

## Context

### Welcome to the application form for Erasmus accreditation in the field of Youth

Before starting, we advise you to read through the whole application form to understand it better. You should also make sure to read the Rules of application for Erasmus Youth accreditations and the Erasmus Youth Quality Standards. You can find the Erasmus Youth Quality Standard in the relevant section in this form and the **Rules of application** [here](#).

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

Taotluse täitmise keel

For further details about the available Erasmus+ National Agencies, please consult the following page:  
<https://ec.europa.eu/programmes/erasmus-plus/contact>

## Participating Organisation

Please note that the Organisation ID has replaced the PIC as the unique identifier for the organisation to apply for Erasmus+ and European Solidarity Corps actions managed by National Agencies. Organisations that have a PIC and have previously applied for funding in these programmes through the National Agencies have been assigned an Organisation ID automatically. Please use the Erasmus+ and European Solidarity Corps platform to check an Organisation ID, update information linked to it or register a new organisation:

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

Organisation ID	Legal Name	Country
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## Applicant Organisation Details

Organisation ID

Legal name

Legal name (National language)

Address

Country

Postal Code

City

Website

Telephone

## Profile

Type of Organisation

Is the organisation a public body?

Is the organisation a non-profit?

## Seaduslik esindaja

Gender

First Name

Family Name

Position

Email

Telephone

Preferred Contact

Same address as organisation

Ei

Address

Country

Postal Code

City

## Kontaktisik

Gender

First Name

Family Name

Position

Email

Telephone

Preferred Contact

Same address as organisation

Ei

Address

Country

Postal Code

City

## Profile and Experience of the organisation

In this section, you are asked to present your organisation. Please keep in mind that the Erasmus programme is open to many kinds of organisations. This application is designed to address all of them. Because of that, some questions may seem obvious or unnecessary to you. Even if it may seem so, it is still very important that you give clear and precise answers that will enable the persons assessing your applications to understand your context. Make sure to read the questions carefully and address all sub-questions. If some of them are not relevant for your organisation, say so explicitly.

Please briefly present your organisation and mention:

- its aims, objectives and principles;
- target groups;
- geographical reach;
- main activities.

Please highlight the link to the youth field.

Please describe the structure of your organisation.

**Kui teie organisatsiooni struktuur ei ole osakondadeks jagatud, siis lihtsalt kirjutage- ei.**

- Are there different sections or departments in the organisation? **If yes, which ones are relevant for this application?**
- What is the management structure of the organisation? Please give information on the key staff involved in this application and on the competencies and previous experience, relevant in this context.
- If available, please include an organisation chart in the application annexes.

What are the main areas of your activities? [Indicative list – not exclusive]

Has your organisation applied for any Erasmus or European Solidarity Corps projects before?

Please describe any relevant:

- previous experience in cross-border activities outside Erasmus+ and the European Solidarity Corps;
- international partnerships your organisation has built, through Erasmus or other activities/programmes;
- **national experience.** Siin kirjeldage organisatsiooni tavapäraseid kohalikke tegevusi

## Strategic development

In this section, you are asked to lay down your objectives, the needs you want to address with the Programme's funding and the benefit for the participants, your organisation and beyond.

You will also be asked to develop an activity plan. If your application is approved, your organisation's Erasmus accreditation will stay valid for the duration of the future Programme (2021-2027), under the condition that your organisation keeps fulfilling the obligations defined in the Call for Erasmus Youth accreditations. Nevertheless, the activity plan you submit in this application can cover a shorter period, if you wish so.

**The most important thing to consider is that your objectives and activity plan should be coherent and appropriate for your organisation, its experience and its ambition.**

**Erasmus accreditation is designed to allow organisations to learn and develop over time. Taking a gradual approach to your participation in the Programme will not reduce your chances of being successful.**

### Motivation and Objectives

Why do you want to apply for Erasmus+ Youth accreditation? Briefly describe the main motivation of your organisation to participate in this scheme.

Please describe your goal. What do you aim to achieve? What issues and needs do you seek to address?

Please define your key objectives and how they link to the needs and issues identified.

Your objectives should be concrete, realistic, and should represent a real benefit for your organisation. Make sure to link them to the needs you have identified above.

If your accreditation is approved, your progress towards achieving your objectives will form a part of the evaluation of Erasmus activities you implement.

**Objective 1** Tooge välja 2-3 strateegilist eesmärki.  
Eesmärgid peavad olema realistlikud.

#### Title and description

Please give a short title to your objective and then describe what you want to achieve.

#### Explanation

How is this objective linked with the needs and challenges you have explained?

What is the intended impact on the target groups, participants and participating organisation(s)? Please also mention any impact on local, regional, national, European and/or international levels.

