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- About your Organisation
- Quality and Support Measures
- Standard Activities
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- Strategy and Activity Plan
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Guidelines

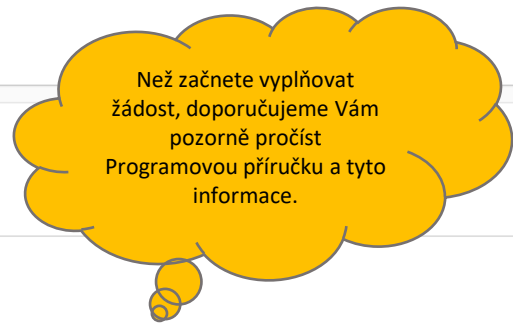
Guidelines

Please have a look at the following information about the application form:

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: If a section is marked with this sign: , this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage. Under the Submission Summary page, you can access information about all submissions you made with this application form.
- You can find more information in the [European Solidarity Corps Programme Guide and Guidelines for completing Web applications](#).
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency and communicate your Form Id** : example ESC50-5763EB5B. You can find their contact details [here](#).

The application consists of the following main sections:

- **Context:** This section asks for general information about your proposal and about the Agency that will receive, assess and decide on your request for Quality Label. You are also asked about the scope and role of the Quality Label requested. NB: It is important to first start filling-in this section as the questions afterwards vary according to the selection made here.
- **About your Organisation:** This section asks for information about your organisation, its profile, experience and motivation to take part in the European Solidarity Corps. You are also asked about the type of Quality Label you are applying for. NB: It is important to first start filling-in this section as the questions afterwards vary according to the selection made here. <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>
- **Quality and Support Measures:** This section is not applicable for organisations already holding a Quality Label and apply as lead organisation. This section asks about how your organisation will handle the practical and logistic matters when implementing activities, how your organisation will ensure qualitative learning during the activities and what is your organisation's approach to inclusion.
- **Standard volunteering activities:** This section is not applicable for organistaions applying for a Quality Label for a supporting role. If you apply for a host role, you are asked to provide information on the standard activities the participants will be involved in.
- **Organisational Capacity:** This section is not applicable for organisations already holding a Quality Label and apply to act as lead organisation. This section asks to for information about how your organisation will manage the implementation of solidarity activities and its approach to the Programme's priorities (green and digital).
- **Strategy and Activity Plan:** This section is applicable only if you wish to act as lead organisation in projects. It asks about the objectives of your participation in the European Solidarity Corps, the type of activities you wish to implement and their benefits.
- **Management and Coordination** This section is applicable only if you wish to act as lead organisation in projects and asks for information about how does the organisation addresses management issues.
- **Annexes:** In this section, you will need to attach relevant documents needed for the completion of your application.
- **Checklist:** This section will help you double-check if your application is ready for submission.



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European Solidarity Corps Forms

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Sharing Summary

In this section you can share your application with other people working with you on the project proposal. You can choose to let others just read the application or to also be able to edit it. To see the available options, click on 'Share application'.

No	Shared with	Date

Pokud sdílíte žádost, je nutné, abyste s druhou osobou na žádosti pracovali **ve stejný čas**.

SHARE APPLICATION

Sharing History

No	Date	Shared by	Shared with	Permission Level	Comment (you can make a note that will be saved in sharing history)



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Context

Context

Programme

European Solidarity Corps


Deadline for Submission

31-12-2021 12:00:00 - Brussels, Belgium Time

Action Type

Quality Label

Language used to fill in the form ?

 The field is mandatory.

Všechny kolonky
označené červeně musí
být vyplněny.

National Agency of the Applicant Organisation

Please choose the Agency that will receive and assess your application form.

The awarding of the Quality Label is carried out by the National Agency in which your organisation is established for organisations established in a participating country.

