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| **Short guidelines and FAQ for organizations applying for the Quality Label in the Western Balkans** |

1. **Guidelines – singling out just few, most important technical and content-related aspects in the QL form**

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| **Recently, the PIC was substituted by OID (Organisation ID number)** |

Organizations that have PIC, use this portal to identify or obtain your Organisation ID number (OID) [**Organisation Registration System (ORS)**](https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home). The OID is unique identifier which enables the organisation to take advantage of on-line application forms. If you need help, please visit the [ORS Guide](https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=374834350).

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| **3 obligatory documents to be uploaded next to your organization details on the ORS** |

When submitting the QL, please don’t forget to attach the flowing 3 documents, which should not be older than 6 months.

1. the **Legal Entity form** in English. This form can be downloaded from [the European Commission’s website](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm). (Hint: if your organisation is an association or foundation run as NGO then choose "private company", if your organisation is managed by government or authorities then choose "public entity").
2. the **Financial Identification form** in English. This form can be downloaded from [the European Commission’s website](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm).
3. an extract of **registration**(or its equivalent, such as **statute**) clearly indicating the name of the organisation, the address of the head office, its registration number and a legal representative (or, if applicable, a document authorizing another person to sign legal documents on behalf of organisation). If possible, attach to the original document its certified English translation.

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| **Clarification note on which roles to apply** |

With the establishing of ESC in 2018, the roles which orgs can have within ESC, have been changed:

* Coordinating and/or Sending role 🡪 Quality Label for volunteering for the supporting role;
* Receiving (hosting) role 🡪 Quality Label for volunteering for the host role.

Additionally, organizations from WB can apply for:

* volunteering strand (not jobs and traineeships)
* role of a partner organisation (and not applicant organisation – this remains to be seen in the future how this will affect possible separate youth window for Balkans).

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| **Locations** |

Applicable in case of a hosting role: please list all the locations, where your hosted volunteers are going to perform activities. Location is a venue that is an integral part of your organization and has no separate legal entity, for example, if your organization has 3 branches and you intend to host volunteers in all 3 of them, put them in the QL.

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| **List of pre-defined activities** |

Applicable in case of a hosting role:

It is important that in the section of Scope, subsection of activities, you put as many details about the activities as you can! Build a list of activities and list them one by one and describe them in the application form.

It is important that you do this as it will affect procedure of granting in the future!

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| **Timetables for different types of hosting actions (long-term, short-term, group)** |

Applicable in case of a hosting role:

Please attach in the QL application form timetables indicating the activities, hours and locations of work of your volunteers, according to the type of action you apply for - long-term, short-term, group. Within the 3 tabs of this [file](https://www.salto-youth.net/downloads/4-17-4082/ESC%20-%20hosting%20timetables.xlsx), fill in the actions you choose to request.

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| **3 important things that usually are missing in the first submitted QL form** |

Information on the organization of learning process (mentor, meetings)

How language lessons will be organized

Awareness about the [training support cycle for volunteers](https://www.salto-youth.net/rc/see/esc/trainings/)

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| **Clarification note on revision of the first submitted QL form** |

In the past, most of the submitted Quality Label applications had to be revised and information added by the side of the applicant organization in the later stages of the QL process. This was time consuming and often delaying the process. In the circumstances of extreme workload in order to manage it, we therefore reached the following decision:

* **re-applicants (organizations who have EVS/E+ accreditation and were actively involved in the programme in the last 2 years):**

In case your organization was active in the past 2 years within the ESC programme, we believe you should be able to prepare a solid application form from the beginning based on your past experience. In this case there will be no option of revision of your first submitted QL, and the decision on getting you a QL or not, will be made based on your submitted QL application form and 'meeting/visit' outcomes. For the amount of the information and details we require, we advise you to take your previous accreditation form as a point of reference. Revision of your first submitted QL will therefore in this case be more in exceptional than normal procedure.

* **new applicants:**

The possibility of a revised form is possible here, as quite often there are real needs for clarifications and additional information which lack in the first submitted QL form.

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| **Aspect of Solidarity** |

This is the key aspect of an identity of the ESC, therefore it requires from an organization to think how their participation in the programme addresses this. This needs to be manifested either in your mission, activities, engagement in your local environment and needs to be expressed in your QL form.

As support in doing this, we advise you to check these resources: <https://www.salto-youth.net/rc/solidarity/solidarity-concepts/>

1. **FAQ on QL – in the making**

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| Question from an organization:  First of all, I thought I saw somewhere in your instructions that we put the ”SI02 MOVIT Zavod za razvoj mobilnosti mladih” as Agency of the Applicant Organisation. In the next step I got a notification saying:  *“You have selected a National Agency in a country different than the one where your organisation is established. As a rule, applications must be submitted to the National Agency in your own country unless an exception is stated in the European Solidarity Corps Guide. If your organisation has an exceptional status that links it to another country's authority, please contact the National Agency in your country to confirm your organisation's status before submitting the application.”*  Do I leave it like this and move on or change something? |
| Answer from SALTO SEE:  Ignore the message and please move to the next step – this form was made focusing on the perspective of a Programme Country, for example making sure that an organization from Austria applies to NA in Austria, but in case of Partner Regions the message is somewhat confusing. |

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| Question from an organization:  As I understood, apart from the online application form, we need a Declaration of Honour, LEF, FIF and organisation statute with official English translation. Is that correct? |
| Answer from SALTO SEE:  Yes, that is true. But about the organization’s statute in English, go for it only if you have it already done. If not, don’t go into acquiring this now. It’s enough that you send us the statute of your organisation in your local language. |

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| Question from an organization:  Going further through the application, I need your advice regarding this section:  *“How many volunteers can be hosted at any given time (during the same time) by this location?*  *Volunteers in activities lasting up to 2 months*  *Volunteers in activities lasting 2 months and more*  *Volunteers in volunteering teams activities”*  What does the last option consider? And do you have any suggestion how to reply to this question? |
| Answer from SALTO SEE:  Please check the ESC Programme Guide about this action, on the link below:  page 23 and 27 : <https://ec.europa.eu/youth/sites/youth/files/european-solidarity-corps-guide_2020_en.pdf>  And one additional point: these activities include between 10 to 40 participants and aim, especially but not exclusively at youngsters with fewer opportunities. |

SALTO SEE, August 2020