**ERASMUS+**

**KA1 – Mobility Project for Adult Education Staff**

**Guide for Applicants**



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# **Introduction to Key Action 1: Learning 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 all 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 to their staff.

## **Key Action 1 for Adult Education**

Croatian Adult Education Organisations can apply for staff mobility funding under Key Action 1.

Each project can last either 12 or 24 months and organisations active in adult education can apply for funding to support any of the following mobility activities within a project:

### Staff Mobility

* teaching/training assignments – staff deliver teaching or training in a partner organisation abroad;
* staff training – staff participate in structured courses or training events or undertake a job shadowing experience in an adult education organisation abroad.

Funding can be used to support staff engaged in adult education activities, including support staff, managers, and guidance staff as well as teachers and trainers. The training must respond to clearly

identified staff development or training needs or must contribute to your organisation’s strategic approach on modernising or internationalising education provision. The learning outcomes of the training must also be appropriately recognised and shared widely with others in your organisation.

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 Erasmus+ Key Action 1 Learning Mobility of Individuals application eForm under the 2015 Call in the field of Adult Education.

# **Before you begin**

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

1. Read more about this type of project.
2. Check the eligibility criteria and 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 AMEUP (Agency for Mobility and European Union Programmes) Erasmus+ website and the European Commission’s Erasmus+ Programme Guide to find out more about Key Action 1 for Adult Education.

For Key Action 1 Adult Education applications the relevant sections are:

* The Key Action 1 Adult Education page of the Croatian NA’s website which can be found at <http://www.mobilnost.hr/index.php?id=1035>; and
* Page 28, 66 to72, 232 to 248 and 263 to 264 of the Programme Guide which can be downloaded from the following page: <http://www.mobilnost.hr/index.php?id=1009>.

## **2. Check that you are an eligible organisation**

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

* An adult education organisation sending its staff abroad;
* An adult education organisation, acting as coordinator of a national mobility consortium of adult education organisations.

**Please note that the Individuals cannot apply directly for a grant.**

Moreover, **only one application per selection round** may be submitted on behalf of your organisation or your consortium partners. You can submit multiple applications as part of a consortium, but the project and the combination of consortium partners must be completely different.

## **33. 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 AMEUP 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 AMEUP.

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

## **Financial capacity**

All Erasmus+ projects are co-funded 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.

Please note, a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60.000,00 EUR.

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 Adult Education staff): 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 organization must register on the European Commission’s Participant Portal before completing an Erasmus+ application form.

The participant Portal can be accessed at: <https://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. If you have not previously registered your organisation on ECAS, together with a Participant Portal User Manual, is available at <http://www.mobilnost.hr/index.php?id=1072>.

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 institution’s details will be entered automatically.

We would recommend that you test your PIC well in advance of submitting an application as it can take time to resolve any issues with your PIC. We would also recommend that before registering you double-check that your organisation does not already have a PIC. You can use the [‘search’ facility](http://ec.europa.eu/education/participants/portal/desktop/en/home.html) to make sure your organisation is not already registered. If registered, you do not have to register again and can use that PIC number.

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

### It is important to note that you will be expected to use the Participant Portal throughout your project’s lifetime and each time that you apply for Erasmus+ funding. Therefore, you should take measures to ensure that your organisation’s data is correct and up-to-date and that you always have the login details to access the Portal.

## **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 the AMEUP staff (against the eligibility criteria published in the Programme Guide).
2. A qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of adult education.

Experts will assess each section of the application form against the following criteria, as

eexplained in Erasmus+ Programme Guide:

|  |  |
| --- | --- |
| **Relevance of the project**  **(maximum 30 points)** | * The relevance of the proposal to:   + the objectives of the Action (see section "What are the aims of a mobility project" on page 33 of the Programme Guide)   + the needs and objectives of the participating organisations and of the individual participants (in particular in terms of learning outcomes) * The extent to which the proposal is capable of:   + producing high-quality learning outcomes for participants   + reinforcing the capacities and international scope of the participating organisations |
| **Quality of the project design and implementation (maximum 40 points)** | * The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up) * The consistency between project objectives and activities proposed * The quality of the European Development Plan of the applicant organization * The quality of the practical arrangements, management and support modalities * The quality of the preparation provided to participants * 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 * The appropriateness of measures for selecting and/or involving participants in the mobility activities. * If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders. |
| **Impact and dissemination (maximum 30 points)** | * The quality of measures for evaluating the outcomes of the project * The potential impact of the project:   + on participants and participating organisations during and after the project lifetime   + outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.   + The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations. |

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 proof-read your application!

