



This application was edited to protect sensitive data and serves the public procurement purposes only.

**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	2014
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	PL01 (POLSKA)
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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](http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm)

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Application Form for Accreditation  
Call: 2014  
KA1 - Learning Mobility of Individuals

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**C. Duration of the Accreditation**

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

Yes

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**D. Applicant Organisation**

PIC	
Full legal name (National Language)	NGO Children and Development
Full legal name (Latin characters)	
Acronym	NGO C&D
National ID (if applicable)	
Department (if applicable)	
Address	
Country	Essos
Region	
P.O. Box	
Post Code	
CEDEX	
City	Meereen (a city of about 300 000 inhabitants)
Website	
Email	
Telephone 1	
Telephone 2	
Fax	

**D.1.1. Profile**

Type of Organisation	Non-governmental organisation/association/social enterprise
Is your organisation a public body?	No
Is your organisation a non-profit?	Yes

**D.1.2. Background and Experience**

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

The NGO Children and Development was founded in December 2006 by initiative 4 NGOs of Meereen region. It was incorporated in January 2007.  
The main objective of the organization is promoting the sustainable development of communities through the implementation of

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the system decisions based on the best international practices

Main activities:

Good governance development (monitoring and implementation)

The municipal-public centre "E-Governance" was founded in Meereen in order to widespread the best city's practices in the sphere of e-governance development among local self-governing structures and institutions of civil society throughout the country. Target group: NGOs, local authorities, local municipalities, municipals of Essos cities.

Regional development / practice of active pilot models creating

Comprehensive development of rural communities, including: energy efficiency direction, aimed to develop "green energy" solutions for their implementing by the citizens and enterprises of the Meereen region; cultural projects, social solutions for disabled people employment supporting, maintenance agricultural cooperatives creating for the rural areas inhabitants self development and employment. "Operational Plan of Strategy for Regional Development in Meereen" was formed. Based on a pilot rural community there was created a study area for local self-governing, the aim of which is to explore new practices for the balanced development of rural territories. Target group: the community of the village of Astapor, communities of Meereen region.

An effective volunteering development

Volunteers work direction is developed in areas of social and cultural animation for rural and urban youth, organizational development due to their support in communication with foreign partners of NGO C&D. Since 2009 the NGO C&D had hosted volunteers from Poland, Germany, Switzerland, Canada and the United States. The programmes for cooperation with the volunteers are: Senior Expert Corps, Swisscontact, Swiss Foundation for Technical Cooperation; European Volunteers Service, Youth in Action, CIDA, International Partnerships, Canada-Essos Regional Governance and Development. Target group: local urban and rural youth, community of the city of Meereen and of the pilot village of Astapor.

Adult Education

Also on a base of NGO C&D the IDEA center for education in the field of computer literacy is functioning. The project is developed in the frames of cooperation with Microsoft Essos. Also NGO C&D promoting of a European education programs among youth and adults is conducting. Target group: representatives of the local community of the city of Meereen and Meereen region.

If your organisation is successful this presentation, along with other information taken from 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).

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

Since 2009 NGO C&D has been cooperating with European NGOs in the frames of Youth in Action Programme. During this time 8 Polish volunteers successfully finished their service in our organization. Also we are hosting one more volunteer now for the project "Unite for Community Development". Now NGO C&D is co-working with Westeros organizations AWO Pirnaer Werkstätten and AWO Landesverband Sachsen e.V. for the long term EVS project in Westeros.

In the frames of the projects, mentioned above our invited volunteers conducted different kinds of activities aimed for comprehensive development of the local community youth.

These were: workshops for teaching in folk crafts, promoting of possibilities provided for Essos youth by international programmes, organizations and foundations, intercultural discussion clubs as well as special programmes for inclusive work, development of qualitative international communication with other partner organizations for applying, supporting, implementing our projects development.

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.

There are 7 people working as an office staff for NGO People of Meereen and 1 Westerosian volunteer (long term EVS). D. Targaryen., the Head of Council of the NGO "C&D" is an experience in EVS projects coordinating ( J.R.R. Martin project manager NGO "C&D" also works as coordinator of volunteers work in the organization.

