

## **Guidelines on the selection process for Strategic Partnerships in the field of school education**

### **I. GENERAL RULES**

This Annex explains the selection process for Strategic Partnerships in school education under Erasmus+ Key Action 2. The process is based on a single ranking list and two contractual models: multiple mono-beneficiary Grant Agreements to be signed by each partner school in Strategic Partnerships composed of schools only (school-to-school partnerships) and a single multi-beneficiary Grant Agreement to be signed by the applicant organisation on behalf of all partners in other Strategic Partnerships in school education.

Strategic Partnerships for schools only can be established exclusively between schools from Programme Countries. Separate application forms are provided for schools only partnerships and for other partnerships in school education. For applicants who plan to cooperate with schools from Partner Countries or with organisations not considered schools according to their national legislation, the National Agency should recommend that the application should be submitted using the standard application form and not the form for school only partnerships.

The rules of the selection procedure for Strategic Partnerships in school education are:

- Each National Agency selects the number of Strategic Partnership projects that can be funded by the budget share allocated to that NA for Key Action 2 in school education field, as indicated in the relevant Delegation Agreement<sup>1</sup>.
- Following the selection of Strategic Partnerships in school education, the NA communicates the information about all selected school-to-school partnerships to the Commission. A reserve list can subsequently be established, but school-to-school partnerships cannot be included in it.
- Based on the information on selected school-to-school partnerships provided by the NAs, the Commission calculates the operational budget for contracting of KA2 projects in school education for each NA (*central clearing*).
- Central clearing at the Programme level can only be completed once all NAs have indicated which school-to-school partnerships are selected and have finalised the validation of all selected schools belonging to their country (or language community in case of Belgium). Where problems arise, the NAs are obliged to inform the Commission in time and to announce when the necessary information will be available.

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<sup>1</sup> Without prejudice to provisions of the Delegation Agreement allowing for possibility of budget transfers within Erasmus+ Heading 1 funds.

- Following the central clearing, the Commission informs the NAs about the results. The NAs accept selection decisions of other NAs regarding school-to-school partnerships.
- Each NA starts signing mono-beneficiary Grants Agreements with selected applicant and partner schools belonging to their country (or language community in case of Belgium) as soon as the relevant information has been provided by the Commission.
- The results of the central clearing are reflected in amendments to the Delegation Agreements with all NAs.

The NAs may implement budget transfers within Erasmus+ Heading 1 funds in accordance with their Delegation Agreements. If additional funds are transferred to KA2 for school education before the central clearing stage they may be used to fund additional projects on the single ranking list, including school-to-school partnerships. However, it has to be understood that **all funds awarded to school-to-school partnerships will be subject to central clearing procedure and will be split between the selecting NA and partner NAs for contractualisation purposes**. If additional funds are transferred after the central clearing stage, they may only be used to fund projects on the reserve list (which shall not include partnerships between schools only).

## II. SELECTION AND CENTRAL CLEARING PROCEDURE

Only the procedures that are different from the general Key Action 2 procedures are explained in the text below.

The text distinguishes between “Applicant NAs” and “Partner NAs”. For any given Strategic Partnership the Applicant NA is the NA receiving the application from the applicant school while the Partner NA is the NA signing a mono-beneficiary Grant Agreement with any school that has partner status in a given application.

In EPlusLink, two action types are specified for Strategic Partnerships in school education:

- KA201 – Strategic Partnerships in school education not designated as “schools only”
- KA219 – Schools only Strategic Partnerships (school-to-school partnerships)

The following instructions concern the KA219 action type, unless otherwise specified.

### II.1. Eligibility check (procedure 2.1 in EPlusLink)

The Applicant NA checks the eligibility of the application and enters the information into EPlusLink. For school-to-school applications, the NA must ensure that there are at least two Programme Countries involved in the partnership and that there are no organisations from Partner Countries involved.

