



A. 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 accreditation you want to apply for and about the Agency that will receive, assess and select your application;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved;
- 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/Signature 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, please refer to the e-Forms Guideline.

B. Context

Programme	Erasmus+
Action Type	Accreditation of youth volunteering organisations
Call	2016
Language used to fill in the form	English

B.1. 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 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.

Identification	SE02 (SVERIGE)
----------------	----------------

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

http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm



C. Duration of the Accreditation

Do you wish to obtain an accreditation for the whole duration of the Erasmus+ programme?

Yes



D. Applicant Organisation

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

D.1. Profile

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

D.2. Background and Experience

If your organisation is successful this presentation, along with other information taken from this form (such as the applicant's contact information), 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.



The District Department West is one of three district departments in XX municipality, with a population of 37000. The municipality's primary activities; childcare, schools and geriatric care are in XX carried out by the district departments. The district department administers the section for Culture and Leisure. Example of services that Culture and Leisure provides is: Six libraries: District West has a big selection of cultural meeting points, mainly libraries. The libraries have a lot to offer besides books, like art exhibitions, literary events, handicraft meetings, workshops of different kinds as well as senior activities and public preschool. Five youth centers/clubs: The aim of the centers is to be drug free meeting points for adolescents. The activities at the youth centers span over all types of leisure activities. Besides the youth clubs we also work in schools, and other arenas where we can be more accessible to the youngsters. All activities involve or are on initiative of the visitors. The staff has a coaching or supportive role. The youth centers aim to be inclusive and accessible and keep up an ongoing work on issues like gender, LGBT, children's rights, racism and other grounds for discrimination. Therefore we aim to develop methods that make us aware of people of different needs and adapt the staff after this to achieve greater sense of security among our young people. Borås was 2010 awarded the distinction "Youth Municipality of the Year" for its particular efforts and strategy to enable young people to have an influence. Since this year XX is also a member of a network for the development of quality and competence in the field of cultural and leisure activities for young people. Target group at the various meeting points span from the newborn to the elder. The staff at the meeting points are preschool teachers, librarians and youth leaders.

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

As an organization we wish to enhance the possibilities for young people to take part in European mobility and to strengthen the European identity as well as being a world citizen via the EVS program for several reasons. Through EVS we would like to open up the world of opportunity for youths, regardless their prior experience, and give them the possibility to be enriched by new experiences. We also strongly believe in the mutual learning process, which is taken place when people from different cultural backgrounds meet as well for the youths as for our organization. In the world that we face today with a lot of anti-democratic activities we think this is crucial and as a public organization it must be on top of the agenda to promote democratic values. Taking part of EVS is a pro-active choice for us. Through international co-operation we can support and strengthen youths as a group as well as individuals, and also benefit from their experiences and knowledge in our own projects and organization so that we can affect more people to find their way across the borders, geographical as well as mental borders. Our own organization is already familiar with volunteer work on a national basis. We have also taken part of different Youth in action projects and also hosted volunteers with great success. Also within our network for the development of quality and competence in the field of cultural and leisure activities for young people, there are years of experience of EVS that we have access to and benefit from as members.

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.

The staff working in the organization all has a long and solid experience of working with various forms of youth activities. Tina Brodin, who is the head of department, has a long experience of promoting gender equality and youth participation, which means that the organization permeates by making the city more accessible to the young ones, and also encourages young people to make their voices heard at all levels of society. We are accustomed to listen, encourage and work with various organizations to jointly safeguard young people in the city, and create activities that appeal to young people no matter gender, age, obstacles, economic circumstances or background.

The staff members that work in youth centers are obligated to ensure the open youth activities, see to that no child or young person is discriminated against, and also meet young people's rights to pursue cultural activities in their spare time. The business is based on the CRC, which means that staff have to constantly think about the rights of children in their planning of activities and operations.

NN is EVS Coordinator, she has worked with volunteers on a local level, such as encouraging college students to help children with their homework at the youth club, and also encourage them to further pursue their studies. She is also responsible for our Erasmus+ applications, and is obligated to stay updated regarding Erasmus+ to be able to contribute important and relevant information to



staff and youngsters who are interested in doing projects abroad. NN is a main figure of our part in the organization "Mentor Sverige". Adult volunteers serve as mentors and relationships covering several generations are built up, young people aged 13-17 years receive support from an adult friend.

