



 Erasmus+
YOUTH
2016 Application tip sheet

1 **PIC number, Correct eForm & version of Adobe Reader**
Do not start the application without ensuring you have all three of these!



2 ***INCLUDE EVERYTHING***

There can be no additions to your application after submission at the deadline. An assessor can only clarify aspects relating to technical details. For example:

- If you don't say that an EVS volunteer will receive child protection training before working with a group of young people, the assessor cannot assume this
- If you do not state at what stages of your Transnational Youth Initiative the young people are active, the assessor cannot presume that the engagement is throughout
- If you do not detail the significant and meaningful role your partner plays in your Strategic Partnership, it may appear to the assessor that the partnership is unequal.

3 **KISS—Keep it simple, stupid!**

Be as clear as possible. Do not try to use flowery language or quote huge chunks of policy .

4 **Timing**

Don't leave it until the last minute to hit submit! Léargas has limited staff and can't guarantee we can fix problems with a quick turnaround. Aim to have your application ready a few days before the actual deadline. Remember the submission time is 11 a.m. Irish time.



5 **Attachments**

Any annexes you want to attach must be less than 5GB. Make sure the entire mandates are attached, not just the signature page.

6 **Outsider help**

Get someone who knows nothing about the project application to read it for feedback. If they can't understand the project, then chances are neither will the evaluator!

7 **Avoid these common mistakes:**

- Ensure you apply for an Advance Planning Visit (if needed) under the correct headings of Travel Costs for flights and Exceptional Costs for lodgings.
- Ensure you fully estimate VISA costs where relevant. You can also include exceptional costs for registration with the Garda National Immigration Bureau (typically €300—this applies for some long-term EVS volunteers).
- Ensure you apply for Linguistic Support if relevant to your EVS project. This cannot be awarded afterwards.
- Be aware of the difference between Partner countries and Programme countries. This will impact on your budget. See page 24-25 of the Programme Guide
- Know the difference between project dates and activity dates. Project dates are the entire duration of your contract, whereas activity dates are the dates your activity is happening.

Good luck with your application!