Responsibilities:

to promote possibilities for local youth, provided by international programmes and foundations;

to search, select, support involved young people for successful projects implementation;

to coordinate volunteers' work in the organization;

to make all the needed documents for volunteers and participants of youth exchanges (visas, invitations, registration, ect.);

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to support volunteers in their everyday domestic stuff;  
to search for potential partner organisations in the world as well as in Ukraine;  
to communicate and support actual partners;  
to write new projects; to manage youth projects implementation.

Experience (Youth in Action):

youth exchange projects and long term EVS projects

Erasmus+

Participant of PBA, volunteer in a long term EVS project

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

NGO "C&D" has already got an accreditation for Youth in Action Programme; accreditation reference number is 2013-WE-209

D.1.3. Legal Representative

Title	Mrs.
Gender	Female
First Name	Daenerys
Family Name	Targaryen
Department	
Position	the Head of Council
Email	dragon@gmail.we
Telephone 1	

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

D.1.4. Contact Person

Title	Mr.
Gender	Male
First Name	J. R. R.
Family Name	Martin
Department	
Position	project manager
Email	ice.and.fire@gmail.we

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Telephone 1

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

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**E. Role of the Organisation**

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

No

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. Sending Volunteers Abroad**

**E.1.1. 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?

As a sending organization NGO "C&D" realizes next steps:

A project making phase:  
 Monitoring community needs;  
 Discussing prevalent issues among stakeholders and organization members, office staff aimed to find the main needs as a basis of the future volunteer projects;  
 Project writing;  
 Searching for partners among other interested organizations in Essos as well as foreign ones.

Preparation phase (after the project was adopted by European Commission):  
 Erasmus+ programme promoting among local youth;  
 Searching for motivated candidate to be a volunteer due to advertisements, put on the social nets, promoting meetings, organized in and out of the organization, etc.;

Supporting volunteers in CV and other requested documents (recommendations, explanations);  
 After the partner organization has chosen the candidate project manager of NGO "C&D" prepares all the needed documents (visa, travel tickets), provides the line of preparation meetings (promoting and introduction of the possibilities the volunteer gets during his or her service, possible challenges and benefits, conversations with actual volunteers and those, who had such experience in past, also support in foreign language difficulties overcoming).

Project implementing phase:  
 After the volunteer is sent we keep in touch with him/her for psychological support as well as with the hosting organization. The project manager is responsible for realizing of all the steps mentioned above. But if there is a need to get some kind of help project manager is allowed to ask any other office staff due to the adopted policy of comprehensive and mutual support on the organization level.

Post implementing phase:  
 Support of the volunteer for the realization of his/her ideas for further development of skills got during the EVS period.  
 Making reports after the activity.  
 NGO "C&D" provides the logistic information for the volunteer:  
 We monitor all the possibilities to get to the location of the hosting organization, choosing the cheapest, the most safe and easy way. Also we provide buying/booking tickets.  
 We prepare all the needed documents for visa getting (support the volunteer in filling in visa application form, letters of support, motivation letter, biography making (this depends on the specificity of every council office), finding the regional council office, accompaniment during the procedure of visa applying).  
 According to the agreement with the hosting organization we provide the insurance for all the period of volunteer's service abroad. Also we ask our partners to assist in informing of the most important issues continued with safety in the hosting country. A volunteer

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also is provided by the list of emergency numbers and services in the foreign country. As a sending organization NGO "C&D" is organizing predeparture meeting for the volunteer where the basic information on the volunteer's rights, responsibilities and possible risks is provided.

E.1.2. Profile of Selected Volunteers

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

We propose to participate in EVS projects for everyone who would like to. Selecting a person for sending abroad first we explore his or her motivation. The most important points are: interest in the topic of the project, motivation to be a volunteer. A need to have any other skills depends on the specific of each project. Announcing a competition for going abroad we find many people who would like to participate in it. Then we provide a meeting for them and discuss all the issues dealt with the project. These are: motivation; experience; self organization; finding out positive sides of the proposed activity; finding out challenges or problems and possible ways of their solving; readiness for living in different society; reflections on further realisation of EVS experience in Essos; ect. The number of volunteers can significantly reduce after such find of meeting but it really helps to find out those who are really ready to volunteer and develop the project. The procedure of advertisement potential volunteers contains different ways: promoting meetings in youth centers or educational establishments; popularizing in social networks; reference to existed volunteers database of NGO "C&D". Then we propose to select our partner organisation the person for volunteering among proposed candidates.

