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Key Action 1 Guide for Applicants

Mobility Projects for School Staff

Deadline: 11am (UK time) on 5 February 2019

Version 1: 11 December 2018

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This document is version 1 of the guidance notes for the 2019 Call for Key Action 1 Mobility for School Education Staff.

It has been produced by the Erasmus+ UK National Agency to support you in completing and submitting your application.

Table of Contents

Erasmus+ and Brexit

The latest information about UK participation in Erasmus+ after Brexit can be found on the [Brexit Update page](#) of the Erasmus+ UK website. Please check this page regularly or [subscribe to our newsletter](#) to receive the latest updates.

Who is this guide for?

This step-by-step guide is to help UK Schools complete the 2019 Erasmus+ Key Action 1 Learning Mobility of Individuals application form. The 2019 Application form will be made available on our website. We recommend that you consult the following documents and support to help you complete your application:

- [2019 programme guide](#)
- [YouTube support videos](#)
- [European Commission's Technical Guidelines](#);
- [Erasmus+ Helpline](#)

> **Important note:** Please ensure that you review each section to ensure that your organisation is compliant with the Erasmus+ Programme rules and has completed the necessary steps to submit a complete and eligible application form in advance of the application deadline.

Plan your project

Please use this section of the guide to help you plan your 2019 Key Action 1 School Staff Mobility project.

Introduction to School Staff Mobility

Key Action 1 provides opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. UK Schools can apply for staff mobility funding to support the professional development of teachers, school leaders and other school education staff. A school or national mobility consortium can apply once per selection round.

UK Schools can apply for funding to support any of the following mobility activities:

- **Teaching assignments**: allows teachers or other school education staff to teach at a partner school abroad;
- **Structured courses or training events abroad**: supports the professional development of teachers, school leaders or other educational staff;

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- **Job shadowing**: provides an opportunity for teachers, school leaders or other school staff to spend a period of time abroad in a partner school or another relevant organisation active in the field of school education.

Mobility activities must be carried out abroad in another Programme Country. Each project can last from one to two years. Activities can last from two days to two months, excluding travel days and the minimum two days must be consecutive.

Eligible Organisations

The following types of UK organisations are eligible to apply for Key Action 1 School Staff Mobility funding:

- A school sending its staff abroad (individual application);
- The coordinator of a national mobility consortium (consortium application).

Individuals cannot apply directly for a grant.

Please see the eligible organisations list on the eligible schools and authorities page of our website. For more information, please see the specific eligibility criteria for Schools Key Action 1 projects on pages 64-66 of the 2019 Programme Guide. If you have any questions about your eligibility, please contact us.

Consortium Applications

Important Information: New in 2019 - Schools can now act as consortium co-ordinators on behalf of other schools

Schools, local or regional school authorities and school coordination bodies can submit an application to coordinate a Key Action 1 mobility project on behalf of a number of schools. The Consortium coordinator is responsible for the project management, budgeting and reporting.

A consortium must comprise at least three organisations (the coordinator and at least two schools). If the coordinator of the consortium is a school authority or coordination body, the schools in the consortium must be organisationally linked to the consortium coordinator. If the coordinator is a school, justification for forming the consortium should be included in the project application, explaining the reasons for the formation of the consortium and the capacity of the coordinator to lead the project.

A school coordination body can include:

- Local Authorities and councils with a role in school education
- Academy Trusts

- Local Authority Consortia
- Northern Ireland Education Authority Regions
- General Teaching Councils
- School Federations
- Teaching School Networks
- Teacher training faculties of universities

This list is not exhaustive, if you are unsure as to whether your organisation would be eligible to act as a Consortium Coordinator please contact us.

All members of the consortium must be based and registered the UK and need to be identified at the time of applying for a grant. This means that every organisation in the proposed consortium needs to be registered on ECAS and have its own individual PIC number.

There is no cap on the number of members in a consortium application. The Application Form will allow the applicant to add as many organisations as needed.

Project duration

Mobility projects for school staff can last between 12 and 24 months, the project start date must fall between **1 June 2019 and 31 December 2019**. In all cases, all projects must end no later than **31 December 2021.** You should choose the duration at application stage, based on the objectives of the project and the type of activities planned.

> **Important note:** All Erasmus+ project activities must take place between the project start and end dates. Any activity that falls outside the project start and end date will be deemed ineligible for funding.

Prepare to apply

Please read this section carefully when preparing to apply. It is important to complete all steps properly to ensure your application is eligible.

