



# LEONARDO PARTNERSHIPS

## GUIDE FOR APPLICANTS 2012

**UK National Agency**  
Leonardo, Grundtvig & Transversal Programmes.

Ecorys  
Vincent House | Quay Place  
92-93 Edward Street | Birmingham | B1 2AR

**Call us on:**

**Leonardo:** 0845 199 2929  
**Grundtvig:** 0845 199 1919  
**Transversal:** 0845 199 3939  
**Fax:** 0845 313 7454

**Or visit one of our websites:**

[www.leonardo.org.uk](http://www.leonardo.org.uk)  
[www.grundtvig.org.uk](http://www.grundtvig.org.uk)  
[www.transversal.org.uk](http://www.transversal.org.uk)  
[www.lifelonglearningprogramme.org.uk](http://www.lifelonglearningprogramme.org.uk)



## Contents

<b>Introduction</b> .....	1
<b>The Lifelong Learning Programme (LLP) 2007-2013</b> .....	1
<b>What is a Leonardo Partnership?</b> .....	2
<b>Who can apply?</b> .....	4
<b>Is Leonardo Partnerships the right funding stream for you?</b> .....	4
<b>How the UK National Agency can help</b> .....	6
<b>Finding partners</b> .....	6
<b>Preparatory Visits</b> .....	8
<b>Project duration and funding available</b> .....	8
<b>What makes a good quality application?</b> .....	10
<b>Eligibility criteria</b> .....	14
<b>Where to find more help and advice</b> .....	15
<b>Useful links</b> .....	15
<b>Annex 1: Guide to the eForm and online submission</b> .....	16
<b>Submission Instructions</b> .....	22
<b>Annex 2: Leonardo Partnership Project Lifecycle</b> .....	24

## Introduction

This is a guide for UK organisations interested in applying for a Leonardo Partnership project. It contains useful information on what a Leonardo Partnership project involves and how to apply. We recommend that you read this guide carefully before you start completing the application form.

This guide has been compiled by the team at the UK National Agency and is based on our experience and our own interpretation of the information provided by the European Commission. We welcome any feedback you have on this document.

For further information please also refer to the European Commission's Lifelong Learning Programme 2012 Call for Proposals document which is available in the 'how to apply' section of our website.

## The Lifelong Learning Programme (LLP) 2007-2013

The Lifelong Learning Programme (LLP) provides grants for all areas of education, training and learning. It offers opportunities for organisations, staff and learners involved in education and training across Europe to work together, learn from each other's expertise, and widen their experience of other cultures and languages.

Ecorys is the UK National Agency for three of the LLP's sub-programmes: **Leonardo**, **Grundtvig** and **Transversal**. These programmes support vocational education and training (Leonardo), adult education (Grundtvig) and professional development for the lifelong learning sector (Transversal). In the UK thousands of projects are funded each year and the work undertaken is helping to develop and shape the education and training landscape.

**The Leonardo da Vinci programme** supports projects around vocational education and training. It has the following specific objectives:

- To support participants in training and further training activities in the acquisition and the use of knowledge, skills, and qualifications to facilitate personal development, employability and participation in the European labour market.
- To support improvements in quality and innovation in vocational education and training (VET) systems institutions and practices.
- To enhance the attractiveness of vocational education and training and mobility for employers and individuals to and to facilitate the mobility of working trainees.

All successful Leonardo projects will have to contribute to one of the above specific objectives of the programme.

## What is a Leonardo Partnership?

Leonardo Partnerships are small-scale co-operation projects between organisations working in the field of **vocational education and training**, on a theme(s) of common interest. Leonardo Partnerships need to involve a minimum of three partners from three different participating countries and should include a diverse range of organisations from the fields of vocational training and employment. The projects run for a fixed period of two years.

Partnerships are focused on the process of working together with partner organisations from across Europe. The emphasis is on the exchange of ideas and best practice between different organisations across Europe with the aim of gaining a better understanding of the areas of common interest in VET, finding solutions to common problems. They increase the understanding of the varied European cultural and social environment. Leonardo Partnerships are also an excellent way of enabling peer learning activities in areas including quality assurance, competences for key sectors, EQF and ECVET. In order to disseminate the results of the project Leonardo Partnerships should develop a common output or product, such as a website, DVD, booklet, report, training materials etc.

Activities can be very wide ranging and consist of **mobility activities** to visit partner institutions abroad (project meetings to discuss the Partnership and learn about your partner organisations etc.) and **local activities** in your own organisation. Activities can include workshops, training, project research, fieldwork, production of dissemination and information materials about the Partnership, website/internet based activities.