E.1.3. Participants with Fewer Opportunities

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

Yes

Please tick the categories they may fall into:

Economic obstacles

Educational difficulties

Health problems

and describe their profile.

We prefer to support people with fewer opportunities in involving into active international life. That is why the lack of foreign language which is a kind of educational difficulties we try to help overcome. If there is a possibility to participate in EVS project without of strict request to have high level of foreign language awareness we prefer to propose it for people with educational difficulties. Also if a person has some health problems which are not significant or the project implementation, nor they will be sharpened during the project activity realization we also would like to propose participation for such kind of person. Many our people have significant economic obstacles due to which they have no possibility to go to the foreign country and develop themselves. This is also one of the priorities in volunteers selecting.

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?

For ensuring that volunteer is ready for project topic realization we do the next steps:

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1.Preparation for the activity:  
introduction meeting with the project coordinator;  
providing some explanations for project issues discussing of benefits and challenges of the project;  
modelling of some concrete situations and the ways of possible behavior management.

2.Meeting potential volunteers with EVS volunteers hosted by NGO "C&D" for learning from their experience.

3.After the candidate for volunteering is selected we provide support in the next spheres:  
project activities preparation;  
important extra information about the project topic providing;  
informing in useful resourses for project implementing (for instance: SALTO resourse center toolbox for work with youth, etc.).

Psychological preparation for living in different society:  
providing information about infrastructure of the country (transport, housing, trade);  
providing information on all the emergence numbers and servises;  
providing base information about the cultural aspect of the foreign country, its traditions, customes;  
providing detailed information about the special non-formal rules important for building good relationships with members of the new society.

Language studying support (if needed) - we propose to visit language speaking clubs with native speakers conducted in the city,  
support in finding language studying literature, etc.

**E.2. Hosting volunteers**

**E.2.1. Project Context**

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

According to the organization's statut document, NGO "C&D" is allowed to provide its own activities on the territory of Meereen region for local community development.

Meereen region is situated in the sentral part of Essos. The region is developing industrial and agro-industrial complexes, transport system. The most developed economical brunches are: food industry, machinery, light industry, building materials. The population of the region consists mostly of Meereenians but there are also: Astaporians, Yunkaians, Westerosians, Dothraks. There are a number of needs, challenges

**E.2.2. 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.

NGO "C&D" is able to offer volunteers opportunities for personal growth in the areas of project management, administration and the organization of major events.

The detailed example of one of the proposed tasks for a volunteer:  
To conduct language discussion club as on direction of local youth cultural development.  
Aim: to interest local youth into foreign culture awareness, to activate passive young people due involving them into selfdevelopment activities.  
Target group: ihabitants of both urban and rural areas.  
A volunteer presents his or her plan (this can be a seria of meetings with different topics or multiactivity meetings, which contain watching movies, discussion of some epizodes, conducting some timbuilding or psychological games, etc. )

A volunteer provides meeting with youth.

**E.2.3. 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?

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NGO "C&D" has got an experience in hosting people who have got fewer opportunities. People with geographical obstacles (from rural territories), people with disabilities (physical) as well as other ones. Accepting a volunteer we pay attention on his/her motivation. Also specific of every project requires some additional aspects (for example, need/ absence of need to speak English fluently, etc.)  
Inviting a volunteer for the project we ask sending organization to provide as information about motivated people. We analyze their CVs, motivation letters, organise on-line conversations. A volunteer, a target group and NGO "C&D" as a hosting organization should get the maximum benefit from the project and this is the main principle of volunteer selecting.

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

4

**E.2.4. Support**

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

A volunteer is proposed to choose the most convenient variant of accommodation for him/her:  
to live in a host family;  
to share apartment with other volunteer.  
Looking for the apartment/host family NGO "C&D" pay attention on the next points:  
availability of necessary furnishings accommodation (a place for work, recreation, cooking, bathroom);  
possibility to have internet connection;  
availability of transport connection;  
trade infrastructure (availability of shops, supermarkets).  
Also we are responsible to provide payment or single ticket for local transport usage.