Applications for the Quality Label from Partner Countries are handled by SALTOS. SALTOS support co-operation with Partner countries and are hosted within National Agencies. To identify to which National Agency you should apply, please consult the 'How to apply' page: https://europa.eu/youth/solidarity/organisations/before-you-apply_en

For further details about the available National Agencies managing the European Solidarity Corps, please consult the following page:
https://europa.eu/youth/solidarity/organisations/contact-national-agencies_en

Agency of the Applicant Organisation

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About your Organisation

About your Organisation

Please note that the Organisation ID has replaced the PIC as the unique identifier for the organisation to apply for Erasmus+ and European Solidarity Corps actions managed by National Agencies. Organisations that have a PIC and have previously applied for funding in these programmes through the National Agencies have been assigned an Organisation ID automatically. Please use the Erasmus+ and European Solidarity Corps platform to check an Organisation ID, update information linked to it or register a new organisation: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>

Organisation ID	Legal Name	Country
<div style="border: 1px solid red; padding: 5px;">  <input type="text"/> </div>		

Pokud jste svou organizaci neregistrovali v evropském portále ORS, který vygeneruje unikátní ID číslo vaší organizace a přes které se přihlašujete do všech žádostí, můžete tak učinit v odkaze uvedeném výše.

Type of Quality Label

You are requested below to identify the type of Quality Label you are applying for. If you already hold a Quality Label, the respective role cannot be selected again. The questions in the rest of the application form will vary depending on the choices you make here.

Which role are you applying for?

Mohou být vybrány obě role zároveň.

YES = pokud chcete podat žádost o grant (ESC51).

 Are you planning to apply for funds and act as a lead organisation? Please refer to the Guide for a full description of the Quality Label for lead organisation.

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About your Organisation

About your Organisation

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!	Organisation ID	Legal Name	Country
	E10012345	Testovací organizace I	Česká republika

V případě stálého hlášení chyby i u vyplněných kolonek, prosím, zkontrolujte po rozkliknutí další vyplněné údaje.

Organisation Details

Reset Organisation ID

Type of Quality Label

You are requested below to identify the type of Quality Label you are applying for. If you already hold a Quality Label, the respective role cannot be selected again. The questions in the rest of the application form will vary depending on the choices you make here.

Which role are you applying for?

Supporting organisation, Host organisation

Are you planning to apply for funds and act as a lead organisation? Please refer to the Guide for a full description of the Quality Label for lead organisation.

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Applicant Organisation / Applicant Organisation

Organisation Contact Details | Organisation Type | Profile, Motivation and Experience | Associated Persons

Zde je zobrazeno, které části žádosti je ještě nutné vyplnit nebo vyplněné údaje opravit.

Organisation Contact Details

Legal Name

Testovací organizace I

Legal Name (national language)

Testovací organizace I

National ID (if applicable)

0000

Department (if applicable)

Acronym

Address

Testovací adresa 10

Country

Česká republika

City

Praha

P.O. Box

Postal Code

11000

Telephone

+420123456789

Fax

+420123456789

CEDEX

Website

www.dzs.cz

Email

Organisation Type

Type of Organisation

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Organisation Type

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

Profile, Motivation and Experience

In this section, you are asked to present your organisation, its objectives and why you decided to apply for Quality Label. Please keep in mind that the European Solidarity Corps is open to many types of organisations. Some questions may seem obvious or unnecessary to you but it is important that you give clear and detailed answers so that the persons assessing your applications can understand the context and environment in which your organisation operates. Make sure to read the questions carefully and address all sub-questions. If some of them are not relevant for your organisation, say so explicitly.

Please briefly present your organisation. What are its aims, main activities and target groups? Please note that your answer will be published on the European Youth Portal. Please write your answer in English.

Maximum characters allowed: 5000. Remaining characters: 5000

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

Why are you applying for Quality Label? Please describe the motivation of your organisation to participate in the European Solidarity Corps and how you will contribute to the programme's objectives of promoting solidarity and addressing societal challenges.

Maximum characters allowed: 5000. Remaining characters: 5000

Experience

What are the activities and experience of your organisation that are relevant to this application?

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Profile, Motivation and Experience
Experience

DŮLEŽITÉ
Tato část slouží k představení vaší organizace a propisuje se do evropského portálu schválených organizací, ze kterého si vybírají dobrovolníci budoucí lokalitu své služby. Prosíme, použijte anglický jazyk.

