Application

Programme	Erasmus+
Action Type	KA122-SCH - Short-term projects for mobility of learners and staff in school education
Call	2022
Round	

Sample

Table of contents

Context

Welcome to the application form for a short-term Key Action 1 project in School Education

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

Field of application	School Education

Project title	

Project title in English	

Project start date (dd/mm/yyyy)	Project duration (in months)	Project end date (dd/mm/yyyy)	National Agency of the applicant organisation	Language used to fill in the form
01/06/2022				

For the list and contact information of Erasmus+ National Agencies, please consult the following page: list of National Agencies

Applicant organisation

OID	Legal name	Country	Region	City	Website

Hosting organisations

OID	Legal name	Country	Region	City	Website

Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: Organisation Registration System

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Organisation ID	Legal name	Country

Legal name	
Country	
Region	
City	
Website	

Hosting Organisations

Please describe your plans in terms of potential destination countries and hosting organisations.

- What kind of hosting organisations do you plan to cooperate with?

- Have you already had contacts or previous cooperation with any potential hosting partners?

- If you have not yet identified all of your hosting partners, please explain how you plan to find suitable hosting organisations for the mobilities you propose to organise.

If you have already identified some of the potential hosting organisations for your mobility activities, you may list them here. When adding an organisation, you can use an Organisation ID to fill in all the information instantly (if the organisation has an OID), or you can introduce the needed information manually.

☐ My organisation plans to work with other supporting organisations that are not going to host our participants, but are going to help with the implementation of activities.

Background

In this section you should answer the question: "Who are you as an organisation?"

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context'. It can be adult education, vocational education and training, or school education.

The following information is completed based on the information linked to your organisation identification number (OID):

Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes

Please choose the organisation type that best describes your organisation.

Type of Organisation

Does your organisation provide any formal or informal learning programmes relevant for this application?

Please briefly present your organisation.

i. What are your organisation's main activities?

ii. What are your organisation's activities in the field of this application?

iii. What profiles and ages of learners are concerned by your work?

iv. How many years of experience does your organisation have work in the field of this application?

What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application.

Number of non-teaching staff

Past Participation

	As Applicant		As Partner or Consortium Member	
Action Type	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects

No past participation has been found for ~~Organisation ID~~

Newcomer organisation	Yes
Less experienced organisation	Yes
First time applicant	Yes

Project objectives

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples.

Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners.

Objective 1

Title
What do you want to achieve?

Explanation
How is this objective linked with the needs and challenges you have described in the previous question?

Measuring success
How are you going to evaluate if the objective has been reached?

What topics are you going to work on in your project?

Activities

Please choose the types of activities you would like to implement in your project and complete the details for the activities you have chosen, please open each type of activities from the table below by clicking on their name.

In this table and in the specific summary tables below you can see the overview of the information you have provided.

Activity type	Number of participants	Average duration for participants (in days)	Number of accompanying persons	Average duration for accompanying persons (in days)	Total Grant (EUR)
					0,00
					0,00

Summary of participant profiles

This summary table shows the overview of participant profiles in the different activities you have requested, as well as number of participants taking part in Blended mobility activities and travelling with sustainable means of transport.

Activity type	Number of participants	Out of that:		
		Participants in blended mobility	Sustainable means of transport (green travel)	Participants with fewer opportunities

Budget

Budget summary

Activity type	Organisational support (EUR)	Individual support (EUR)	Travel (EUR)	Course fees (EUR)	Linguistic support (EUR)	Preparatory visits (EUR)	Inclusion support (EUR)	Total (EUR)
								0,00
								0,00

Details

Activity type	Individual support for participants (EUR)	Standard travel (EUR)	Inclusion support for participants (EUR)	Inclusion support for organisations (EUR)

Organisational Support

Organisational support covers various costs directly linked to the implementation of mobility activities and not covered by other cost categories..

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared beween the two organisations according to their tasks and expenses.

Mobility flow ID	Activity type	Hosting organisation	Destination country	Number of participants	Number of accompanying persons	Organisational support base rate (EUR)	Organisational support grant (EUR)
01							

Inclusion Support

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative nad other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunitis and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the stnadard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistance costs should be requested through Inclusion Support.

Mobility Flow ID	Activity type	Hosting organisation	Destination country	Number of participants in the mobility flow	Number of participants with fewer opportunities	Inclusion support for organisations (EUR)	Inclusion support for participants (EUR)
01							

Exceptional costs

Exceptional costs may be claimed for a financial guarantee, if requested by the National Agency.

☐ It fulfills the eligibility criteria listed in the Programme Guide.

Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the Erasmus+ call for Key Action 1 projects. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

I. Basic principles

- **Inclusion and diversity:** the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

  Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.

- **Digital education – including virtual cooperation, virtual mobility and blended mobility:** the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.

- **Active participation in the network of Erasmus organisations:** one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities:** the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

  The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility:** in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

  If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

  Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.

- **Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.

- **Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.

- **Regular updates:** beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.

- **Gathering and using participants' feedback:** beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

III. Providing quality and support to the participants

- **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.

- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.

- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.

- **Preparation:** participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant).

- **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.

- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.

- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.

- **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.

- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be

systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.

- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.

- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.

- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

Subscribing to Erasmus Quality Standards

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above and accept to be evaluated based on those standards. Please read the following statements carefully and confirm your agreement:

☐ I have read and understood the above quality standards

☐ I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage

Follow-up

How are you going to ensure that your mobility activities are implemented in accordance with the Erasmus quality standards?

i. What will your organisation do to contribute to the basic principles defined by the quality standards?

ii. Who will be responsible for selection of participants, their preparation, and support during the activity?

iii. Who will be responsible for definition, evaluation and recognition of learning outcomes?

iv. Who will be responsible for ensuring that standards on good management of mobility activities are being respected?

What will you do to integrate the results of implemented mobility activities in your organisation's regular work?

What will your organisation do to share the results of its activities and knowledge about the Programme?

i. To share results within your organisation

ii. To share results with other organisations and the public

iii. To publicly acknowledge European Union funding

Project Summary

Please provide short answers to the following questions to summarise the information you have provided in the rest of the application form.

Please use full sentences and clear language. In case your project is accepted, the summary you provided will be made public by the European Commission and the National Agencies.

i. Background: Why did you apply for this project?

Please provide a translation in English.

ii. Objectives: What do you want to achieve by implementing the project

Please provide a translation in English.

iii. Implementation: What activities are you going to implement?

Please provide a translation in English.

iv. Results: What results do you expect your project to have?

Please provide a translation in English.

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here.

File Name	File Size (kB)
Total Size (kB)	0

Other Documents

Please attach any other relevant documents, maximum 9. Please use clear file names.
If you have any additional questions, please contact your National Agency. You can find their contact details here

File Name	File Size (kB)
Total Size (kB)	0
Total Size (kB)	**0**

Erasmus+

Checklist

Before submitting your application form to the National Agency, please make sure that:

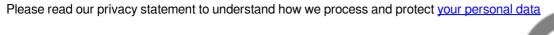☐ It fulfills the eligibility criteria listed in the Programme Guide.

☐ All relevant fields in the application form have been completed.

☐ You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is:

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: Organisation Registration System (for more details, see the Programme Guide - "Information for applicants").

Protection of Personal Data

Please read our privacy statement to understand how we process and protect your personal data

Submission History

Version	Submission time	Submitted by	Submission ID	Submission status

Sample