ERASMUS+

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Key Action 1 (KA1) Guide for Applicants

Mobility for Adult Education Staff

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

Version 1

BRITISH COUNCIL ECORYS Erasmus+

Erasmus+ is the European Union programme for education, training, youth and sport.
The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

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Overview of changes to the guide

This document is **version 1** of the 2019 Key Action 1 (KA1) Guide for Applicants for Mobility for Adult Education Staff. If future versions of the Guide are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version

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Introduction

Who is this Guide for?

This step-by-step guide has been produced to help non-vocational Adult Education UK organisations complete the 2019 Call Key Action 1 Learning Mobility of Individuals Adult Education (AE) application eForm to the UK National Agency (UK NA).

Using this Guide

This Guide must be read in conjunction with the 2019 Erasmus+ Programme Guide. The Programme Guide provides essential information about Key Action 1 Adult Education, including eligibility and quality assessment criteria, application procedures and formal requirements.

The 2019 Erasmus+ Programme Guide can be viewed as a pdf document or accessed online.

For Key Action 1 Adult Education applications, the relevant sections of the Erasmus+ 2019 Programme Guide (pdf version) are:

- Page 26 (general information on Education and Training projects, including Erasmus+ objectives and priorities)
- Pages 70 to 76 (specific information on requirements for mobility projects for adul staff), including:
  - Eligibility and quality assessment criteria
  - Funding rules
- Pages 251 to 269 (information for applicants, including procedures, exclusion criteria and formal requirements)
- Pages 283 to 286 (specific information on Adult Education mobility projects for before, during and after mobilities).

If you wish to apply for funding for a mobility project in another field or for a Key Action 2 or Key Action 3 project, please see the 'Apply for funding' section on the UK website and choose the relevant field.

This guide is split into four key sections:

1. Planning your project
2. Before you apply
3. Completing the application eForm
4. Further help and advice

IMPORTANT NOTE: Please review each section of this guide before completing an application 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 in advance of the application deadline.

What's new for 2019?

There have been changes to the format and structure of the application eForm in comparison to previous Call years. In particular, the application form is now submitted via a web form in your web browser rather than a PDF application eForm.

Where new elements have been introduced or there have been changes, these are signified in the guide by a red text box and red exclamation mark

A summary of the key changes are as follows, and further information is available throughout the guide:

- The questions in the application form have been reworded,
- New questions have been introduced,
- There has been a change in number of characters given for answers to questions,
- A profile and background no longer required for hosting partners,
- Mobilities are no longer entered in flows,
- The host country is no longer defined, instead only a country group is required,
- Average rather than actual durations are requested,
- The calculated grant is estimated,
- There is one additional award criteria element,
- Participants with no grant can be requested.

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.

Part I: Planning your Project

1. Introduction to Key Action 1 for Adult Education Staff Mobility

Key Action 1 Adult Education (AE) provides funding for projects that support the professional and personal development of **individuals who are professionals involved in non-vocational Adult Education**. This is achieved through mobility activities abroad in another Erasmus+ Programme Country, such as a teaching/training assignment or staff training abroad.

UK non-vocational Adult Education organisations can apply for staff mobility funding under Key Action 1. The aim of a Key Action 1 Adult Education project is to provide Adult Education staff with an opportunity for professional development to increase their organisation's Adult Education provision through teaching or providing training at a partner organisation abroad, or by taking part in staff training abroad, either through structured courses or training events or a period of job shadowing or observation. Additionally, Key Action 1 projects aim to increase the participating organisation's capacity to work at an international level.

These activities are also an opportunity for staff of Adult Education organisations to gain competences in addressing the needs of adult learners with disadvantaged backgrounds. Given the current context concerning young migrants, refugees and asylum seekers, projects that train staff of Adult Education organisations in such areas as training refugee adult learners, intercultural classrooms, teaching adult learners in their second language, classroom tolerance and diversity are welcomed.