What are the activities and experience of your organisation that are relevant to this application?

Maximum characters allowed: 5000. Remaining characters: 5000

Po vepsání čísla dříve udělené QL (ESC 52) se vyplní relevantní části žádosti.

Valid Quality Label

Accreditation/Quality Label reference	Scope	Accreditation/Quality Label role

Previous participation under Erasmus+ and the European Solidarity Corps.

Action Type	As applicant		As partner or consortium member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects

Associated Persons

Please provide information about this organisation's legal representative and contact persons for the project. Legal representative is the person authorised to sign legally binding documents on behalf of the organisation, while the contact persons are people who will be managing the project.










One of the contact persons must be designated as 'preferred contact'. This person will be contacted by the National Agency if there are questions about the project or the organisation, and in case the project is selected they will receive access to project management and reporting tools.

ID	Name	Role	Preferred Contact
1	Click here to edit	Statutární zástupce organizace	<input type="radio"/>
2	Click here to edit	Kontaktní osoba	<input checked="" type="radio"/>

ADD ASSOCIATED PERSON

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Profile, Motivation and Experience

Maximum characters allowed: 5000. Remaining characters: 5000

Valid Quality Label

Accreditation/Quality Label reference ↕	Scope ↕	Accreditation/Quality Label role
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Previous participation under Erasmus+ and the European Solidarity Corps.

Action Type	As applicant		As partner or consortium member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects


Associated Persons

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ID ↕	↕	Name ↕	Role ↕	Preferred Contact  ↕
1		Click here to edit	Statutární zástupce organizace	<input type="radio"/>
2		Click here to edit	Kontaktní osoba	<input checked="" type="radio"/>

ADD ASSOCIATED PERSON

 Person's Details

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Call 2021, Výběrové kolo 1, European Solidarity Corps - Quality Label
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Associated person

Legal Representative (Testovací organizace I)

Title

Gender


First Name

Family Name

Department

Position

Email

Telephone 

USE SAME ADDRESS AS ORGANISATION

Address

Country

City

P.O. Box










Postal Code

CEDEX

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Profile, Motivation and Experience
 Maximum characters allowed: 5000. Remaining characters: 5000

Valid Quality Label

Accreditation/Quality Label reference ▼	Scope ↕	Accreditation/Quality Label role
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Previous participation under Erasmus+ and the European Solidarity Corps.


	As applicant		As partner or consortium member	
Action Type	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects


Associated Persons

Please provide information about this organisation's legal representative and contact persons for the project. Legal representative is the person authorised to sign legally binding documents on behalf of the organisation, while the contact persons are people who will be managing the project.

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ID ↕	↕	Name ↕	Role ↕	Preferred Contact  ↕
1		Click here to edit	Statutární zástupce organizace	<input type="radio"/>
2		Click here to edit	Kontaktní osoba	<input checked="" type="radio"/>
3		Click here to edit	Kontaktní osoba	<input type="radio"/>
4		Click here to edit	Kontaktní osoba	<input type="radio"/>


Person's Details


Delete Person

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Quality and Support Measures | Practical Arrangements | Participant Support | Learning and Development | Inclusion

Quality and Support Measures

The purpose of this section is to assess your organisation's capacity to meet the programme standards in terms of practical arrangements and support offered to participants before, during and/or after the activities. Make sure to read the questions carefully and address all sub-questions. Please provide answers relevant to each type of activity that you selected, e.g if you are planning to implement volunteering teams or individual volunteering, please provide answers that cover both types of activity. If you are applying as a supporting organisation and you intend to coordinate but not send or host participants, please specify this in the relevant fields.

Practical Arrangements

Please describe the practical arrangements for hosting volunteers on your premises, in your main location (e.g. adequate accommodation and meals, access to local transportation). Describe how you will ensure the minimum standards and justify if there are any deviations from these.

Maximum characters allowed: 5000. Remaining characters: 5000

Which measures will you put in place to guarantee that:

- Volunteers are assigned clear and distinct roles in your organization during activities.
- Volunteers: do not replace traineeships and/or jobs; are not taking up essential tasks for the organisation's running operations; the activity is not part of the volunteers' regular studies or vocational training.