Please describe how you will contribute to:

- the three main objectives of the [EU Youth Strategy](#) (engage, connect and empower young people) and/or

- the [Youth Goals](#) and/or
- the Programme's objectives.

## Overview of planned activities

What type of activities would you like to implement with Erasmus funds? Please link the activities to the objectives they will contribute to. Please propose a planning of activities to be supported with Erasmus funds with **realistic and proportional** target numbers of participants. The targets you propose here are flexible. They are not binding for your organisation, nor for the National Agency because the final number of implemented activities and participants may depend on various factors, including availability of funding.

If you are accredited, you will be able to request funding every year. Except for the 1st year where the duration of the 1st grant agreement signed under the accreditation will be set to 12months, the next years you will be able to choose the duration of your grant agreement (12/18 or 24 months). Keep that in mind when setting your targets!

You are requested to make a plan for at least 3 years. In the table below, please choose “Learner mobility” if you will implement “Youth Exchanges”, “Staff mobility” for “Youth Workers mobility” and “Participation activities” for “Youth Participation Activities”. Please note that:

- If you wish, you can submit a plan for more years, you can do so by adding more columns.
- You do not need to have targets for each year. If you do not plan to request funding for a given year, set your targets to 0.
- You will not be able to request funding for Youth Participation Activities the 1st year. The targets are thus set to 0 and not editable.

Activity type	Objectives targeted	Year	Target number of activities	Target number of Participants
		<b>First year</b>		
		<b>Second year</b>		
		<b>Third year</b>		

Please choose the duration of the grant agreements you are planning to request and on which you based your targets on.

If you wish you can comment on your choice. [Soovituslik oleks põhjendada rahastusperioodi valikut](#)

Please describe how these activities will fit in your organisation's regular work and activities. **Palun rõhutage kohalikku dimensiooni.**

Please describe your organisation's approach towards the below basic principles, during the preparation, implementation and follow-up of your activities.

- **Inclusion and diversity (the organisation's know-how for the active engagement and involvement of participants with fewer opportunities and approach to diversity).** [Erilist tähelepanu tuleb pöörata uute osalejate kaasamisele. Kuidas jõuda nende osalejateni, kes ei ole veel Erasmus+ programmist osa võtnud? Kuidas kaasate ja toetate neid?](#)
- **Environmental sustainability and responsibility (promotion of environmentally sustainable and responsible behaviour among participants and partners, use of the funding provided by the programme to support sustainable means of travel).** Sellele küsimusele vastamisele lähenege praktiliselt ja realistlikult.
- **Active participation in the network of Erasmus+ organisations (participation in Erasmus+ networking activities, sharing knowledge with organisations who have no or little experience in Erasmus+, providing them with advice, mentorship or other support).**
- **Virtual cooperation, virtual mobility and blended mobility (the combination of traditional and digital aspects in the engagement of young people in the organisation's activities).**



## Organisational capacity, management and coordination

In this section you should explain how you plan to manage the activities you will implement, to work with your partners and ensure that you will deliver high quality learning activities, in line with the Erasmus Youth Quality Standards.

### Management and Coordination

Tooge välja 2-3 inimest, kes on päriselt projektidega seotud. Nende pädevuste ja kogemuste kirjeldus peab olema antud taotluse kontekstis relevantne.

**Who will be in charge of coordinating the activities?** Who is going to be in charge of specific tasks, such as finances, logistics, preparation and monitoring of participants, content of the activities, communication with partner organisations, etc.? How will you ensure that the staff has the necessary competences to carry out these tasks (ie trainings, etc.)?

Siin tuleb meeles pidada noortevahetuse ja noorsootõtajate õpirände spetsiifikat ja erinevust.

How and at which stages will the organisation's management be involved in **the implementation of activities?** **Please also explain how you will ensure continuity of the activities in case of important changes in management or staff?**

Kuidas tagate seda, et inimressursside voolavus ei takista organisatsiooni tegevust ning ei mõjuta tegevuste kvaliteeti.

Please present your organisation's approach towards partnership building. How will you choose your partners? Please provide a short description of the type of partners you intend to work with, their expected role, the experience and competences they should bring in.

How do you intend to cooperate and communicate with your partners?

Please describe your organisation's ability to manage all practical and logistical matters of the activities (e.g. travel and visa, accommodation, insurance, etc).

**Please describe your approach to safety and protection of participants.**

Kuidas tagate osalejate nii füüsilise kui ka vaimse turvalisuse?

### Participants and learning outcomes

Please present your organisation's approach towards participants (profile of main target group, selection, support etc.) and describe your approach to their participation in the activities, **from initiation to evaluation.**

Siin tuleb meeles pidada noortevahetuse ja noorsootõtajate õpirände spetsiifikat ja erinevust.

