



---

# **Transnational Cooperation Activities (TCA) Guide for Applicants**

2016 Call activities

## Contents

<b>Introduction: what are TCA and who is this guide for?</b> .....	1
<b>Before you apply: eligibility</b> .....	2
<b>Funding Mechanisms</b> .....	3
<b>How to complete the online application</b> .....	4
<b>Pre-Selection and Notification</b> .....	5
<b>Grant Agreement</b> .....	6
<b>Final Report and Claim Form</b> .....	6
<b>Where can I find out more?</b> .....	7

---

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

### What are TCA?

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

### What opportunities are available in TCA?

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

- Tools to improve quality in international youth work;
- Inclusion, cultural diversity and intercultural competences;
- European active citizenship;
- Employability and social entrepreneurship; and
- Basic skills in adult education and apprenticeships.

Taking part in TCA means you can:

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

### Who is this guide for?

TCA are mainly directed at stakeholders involved in the field of youth, including:

- Youth workers and youth trainers;
- Youth leaders;
- Youth policy makers at regional or national level;
- Public and private organisations working with young people; and
- Informal groups of young people.

Representatives from other sectors involved in Erasmus+, such as Schools, HE, Adult Education and VET, can apply where they can share good practice with youth stakeholders or take a collaborative approach with the youth sector. Nevertheless representatives should always refer to the ‘**recommended for**’ section of the published call to view their relevance in relation to the TCA.

## Before you apply: eligibility

### Are you eligible?

- You must be resident in Malta and if you are applying through an organisation it must be registered in Malta
- You must either be linked to a relevant organisation pertaining to the field of education, training and youth and/or be an active professional /youth worker/trainer/or manager/administrator in the field of education, training and youth
- You must not be a (current) European Voluntary Service (EVS) Volunteer

### Is the activity supported by the MT National Agency?

Activities are promoted on the SALTO (Support, Advanced Learning, and Training Opportunities) European Training Calendar on [www.salto-youth.net/tools/european-training-calendar](http://www.salto-youth.net/tools/european-training-calendar).

**Please note:** the MT National Agency **supports a limited number of activities** on the SALTO European Training Calendar according to its annual work plan. The list of supported activities can be found on the Upcoming Opportunities section on <http://eupa.org.mt/category/training-opportunities/>. This page is updated on a regular basis dependent on if supported projects appear live on the SALTO website. We recommend that you check the page regularly.

You must register on the SALTO website before you apply, by providing your contact details and those of your organisation. These details will be automatically completed on any application that you make. You can amend these details on your user profile. Besides details of training opportunities, the SALTO website also contains a variety of tools for the benefit of the Youth sector, including a facility for finding trainers and project partners. You may also register and promote yourself as a youth trainer on the website.

---

## Funding Mechanisms

### Co-financing the TCA

Selected participants contribute to the TCA activity by providing a €20 co-funding/commitment fee, the payment is to be affected either by cheque or bank transfer.

- Payment by cheque: This has to be scanned and sent by email, and then sent by post to EUPA - include a reference with your name and title of activity in the envelope and participant name and title of activity in pencil at the back of the cheque.
- Payment by bank transfer: Participant is required to include their name and title of the activity in the details section and a print screen of the transfer is to be sent by email.

### What does the funding cover?

#### Travel

The MT National Agency will reimburse actual costs related to travel; a set budget is allocated per activity. This is reimbursed upon successful attendance of the activity and submission of a Final Report and Expenditure Form together with supporting documents.