Leonardo Partnerships can focus more on the active participation of trainees or more on cooperation between VET professionals. Projects focussing more on trainees could involve a number of target groups including workers undergoing further training and unemployed people as well as students in initial vocational training. Projects focused at management level may focus more on activities like staff development and improving training methods and practices. Some projects may contain elements of both but in all cases the participants should be involved in vocational training. Higher Education institutions wishing to participate in a Leonardo Partnership must be able to demonstrate that the project is clearly vocational in focus and that the participants are linked to vocational courses, for example nursing. Projects involving university staff or students in higher education are not eligible to take part in Leonardo Partnerships and would be more suited to the Erasmus programme.

Partnership projects are ideal for organisations that are new to European cooperation and can act as a first step towards larger projects such as Leonardo Mobility or Transfer of Innovation projects. However a Partnership must be a stand-alone project with specific outputs and real benefits for the organisations and individuals involved, not just a means to support or prepare another type of project.

To get some inspiration and to find out what has been previously funded in the UK visit the 'Projects around the UK' section of our website for directories of successful projects and case studies, at [www.leonardo.org.uk](http://www.leonardo.org.uk)

### Assessing and Validating Non-formal or Informal Acquired Skills in Vocational Training



The ASK Partnership between organisations Germany, Bulgaria, Greece, Italy, Poland, Slovakia and the Rickter Company in the UK looked at the improving methods of assessing and certifying non-formal or informally acquired skills in vocational training. During the project the partners reviewed the use of different assessment tools in the participating organisations and recorded examples of best practice. The final proposals for the improvement of assessment methods and effective quality standards were brought together and published in an online manual.

The project provided the opportunity to learn about the different approaches to working within vocational training in partner countries and all partners gained new ideas for improving assessment tools and validation procedures in their own organisations.

### Mobile Technologies in Vocational Teaching and Education



The purpose of the Motivate project was to explore the use of mobile technologies to produce learning materials with and for students from the partner countries. Cardonald College in Glasgow worked with organisations in Poland, Germany, Portugal and Romania to develop learning materials for use on a range of mobile devices, such as MP4 players.

The learning materials covered a variety of vocational topics and were made available in the languages of the partners. A key element of the project was the exchange of experience and knowledge among the group members via NING social networking sites. The partners also developed a Moodle platform which now hosts the final Partnership results: <http://motivate.ccems.pt>

The Motivate project enabled staff involved to acquire new skills in using technology to develop learning materials and gave students the opportunity to travel and work with other nationalities, whilst developing their ICT and language skills.

## Who can apply?

Any legally constituted organisation involved in VET can apply. Organisations which have run successful Partnerships include local authorities, colleges, training organisations, trades unions, private companies, registered charities and legally constituted voluntary and community groups, etc.

To take part in a Partnership project your organisation must be able to enter into legally binding agreements with Ecorys, the National Agency. This means individuals cannot apply for a Partnership. In cases where an organisation is unincorporated, their constitution must state who has the power, e.g. board of trustees, to appoint a legal representative who can enter the organisation in to a legally binding contract.

Organisations must also have the organisational and financial capability to undertake a Leonardo Partnership project. We may ask for additional supporting evidence at assessment stage such as copies of memorandums or constitutions, sets of previous accounts, details of business bank account etc. Organisations are responsible for providing suitable documentary evidence of their legal status, and for seeking advice on such matters from their accountants, solicitors or business advisors etc. if necessary

Organisations must also be able to accept payments in Euro. We strongly recommend your organisation opens a Euro bank account for the purposes of the project since all grant payments from the National Agency will be made in Euro.

## Is Leonardo Partnerships the right funding stream for you?

Before you begin working on your application take some time to consider the following questions and decide whether Leonardo Partnerships is the right funding opportunity for your organisation.

### Does my project fit with the aims of the Leonardo programme?

Your project idea must be specifically linked to vocational education and training. It should therefore be related to skills for work, such as building the skills and competences of staff or trainees involved in vocational education and training. Projects can also focus on up-skilling people for the labour market and ongoing professional development for people in the workplace. The Leonardo programme is NOT suitable for those involved in non-vocational school education, higher education (non-vocational, university level) or informal adult education.

### Vocational Education and Training

Vocational education and training (VET) is any form or level of education that develops the acquisition of practical skills, know-how, attitudes and understanding linked to particular forms of employment. The main aim of VET is to provide learners with knowledge, skills and competences directly relevant to work or employment and to provide enhanced labour market opportunities for those currently in work. Essentially, vocational education and training enhances employability and assists learning throughout life, providing skills and knowledge for work.

*Want to focus on adult education? Think about applying for a Grundtvig Partnership instead.*

*Want to develop a school exchange project? Try the Comenius programme.\**

\*The Comenius Programme is managed by the British Council. Please contact them directly for more information.