Staff must be based in the UK and must undertake their mobility in an eligible organisation based in another Programme Country. Funding is not available for UK organisations to receive staff from other organisations – the organisation sending staff must apply to the National Agency in their own country for funding.

Definitions:

Adult Education: all forms of non-vocational Adult Education, whether of a formal, non-formal or informal nature.

Adult Education organisation: any public or private organisation active in the field of non-vocational adult learning.

Adult learner: any person who, having completed or is no longer involved in initial education or training, returns to some forms of continuing learning (formal, non-formal or informal), with the exception of school and VET teachers/trainers.

For an overview of Key Action 1, please see: https://www.erasmusplus.org.uk/key-action-1

For further inspiration and real life case studies, visit our website for information on funded Key Action 1 Adult Education projects.

For an overview of the European initiatives in the field of Adult Education and for links to applicable documents, please see: http://ec.europa.eu/education/policy/adult-learning_en.

Other useful links associated with policy and strategy, entrepreneurialism and multilingualism are available in Annex IV of the 2019 Programme Guide.

2. Identifying Opportunities

ePlatform for Adult Learning in Europe (EPALE)

The ePlatform for Learning in Europe (EPALE) was launched in 2014 and is funded by the European Commission to improve the quality of adult learning provision in Europe. It is a multilingual open membership community used by teachers, trainers, researchers, academics, policy makers and anyone else with a professional role to access news and events, and network with colleagues across Europe in the field of Adult Education.
The platform allows you to:

- Add details of your organisation and find project partners in EPALE's Partner Search Tool, building your transnational network;
- Join 'Communities of Practice' (online groups) to meet like-minded EPALE members from across Europe and exchange ideas, resources and good practices;
- Create your own unique 'Collaborative Space' - closed and secure groups allowing you to discuss your ongoing project(s) with partners and networks;
- Take part in Pan-European online discussions on issues and topics within the sector including Digital Learning, VET, Literacy, Employability and ESOL;
- Upload blog posts, events and resources, disseminating and promoting your project results.

No formal application is required to use EPALE, all you need to do is register as a user. If you need any further information please contact the EPALE National Support Service for the UK at epaleuk@ecorys.com or by telephone on 0121 212 8930.

3. Organisation Roles and Responsibilities

You can apply to run a Key Action 1 Adult Education Mobility Project as either:

- A non-vocational Adult Education organisation sending its staff abroad;
- A non-vocational Adult Education organisation, acting as coordinator of a national mobility consortium of non-vocational Adult Education organisations.

Participating organisations assume the following roles and tasks:

Applicant organisation: in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a national mobility consortium of partner organisations of the same country aimed at sending Adult Education staff to activities abroad. The consortium coordinator can also – but not necessarily – act as sending organisation.

Sending organisation: in charge of selecting staff and professionals active in the field of Adult Education and sending them abroad. The sending organisation is either the applicant organisation or a partner in a national mobility consortium.

Receiving (Hosting) organisation: in charge of receiving foreign Adult Education staff and offering them a programme of activities, or benefiting from a training activity provided by them.

The specific role of the receiving organisation depends on the type of activity and the relationship with the sending organisation. The receiving organisation may be:

A **course provider** (in the case of participation in a structured course or training event) or **partner** or any other relevant organisation active in the Adult Education field (in the case of e.g. job shadowing or teaching assignments). In this case, the sending organisation, together with the participants, should agree the objectives and activities for the period abroad and specify the rights and obligations of each party before the start of the activity. Courses with content related to EU Funding or bid writing are not eligible.

Please note that course providers with legal entities in the UK are not eligible. All receiving organisations must be legal entities within their Programme Country, including course providers.

For Adult Education mobility, projects you do not need to identify a receiving organisation at the application stage, however identifying your partners and including them within your application will strengthen the quality of your application.

You do not need to provide signed partner mandates for receiving organisations with Key Action 1 Adult Education applications.