Our organization is now ready to work internationally and learn from other organizations in Europe, as well as developing our own organization to strengthen the European identity. We have a long experience of volunteering work and young people, and believe that we can share our good results, and also learn from others.

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

D.3. Legal Representative

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

D.4. 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



E. Role of the Organisation

Are you applying as an organisation that will be coordinating projects?

Yes

Are you applying as an organisation that will be sending volunteers?

Yes

Are you applying as an organisation that will be hosting volunteers?

Yes

E.1. Coordinating Projects Involving Volunteers

E.1.1. Project management

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

The volunteers will each have a mentor at their work place where the work related issues can be discussed, their thoughts or eventual problems can be resolved and where they together can plan on activities. This mentor will be NN, He works as a youth activity coordinator at the activity house and youth club, he will always be available to the volunteers. They will be meeting approximately 2-3 times a month to analyze what they have learned between the meetings. The volunteers will be asked to document their experiences after each day and write down thoughts and reflections on their own work to be able to get feedback on it later. Upon arrival, the volunteer will be introduced to "youth pass", from their own organization as well as by us locally. They will be using that tool to be able to follow their own progress and evaluate what they learn. The idea of it is to encourage the volunteers to take the initiative and evolve at their own pace. They will be asked after each activity to reflect on the three key components that our organization is based on, which are: sustainability, participation and equal rights. As well as in what way are these components integrated in the work at the youth club? We are a part of a network, where they invite us to EVS meetings once a month, at these meeting we discuss Youthpass, Actionplan and also other issues or thoughts than can occur. Some meetings are for volunteers only, some for mentors only, and also mixed meeting with mentors and volunteers. This gives the volunteers a chance to meet other volunteers, and reflect on their EVS projects, it's also a great help for the mentors who can exchange methods or other valuable advices.

The daily documentation will be of big help during the assembly of the youth pass at the end of their visit, that way we can reflect on, and discuss, what they have contributed with to the organization and analyze the outcome. We have to make sure to the present and the future volunteers, just what kind of value this kind of experience holds, both socially and work wise. By documenting the process of informal learning we would like to reveal the different stages of personal evolving, so that it can be shown eg. Future employers just how much learning can be accomplished by observation and analysis.

All issues will be solved together with the sending organization.

E.1.2. Practical Arrangements

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

We will provide the volunteers with all necessary information and telephone numbers of where they will be able to turn in case of emergencies etc. The staff and mentor at the youth club will also be close by, if needed for anything, as well as making sure they are well and are having a nice social participation. Edina Begovic, who is the EVS coordinator, will be available to the volunteers as a social mentor, to whom they can turn regarding questions outside work, both socially and for practical things. It is also Edina, who will contact the volunteers before the project starts and she will be monitoring them during their EVS time and keep in touch with the sending organizations. If the volunteers should develop a home sickness, NN will be there to try and discuss for a good solution for that matter. We also have a cooperation with other EVS-organizations locally, where we could have them meet people in the same situations as themselves to expand their social web and support each other.

Insurance, visa, traveling-tickets and such will be solved between the sending organization and ours, we will find the easiest and



best solution together.

E.1.3. Participants with Fewer Opportunities

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

No

E.2. Sending Volunteers Abroad

E.2.1. Support and Monitoring

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 mobility experience?

We will provide all necessary information before departure, and make sure that the volunteers get all the information they need so that they can feel safe. We will of course keep in touch both with the volunteers and the hosting organization during the whole period, to make sure that everything is going well. After the project we would like the volunteer to share their experience with us and others, by workshops or in other ways inspire other young people to do a EVS project abroad.

E.2.2. Profile of Selected Volunteers

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

Our organization meets young people every day, both in school, but also in their spare time. Our staffs have a big network, where they meet youngsters, and can tell them about this opportunity. Every person in the target group (age) is welcome to get information, help with application or other support.

