

In this briefing sheet, we consider those parts of the **Application Form** that need to be considered when assessing a Cooperation Partnership or Small-Scale Partnership application in any field of education, training and youth.

Section of Proposal:	Content for COOPERATION PARTNERSHIPS:	RELEVANCE	DESIGN	PARTNERSHIP	IMPACT
☞ Context	Field; Title; Start/End Dates; Duration; NA; Language; Lump Sum.		<input checked="" type="checkbox"/>		
☞ Project Summary	Short Summary (objectives; implementation; results) also in English.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
☞ Overview of Applicant and Partner Organisations	Overview of Participating Organisations (OID, legal name, country, city and website).			<input checked="" type="checkbox"/>	
☞ WP Summary Table	Summary of Work Packages (title; number of activities; grant)		<input checked="" type="checkbox"/>		
☞ Budget Summary	Distribution of Project Budget (by work package; by organisation)		<input checked="" type="checkbox"/>		
☞ Participating Organisations	Applicant Organisation (applicant details; background, skills and experience; past projects). Partner Organisations (as applicant).			<input checked="" type="checkbox"/>	
☞ Relevance of the Project	Priorities and Topics (horizontal or sectoral priorities; justification; topics addressed); Project Description (motivation; objectives; innovation; complementarity; synergies; European added-value); Needs Analysis (needs and target groups being addressed; needs identification; how needs are to be addressed).	<input checked="" type="checkbox"/>			
☞ Partnership and Cooperation Arrangements	Partnership Composition (OIDs; partner types and locations; newcomers); Cooperation Arrangements (complementarities; roles; added value; associated partners; task allocation; coordination and communication mechanisms).			<input checked="" type="checkbox"/>	
☞ Impact	Impact (plans for assessing achievement; sustainability; longer-term organisational development; use of project results; impact potential for partners and wider beneficiaries; sharing and promoting the project results within and beyond the participating organisations).				<input checked="" type="checkbox"/>
☞ Workpackage Activities: Project Management	Project Management (plans for measuring progress, quality and achievement; budget control and time management; risk management; accessibility and inclusion; use of digital tools and learning methods; green practices; grant for project management).		<input checked="" type="checkbox"/>		
☞ Workpackage Activities: additional Work Packages	Overview (specific objectives; main results; quantitative and qualitative indicators; partner tasks and responsibilities; grant; cost effectiveness); List of Activities (activity title; start/end dates; leading organisation; participating organisations; allocated grant; expected results); Description of Activities (content; rationale; expected results; number and profile of participants).		<input checked="" type="checkbox"/>		

## Key Action 2: Cooperation Partnerships and Small-Scale Partnerships

### WHERE TO LOOK

In addition to the application form, we advise you to also review the Erasmus+ Programme Guide, especially the descriptions of Key Action 2 Cooperation Partnerships and Small-Scale Partnerships.

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Section of Proposal:	Content for SMALL-SCALE PARTNERSHIPS:	RELEVANCE	DESIGN	PARTNERSHIP	IMPACT
☞ Context	Field; Title; Start/End Dates; Duration; NA; Language; Lump Sum.		<input checked="" type="checkbox"/>		
☞ Priorities and Topics	Selected Priorities; Relevant Topics.	<input checked="" type="checkbox"/>			
☞ Project Description	Description (objectives; expected outcomes/results; target groups; motivation; needs of participating organisations and their target groups; benefits of transnational collaboration).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
☞ Participating Organisations	Applicant Organisation (applicant details - including OID, legal name, country, city and website; background and experience; past projects); Partner Organisations (as applicant); Cooperation Arrangements (partnership formation; partner strengths; management, cooperation and communication; use of Erasmus+ digital platforms; partner tasks and responsibilities).			<input checked="" type="checkbox"/>	
☞ Activities	Overview of Activities (titles; duration in days; grant amounts); Activity Details (title; venue; start/end date; leading organisation; participating organisations; allocated grant; content; target group; rationale; expected results; grant explanation).		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
☞ Budget Summary	Budget Summary (by activity); Project Lump Sum.		<input checked="" type="checkbox"/>		
☞ Impact and Follow-up	Impact Achievement (processes, tools, methods); Longer-term Organisational Development Plans; Plans for Sharing and Use of Project Results (activities; main target groups; wider stakeholders).				<input checked="" type="checkbox"/>
☞ Project Summary	Short Summary (objectives; implementation; results) also in English.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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