Register your organisation on ECAS and obtain a Personal Identification Code (PIC)

All organisations involved in the application must be registered and provide their basic legal and financial data in the Participant Portal. You will not be able to submit your completed application form if you have not registered your organisation.

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> **Important Information:** If your organisation is already registered and has a PIC number, you will still need to upload new legal and financial identification forms for 2019.

You must upload a completed Legal Entity form and a Financial Identification form for 2019, as well as supporting legal status document or bank documents to your PIC on the participant portal. Without these documents, your application may be ineligible. You can download the two forms via the links below. Please select the forms in English by using the hyperlinks next to the [en] symbol:

- Financial Identity Form
- Legal Entity Form

To upload documents on the Participant Portal here please follow these steps:

- Click on the menu item "Login" top right
- You will be guided to your personal participant portal website
- Click in the top left in the navigation menu select "Organisations" then "My Organisation(s)".
- If you are the LEAR for the organisation you should see your Organisation Name. Click on the small circle on the right hand side labelled [MO] [for Modify].

A new window will open. You will then need to scroll down to the Documents section and click 'Add Documents.' Choose the file that you wish to upload and you will then see the status to show that the document has been received.

For Consortium led applications:

The Consortium Coordinator, as well as the schools participating in the Consortium must be registered on the European Commission's Participant Portal individually. Each school must have its own Participant Identification Code (PIC) number. All schools must be identified in the application form using their PIC number.

Understanding the assessment criteria

The assessment of applications is carried out in two stages:

- A formal eligibility check undertaken by the UK National Agency staff; and
- A qualitative assessment undertaken by external expert(s).

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines. Remember to proof-read your application. To be considered for funding,

applications must score at least 60 points. Furthermore, they must score at least half of the maximum points available in each of the award criteria, namely:

- Relevance of the project (maximum 30 points)
- Quality of the project design and implementation (maximum 40 points)
- Impact and dissemination (maximum 30 points)

The full Award Criteria can be found on page 65-66 of the 2019 Programme Guide Approved applications which cannot be funded due to insufficient programme funds may be placed on a reserve list.

Organisational and financial capacity

What is organisational capacity?

Applicant organisations need to demonstrate that they have the necessary professional competencies and qualifications to carry out the proposed project. For more information on operational capacity, see page 256 of the 2019 Programme Guide.

What is 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 cost of project implementation and mobility activities. A formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 euro. In all other cases, you must demonstrate that your organisation has suitable reserves or income to deliver the project successfully.

> **Important note:** Erasmus+ grants should be used to deliver Erasmus+ projects and should not be expected to fund the running of an organisation. Erasmus+ grant should represent no more than 50% of an organisation's annual income.

What kind of bank account does my organisation need in order to receive Erasmus+ funding?

All grants are paid in Euros. It is strongly recommended that you use a Euro bank account to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation or the name of your group, so that we can make payments to you. If this is not possible please contact us to discuss your options.

Child Protection

If your application is successful, you will be asked to complete a Child Protection checklist before you are issued with a grant agreement. Failure to comply with this checklist could mean that the offer of funding is withdrawn. The checklist will detail the legal and regulatory requirements that must be adhered to when working with children [those aged under 18] directly or when delivering work that has an impact on children. All requirements must be in place and the UK National Agency has the right to request a copy of all Child Protection documentation at any time.

Part II: Application form

Step by step Guide to completing the application

In order to help you put together a good quality application, we have developed a step-by-step guide to assist you in completing the online application form.

It is important to note at application stage that, if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided in your application form. **No deviations from this information will be permitted**, as this could call into question the assessment result. Therefore, when completing your application form, please make sure the information you are presenting is correct, realistic, and will not be subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

Introduction to the Application Form

It is compulsory to complete the online form when applying for Key Action 1 funding. The form can be accessed at https://webgate.ec.europa.eu/web-eforms. Please ensure you select the correct application form.

We would recommend that where possible you use a PC to complete the application. The application forms are built on the latest standards of the web platform. The forms support all of modern browsers and have been successfully tested on the following browsers:

- Internet Explorer 11.0

- Firefox 45.7

- Chrome 56.0

The web application forms are online applications. It is not possible to work on the form without an internet connection.

Important: If you are a new user, you must create an EU Login account before accessing the application forms. Please use the following link here.

