CENTRE for LIFELONG LEARNING level 2

"EPIMORFOTIKI KILKIS sm llc"

HOME: 56, Doiranis str., GR-61 100 **Kilkis**

Tel & Fax: + 30 23410 29690 - 28705 & 2341102185

BRANCH: 37, Ethn. Aminis str., GR-61200 **Polykastro**, Tel. & Fax: +30 23430 97340

E – mail**:** epimorf@otenet.gr**,** URL**:** http://www.epimorfotiki.gr,
http://epimorfotikikilkis.blogspot.gr

Erasmus+

SCHOOL EDUCATION 2018

A USEFUL GUIDE FOR APPLICANTS TO FILL-IN THE APPLICATION FORM

IMPORTANT:

1. Remember, applications for Erasmus+ funding are made **through the institution/organisation** rather than by individuals.

2. Check the correct **deadline** for the Key Action 1 you want to apply under.

3. **Start your application** well before the due date, in case there are any issues with IT on deadline date.

4. Read the Erasmus+ Programme **Guide** in detail to ensure you understand the funding rules and eligibility criteria for your chosen activity.

5. Ensure your organisation/institution is **eligible** (read the Call for Proposals for KA1 in your country National Agency.

6. Make sure you use the correct **Personal Identification Code** (PIC) – there should only be one for each organisation.

7. When your PIC is entered into an application form, your organisation's details will be entered automatically.

8. Use the correct distance when calculating travel by using the **distance calculator**.

9. Check the eligibility of your activity type: ensure you have the correct number of participants and duration of activity.

10. Remember there are word limits in sections of the application form.

11. Ensure that start date and end date of your project accurately reflect the length of the project applied for. In Key Action 1, that is either one year or two years, e.g. 01/06/16 – 31/05/17 or 15/08/16 – 14/08/17.

12. Ensure you understand the quality criteria against which your application will be assessed.

13. Whether you have been successful or unsuccessful in applying for funding for a project, you can still apply for another project in the next funding round.

FILLING IN THE APPLICATION FORM

A - General Information

This section consists of an overview of the application form.

B - Context

Check that the pre-filled fields Key Action, Action and Action Type correspond to the funding being applied for:

Key Action: Learning Mobility of Individuals
Action: Mobility of Learners and Staff
Action Type: Adult education staff mobility
Call: 2018
Round: Round 1

If any of the above fields do not apply to your organisation or the grant you wish to apply for, then you are using the wrong form – please visit your National Agency website to download the correct eForm.

Use the official **language** of your country to fill in the eForm.

B.1 – Project Identification

Project title: Please choose a title for the project, different from your organisation's name. Title should be in English (or also in English).

Project Acronym: Please enter any acronym for your project title here.

Project Start Date: Select a start date between 01/06/2017 – 31/12/2017 from the calendar.

Project Total Duration: The overall project duration can be between 12 and 24 months – **please ensure that your selected project dates fit this duration**. Select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates.

It is more convenient to select 24 months in case the decision of your NA is delayed.

Title must be in English, even the application you write in your national language.

B.2 – National Agency of the Applicant Organisation

Identification: Select the NA of your country from the drop-down box.

C.1 – Participating Organisation

Before completing this section you must register your organisation on the European Commission's Participant Portal to obtain a nine-digit **Personal Identification Code** (**PIC**) number. Please refer to the 'Prepare to Apply' section of this guide for further information. Please refer to the **Guide** for further information. If you have already submitted an Erasmus+ application, you do not need to re - register and should use the same PIC for any further Erasmus+ applications.
Once you have entered your PIC in the box and selected '**Check PIC'**, the address fields should populate automatically.

EPIMORFOTIKI KILKIS

If there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly. If you are not able to make the amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

C.1.1 – Profile

This section of the form will be partly pre-filled using the information submitted on to the European Commission's Participant Portal. As before, please check that this information is accurate and update in the Participant Portal if not.

Type of Organisation:	Using the drop-down menu please choose the most appropriate option in relation to your organisation.
Is your organisation a public body?	This field will pre-fill according to the information from your organisations PIC number in the Participant Portal.
Is your organisation a non-profit?	This field will pre-fill according to the information from your organisations PIC number in the Participant Portal.
Total number of staff:	Please enter the number of staff employed at your organisation. If you do not know the exact number please enter your best educated estimate.
Total number of learners:	Please enter the number of pupils enrolled at your organisation. If you do not know the exact number please enter your best educated estimate.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation's registration in the Participant Portal. If the field 'Type of Organisation' found in this section of the eForm has not been completed in the Participant Portal then the applicant organisation details will not populate the form and this will cause an error to occur.

C.1.2 – Consortium

If you are applying on behalf of a consortium select 'Yes' from the drop-down box. If you are applying as an individual school and not as a part of a consortium select 'No' from the drop-down box. If you select 'No' from the dropdown box please continue to C.1.3 of this guide.
If you selected 'Yes' in the dropdown box you must complete two sections of information per consortium member:

- C.1.2.1. Consortium Member (for consortium member number 1);
- C.1.2.1.1. Profile (for consortium member number 1);
- C.1.2.2. Consortium Member (for consortium member number 2); and
- C.1.2.2.1. Profile (for consortium member number 2).