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

Measures for project implementation support:  
monitoring of volunteer's needs (materials, sources, consultations with experienced workers in this sphere);  
making detailed schedule per each week for a volunteer;  
application for volunteer participation in On-Arrival and Mid-Term meetings;  
evaluation of volunteer's work.  
  
Measures for psychological support:  
Everyday communication with every representative of our office team (in case there is language barrier coordinator helps to communicate);  
providing language studying classes for a volunteer.

**E.2.5. 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.)?

Should a crisis situation occur a mentor or/and coordinator will assist to deal with issues like adaptation to new circumstances, communication with the project leaders and/or other volunteers. The mentor will also be available to intervene to prevent crises situations.  
A volunteer and NGO "C&D" team are required to meet on a regular basis to provide on-going communication regarding project activities but also discuss concerns for work conditions, problems and their resolutions. Past experience with the implementation of the EVS projects will be used as an important point of volunteer's work and support organizing to overcome the risks associated with the realization of the project. To avoid such undesirable situations all the coordinators of the project will be in constant contact. In the case of emergence of crises we will work in a spirit of cooperation with the support of the National Agency of his/her country or Salto EECA, coaches and multipliers of the Erasmus+ Programme in the region. While speaking of comfort and safety of the volunteer, he/she will be insured in AXA- group. He/she will receive all the necessary information about his/her rights and obligations and the rights and obligations of the sending and hosting organizations. NGO "C&D" and mentor will finally support the volunteer himself themselves. Between the actors of the project agreement will also be signed what defines roles of partnership, which will be precise the role of a financial settlement and risk prevention.  
In addition, the following measures will be taken to help prevent the risk:

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-a volunteer will receive from sending organization detailed information on behavior in situations associated with health and safety of himself abroad;  
 -a volunteer will also be in touch with his coordinator, mentor and the organization by telephone, regular meetings during the week, meetings with the coordinator of EVS and contact with sending organization;  
 -a volunteer will be provided by contacts of the consular service of his/her country in Essos and other emergency phone numbers.

**E.2.6. Participants with Fewer Opportunities**

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

Yes

How will their participation be supported?

In addition to on-arrival and mid-term trainings NGO "C&D" supports hosted volunteers with fewer opportunities as follows: language courses (for developing their foreign language skills and for enriching the quality of his/her communication with representatives of local community); propose consultations with experienced workers (in case a volunteer needs to get some experience for his project implementation); in case volunteer needs to do some procedures for supporting his health NGO "C&D" team supports him/her in searching for a doctor, passing analysis etc. (mostly volunteers with disabilities need this kind of support); providing of the base information about formal and informal rules and customs of the society of Essos for a volunteer as this helps to avoid a number of misunderstanding due to cultural differences.

Please tick the categories they may fall into:

Disability

Cultural differences

Educational difficulties

and describe their profile.

NGO "C&D" is ready to host disabled volunteers who does not need a physical external support. Unfortunately we are unable to accept volunteers in wheelchairs, having been caused by Essosian realities.  
 In the C&D office we have all the necessary conditions for accommodating people with disabilities, but the possibility of independent movement and, specifically, movement at exits from buildings makes moving freely on the streets impossible.  
 NGO "C&D" is working on development of such means.

NGO "C&D" is able to provide additional mentoring for disabled volunteers or for people who have got noticeable cultural differences as well as language lessons and consultations with experts in gained field.

Our team really respects and supports this attitude on the part of volunteer, and this is the reason why we avoid any mention regarding disability and propose the volunteer to participate in a variety of general organizational measures in order to emphasize that we are all equal. If the volunteer needs medical care or preventive measures is recommended by his doctor volunteer provided accompaniment for these visits because of the need in the absence of language barrier between her and the doctor.

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

**E.3. Topics**

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

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Energy and resources

Creativity and culture

International cooperation, international relations, development cooperation

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**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**

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The EVS charter describes the role of EVS organisations acting as sending, receiving or coordinating organisation and defines the main principles of EVS and the minimum quality standards that must be respected within an EVS Activity. Here is a suggestion on how the roles and tasks of organisations involved in EVS could be shared (in some cases these roles must be compulsorily performed by a given organisation).