Please allow plenty of time to complete the application form, as it can take time to resolve technical issues. If you need further guidance on completing the form, you can also read the European Commission's technical guidelines. This document contains more detailed information on the technical requirements needed to use the form and provides solutions to some common problems.

Application Functionality Basics

1. The form is automatically saves every two seconds.
2. After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
3. The default language of the screen is set to English. To change it, click on the language icon at the right hand of your screen and select the required language from the drop down list.
4. Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
5. Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: ✅
6. If a section is marked with this sign: ⚠, this means that either there is some information missing or not all rules have been followed. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
7. Throughout the form you can display more information about particular questions by positioning your mouse pointer over the question mark sign.
8. Multiple sections of the form contain tables, you should notice the button on the right side of the table ☰ this button will allow you access to additional options to work with the table contents.

Context

This section asks for general information about your project and about the National Agency. Please ensure that you are completing the correct application form by checking: the Call, Round, Key Action, Action Type and Deadline for Submission at the top right hand corner of the web form. Most of the fields for this section are self-explanatory.

Project title: Please enter your project title.

Project Acronym: Please enter an acronym.

Project Start Date: Select a date from the calendar. For Key Action 1 projects this must be between 1 June and 30 September 2019

Project Total Duration: Please select the number of months from the drop-down menu.

Project End Date: The latest possible end date for activity is **31 December 2021.** The end date will populate automatically

National Agency of the Applicant Organisation: Select **UK01** for applications made to the UK National Agency

Language used to fill in the Form: Select English for applications made to the UK National Agency

Useful tip: The date format used throughout the form is 'dd-mm-yyyy'.

Participating Organisations

Before completing this section of the form, please register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number.

Are you applying on behalf of a mobility consortium?

Please select from the drop down. If you select **Yes**, a second question will be generated:

Are you also involved in other consortia? Please select from the drop down. If you select **Yes** you will be asked to briefly explain the reasons for participating in different consortia and your role in them.

Applicant Organisation

Please enter your PIC number. This will automatically populate the Legal Name of your organisation and your country.

To view the Applicant Organisation's details, please use the options button on the right side of the table or click on your Legal name. Most of the fields in this section will be pre-populated with the details you enter when registering your organisation on the Participant Portal, however, you can edit your Department, acronym and email address.

Profile

Please select your organisation type from the drop down menu.

Total number of staff: Enter the number of staff employed at your organisation. If you do not know the exact numbers, please use an estimate.

Total number of learners: Enter the number of pupils enrolled at your organisation. If you do not know, please use an estimate.

Associated Persons

Legal Representative

Please enter the details of the person who is authorised to enter into a legally-binding commitment on behalf of your school. This may be your head teacher or a senior member of staff such a HR Manager or Chair of Governors. If your application is approved, this person will also be the signatory for the Grant Agreement and the person who takes on the terms and conditions attached to the grant on behalf of the organisation. Please use the options button on the right side of the table to select 'Person's Details' or click on the Legal Representative's name to expand this section and complete every field. If the address of the legal signatory is different from the organisation address, please provide additional address details. If the address of the legal signatory is the same as the organisation address, please click "Same Address as Organisation"

Important note: Please ensure the Legal Representative's details are consistent throughout the application form and in the Declaration of Honour. If there are inconsistencies, your application may not be taken forward. Please notify the UK National Agency as soon as possible of any changes.

Contact Person

Complete as per the 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. Please use the options button on the right side of the table to select 'Person's Details' or click on the Contact Person's name to expand this section and complete the fields. If the address of the Contact Person is different from the organisation address, you should provide additional address details. If the address of the contact person is the same as the organisation address, please click "Same Address as Organisation". You can select up to three contact persons. Please ensure that the contact person details are up-to-date and that those people will be available throughout the application process as well as the project life time, including non-term dates. Please contact us as soon as possible if there are any changes.

Background and Experience

Please briefly present your organisation and include the following information:

- **What are your organisation's activities and previous experience in the areas relevant for this application?**
- **Who are the key persons who will be involved in implementing and managing the project and what relevant experience do they have?**

Please include the number of staff and learners, the levels of education covered at your school, who will be running the project and what relevant experience they have. You may also wish to include information about the history of the school, type of school, demographic of staff and pupils, inspectorate evaluation information. Please detail how your school's previous experience of delivering projects, activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please indicate if this is a project format that you have delivered before.

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

Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. Click on the "Add Grant" icon to add new activities. Click on the "x" icon to delete activities. If you have been involved in previous projects but do not know the exact details please contact the UK National Agency.