It is important to note that any application scoring less than half the available points in any one of the three quality criteria will not be considered suitable for funding. For example, if an application scored 30 or 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.

Please note that any relevant text you enter will be considered in the quality assessment. Please try, however, to be concise and give the most relevant detail in the most relevant section of the form.

### Proportionality

When assessing your application, assessors are asked to take into account the scale and type of your project, its outputs and the amount of funding requested in line with proportionality. This means that in principle the larger and more complex your project and the more funding you request, the higher the level of detail and clarity is expected regarding your project and its activities.

# **Where to find more help and advice**

For further information, please refer to the “How to Apply” section on AMEUP website:

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

The Erasmus+ AE team at AMEUP is also here to help you with any queries which you may have

regarding your application. You can contact the team by emailing: [grundtvig@mobilnost.hr](mailto:grundtvig@mobilnost.hr).

### PPlease note that any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the AMEUP. The AMEUP does not take any responsibility for incorrect information provided about the Programme by other organisations.

**Step-by-step guide to completing your application**

**Introduction to the eForm**

It is compulsory to complete the eForm when applying for Key Action 1 Adult Education funding. The eForm can be downloaded from our [website](http://www.mobilnost.hr/index.php?id=1012): please ensure you download the correct application form.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the latest version of Adobe Reader which is free to download from [www.get.adobe.com/reader](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  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. Please note that 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 ‘Remove’ or the ‘+’ or ‘-’ buttons. PPlease 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.

If you need further guidance on completing the eForm, you can also read the European Commission’s 2015 Technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and solves some common problems.

The Technical guidelines can be downloaded from our website at <http://www.mobilnost.hr/index.php?id=1074>.

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:

**Key Action:** Learning Mobility of Individuals **Action:** Mobility of Learners and Staff **Action Type:** Adult education 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 AMEUP must be completed in Croatian and 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 project start date is 1 June 2015.** The end date is 31 May 2016 or 31 May 2017, depending oon whether the overall project duration is 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 recruitment through to evaluation and dissemination. It is important therefore to consider a realistic project duration to be able to carry out all 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. For further information please refer to the section 4. Register on the European Commission’s Participant Portal of this guide.

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

**C.1.1 Profile**

This section of the form will be partly prefilled 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.

Please bear in mind that *Other* is not an acceptable *Type of Organisation*.

**C.1.2. Consortium**

From the drop down menu choose whether you are applying as a national consortium. In case you are, the eForm will open up new sections (C.1.2.1., C1.2.2., etc.) to enter data about each consortium member. All members of the consortium must be from the same Programme Country and 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. For further information about the national consortium please refer to the Erasmus+ Programme Guide.

If you are applying as part of a national adult education consortium, please ensure that you include the minimum required number of three Croatian partners.

**Please note that, as the applicant organisation leading the consortium, you must provide partner mandates for each of your Croatian partners.**

**C.1.3. Background and Experience**

This section refers back to the applicant organisation.

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

**Please briefly present your organisation:** Please include the aims of your organisation, its history, its location and how the activities proposed in this application fits into other programmes or activities you deliver.

**What are the activities and experience of your organisation in the areas relevant for this application?** Please detail how your organisation’s previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

**Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.** Please give details of the number of administrative and delivery staff involved in this project (detailing paid staff and volunteers) and their competences or relevant experience or qualifications.

**Finally, you are required to indicate whether your organization 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 dropdown 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.

In order to facilitate contact between the applicant and the AMEUP, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

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.

Please note: the legal representative details must be consistent throughout the application form and in the Declaration of Honour.

**C.1.5. Contact Person**

Complete as per Legal Representative. We will use these details as the first point of contact for the application and, should it be successful, the grant. We strongly recommend that the contact person for the application is different from the legal representative.

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.

**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 Key Action 1 Adult Education Mobility projects the receiving partner does not need to be identified at application stage, although doing so will strengthen the quality of your application.

When identifying partners (i.e. receiving organisations) the applicant should ensure that they take into consideration their organisational capacity to manage a project and a partnership. Key Action 1 is open to organisations established in Programme Countries, and you can find a full list [in](https://www.erasmusplus.org.uk/participating-countries) the [Erasmus+ Programme Guide](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf).

All partner organisations including consortium members 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.

Again, we would recommend that your partners test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

The description of your partner’s background and experience should make it clear why this partner has been chosen and what skills and experience the partner has. You should demonstrate what relevant, complementary expertise the partner brings to the project.