### Does my project fit with the aims of the Partnerships measure?

Partnerships are small-scale cooperation activities involving the exchange of knowledge, information, staff and trainees across Europe. They are focused on the process of European cooperation and must involve a wide range of stakeholders from both the field of vocational education and training and the 'world of work.' Partnerships are **NOT**: pure research projects, placements for students, extended work shadowing for staff.

*Want to send staff or students abroad on work placements? Find out about the Leonardo Mobility programme.*

*Got an innovative training tool or product to share with other countries? Think about Transfer of Innovation funding*



## Are the funding and timescales of the measure appropriate?

The funding available for your organisation to participate in a Partnership is between **€10,000** and **€25,000**. If you submit a successful application in February 2012, your project will begin in August 2012 and will be carried out over a fixed period of two years.

## How the UK National Agency can help

If you have any queries as to whether the Leonardo Partnerships measure is right for you, please contact us with your project idea – we can make sure you apply for the appropriate programme. Simply phone our helpline or send us an e-mail:

Helpline: 0845 199 2929  
Email: [leonardo@uk.ecorys.com](mailto:leonardo@uk.ecorys.com)

## Finding partners

Finding the right partners is key to having a successful Partnership.

### Do I have the correct partners in place?

An eligible Partnership must have at least three partners from three different countries. This means that your Partnership should include your organisation plus organisations from at least two additional participating countries.

One of the partners will be required to act as the Partnership ‘**coordinator**’ and will be responsible for submitting the application online. All other partners will also be required to print, sign and send an original copy of the application to their own National Agency. Partners that fail to send their application (hard copy) by the deadline will be automatically rejected.

When selecting your partners it is important to bear in mind that Leonardo Partnerships **must involve a range of different stakeholders from across the fields of vocational education and training and the world of work**. Applications only involving training providers will not be considered for funding.

### The World of Work

Partners from the ‘world of work’ may include companies, professional / sectoral organisations, trade unions, chambers of commerce and as well as other organisations that can demonstrate clear links to employability e.g. organisations providing work-based training or apprenticeships. You must give a clear description of each partner in your application and explain their link either to VET or the world of work.

## Can I work with another UK partner?

In limited cases it is possible for a Partnership to have more than one UK partner though you would need to make a strong case for this in your application. Please note that both UK partners would need to apply individually and the Partnership would still need to have at least 2 other partners from 2 different countries participating in the Lifelong Learning Programme. For any application involving more than two UK partners, all UK partners will be rejected as **ineligible**.

## Silent partners

If you wish to involve additional local organisations you can mention them in your application as silent partners. Silent partners are organisations such as associations, local or regional authorities, companies etc. which can contribute to the Partnership activities, but are **not** eligible to take part in partner meetings abroad and will **not** receive funding. Their role is to offer specialist advice and to help with local aspects of the project such as dissemination.

There are a number of different ways of finding partners:

## Existing contacts and networks

You can use your contacts and networks at a national and international level to get recommendations and references for potential partners who have worked together with others in international projects.

## The Partner Search database

The Partner Search Database is an easy-to-use tool, where you can register and search for partners in the EU and other eligible countries: <http://www.leonardo.org.uk/partnersearch>

When choosing partners it is good to have a mix of large and small countries, as budgets and success rates vary across the **participating countries**. Countries you can work with are:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and Turkey.

You can also work with a number of overseas territories and countries.<sup>1</sup>

---

<sup>1</sup> List of "Overseas Countries And Territories" Defined by Council Decision 2001/822/EC: Greenland; New Caledonia and Dependencies; French Polynesia; French Southern and Antarctic Territories; Wallis and Futuna Islands; Mayotte; St Pierre and Miquelon; Aruba; Netherlands Antilles; Bonaire; Curaçao; Saba; Saint Eustatius; Saint Martin (Sint Maarten); Anguilla; Cayman Islands; Falkland Islands; South Georgia and the South Sandwich Islands; Montserrat; Pitcairn; Saint Helena, Ascension

## Preparatory Visits

### Can I visit my partners before I submit an application?

When you have identified potential partners, you can apply for funding to visit them. The visit will enable you to discuss and develop an outline of the planned project and to start drafting the application form. As Preparatory Visits are designed to pave the way for a project submission, they must take place before the Leonardo Partnership project application is actually submitted. Please note that funding applications need to be submitted to us at least eight weeks before the activity start date and only one person per organisation can be funded. The maximum funding available is €1,200 which is to cover travel and up to a maximum of 5 nights of subsistence to contribute towards accommodation and meals. For the 2012 call the latest date for the submission of a Preparatory Visit application is **2 December 2011**. For more information see our “*Guidance for Applying for a Preparatory Visit*” available on our website [www.leonardo.org.uk](http://www.leonardo.org.uk)

### What happens if I lose some partners during the selection process?

If you lose some partners during the selection process but still have three or more successful partners, your project will still be able to go ahead. However it is important to note that partners that were not successful will not be able to participate in the project. This means you will not be able to undertake mobility trips to these organisations. You will also have to revise your work plan to make sure all the key project activities are covered and to ensure that you will still be able to achieve your overall objectives.

