

# ERASMUS+

KA1 – Mobility for VET Learners and Staff

*Guide for Applicants*



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## Introduction to Key Action 1 Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- Boost skills and employability
- Modernise education, training and youth work
- Focus on young people

Key Action 1: Learning Mobility of Individuals is about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities abroad to learners and staff.

### Key Action 1 for VET

Croatian Vocational Education and Training (VET) organisations can apply for both learner and staff mobility funding under Key Action 1.

Each project can last either 1 or 2 years and organisations can apply for funding to support any of the following mobility activities within a project:

#### Learner Mobility

- a VET traineeship abroad lasting from 2 weeks to 12 months

Funding can be used to support apprentices and VET students undertaking vocational training within a VET organisation. Apprentices or vocational students who have recently completed their apprenticeship or course can also benefit from this opportunity – graduates must undertake their training placement within one year of their graduation.

#### Staff Mobility

- teaching/training assignments – staff deliver teaching or training in a VET organisation abroad
- staff training – staff undertake a work placement or job shadowing experience in a VET organisation abroad

Funding can be used to support staff engaged in VET activities, including support staff, managers, and guidance staff as well as teachers and trainers. Staff mobility activities can last from 2 days to 2 months, excluding travel time.

## Who is this guide for?

This step-by-step guide is to help Croatian organisations complete the 2014 Erasmus+ Key Action 1 Learning Mobility of Individuals application eForm.

This guide is for organisations who are considering applying for funding for mobility projects in the field of VET.

## Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project
2. Check that you are an eligible organisation
3. Review your organisational and financial capacity
4. Register on the European Commission's Participant Portal
5. Ensure you understand the quality criteria against which your application will be assessed

## 1. Read more about this type of project

We recommend that you read the relevant sections of the AMPEU Erasmus+ website and the European Commission's Erasmus+ Programme Guide to find out more about Key Action 1 for VET.

For Key Action 1 VET applications the relevant sections are:

- the Key Action 1 VET page of the Croatian NA's website which can be found at <http://www.mobilnost.hr/index.php?id=838>; and
- pages 26-27, 47-53 and pages 219-223 of the Erasmus+ Programme Guide which can be downloaded from the following page: <http://www.mobilnost.hr/index.php?id=836>.

## 2. Check that you are an eligible organisation

The following organisation types are eligible to apply for Erasmus+ VET funding:

- any public or private organisation active in the field of vocational education and training (defined as a VET organisation); or
- any public or private organisation active in the labour market or in the fields of education, training and youth.

Organisations must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for VET Key Action 1 projects on Page 48 of the Programme Guide.

Please note that under the VET strand of Key Action 1 only one application per organisation or VET consortium can be submitted per application round.

### 3. Review your organisational and financial capacity

#### Organisational capacity

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the National Agency and the Programme Guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the National Agency.

The above must be detailed in the application form but, where necessary, further information may be requested.

Capacity checks of public sector HEIs, colleges and schools may not be as detailed as for other types of organisation. The National Agency will limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

#### Financial capacity

All Erasmus+ projects are co-financed and Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported on using only a pre-financing payment or advance [note: in some cases there might be interim pre-financing payments].

Please note, a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000.

In all other cases, applicants must submit, the following documents through the Participant Portal:

- For Actions managed by the National Agencies (i.e. KA1 Mobility for VET Learners and Staff, KA2 Strategic partnerships): the applicant's profit and loss account and the balance sheet for the last financial year for which accounts were closed.

- For entities which cannot provide the above documents because they are newly created, a financial declaration or an insurance declaration stating the applicant's professional risks may replace the above documents.

## 4. Register on the European Commission's Participant Portal

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Please note that both the applicant organisation and any partner organisations must register on the European Commission's Participant Portal before completing an Erasmus+ application form.

The Participant Portal can be accessed at:

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>.

The Participant Portal is accessible via an individual's European Commission Authentication Service (ECAS) account. A guide on how to register on ECAS, together with a Participant Portal User Manual, is available at: <http://www.mobilnost.hr/index.php?id=858>.

Organisations will need to upload evidence of their legal status and a completed financial identification form. Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation's details will be populated automatically.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants which contains detailed guidance on how to complete these steps.

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

In order for you to write a high quality Key Action 1 application it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

1. A formal eligibility check undertaken by National Agency staff (as detailed in the application form).
2. A qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of VET.