The sending and receiving organisations, together with the staff, must have agreed on the activities to be undertaken by the participants - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party. If your application is successful, the UK NA will provide these agreements to you in the form of templates.

4. Applying on behalf of a consortium

If you are applying on behalf of a national consortium, all members of the consortium must be from the same Programme Country (in this case the UK) and need to be identified within the application. **A consortium must comprise of at least three eligible organisations**: you and two other UK organisations. If you only have one eligible UK partner, in addition to yourself, your application will be considered ineligible.

If you include UK consortium members within the application form, you will need to provide a signed partner mandate for each member of the consortium. The mandate must be between the applicant organisation and the relevant UK partner. Mandates must be annexed to your application form at the time of submission. The European Commission has provided a partner mandate template which **must** be used and which can be downloaded from the annex tab or be found in the sidebar of the manage your grant webpages from our website.

5. Project Duration

All 2019 Adult Education staff mobility projects must start between 1 June 2019 and 31 December 2019. Project durations can be between 12 to 24 months. You must choose the projects start and end dates in addition to its duration at the application stage, based on the objective of the project and on the type of activities planned.

IMPORTANT NOTE: If your project application is successful, all project activity must take place between the project's start and end dates. Any activity that falls outside of these dates will be deemed ineligible for funding. Please choose your start date and duration carefully using the information on this page to help you.

Things you should consider when choosing a project start date and duration:

- The date when your organisation will receive its first Erasmus+ pre-financing payment if successful:
    - As per pages 264 and 265 of the 2019 Programme Guide, the indicative date of notification of award decision is four months from the submission deadline. The

indicative date for signing grant agreements is also four months from the submission deadline. This means that organisations may not receive pre-financing payments before their project start date if an early date is chosen. Please note that the indicative dates provided are for general information only and do not constitute a legal obligation for the UK NA.

- Your organisation's holiday calendar and the availability of staff to undertake mobilities:
    - Please consider when staff will be able to undertake mobilities. Will participants be able to carry out activities during work time? Will participants have to undertake mobilities in their holidays or own time? Do participants have prior commitments over the proposed Erasmus+ project dates?
- The number of mobilities your organisation plans to apply for:
    - Will your organisation be able to complete the proposed number of mobilities within a certain timeframe? Does your organisation have enough participants to undertake the mobilities you plan to apply for? Is there capacity for more staff in your organisation to take part in mobility as part of the Erasmus+ project?

6. What mobility activities are possible and who is eligible to participate?

Organisations active in non-vocational Adult Education can apply for funding to support the following **staff mobility** activities within a project:

- **Teaching/training assignments abroad**– staff deliver teaching or training in a partner organisation abroad;
- **Structured Courses or Training Events** - staff participate in structured courses or training events to support the professional development of Adult Education staff;
- **Job Shadowing** - staff undertake a job shadowing experience in an Adult Education organisation abroad.

Funding can be used to support staff engaged in non-vocational 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. Days must be consecutive.

Participants defined as Adult Education staff are those staff in charge of Adult Education **in a working relationship with one of the sending organisations involved in the project or involved in the organisation's strategic development**. This can also include voluntary staff.

Staff who teach primary or secondary students are not eligible under the Adult Education field.

Part II: Before You Apply

Before you apply for a Key Action 1 Adult Education mobility project, please complete the following steps:

1. Check that you are eligible to apply.
2. Check whether your organisation already Participant Identification Code (PIC) and if not create a PIC by registering on the European Commission's Participant Portal.
3. Upload or update Legal Entity and Financial Identification Forms.
4. Provide proof of organisational and financial capacity.
5. Review quality criteria against which your application will be assessed.
6. Check you have everything prepared by completing the preparation checklist.

1. Check that you are eligible to apply

1.1 Eligible Organisations

All Key Action 1 Adult Education mobility projects are organisation led. Individuals cannot apply directly. Whilst an Adult Education staff member can complete the application eForm on behalf of their organisation, the project remains the organisation's responsibility even if that staff member leaves the organisation.