Maximum characters allowed: 5000. Remaining characters: 5000

How will you guarantee a safe living and working environment for the participants? What measures will you put in place to address problems and conflicts during the activities? If applicable, please provide details for each activity type.

Maximum characters allowed: 5000. Remaining characters: 5000

How will you find and select the participants?



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How will you find and select the participants?

Maximum characters allowed: 5000. Remaining characters: 5000

Participant Support

How will you support the participants before departure? Please describe how you will provide assistance with practical arrangements (travel and visas, as applicable) and how you will organise pre-departure training.

Maximum characters allowed: 5000. Remaining characters: 5000

As a supporting organisation, what assistance are you planning to offer to volunteers during the activity? Please describe how you will offer personal support, training and guidance to your participants and the measures you will put in place to guarantee their safety and protection.

Maximum characters allowed: 5000. Remaining characters: 5000

As a host organisation, what assistance are you planning to offer to volunteers during the activity? Please describe how you will offer personal support, training and guidance to your participants.

Maximum characters allowed: 5000. Remaining characters: 5000

What support will you offer to participants when they return to their country? If applicable, please provide details for each activity type.

Maximum characters allowed: 5000. Remaining characters: 5000

Learning and Development

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Learning and Development

Please describe the measures you will put in place to embed a quality learning process for the participants, with reference to specific skills and/or competences you expect participants to develop in the activities run by your organisation. Please provide details about the role of the mentor in the learning process and how the participants will be supported in organising their reflection, identification and documentation of the learning outcomes acquired, including through EU (Youthpass, Europass) or national validation tools. Your answer should be adapted to the role(s) you are applying for.

Maximum characters allowed: 5000. Remaining characters: 5000

If applicable, please also describe any additional services that you may offer such as assistance for drawing up CVs and/or job descriptions, preparation for job interviews, career advice, post-placement assistance and guidance.

Maximum characters allowed: 5000. Remaining characters: 5000

Inclusion

The European Solidarity Corps aims to promote social inclusion by facilitating access to its opportunities to all young people. In this section you are asked to describe how you are planning to engage and involve participants with fewer opportunities and your approach to diversity. Please refer to the European Solidarity Corps Guide for more information on young people with fewer opportunities and the measures available to increase their participation in the programme.

Do you have any experience and/or expertise in working with young people with fewer opportunities;

▲ The field is mandatory.

Please describe:

- the measures you will put in place to diminish barriers and cater for the specific needs of the participants with fewer opportunities. Please explain how you intend to reach out to and select them and/or how you will support their participation (identification of individual needs, special activity plans, accompanying person, reinforced mentorship, physical environment suitable for young people with physical, sensory or other disabilities, adapted methods and material, sensitisation of team members etc.);
- if applicable, how you are planning to work with partner organisations that promote inclusion and/or work with young people with fewer opportunities.

Maximum characters allowed: 5000. Remaining characters: 5000

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V této části vepisujete aktivity vyplývající z
hostitelské role včetně vašich partnerských
organizací v ČR, ve kterých se ještě budou
aktivity realizovat

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Standard Activities

Standard Activities

This section applies to:

- organisations who are applying for host role
- organisations who already hold a Quality Label for host organisations awarded under the previous European Solidarity Corps programme

In this section you are asked to describe the standard activities that you are planning to carry out for the duration of your Quality Label. Standard activities can be defined by relating to the organisation's aims, main activities and target groups. They should be described by listing typical tasks that the participants would carry out.

Activity ID	Activity name
1

ADD ACTIVITY

[View details](#)

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Activity 1

Activity ID	Activity name	Activity type	Location of activity
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select ..."/>

Please describe the activity and its context. How does it relate to solidarity and the European Solidarity Corps principles? What is the European added value of the activity?

Maximum characters allowed: 5000. Remaining characters: 5000

How have you identified the need for this activity? What are the societal challenges that you are planning to address?