## Project duration and funding available

All Leonardo Partnerships run for a set duration of **two years**. For successful bids submitted for the **21 February 2012 deadline**, projects will start in **August 2012**. Please see Annex II of this guide for the Partnership Project Lifecycle.

Funding is awarded in the form of a **lump sum**, which is a simple payment method with less of an administrative burden on the organisations involved. The lump sum amount is a contribution to all Partnership costs for both local activities and mobility activities. The grant amount is linked to the number of trips abroad or ‘mobilities’ that you agree to carry out to your partners and can be used to pay for travel, hotel and other subsistence costs. However the funding is also intended to cover all other project costs including local expenditure such as venue hire, printing, translation etc.

### What is a mobility?

It is a visit by one person from the UK partner to a partner organisation in another country. For example *a project manager + 2 colleagues visiting a partner institution in Portugal = 3 mobilities*. Mobilities are essentially Partnership meetings to discuss progress of the project, plan future activities and gain an insight into the context of the host organisation. You can choose to do a minimum of 4, 8, 12 or 24 mobilities over the 2 years of the project. The duration of each mobility is up to you and a wide range of people involved in the partnership can take part in the mobility activities e.g. staff, trainees and volunteers. Please note that the mobilities must be undertaken by people who are working or learning in **your** organisation – people that have no direct link to your organisation will not be considered eligible to take part. In cases of participants with special needs, carers or accompanying persons can also take part in mobilities and the same person may take part in several mobilities throughout the project.

No detailed budget breakdown is required at the application stage or at any stage in the life of the Partnership. This means that it is up to the organisation to decide how best to spend the funding awarded to achieve the overall objectives of the Partnership and to deliver the mobilities. **You are not required to submit detailed proof of expenditure however successful organisations must be able to provide evidence that mobilities have taken place** (e.g. boarding passes and/or signed certificates of attendance from host organisations etc.) and that they have delivered the overall project objectives. Details of the individuals involved in mobilities will also be required.

There is no obligation for organisations participating in the same Partnership to ask for the same number of mobilities. Each partner should define its request based on common planning and take into account the size of the organisations involved.

**Table 1: Partnership Funding Levels**

Type of Partnership	2 year Partnership 2012 - 2014	
<b>Leonardo Partnership (small)</b>	Minimum of <b>4</b> mobilities	€10,000
<b>Leonardo Partnership (medium)</b>	Minimum of <b>8</b> mobilities	€15,000
<b>Leonardo Partnership (average)</b>	Minimum of <b>12</b> mobilities	€20,000
<b>Leonardo Partnership (large)</b>	Minimum of <b>24</b> mobilities	€25,000

## Cases where the number of mobilities can be reduced

In special circumstances you can make a request to the National Agency (Ecorys) to carry out fewer mobilities to your partners. These are for:

### Special Needs

If your mobility activities involve staff or trainees with special needs<sup>2</sup>, you may request that the usual minimum mobility numbers be reduced to take account of the extra costs involved. This request can be made at contracting stage or during the lifetime of the project, and must be formally approved by the National Agency prior to the mobilities taking place.

### Overseas Territories

If you are based in an Overseas Territory or your mobility activities include travel to and/ or from the Overseas Countries and Territories you may request to undertake fewer trips to other members of the Partnership. This is intended to make funds available for extra travel costs. Please note this should be done in writing at the time of application in a separate covering letter **not** in the application form.

## What makes a good quality application?

The selection process for Partnerships is very competitive and only the highest scoring projects will be successful. All eligible applications will be assessed once – UK coordinator applications in the UK and UK partner applications in the country where the coordinator is based. If your Partnership is approved in the coordinator country all partners in the project will be approved **provided they meet the basic eligibility criteria and there is sufficient budget available from their National Agency**. To ensure you have a high quality Partnership you should consider the following points when completing each section of the application form:

### Project summary

The **project summary should give a clear, concise description** of the proposed project. This section is important for assessors to gain a good understanding of your project and may be used by the European Commission or the UK National Agency to provide information on your project for publications. In the project summary and throughout the application it is important to write in clear, easy to understand language and avoid jargon and acronyms which the assessors may not be familiar with.

### Relevance

It is important to clearly explain how your project is relevant to the Leonardo programme. This means that your project must focus on increasing people's skills for employability and/or improving systems and practices in vocational education and training.

---

<sup>2</sup> This is intended to cover special learning, behavioural, health or physical needs.

The application should be relevant to the programme target group and activities should be clearly vocational in focus. Participants should be involved in vocational education and training.

Applications that are not relevant to the Leonardo programme will be scored 'weak' and will not be funded.