Hosting Partner Organisations

Hosting partner organisations are organisations that will host the participants or assist you with organising the hosting. Please add the PIC numbers for the hosting partner organisation(s).

To edit the details of a hosting partner, please use the options button on the right side of the table or click on the organisation's name. The hosting partner(s) details will be pre-populated based on their PIC information. Please select the organisation type from the dropdown menu, please add as many hosting partner organisations as required.

European Development Plan

The purpose of the European Development Plan is to ensure that the planned activities are relevant both for the individual participants and for your school as a whole. In this section, you should provide a strategic view of your school's plans for European activities. This should include an overview of the current status and vision for the future, identified needs, and how the planned activities will address these needs.

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

Please outline the needs of your school/consortium in terms of quality development and internationalisation (e.g. management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, organisation of teaching, training and learning, reinforcing links with partner institutions). You should describe your school's longer-term goals and explain how they relate to its needs and context.

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

Please provide information about your current priorities for improvement and how you plan to address these, particularly focusing on the areas targeted in your application.

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

Please describe your project's objectives and comment on how the planned activities will contribute to achieving them. Be clear on why the selected activities are the most effective way to meet your school's development needs focusing on who will benefit and how many staff and learners will be impacted.

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

Please provide details of any other European/international mobility activities you may be delivering.

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What are the most relevant topics addressed by your project?

Please select the topics from the dropdown menu. You can select up to three topics.

Project Management

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

- **What kind of cooperation and communication arrangements do you plan to set up with your hosting partners (for example, cooperation agreements or memoranda of understanding)?**

- **How do you plan to address practical and logistical matters related to the project activities (e.g. travel, accommodation, insurance, safety of participants, visa, social security, etc.)?**

Please describe the process that you will establish for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project, including the use of cooperation agreements or memoranda of understanding. Explain how and when your school plans to deliver each of the practical aspects of the project. If you have included partner organisations, explain how each organisation will share the responsibility for planning, managing and delivering the mobility.

Please outline how you will address practical and logistical arrangements, such as travel, accommodation, insurance, safety of participants, visa, social security, etc**.** Outline any risks to ensure the safety of all participants involved and obtaining suitable insurance for participants.

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

Please explain how you plan to use any of the following platforms for preparation, implementation and/or follow-up of your project:

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School Education Gateway

The European Commission's School Education Gateway is a portal for schools to use for Erasmus+ applications and partner-finding. Before applying for Erasmus+ funding, schools can register on the School Education Gateway to find staff professional development and strategic partnership opportunities for Key Action 1 and Key Action 2 Erasmus+ activities.

The School Education Gateway portal works alongside eTwinning and users can login in to it using existing eTwinning username and password details.

School Education Gateway has two important tools for schools involved in Key Action 1 school staff mobility activities:

- a course catalogue for finding staff training opportunities;
- a mobility opportunities database for finding and posting job shadowing, observation and teaching assignment opportunities.

eTwinning

eTwinning is a free online community for schools in Europe which allows you to find partners and collaborate on projects within a secure network and platform. It provides advice, ideas and tools to make it easy for schools to set up partnerships and start collaborative projects in any subject area.

In connection with a mobility project, eTwinning allows you to:

- find potential partners/receiving organisations abroad and work together with them before applying for funding, in order to improve the quality and impact of the planned projects;
- use the available project tools to implement more strategic projects and better exploit the inputs from partners;
- prepare the outgoing staff, for instance through communication with the receiving organisation (learning more about the receiving country and receiving organisation, discussing and agreeing on activities to carry out), participate in online learning events related to their mobility; and
- cooperate intensively among all schools involved during and after the staff mobility project.

No formal application is required to use eTwinning, all schools need to do is register in the eTwinning portal.

If you need any help, have look at the workshops and support available in the UK or contact the UK eTwinning team at the British Council.

Important note: If you are going to use eTwinning as part of the project, please specify how and what value it will bring to your project.

EPALE

EPALE is a multilingual open membership community for teachers, trainers, researchers, academics, policy makers and anyone else with a professional role in adult learning across Europe. Community is at the heart of EPALE. It is set up around the sharing of content related to adult learning, including news, blog posts, resources, and events and courses. Members of the community can engage with adult learning colleagues across Europe through the site's features, including the forums and by commenting under blogs. You can also interact with your peers across Europe through the thematic areas which provide structured content according to topic. You can find projects and make professional connections using the partner search repository. If you are using EPALE as part of the project please specify how, focusing on the value that it will add to your mobility activities and the impact they will have. For more information please contact the EPALE UK National Support Service.