Experts will assess each section of the application form against the following criteria, as explained in Erasmus+ Programme Guide, part MOBILITY PROJECT FOR VET LEARNERS AND STAFF – award criteria:

<p><b>Relevance of the project          (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:             <ul style="list-style-type: none"> <li>○ the objectives and priorities of the Action (see section "What are the aims of a mobility project")</li> <li>○ the needs and objectives of the participating organisations and of the individual participants</li> </ul> </li> <li>▪ The extent to which the proposal is capable of:             <ul style="list-style-type: none"> <li>○ producing high-quality learning outcomes for participants</li> <li>○ reinforcing the capacities and international scope of the participating organisations</li> </ul> </li> </ul>
<p><b>Quality of the project design and implementation          (maximum 40 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up)</li> <li>▪ The consistency between project objectives and activities proposed</li> <li>▪ The quality of the practical arrangements, management and support modalities</li> <li>▪ The quality of the preparation provided to participants</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities</li> <li>▪ If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders</li> </ul>
<p><b>Impact and dissemination          (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project</li> <li>▪ The potential impact of the project:             <ul style="list-style-type: none"> <li>○ on participants and participating organisations during and after the project lifetime</li> <li>○ outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> </ul>

It is very important to note that any application scoring less than half the available points in any one of the 3 quality criteria will not be considered suitable for funding. For example, if an application scored 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proofread your application.

## Where to Find More Help and Advice

For further information, please refer to the 'How to Apply' section on AMPEU website:

<http://www.mobilnost.hr/index.php?id=854>.

The Erasmus+ VET team at AMPEU are also here to help you with any queries which you may have regarding your **VET** application. You can contact the team by emailing:

[strukovno@mobilnost.hr](mailto:strukovno@mobilnost.hr).

## Step by step guide to completing the application

### Introduction to the eForm

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 1 VET funding. The eForm can be downloaded from the Erasmus+ website at <http://www.mobilnost.hr/index.php?id=862>; please ensure you download the correct eForm.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended, in all cases, that applicants use Adobe Reader version 10 or higher which is free to download from <http://www.get.adobe.com/reader/>.

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message in red text:

**The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.**

In order to save the form on your computer or network, click on the 'Save a copy' button (it looks like a floppy disk) in the left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data. **Please note that you will need to be connected to the internet to complete certain functions such as checking your PIC code and validating the form using the 'validate' button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.**

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are "Pre-filled or Calculated Fields". You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the 'Add' and 'Delete Last' or the '+' or '-' buttons. Please note the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable.

It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form.



## A. General Information

This section consists of an overview of the application form.

## B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission have already been pre-filled.

Applicants should check that the pre-filled fields Key Action, Action and Action Type correspond to the funding being applied for. Applications for Key Action 1 - Learning Mobility of Individuals for VET must ensure that the following details are consistent.

**Key Action:** Learning Mobility of Individuals

**Action:** Mobility of Learners and Staff

**Action Type:** VET Learner and Staff Mobility

In this section applicants are only required to complete the field in relation to the language used to fill in the form. All applications submitted to AMPEU must be completed in **Croatian** or **English**.

Applicants must therefore select 'Croatian' or 'English' from the drop down menu for this field.

### B.1. Project Identification

The only pre-filled information in this section will include organisation name and the form hash code. All other sections must be completed by applicants.

The earliest project start date is 1 June 2014 and the latest end date is 30 June 2016.

The overall project duration can be either 12 or 24 months. It is important to note that the project duration is the total duration for the whole project and not just the proposed activity durations. The overall project duration will need to encompass all project-related activities from promotion and selection through to evaluation and dissemination. It is therefore important to consider what would be a realistic project duration to enable you to carry out all the project activities to a high standard.

### B.2. National Agency of the Applicant Organisation

From the drop down menu you should choose 'HR01 (HRVATSKA)'.

## C. Participating Organisation(s)

### C.1. Applicant Organisation

This section asks applicants to provide information relating to the applicant organisation.

In advance of completing this section of the form applicants must register their organisation on the European Commission's Participant Portal to obtain a nine digit PIC number. Please refer to page 5 of this guide for further information.

Applicants must ensure they are connected to the internet before entering their organisation's PIC number into the application form and clicking the 'Check PIC' button. Once entered, the form will automatically populate the applicant organisation's information. The information entered into this section of the form will be based on the information provided during the PIC registration process. If there are any changes to the information originally provided, participants should log back onto the Participant Portal and update the information accordingly.

#### C.1.1 Profile

This section of the form will also be pre-filled using the information submitted on the European Commission's Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

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' has not been completed in the Participant Portal then the applicant organisation details will not populate the eForm and this will cause an error to occur. This field is not compulsory during the Participant Portal registration process, but is essential for the completion of the eForm.

#### C.1.2. Accreditation

It is important to note that in 2014 no VET organisations will be accredited in Croatia under the Erasmus+ Programme. Therefore no form of accreditation should be entered here and this section should be left blank.

