

Antrag

Programm	Erasmus+
Aktionstyp	KA154-YOU - Aktivitäten zur Jugendbeteiligung
Antragsjahr	2023
Runde	Antragsrunde 3

Inhaltsverzeichnis

Context.....	3
Project Summary.....	4
Summary of Participating Organisations.....	5
Summary of Activities and Participants.....	6
Budget Summary.....	7
Budget Summary per Activity Type.....	7
Budget Summary per Activity.....	8
Participating Organisations.....	9
Undefined applicant organisation.....	9
Partner Organisations.....	9
Project Rationale.....	10
Aims.....	10
Target Group.....	10
Expected impact.....	10
Topic.....	10
Description of the activities.....	11
Project Details.....	12
Project Design.....	13
Project Management.....	14
Partnerships.....	14
Evaluation.....	14
Sustainability of the results.....	14
Dissemination of project results.....	14
Project Budget.....	15
Project Costs.....	15
Inclusion support for participants.....	15
Erasmus+ Youth Quality Standards.....	16
Anhänge.....	18
Checkliste.....	19
Historie.....	20

Context

Project Title

Project Start Date (dd/mm/yyyy)	Project Duration	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
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01/01/2024

For further details about the available Erasmus+ National Agencies, please consult the following page: [List of National Agencies.](#)

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 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 Organisations

Organisation name (Organisation id, Country 2-letter code) (,)	Country of the Organisation Die Organisation, die sich im Namen des Konsortiums bewirbt.	Role of organisation	Type of Organisation
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Summary of Activities and Participants

Activity Type	N° of Activities	N° of Participants	af.project-summary.summary-activities-participants.participants-with-fewer-opportunities-number
Total	0	0	0

Budget Summary

Total (EUR)	0,00
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Budget Summary per Activity Type

Activity Type

Grant (EUR)

Budget Summary per Activity

Activity Type	Activity id	Grant (EUR)
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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

Organisation ID	Legal name	Country
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Applicant details

Legal name
Country
Region
City
Website

Partner Organisations

Organisation ID	Legal name	Country
N° of participating organisations		1



Project Rationale

In this section, you are asked to explain the aims of your project, what you want to achieve and what are its expected benefits for participants and participating organisations. Make sure to read the questions carefully and address all sub-questions.

Aims

Target Group

Expected impact

Topic

Please select up to three topics addressed by your project

Description of the activities

In this section, you are asked to provide further details on your project, the activities you will implement and how you will address quality elements of a quality project such as preparation activities, identification and documentation of learning outcomes etc. Every project will have a range of activities such as meetings and ongoing, regular activities. These are necessary for the implementation of the project and should be described as well as potential mobilities and physical events.

Please list in chronological order all the different activities that you will carry out in your project. You should include all phases such as preparation, implementation of activities, follow-up and sharing of results. If your project includes mobilities and/or physical events, please mention them in the correct month (please note if your project includes describe mobility activities and physical events, you will be asked for more details in the section Project details below and in a separate timetable).

Month	Activity(ies)
Month 1	

Please describe the profile of the target groups you will address by the different activities, including their age. For target groups beyond the informal group of young people and beyond the young people who are actively involved in the preparation and implementation of the project, please describe how they have been, or will be selected.

Please describe how the target groups will be involved in planning, preparing, and implementing the activities and in the follow-up of the different activities. Please also describe the involvement of target groups beyond the informal group of young people and the young people who are actively involved in the preparation and implementation of the project.

Please provide an estimate of the number of young people that will not take part in physical events or mobility activities, but still will participate in other activities of your project. The number may be 0 (if every participant at some point takes part in a physical event or a mobility activity).

Will your project also involve decision makers?

How will the participants cooperate and communicate between them to prepare and follow-up on the project activities? How did you choose this channel/these channels of communication? If relevant, please distinguish between the informal group of young people (applicant or partner), the young people actively involved in the preparation/implementation of the project (if applicant or partner is an organisation) and other participants.

Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by the participants in the project activities? If relevant, please distinguish between the informal group of young people (applicant or partner), the young people actively involved in the preparation/implementation of the project (if applicant or partner is an organisation) and other participants.