**Please outline the learning dimension of your activities and describe the measures you will put in place to embed a quality non-formal learning process for the participants. Explain how you will support the participants in organising their reflection, identification and documentation of the learning outcomes acquired, including through EU (Youthpass, Europass) or national validation tools.**

Selles küsimuses keskenduge refleksiooni tavapäraste praktikate kirjeldamisele. Tuleb eristada õpikogemuste analüüsi ja selle toetamist noortevahetustes ja noorsootõtajate õpirännetes. Erilist tähelepanu tuleb pöörata sellele, kuidas toetate osalejaid Noortepassi viimase osa täitmisel.

## Monitoring and follow-up

### How will you handle risk assessment and management?

Siin ei ole vaja kirjeldada riski analüüsi ja elimineerimise teooriat, vaid tooge välja väga konkreetseid riske, mis võivad tekkida ning kuidas te nendega plaanite hakkama saada. Lisaks kirjeldage, kuidas võtate arvesse negatiivset tagasisidet osalejte poolt ning kuidas menetlete kaebusi.

Please present your organisation's approach towards monitoring and evaluation of your activities. Which activities will you carry out (activities to monitor and evaluate whether, and to what extent, the activities have achieved their objectives and results)?

How will you measure progress towards your overarching objectives?

Please describe how the results will be shared. What dissemination activities will you carry out (planning, target groups of such activities)? **Please also explain how participants and participating organisations will be involved.**

Kirjeldage, kuidas kaasate ja toetate osalejaid järeltegevustes ning kas ja kuidas need järeltegevused on integreeritud teie organisatsiooni tavapärase tegevusse. Siin on samuti oluline eristada noortevahetust ja noorsootöötajate õpirännet.

## 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 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, monitoring 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 the provision of the support needed to put those facing barriers (such as special learning needs or physical disability) on par with others.
- **Participatory approach:** participants should - as far as possible - be actively involved in all phases of the activities, have influence over activity decisions and receive adequate support to do so.
- **Participatory methods:** activities should be based on participatory methods and offer space for interaction of participants, sharing of ideas, avoiding passive listening and allow them to contribute to the activities with their own knowledge and skills, reversing the traditional roles of outside "experts".
- **Linguistic support:** beneficiary organisations must ensure appropriate language training, adapted to the needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition and monitoring of learning outcomes:** the expected learning outcomes must be clearly defined for each participant or group of participants prior to the activity. Where relevant, participants should be involved in the identification of the expected learning outcomes. Progress in the learning process should be monitored and adequate support should be provided to participants in this regard.
- **Identification and recognition of learning outcomes:** non-formal and informal learning outcomes gained by participants in the activities should be identified and documented, in particular through EU level recognition tools such as Youthpass. Youthpass is a tool to support validation of non-formal and informal learning outcomes. It is a part of the European Commission's strategy to foster the recognition of non-formal learning. <https://www.youthpass.eu/en/>

#### V. SHARING RESULTS AND KNOWLEDGE ABOUT THE PROGRAMME

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Erasmus programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.

- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Erasmus programme known in their community and in the wider public. Beneficiary organisations must also inform all participants about the source of the fund.

## Subscribing to Erasmus quality standards

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

- I have read the above Erasmus+ Youth quality standards
- I understand and agree that Erasmus+ Youth quality standards will be used as part of the criteria for evaluation of the activities implemented under this accreditation
- Saan aru ja olen nõus, et nendel standarditel põhineva hindamise tulemused moodustavad osa kriteeriumidest, mille alusel otsustatakse edaspidi selle akrediteeringu alusel eraldatavate toetuste üle.

## Lisad

Manuste maksimaalne arv on 10. Ühe faili maksimaalne suurus on 15 MB ja kõigi manuste maksimaalne kogumaht on 100 MB.

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

File Name	File Size (KB)
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Please attach any other relevant documents.

File Name	File Size (KB)
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<b>Total Size (KB)</b>	<b>0</b>
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## Kontrollnimekiri

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

- It fulfils the eligibility criteria listed in the Call for Erasmus Youth Accreditation.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is:

Please also keep in mind the following:

The documents proving the legal status of the applicant must be uploaded in the Erasmus+ and European Solidarity Corps platform (for more details, see Part C of the Programme Guide - "Information for applicants").

## Andmekaitse teatis

### ISIKUANDMETE KAITSE

Please read our privacy statement to understand how we process and protect

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. [http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm)

- I agree with the specific privacy statement on Data Protection

## Esitamise ajalugu

Kui olete esitanud rohkem kui ühe taotluse versiooni, siis siin näete ülevaadet oma esitamistest.

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