Accreditation will be possible from Call 2015 onwards; a special Call for proposals for accreditation of VET organizations will be launched in May 2014.

#### C.1.3. Background and Experience

This section of the form asks applicants to briefly present their organisation and provide further information regarding the applicant organisation's activities and experience in the areas relevant to the application. In addition applicants must outline the relevant skills and expertise of key staff at the applicant organisation who will be involved in the project.

If your organisation has previously managed a similar project in the past i.e. under the Lifelong Learning Programme, you can use examples from this to demonstrate your experience. There is a 5,000 character limit for each of these sub-sections.

Finally, applicants are required to indicate whether the applicant organisation has applied for or received a grant from any European Union programme in the 12 months preceding this application by selecting 'Yes' or 'No' from the drop down menu. If yes, applicants must provide further details.

#### C.1.4. Legal Representative

Details of the legal representative who is authorised to sign the application and, if successful, the grant agreement need to be provided here.

If the address of the legal signatory is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

#### C.1.5. Contact Person

Details of the project contact person who will directly manage the project need to be provided here.

If the address of the contact person is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

### C.2. Partner Organisation

A mobility project is transnational and involves a minimum of two participating organisations (at least one sending and at least one receiving organisation) from different countries. In the case of projects presented by a national VET consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant.

When identifying partners the applicant should ensure that they take into consideration their organisational capacity to manage a project and partners when deciding how many partners to work with. Key Action 1 is open to organisations established in Programme Countries, and you can find a full list in the [Erasmus+ Programme Guide](#).

When you add a partner into the application form you will need to annex a signed partner mandate for each partner to the application form at submission stage. Please note that the content of the mandate, in the form of a template provided by the European Commission, is available here <http://www.mobilnost.hr/index.php?id=862>.

**Participating organisations involved in a VET mobility project assume the following roles and tasks:**

**Applicant organisation:** in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium co-ordinator leading a mobility consortium of partner organisations from the same country, aimed at sending VET learners and staff to activities abroad. The consortium co-ordinator can also, but not necessarily, act as a sending organisation.

**Sending organisation:** in charge of selecting VET learners/staff and sending them abroad.

**Receiving organisation:** in charge of receiving foreign VET learners/staff and offering them a programme of activities, or benefiting from a training activity provided by VET staff.

**Intermediary organisation:** this is an organisation active in the labour market or in the fields of vocational education and training. It partners a national VET consortium, but is not a sending organisation. Its role may be to share and facilitate the administrative procedures of the sending VET organisations and to better match apprentice/student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

All partner organisations need to register on the European Commission's Participant Portal in order to obtain a PIC number before they can be included in an application.

Applicants must ensure they are connected to the internet then enter their partner organisation's PIC number into this section and click the 'Check PIC' button. The partner organisation's information will automatically populate the form.

### C.2.1. Profile

This section of the form will be pre-filled using the partner information submitted on the European Commission's Participant Portal. Please check that this information is accurate. If there are any changes to the information originally provided, partners should log back onto the Participant Portal and update their information accordingly.

### C.2.2. Background and Experience

This section of the application is broken down into two sub-questions and asks for further information regarding the activities and experience of partner organisations in the areas relevant to the application. Additionally applicants must outline the relevant skills and expertise of key people at the partner organisation. There is a 5,000 character limit for these sub-sections.

### C.2.3. Legal Representative

Details of the partner's legal representative should be provided in this section.

If the address of the legal signatory is different to the organisation's address please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

## Add Partner Button

Additional partners, where necessary, can be added by clicking on the 'Add Partner' button. If a partner has been entered in error you can delete their information using the 'Remove Partner' button. Please note that this method will only delete the most recently entered partner, so to avoid re-entering information you should ensure that your partnership is finalised before completing the application form.

## D. Description of the Project

In this section, applicants must provide a rationale for the project, and identify both the project's objectives and the issues/needs the project will seek to address. Applicants should describe the added value in terms of the skills/knowledge participants will acquire from completing a European placement. It is also important to specify the planned duration of the placements and provide a justification for the length of time spent abroad.

Applicants will also need to include information regarding what each of the partners will bring to the project in terms of their 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 each of the project partners. There should be a coherent link between the Erasmus+ programme objectives, the project objectives and the composition of the partnership.

There is a 5,000 character limit for each of these questions.

Finally, applicants must select relevant topics being addressed by the project (a maximum of three). To add topics, click the '+' button and select an option from the drop down list.

## E. Participants' Profile

In this section applicants must detail who the project's participants will be, how the project links to their needs and what they will gain from taking part in the project. Applicants must ensure this detail is provided for all groups of participants within the project.

