

Context

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

Programme

Erasmus+

Action Type

Accreditation of youth volunteering organisations

Language used to fill in the form

English

National Agency of the Applicant Organisation

Please choose the National Agency in the country where your organisation is based. Applications for accreditation from South East Europe, Eastern Europe and the Caucasus, Southern Mediterranean region are handled by SALTOs. SALTOs support co-operation between programme countries and partner countries and are hosted within the National Agencies. Therefore, if your organisation is located in a country of South East Europe, please select the Slovenian National Agency in the box below. If your organisation is located in a country of Eastern Europe and the Caucasus, please select the Polish National Agency. If your organisation is located in a country in the Southern Mediterranean region, please select the French National Agency.

National Agency of the Applicant Organisation

PL01 (POLSKA)

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

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

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

Hosting Volunteers

Sending Volunteers

Please note, the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.



Applicant Organisation

PIC	
Legal name (national language)	
Legal name	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone	
Fax	

Profile

Type of Organisation	Association
Is your organisation a public body?	No
Is your organisation a non-profit?	Yes

Associated Person ()

Background and Experience

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

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

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

Our organisation is active in international youth programmes since 2007. We participated in various youth exchanges. We also hosted a Peace Corp volunteer last year.

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 two employees and 5 volunteers in the center at the moment.

Financial manager and accountant will be supporting in budgeting, financial transactions and financial reporting. There will be also two persons responsible for cooperation with partners and official documentation as well as for carrying out the activities and coordination. Our volunteers will be responsible for assisting the programs and activities implemented and support in communication with volunteers.

It is worth to mention that one of our employees has carried out her European Voluntary Service for 9 month in Poland as a volunteer project assistant. So she has got an experience and knowledge of EVS program participant related to EVS management, organizing and practical arrangements.

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

NO

Motivation

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

The Center of various activities started its activity in Town in 2004. Volunteering has always been a key part of our philosophy. We are a group of volunteers ourselves, who work mainly with young people on international, national and local level. Since 2007 we've been actively sending our young people to various international projects abroad, also Youth in action programme, organising and implementing international activities in Country, promoting and developing intercultural learning towards multicultural acceptance, social inclusion and personal development of the young people through nonformal methods, involving young people in a process of intercultural learning and international mobility, especially youngsters with less chances for mobility and opportunities to go abroad. Our center has participated first time in the European program Youth in action in 2007 . Since then we have organised many trainings and youth exchanges. We are also participating in other international programmes. Last year we hosted our first Peace corp volunteer.

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

Creativity and culture

Inclusion - equity

Intercultural/intergenerational education and (lifelong)learning

Project Management

Overall Management

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

There are two employees and 5 volunteers in the center at the moment.

Our projects has been implemented in the field of diversity, inclusion and active participation. They were financed by donors and worked with various international partners.

Financial manager and accountant will be supporting in budgeting, financial transactions and financial reporting. There will be also two persons responsible for cooperation with partners and official documentation as well as for carrying out the activities and coordination. Our volunteers will be responsible for assisting the programs and activities implemented and support in communication with volunteers.

It is worth to mention that one of our employees has carried out her European Voluntary Service for 9 month in Poland as a volunteer project assistant. So she has got an experience and knowledge of EVS program participant related to EVS management, organizing and practical arrangements.

Practical arrangements

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

After the selection we will check their language skills via interview. For those who could not speak any foreign language we give support for learning. Than we will organize short seminar for intercultural preparation, expressing them practical and technical information and the rules of volunteering. We will pass them contacts of hosting organization and will assist them for issuing insurance and visa for the country where he/she will carry out his/her volunteering service and also will assist in booking air tickets. Then volunteer should participate on one activity for children or youth in our center, to get experience of team working and leadership. During mobility experience we keep contact through the Skype, email or SMS. Especially during first days. We contact hosting organization as well. When volunteer is back we will speak with him about his experience, we will ask him to share his experience with another young people and we will try to motivated him for being a mentor.