You can add additional partners by clicking on the ‘Add partner’ button. If applying as part of a national consortium, you will need to provide a **signed partner mandate for each member of the consortium at application stage**. The European Commission has provided a partner mandate template which **must** be used and which can be downloaded [here](http://www.mobilnost.hr/index.php?id=1074).

**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 and update the Partcipant 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 Perticipant Portal.

Please bear in mind that *Other* is not an acceptable *Type of oragnisation*.

**Background and Experience**

This section of the application is broken down into three 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.

**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 text to the statement ‘if the address is different from the one of the organisation, please tick this box’, and provide additional address details.

**Contact Person**

Details of the partner’s contact person should be provided in this section. If the address of the contact person is different from the organisation 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. European Development Plan**

This section requires specific information about your organisation’s needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation with regards to quality development and internationalisation. If you are applying as part of a consortium, then this section will ask about the needs of the consortium as a whole.

The purpose of the European Development Plan is to ensure that the planned mobility activities are relevant both for the individual participants and for the organisation as a whole. It is also to ensure that the activities will have a positive impact on the quality of teaching and learning provided by the applicant organisation/consortium partners in Croatia, and should demonstrate that the proposed activities tie in with the organisation’s (or consortium’s) wider European/International strategy.

This section is broken down into 3 sections. You will firstly be asked to reflect on how your organisation is developing and implementing issues related to internationalisation and quality development, for example in terms of management competences, staff competences, new teaching and learning methods or tools, the organisation’s European dimension, language competences, curricula, organisation of teaching, training and learning, and reinforcing links with partners. If applying as a Croatian consortium, this will refer to the issues of all consortium members and therefore the issues and needs of each member should be specified.

Secondly, you are asked to outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs. If applying as a Croatian consortium this section will refer to the consortium’s plans and you should specify how the needs of each member will be met by the project.

Finally you need to explain how your organisation will integrate the competences and experiences acquired by staff participating in the project into its strategic development in the future. If this is a consortium project, you should refer to the strategic development of each individual consortium member, as well as the consortium as a whole.

**E. Description of the Project**

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

If you have added partners to the application form, you 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.

**F. 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.

You should ensure this section is specific to the target sector or group you are sending rather than provide generic descriptions.

The sending organisation is responsible for the selection of adult education staff to send abroad. It is important that appropriate and fair selection processes are in place. Any differences in the needs, background and selection between different staff member will need to be detailed.

When selecting adult education 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 rreceiving 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.

**F.1. Learning Outcomes**

This section of the form should provide detail regarding the competences which participants will acquire or improve during the project. For adult education staff this should include the knowledge, skills and attitudes or behaviors 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. You should consider carefully how the learning outcomes for staff meet their needs and are consistent with the project’s overall aims and objectives.

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 <https://europass.cedefop.europa.eu/hr/home>.

A greater degree of accreditation and/or recognition which can be linked to the sector or education and training field concerned is more favorable. 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 also accredit the language skills participants aacquire during their placement and preparation sessions.

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.

**G. Preparation**

**G.1. Practical Arrangements**

In this section you must identify how the practical and logistical elements of the project will be addressed. This includes, for example, travel, accommodation, insurance, the safety and protection of participants, visas, social security, mentoring, support and preparatory meetings with partners.

The protection and safety of participants is a key feature of Erasmus+ so you should bear in mind the importance of having measures in place to address and ensure this.

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

You 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. It is also important to detail which activities any partners will be responsible

for and how you will cooperate and maintain communication. There is a 5,000 character limit for this section.

**G.2. Project Management**

You will need to demonstrate that you 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 provides 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. If the applicant has previously managed a similar project in the past i.e. under the Lifelong Learning Programme, they can use examples from this to demonstrate that a structured programme of activity can be delivered. 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.

**G.3. Preparation of Participants**

You will be responsible for ensuring that your participants are fully prepared before they go on their placement abroad. Within your application, you will need to describe the pedagogical, cultural and linguistic preparation that staff will receive to ensure that they will be ready to live and work in a different environment and in a different country.

If the working language of the placement itself is English, applicants are still required to describe what linguistic training will be undertaken as all participants should have a basic knowledge of day- to-day vocabulary in the language of the host country.

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 Croatia 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. You should clearly indicate which organisations will be responsible for preparation activities.

This section is split into 4 sub-sections. There is a 5,000 character limit for each sub-section.

Applicants need to outline the activities they plan to organise, ensuring that they are relevant and realistic, 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, which is essential if you plan to run the project as part of a consortium. 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.

You should ensure that your project activities are consistent with the project’s overall objectives and enable the participants to reach their required learning outcomes. The proposed mobility activity **must** have greater potential value than similar training offered in the Croatia and **should** contribute to increasing the EU dimension of the applicant organisation.

