Volunteering Teams in the Corps

**Strand 1: Solidarity activities**
- Volunteering Projects
- Volunteering Teams in High Priority Areas
- Solidarity Projects

**Strand 2: Humanitarian aid related solidarity activities**
- Humanitarian Aid Volunteering Projects

**Quality Label for Volunteering in Solidarity Activities**

**Quality Label for Humanitarian Aid Volunteering**
What are Volunteering Teams in High Priority Areas?

- Large scale, high impact projects
- Address common European challenges
- Voluntary activities
- Short-term solidarity interventions
- Young people from at least 2 different countries
Priorities and objectives 2024

- Address unmet societal challenges related to the priorities.
- Promote solidarity, diversity, intercultural and inter-religious dialogue and EU values of human dignity, freedom, equality and respect for human rights.
- Reach out to young people with fewer opportunities and enable the young volunteers to gain skills and competences, and to actively participate in society and to develop a sense of European citizenship and identity.
- Provide tangible benefits to local communities.
- Ensure a direct contact between the participant and the beneficiaries of the activities.
- Reinforce the capacities and international scope of the participating organisations.
Supported activities

Volunteering Teams

Solidarity activities
- In group
- Should normally last between 2 weeks and 2 months
- Inclusive

Side activities
- Including workshops, conferences, seminars, training courses, job shadowing, coaching, exchange of good practices etc.

Team Composition
- Should normally involve 5 participants (40 participants in a project)
- Participants from at least 2 different countries
- At least ¼ from countries different than the venue country
- One activity at a time

Preparatory visits

Visits to the venue
- To ensure high quality of activities
- To facilitate and prepare administrative arrangements
- To set up a solid partnerships
- With the participation of young people with fewer opportunities

Complementary activities

Objectives
- Adding value and increasing results
- Strengthening its impact (local, regional, European level)
- Raising awareness of the value of volunteering
- Strengthening the recognition of the skills and competences
- Enhancing the capacity of the solidarity sector

Supported activities
How to set up a project?

**Planning**
- Defining the needs, objectives
- Development of work programme
- Schedule of activities

**Preparation**
- Practical arrangements, selection of participants
- Agreements with partners and participants
- Linguistic/intercultural/task-related preparation of participants before departure

**Implementation of activities**
- Support and guidance to participants during the activities

**Follow-up**
- Evaluation of the activities
- Follow-up of participants
- Issue of the certificate of participation
- Dissemination and use of the project's outcomes

Selection of participants
Inclusion and diversity
Quality and support measures
Digital transition
Environmental protection, sustainable development
Participation in democratic life
Criteria* for assessing projects

*See Part E of the Programme Guide 2024 (p. 84 and followings) for more detailed information.
Eligibility and admissibility criteria (1)

- **At least three eligible organisations**, from at least two different EU Member States or third countries associated to the Programme.

- **Eligible participating organisations**: any organisation legally established in an EU Member State, a third country associated to the Programme or a third country not associated to the Programme* that holds a valid volunteering **Quality Label for Volunteering in Solidarity Activities**.

- **Eligible applicant**: an organisation legally established in an EU Member States or third country associated to the Programme on behalf of the consortium.

- Young people between **18 and 30 years old**.

- **Legally residing** in an EU Member State or in a third country (associated or not to the Programme).

- Registered in the **European Solidarity Corps Portal**.

*Find the list of the eligible countries at p. 16 of the Programme Guide [here](#).
Eligibility and admissibility criteria (2)

Venue and number of activities
- Activities have to take place in the country of one of the participating organisations.
- At least one volunteering team activity must be implemented.

Duration of the project
- 12, 24 or 36 months (chosen at application stage)
- Start of the project only after Grant Agreement signed by the Agency

Where and when to apply
- To EACEA, through the Funding and Tenders Portal (see Part E of the Programme Guide 2024)
- Deadline: 08.02.2024 at 17:00 (Brussels time)

More detailed information about the eligibility and admissibility criteria in the Programme Guide 2024 (p. 35)
Weighting of the Award Criteria

- To be considered for funding, proposals must score **at least 60 points**
- Proposals must score **at least half of the maximum points** in each of the categories.

In *ex aequo* cases, priority will be given to highest scores for 'relevance', then 'project management' and finally 'project design'.

*More detailed information about the award criteria can be found in the [Programme Guide 2024](https://example.com/pg2024) (p. 36)*
Relevance, rationale and impact

**Relevance**
- To the objectives of the European Solidarity Corps.
- To the action’s specific objectives.
- To the needs and objectives of the involved organisations and individual participants.