## II.2. Organisation validation (procedure 4.3 in EPlusLink)

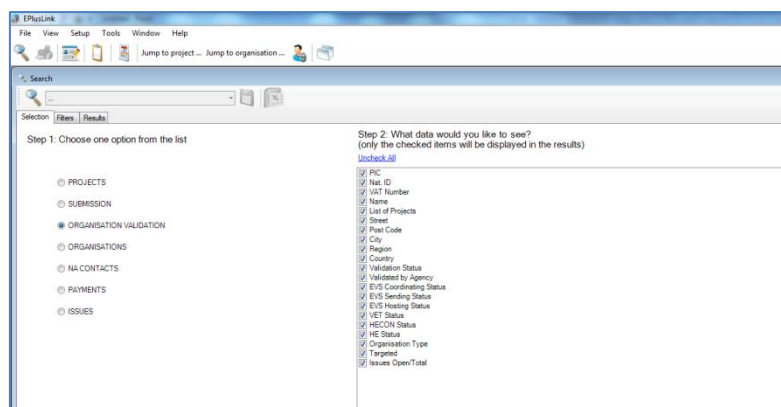
In addition to the standard organisation validation, the NAs have to check if both applicant and partner schools belonging to their country (or language community in case of Belgium) **in all school-to-school applications** are in fact schools according to the national legislation.

The validation of all participating schools needs to be performed prior to the Grant award decision being taken for school-to-school partnerships. If a school is waiting validation, the NA will not be able to take the grant award decision before the school has either been validated or invalidated. Schools that are marked as "Invalid" before the central clearing stage cannot be contracted and will be excluded from the partnership.

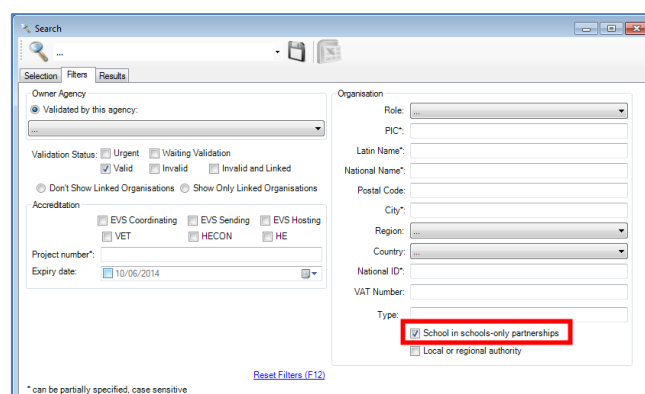
By validating a school, the NA certifies that it will perform the contractualisation of that school if needed. If an NA deems that it cannot contract a school that has been assigned to it for validation, then they should use the option "Reset to Waiting validation by another NA" provided in EPlusLink. This status will be visible to the Applicant NA who should then take action to have the school validated by another NA who is able to perform the eventual contracting. The Commission will facilitate the resolution of such cases.

The section below illustrates the steps to follow in order to validate schools participating in school-to-school partnerships:

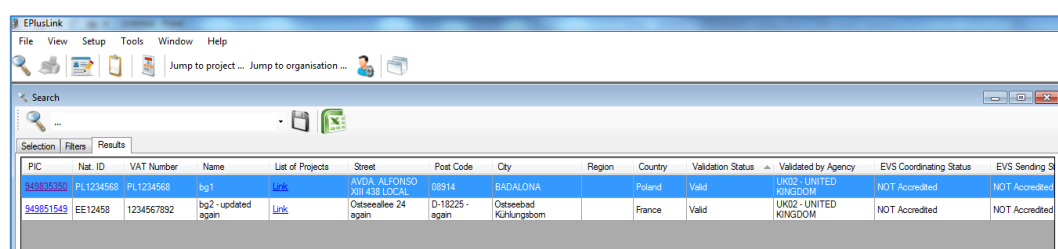
1. The NA has to go to the "Organisation validation" screen in EPlusLink