You can add more members to the consortium by using the "**Add Member**" button.

A **consortium** must have a minimum of two schools as Consortium Members. This is in addition to the coordinating organisation. Each school involved in the consortium must have a PIC number which must be entered in the Consortium Member section (C.1.2.1. etc.), this will then pre-fill most the fields in the section. All schools in the consortium must have a proven organisational link to the organisation acting as the consortium coordinator. Sections C.1.3. onwards are the same for individual applications and consortia applications.

> **Important note**: Each consortium partners involved in the project must sign a Partner **Mandate form** authorising the applicant organisation, the consortium coordinator, to act on its behalf in matters related to the project implementation. The Partner Mandate form template can be downloaded **here**. The mandates for all consortium members should be attached as annexes to the application form.

C.1.3. Background and Experience

The information in this section will inform the assessor of your organisation's capacity to manage the project and proposed grant successfully.

Please briefly present your organisation.

Please give the context that the applicant organisation operates in. In the case of consortium applications information in this section should relate to the consortium coordinator only.
You could consider explaining the following:

For schools:	For consortiums:
➢ The history of the school; ➢ The type of school; ➢ The number and demographic of staff and pupils; ➢ Inspectorate evaluation information; and ➢ Any other information about your school relevant to the application.	✓ The history of the organisation; ✓ The type of organisation it is; ✓ The organisations relation to school education and schools; ✓ The number and demographic of staff; and ✓ Any other information about your organisation relevant to the application.

What are the activities and experience of your organisation in the areas relevant for this application?

Please detail how your organisation's previous experience of delivering projects, activities or other work has built the skills and knowledge needed to organise or carry out the activities you propose in this application. Please detail if this is a project format that you have delivered before.

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

Please give details of the number of administrative, organisational and delivery staff involved in this project (detailing paid staff and volunteers) and their competences or relevant experience or qualifications.

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

Please select from the drop-down menu. If you select 'yes' here, complete the table with the relevant information.

To add more activities, click on the '+' icon. To delete activities, click on the '-' icon. If you have been involved in previous projects but do not know the exact details please contact your National Agency.

C.1.4. Legal Representative

Enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation. For schools this is more likely to be the **Head Teacher**. If your application is approved this person will also be the signatory for the Grant Agreement.
Please complete every field in this section. If after the submission of your application any contact details change or this person laves the organisation please inform us soon as possible.
If the appropriate contact address for the legal representative is different from the main contact address for the applicant organisation, you will need to tic the box to indicate that and complete the address details.

> **Please note**: it is important that the legal representative's details are consistent throughout the application form, in the Declaration of Honour and in other supporting documents. If there are inconsistencies, your application might not be taken forward.

We can only contact the legal representative or contact person with information regarding your Erasmus+ project application, using the details that you provide us in the application form. If after the application submission the legal representative or contact person changes, or their details change, please inform us as soon as possible.

C.1.5. Contact Person

Please enter the details of the primary and any additional contact s for the project. This is usually the person who is coordinating the application and additional staff members who need to be kept updated about the project. We will use these details as the first point of contact for the application and project if successful. If possible please ensure that the primary contact person is someone different to the legal representative.

To add additional contact people, press the '**Add contact person'**. You may wish to add a finance officer or other colleagues who may need to contact us regarding the project.

C.2. Partner Organisation

If you apply in order for your staff to attend a structured course provided by Epimorfotiki Kilkis, then Epimorfotiki Kilkis is a "COURSE PROVIDER', not a PROJECT PARTNER ORGANISATION, therefore you don't need to add us as "Partner Organisation".
However, in some countries the National Agency demands that also the COURSE PROVIDER' should appear as PROJECT PARTNER ORGANISATION. If it is the case in your country (please, verify this by contacting your NA), then you should proceed as follows:

Clicking on the '**Add Partner**' button will create a new partner record. This section will be numbered 'C.2.' and will be structured as Section C.1. above.
Epimorfotiki Kilkis will provide you a detailed description about the organisational capacity to manage the project and the partnership. This description will be used in this section.

D. European Development Plan

THIS IS THE CORE AND MORE IMPORTANT PART OF YOUR APPLICATION
The questions in this section will change depending if you selected to apply as a school or a consortium earlier in the application form. In this section, you should provide a strategic view of the organisation /consortiums plans for European activities. This will include an overview of the current status and vision for the future, identified needs, and how the planned activities will address these needs.

What are the organisation / consortium's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

This question is asking you to address the needs of the school/consortium and current priorities for improvement, particularly in areas that you are targeting in your application. Please explain why you focus on these specific areas and how they fit in the school' / consortium's existing plan for development.
Refer to your school (training/pedagogical) needs to look for collaboration, exchanging of experiences and best practices with other schools from EU. At the same time, you should argue and document why you can't achieve the same results in your country.
For example, in this section you may refer if your purpose is to acquire skills about innovative teaching methods, to make practice on new educational tools, to improve your teaching/training skills, or to develop the ability to manage the school better.
Remember, all the above, is not just for your personal improvement, but mainly for the development of the school's educational efficiency and students'/trainees' better education.