The sending organisation is responsible for the selection of VET learners and staff to send abroad. It is important that the appropriate selection processes are in place. If the project includes both learner mobility and staff mobility any differences in the needs, background and selection between learners and staff will need to be detailed.

Where applicants are looking to select participants with fewer opportunities, it should be noted that an approximate number for these participants will need to be provided at application stage. The

Erasmus+ Programme aims to promote equity and inclusion by facilitating access for participants with disadvantaged backgrounds and with fewer opportunities compared to their peers. These participants have a disadvantage because of personal difficulties or obstacles that limit or prevent them from taking part in transnational projects. The obstacles or difficulties these participants may face are categorised on Page 13 of the Programme Guide.

## Learners

When selecting VET learners it is important that an appropriate selection process is in place. The process should contain any measures necessary to prevent any conflict of interest with regards to those people who may be invited to take part in the process used to select individual participants.

It is important to decide what criteria will be used during the selection stage so that the individuals who may benefit the most are selected. For example, the applicant organisation may want to ask potential participants to write a motivation letter expressing their interest and showing commitment to the programme. The applicant organisation may also decide to have an application form and/or an interview process. A thorough selection process may also reduce withdrawals of participants at a later stage.

If the participants have already been selected, you will need to describe the selection criteria used in the application form.

It is also important to ensure that the placements abroad match participants' training and/or professional development needs. As such, applicant organisations and their partners should work closely together to match the selected participants with a suitable vocational placement. Prior to departure, the final mobility programme should be formally agreed by both the sending and the receiving organisations.

## Staff

When selecting VET staff it is important that an appropriate selection process is in place. The process should contain any measures necessary to prevent any conflict of interest with regards to those people who may be invited to take part in the process used to select individual participants.

The selection process for staff mobility must be made public, and be fair, transparent, well-documented and shared with all parties involved in the selection process. Selection should be made on the basis of a draft mobility programme submitted by the staff member after consultation with the receiving institution or enterprise/organisation. Prior to departure, the final mobility programme should be formally agreed by both the sending and the receiving organisations. Mobility agreements will define the target learning outcomes for the period abroad, specify the recognition provisions and list the rights and obligations of each party. There is a 5,000 character limit for this question.

## E.1. Learning Outcomes

This section of the form should provide detail regarding the competences which participants will acquire or improve during the project. For learners this should include the knowledge, skills and attitudes or behaviours that will be developed with a view to improving their personal development and employability. For staff this should include the knowledge, skills and attitudes or behaviours that will support their professional development with a view to innovating and improving the quality of teaching and training on an individual level, as well as within a wider context across Europe.

Applicants must detail any national instruments or certificates which will be used in addition to providing detail regarding the use of any European instruments or certificates. Applicants should select a maximum of three European instruments or certificates which will be used to validate the competences acquired by participants by using the “+” button and selecting the relevant option(s) from the drop down menu.

The participants’ training and the skills acquired during the placement should be recognised, and the applicant organisation should consider involving European partners in the validation process. Applicants will need to detail within their application which European and/or national instruments or certificates will be used to validate the competences acquired by participants in addition to Europass.

All sending and receiving organisations should agree to issue Europass Mobility Certificates to participants at the end of the mobility to record and present the competences acquired by participants during the mobility. The Europass Mobility document is a record of knowledge and skills acquired through an organised placement in another European country that allows participants to demonstrate these clearly and easily to employers across Europe. Applicant organisations may also wish to use the Europass CV or Language Passport. For further information see <http://europass.cedefop.europa.eu/en/home> and <http://www.europass.hr/>.

A greater degree of accreditation and/or recognition which can be linked to the sector or education and training field concerned is more favourable. For staff, it is recommended that in addition to the Europass Mobility Certificate, participants have their learning recorded in their individual continuous professional development plans.

Where possible, the applicant organisation should accredit the language skills participants acquire during their placement and preparation sessions.

Applicant organisations may also decide to incorporate ECVET (European Credit transfer system for Vocational Education and Training) into the project. ECVET enables the skills that participants gain whilst abroad to be validated against the individual’s learning outcomes in respect of the knowledge, skills and competences required to achieve a qualification. For further information on ECVET please go to <http://www.mobilnost.hr/index.php?id=640> and <http://www.ecvet-team.eu/>.

This section should also outline the contractual arrangements with partners and the learning agreements with participants.

There is a 5,000 character limit for each question in this section.

## F. Preparation

### F.1. Practical Arrangements

In this section applicants 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, visas, social security, mentoring, support and preparatory meetings with partners.