Activities

This section asks you to provide information about the main activities of the project, including the amount of EU grant that you are requesting.

Activities Description

Please provide a summary of staff mobility activities you plan to organise, including the content these activities should cover and an estimated timing when the different activities will take place. Please provide a chronological outline of all of your planned activities and explain the objectives and content of each one. Provide as much detail as possible, e.g.

- Where will staff go? – provide the name of the city or town.
- What will staff do whilst they are abroad? – detail any agendas
- What type(s) of course(s) will staff attend? What classes will staff teach? What type(s) of classes will staff job shadow?

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

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Explain how your planned activities will address the needs and achieve the goals outlined in your European Development Plan. Comment on your plans for dissemination and integration of any tangible outputs. E.g. how will the participants share best practice and knowledge / skills acquired during the activities, how any new methodologies and curriculum or training improvements will be integrated into everyday activities. Remember to link these back to your project objectives.

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

Describe what will be the contribution of the hosting partners you have already identified and why they are a suitable choice to be the hosting organisations.

If you have not yet identified all of your hosting partners, explain how you plan to find suitable host organisations for the mobilities you propose to organise. Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries

Please highlight what expertise and knowledge your partner(s) will bring to the project and why they are a suitable choice to be the hosting organisation(s).

If you have not already identified all of your hosting partners, please outline how you will do so, for example by using your existing networks/contacts, seeking recommendations from other schools/organisations that you work with or by using an online partner finding tool such as eTwinning or EPALE.

List of Activities

The Activities table shows the different types of activities you can apply for: **Job Shadowing, Structured Courses/Training Events and Training Assignments abroad**. Please select at least one activity from the list. To request funding for a specific activity, click on the activity and include the relevant information to calculate the requested grant. If you do not wish to request funding for a specific activity, leave the relevant values at zero.

Click on the relevant activity type in the table to expand the additional sections to input information about Individual Support and Travel.

Please input the number of participants. You can also include the number of 'additional participants' who may receive Travel and Individual Support from another source.

Individual Support

Please estimate the duration of stay for participants requiring an individual support grant.

The grant is calculated based on daily rates for three groups of countries as specified in the Programme Guide. The different country groups are also included in the web form. The minimum duration for this type of activity is two days (excluding Travel Days). The estimated grant will be automatically calculated based on the information you input in the web form.

You may also request additional individual support for up to one travel day before and after the activity. If you plan to request funds for this purpose, include the additional travel days in your estimated average duration.

Travel

Please include the number of individuals requiring a travel grant, including both participants and accompanying persons.

To estimate the correct travel distances, please use the European Commission's distance calculator

Please select the number of participants from the drop down menu corresponding to the correct distance band. The grant will be automatically calculated in the table.

If you wish to apply for exceptional costs for expensive travel, please select **Yes** from the drop down menu. Expensive travel is defined as an exceptional cost which can be reimbursed if the standard travel grant is insufficient (i.e. does not cover at least 70% of the actual travel cost). The maximum that can be applied for under this budget category is 80% of the actual travel cost. If you wish to apply for exceptional costs for expensive travel, please click on the 'ADD COST' button and provide a description and justification explaining the need for this cost, as well as the number of participants it relates to and the total amount of grant. Please note that it is not possible to combine the standard travel grant and the exceptional costs for expensive travel for the same person – you can only apply for one type of grant per individual.

The Budget Summary at the bottom of the webpage will auto-calculate the Travel and Individual Support grant.

Important note: For Structured Courses/Training Events, if you have applied for the activity type 'Structured Courses / Training Events' please do not forget to request additional funds to cover course fees if they are required. Please include the number of participants that require course fees and estimate the average duration of their courses to calculate the required grant. Please note that a single person may receive support for a maximum of 10 days of courses (700 Euro) - this limit will be applied automatically and must be respected during project implementation.

Organisational Support

Organisational Support is intended to cover costs linked to the implementation of mobility activities that are not already covered by other budget categories (Travel, Individual Support, Course Fees and Special Costs).

The Organisational Support grant is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons.

The Organisational Support budget is auto-calculated in the Application form.