Please outline the organisation's / consortium's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs

This question is asking you to address how the activities within the project will contribute to the objectives stated in question 1. Be clear on why the selected activities are the most effective way to meet your school / consortium's development needs focusing on who will benefit, how many staff and learners will be impacted in both the short and long term.

Describe how Epimorfotiki's course fits with the training needs and the achievements foreseen from your organisation and the participating staff.

Please explain how your organisation / consortium will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

In this question you have to explain what your plan is for dissemination and integration of any tangible project outputs. Be specific and describe how the projects participants will share the best practice and knowledge/skills acquired during the mobility activities. Be clear on how the knowledge/skills /project outputs, for example new methodologies, curriculum improvements or training will be integrated into everyday activities in the school. Be sure to link these back to the objectives outlined in question 1.

Will your organisation use one of the following tools in connection with your mobility project?

A. eTwinning

The use of **eTwinning** is not mandatory but is highly recommended to use the platform to support your project and application. It can be your first step towards funding by allowing you to find partners and collaborate on projects within a secure network and platform.

eTwinning can help you to deliver and strengthen mobility project activities through online collaboration with teachers in your country. eTwinning can be used to prepare teachers before mobility and even involve pupils in your project. You can collaborate securely online, grow and extend your partnership, before, during and after an Erasmus+ project. The tool can enrich learning and motivation of pupils (aged between 3 and 19) and provide you with access to high quality professional development and ready - made resources. You can also gain recognition for your commitment through the **eTwinning awards**.

If you are using eTwinning as part of the project please specify how, focusing on the value that it will add to your mobility activities and the impact they will have.

B. The School Education Gateway (SEG)

Presented in 23 European languages, the **School Education Gateway** is a single point of entry for teachers, school leaders, policy makers, experts and other professionals in the school education field. Join today and stay informed about European policy and action for schools. If you have used the School Education Gateway to find partners or courses, please provide details in the box available. Equally, please provide information if you intend to use School Education Gateway to support your project.

- **Latest** - Fresh insights into Europe's policy and practice in school education: short news articles, a calendar of events, and a collection of Good Practices from European projects and classrooms.
- **Viewpoints** - Your source of Europe's expert opinions and ideas in school education provided through articles and interviews. You can also take part in periodic short polls on intriguing topics and make your opinion count!
- **Resources** - Publications to stay informed, ready-to-use tutorials and teaching materials, from Europe for your classroom! Also discover how the European Toolkit for Schools can help your school to promote inclusive education and tackle early school leaving; or other topical resources, such as good practices and guidelines for entrepreneurial learning.
- **Theme pages** - Explore the content through the EU's six key priorities in school education:

Basic Skills; Citizenship; Early Childhood Education and Care; Language Learning; Tackling Early School Leaving; and Teachers and Teaching. Also join and share your ideas in dedicated collaborative spaces.

- **Teacher Academy** - Teacher Academy allows teachers to discover a wide range of training opportunities and resources for their classroom. It consists of a central course catalogue with information on in-service onsite courses by independent course providers, School Education Gateway's own free online courses, and a selection of teaching materials developed by eTwinning teachers, EU institutions and other EU-funded projects.
- **Erasmus+ opportunities** - Schools across Europe can benefit from the funding opportunities provided by the European Commission's Erasmus+ Programme, including support for training courses and teaching assignments for professional development, or participation in project partnerships. Discover the three tools that School Education Gateway provides for schools to prepare their Erasmus+ applications!

C. EPALE (e - Platform for Adult Learning in Europe)

EPALE is a multilingual open membership community for teachers, trainers, researchers, academics, policy makers and anyone else with a professional role in adult learning across Europe. Community is at the heart of EPALE. It is set up around the sharing of content related to adult learning, including news, blog posts, resources, and events and courses.

Members of the community can engage with adult learning colleagues across Europe through the site's features, including the forums and by commenting under blogs. You can also interact with your peers across Europe through the thematic areas which provide structured content according to topic. You can find projects and make professional connections using the partner search repository.

If you are using EPALE as part of the project please specify how, focusing on the value that it will add to your mobility activities and the impact they will have.

E. Description of the Project

Why do you want to carry out this project? What are its objectives?

Pay particular attention to the European and international aspect, i.e. why is Erasmus+ funding the best way to achieve these aims? How do your proposed activities link to the objectives of the Erasmus+ programme and this specific key action? Please outline how the needs and the objectives were established, i.e. through research, planning meetings. The objectives of the project should clearly seek to address the needs you establish and be relevant to the individual participants and organisation. This should link to the question one in section D. European Development Plan and further explain the wider international dimension of the activities which you are planning to undertake in order to achieve improvement at the organisational level.

Explain that the purpose of this project is to improve your organisation's efficiency, in terms relevant to the course's aims. Also, you should point out that the final beneficiaries are your teachers / trainers / staff and, of course, your students / trainees.

How did you choose your project partners? What experience and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.