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

Applicants should also specify any particular procedures to be followed, for example, collecting parental consent, conducting health and safety audits, medical checks. It is also essential that applicants detail how they will ensure that health and safety issues associated with work placements in another country are addressed. Where participants have specific needs applicants should address how these will be catered for.

There is a 5,000 character limit for this section.

### F.2. Project Management

Applicants will need to describe in detail the management of the project as well as addressing quality and management issues. VET organisations that plan to organise mobility activities for VET learners and staff must organise their activities in line with the principles and criteria set out in the European Quality Charter for Mobility. More information on this can be found at [http://europa.eu/legislation\\_summaries/education\\_training\\_youth/lifelong\\_learning/c11085\\_en.htm](http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm).

Applicants will need to demonstrate that they have, or will put in place, effective processes to manage the project funding in a transparent and accountable manner. This is very important in evidencing the capacity of the applicant organisation to manage the project. It is strongly recommended that the applicant describes the administrative and financial structures across the partnership and provide a detailed work plan as an annex to the application form. This should include a comprehensive timetable for the project, and identification of the people responsible for each task.

Applicants will need to detail how they plan to address quality and management issues such as setting up partner agreements and participant learning agreements.

There is a 5,000 character limit for this section.

### F.3. Preparation of Participants

Applicants will be responsible for ensuring that their participants are fully prepared for their placement abroad. Within the application, the applicant will need to describe the pedagogical,



cultural and linguistic preparation that learners and staff will receive to ensure that they will be ready to live and work in a different environment and in a different country.

It is important to note that VET learners undertaking a mobility activity lasting one month or longer are eligible to receive linguistic support prior to departure or during the mobility activity.

The European Commission plans to make available an online service for VET learners with a placement duration of one month or more to assess their competence in the language they will use to carry out their traineeship abroad. This service will offer participants the possibility to improve their knowledge of the host country's language before and/or during the mobility period. This online linguistic support is scheduled to be available during the course of 2014 and will be available for EN, DE, FR, IT and ES language. In the initial stages of the Programme, the online assessment and courses will not be provided in all EU languages and language courses may not be available for all participants requesting them. As soon as the online linguistic service is available, further details will be made available on the AMPEU and European Commission Erasmus+ websites.

For languages not covered by the European Commission's service, linguistic support must be arranged by the participating organisations in the VET mobility project; a specific grant for "linguistic support" may be provided for that purpose, but only for mobility of VET Learners longer than 1 month. The applicant should justify why linguistic support in additional languages (beside EN, DE, FR, IT and ES) is needed.

Furthermore, organisations involved in a VET mobility project can use the "organisational support" grant to address the needs of participants in terms of pedagogical, intercultural or specific linguistic preparation (see the budget section below).

Thorough linguistic and cultural preparation will help participants integrate into their new environment abroad and to socialise with the local community. As such, the preparation should equip participants effectively for the professional and social aspects of the placement. This is particularly important as participants who are well prepared are less likely to withdraw during their placement.

It is important that preparation is relevant to the target group and that it takes place in the HR prior to the participants' departure. If any preparation activities are subsequently continued during the placement, this should be additional and should, as far as possible, take place outside of working hours.

## G. Main Activities

This section is split into 3 sub-sections. There is a 5,000 character limit for each sub-section. Applicants need to outline the activities they plan to organise and describe the role of each partner.

Applicants, where applicable, must outline how they intend to co-operate and communicate with partners and other stakeholders. Applicants will also need to detail the role of each of the partners, how participants' progress will be monitored during their placement and who will be responsible for monitoring their work. Justification for accompanying persons should also be given here.

## G.1. Activities' Details

Applicants will need to enter all activities or “flows” for their project here. Each mobility activity must be completed by detailing the activity type (staff training abroad, teaching/training assignments abroad, VET learners in companies or VET learners in vocational institutions) and the total number of participants for this activity (participants here include accompanying people). Out of the total number of participants for each activity applicants must detail, where applicable, the number of participants with special needs or with fewer opportunities and the number of accompanying persons (the numbers identified here must add up to the total number of participants identified for the activity). This table feeds directly into section I. Budget and if it is not completed correctly, then the project budget may not be calculated correctly.

However, for VET learner activity types only (either in companies or in vocational institutions), if applicants plan to send accompanying persons with learners on a VET learners placement, they should **not** include the number of accompanying persons within the VET learner activity. Instead, they should complete a separate activity for the accompanying persons and select the activity type ‘Training/teaching assignments abroad’. Within this table, the total number of participants should be equal to the number of accompanying persons. The reason for this is that the Individual Support rate for accompanying persons is higher than the rate for learners and is the same as the rate for Staff Mobility. Unless applicants create a separate activity for accompanying persons, the Individual Support for accompanying persons will be calculated incorrectly, at the lower ‘Learner Mobility’ rate.