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

Our centre will ensure a proper living place for volunteers close to the city center and our office. We will make sure that our volunteer can live in safe and clean accommodation and can eat sufficient and healthy food.

Volunteers will be provided local language lessons with the professional teachers so that they can deal with daily matters easier and understand the culture within and better. On arrival of the volunteers, they'll have a presentation and workshops about our organization and staff, mission, history, our work and clarifying their tasks and roles once more and clarifying expectations from each other.

Activities Context

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

The activities of our center are dedicated to personal development of children and young people. The main goal is to give a quality education to the children and young people from disadvantaged families and in this way help them to have better chance to find a sustainable job position. Through voluntary service even young people who could not travel, can personally meet young people from other cultures. This exchange of values is very important for both of them. They learn to be tolerant and live together with honor and respect.

Activities Details

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.

Volunteer can lead a discussion club. This gets him/her possibility to improve his language skills, to learn how to explain his own language to another people, during discussion topics he can learn about cultural differences, She/he can evaluate his own country culture in a dialog with another country. He or she can be also involved in assisting and managing our programs, where they can share their experience, present their country and culture to our program participants. Apart from this, volunteers will have to develop their own initiatives and projects like living libraries, cooking workshops, art workshops, etc.

Support and monitoring

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

Volunteers will stay in contact with the coordinator and meet her once a week to discuss issues related to work and general experience of living abroad. The most important for us will be that a volunteer recognizes meaning of his presence in our organization. If it does not happen, together with volunteer we are looking for solution, which can be found during correct and honest discussion of both partners.

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



After the selection we will check their language skills via interview. For those who could not speak any foreign language we give support for learning.

Then we will organize short seminar for intercultural preparation, expressing them practical and technical information and the rules of volunteering. We will pass them contacts of hosting organization and will assist them for issuing insurance and visa for the country where he/she will carry out his/her volunteering service and also will assist in booking air tickets. Then volunteer should participate on one activity for children or youth in our center, to get experience of team working and leadership.

During mobility experience we keep contact through the Skype, email or SMS. Especially during first days. We contact hosting organization as well.

When volunteer is back we will speak with him about his experience, we will ask him to share his experience with another young people and we will try to motivated him for being a mentor.

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.)?

We always encourage our volunteers to criticise and discuss things that they don't like in the project openly and in a friendly atmosphere. In the event of a conflict situation, the volunteer will be supported and must cooperate actively with the

Coordinating, Sending and Host Organisations to avoid communication problems. If a serious incident occurs, the volunteer can expect the coordinator to establish and maintain appropriate contact with the Sending Organisation, their next of kin (if required or requested) and the insurance company, if necessary.

Participants

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

Main requirements for the volunteers will be: Age /From 18 to 30 years old/, to be a communicative, flexible and responsible person. Preferable will be knowledge of English language. We will announce call and will fix in the application the tasks, which volunteers should do during their service. Volunteers will be chosen via filled applications. Only motivated and task related volunteers will be preselected. After preselection we will check their language skills and after that final selection will be done and selected and not selected candidates will be informed about it.

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 are looking for volunteers who are motivated to participate in our project. Prerequisite is some basic knowledge of Russian or at least a good motivation and ability to learn it. The volunteer should be willing to work with children, in art and cultural sphere. This interest and motivation to work particularly in our project is the most important for us regardless the nationally, gender or personal skills.

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

5

Participants with Fewer Opportunities

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

Yes

Please select the categories they may fall into:

Economic obstacles

Educational difficulties

Geographical obstacles

Cultural differences

Please describe their profile.

Difficult when the volunteer is sent to a country where not many people can speak English. This also creates a problem in communicating with project participants. Often they are from rural and deprived areas. They live in province or in the environment where they don't have an opportunity participate in many activities what they peers do. They don't know how to organise their free time and develop themselves. They don't know about the possibilities to take part in youth projects.