Here you will also need to include information regarding what **EPIMORFOTIKI** will bring to the project in terms of expertise, skills and experience of working with the identified target group. It is recommended that an account of the history behind the partnership is given and a reason for choosing EPIMORFOTIKI as partner. You choose EPIMORFOTIKI's course because of its reliability, because of the quality of the training services offered, the efficient preparation of the mobility, its +20 years of experience in Lifelong Learning Programmes, because you heard about it from other organisations, etc.

EPIMORFOTIKI will collaborate and support your organization in the **evaluation** of the whole mobility

by providing questionnaires to the participants, exchanging information etc.

What are the most relevant topics addressed by your project?

Finally, applicants must select relevant topics being addressed by the project (a maximum of three). Select from the dropdown menu. Do not worry if this doesn't cover everything. Add more by clicking on the '+' button and remove them by clicking on the '-' button. If your project is to address more than three topics, please choose the most relevant.

Examples are: environment and climate change; bringing non-formal methods into new contexts/formal education; language learning; use of ICT; greater inclusion of disadvantaged groups. To add topics, click the '+' button and select an option from the drop-down list.
EPIMORFOTIKI will provide you the most appropriate topics in relation to the course that you choose to apply for.
If in your application you chose to apply for more courses (apart for Epimorfotiki's) you should combine topics.

F. Participants' Profile

You do not need to specify the names of individuals participating in Mobilities at application stage however you should be able to identify target groups and why their participation is relevant. You should be able to specify how individuals will be selected to take part. If you have already identified specific individuals who will be involved, you should indicate this and describe any selection processes or criteria used.
General criteria may be: need, motivation, clear goals for the mobility, willingness to share the experience upon return. In addition to these general criteria, there may be specific criteria linked to the nature or purpose of the mobility project (i.e. relevance of the activities planned by an individual staff member to the needs of the school and other criteria defined by the school).
Selecting individuals for Mobility should be a fair and transparent process, and these individuals should be selected on need and their appropriateness for the role. It is strongly recommended to form a selection committee, which could also involve external people, rather than letting one staff member take the decision alone. There should be a written record of the selection process in case of possible internal complaints.

F.1. Learning Outcomes

In this section you should identify the skills, knowledge and behaviour that the Mobilities and activities that make up your project are designed to improve. These could be many and varied, and will change with each school and project, but there should be a clear link between the aims of your project, the activity and the learning outcomes. They should also be relevant to your participants and address the need you identified for this project and specified already in section D. European Development Plan and E. Project Description.
Skills can refer to management, school planning, curriculum, inclusion, education methods/tools, innovative pedagogical skills, ICT level, language skills, etc.
Please select which, if any, European instruments/certificates – such as the **Europass Mobility Document** – that you intend to use in your project. You do not need to, but it is very much encouraged. For more information on Europass, consult the **Europass website**.

Please also list any **national certificates** you may be intending to use to certify your learning outcomes and how you will use them in the box provided. This may be a teachers' continuing professional development folder or internal certification.
Apart from the "Europass Mobility Certificate", EPIMORFOTIKI KILKIS will issue a "**Certificate of Attendance**" to validate the competences acquired.

G. Preparation

G.1. Practical Arrangements

How will the practical and logistic matters of each planned activity be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

In this section you must identify how the practical and logistical elements of the project will be addressed. This includes, for example, travel, accommodation, insurance, the safety and protection of participants, mentoring, support and preparatory meetings with partners. The protection and safety of participants is a key feature of Erasmus+ so you should bear in mind the importance of having measures in place to address and ensure this.

You will also need to describe the practical and logistical support that participants will receive in advance of their mobility, providing as much detail as possible with regards to who will arrange the participants' travel, insurance, visas (if applicable), and accommodation.

Where participants have specific needs applicants should address how these will be catered for.

It is important to clarify that a close cooperation has been established between your organization and Epimorfotiki aiming at facing and solving all practical arrangements. Also, the way, the tools and the frequency of **communication** between us must be reported here.

It is important to detail which activities each partner will be responsible for. Epimorfotiki will be responsible to provide information about learning issues, traveling, accommodation and subsistence, as well as for the cultural activities. We will be responsible for the local transports. An educational platform will be available for the participants, preparatory learning material will be available to them. Refer if you intend to provide language preparation to the participants.

In this section of the application you should also discuss your organisations <u>emergency procedures</u> and a <u>code of behaviour</u> for participants. Please also evidence your plans for obtaining suitable <u>insurance for participants</u> and managing any additional visa requirements and legal aspects.

G.2. Project Management

How will you address quality and management issues (i.e. setting up arrangements with partners, learning arrangements with participants, etc.)?

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project.

Please then describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants. Ensure that you detail how you intend to facilitate their active involvement and reflection to ensure the relevance and quality of these outcomes.

The **Staff Mobility Agreement** and **School Education Quality commitment** documents are not mandatory documents however we would recommend using them to support your project. The main aim is that the sending school, the receiving organisation and the participant clarify expectations and ensure that the stay abroad is meaningful.

G.3. Preparation of Participants

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

Please outline the training plan for participants, as deemed necessary for the success of the project. This plan should detail what training will be provided, when and by whom. It should pay attention to not only task based training to ensure participants' safety and ability to engage with activities but provide adequate support for the intercultural and linguistic learning expected.

