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

**These guidelines are singling out just few, most important technical and content-related aspects in the QL form, aimed at applicants from Western Balkans. For complete instructions,** [**see this link.**](https://www.salto-youth.net/rc/see/esc/ql/)

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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://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide). 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://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide).

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

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](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en). *(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. Please fill in the form relating to the country in which your bank account is located, even if your organisation is officially registered in another country. This form can be downloaded from [the European Commission’s website](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en).
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 – What is available for WB?** |

Organizations from WB can apply only for Quality Label for volunteering projects:

* supporting role (to send volunteers)
* host role (to receive/host volunteers in their organization)

Organizations from WB cannot apply for Quality Label for lead role (only organisations that have been legally established in an EU Member State or a third country associated to the Programme can). Only organisations that are holders of a Quality Label for lead organisation can receive funding.

Organizations from WB cannot access in-country volunteering projects nor solidarity projects, (see programme Guide, Part B – Solidarity projects).

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| **Hosting Locations** |

Applicable only in case of asking for 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 all in your QL application.

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| **Section: Activities** |

Applicable only in case of asking for a hosting role: It is important that in this section you put as many details about the general activities which you will be offering to your hosted ESC volunteers. Build a list of activities and list them one by one and describe them in the application form.

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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 (identification of mentor, planned mentor meetings)

How lessons of local language will be organized

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

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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 throughout your application form: in your mission, offered activities, connections and engagement in your local environment etc.

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 for 23](https://youth.europa.eu/d8/sites/default/files/inline-files/european_solidarity_corps_guide_2023_en.pdf) about this action, on page 18. |

SALTO SEE, January 2023