Eligible travel costs include:

- Return travel from Malta only to the place of destination
- Economy class air travel
- Economy/second class public transport i.e. trains and buses
- Taxi claims need written permission from the National Agency prior to booking
- Travel costs related to the dates of the activity, up to one day before or one day after the activity. Travel outside these times will need advance written approval from the National Agency
- Visa costs where this is required
- Accommodation (if deemed eligible) prior to or after your flights, subject to advance written permission from the National Agency

All claims must be submitted with eligible receipts, invoices and boarding passes. It is the responsibility of the beneficiary to make their own travel arrangements. We ask that you arrange

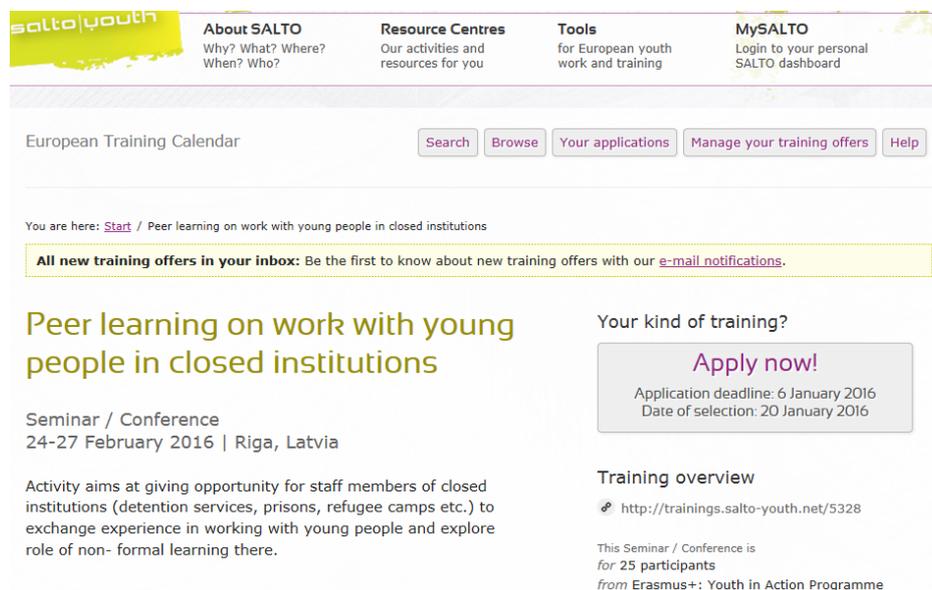
travel in the most economical but appropriate and sensible way possible. Three quotations from three different sources need to be obtained, and the cheapest quotation is to be selected. We are unable to reimburse travel costs in the event of non-attendance, please be aware that you will need to arrange travel insurance for yourself but this cost will not be reimbursed.

### Accommodation

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

## How to complete the online application

Applications are made online by clicking on the 'Apply Now!' box on the SALTO website, as in the example below:



The screenshot shows the SALTO website interface. At the top, there are navigation links: 'About SALTO', 'Resource Centres', 'Tools', and 'MySALTO'. Below these is a search bar and several buttons: 'Search', 'Browse', 'Your applications', 'Manage your training offers', and 'Help'. A breadcrumb trail indicates the current location: 'You are here: Start / Peer learning on work with young people in closed institutions'. A yellow box highlights a message: 'All new training offers in your inbox: Be the first to know about new training offers with our e-mail notifications.' The main content area features a training offer titled 'Peer learning on work with young people in closed institutions', categorized as a 'Seminar / Conference' on '24-27 February 2016 | Riga, Latvia'. The description states: 'Activity aims at giving opportunity for staff members of closed institutions (detention services, prisons, refugee camps etc.) to exchange experience in working with young people and explore role of non- formal learning there.' To the right, under 'Your kind of training?', there is a prominent 'Apply now!' button. Below this, it specifies 'Application deadline: 6 January 2016' and 'Date of selection: 20 January 2016'. A 'Training overview' section includes a link to the offer: 'http://trainings.salto-youth.net/5328'. At the bottom, it notes: 'This Seminar / Conference is for 25 participants from Erasmus+: Youth in Action Programme'.

When completing the application form you should ensure that each section of the form is fully completed and that each answer refers to the question asked. You should avoid duplicating information and ensure consistency and clarity, and provide evidence where possible. The questions within the application form are set by the Hosting National Agency and may vary with each activity.