Preparation could include activities such as linguistic training, virtual mentoring and/or collaboration with partner schools, briefings, pre departure assessments, domestic training, job shadowing or teaching assignments and activities.

> **Useful tip**: Why not ask school pupils to support their teachers and staff with preparation before mobility. It's a great way to engage students in the project from the very beginning. Preparation could include in class activities and cooperation with school education staff and their classes overseas. eTwinning is a great tool to facilitate online collaboration throughout the full duration of the project. Why not discover more about the target country with your pupils in class? You could invite pupils to join staff any extra-curricular pre departure language preparation activities. Ask your pupils to set staff challenges or questions to complete whilst are abroad.

H. Main Activities

It is advised to revisit this section of your application before submitting. Does the information entered into the narratives here reflect the activities and budget you have requested later in the form? Have you provided information about all the activities you plan to deliver? Can you match your narrative information to the activity 'A' numbers stipulated later in the form e.g. Activity A1?

Please outline chronologically the main activities you plan to organise. If relevant, please describe the role of each project partner and/or consortium members in the activities.

In this section you should provide information about all planned activities and outline roles and responsibilities of staff members involved in the project activities. Please provide as much detail about the Mobilities you intend to plan. Below, we have provided you with a few questions to help you begin answering this question.

- Where will staff go?
  - Where possible please detail the name of the city or town etc. staff intend to travel to. This will assist National Agency staff when checking distance bands and budget requests you enter later in the form.

- What will staff do whilst they are abroad? What is the agenda for the mobility?
- What type of course will staff attend?
- What is the rational for including these activities? Why these activities in particular?
- How will this approach help your organisation(s) achieve the overall project objective?
- Will staff engage in any extra-curricular activities in their spare time whilst on mobility?

If applicable, how do you intend to cooperate and communicate with your project partners and/or consortium members and other relevant stakeholders?

In this section you should provide information about the plan you will implement in order to communicate and collaborate effectively with your partners and stakeholders. Below, we have provided you with a few prompting questions to help you begin answering this question.

- What means, tools, equipment or software will you use to communicate with your partners and stakeholders?
- How will you ensure data protection and security of information?
- What languages will you communicate in?
- How often will you make contact with partners and other relevant stakeholders?
- How will you share key information?
- How will you record and store project supporting documentation and evidence?
- Who will be responsible for maintaining communication between partners, consortium members and   or stakeholders?

How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

Please describe your strategy for monitoring project implementation and progress. Below, we have provided you with a few prompting questions to help you begin answering this question.

- What are your measures for progress?

- Will you conduct pre departure and post mobility activities to compare progress? (e.g. questionnaires, interview or assessment).
- How will you record progress?
- Who will be responsible for monitoring and recording individuals work programmes and progress?
- How will participants track and record their own learning?
- How often will you measure progress and learning?

If applicable, please explain the need for accompanying persons.

Projects can apply for additional funds to support the mobility of accompanying persons for staff with special needs. Please provide further information about accompanying persons if you've included them in your project application. For consortium applications, the activities listed here must include all activities that all of the consortium members will be undertaking.
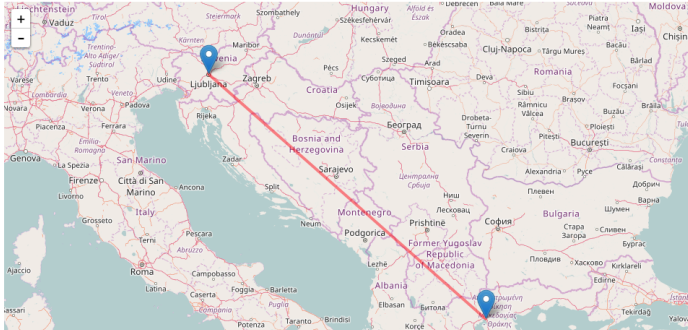
H.1. Activities' Details

Taking into account that this application refers to the pareticipation in EPIMORFOTIKI's "Structured Training Course":
An activity is defined as **staff training**: this activity supports the professional development of teachers, schools' leaders, or other school education staff in the form of participation in **structured courses or training events abroad**.
Each activity and mobility that your project plans to implement must be listed in this section of the application form. Please note that for consortium applications, the activities listed in the form must include all activities for all of the schools you plan to involve in the project. Please use the information below to help complete the activity tables.

Activity No.	This number populates automatically.
Activity Type:	Please select "**Structured Courses / Training Events**" from the drop-down menu. If you are applying for more than one mobility activity type (e.g. a project combining different Mobilities of job shadow and structured training course Mobilities) within the same application you must add them separately in the form by using the add activity button.
Flow No:	Flow number is the term used to describe a separate instance of travel within one activity. For example, if your school were to send a number of staff to the same training course at the same location, you can add all Mobilities in one flow e.g. flow 1. If you will be sending staff on the same type of courses (e.g. Spanish immersion course) at different locations you must add them as separate 'flows' by pressing the '+' button. If staff are attending different activity types or completely different types of courses, they should be added as different activities rather than flows.
Country of Origin:	Select YOUR COUNTRY.
Country of Destination:	Please select the country where the Mobilities will take place. This field is used to calculate the '**Individual support**' rate per person, per day. Mobilities must be <u>transnational</u>. *All Mobilities must take place in a Programme Country other than your country. The form will use the information you enter here to automatically populate other sections of the form*.
Distance Band	Please select the distance band according to the **Distance Band Calculator**. To use the distance band calculator, enter the location of the sending organisation in the '**From**' box, and the location of the receiving organisation or training course location in the '**To**' box. You must then press calculate. Please then select the distance band in the application form that correlates to the distance displayed in the calculator. Do not double the number when choosing the distance band in the application form.

