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Context

Project Title

Project Acronym

Project Start Date (dd-mm-yyyy)

Project Total Duration (Months)

Project End Date (dd-mm-yyyy)

National Agency of the Applicant Organisation

Language used to fill in the form

English

For further details about the available Erasmus+ National Agencies, please consult the following page: https://ec.europa.eu/programmes/erasmus-plus/contact

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Participating Organisations

Are you applying on behalf of a mobility consortium?

Please note that the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.
http://ec.europa.eu/education/participants/portal/desktop/en/home.html

Applicant Organisation

	PIC	Legal Name	Country	
⚠	Please enter a PIC..			≡

Hosting Partner Organisations

ADD HOSTING PARTNER

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European Development Plan

In this section you are asked to formulate your organisation's European Development Plan. The Plan should describe your organisation's longer-term goals and explain how they relate to the organisation's needs and the context in which it operates. The Plan is meant to provide the background for your application and therefore it should cover a longer period than the duration of the project.

The scope of your European Development Plan should be proportional to your organisation's size, capacity, and existing experience in European and international cooperation. You should aim to define goals and objectives that are both relevant and realistic.

The European Development Plan is an important part of the application because it forms the basis on which you will build your project proposal. The rest of the application form is designed following that logic. At the end of this section you will be asked to define specific objectives of this project and to explicitly link them with the broader goals of your European Development Plan. In all other parts of the application, and in particular when explaining the expected impact of the project, you should make sure to remain consistent with the answers you have given in this section about the project's objectives and their relevance in the context of the European Development Plan.

What are the key needs and goals of your organisation in the area of European mobility and cooperation?

0/5000

Define the key areas of your organisation's activity that you would like to improve and explain how. For example, reflect on your plans to improve staff and management competences; teaching and training content, methods and tools; development of key competences and skills of staff and learners; development of sustainable cross-border cooperation; etc.

0/5000

Please define the objectives of this specific project: which of the identified needs, goals and key areas for improvement do you plan to target through activities described in this project proposal?

0/3000

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is meant to provide the background for your application and therefore it should cover a longer period than the duration of the project.

The scope of your European Development Plan should be proportional to your organisation's size, capacity, and existing experience in European and international cooperation. You should aim to define goals and objectives that are both relevant and realistic.

The European Development Plan is an important part of the application because it forms the basis on which you will build your project proposal. The rest of the application form is designed following that logic. At the end of this section you will be asked to define specific objectives of this project and to explicitly link them with the broader goals of your European Development Plan. In all other parts of the application, and in particular when explaining the expected impact of the project, you should make sure to remain consistent with the answers you have given in this section about the project's objectives and their relevance in the context of the European Development Plan.

What are the key needs and goals of your organisation in the area of European mobility and cooperation?

0/5000

Define the key areas of your organisation's activity that you would like to improve and explain how. For example, reflect on your plans to improve staff and management competences; teaching and training content, methods and tools; development of key competences and skills of staff and learners; development of sustainable cross-border cooperation; etc.

0/5000

Please define the objectives of this specific project: which of the identified needs, goals and key areas for improvement do you plan to target through activities described in this project proposal?

0/3000

If relevant, please briefly present your organisation's other activities in the area of European and international mobility and cooperation, apart from this application.

0/3000

What are the most relevant topics addressed by your project?

Select topics

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Project Management

How will you ensure good project management and quality of activities? Provide a general overview of your plans, including:

- What kind of cooperation and communication arrangements do you plan to set up with your hosting partners (for example, cooperation agreements or memoranda of understanding)?
- How do you plan to address practical and logistical matters related to the project activities (e.g. travel, accommodation, insurance, safety of participants, visa, social security, etc.)?

0/5000

Erasmus+ provides a number of online platforms with useful information and tools for organisations active in education and training, including eTwinning, School Education Gateway, EPALE (Electronic Platform for Adult Learning in Europe), and the Erasmus+ Project Results Platform. If relevant for your organisation's field of activity, have you used or do you plan to use any of these platforms for preparation, implementation or follow-up of your project? If yes, please describe how.

0/3000

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Activities

When answering the following questions, please make sure to include information about each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Activities Description

Please provide a summary of staff mobility activities you plan to organise, including the content these activities should cover and an estimated timing when the different activities will take place.

0/5000

How are the proposed activities going to help address the needs and achieve the goals described in your European Development Plan? In particular, please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

0/5000

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

- Describe what will be the contribution of the hosting partners you have already identified and why they are a suitable choice to be the hosting organisations.
- If you have not yet identified all of your hosting partners, explain how you plan to find suitable host organisations for the mobilities you propose to organise. Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries.

0/5000

List of Activities

You need to request at least one activity

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0/5000

List of Activities

⚠ You need to request at least one activity

The table below presents all of the different types of activities you can apply for. To submit a valid application, you need to request at least one activity from this list. To request funding for a specific activity, click on its label and introduce the needed information to calculate the requested grant. If you do not wish to request funding for a specific activity, leave the relevant values at zero.

ID		Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant	
A1	☑	Job Shadowing	0	0.00	0	0.00 EUR	≡
A2	☑	Structured Courses/Training Events	0	0.00	0	0.00 EUR	≡
A3	☑	Teaching assignments abroad	0	0.00	0	0.00 EUR	≡
Total			**0**	**0.00**	**0**	**0.00 EUR**	

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

Organisational Support

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, linguistic support and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons or for staff in Advance Planning Visits.

Number of Participants	Estimated Grant
0	0.00 EUR

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Participants

When answering the following questions, please make sure to include information about participants in each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Participants' Profile

Please describe the profile, background and needs of the participants you plan to involve in mobility activities and explain why you have decided to involve them. If relevant, describe the selection process you plan to use to identify the exact persons who will be supported by the project.