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. A typical project will include activities that are neither mobility activities nor physical events. These are equally important for the implementation of the project. In the section "Description of activities", such activities should be described along with mobilities and events (if relevant).

Are you planning to carry out Youth participation events and Youth participation mobilities in your project?

Project Design

Non-formal learning

What will the participants learn during the activities? Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviors) are to be acquired/improved by participants in the activities? What non-formal learning methods will you use in your project?

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

If applicable, describe why you have chosen a specific virtual component and how it will help you achieve the project's objective(s).

Preparation, support and follow-up

How will you prepare the participants before the start of the activities 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?

Recognition of learning outcomes

How will you help participants to become 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 description of activities.

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 how you will manage your project and make it a quality experience for all participants. 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? You will find the quality standards further down in the application form.

How will you organise the practical and logistical part of the project (e.g. ongoing activities, communication with participants and partners, if needed mentoring and support, and if relevant travel, accommodation, insurance, visa, social security, etc.)?

Partnerships

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

How will you communicate with them?

How will you monitor and coordinate their contribution?

Which other actors (organisations or individuals) will be involved and how?

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? What activities, if any, are going to continue to take place even after the project's end date (once the funding has finished), and how will they be beneficial to your target groups?

Dissemination of project results

How will you make your project visible outside your organisation(s)/ informal group(s) of young people and the young people actively involved in the preparation and implementation of the project? What concrete results of the project do you plan to disseminate, how and to whom?

How will you involve participants in such activities? If relevant, please distinguish between the young people actively involved in the preparation and implementation of the project and other participants.

Project Budget

Project Costs

Applicant's Country	Grant per month	Number of months	Total Grant
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☐ The National Agency has requested a financial guarantee.

Inclusion support for participants

Here you can request funding for additional costs directly linked to participants with fewer opportunities and their accompanying persons that are not covered by the standard funding categories.

Id	Number of participants for inclusion support	Inclusion support for participants (EUR)	Description and justification of expenses
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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. [Youthpass](#)

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.

Anhänge

Die maximale Größe einer Datei beträgt 15 MB und die maximale Gesamtgröße 100 MB.

Ehrenwörtliche Erklärung

Bitte laden Sie die Ehrenwörtliche Erklärung herunter, drucken sie aus, lassen sie von der für Ihre Einrichtung zeichnungsberechtigten Person unterschreiben und laden sie hoch.

Dateiname	Dateigröße (KB)
Gesamtgröße (KB)	0

Zeitplan

Please attach the timetables for the physical events and mobility activities using the template provided.

Dateiname	Dateigröße (KB)
Gesamtgröße (KB)	0

Weitere Dokumente

Falls erforderlich, fügen Sie bitte weitere relevante Dokumente bei (maximal 9 Dokumente). Bitte verwenden Sie eindeutige Dateinamen.

Wenn Sie weitere Fragen haben, wenden Sie sich bitte an Ihre Nationale Agentur. Deren Kontaktdaten finden Sie hier: [Liste der Nationalen Agenturen](#).

Dateiname	Dateigröße (KB)
Gesamtgröße (KB)	0

Gesamtgröße (KB)	0
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Checkliste

Bevor Sie Ihren Antrag bei Ihrer Nationalen Agentur einreichen, vergewissern Sie sich, dass

- ☐ die Förderkriterien erfüllt sind, die aufgeführt werden im [Programmleitfaden](#)
- ☐ alle relevanten Felder des Antragsformulars ausgefüllt wurden.
- ☐ Ich habe die oben aufgeführten Erasmus-Qualitätsstandards gelesen.
- ☐ Sie die korrekte Nationale Agentur in dem Land ausgewählt haben, in dem Ihre Einrichtung ansässig ist. Die ausgewählte NA ist:

Protection of Personal Data

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

Bitte beachten Sie auch Folgendes:

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here:
[Organisations-Registrierungssystem](#)

Historie

Version	Übermittlungszeit (Brüsseler Zeit)	Übermittlungs-ID	Übermittlungsstatus
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