**Rationale**
- The proposal addresses well defined and important societal needs.
- Involvement of young people with fewer opportunities as participants.
- The proposal relates and integrates the relevant activities in the project set-up

**Impact**
- Young people with fewer opportunities.
- Added value and benefits for local communities.
- At local, regional, national and European levels.
Quality of project design

- Quality of proposed measures to reach out and involve young people with fewer opportunities
- Clarity and completeness of the action
- Added value of complementary activities
- Quality of the non-formal learning methods and measures
- Recognition and validation of participants' learning outcomes
- Appropriateness of measures for selecting and/or involving participants
- Appropriateness and quality of all the phases of the project
- Consistency between project objectives and activities
Quality of project management

- Practical arrangements, management and support modalities
- Cooperation and communication between organisations and stakeholders
- Measures for evaluating and disseminating the outcomes of the project
How to apply?

The Funding and tender opportunities Portal
Registration on the EU Funding & Tenders Portal

✓ The submission of the application form is managed by the EU Funding & tender opportunities portal (the central electronic portal for all EU funding and tenders)

3. Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (e.g. searching funding opportunities, reading guidance, etc.)
How to find the Programme?
Before starting your application (1)
Before starting your application (2)

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission. The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, we need to register it again.

search a PIC

Register your organisation

To register your organisation as a legal person, you need to log in into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual – and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time; the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.
Before starting your application (3)
Admissibility and eligibility criteria

• Admissibility criteria
  ➢ **Maximum** 70 pages.
  ➢ Readable, accessible and complete.
  ➢ Do not change the layout.

• Eligibility criteria
  ✓ Verify the eligibility criteria as indicated in the European Solidarity Corps Guide.
Submission process

Start submission

To access the Electronic Submission Service, please click on the submission button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

- ESC Solidarity Volunteering Unit Grants [ESC-SOLID-UN], ESC Unit Grant [ESC-AG-UN]

![Start submission button](image)

**Please confirm your choice**

You selected this topic: **Volunteering Teams in High Priority Areas (VTHPA) - ESC-SOLID-2023-VTHPA**

You selected this type of action and model grant agreement: **ESC Solidarity Volunteering Unit Grants [ESC-SOLID-UN], ESC Unit Grant [ESC-AG-UN]**

Related Call: **Volunteering Teams in High Priority Areas (VTHPA)**

⚠️ Your selection cannot be changed subsequently in the submission system.

![Confirm button](image)
Filling in your application

Terms and Conditions for the Submission of Applications

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

Proposal data

1. Confidentiality: Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary in Part A. Please avoid adding any confidential information in that section.

2. Access to pre-registration data: Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

   - I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
   - I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals.)
Editing or deleting your application
Creating your proposal

Web based form

Form A:
Administrative information about the applicant organisations + the summarized budget for the proposal

Form B:
Description of the action
Participants

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

Coordinator

TEST EACEA
DDDDDDDD, CH
PIC: 949039465

Contacts: 1

Alfonso ALIBERTI - Main contact

Change organisation
Contact organisation

Add Partner + Add Associated partner +
## Error verification

### Application form

**Validation result**

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal will be blocked unless that specific field is corrected!

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal will not be blocked (proposal will be submitted with the missing or incorrect value).

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Title - missing entry</td>
</tr>
<tr>
<td>Test Camelia-Valeria</td>
<td>This section has not been validated yet</td>
</tr>
<tr>
<td>General Information</td>
<td>Similar Proposal submitted - missing entry</td>
</tr>
<tr>
<td>Declaration</td>
<td>Declaration 5 acceptance is missing</td>
</tr>
</tbody>
</table>
Annexes

Volunteering Teams in High Priority Areas

Budget table (Unit costs)

Participant Quality Label Info

LIST OF ANNEXES

Standard
Detailed budget table/Calculator (annex 1 to Part B) — mandatory for certain Lump Sum Grants (see Portal Reference Documents)
CVs (annex 2 to Part B) — mandatory, if required in the Call document/Programme Guide
Annual activity reports (annex 3 to Part B) — not applicable
List of previous projects (annex 4 to Part B) — mandatory, if required in the Call document/Programme Guide

Special
Other annexes — mandatory, if required in the Call document/Programme Guide
Part B – Technical description (1)
Part B – Technical description (2)

IMPORTANT NOTICE

What is the Application Form?
The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:
- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?
The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:
- page limit normally 70 pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠️ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluator.

⚠️ Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.
Part B – Technical description (3)
Part B – Award criteria

Volunteering Teams in High Priority Areas

1. Relevance, rationale and impact
2. Quality of project design
3. Quality of project management
## 4. WORKPLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 4.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Part chart or similar)).

Insert text

### 4.2 Work packages, activities, resources and timing

#### WORK PACKAGES

**Work packages**

This section concerns a detailed description of the project activities.