	The example below displays travel from Ljubljiana (SI) to Thessaloniki (GR). The distance band **500 - 1999 km** would be selected in the application form as the tool details 'Distance: 907.79km'.
	From: Thessaloniki To: Ljubljana Calculate Distance: **907.79** km.
Total Duration Excluding Travel (days):	How long, excluding travel days will the activity will last? E.g. if a participant plans to attend a course that runs from Monday - Friday, you should enter 5 in this box. This box influences your Individual support budget which is calculated on a per participant, per day, per country basis.
Travel Days:	Travel Days are days during which you will not be undertaking any project activities before and after the activity, but will be travelling to / from the mobility. E.g. if you are attending a 5 day Monday - Friday course, but are travelling on the Sunday before, and home on the Saturday the day after the course finishes you should enter 2 in the travel days box.
Total Duration Including Travel (days)	This box will pre-fill according to the information you added in the previous columns of the table. This box should display the total duration of your trip, including activity days and travel days.
No. of Participants:	How many staff will be going on each activity/flow? In this box you should enter a combined total number of participants, participants with special needs, and accompanying persons (if applicable). This will have a knock-on effect on the budget in your application form as the daily rate multiplies according to the number of people entered for each flow. E.g. if three members of staff are all due to attend the same structured course at the same location, you should enter three in this box. This will mean that the form will calculate three participants worth of unit costs for this flow.
Participants with Special Needs (out of total number of Participants):	Please enter the total number of participants who will require additional support to aid their participation in the activity. Please ensure that you include these participants as part of the total number in the 'No. of Participants' box. Special Needs relates to individuals who have a disability. Disability (i.e. participants with special needs): people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities.
Accompanying Persons (out of total number of Participants)	Please enter the total number of any additional staff who are required to go on mobility to support the participation of a staff member(s) with special needs. Please ensure that you included these accompanying people as part of the total number in the 'No. of Participants' box.
No. of Non-Teaching Staff (out of total number of Participants):	Please enter the number of participants (out of the total number of participants) who will be going on mobility that are employed at your organisation in a non-teaching roles e.g. school managers, head teachers, school counsellors, pedagogical advisors, psychologists etc. Please ensure that you included these people as part of the total number in the 'No. of Participants' box.

I. Follow-up

In the **'Follow-up'** section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities. EU wants to know what you do when your project is over. So, dissemination of results and project findings are important.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.
Your application will receive a score out of 30 under the category Impact and Dissemination so please ensure that you spend time constructing answers to the questions in this section.

I.1. Impact

Impact assessment is the process of examining the effect of Erasmus+ activity on individuals, organisations and society. The effects could be positive or negative, intentional or accidental, short or long-term.
In this section you should discuss how your Erasmus+ project will / may have an impact on the following:

- ♦ Learners
- ♦ Staff
- ♦ Whole organisation / institution
- ♦ The Local Community
- ♦ Wider School Network
- ♦ Contribute to Erasmus+ Programme and European Union objectives

You should explain the **expected outcomes** for participants; resulting from their mobility, planned learning and active involvement and participation in the project. Examples could include improved knowledge; newly acquired or developed skills and changes in attitude or behaviour. These outcomes may have a further impact on their employment status, role delivery, and ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes for your project.
Aside from the impact on individuals, you should discuss the <u>impact you expect the project to have on your school(s) and learners</u>. This could take many forms: perhaps changes in management structure, in curriculum content, in European links, in having a more engaged staff, and so forth. You should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.
Good projects will look further than just the individual but widen the impact of their activities by supporting the transfer of knowledge across departments, schools and into the wider community or even at a European level.

I.2. Dissemination of projects' results

The Erasmus+ programme has a renewed interest in **dissemination**. Your application should have a plan in place to share the outcomes of your project. A good dissemination plan will share the concrete results of the project; not just inform people that the project has taken place. An Erasmus+ project's results could be shared widely at an institutional, local and European level. No two dissemination plans will be the same. What is important is that your dissemination plan is <u>realistic</u> and <u>relevant to the size and scope of the project</u> that you plan to deliver.
What dissemination activities you carry out are up to you. Some of the most common are: <u>presentations</u>, <u>conferences</u> and <u>workshops</u>; creating <u>manuals</u>, <u>booklets</u> or <u>newsletters</u>; creating <u>press releases</u> and giving these to local media; creating <u>new courses</u> or <u>training material</u>; and

---

creating <u>web pages</u>. It should be clear how you will raise awareness, share concepts or solutions, policy or practice through these dissemination activities.