Applications are assessed against the following criteria:

- Relevance of individual and organisational profile to the TCA theme / objective;
- Relevance of your profile-detail and your organisation;
- Your relevant expertise and experience to the activity;
- How you intend to incorporate and disseminate the results of the activity into your professional work and what follow-up activities you will undertake;
- How this activity will benefit your organisation, your beneficiaries, other stakeholders;
- How you intend to benefit from the activity in terms of personal and professional development; and
- Whether you will use the experience to apply for other Erasmus+ funding and how.

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

## Pre-Selection and Notification

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

In order to ensure equality and dissemination of Erasmus+ the following pre-selection measures are assumed:

- Preference is given to applicants that have never participated in a TCA activity under the 2016 Call of Activities;
- If two or more applicants from the same organisation apply, priority is given to applicants coming from different organisation.

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

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

If a selected applicant is unable to attend the TCA, he is required to notify the MT National Agency and the Host National Agency. Participant selection is non-transferable, since the selection is based on the application of the individual and their organisation.

## Grant Agreement

If selected, the MT National Agency will issue a Grant Agreement for attendance of TCA and for reimbursement of travel costs.

The Grant Agreement includes the following key information:

- Name and details of the approved activity
- Activity start and end dates
- Maximum grant awarded
- Reporting and payment arrangements
- TCA conditions - guidance on eligible costs and rules
- Bank details
- Monitoring and Evaluation
- Law applicable

If selected, you will need to send the commitment/co-financing fee and bank details for reimbursement purposes to the MT National Agency, who will then issue you with a Grant Agreement. The Grant Agreement must be signed by the beneficiary and returned to the MT National Agency at least 14 days before the start of the activity. Participants who do not return their Grant Agreement before travelling to any activity may forfeit their claim to travel reimbursement. The payment of the grant is dependent on your full participation in the activity, your positive contribution, submission of your Final Report, and Claim Form with relevant travel receipts.

## Final Report and Claim Form

On return from the activity you will need to submit a short report on your experience, the skills you have acquired, any follow-up activities you plan to undertake, general feedback and ideas for project proposal. The Final Report has to be completed by the participant and submitted **via email**

to the Programme Officer indicated in the selection email. The following documents are to be submitted in the Final Report:

- Part 1: Participant Report and Claim Form;
- Part 2: Supporting documents including;
  - Annex 1: Evidence of minimum 3 quotations for the flight tickets or/and any travel related accommodation if applicable. Evidence of choosing the cheapest option and the cheapest means of transport;
  - Annex 2: Copy of flight ticket/s and original receipts/ invoices related to travel costs;
  - Annex 3: Any other costs related to travel (example VISA costs where applicable);
  - copy of Youthpass or Certificate of Attendance (if provided by the Host NA)
- Part 3: original boarding passes and travel tickets (example bus/train tickets)-these have to be scanned and sent together with the Final Report and the originals documents are to be sent to the EUPA office.

The Final Report and original documents should be sent to the MT National Agency (EUPA) within **30 days** after the end date of the activity. The analysis commences once all documents are submitted. Following a qualitative analysis and upon approval of the Final Report, the travel costs in accordance with the budget allocated in your Grant Agreement will be reimbursed.

If the total eligible expenditure reported by you, or determined by the MT National Agency, is less than the amount awarded, the final payment will be reduced accordingly. Travel claims can take up to **45 days** to be processed.

## Where can I find out more?

Transnational Cooperation Activities (TCAs) organised by all Erasmus+ National Agencies are promoted on the SALTO European Training Calendar:

[www.salto-youth.net/tools/european-training-calendar](http://www.salto-youth.net/tools/european-training-calendar)

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

<http://eupa.org.mt/category/training-opportunities/>

Further information can be obtained by sending an email to Therese Borg Micallef on [therese.borg-micallef@gov.mt](mailto:therese.borg-micallef@gov.mt)