Group your activities into work packages. A work package means a major subdivision of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

⚠️ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

⚠️ Ensure consistency with the detailed budget table/calculator (if applicable).

**Objectives**

List the specific objectives to which the work package is linked.
Part B – Workplan (1)

• Work Plan: Provide a brief description of the overall structure of the work plan

• Work Packages: Major sub-divisions of the project. For each work package, enter an objective (expected outcome) and list the activities and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

• Minimum of 2 work packages !!!!

• WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc)

• WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.
Completing your application
Validating and submitting your proposal

<table>
<thead>
<tr>
<th>Part B and Annexes</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.</td>
</tr>
<tr>
<td>Part B</td>
</tr>
<tr>
<td>Detailed budget table and calculator</td>
</tr>
<tr>
<td>Participant Quality Label Information</td>
</tr>
</tbody>
</table>

Your proposal cannot be submitted until the errors below are corrected:

- Eligibility errors
  - Part C form has not been updated
  - Part A Form
    - Budget: 1 error(s)
    - General information: 1 error(s)
  - Part B and annexes
    - This mandatory attachment is missing Part B

The following warnings will not block the submission of your proposal but may affect its admissibility and eligibility during evaluation:

- Test Camelia Valeria: 12 warning(s)
Funding rules (Maximum EU grant: 400.000 EUR/project)

Total available budget for 2024 – 4M EUR

<table>
<thead>
<tr>
<th>Eligible costs</th>
<th>Contribution to</th>
<th>Contribution on the basis of unit costs</th>
<th>Rule of allocation</th>
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</thead>
<tbody>
<tr>
<td><strong>Volunteer support</strong></td>
<td>- Travel costs</td>
<td>- Exceptional costs (visa and vaccinations costs)</td>
<td>26 EUR day/volunteer</td>
</tr>
<tr>
<td></td>
<td>- Personal insurance for in-country activities</td>
<td>- Residence permits</td>
<td>Based on the duration of the volunteering team activity per volunteer (including accompanying persons)</td>
</tr>
<tr>
<td></td>
<td>- Medical certifications</td>
<td>- Pocket money</td>
<td></td>
</tr>
<tr>
<td><strong>Organisational support</strong></td>
<td>- Management costs (e.g. planning, finances, coordination and communication between partners, administrative costs)</td>
<td>- Costs directly linked to the implementation of volunteering activities (e.g. preparation, monitoring and support of participants, validation of learning outcomes)</td>
<td>43 EUR day/volunteer</td>
</tr>
<tr>
<td></td>
<td>- Costs linked to the subsistence of participants (e.g. boarding, lodging and local travel)</td>
<td>- Complementary activity costs</td>
<td>Based on the duration of the volunteering team activity per volunteer (including accompanying persons)</td>
</tr>
<tr>
<td></td>
<td>- Other costs (e.g. financial guarantee and audit report)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inclusion support</strong></td>
<td>- Costs incurred by organisations to support the participation of young people with fewer opportunities on equal terms as others (e.g. investment in physical assets, reinforced mentorship, preparatory visits)</td>
<td>25 EUR day/volunteer with fewer opportunities</td>
<td>Based on the duration of the volunteering team activity per volunteer with fewer opportunities (excluding accompanying persons)</td>
</tr>
</tbody>
</table>


## ESC VTHPA UNIT COST GRANT DETAILED BUDGET TABLE/_CALCULATOR

<table>
<thead>
<tr>
<th>Number of volunteers per beneficiary</th>
<th>Number of days spent on volunteering activities per volunteer</th>
<th>A. Contributions for volunteers (2.3 EUR/Day)</th>
<th>B. Contributions for organisations (57 EUR/Day)</th>
<th>Number of volunteers with lower opportunities per beneficiary</th>
<th>Number of days spent on volunteering activities per volunteer</th>
<th>C. Contributions for inclusion support (20 EUR/Day)</th>
<th>Total</th>
<th>Maximum grant amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – [short name beneficiary]</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>1.1 – [short name affiliated entity]</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>2 – [short name beneficiary]</td>
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<td>0</td>
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</tr>
<tr>
<td>2.1 – [short name affiliated entity]</td>
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Timeline

08 February 2024
Submission deadline

June 2024
Information to applicants

February - June 2024
Evaluation period

June - November 2024
Signature grant agreements
Useful links

- The European Solidarity Corps Programme Guide 2024
- Call for proposals 2024 - EAC/A11/2023
- Apply for:
  - Volunteering Teams in High Priority Areas
  - Quality Label for Volunteering in Solidarity Activities
- Legal basis of the European Solidarity Corps
- Examples of previous projects - Volunteering Teams in High Priority Areas