**H. Main Activities**

**H.1. Activities’ Details**

Applicants will need to enter all activities or “flows” for their project here. Each mobility activity must bbe completed by detailing the activity type (Job Shadowing, Structured Courses/Training Events or Teaching/training assignments abroad).

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 (from all flows) will then be automatically calculated underneath each activity.

Each individual flow (to a different destination or for a different duration) under each activity must be entered. You will need to ensure that the country of origin is always Croatia and that the country of destination is eligible for this action type. **Funding is only available for you to send staff based in Croatia.** For further details regarding eligible participating countries for Key Action 1 please see Erasmus+ Programme Guide.

The distance band should cover the entire journey, from Croatian point of origin to the specific venue of activity. 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>.

Fill in the ‘Total Duration Excluding Travel (Days)’ field, bearing in mind that **staff mobilities must last between 2 days and 2 months**. If you require any travel days, i.e. a day either side of the mobility to be used for travelling so as not to affect the length of the mobility itself, you can enter these in the ‘Travel Days’ box’. A maximum of two days can be added to each mobility for travelling.

Next, you need to enter the total number of participants for this flow. Out of the total number of participants for each flow applicants must detail, where applicable, the number of participants with special needs and the number of accompanying persons (the numbers identified here must add up to the total number of participants identified for the activity).

If an activity has been entered in error you can delete the information using the ‘Remove Activity’ button. 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

**H.1.1. Summary of Activities and Participants**

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

**I. Follow-up**

In the 'Follow-up' section you should provide information on the expected impact of your Mobility pproject, as well as dissemination and evaluation activities.

**I.1. Impact**

You 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, as well as detail the impact on both the participants’ professional and personal development. There are two questions in this section with a 5,000 character limit for each question.

**I.2. Dissemination of projects’ results**

Dissemination is a vital feature of the Erasmus+ Programme and you need to explain in this section the dissemination strategy for your 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 activity. Dissemination should take place both within the applicant organisation and to other organisations at sectorial, regional, national and transnational level. You 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.

**I.3. Evaluation**

You need to detail the evaluation activities which will be undertaken to ascertain if the project reached its objectives. Evaluation should be an ongoing process and should be incorporated into the management processes outlined in Section G.2. Evaluation should also consider whether the impact expected from the project has been achieved, whether the mobilities themselves met the participants’ needs and how you can improve on current or future mobility projects. There is a 5,000 character limit for this question.

**J. Budget**

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project. When applying for a Key Action 1 project for adult education staff you are eligible to receive funding for the following cost headings on a per participant basis:

- Travel

- Individual Support

- Organisational Support

- Course Fees

- Special Needs Support

- Exceptional Costs

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 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 go through the eForm.

Please see the Erasmus+ Programme Guide, pages 70 to 72, for the funding rules for Key Action 1 Mobility projects for adult education staff and unit cost amounts.

Most fields of the budget section fill automatically from the details of your activities.

**J.1. Travel**

This is a contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return. 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 Croatian point of origin 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. All fields in this section of the budget will be automatically populated from the details you entered in the H.1 Activities’ Details section. Please note that the ‘travel distance’ measures the distance for a *one-way journey* but the travel costs have been calculated for a *return journey.*

The distance bands are set out below:

|  |  |
| --- | --- |
| **Travel distance between:** | **Amount per participant, for travel costs from their place of origin to the venue of the activity and return** |
| 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 |

**J.2. Individual Support**

Individual support refers to the day-to-day living costs incurred by participants, including accompanying persons, during the mobility activity. This includes accommodation, food and local travel to and from the venue of the placement in the host country. Individual support is calculated on a unit cost basis as detailed on page 72 of the Programme Guide and will be payable according to the country of destination and the duration of the activity.

Individual Support will be calculated as follows:

* + 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 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:

|  |  |
| --- | --- |
| **Receiving Country** | **Staff Mobility (maximum allowance per day per participant in euro)** |
| Denmark, Ireland, Netherlands, Sweden, United Kingdom | 144 |
| Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Turkey | 126 |
| Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia | 108 |
| Estonia, Croatia, Lithuania, Slovenia | 90 |

**J.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).

OOrganisational 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 any Croatian 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 with the number of participants (excluding accompanying persons) from section H.1. Activities’ Details.

**J.4. Course Fees**

Course fees refer to any costs directly linked to the payment of fees for the enrolment in courses that occur abroad as part of the placement. Course fees are calculated on a unit cost basis, per

participant. A maximum unit cost of €70 per participant per day (up to a maximum of €700 per participant) for course fees may be requested, however, justification must be provided in the application form.