### **Project aims and objectives**

The Partnership should address a relevant subject (related to vocational education and training), and have clear, realistic objectives. The following are examples of topics which could be covered within a Leonardo Partnership:

- Developing of guidance and advice on VET;
- Opening VET to flexible methods and techniques and creating better conditions for transition to working life;
- Reinforcing or creating closer links between VET and working life;
- Promoting the recognition of non-formal and informal learning;
- Responding to the needs of the labour market, particularly of SMEs, anticipation of skills needed in labour market;
- Improving the qualifications of teachers and trainers;
- Supporting the implementation of quality assurance in VET;
- Cooperation in the area of transparency of VET systems;
- Supporting the development of national qualifications frameworks in relation to the European Qualification Framework; and
- Cooperation in testing and applying common concepts developed at European level with the aim to disseminate at national/ regional/ local level.

The aims and objectives of the project should be clearly stated and be achievable within the eligible time period (1 August 2012 to 31 July 2014). The application should provide details of how the aims and objectives will be achieved.

### **Results and outcomes**

The planned results and products should be clearly linked to the aims and objectives of the Partnership and should be appropriate for the target groups involved. The dates for the completion of the results should fall within the eligible time period. Outcomes of Partnership projects should be realistic and achievable within the project lifetime and budget.

## Quality of the Partnership

All partners should have clear involvement in VET. Make sure that they are fully involved in the project and tasks are distributed according to their experience. Appropriate communication channels need to be in place to ensure effective co-operation between partners, this includes language and culture preparation. Think about how best to involve relevant staff and learners in the planning, implementation and evaluation of project activities.

## European added value

The application should explain how the Partnership will achieve results which would not be attained by working at a purely national level.

## Impact

The application should clearly outline how the Partnership will make a difference to staff, trainees and the participating organisations. A good quality project will have a methodology for evaluating the impact and benefits, and will be able to show that the project is integrated into the activities of the participating institutions/organisations.

## Partnership and distribution of tasks

Within a Leonardo Partnership all partners need to have clear involvement either in VET or the world of work.

At application stage you will need to decide with your partner who will act as the '**project coordinator**.' We strongly recommend that you indicate which of the partners volunteers to act as '**replacement coordinators**', should the original coordinator be rejected in the selection process.

There should be an appropriate and clearly defined **distribution of tasks** across the Partnership (for example it should be clear who will be responsible for specific activities such as evaluation and dissemination). In addition we would advise you to provide details of how you will ensure the active involvement of all partners. Please note that up to two UK organisations can participate in the Partnership but there needs to be a clear rationale and strong justification provided.

## Cooperation and communication between partners

The application should provide details of how you will ensure effective communication between partners and the different tools you will use. You should also be clear on the **working language** for the Partnership, and how you will deal with language and cultural differences during project meetings. Finally you should provide details of any measures to support participating staff and trainees such as language and cultural preparation.

## Participant involvement

The active involvement of participants is a key aspect of Leonardo Partnerships. You should describe how you will involve staff and where relevant trainees in all aspects of the Partnership, including planning, implementation and evaluation of project activities and describe any additional support you will give to those taking part in mobility activities.

You should include information on how staff and trainees in your organisation not directly involved in the Partnership activities will also benefit from the results e.g. through presentations or being involved in hosting partner visits.

## Integration into ongoing activities

You should describe how the Partnership activities will 'add value' to the usual activities of the participating organisations. Describe any concrete measures foreseen to integrate the Partnership activities into the daily life of the participating organisations. For example if the Partnership focuses on trainee involvement, the application should explain how the Partnership's activities will be integrated into the ongoing learning of the participating trainees. If the Partnership is dealing with pedagogical or management issues, the application should explain how the project fits into the regular activities of the participating organisations.

## Evaluation

There should be a well defined evaluation plan which includes aspects such as Partnership performance, activities, satisfaction of target groups, work in progress, results and expected impact. Explain the methodology and how staff and learners will be involved.

## Dissemination

It is useful to explain who your target groups for dissemination are before you describe how the expected results and outcomes of your project will be shared within your organisation and the Partnership as well as locally and within the wider lifelong learning community. Dissemination activities should be focussed and well described (for example if you are developing a website you could include details of how you will promote this to your target audience).

## Work programme

The best project applications will have a detailed work programme which clearly sets out the tasks, activities and key milestones, and shows how all partners are actively involved in the project activities. There should be clearly defined interim steps. When planning your work programme remember it should cover the **two years of the Partnership and include local activities, transnational meetings, dissemination and evaluation activities**. Activities cannot start before 1 August 2012 and must finish by 31 July 2014.