Maximum characters allowed: 5000. Remaining characters: 5000

What are the tasks that the participants will typically carry out? What will be their role and how will they be involved in the activities?

Maximum characters allowed: 5000. Remaining characters: 5000

How will the participants benefit from taking part in the activity?

Maximum characters allowed: 5000. Remaining characters: 5000

How will the activity benefit the target groups and/or the local community and the organisations involved? If applicable, please also explain how you are planning to limit or prevent unintended negative effects of the activities and how you will comply with the 'do no harm principle'.

Maximum characters allowed: 5000. Remaining characters: 5000

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Standard Activities

Standard Activities

This section applies to:

- organisations who are applying for host role
- organisations who already hold a Quality Label for host organisations awarded under the previous European Solidarity Corps programme

In this section you are asked to describe the standard activities that you are planning to carry out for the duration of your Quality Label. Standard activities can be defined by relating to the organisation's aims, main activities and target groups. They should be described by listing typical tasks that the participants would carry out.

Activity ID	Activity name	
1	⚠	☰
2	⚠	☰
3	⚠	☰
4	⚠	☰

ADD ACTIVITY

- View details
- Delete activity

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Organisational Capacity

Organisational Capacity

In this section you need to demonstrate that you have the necessary professional competences and qualifications to implement solidarity activities of high quality. Please answer the questions according to the role that you are applying for e.g: if you are applying for volunteering host and supporting roles, please provide answers that will allow the assessors to judge your capacity to play both roles.

Please describe your organisation's ability to manage all practical and logistical matters of the activities. What resources will you allocate to each activity in order to ensure successful implementation? How will you ensure that the staff have the necessary competences to carry out their tasks?

Maximum characters allowed: 5000. Remaining characters: 5000

Please present your organisation's approach towards partnership building. How will you choose your partners and how will you ensure good cooperation?

Maximum characters allowed: 5000. Remaining characters: 5000

How will you ensure continuity of the activities in case of important changes in management or staff?

Maximum characters allowed: 5000. Remaining characters: 5000

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Strategy and Activity Plan | Activity Plan

Strategy and Activity Plan

In this section, you are asked to explain your longer-term goals, plans, expected benefits and the link with the objectives of the programme. Make sure to read the questions carefully and address all sub-questions.

Please describe your longer term objectives as a Lead organisation in the European Solidarity Corps. What are the societal needs and challenges that you are seeking to address? Please describe your strategy for achieving these objectives.

Maximum characters allowed: 5000. Remaining characters: 5000

How will you measure if and to what extent your objectives have been reached? Please define your key objectives and how do they link to the needs and issues identified.

Objective n°	Objective title	Description
1	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>

Add objective

What is the intended impact on the target groups, participants and participating organisation(s) and how are you going to measure it? Please also mention any impact at local, regional, national, European and/or international levels.

Maximum characters allowed: 5000. Remaining characters: 5000

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Activity Plan

Please fill in the table below with the type of activities and their duration. The duration of the activity plan is directly linked to the duration of your Quality Label for Lead organisation. The activities should be planned over a minimum of three years.

Please propose activities with realistic and proportionate targets.

Můžete volit mezi 2 typy:

1. individual volunteering
 - hostitelská role (dlouhodobé i krátkodobé dobrovolnictví)
 - vysílající role
2. volunteering teams

Pokud např. žádáte o obě role, zadáte celkový počet aktivit 2

Activity type	Year	Target number of activities	Target number of participants
<input type="text"/>	First year	<input type="text"/>	<input type="text"/>
	Second year	<input type="text"/>	<input type="text"/>
	Third year	<input type="text"/>	<input type="text"/>
<input type="text"/>	First year	<input type="text"/>	<input type="text"/>
	Second year	<input type="text"/>	<input type="text"/>
	Third year	<input type="text"/>	<input type="text"/>

Add activity

Delete activity

Add year

If applicable, please describe how in-country activities are relevant for achieving your objectives. What will be the European added value of these activities and how will they contribute to the objectives of the European Solidarity Corps? If you are not planning any in-country activities, please state so.

