

Education and Training Transnational Cooperation Activities (TCA) Guide for Applicants

2016 Call activities

(Activities taking place between 1 January 2016 to 30
June 2017)

Version 2: September 2016

Overview of changes to the guide

This document is version 2 of the Education and Training Transnational Cooperation Activities (TCA) Guide for Applicants for 2016 Call activities. If future versions of the Guide for Applicants are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version
Front cover	Call year start date amended from “between 01 June 2016” to “ between 1 January 2016”	Front cover
Front cover	“Education and Training” added	Front cover
1	“Education and Training” added ; reference to 2015 changed to “2016”	1
4	TCA year start amended to January 2016 and end date amended to 30 June 2017	4
4	70% changed to “up to 100%” reimbursement	4
7	70% changed to “up to 100%” reimbursement	7

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Introduction: what are TCA and who is this guide for?

What are TCA?

Transnational Cooperation Activities (TCA) enable Erasmus+ National Agencies (NAs) to improve the quality and impact of the Erasmus+ programme, through providing training and networking opportunities in particular for the Youth sector, but also Vocational Education and Training (VET), Adult Education, Schools and Higher Education (HE) sectors.

What opportunities are available in TCA?

TCA include a wide range of activities such as workshops, training courses, seminars and partnership building activities on themes relevant to Erasmus+, including:

- tools to improve quality in international youth work;
- inclusion, cultural diversity and intercultural competences;
- European active citizenship;
- employability and social entrepreneurship; and
- basic skills in adult education and apprenticeships.

Taking part in TCA means you can:

- create and/or extend contacts and cooperation with organisations coming from similar or different fields across the UK and Europe;
- gain knowledge and practical skills on themes relevant to Erasmus+ and access support on project ideas; and
- disseminate your projects' results at European level.

Who is this guide for?

All participants interested in TCA activities in the field of Education and Training.

Representatives from other sectors involved in Erasmus+, such as Adult Education and VET, can apply where they can share good practice with youth stakeholders or take a collaborative approach within the sectors.

Activities specifically for the benefit of the Adult Education, Schools and VET sectors are listed in the Upcoming Opportunities section on the TCA web page at www.erasmusplus.org.uk/tca

Before you apply: eligibility

Are you eligible?

- You must be resident in the UK and if you are applying through an organisation it must be registered in the UK.
- You must either be linked to a relevant organisation and/or be an active professional /youth worker/trainer/or manager/administrator in the field of education, training and youth.
- You must not be a (current) European Voluntary Service (EVS) Volunteer.
- You must not have already participated in or been approved for two TCA activities in the 2016 TCA year (1 January 2016 – 30 June 2017).
- Your organisation may submit only one application per person for each activity supported by the UK National Agency (see below).

Is the activity supported by the UK National Agency?

Please note: the UK National Agency **supports a limited number of activities** on the SALTO European Training Calendar according to its annual work plan. However, all opportunities for Education and Training TCA can be found on the list of supported activities on the Upcoming Opportunities section on www.erasmusplus.org.uk/tca. This page is updated twice a month dependent on if supported projects appear live on the Salto website. You should therefore check the page regularly.

What does the funding cover?

Travel

The UK National Agency will reimburse up to 100% actual costs up to a maximum of €600. This is reimbursed upon successful attendance of the activity and submission of a Final Report and Claim Form.

Eligible travel costs include:

- Return travel from the UK only to the place of destination.
- Economy class air travel.
- Economy/second class public transport i.e. trains and buses.

- Mileage at 45p/mile or based on an equivalent public transport fare – whichever is cheaper and where use of public transport is not feasible. Taxi claims costing more than £20/€25 need written permission from the National Agency prior to booking.
- Travel costs related to the dates of the activity, up to two days before or two days after the activity. Travel outside these times will need advance written approval from the National Agency.
- Visa costs, where this is required.
- UK airport accommodation up to two nights at £75 per night, prior to or after your flights, subject to advance written permission from the National Agency.

All claims must be submitted with legible receipts, invoices and boarding passes. It is the responsibility of the beneficiary to make their own travel arrangements. We ask that you arrange travel in the most economical but appropriate and sensible way possible. We are unable to reimburse travel costs in the event of non-attendance. Please be aware that you will need to arrange travel insurance for yourself but this cost will not be reimbursed.