## Eligibility criteria

Your application will only go forward for assessment if it is **eligible**. Please make sure you complete the eligibility checklist which forms part of the application form. To be considered, your application must:

- be submitted by a 'legal entity' (e.g. the organisation must be able to enter into a legally binding agreement with Ecorys, the UK National Agency) and be signed by a legal representative of your organisation (i.e. a person authorised to sign contracts on behalf of the organisation);
- include the planned mobility activities of each participating organisation in the work programme and ensure they respect the minimum number required for the grant amount requested;
- consist of organisations from at least three different countries participating in the Lifelong Learning Programme;
- comply with the rules on the minimum and maximum duration of projects;
- be electronically completed in full (not handwritten) using the official 2012 Partnership application form and submitted online by the coordinator. Once submitted online the same version must be submitted in hard copy to the Leonardo UK National Agency **on or before** 21 February 2012. We strongly recommend you send your application in early and you are also advised to obtain proof of postage;
- be drawn up in one of the official languages of the European Union. If this is not English, you are required to provide us with a translation; and
- include a grant request expressed in Euro.

## Leonardo Partnerships European Priority

All Leonardo Partnerships must involve organisations from the field of vocational education and training **AND** organisations representing the world of work. Applications only involving training providers will not be considered for funding.

### Additional UK requirements:

- A maximum of two Leonardo Partnerships can be submitted per organisation. If an organisation submits more than the maximum the National Agency will contact the applicant in order for them to decide which applications should go forward to assessment stage;
- A maximum of two UK organisations are eligible to participate in the same Partnership. If more than two UK partners are involved in the same Partnership, all UK partners in that Partnership will be considered ineligible.

## Where to find more help and advice

This guide has been compiled by the Leonardo UK National Agency, which is managed by Ecorys. As well as promoting the programme our role is to help applicants with their bids. We offer the following services free of charge:

- Eligibility advice on your project idea
- Information on how the programme works
- Guidance on completing the application form
- Details of events to help you find partners
- Regular newsletters with updates on the programme

## Useful links

### The Leonardo website

Check our website for a range of useful information, including guidance documents, case studies and tips on how to find partners: [www.leonardo.org.uk](http://www.leonardo.org.uk)

### General Call for Proposals 2012

We recommend you read the European Commission's call for proposal documents including the Official announcement of the Call for Proposals, Strategic Priorities, Part I: General Provisions, Part II: Sub-programmes and Actions and Explanations by Action:

[http://ec.europa.eu/education/llp/doc848\\_en.htm](http://ec.europa.eu/education/llp/doc848_en.htm)

### Previously Funded Leonardo Partnerships

Have a look at the types of projects that have previously been funded in the UK through Leonardo Partnerships:

<http://www.leonardo.org.uk/page.asp?section=0001000100380001&sectionTitle=Project+Directories>

## Annex 1: Guide to the eForm and online submission

1. Applications for Leonardo and Grundtvig Partnerships must be submitted online using the correct 2012 Partnerships application form. The eForm is a PDF file and can be found on the How to apply for Partnerships funding page of our website. You can download a copy, save it to your computer and reopen the form as many times as you want to add information. Remember to save your work as you go along. The application should be completed by the coordinator with input from all of the other partners and should contain details of all planned mobilities and all grant requests. The final version should be submitted online by the project coordinator only.
2. Completing the application form online is only the first stage to the application process. When the application has been submitted online all partners must also send a signed paper copy of the final version to their respective National Agency on or before the deadline. If your application has not been written in English you will need to provide a translation when you submit your application.

**21 February 2012** is the deadline for completing Partnership applications online and submitting signed paper copies across all partner countries. Your application needs to be **postmarked on or before the deadline** otherwise it will be ineligible. There are no exceptions so we strongly recommend that you use registered post and keep a receipt or proof of posting in case of any queries.

### Important notes

- You will need version 9.3 or above of Adobe reader. This is freely available to download on the internet [www.adobe.com](http://www.adobe.com).
- When completing the online form please complete the boxes in sequential order. The form does not allow you to skip boxes in order to complete information further down.
- We recommend you refer to the Partnerships assessment grid available on our website for information on how Sections D Project Description, F Project Implementation and G2 Work Plan and will be scored. Check the word limits for given sections by holding the cursor over the relevant box.
- Make sure you save your work regularly.
- Please see page 11 for further guidance on what makes a good application and read the European Commission's call for proposal documents prior to writing the application.

## eForm fields

In the eForm there are several types of fields:

**Compulsory Fields:** They are grey boxes with a red border (e.g. project title). All have to be filled to be able to validate the form. Some of these boxes have drop down menus to choose an option (e.g. action). Please select the relevant option.

**Optional Fields:** They are grey boxes without red border (i.e. project acronym). They have to be filled if relevant but they are not compulsory. Please fill in all boxes where possible.

**Prefilled or Calculated Fields:** They are dark grey boxes that are not available for data entry (i.e. grant amount requested in the budget section as this is calculated automatically).