You can mention that you will use <u>eTwinning</u>, or the <u>School Education Gateway</u>, or <u>EPALE for dissemination purposes.</u>

I.3. Evaluation

You are expected to include a **final evaluation** of the project, in which you – or your institution – will be able to assess whether (or to what extent) the project has been a success. This evaluation should highlight the learning outcomes of all involved. We'd also encourage evaluation before and during the activity, as well as the final evaluation. This helps with establishing baselines (and therefore seeing what has improved) and fine-tuning the project as it goes.

J. Budget

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project. When applying for a Key Action 1 project for school education staff you may be eligible to receive funding for the following budget categories:
- Travel
- Individual Support
- Organisational Support
- Course Fees
- Special Needs Support
- Exceptional Costs

Applicants must calculate a project's provisional budget at the application stage according to the rates outlined on the following pages of this guidance. Please note: if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is consistent with the activity described in your application form.

Please note that the UK National Agency cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm. There is no specific budget support for language preparation in Erasmus+ for schools although the organisational support budget may be used for this.

Useful tip: When completing the budget section, automatic calculations will only take place when you press the 'Validate' button on the relevant page of the eForm. You will need to be connected to the internet for the page to update, and you will need to press the Validate button on each of the budget pages as you progress through the eForm.

J.1. Travel

This is a contribution to the **travel costs** of participants, including accompanying persons, <u>from their place of origin to the venue of the activity and return</u>. Travel is calculated on a unit cost basis and will be payable according to the travel distance and the number of participants. <u>All fields in this section of the budget will be automatically populated from the details you entered in the H.1 Activities' Details section</u>.

Please note that the 'travel distance' measures the distance for a one-way journey but the travel costs have been calculated for a return journey. The distance bands are set out below:

Travel distance between:	Amount per participant, for travel costs from their place of origin to the venue of the activity and return
10 - 99 km	€20
100 - 499 km	€180
500 - 1999 km	€275
2000 - 2999 km	€360

3000 - 3999 km	€530
4000 - 7999 km	€820
8000 km +	€1300

In addition to the rates in the table above, if justified in the application form, a participant can be entitled to receive two **top-ups** for expensive domestic travel costs to participate within the same mobility activity: one to reach a main HUB/airport and/or a train/bus station within the country of origin and one more to reach a remote final destination within the receiving country. You should indicate how many of these per participant you wish to claim in the boxes provided.

This is a contribution to domestic travel costs exceeding €225 and the maximum that can be claimed is €180 per participant.

Schools are able to claim up to two top-ups per participant for expensive domestic travel costs to participate within the same mobility activity: one to reach a main HUB/airport and/or a train/bus station within the country of origin and one more to reach a remote final destination within the receiving country.

J.2. Individual Support

Individual support refers to the day-to-day living costs incurred per participant during the activity. This includes accommodation and food and insurance. Individual support is calculated on a unit cost contribution basis and will be payable according to the country of destination and the duration of the placement.   Some fields in this section will automatically populate based on the information you entered in section H. Activities' Details. Please check that all fields with a red outlined box are completed and match the durations you stipulate in section H. Individual support can be claimed for the total duration of a mobility including travel days. Please ensure that you validate these pages to enable your application form to perform rate calculations. You must be connected to the internet to validate the form.

J.3. Organisational Support

Organisational support refers to any costs directly linked to the organisation, management and implementation of mobility activities (excluding subsistence for participants). For schools, this could be used for supply cover when a teacher goes on their Erasmus+ mobility.

Organisational support is calculated on a unit cost basis as follows:
▪ €350 per participant for up to 100 participants
▪ €200 per participant for any additional participants (above 100 participants)

All fields in section J.3. will automatically be populated based on the information you entered in section H.1. Activities' Details.

J.4. Course Fees

This section of the form does not automatically populate.

If you have applied for the activity type 'Structured Courses / Training Events' do not forget to request additional funds to cover course fees if they are needed. Please ensure that your project's need for additional financial support to cover course fees is motivated and strongly justified. You should detail this in the 'Please provide any further comments you may have concerning the above entered budget' narrative box at the end of the budget section.

Course fees refer to any costs directly linked to payment of fees for the enrolment in courses. Course fees are calculated on a unit cost basis, per participant. A maximum unit cost of €70 per participant per day (up to a maximum of €700 per participant) for course fees may be requested however justification must be provided in the application form.

You should select the activity number from the drop-down box that relates to the activities you detailed in section H of the application form. Please ensure that you only claim course fees for

activities which are 'Structured Courses / Training Events'. You should then enter the number of days and participants as required. Please only request course fees for actual activity days (excluding travel days). Please check that the information you enter in this section relates to the durations you detailed in section H of the application form. Applicants can use the '+/-' button to add or remove flows as necessary.

EPIMORFOTIKI structured course fee can be 350€, 420€, or 490€, depending on the duration of the Course.

J.5. Special Needs Support

Special needs support refers to any costs directly relating to participants with disability or other specific needs for which additional costs will be incurred. A person with specific needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. Special needs support is calculated on an actual cost basis and will be assessed case-by-case. The individual situation should be described and the particular needs and extra costs attached to it should be detailed in the application form. Based on these explanations and the availability of funding the UK National Agency will be able to determine whether extra support can be granted. You should also bear in mind that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided.