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)

No

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

Yes

Other

No

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

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?

We will take care of the practical arrangements in order to support and guide the volunteer from the moment of the arrival in our country. During the service of a volunteer in our center we pay attention to his ability to work in a team, to solve problems, to communicate.

Background documents

Erasmus+ Volunteering Charter

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

VOLUNTEERING PARTNERSHIP

A solid partnership between the sending, receiving, coordinating organisations and the volunteer is the basis of every volunteering activity. Adequate matching between the volunteer profile and the tasks has to be in place.

- The sending organisation is in charge of the preparation and support of the volunteers before, during and after the activity.
- The receiving organisation has to ensure safe and decent living and working conditions for the volunteer throughout the entire activity period. It has to provide adequate personal, linguistic and task-related support, including the identification of a mentor for the volunteer.
- The coordinating organisation (applicant) has the role of facilitating the implementation of the project by offering administrative and quality support to all project partners and enabling their networking.

ERASMUS+ VOLUNTEERING PRINCIPLES TO BE ENSURED

- The non-formal learning and intercultural dimension, through a clear definition of a learning plan for the volunteer.
- The service dimension through a clear definition of the non-profit-making character of the project and the volunteer tasks. Full-time service and active role of the volunteer in implementing the activities have to be ensured. The Erasmus+ volunteer activities must not replace any employment.
- The benefit to and the contact with the local community.
- The volunteering activity is free of charge for the volunteers, except for a possible contribution to the travel costs.
- Accessibility and Inclusion: when recruiting volunteers, the organisations maintain the overall accessibility for all young people, without prejudice related to ethnic group, religion, sexual orientation, political opinion, etc. If the project targets volunteers with fewer opportunities, facilities and capacity in providing tailor-made preparation, and support have to be in place.

ERASMUS+ VOLUNTEERING QUALITY STANDARDS TO BE ENSURED

Support to the volunteer

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

Information

- All partners have the right to receive complete information on the project and agree on all aspects.
- Visibility, dissemination and publicity measures have to be in place.

Recognition

Each Erasmus+ volunteer is entitled to receive a Youthpass.

Tasks and Responsibilities

COORDINATING ORGANISATION:

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

SENDING ORGANISATION:

Preparation

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

Contact during the voluntary activity

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

RECEIVING ORGANISATION:

Mentor

- identifies a mentor who is responsible for providing to the volunteer(s):
 - personal support,
 - support to carry out the online language course and assessments provided by the Commission (if applicable)
 - support to carry out a self-reflection on the learning outcomes of the volunteering activity (through the use of Youthpass).
- offers supervision and guidance to the volunteer(s) through experienced staff.

- provides personal support and support during the learning/Youthpass process to volunteer(s);
- gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.;
- encourages contact with other Erasmus+ volunteers whenever possible.
- 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.
- ensuring universal accessibility: receiving organisations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.; neither can they require qualifications or a certain educational level in order to select the volunteer(s);
- offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated;
- identifying clear learning opportunities for the volunteer(s).
- providing suitable accommodation and meals (or a food allowance, covering also the holiday period) to the volunteer(s).
- ensures that means of local transport are available for the volunteer(s).
- gives the due allowance to the volunteer(s) on a weekly or monthly basis.

Annexes

The maximum number of attachments (including the Declaration of Honour) is 10 and the maximum total size is 10240 kB

Please download the Declaration of Honour, print it, sign it by the legal representative and attach.

File Name

File Size (kB)

Please attach any other relevant documents.

File Name

File Size (kB)

Checklist

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

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: PL01 (POLSKA)

Please also keep in mind the following:

The documents proving the legal status of the applicant must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - \"Information for applicants\").

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 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, currently Regulation (EC) No 45/2001. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact person, an unambiguous consent will be requested.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/eplu-link-eforms-privacy_en.htm

- I agree with the Data Protection Notice