**Below are notes on some of the key fields in the eForm with advice on how to complete them. Please read through and refer to this guide when working on your application.**

### B1. Context

**Sub Programme:** You should select LEONARDO.

### B2. Project identifiers

**Project title:** Please enter your Partnership name

**Acronym:** If you have a specific project acronym only, you can enter it here but please note this field is NOT compulsory.

### B3. National Agencies

**National Agencies:** The fields in section B.3 will be filled automatically once you have completed the information about the applicant organisations in section C. You should select the correct National Agency identification for each partner. For the UK this is **UK2 LLP-Leo-Gru-SV (ECOTEC)**. Please ensure that the details for each partner are listed in Section C.

### C. Applicant organisations

**National Agency identification:** Please select UK2 LLP-Leo-Gru-SV (ECOTEC). Please check the National Agency identifiers of your partners carefully (there may be more than one National Agency in a particular country).

**Organisation full legal name (national language):** Please give your organisation name in English.

**Organisation full legal name (latin characters):** Please repeat your organisation name (this field is only relevant to countries which use a non-Latin alphabet).

**National id (if applicable):** Please leave blank as this does not apply in the UK.

**Type of organisation, Commercial orientation, Scope, Economic sector, Size:** These fields are for statistical purposes only. Please select the most relevant option from the drop down box.

**C1.2. Contact person:** This should be the main project contact person. We will contact the person listed here if we have any queries about your application and will send all correspondence including acknowledgement and outcome letters to them.

**C1.3. Legal representative:** This should be someone who is authorised to sign agreements on behalf of your organisation, such as a Principal, Chief Executive or Director.

## C.2. Partner organisations

**Silent partners:** Please note that mobility activities can only take place between organisations receiving funding, and visits to silent partners cannot be counted towards mobilities. Similarly, if you wish to involve your silent partners in trips to your partners this will not count towards your mobilities.

**Coordination Takeover:** We strongly recommend that you indicate which of the partners volunteers to act as replacement coordinators, should the original coordinator be rejected in the selection process. Please select yes or no from the relevant drop down menu, for each partner that wishes to volunteer. Please indicate as many replacement coordinators as you wish.

## D. Project description

**Project summary:** Please give a clear, concise summary of your project. If your application language is English you should simply copy and paste the summary into the box below 'Translation of Summary into English'. If the communication language of the Partnership is not English, a translation of this section must be entered in the box below. (In addition, the UK National Agency requires a full translation into English of the entire application form if submitted in a language other than English.)

**Project objectives and strategy:** When completing this section be sure to refer to the Call documents and notes above in this guide. The aims and objectives need to be relevant for the programme selected.

**Results and outcomes:** In the table you should list the expected results of the Partnership, ensuring they are clearly described and relevant. The dates must also fall within the eligible time period (1 August 2012—31 July 2014). Click on the '+' button to add additional rows to the table.

### E. Project focus

**Relevance towards the objectives of the programme:** Please select any objectives that your Partnership will address. The first two objectives from the list are automatically selected. In the box below you can describe how these are relevant and how you will address them.

**Topics:** Please select the most relevant thematic areas that best describe your Partnership. You can choose up to three areas, by clicking the '+' button to add additional rows.

**Educational/Training fields:** You should use the drop down list to choose the main educational and/or training fields in which partnership activities will be implemented. You can choose up to three areas by clicking the '+' button to add additional rows.

**Key competences:** Use the drop down lists to select the areas addressed by your Partnership. You may select more than three, but you cannot select the same option more than once as the form will not validate.

**Horizontal issues:** Please select only those particularly relevant to your Partnership.

### F. Project implementation

In this section you will need to provide information under the following headings:

- Distribution of tasks
- Cooperation and communication
- Participants' involvement
- Integration into ongoing activities
- Evaluation
- Dissemination

## G. Participants and activities

**Participants:** The names of the partner organisations will be pre-filled using the information you entered in section C of the form. For each partner insert the total number of learners or trainees that will be involved in the Partnership (column 'A') then the total number of trainers or staff that will be involved (column 'B'). You may include participants that will just be involved in local activities as well as those taking part in mobility activities (i.e. travel abroad).

**Work programme.** When completing this section please ensure that:

- the activities cover the whole 2 year period (activities cannot start before 1 August 2012 and must finish by 31 July 2014);
- the activities of all the transnational partners are included;
- the activities are clearly linked to the aims and objectives of the Partnership;
- there is a feasible and clear timetable with defined interim steps;
- transnational meetings and local activities are mentioned in detail; and
- dissemination and evaluation activities are included.

Each activity should be entered on a separate row, and if the activity is a transnational mobility (travel abroad) the destination country should be entered. Clicking on the '-' button in the last column will delete the current row! You can insert additional rows by clicking the '+' button underneath the table.