Maximum characters allowed: 5000. Remaining characters: 5000

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- Standard Activities
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- Annexes
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Management and coordination

Management and coordination

In this section you are required to demonstrate your capacity to manage projects and coordinate partners effectively.

How do you intend to cooperate and communicate with your partners? How will you monitor and manage their performance? If already known, please provide a short description of the partners you will be cooperating with, their expected role and experiences and competences they should bring in. Please also describe how the activities will meet the needs and objectives of your partners.

Maximum characters allowed: 5000. Remaining characters: 5000

Please explain in detail how you will ensure successful delivery of your activity plan. Who will be in charge of coordinating the activities? Who will carry out specific tasks, such as finances, logistics, communication with partner organisations, etc.? How will you ensure that the staff has the necessary competences to carry out their tasks?

Maximum characters allowed: 5000. Remaining characters: 5000

How will you ensure that your organisation can carry out the activity plan in case of important changes in management or staff?

Maximum characters allowed: 5000. Remaining characters: 5000

Please describe your organisation's approach towards environmental sustainability and responsibility (e.g. promotion of environmentally sustainable and responsible behaviour among participants and partners, use of the funding provided by the programme to support sustainable means of travel).

Maximum characters allowed: 5000. Remaining characters: 5000

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by Lenka Richtarová

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Management and coordination

How will you make use of digital tools and methods to complement and improve activities.

Maximum characters allowed: 5000. Remaining characters: 5000

How will you handle risk assessment and management?

Maximum characters allowed: 5000. Remaining characters: 5000

How is the organisation's management going to be involved in the implementation of activities?

Maximum characters allowed: 5000. Remaining characters: 5000

How will you carry out monitoring and reporting in compliance with the Programme rules

Maximum characters allowed: 5000. Remaining characters: 5000

How will you ensure the visibility of the activities?

Maximum characters allowed: 5000. Remaining characters: 5000

Please describe how the results will be shared within and outside the participating organisations. What dissemination activities will you carry out (planning, target groups of such activities, involvement of participants)?

Maximum characters allowed: 5000. Remaining characters: 5000


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Pokud jsou u částí žádosti stále červené symboly, je žádost nekompletní a není možné ji podat.

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Annexes | ⚠ Declaration on honour | Other

Annexes

The maximum size of a file is 15 MB and the maximum total size is 150 MB.

The maximum number of all attachments is 100.

Please print the Declaration on Honour, have it signed by the legal representative and attach it. DOWNLOAD DECLARATION ON HONOUR

File Name	File Size (kB)
⚠ Declaration on Honour is required.	
ADD DECLARATION ON HONOUR	
Please attach any other relevant documents.	
ADD FILE	
Total Size (kB)	0

Aktualita k 13. 5. 2021: Maximální počet příloh je 8.
 Doporučujeme raději vložit více příloh do jednoho souboru (např. v PDF, nebo v excellu na jednotlivé listy)

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge.

I declare to be aware of the European Solidarity Corps Principles that represent a reference for the process of obtaining the Quality Label. I undertake that the organisation I represent will adhere to these Principles at all times should the organisation be granted the Quality Label.

Place:

Date (yyyy-mm-dd):

Name of the applicant organisation:

Testovací organizace I

Name of legal representative:

Signature:

National ID number of the signing person:

Stamp of the applicant organisation (if applicable):

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Možnost stažení žádosti ve formátu PDF

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Checklist | Checklist | Data Protection Notice

Checklist

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

- It fulfils the eligibility criteria listed in the European Solidarity Corps Guide.
- All relevant fields in the application form have been filled in correctly.
- You have chosen the correct Agency of the country in which your organisation is established.

Currently selected Agency is: CZ01 (ČESKÁ REPUBLIKA)

Please also keep in mind the following:

The documents proving the legal status of the organisations must be uploaded in ORS (ORGANISATION REGISTRATION FOR ACTIONS MANAGED BY NATIONAL AGENCIES).

Data Protection Notice

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect your personal data. http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-efrms-privacy_en.htm

- I agree with the Specific Privacy Statement on Data Protection