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

- A non-vocational Adult Education organisation sending its staff abroad;
- A non-vocational Adult Education organisation, acting as coordinator of a national mobility consortium of non-vocational Adult Education organisations.

IMPORTANT NOTE: Following the outcome of discussions between the National Authority for the Erasmus+ Programme in the UK and the European Commission, it has been confirmed that UK organisations can participate in Erasmus+ projects, as a project partner or as an applicant, as long as they have a legal personality.

In order to be considered an eligible 'participating organisation', UK organisations (including all members of a UK consortium) participating in Erasmus+ Adult Education projects, as a project partner or as an applicant, must be able to evidence at the application stage that they are legally registered in the United Kingdom and have a separate legal personality (legal distinction between the owner and the business). Therefore, unincorporated organisations are not eligible to participate in Erasmus+ projects under the field of Adult Education. The only exception to this ruling is in the field of Youth regarding informal groups of young people involved in youth work and unincorporated charities that are legally registered with the Charity Commission.

In-depth checks have been put in place in order to check the legal status of participating organisations in 2019. If you are unsure about the eligibility of your organisation's legal status, you are advised to check with the UK NA before submitting your application, as we will not be able to accept any changes to the

1.2 Eligibility Criteria

Please also ensure the following eligibility criteria are met:

- If you are applying on behalf of a UK national consortium ensure that you include at least two other eligible UK partners – if you only have one UK partner your application will be considered ineligible.
- **Only one application per selection round** can 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.
- Project activities meet the minimum number of days and do not exceed the maximum duration (see 70 - 76 of the 2019 Programme Guide).
- Your application form is completed in full and is submitted by the deadline time and date.
- Organisations must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for Key Action 1 Adult Education projects on pages 70 - 76 of the 2019 Programme Guide.

- UK establishments/overseas organisations are not eligible to apply for Erasmus+ funding in the UK. This is because a UK establishment takes the legal status of the overseas company and has no separate legal personality. You can find a list of Programme Countries here on our website.
- For your project to be eligible for funding from the UK NA, the sending organisation in each activity **must be from the UK**. If this is not the case, consider applying to a different National Agency: http://ec.europa.eu/programmes/erasmus-plus/contact_en.

1.3 Other relevant Eligibility Criteria

Exclusion Criteria

Please ensure that you (and your partners where applicable) have read and understood the Exclusion Criteria stipulated in the 2019 Programme Guide.

An applicant will be excluded from participating in calls for proposals under the Erasmus+ Programme or will be rejected from the award procedure if it is found in one of the situations described in the criteria referenced on pages 252-256 of the 2019 Programme Guide.

Double Funding

Organisations must ensure that Erasmus+ funding is used to deliver the activities that are set out in their application. In cases where organisations are also receiving funding from other sources to deliver similar activities, including other EU and National funding programmes, it is the responsibility of the applicant to ensure they remain compliant with the relevant funding rules, including those in relation to match funding and double-funding where applicable.

EHCE Accreditation for organisations in non-HE projects

In order to participate in Erasmus+ projects, Higher Education Institutions (HEIs) such as universities and other organisations whose core work is in the field of Higher Education, must hold the Erasmus Charter for Higher Education (ECHE). This includes HEIs participating as funded partners in Erasmus+ projects. You can find further information about the Erasmus Charter for Higher Education on our website.

Uniqueness of Applications

Please be advised that identical or very similar applications submitted by the same applicant or by other partners of the same consortium will be subject to a specific assessment by the UK NA. All applications should include unique content that reflects, for example, the unique aims and objectives of the applicant organisation/consortium and host partners, the participant target group, and the geographical location of the sending partner(s).

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.