## H. Requested EU funding

In this section you need to provide details of all grants requested and the minimum number of mobilities to be carried out by each partner. The grant amount and the mobilities are for the whole 2-year duration of the Partnership.

The partner organisations and their National Agencies will be automatically completed using the information provided by you in Section C of the form. Once you have selected the size of the Partnership (4, 8, 12 or 24 mobilities) in the 'Partnership type', then you should list the number of planned outgoing mobilities for learners or trainees and staff. The total number of planned mobilities and the corresponding grant amount requested will be automatically calculated. Please note that the total number of planned mobilities should be equal or greater than the Partnership type requested. If the total number of mobilities you request is less than the chosen Partnership type, your grant will be reduced.

You should note that grant amounts vary from country to country, and the application form will calculate the correct grant amount for each partner using the rates provided by the National Agencies.

## M. Submission

Before submitting your application make sure you have completed the checklist in section I of the application form and have read the instructions on page 22 of this guide.

**Validate:** The application form cannot be submitted unless it is 'validated', so please make sure that you have completed all sections of the form correctly and press '**Validate**'. If information is missing or incorrect, a message with the name of the first incomplete field encountered is displayed. You will not be able to submit the form online until you receive notification that the form is 'valid'. Please note that you do not have to validate each page of the application.

**Submit:** When the form is validated, press the '**Submit online**' button. If the form is valid, the data will be sent to a central server. You need to be connected to the internet. If you are not able to submit the form check there are no issues with your server or other IT related issues. Please note that after the submission online you cannot modify the application form.

**Confirmation/ID:** If the form is valid and there are no problems with online submission the Submission summary in Section M of the application form should automatically update to confirm that the application has been successfully submitted.

**Save & Print:** You need to save the PDF application form at this stage as this is the final version that you need to email to your partners and send to the UK National Agency.

**Signatures:** On your copy of the printed application form you need to handwrite the compulsory fields in Section L: place, date, name, and then you should sign the form with a pen. The application form also has to be endorsed by someone that has the authority to sign official documents on behalf of your organisation. He/she should sign the application in the second box. An organisation stamp is not required for UK applications, nor is the national ID number.



## Submission Instructions

### I. INSTRUCTIONS FOR UK COORDINATORS:

- a. **Print out and save the grant application form you have completed as a PDF and submitted online.** To print the form, use the 'print form' button or the "print" function in the file menu.
- b. **Send by email to your partners** the final version of the application form you have submitted online. Please send the completed grant application form well before the deadline so your partners have time to get it signed by their legal representative. Partners should check for any additional requirements with their National Agency and comply with the submission/eligibility criteria for applications in their own country
- c. **Handwrite the compulsory fields** (date, names, position, etc.) in section L. SIGNATURE of the application form and ensure that your legal representative signs the application form. Signatures must be original (not scanned or photocopied).
- d. **Send by post and email to the UK National Agency before the deadline** the completed grant application form (with a translation of the application form if your application is not in English).

### II. INSTRUCTIONS FOR UK PARTNERS

- a. **Print out the completed application form sent to you as a PDF by the coordinator.**
- b. **Handwrite the compulsory fields** (date, names, position, etc.) in section M. SIGNATURE of the application form and ensure that your legal representative signs the application form. Signatures must be original (not scanned or photocopied).

Please note that the form **must not be modified** after the coordinator has submitted the form online. Each partner's printed and signed copy must match the version submitted online.

- c. **Send your application by post and email to the UK National Agency before the deadline**

Before sending your completed application form please ensure that you have included all necessary information (e.g. a translation if the form has not been completed in English), that all sections of the forms are completed and that the declaration has been signed by the person authorised to sign on behalf of your organisation.

**Don't forget you need to send the signed hard copy of the application form to the UK National Agency.** Make sure the envelope is clearly labelled as "Leonardo Partnerships Application" **and send to:**

***UK National Agency - Leonardo Partnerships  
Ecorys, Vincent House,  
Quay Place,  
92-93 Edward Street,  
Birmingham, B1 2RA.***

The deadline for 2012 applications is **21 February 2012**. Your application needs to be postmarked on or before that date or your application will be ineligible. There are no exceptions and therefore we recommend that you use registered post and keep proof of posting in case of any queries. Please note our offices will close at 5.30 pm on Tuesday 21 February 2012.

If you are in any doubt please contact the Leonardo helpline for advice. The contact details for the UK National Agency are:

Email [Leonardo@uk.ecorys.com](mailto:Leonardo@uk.ecorys.com)

Helpline: 0845 199 2929

## Annex 2: Leonardo Partnership Project Lifecycle

The diagram below will help you to understand the lifecycle for a Leonardo Partnership. It shows the key stages of the application process, running a project and the reporting requirements.