All fields apart from the 'Activity No', 'Description of Costs' and 'Total Grant Requested' will be pre-filled for applicants. Applicants can use the '+/-' button to add or remove flows as necessary.

Applicants should use the box below the budget tables to include any comments or justification to support the grant requested.

> **Useful tip:** A person with specific needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

J.6. Exceptional Costs

The exceptional costs refer to the cost of a financial guarantee if the National Agency asks for it and for expensive travel costs of participants from outermost regions and Overseas Countries and Territories. In line with the Regulation establishing the Erasmus+ Programme, which calls on taking into account the constraints imposed by the remoteness of the outermost regions and the Overseas Countries and Territories (OCTs) of the Union when implementing the Programme, special funding rules are set in order to support expensive travel costs of participants from outermost regions and OCTs insufficiently covered by the standard funding rules (based on contribution to unit costs per travel distance band).

Applicants of mobility projects will be allowed to claim financial support for travel costs of participants from outermost regions and OCTs under the budget heading "exceptional costs" (up to a maximum of 80% of total eligible costs: see "What are the funding rules?"). This would be allowed provided that applicants can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

No other costs are eligible under Exceptional Costs. All fields apart from the 'Activity No', 'Description of Costs' and 'Total Grant Requested' will be pre-filled for applicants. Applicants can use the '+/-' button to add or remove flows as necessary.

> **Important note:** Requests for exceptional costs are conditional and must be relevant and motivated throughout your application form. You should also clearly justify your request for the exceptional costs in the 'Please provide any further comments you may have concerning the above entered budget' narrative box at the end of the budget section.

K. Project Summary

You must provide a <u>well-written, comprehensive summary</u> of your project within the application. Project summaries must be written in clear, plain English and free from jargon. This is of particular importance as it provides a description of the project to the general public and will be used in European Commission's, Executive Agency's or National Agencies' documents. The project summary will also be automatically included on the Erasmus+ Project Results Platform, should your application be successful.

It is important to be clear and concise and to mention at least the following elements in your project summary:

- Context/background of project
- Objectives of your project
- Number and profile of participants
- Description of activities
- Methodology to be used in carrying out the project
- A short description of the results and impact envisaged

Keep in mind that this is the box that the evaluators read first. So, write carefully and write much! Tell proudly about your project application and tell how much good things you can made with it!

As in 2017, the 2018 Programme Guide places a special focus on encouraging projects supporting social inclusion (notably of refugees and migrants), as well as preventing radicalisation.

L. Checklist

Good to check everything!
Use also "validate" box to confirm that every mandatory box is filled!

N. Declaration of Honour

This is your **organisation's statement** that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in the application form.

The legal representative who signs the Declaration of Honour needs to be aware that any administrative and financial penalties may be imposed on the organisation they represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

The legal representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it. The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online. **It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour signed by the legal representative will result in your application being ineligible**.

O. Annexes

The following documents need to be annexed to the application form:

- The **Declaration of Honour** signed by the legal representative mentioned in the application.

If your staff is <u>just going for course</u>(s), <u>you do not have to upload any "mandates"</u>.
However, there are <u>some National Agencies that still demand mandate</u> also from course provider. Just ask it from us!

P. Submission

To send application you need internet connection. **Do not leave** this submission to deadline day (1st February). Server can stuck, and this pdf cannot make it in time (noon 12:00 in CET, Brussel time zone 1st February 2018).

P.1. Data Validation

Click on "validate" to check if that every mandatory box is filled. If a message appears with suggestions, just go there and update your information.

P.2. Standard Submission Procedure

1. You should only submit your application form once you are happy with the finalised version.
2. You need to ensure that you are <u>connected to the internet</u> in order to submit your completed application.
3. You should ensure that <u>all sections of the form are valid</u> and all <u>annexes are attached</u> before submitting the form.
4. The National Agency advises that you save the final completed version of your eForm on your desktop in case of any technical issues with submission.
5. To submit the form applicants should click the '**Submit Online**' button. The submission attempt will be recorded in the Submission Summary table.
6. If the form has been successfully submitted it will say '**Online submission**' under Event and '**OK**' and the **submission ID** under Status.
7. If there is any technical issue preventing the form from being submitted it will say '**Error**' under Status. If this happens and you are unable to submit the form, you should follow the Alternative Submission Procedure.
8. Issues identified when validating the form and not resolved are **not** classed as a technical issue.
9. Your application must be submitted online by the deadline: **12am (Brussels time) on Thursday 1 February 2018.**
10. If an application is submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

P.3. Alternative Submission Procedure

If you are unable to submit your application online due to technical issues you must take the following action:
1. Take a screenshot of the submission summary page demonstrating that the eForm could not be submitted online.
2. Email this to the National Agency in your country along with a copy of your completed application form and any annexes within two hours of the application deadline.

P.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used if you need to follow the alternative submission procedure outlined above.

P.5. Form Printing

The National Agencies advise that applicants print the final completed version of the eForm and retain it for their own records. However, hard copies of the eForm do not need to be posted to the National Agency.