2. Choose the filter "Schools in schools-only partnerships" in the Filter screen

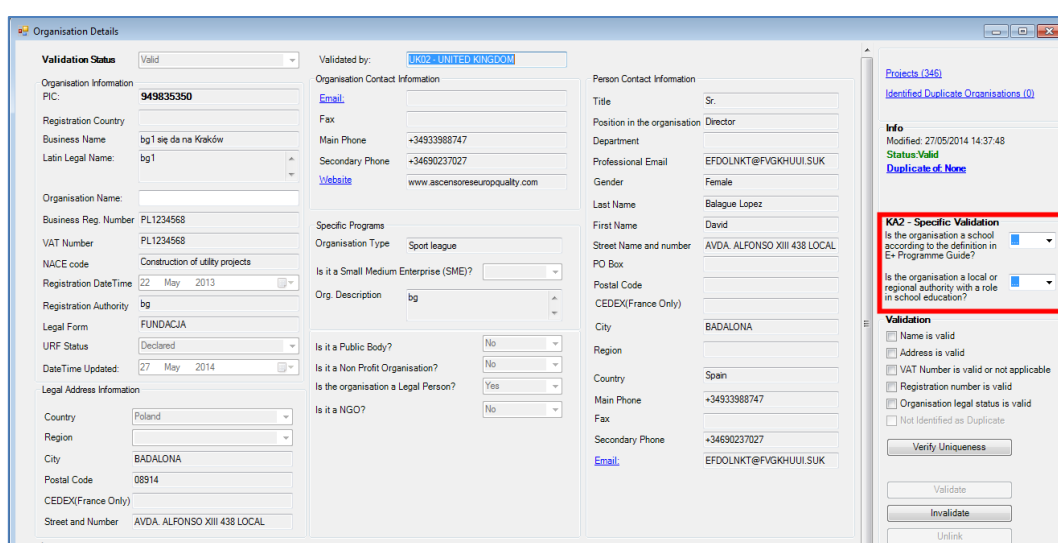


### 3. Click on the PIC of a given organisation



PIC	Nat. ID	VAT Number	Name	List of Projects	Street	Post Code	City	Region	Country	Validation Status	Validated by Agency	EVS Coordinating Status	EVS Sending
949835350	PL1234568	PL1234568	bg1	<a href="#">Link</a>	AVDA. ALFONSO XIII 438 LOCAL	08914	BADALONA		Poland	Valid	UK02 - UNITED KINGDOM	NOT Accredited	NOT Accredited
949851548	EE12458	1234567892	bg2 - updated again	<a href="#">Link</a>	Ostseeallee 24 again	D-18225 - again	Ostseebad Kühlungsborn		France	Valid	UK02 - UNITED KINGDOM	NOT Accredited	NOT Accredited

### 4. Answer questions related to the eligibility check, including "KA2 – Specific Validation" (this screen will provide the "Reset to Waiting validation by another NA" option)



**Validation Status:** Valid

**Validated by:** UK02 - UNITED KINGDOM

**Organisation Information:**

PIC: 949835350

Registration Country: bg1 się da na Kraków

Latin Legal Name: bg1

Organisation Name:

Business Reg. Number: PL1234568

VAT Number: PL1234568

NACE code: Construction of utility projects

Registration Date Time: 22 May 2013

Registration Authority: bg

Legal Form: FUNDACJA

URF Status: Declared

Date Time Updated: 27 May 2014

Legal Address Information:

Country: Poland

Region:

City: BADALONA

Postal Code: 08914

CEDEX(France Only):

Street and Number: AVDA. ALFONSO XIII 438 LOCAL

**Organisation Contact Information:**

Main Phone: +34933988747

Secondary Phone: +34690237027

Website: www.ascensoreuropquality.com

**Person Contact Information:**

Title: Sr.

Position in the organisation: Director

Department:

Professional Email: EFDOLNKT@FVGKHUII.SUK

Gender: Female

Last Name: Balague Lopez

First Name: David

Street Name and number: AVDA. ALFONSO XIII 438 LOCAL

PO Box:

Postal Code:

CEDEX(France Only):

City: BADALONA

Region:

Country: Spain

Main Phone: +34933988747

Fax:

Secondary Phone: +34690237027

Email: EFDOLNKT@FVGKHUII.SUK

**Specific Programs:**

Organisation Type: Sport league

Is it a Small Medium Enterprise (SME)?

Org. Description: bg

Is it a Public Body? No

Is it a Non Profit Organisation? No

Is the organisation a Legal Person? Yes

Is it a NGO? No

**KA2 - Specific Validation**

Is the organisation a school according to the definition in E+ Programme Guide? ☐

Is the organisation a local or regional authority with a role in school education? ☐

**Validation:**

☐ Name is valid

☐ Address is valid

☐ VAT Number is valid or not applicable

☐ Registration number is valid

☐ Organisation legal status is valid

☐ Not Identified as Duplicate

## II.3. Grant award decision (procedure 5.1 in EPlusLink)

A single ranking list per NA will be prepared containing all partnerships applying under Key Action 2 for school education (projects belonging to action types KA201 and KA219 in EPlusLink). Each NA awards the best quality applications according to the ranking list.