Participants

Participants' Profile

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

Please provide information about the target group(s) you have identified to participate in the project, including their background and needs. Provide details on how individuals will be selected to take part and if you have already identified individuals to take part, describe any selection processes or criteria used e.g. needs, motivation, and willingness to share results upon return. Selecting individuals should be a fair and transparent process.

Staff

The total number of staff will be shown in the table. Please specify if any of the participants are non-teaching staff and/or have special needs.

Preparation, monitoring and support

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

Outline the training plan for participants and what training will be provided, when and by whom. Preparation could include activities such as linguistic training, virtual mentoring and/or collaboration with partner schools, briefings, pre-departure assessments, domestic training, job shadowing or teaching assignments and activities.

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

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

Please describe who will monitor the participants' work programme and progress. Describe your strategy for monitoring project implementation and progress, e.g.

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

Learning Outcomes

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

Please provide information about the learning outcomes to be gained by the participants and how these will be assessed. You should identify the skills, knowledge and behaviour that the mobilities and project activities are designed to improve. These could be many and varied, and will change with each school and project, but there should be a clear link between the aims of your project, the activity and the learning

outcomes. They should also be relevant to your participants and address the need you identified for this project.

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

Please select which, if any, European instruments/certificates – such as the Europass Mobility Document – you intend to use in your project. This is not compulsory, but it is very much encouraged. For more information on Europass, please visit the Europass website. You can select the types of European Instruments/Certificates from the drop down menu.

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

Please list any national certificates you may be intending to use to certify your learning outcomes and how you will use them. This may be a teacher's continuing professional development folder or internal certification.

Special Costs

Special Needs Support

This section allows you to request additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "individual support").

Please include the number of participants with special needs, i.e. those who require additional support to aid their participation in the activity, and include a description and justification of these costs in the text box.

Exceptional Costs

Important note: Exceptional costs must be duly justified in the application form. If you are claiming for expensive travel costs, you must justify that the standard funding rules (based on the contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants. Be sure to provide as much information as possible, including estimate of the costs required for domestic travel and how you have reached this amount, description of the route taken to reach the HUB/airport within the

country of origin, description of transport of the domestic route to remote final destination from main HUB/airport within the receiving country.

Click on the ADD button to input details of any requested exceptional costs.

Follow-up

This section asks for information about the expected impact of your project as well as dissemination and evaluation activities you plan to carry out.

Useful Tip: For more information about assessing impact and useful resources please visit the 'Impact and evaluation' section on our website. Here you can also find the Impact+ Exercise and it is highly recommended that you review this before completing this section.

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

Please outline how the project will have an impact on the participating organisation(s). You may wish to consider the impact on:

- Learners
- Staff
- Wider School Network

You should explain the expected outcomes for participants resulting from their mobility, planned learning and active involvement and participation in the project. Examples could include improved knowledge; newly acquired or developed skills and changes in attitude or behaviour. These outcomes may have a further impact on their employment status, role delivery, and ability to access further education, wellbeing or lifestyle.

Please note the most relevant and realistic outcomes for your project. Aside from the impact on individuals, please include the impact you expect the project to have on your school(s) and learners. This could take many forms: perhaps changes in management structure, in curriculum content, in European links, in having a more engaged staff, etc. You should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

Good projects will look further than just the individual but widen the impact of their activities by supporting the transfer of knowledge across departments, schools and into the wider community or even at a European level.

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

Please describe the positive impact your project activities will have on your local community and the wider public.

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

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

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

Your application should have a plan in place to share the outcomes of your project. A good dissemination plan will share the concrete results of the project; not just inform people that the project has taken place. What dissemination activities you carry out are up to you. Some of the most common are: presentations, conferences and workshops; creating manuals, booklets or newsletters; creating press releases and giving these to local media; creating new courses or training material; and creating web pages. It should be clear how you will raise awareness, share concepts or solutions, policy or practice through these dissemination activities. You also need to include information about the main target groups you plan to share your results with.

Budget Summary

This is a pre-filled section that provides an overview of the activity type(s) and grant requested under each budget category.

Please note that all information under the 'Budget Summary' tab is read only and will be automatically filled in with the information you have input into the 'Activities' tab. It is imperative that you check that the total grant requested is correct against your own calculations and resolve any issues before submitting your application.

Project Summary

Please provide a clear and concise summary of your project using full sentences. Project summaries should be written in plain, clear English and should be free from jargon. Please make sure you include all the key information from your application form, including the project context, objectives, number and profile

of participants, a description of your activities and the expected results, and the potential longer-term benefits.