2. Register for a Participant Identification Code (PIC) and register on the European Commission's Participant Portal

2.1 Create an EU Login

The Participant Portal is accessible via an individual's EU Login account. If you have not previously registered on EU Login, you can create an account here. If you are the contact person for your project, you must register for an EU Login account even if your organisation already has a PIC.

2.2 Register on the Participant Portal

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation; all organisations involved in the application must be registered and provide their basic legal and financial data in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.

Please be aware that there are two portals. The Research Participant Portal and the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal. An internet search for the Participant Portal will lead you to the Research Participant Portal by default, so please ensure you use the link above in order to register and access the correct Participant Portal for Erasmus+ projects.

Once registered organisations will receive a nine digit Participant Identification Code (PIC) unique to their organisation.

IMPORTANT NOTE: 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, up-to-date and that you always have the login details to access the Portal.

We 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.

Some organisations may already be registered. **Please check before registering that your organisation does not already have a PIC.**

2.2.1 How do I check if my organisation is already registered?

If already registered, you do not have to register again. This is because your organisation can have only one PIC. When duplicate PICs are created it can cause delays in processing your application. **However, you will need to upload new legal and financial identification forms dated for 2019. For further details, see pages 20-23 of this guide.**

You can check whether your organisation is already registered through your EU Login account, by clicking on the 'Organisation' tab from the drop down menu and using the 'search' facility or online via the find a registered organisation webpage.

If you have identified your organisations PIC, we recommend emailing the contact person detailed within the search to check who they are, if they still have access and in cases of any other queries you may have about the information registered against the PIC. If the contact person for the PIC has left the organisation and you cannot login, you should contact the European Commission's Helpdesk at EC-RESEARCH-IT-HELPDESK@EC.EUROPA.EU. Within your email, include details regarding your PIC, organisation name and why you need a new login to the Participant Portal.

2.2.2 What if my organisation is not registered?

If your organisation is not registered and does not have a nine digit PIC code it is compulsory that you register to enable you to submit an application.

Please see Part C, Information for Applicants, of the 2019 Programme Guide, page 251, for detailed guidance on how to register.

For information about registering and uploading documents to the Participant Portal, as well as updating information and previously uploaded documents, please refer to the Participant Portal manual.

IMPORTANT NOTE: Following guidance from the European Commission, in order to avoid or minimise potential misuse of organisational data, we strongly recommend that the domain address used for emails in the Participant Portal matches the legal signatory and the contact person's domain email address used in the application form (e.g. john.smith@abc.com and ana.rosi@abc.com)

If the email domain address in the application form is different from that provided in the Participant Portal, such applicants might be checked by the UK NA for correctness and validity of data provided in either the application form or Participant Portal.

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3. Upload or update the Legal Entity Form, proof of legal status and Financial Identification Forms

Once registered, all organisations must have their legal status validated by their National Agency in their country. This includes both applicants and UK consortium partner organisations in a project. Organisations cannot receive Erasmus+ funding until they have been validated. To enable the UK NA to validate your organisation, you will need to upload certain documents onto the Participant Portal.

Please note that validation of your organisation is needed to process your application. However, it is a separate process and not linked to the assessment of your application. Therefore, your organisation being validated does not imply a successful outcome of your application.

If you have applied for Erasmus+ funding before and have already been validated you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted however; you can upload documents in their place. Please remember to include a document version number or a date of creation.

3.1 Legal Entity Form

Both you and your partners must upload a **Legal Entity Form** to the Participant Portal as well as the necessary supporting documents for this form. The template Legal Entity Form can be downloaded at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

There are three types of legal entity documents available: ‘Individual’, ‘Private Company’ and ‘Public Entity’. Please choose the appropriate form, depending on whether your organisation is a ‘Private Company’ or a ‘Public Entity’.

3.1.1 Proof of legal status

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation’s legal status.** The supporting legal documents must be consistent with your organisations information provided on both the Participant Portal and the Legal Entity Form. For more information, please review the FAQs section on the Participant Portal and on the Erasmus+ UK website.