Applicants must indicate whether each activity is a long term activity by selecting ‘Yes’ or ‘No’ from the drop down menu. For VET, a long term activity is classed as one month or over. Each individual flow (to a different destination or for a different duration) under this specific activity must be entered. Depending upon whether the flow is long or short term, applicants need to enter the placement duration in months (days will then be automatically calculated) or in days respectively. You will also need to ensure that the country of origin is always the Croatia and that the country of destination is eligible for this action type. For further details regarding eligible participating countries for Key Action 1 please see Erasmus+ Programme Guide.

Flows to different destinations, or for different durations but for the same activity type, should be added under the same activity number (A1, A2 etc.) but added individually by using the ‘+’ and ‘-’ buttons. The total number of participants for this activity type will then be automatically calculated.

If you are applying for more than one type of target group within the same application you should click the ‘Add Activity’ button then enter the relevant information as explained above.

If an activity has been entered in error you can delete the information using the ‘Remove Activity’ button. But please note that this will only delete the most recently entered activity, so to avoid re-entering information you should try to ensure that your activities and flows are finalised before completing the application form.

### G.1.1. Summary of Activities and Participants

This is a pre-filled table with information pulled from section G.1 of the application. It provides an overview of all activity types associated with the application.

## H. Follow-up

### H.1. Impact

Applicants will need to detail the impact of the project at participant, sending and hosting organisation and target group levels as well as at the local, national and European/international levels. Applicants should illustrate a clear match between the training activities and the participants' training needs. There are two questions in this section with a 5,000 character limit for each question.

### H.2. Dissemination of projects' results

Applicants need to explain in this section the dissemination strategy for their project including the activities to be undertaken and the relevant target groups. This strategy should be clear and realistic and should include follow-up activities to disseminate, use and share the results or best practice cited following the training activity. Dissemination should take place both within the applicant organisation and to other organisations at sectoral, regional, national and transnational level. Applicants should also include information on the target groups for the dissemination activities.

For more information and advice on dissemination, please consult part ANNEX II – DISSEMINATION AND EXPLOITATION OF RESULTS of the Erasmus+ Programme Guide.

There is a 5,000 character limit for this question.

### H.3. Evaluation

Applicants need to detail the evaluation activities which will be undertaken to ascertain if the project reached its objectives. Evaluation should also consider whether the impact expected from the project has been achieved. There is a 5,000 character limit for this question.

## I. 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 VET learners and staff you are eligible to receive funding for the following cost headings on a per participant basis:

- Travel
- Individual Support
- Organisational Support
- Linguistic Support
- Special Needs Support
- Exceptional Costs.

Applicants must calculate the project's provisional budget at the application stage according to the rates outlined on the following pages. Please note that if you miscalculate your budget and request less funding than you are entitled to, you will only receive funding up to the amount requested. You must therefore ensure that the budget requested is consistent with the activity described in your application form. We recommend that you check your budget thoroughly before submitting the eForm.

When completing the budget section of the eForm it is important to note that 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.

## I.1. Travel

Travel is based on the distance travelled for each participant and is defined as the cost of the entire journey (including airport transfers) from the Croatia to the specific venue of activity. Travel is calculated on a unit cost basis and will be payable according to the travel distance and the number of participants. Applicants must use the European Commission's distance calculator tool to calculate the appropriate distance band:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

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 on the page below:

<b>Travel distance between:</b>	<b>Amount per participant, for travel costs from their place of origin to the venue of the activity and return</b>
0 - 99 km	€0
100 - 499 km	€180
500 - 1999 km	€275
2000 - 2999 km	€360
3000 - 3999 km	€530
4000 - 7999 km	€820
8000 km +	€1100

All fields in this section, apart from 'distance band', will be pre-filled for applicants.

## I.2. Individual Support

Individual support refers to the day-to-day living costs incurred by participants during the activity. This includes accommodation, food and insurance, as well as local travel to and from the placement in the host country. Individual support is calculated on a unit cost basis and will be payable according to the country of destination, the duration of the placement and the activity type (VET learners or staff).

Individual Support will be calculated as follows:

### **VET learners and staff:**

- up to the 14th day of activity: maximum allowance per day per participant.
- between the 15th and 60th day of activity: 70% of maximum allowance per day per participant.

### **VET learners only:**

- between the 61st day of activity and up to 12 months: 50% of maximum allowance per day per participant.