You will only be able to claim for course fees if you have listed ‘Structured Courses/Training Events’ as one of the activities under section H.I. Activities’ Details. You should select the relevant activity number in the Course Fees section of the budget, which will populate the Activity Type field. You will then need to give the exact duration of the course and the number of participants, and then the form will automatically populate the grant available here. Applicants can use the ‘+/-’ button to add or remove flows as necessary.

**J.5. Special Needs Support**

Special needs support refers to any costs directly relating to project 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 on a case-by-case basis. The individual situation should be described and any particular needs and extra costs must be detailed in the application form.

Using the ‘+’ button, applicants can add the activity number in which the participant(s) requiring sspecial needs support is taking part – this will populate the Activity Type field. You need to enter the number of participants with special needs for this activity type, which should match the number entered in section H.1 Activities’ Details.

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.

**J.6. Exceptional Costs**

Exceptional costs refer to any costs for providing a financial guarantee if the Croatian National Agency asks for it. If you are unsure on how to input Exceptional Costs relating to a Financial Guarantees please contact us at [grundtvig@mobilnost.hr](mailto:grundtvig@mobilnost.hr).

K. **Project Summary**

Please provide a short summary of your proposed project. As you develop your summary, please bear in mind that it may be used by the European Commission, AMEUP and other agencies for publicity purposes and may be published on the Erasmus+ dissemination platform. Your summary should include at least:

* + Context/background of project
  + objectives of your project
  + number and profile of participants
  + description of activities
  + methodology to be used in carrying out the project
  + a short description of the results and impact envisaged
  + the potential longer term benefits

**K.1. Summary of participating organisations**

This is a pre-populated table based on information taken from earlier sections of the form. Please check carefully before validating.

**K.2. Budget Summary**

This is a table providing an overview of the activity number, activity type and grant requested for the pproject. An additional table is then populated below for costs relating to organisational support.

**K.2.1. Project Total Grant**

This pre-populated table contains the total grant calculated 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 as the amount shown in this section is the total grant requested.

**L. Checklist**

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

* + You have used the official Key Action 1 application form.
  + All mandatory fields in the application form have been completed, otherwise the application will not submit correctly.
  + The application form is submitted to the National Agency 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.

* + All participating organisations have uploaded the documents to give **proof of legal status** in the Participant Portal (for more details, see the section "Proof of Legal Status and Financial Capacity" in Part C of the Programme Guide).
  + You are complying with the deadline published in the Programme Guide.
  + The project start date is **1 June 2015**.
  + You have saved or printed a copy of the completed form for yourself.

**M. Data Protection Notice**

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour.

**N. Declaration of Honour**

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

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

The legal representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand, sign it and stamp it. The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online.

### It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour, signed by the legal representative, will result in your application being ineligible.

**O. Annexes**

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

* + The Declaration of Honour signed by the legal representative mentioned in the application.
  + The mandates of each partner to the applicant signed by both parties, where available;

Applicants need to ensure that all documents specified in the checklist 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.

**P. Submission**

**P.1. Data Validation**

You must ensure that you are connected to the internet and have validated all sections of the application by clicking the ‘Validate’ button.

**P.2. Standard Submission Procedure**

You should only submit an application form once you 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.

When you click the ‘Submit Online’ button the submission attempt will be recorded in the Submission Summary table. If it has been successfully submitted it will say ‘Online submission’ under Event and ‘OK’ and the submission ID under Status. If there is any technical issue preventing

the form from being submitted it will say ‘Error’ under Status. If this happens and you are unable to submit the form you should follow the Alternative Submission Procedure.

Issues identified when validating the form and not resolved are not classed as a technical issue. Applications must be submitted online by the deadline: **12am (Brussels) on Wednesday 4 March 2015**. 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.**

**P.3. Alternative Submission Procedure**

This is only applicable if applicants are unable to submit their application online due to a **technical error**.

Please note: if your error message says one or more fields has been completed incorrectly, this is

**not** a technical error.

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.

2. Email AMEUP at [grundtvig@mobilnost.hr](mailto:erasmusplus@uk.ecorys.com) with a copy of the application, any annexes and the screenshot within 2 hours of the application deadline (i.e. by 2pm Brussels time).

**P.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.

**P.5. Form Printing**

The AMEUP advises that applicants print the final completed version of the eForm and retain it for their own records. Hard copies of the eForm do not need to be posted to the AMEUP.

This guide was developed by and provided courtesy of





and has been adjusted for Croatian applicants by

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