E.2.3. Participants with Fewer Opportunities

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

No

E.3. Hosting volunteers

E.3.1. Project Context

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

Meeting XX consists of a library, an Open Pre-school and a Youth Centre. It's a building in the heart of a housing area in the City of XX, where on one side there is single-family housing and on the other a multi-family residential. Between the housing areas there is a bridge and one of the aims with the Meeting Point is to strengthen the bridge between the people living in the area, consisting of a wide range of ages, cultural and economic backgrounds.

The house is a place for people to meet, hang out or participate in or initiate activities and aims to be what the visitors wants it to be i.e. continuously under construction

The library provides a lending service of books and literature, newspapers and magazines, DVD films, audio and talking books, and Internet.

The Youth Centre is a hang out and/or a place to organise projects coached by the leaders. There are discos, sport events, LAN games, creative workshops and more. A café is in the heart of the Centre run by a group of youths. Every semester young people, 15 -18 years old are offered youth leadership training course. The course consists of workshops on leadership, anti-discrimination, children's rights and the opportunity to practice at the Youth Centre. This is a way to address the issue of youth unemployment as well as cooperate in a learning process with young people.

The Open Pre-school is for parents and their children. Most of the time it's open for everyone but time is also scheduled for parents with babies or for parents with older children. You can play, participate in groups, and have someone to talk to.



Other activities in the house are parental support groups, activity groups for parents and children, handicraft group, tango dance to live music, photo class, and exercise group for elder people, café, art exhibitions, talks on different topics, book readings, film group etc. The events are free of charge with a few exceptions.

In the house work four librarians, six youth leaders and two pre-school teachers. There are also three persons who assist in various ways, volunteers, e.g. students from the university who mentor and support people with their studies and once a week a social worker visits to assist in different matters.

Target groups are the people of all ages in the surrounding housing areas.

E.3.2. Proposed Activities

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.

At Meeting Point XX volunteers can engage in activities at the library, the youth club and the open pre-school. The volunteers can participate in the existing activities for to learn and/or enhance and enrich. They can also organize new activities based on their own skills and interests. Cultural initiatives, as well as anti-discrimination projects are especially welcome.

It's also expected from the volunteers to take part of the realization of general EVS promotion activities, production of e.g. leaflets, social media and workshops as well as dissemination, e.g. visiting schools and youth clubs. They will also, together with the staff, help to provide all the necessary support in organizing, promoting, finding partners and fund-raising as well as gathering participants for any activities organized. There will be a big support for trying new methods on how to engage the visitors and support and follow up on their ideas and initiatives as well as how to be more aware of and respect children's rights.

Examples of activities:

The library provides a lending service of books and literature, newspapers and magazines, DVD films, audio and talking books, and Internet. The library also hosts exhibitions, study groups and workshops as well as being an arena for various events. Activities here could be providing service to the visitors e.g. helping out with Internet and giving guidance in the library. It could also be to take part in events, cooperate with partners from the civil sector, hang exhibitions as well as assist at workshops.

The youth club is a hang out and/or a place where young people can organize projects coached by the leaders. There are discos, sport events, LAN games, creative workshops and more. A café in the heart of the youth club is run by a group of youths. A youth leadership training course for people in the age of 15 up to 18 is offered one or two times a year. The course consists of workshops on leadership, anti-discrimination, and children's rights. During the course the participants get to practice at the youth club.

The volunteers can assist organizing and lead activities but also support initiatives from the visitors.

The open pre-school is for parents and their children. It's a place for play, participate in groups, and parental support. Activities for the volunteers are to hang out and play with the children, participate in group-activities like singing-groups or interact with the parents.

E.3.3. Profile of Volunteer and Recruitment Process

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?

We have an EVS team, which collectively will go through the applications and decide which volunteers that seem the most suitable for the project. The EVS team is NN (mentor) and TNN (coordinators), SNN (foreman at the youth club).

Volunteers must be at least 18 years of age and have basic English language skills.

We would like volunteers to be interested in people (mostly young people), and also have a desire to develop workshops and activities together with the kids and staff. We always aim to have an equal gender/age/social balance, and will therefore choose both men and woman, of different ages and from different countries to learn and gain experience from each other.