3.2 Financial Identification Form

As an applicant, you will need to upload a **Financial Identification Form**. The template Financial Identification Form is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

The Financial Identification Form should be **signed, dated and stamped by your bank** or alternatively should be **accompanied by a recent bank statement (less than 18 months old)** for the given bank account. You should provide details of an account that your grant can be paid into and that is set up to receive payments in Euro. If your organisation is successful in securing Erasmus+ funding, at a later stage you will be asked to upload a ‘Refined Bank Details Form’ and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

4. Provide proof of Organisational and Financial Capacity

4.1 What is Organisational Capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and will administer them in accordance with the grant agreement, the UK NA and the 2019 Programme Guide published by the European Commission.

The UK NA may limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK NA as a condition of participation in the grant award procedure or fail to supply that information (see the section ‘Exclusion Criteria’ in Part C, pages 252-255 of the 2019 Programme Guide).

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 UK NA.

4.1.1 What do I need to provide?

The above five bullet points must be detailed in the application form. Where necessary, further information may be requested.

Any outstanding debt your organisation has with the UK NA (either the British Council or Ecorys) will impact upon the approval of your application and your ability to secure funding. You are therefore strongly advised to clear any outstanding debts with the UK NA before applying for funding.

4.2 What is Financial Capacity?

Erasmus+ grants may not cover all costs; the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities. Applicants must be able to demonstrate that they have sufficient reserves to deliver the project.

A formal financial capacity check does not apply to public bodies or international organisations. Financial capacity checks will not normally be undertaken in cases where the grant requested does not exceed €60,000. However, in cases where the UK NA has serious concerns about the financial capacity of an organisation, or where the cumulative grant requested by the same organisation for several projects exceeds €60,000 the UK NA may still decide to do a financial capacity check and may ask the applicant organisation to submit the required supporting documents.

4.2.1 What do I need to provide?

Private organisations applying for a grant above **€60,000** should ensure that the profit and loss accounts and the balance sheet uploaded to the Participant Portal. These accounts should be in accordance with the relevant UK legislation; for the last financial year for which their accounts were closed and **not more than 18 months old from the deadline date to which you are applying.**

The accounts must show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

New for 2019: Private organisations applying for a grant which exceeds **€750,000**, in addition to the above must upload an audit report produced by an approved external auditor must be provided. That report shall certify the accounts for the last financial year available.

The above documents (as applicable) are required for the UK NA to carry out Financial Capacity Checks and must be uploaded the participant portal. For more information on Financial Capacity Checks, please see pages 255 - 256 of the 2019 Erasmus+ Programme Guide.

4.2.2 What if my organisation is new or has no accounts?

The UK NA may consider applicants who are recently established and/or have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

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 UK NA; and

2) A qualitative assessment undertaken by external expert(s) who have been selected based on their experience and knowledge of Adult Education. Their assessment is based on elements of analysis as detailed in the 2019 Guide for Experts on Quality Assessment.

The budget for Key Action 1 is finite. Funding decisions are made based on the quality score. Experts will assess each section of the application against the criteria detailed on page 72 of the 2019 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"); - the needs and objectives of the participating organisations and of the individual participants.

	• The extent to which the proposal is suitable 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 organisation; • 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. (including the use of EPALE, whenever relevant).

Please bear in mind that if you were unsuccessful in a previous Call year and intend to submit your application again you should rework it taking on board the feedback provided previously by external assessors. You are not allowed to submit the exact same application form twice, so make sure you aim to improve your application as much as possible when intending to resubmit it. Please also bear in mind that Key Action 1 funding is competitive therefore you should always aim to improve the quality of your application utilising the appropriate quality criteria.

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. Also, remember to proofread your application.