Annexes

The following document needs to be annexed to the application form:

- **The Declaration of Honour signed by the legal representative**
- **Partner Mandates, in the case of consortium applications, all consortium members.**

Please ensure that all documents specified in the checklist are submitted electronically with the application. To attach documents, click the 'Add' button in the annex section. 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' function on the right hand side of the table.

If, after checking that the annexes are within the size and file format limits, you still experience problems with attaching annexes, you can email them to erasmusplus.enquiries@britishcouncil.org clearly stating which application form they relate to (by providing the application hash code) and your organisation's details and project name.

Checklist

Before submitting the application, please check the requirements here alongside the UK National Agency checklist at the end of this document.   **Please note you will need to attach any relevant documents to your application.**

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 at on our website.

Declaration of Honour

Please use the 2019 Declaration of Honour form. We are unable to accept a Declaration of Honour from previous calls.

The legal representative must print the Declaration of Honour, read it carefully, complete the Declaration by hand and sign it with a wet signature. The signed Declaration of Honour then needs to be scanned and attached as an annex before the application can be submitted online.

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

Submission

You must ensure you have completed all sections of the application before submitting. If all sections have been validated a green tick will appear against each fully completed section.

1. You should only submit your application form once you are happy with the finalised version.

2. You need to ensure that you are connected to the internet in order to submit your completed application. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.

3. The UK National Agency advises that you save the final completed version of your form on your desktop in case of any technical issues with submission. You will be able to save a PDF copy of the completed form.

4. To submit the form applicants should click the SUBMIT button.

Note: This button will only be active if all sections in your applications are filled in completely and marked with a green tick.

Your application must be submitted online by the deadline: **11am (UK time) on 5th February 2019.**

If you want to make any changes before submitting the form or after submission but before the submission deadline, use the ☰ button next to the application, and select "EDIT" and Resubmit and the form will be open for editing.

Alternative Submission Procedure

If you miss the official application deadline you will not be able to apply for funding.

If you were not able to submit due to **technical** reasons, please provide the following:

1. The date and time of your last submission attempt as mentioned in the electronic application form submission summary section.

2. Inform the UK National Agency **within 2 hours** of the application deadline (12:00 Brussels time) by emailing erasmusplus.applications@britishcouncil.org

Submission Summary

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

The UK National Agency advises printing the final completed version of your form and retaining it for your own records. Please note that hard copies of the form **do not need** to be posted to the UK National Agency.

Sharing an application

You have the possibility to share the application as read only to your colleagues or partners by entering the email of the person to whom you provide access. Please note that any person accessing the form will need an EU login account for the email you have entered.

1. Click **Sharing** in the left side menu
2. Click **SHARE APPLICATION**
3. Enter the **User Email** and a Comment (not mandatory)
4. Click **SHARE**

Please note that in the first version of the form no emails will be sent to the user and you will need to inform the user yourself.

Application Checklist:

☐	Have you used the correct application form: KA101, deadline 5th February 2019?
☐	Is your project start date between 1 June 2019 and 31 December 2019?
☐	Is your project duration between one and two years?

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☐	Have you checked your hosting partner(s) have provided you with the correct PIC number(s)?
☐	Have you checked that your partner's details are up-to-date and consistent between the application form and the Participant Portal?
☐	Have you checked that the budget figures are correct and consistent through the whole application form?
☐	Have you checked that all the mandatory fields are completed?
☐	Have you printed, signed, scanned and annexed the Declaration of Honour?
☐	Have you submitted Partner Mandates? (for Consortium applications only).
☐	Have you submitted your application before the deadline of 5th February 2019? (11am UK time)?
☐	Have you saved a copy of your Application Form for your own records?

After submitting your application

Once you have submitted your application you will receive an acknowledgement email. If you have not heard back from us within four weeks of the deadline, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on **0161 957 7755** or by sending an email to **erasmusplus.enquiries@britishcouncil.org**.

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest scoring applications are selected, based on the budget available.

You will be informed of the outcome by email and grant agreements will then be issued to successful applicants.

By using this document, you accept this disclaimer in full. This guidance document has been produced solely for guidance by UK KA101 project beneficiaries and no other reason and therefore should not be relied upon by any third party. The content of this document is not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the "National Authority") nor the United Kingdom National Agency function for the Erasmus + Programme (the "National Agency") nor any person acting on their behalf may be