Individual support rates are set by each National Agency within the range given by the European Commission in the Programme Guide. For projects led by **Croatian** applicants the rates are set out in the table below:

DESTINATION	Learner Mobility (allowance per day per participant)			Staff Mobility or Accompanying Persons (allowance per day per participant)	
	A 1-14 days (100% of EC maximum)	15-60 days (70% of A)	61-max days (50% of A)	B 1-14 days (90% of EC maximum)	15-60 days (70% of B)
Austria	92,00 €	64 €	46,00 €	126,00 €	88 €
Belgium	92,00 €	64 €	46,00 €	126,00 €	88 €
Bulgaria	92,00 €	64 €	46,00 €	126,00 €	88 €
Cyprus	96,00 €	67 €	48,00 €	126,00 €	88 €
Czech Republic	92,00 €	64 €	46,00 €	126,00 €	88 €
Denmark	108,00 €	76 €	54,00 €	144,00 €	101 €
Estonia	72,00 €	50 €	36,00 €	90,00 €	63 €
Finland	96,00 €	67 €	48,00 €	126,00 €	88 €
France	100,00 €	70 €	50,00 €	126,00 €	88 €
Germany	84,00 €	59 €	42,00 €	108,00 €	76 €
Greece	88,00 €	62 €	44,00 €	126,00 €	88 €
Hungary	88,00 €	62 €	44,00 €	126,00 €	88 €
Iceland	100,00 €	70 €	50,00 €	126,00 €	88 €
Ireland	100,00 €	70 €	50,00 €	144,00 €	101 €
Italy	92,00 €	64 €	46,00 €	126,00 €	88 €
Latvia	84,00 €	59 €	42,00 €	108,00 €	76 €
Liechtenstein	88,00 €	62 €	44,00 €	126,00 €	88 €
Lithuania	72,00 €	50 €	36,00 €	90,00 €	63 €
Luxembourg	96,00 €	67 €	48,00 €	126,00 €	88 €
Macedonia	84,00 €	59 €	42,00 €	108,00 €	76 €
Malta	84,00 €	59 €	42,00 €	108,00 €	76 €
Netherlands	104,00 €	73 €	52,00 €	144,00 €	101 €
Norway	88,00 €	62 €	44,00 €	126,00 €	88 €
Poland	88,00 €	62 €	44,00 €	126,00 €	88 €
Portugal	80,00 €	56 €	40,00 €	108,00 €	76 €
Romania	88,00 €	62 €	44,00 €	126,00 €	88 €
Slovakia	84,00 €	59 €	42,00 €	108,00 €	76 €
Slovenia	72,00 €	50 €	36,00 €	90,00 €	63 €
Spain	84,00 €	59 €	42,00 €	108,00 €	76 €
Sweden	104,00 €	73 €	52,00 €	144,00 €	101 €
Turkey	88,00 €	62 €	44,00 €	126,00 €	88 €
United Kingdom	112,00 €	78 €	56,00 €	144,00 €	101 €

The table in the application form will be pre-filled from section G.1. Activities' Details.

### I.3. Organisational Support

Organisational support refers to any costs directly linked to the organisation, management and implementation of mobility activities (excluding travel and individual support for participants). Organisation support is calculated on a unit cost basis, per participant, and may be used to cover costs related to the selection and preparation (pedagogical, intercultural, and linguistic) of participants, the monitoring and supporting of participants during the mobility and the validation of learning outcomes. You can, where relevant, share organisational support funds with partner organisations that incur costs. This should be established through formal agreements.

Payments to intermediary organisations for management fees should be paid out of this cost heading. 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).

The table in the application form will be pre-filled from section G.1. Activities' Details.

### I.4. Linguistic Support

Unit cost funding is available for the linguistic support offered to participants prior to departure or during the activity. Mobilities are separated out into three strands, each with its own specific linguistic requirements and unit costs. These are as follows:

Placement Description	Requirement	Unit Cost
Placements lasting between 1 and 12 months in duration using either German, English, Spanish, French or Italian (Group 1).	Participants are required to use the online linguistic assessment tool as provided by the European Commission (which is scheduled to be available during the course of 2014).	No unit cost is payable here as participants are required to use the European Commission's linguistic assessment tool. Funding from 'Organisational Support' should be used to absorb any additional costs incurred.
Placements lasting between 1 and 12 months in duration not using German, English, Spanish, French or Italian (Group 2).	N/A	€150 unit cost per participant is payable to cover the required linguistic element, if justified.
Placements less than 1 month in duration in any language (Group 3).	No additional linguistic preparation (outside of that to be provided as part of the organisational support) is required and no funding is provided.	No unit cost is payable here and funding from 'Organisational Support' should be used to absorb any costs incurred.