For selected school-to-school partnerships (KA219 projects) the procedure "5.1 Grant award decision" must be signed in EPlusLink **by 1 August** for central clearing to take place.

The combined sum of grants for all selected KA201 and KA219 projects in the NA must not exceed the NA's budget available for Strategic Partnerships in school education. If the budget for the selected projects is higher, the NA will have to correct the selection decision and reject the project(s) that cannot be funded.

Without prejudice to decisions taken by the relevant selection committees, the NAs must take special care not to select any school-to-school partnerships that are below the selection threshold on the single ranking list or to omit any school-to-school projects that are above the

threshold. **After central clearing stage there will be no opportunity to re-allocate funds for wrongly selected projects or to award additional school-to-school projects.**

For school-to-school partnerships, the NAs shall accept the grant award decisions taken in other NAs.

The budget versions "Budget/grant revised by NA" and "Budget approved/grant awarded" need to be finalised before the NA signs the procedure "5.1 Grant awarded decision" in EPlusLink. For selected KA219 projects (school-to-school partnerships), from the moment the procedure 5.1 is signed the budget versions "Budget/grant revised by NA" and "Budget approved/grant awarded" **are locked and no further changes can be made by the NAs** – the budget versions become read-only. Modifications to the budget after this point are possible only through amendment of the Grant Agreement (once it has been signed).

#### **II.4. Central clearing (procedure 5.3 in EPlusLink)**

The central clearing calculates the exact budget needed for each NA to sign mono-beneficiary Grant Agreements with all applicant and partner schools which they have validated.

Based on the results of the central clearing, DG EAC will issue amendments to the Delegation Agreements for each NA.

The clearing will be performed by DG EAC at Programme level. In EPlusLink, the splitting process performs the following actions for each project as follows:

- Creates a separate copy of the project for each involved organisation (applicant and partners). The original project (referred to as "Parent Project" from here on) remains accessible in EPlusLink as read-only.
- Each copy keeps the same project number as the Parent Project. A suffix number is added to differentiate between the copies.
- The Parent Project and all copies are replicated to all NAs who will be contracting any of the schools in the partnership.
- Each copy can be modified only by the NA to which it belongs.
- Each copy contains :
  - The first three budget versions extracted from the Parent Project. These budget versions are blocked (read-only) and they can never be deleted.
  - Activities in which the respective school is involved.
  - The procedures copied from the Parent Project until the procedure "5.1 Grant awarded decision". The NA user cannot un-sign this procedure.
  - Full list of involved organisations (applicant and partners).
  - Copy of the rest of the relevant project data from the Parent Project.

## II.5. Decision communication (procedure 5.5 in EPlusLink)

As soon as the grant award decision has been taken, the Applicant NA shall inform the applicant school accordingly. It shall be the duty of the applicant school to inform the partner schools about the decision.

## II.6. Contract signing (procedure block 7 in EPlusLink)

The NAs will sign mono-beneficiary Grant Agreements with each selected school that they have validated. DG EAC will provide the National Agencies with a grant agreement template and queries to extract the required data from EPlusLink.

## III. CALENDAR FOR SELECTION OF STRATEGIC PARTNERSHIPS IN SCHOOL EDUCATION

With regards to the selection of Strategic Partnerships in school education, the NAs should respect the following calendar:

<b>Deadline</b>	<b>Action</b>
As indicated in the Delegation Agreement, the Calendar for use of funds	NAs finalise double submission check
	NAs finalise multiple funding check
	NAs finalise the quality assessment for projects in KA2 for school education
	NAs finalise the validation and eligibility check of all organisations in school-to-school partnerships
<b>1 August</b>	<b>NAs sign procedure "5.1 Grant award decision" for all selected school-to-school partnerships and inform the Commission about the finalisation of the selection</b>
20 August	DG EAC performs necessary checks and completes the central clearing