0/5000

Staff

		Out of which:	
Participant profile	**Total number of participants**	**Non-teaching staff**	**With special needs**
Total	**0**	**0**	**0**

Preparation, Monitoring and Support

What kind of preparation do you plan to offer to participants in mobility activities (e.g. task-related or intercultural training, linguistic support, risk-prevention etc.) and how do you plan to provide it (i.e. who will be delivering the training and in what form, the approximate timing when it will take place etc.)?

0/5000

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What kind of preparation do you plan to offer to participants in mobility activities (e.g. task-related or intercultural training, linguistic support, risk-prevention etc.) and how do you plan to provide it (i.e. who will be delivering the training and in what form, the approximate timing when it will take place etc.)?

0/5000

What kind of monitoring, mentoring or similar arrangements do you plan to put in place to track the participants' progress and support them during the mobility activities?

0/3000

Learning Outcomes

What kind of learning outcomes do you expect participants to acquire? How are these outcomes going to be assessed?

0/3000

The Erasmus+ Programme promotes the use of instruments and certificates like Europass and ECVET to validate the learning outcomes acquired by the participants during their experiences abroad.Will your project make use of such European instruments/certificates? If yes, please specify which instruments will be used and how.

Select certifications...

In case you are planning to use other forms of validation, such as national validation instruments or certificates, please specify which ones will be used and how.

0/3000

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Special Costs | Special Needs Support | Exceptional Costs

Special Costs

Special Needs Support

ID	No of Participants	Description and Justification	Grant (EUR)
Total			0.00 EUR

ADD

Exceptional Costs

ID	No of Participants	Description and Justification	Grant (EUR)
Total			0.00 EUR

ADD

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Follow-Up

What impact do you expect this project to have on your organisation(s)? Please explain how the proposed activities will help address the objectives you have set for this project in relation to your European Development Plan.

0/5000

What benefits do you expect your project will have for your local community and the wider public?

0/3000

How are you going to evaluate if the project's objectives have been met?

0/3000

How will you make the results of your project known inside and outside your organisation(s)? Who are the main target groups you would like to share your results with?

0/3000

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Budget Summary | Project Budget Summary | Budget Summary per Activity Type

Project Budget Summary

Budget Items	Estimated Grant
Total Grant	0.00 EUR

Budget Summary per Activity Type

Budget Items	Job Shadowing	Structured Courses/Training Events	Teaching assignments abroad
Grant	0.00 EUR	0.00 EUR	0.00 EUR

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Summary

Please provide a short summary of your project. This section or part of it may be used by the European Commission, Executive Agency or National Agencies in their publications. In case your project is awarded, the summary will be published in the Erasmus+ Project Results Platform. Please use full sentences, be concise and clear. The summary should reflect key information from the whole application form, including at least the following elements: context of the project; project's objectives; number and profile of participants; description of planned activities; a short description of the expected results, and the potential longer-term benefits.

0/5000

Summary of Participating Organisations

Name of the Organisation	Country of the Organisation	Role of Organisation	Type of the Organisation
–	–	Applicant Organisation	–
Total number of participating organisations			**1**

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Annexes

The maximum number of all attachments is 10 and the maximum total size is 10240 kB.

Please download the Declaration of Honour, print it, have it signed by the legal representative and attach. DOWNLOAD DECLARATION OF HONOUR

File Name	File Size (kB)	
Declaration of Honour is required.		

ADD DECLARATION OF HONOUR

Please attach any other relevant documents.
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**	

ADD FILE

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Checklist

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

- [ ] It fulfils 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:

Please also keep in mind the following:

The documents proving the legal status of the applicant must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - "Information for applicants").

Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

- [ ] I agree with the Specific Privacy Statement on Data Protection

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Please have a look at the following information about the application for KA101 School education staff mobility:

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: ✅. If a section is marked with this sign: ⚠, this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- Multiple sections of the form contain tables. You should notice the button on the right side of the table: ☰ .This button will allow you to access additional options to work with the table contents.
- Throughout the form, you can display more information about particular questions by positioning your mouse pointer over the question mark sign (tooltip).
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage.
- You can find more information in the Guidelines for completing Web applications:
  https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency**. You can find their contact details here: http://ec.europa.eu/programmes/erasmus-plus/contact

The application consists of the following main sections:

- **Context:** This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal.
- **Participating Organisations:** This section asks for information about the applicant organisation and about other organisations involved in the project as partners.
  The applicant organisation, as well as members of the national mobility consortium in case of consortium applications, need to be registered in order to receive a Participant Identification Code (PIC) through the Participant Portal:
  http://ec.europa.eu/education/participants/portal

  The PIC is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.
- **European Development Plan:** In this section you need to provide the context for your project and link the project's objectives with the longer-term goals that it should contribute to.
- **Activities:** This section asks for information about the mobility activities you plan to organise and the amount of EU grant you are requesting to implement them.
- **Project Management:** This section asks for information about project management, including organisation of practical and logistical matters, as well as cooperation and communication arrangements between the organisations involved in the project.
- **Participants:** This section asks for information about the participants in the different activities you intend to organise and the planned measures to ensure good quality implementation of their mobilities.
- **Special costs:** In this section, you may request special categories of expenses, including Exceptional costs and Special Needs Support.
- **Follow-up:** This section focuses on the impact of the project, and the dissemination and evaluation activities you plan to carry out.
- **Budget Summary:** This section will provide an overview of your project's budget.
- **Project Summary:** In this section you will be asked to provide a summary of your project.
- **Annexes:** In this section, you will need to attach relevant documents needed for the completion of your application.
- **Checklist:** This section will help you double-check if your application is ready for submission.