants, quality management framework or certificates)?

[Max 5000 characters]

Practical arrangements

[The following question and answer are available only if selected role of the Organisation for the accreditation is Coordinating.]

How are the practical and logistic matters addressed in volunteering projects carried out by your organisation (e.g. travel, insurance, safety and protection of participants, visa, social security, mentoring and support, etc.)?

[Max 5000 characters]

[The following question and answer are available only if selected role of the Organisation for the accreditation is Hosting.]

Please describe the practical arrangements for the volunteers (e.g. proper accommodation and local transportation)?

[Max 5000 characters]

Activities Context

[The following question and answer are available only if selected role of the Organisation for the accreditation is Hosting.]

Please outline the context (e.g. geographical, social and economic) and the local community where the activities will take place.

[Max 5000 characters]

Activities Details

[The following question and answer are available only if selected role of the Organisation for the accreditation is Hosting.]

Please give examples of typical tasks for the volunteers and how they will be involved, describing also what you can offer to them in terms of learning opportunities.



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[Max 5000 characters]

Support and monitoring

[The following question and answer are available only if selected role of the Organisation for the accreditation is Hosting.]

Which measures will you put in place to support the volunteers during the volunteering experience (e.g. monitoring, weekly evaluations of activities and learning goals, support of volunteers learning and task related support, selection of mentor(s), profile of mentor(s), mentoring methodology, tools etc.)?

[Max 5000 characters]

[The following question and answer are available only if selected role of the Organisation for the accreditation is Sending.]

As a sending organisation, how do you plan to prepare the volunteers before departure (e.g. intercultural and linguistic preparation and support, task-related support and other relevant preparation aspects) and how will you offer them support during and after their volunteering experience?

[Max 5000 characters]

Risk prevention, protection and safety

[The following question and answer are available only if selected role of the Organisation for the accreditation is Hosting.]

How will you guarantee a safe living and working environment for the volunteers? What measures will you put in place to address problems and conflicts during the project period (e.g. due to personal conflicts with other volunteers or organisation's members, demotivation of volunteers in relation to the tasks they are asked to carry out, etc.)?

[Max 5000 characters]

Participants

[The following question and answer are available only if selected role of the Organisation for the accreditation is Sending.]

What is the background of participants you would like to send abroad and how will they be recruited?

[Max 5000 characters]

[The following question and answer are available only if selected role of the Organisation for the accreditation is Hosting.]



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What will be the background of participants you would like to host? How will you ensure an open and transparent recruitment process and accessibility for all young people?

[Max 5000 characters]

How many volunteers can your organisation host at any given time?

Participants with Fewer Opportunities

Do you envisage involving volunteers who face situations that make their participation in the activities more difficult?

Yes/No

[If "Yes"]

Please select the categories they may fall into:

Please describe their profile.

[Max 5000 characters]

[The following questions and answers are available only if selected role of the Organisation for the accreditation is Hosting.]

What kind of competence, infrastructure and/or resources does your organisation have in order to accommodate and support volunteers facing barriers to participation? Please tick all relevant boxes.

A physical environment suitable for young people with physical, sensory or other disabilities (such as wheelchair access and similar)

Additional mentoring or other support suitable for young people with social obstacles, educational difficulties, cultural differences or similar

Other

Please describe, briefly and in English, other aspects of your competence, experience, infrastructure and resources (human or other) available in your organisation to accommodate and support volunteers facing barriers to participation.



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[Max 5000 characters]

[The following question and answer are available only if selected role of the Organisation for the accreditation is Sending.]

What are the specific measures you will undertake in order to ensure that the participants are adequately prepared and supported, and what follow-up measures will you take after their return?

[Max 5000 characters]

SAMPLE

Background documents

Erasmus+ Volunteering Charter

The Erasmus+ volunteering Charter highlights the roles of the sending, receiving and coordinating organisations involved in an Erasmus+ volunteering project and the main principles and quality standards of volunteering activities. **Each Erasmus+ volunteering promoter adheres to the provisions set out in this Charter.**

VOLUNTEERING PARTNERSHIP

A solid partnership between the sending, receiving, coordinating organisations and the volunteer is the basis of every volunteering 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 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.

ERASMUS+ VOLUNTEERING 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. The Erasmus+ volunteer activities must not replace any employment.
- The benefit to and the contact with the local community.
- The volunteering activity is free of charge for the volunteers, except for a possible contribution to the travel costs.
- **Accessibility and Inclusion:** when recruiting volunteers, the organisations maintain the overall accessibility 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.

ERASMUS+ VOLUNTEERING QUALITY STANDARDS TO BE ENSURED

Support to the volunteer

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



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Information

- All 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 Erasmus+ volunteer is entitled to receive a Youthpass.

Tasks and Responsibilities

The Erasmus+ Volunteering Charter describes the role of the organisations acting as sending, receiving or coordinating organisation and defines the main principles of the volunteering activities and the minimum quality standards that must be respected. Here is a suggestion on how the roles and tasks of organisations involved 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 grant between all sending and receiving organisations;
- ensures that the volunteer(s) receive(s) the Erasmus+ Volunteer Info Kit and attend(s) the full 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 volunteering 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 activity.

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.



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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 Erasmus+ volunteering event organised by the National Agency in their country.

RECEIVING ORGANISATION:

Mentor

- identifies a mentor who is responsible for providing to the volunteer(s):
 - personal support,
 - support to carry out the online language course and assessments provided by the Commission (if applicable)
 - support to carry out a self-reflection on the learning outcomes of the volunteering 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 Erasmus+ volunteers whenever possible.

Erasmus+ volunteering 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 Erasmus+ volunteering activities

- ensuring universal accessibility: 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



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- 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.

SAMPLE



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Annexes

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

[Maximum total size of attachments: 10240 KB]

Please download the Declaration of Honour, print it, have it signed 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

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 (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 is 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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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:

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").

SAMPLE



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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 the Regulation on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, currently Regulation (EC) No 45/2001. 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 associated with this form: http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

I agree with the Data Protection Notice