Accommodation

Accommodation and meals are provided for the duration of the activity in either shared (single-sex) or single accommodation. If you are unsure you should contact the activity organisers. If accommodation is not provided, you will be contacted by the activity organisers with guidance for accommodation booking. If you need to arrive early or remain at the activity venue due to your transport arrangements, you should contact the activity organisers well in advance so that they can help you.

How to complete the application

When completing the application form you should ensure that each section of the form is fully completed and that each answer refers to the question asked. You should avoid duplicating information and ensure consistency and clarity, and provide evidence where possible. The questions within the application form are set by the Hosting National Agency and may vary with each activity. Your answers for each question, should not exceed 150 words.

Applications are assessed against the following criteria:

- details about yourself and your organisation highlighting your relevant expertise and experience to the activity;
- how you intend to incorporate and disseminate the results of the activity into your professional work and what follow-up activities you will undertake;

- how this activity will benefit your organisation, your beneficiaries and other stakeholders;
- how you intend to benefit from the activity in terms of personal and professional development; and
- whether you will use the experience to apply for other Erasmus+ funding and how.

Please note that TCA activities supported by the UK National Agency are for individuals and organisations that are resident/based in the UK and where applicants can use the experience to benefit their organisation, and sector. Applications are assessed solely on the information provided in the application form and only if submitted by the deadline.

Pre-Selection and Notification

Once you have submitted your application and the deadline has passed, the UK National Agency will assess all submitted applications (pre-selection process).

Those which meet the required eligibility and quality criteria are then notified to the Hosting National Agency, which then allocates places at a European level ensuring a balance of experience, countries and gender.

All applicants whether successful or unsuccessful will be notified of the outcome of their application by the Hosting National Agency. Successful applicants will be provided with information on travel to the activity, and what to prepare before they attend.

Grant Agreement

If selected, the UK National Agency will issue a Grant Agreement to your organisation, and in the case of an individual, this will be issued to the named participant for attendance of the TCA and for reimbursement of travel costs.

The Grant Agreement includes the following key information:

- Name and details of the approved activity
- Activity start and end dates
- Maximum grant awarded
- Reporting and payment arrangements
- Annex II TCA conditions - guidance on eligible costs and rules

- Annex III – TCA Final Report and Claim Form – to be used for claiming costs
- Annex V – Bank details

If selected, you will need to send the name of the legal signatory and bank details of your organisation to the UK National Agency, who will then issue you with a Grant Agreement. The Grant Agreement must be signed by your organisation's legal signatory or by the individual in the event of no organisation, and returned to the UK National Agency at least 14 days before the start of the activity.

Participants who do not return their Grant Agreement before travelling to any activity may forfeit their claim to travel reimbursement. The payment of the grant is dependent on your full participation in the activity, your positive contribution, submission of your Final Report, and Claim Form with relevant travel receipts.

Final Report and Claim Form

On return from the activity you will need to submit a short report on your experience, the knowledge you have gained and any follow-up activities you plan to undertake, including general feedback.

You will also need to submit a reimbursement Claim Form with the following:

- all receipts and invoices (in original format)
- boarding passes
- copy of Certificate of Attendance (provided by the Host NA)

These should be sent to the UK National Agency (Ecorys) within 30 days after the end date of the activity. Upon approval of your claim form and Final Report, we will reimburse up to 100% of your total claim up to a maximum of €600.

If the total eligible expenditure reported by you, or determined by us, is less than the amount awarded, the final payment will be reduced accordingly. Travel claims can take up to 8 weeks to be processed.

Where can I find out more?

Transnational Cooperation Activities (TCAs) organised by all Erasmus+ National Agencies are promoted on the SALTO European Training Calendar: www.salto-youth.net/tools/european-training-calendar



CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

The UK National Agency supports a limited number of these activities based on its annual work plan. The list of supported activities can be found on:

www.erasmusplus.org.uk/tca

Further information can be obtained by emailing erasmusplustca@ecorys.com

The UK National Agency is a partnership between the British Council and Ecorys UK.

Erasmus+ Transnational Cooperation Activities (TCA) is managed by Ecorys UK and is based at:

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