### COORDINATING ORGANISATION:

- submits the application and bears the financial and administrative responsibility for the entire project towards the National Agency or the Executive Agency;
- coordinates the project in cooperation with all sending and receiving organisations;
- distributes the EVS grant between all sending and receiving organisations;
- ensures that the volunteer(s) receive(s) the EVS Info Kit and attend(s) the full EVS Training and Evaluation Cycle;
- provides support to the volunteer(s) it places in the receiving organisation(s);
- carries out all or some of the administrative tasks of the sending or receiving organisation(s) involved in the project;
- ensures, with the sending and receiving organisations, that each volunteer is in possession of the European Health Insurance Card (if applicable) and is covered by the obligatory EVS Insurance plan foreseen in the Erasmus+ Programme;
- arranges, with the sending and receiving organisations, a visa for the volunteer(s) who needs it. The National/Executive Agencies can issue visa support letters, if needed;
- provides support for the learning/Youthpass process. Completes, with the sending and receiving organisations and the volunteer, and issues, a Youthpass Certificate for those volunteers who want to receive it at the end of their EVS.

### SENDING ORGANISATION:

#### Preparation

- helps the volunteer(s) to find and contact a receiving organisation;
- provides adequate preparation for the volunteer(s) before departure, according to the individual needs and learning opportunities of the volunteer(s) and in line with the Volunteer Training Guidelines and Minimum Quality Standards of the European Commission;
- ensures, in cooperation with the receiving organisation, that the volunteer receives support in carrying out language preparation (if applicable, support to carry out the online language course and assessments provided by the Commission);
- ensures the participation of the volunteer(s) in the pre-departure session, if organised by the National Agency or SALTO.

#### Contact during the voluntary activity

- keeps in contact with the volunteer(s) and with the receiving organisation(s) during the project.

#### Upon volunteer's return

- provides support to volunteer(s) to help reintegrate them into their home community;
- gives volunteers the opportunity to exchange and share experiences and learning outcomes;
- encourages the involvement of the volunteer(s) in dissemination and exploitation of results and learning outcomes;
- provides guidance regarding further education, training or employment opportunities;
- ensures the participation of the volunteers in the annual EVS event organised by the National Agency in their country.

### RECEIVING ORGANISATION:

#### Mentor

- identifies a mentor who is responsible for providing to the volunteer(s):
  - o personal support,

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- o support to carry out the online language course and assessments provided by the Commission (if applicable)
- o support to carry out a self-reflection on the learning outcomes of the EVS activity (through the use of Youthpass).

#### Task-related support

- offers supervision and guidance to the volunteer(s) through experienced staff.

#### Personal support

- provides personal support and support during the learning/Youthpass process to volunteer(s);
- gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.;
- encourages contact with other EVS volunteers whenever possible.

#### EVS training and evaluation cycle and language support

- ensures the participation of the volunteer(s) in the on-arrival training and mid-term evaluation organised by the NA or SALTO;
- arranges language learning opportunities and support to volunteers undertaking language courses.

#### Principles of EVS

- ensuring universal accessibility to EVS: receiving organisations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.; neither can they require qualifications or a certain educational level in order to select the volunteer(s);
- offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated;
- identifying clear learning opportunities for the volunteer(s).

#### Accommodation and food

- providing suitable accommodation and meals (or a food allowance, covering also the holiday period) to the volunteer(s).

#### Local transport

- ensures that means of local transport are available for the volunteer(s).

#### Allowance

- gives the due allowance to the volunteer(s) on a weekly or monthly basis.

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Form hash code:

EN

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**G. Checklist**

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official application form for Accreditation.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your 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.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- 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).
- 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.

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Form hash code:



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## 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,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>

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Form hash code:

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**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 (ECVET or EVS Charter) that represent a reference for the accreditation process. I undertake to adhere to these standards at all times if the organisation I represent will be accredited.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

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

Form hash code:



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**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)
Legal Entity Form.pdf	428
Legal Entity Form.pdf	428
Roles and duties of lears .pdf	656
declaration of the terms and conditions.pdf	373
Extract from Unified State Register.pdf	1719
Total Size	3604

Form hash code:



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**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 application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

**K.4. Submission Summary**

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-07-10 09:50:10 *	Form has not been submitted yet		Unknown
2	2014-07-17 15:46:55	Online submission		OK (1147502)

\* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

**K.5. Form Printing**

Print the entire form

Form hash code:



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