Volunteers will both be included in the various working groups and work independently.
We will also encourage volunteers to run their own projects and give them support to do that since we believe that it will lead to development for the organization, the volunteers and our activities.

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

6

E.3.4. Support

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

The volunteers will be staying at student dorm where other Swedish students but also international students live. They will get their own room and access to shared areas, such as living rooms, kitchen etc. This gives them an opportunity to socialize with other students. There is also access to internet and a gym. The manager of this student dorm is NN, who is also a Swedish tutor and she will be teaching private sessions together with other EVS-volunteers in XX, this will contribute to a wider social web for the volunteers and other Swedish students studying at the university. The dorm is located close to the city, which makes it close to many stores, café's, Movie Theater and other activities, they will also be able to borrow books, movies and computers free of charge at one of many libraries. There's also access to computers, phones and the internet at the youth club, which off course the volunteers and regular staff can use to stay in touch with new and old friends also relatives from home. We will provide the volunteers with public transportation passes so they can manage their ways around town and also get access to the big swimming hall free of charge for indoors- and outdoors activities.

Which measures will you put in place to support the volunteers during the volunteering experience (e.g. monitoring)?

We will provide the volunteers with all necessary information and telephone numbers of where they will be able to turn in case of emergencies etc. The staff and mentor at the youth club will also be close by, if needed for anything, as well as making sure they are well and are having a nice social participation. NN, who is the EVS coordinator, will be available to the volunteers as a social mentor, to whom they can turn regarding questions outside work, both socially and for practical things. It is also NN, who will contact the volunteers before the project starts and she will be monitoring them during their EVS time and keep in touch with the sending organizations. If the volunteers should develop a home sickness, she will be there to try and discuss for a good solution for that matter. We also have a cooperation with other EVS-organizations locally where we could have them meet people in the same situations as themselves to expand their social web and support each other.

E.3.5. Risk Prevention, Protection and Safety

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.)?

The volunteers will be made acquaintances with the insurance system of (AXA)MSH and get the help they need to fill out different forms and made sure that it is understood what they are entitled to by that insurance.
XX has one big hospital, a couple of smaller local ones and a few dental accommodations. There is also access to psychologists and other professionals around the clock.

We try to keep a good communication with our volunteers long before they arrive, in that way we get to know them and also their needs. In case of conflict we will solve it together with the volunteer, staff members and sending organizations. By working together we can come up with a solution that fits every individual. Regular staff, meetings and follow ups will help the volunteers to achieve their goals and also work as a motivation for further work.

E.3.6. Participants with Fewer Opportunities

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

No

E.4. Topics

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



Erasmus+

Application Form for Accreditation

Call: 2016

KA1 - Learning Mobility of Individuals
Accreditation of youth volunteering organisations

Form Version: 3.07

EU Citizenship, EU awareness and Democracy

Youth (Participation, Youth Work, Youth Policy)

Gender equality / equal opportunities

Form hash code: 65EAF6FC3C3974B

Form has not been submitted yet

EN



F. Background documents

F.1. EVS Charter

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 PARTNERSHIPS

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.



F.2. Tasks and Responsibilities

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,
- 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.



G. Checklist

Before submitting online 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.
- you have chosen the correct National Agency of the country in which your organisation is established. For applications for accreditation from South East Europe, Eastern Europe and Caucasus: If your organisation is located in a country of South East Europe, your application form is submitted to the Slovenian National Agency. 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, please select the French National Agency.
- you have uploaded the documents to give proof of your legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have saved or printed the copy of the completed form for yourself.
- you have annexed the signature page signed by the legal representative mentioned in the application.



H. 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, the management of the administrative and financial aspects of the project if selected 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.
- 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 (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/eplink-efrms-privacy_en.htm



I. 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 (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):

Please attach a scanned version of this page to the application form before submitting it.



J. 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)
Total Size	



K. Submission

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

K.1. Data Validation

Validation of compulsory fields and rules

K.2. Standard Submission Procedure

Online submission (requires internet connection)

K.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official 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.

K.4. Submission Summary

This form has not been submitted yet.

K.5. Form Printing

Print the entire form