To calculate linguistic funding correctly, you will need to manually enter the total number of participants across all flows which fall into either Group 1 or Group 2.

## I.5. Special Needs Support

Special needs support refers to any costs directly relating to participants with a 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 any particular needs and extra costs should be detailed in the application form.

Using the '+' button, applicants can add the activity number in which the participant(s) requiring special needs support are taking part – this will populate fields concerning the activity type and number of participants. The applicant must provide a description of the costs (maximum 5,000 words) and enter the amount being requested.

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

## I.6. Exceptional Costs

Exceptional costs refer to any costs incurred to directly support the participation of learners with fewer opportunities. Please see page 14 of this guide for information relating to participants with fewer opportunities.

Using the '+' button, applicants can add the activity number in which the participant(s) requiring exceptional costs are taking part to populate the fields concerning the activity type and number of participants. The applicant must provide a description of the costs (maximum 5,000 words) and enter the amount of exceptional costs being requested.

You should bear in mind that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided.

## J. Project Summary

Applicants must provide a well written, comprehensive summary of their project within the application. Project summaries must be written in plain, clear language and be free from jargon. If the application is written in Croatian, summary must be provided both in Croatian and English. This is of particular importance as this section will be used to provide a description of the project to the general public and may also be used in European Commission, Executive Agency or National Agency documents. The summary will also be included on the Erasmus+ Dissemination Platform.



It is important to be concise and clear and mention at least the following elements:

- the context for the project;
- the project objectives;
- the number and profile of participants;
- a description of project activities;
- the methodology to be used in carrying out the project; and
- a short description of the results and impact envisaged, including the potential longer term benefits.

## J.1. Summary of participating organisations

This is a pre-populated table based on information taken from earlier sections of the form.

## J.2. Budget Summary

This is a pre-populated table providing an overview of the activity number, activity type and grant requested for the project.

An additional table is then populated below for costs relating to organisational support.

### J.2.1. Project Total Grant

This pre-populated table contains the total grant requested for the project. It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application.

## K. Checklist

Before submitting the application, please make sure that it fulfils the requirements listed below:

- You have used the official Key Action 1 application form.
- All relevant fields in the application form have been completed.
- The application form is submitted to the NA of the country in which your organisation is established.
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application
  - the mandates of each partner organisation in the project, signed by both the applicant and the partner. Please note that the content of the mandate, in the form of a template, is available at [www.mobilnost.hr](http://www.mobilnost.hr).

- All participating organisations have uploaded documents proving their legal status in the Participant Portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- For grants exceeding € 60,000 you have uploaded documents proving your financial capacity in the Participant Portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). This is not applicable in the case of public bodies or international organisations.
- You are complying with the deadline published in the Programme Guide.
- You have saved or printed the copy of the completed form for your own records.

## L. Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the AMPEU website <http://www.mobilnost.hr/index.php?id=862>.

## M. Declaration of Honour

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 (N.B. organisation stamp is required). The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online.

## N. 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.
- Signed partner mandates for each partner mentioned in the application.

Applicants need to ensure that all documents specified in the checklist (see section K) are submitted electronically with the application. To attach documents click the 'add' button on the right hand side of the box displayed. This will then open up an additional window which will allow you to browse files on your computer and upload.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically with an application, no other files will be accepted. A file which has been added in error can be removed by clicking the 'Remove' button which replaces the 'Add' button on the right hand side of the table once a document has been added.

## O. Submission

### O.1. Data Validation

Applicants must ensure that they are connected to the internet and have validated all sections of the application by clicking the 'Validate' button.

### O.2. Standard Submission Procedure

Applicants should only submit an application form once they are happy with the finalised version. Applicants need to ensure that they are connected to the internet in order to submit their completed application. Applicants should also ensure that all sections of the form are valid and all annexes are attached before submitting the form.

To submit the form applicants should click the 'Submit Online' button. The NA advises that applicants save the final completed version of the eForm on their desktop in case of any technical issues with submission.

Applications must be submitted online by the deadline: **12:00 (noon) on Monday 17 March 2014**. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

### O.3. Alternative Submission Procedure

If applicants are unable to submit their application online due to technical issues they must take the following action:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email AMPEU at [strukovno@mobilnost.hr](mailto:strukovno@mobilnost.hr) with a copy of the application, any annexes and the screenshot **within 2 hours** of the application deadline.

### O.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

### O.5. Form Printing

AMPEU advises that applicants print the final completed version of the eForm and retain it for their own records. Hard copies of the eForm are not required and should not be posted to the AMPEU.

This guide was developed by and provided courtesy of



and has been adjusted for Croatian applicants by