IMPORTANT NOTE: Any application scoring less than half the available points in any one of the three quality criteria will be unsuccessful. In addition, a proposal needs to score more than 60 points in total. If these two criteria are not met, the proposal will not be considered for funding. For example, if an application scores 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You should therefore make sure that your application is balanced and that you give attention to all aspects of the project.

Approved projects will be ranked in terms of their overall assessment score, and the programme budget will be allocated from the highest scoring project down to the lowest scoring project until the budget is fully utilised. Approved applications, which cannot be funded due to insufficient programme funds, may be placed on a reserve list. If one or more application scores the same, they will be ranked based on the score they received under the 'Impact and dissemination' quality criterion. If applications scored the same under this criterion, they will then be ranked based on the score they received under the 'Relevance of the project' and then 'Quality of project design and implementation'.

5.1 Proportionality

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

5.2 Additional information on quality criteria

Annexes II and III of the European Commission’s 2019 Erasmus+ Programme Guide contain further information on quality criteria and key terms. You may also find it beneficial to read the European Commission’s Guide for Experts on Quality Assessment, which sets out the assessment process and the quality criteria for the assessment of applications. Both documents once published can be downloaded from the Erasmus+ UK website.

6. Preparation Checklist

Please check the following before completing your application form:

☐	Have you read the relevant sections of the 2019 Call Programme Guide?
☐	Have you checked how your application links to current EU policies?
☐	Have you checked whether this is the right Key Action and field for your project?
☐	Have you checked whether your organisation is eligible for Erasmus+ funding?
☐	Can you demonstrate the organisational and financial capacity of your organisation?
☐	Does your organisation have a PIC number?
☐	If your organisation does not have a PIC have you registered on the European Commission's Participant Portal via EU Login?
☐	Are all your details on Participant Portal correct and up-to-date?
☐	Have you uploaded an updated Legal Entity Form onto the Participant Portal, along with the required support documents?
☐	Have you uploaded an updated Financial Identification Form onto the Participant Portal, along with any required supporting documents?
☐	Does your organisation have a Euro account or an account that will accept Euro payments?

☐	Are your partners aware of the Participant Portal requirements?
☐	Have you checked the quality criteria against which your application will be assessed?

Part III: Completing Your Application

In order to help you put together a good quality application we have developed a step-by-step guide to assist you in filling out the online electronic application form (eForm). The next pages will take you through the different sections of the eForm, emphasise the most important parts, and highlight potential obstacles.

It is important to note at application stage that if approved, you will be contractually bound by the UK NA to deliver your project in line with the information provided within 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 you must ensure that the information you are presenting (including partners, countries and participants involved as well as the planned activities) 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.

1. Introduction to the Web eForm

It is compulsory to complete the eForm when applying for Key Action 1 funding. **Please note the eForm is no longer a PDF document and must be completed online in your web browser**. You will need to use your EU Login details (please see page 17 of this guide) to access the web application form. Please ensure you open a correct application eForm.

The form has been successfully tested on the following browsers: Internet Explorer 11.0, Firefox 45.7 and Chrome 56.0. We recommend that where possible you use a PC to complete the form.

You will also need PDF reader software (such as Adobe Reader) to print, sign and scan the Declaration of Honour page, which needs to be annexed to your application.

IMPORTANT NOTE: When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.

This will cause problems with the auto save functionality of the form and **result in lost data in your application.**

1.1 Accessing the eForm

The eForm can be accessed here on the Erasmus+ Forms website: https://webgate.ec.europa.eu/web-eforms/

When you click on the link to access the online eForm, the EU Login page will automatically show on your screen. After logging in you will then see the 'Home' screen with two tabs:

- 'Open Calls' tab with the 'Apply' button – please click here and select 'Adult Education Mobility' to open a new version of an online eForm.
- 'My applications' tab where all the submitted or draft applications will be displayed.

You have to be connected to the internet to enter information into the form. The eForm does not have a 'Save' button as it is automatically saved every 2 seconds.

If you close the application, you can edit it again via 'My applications' tab on the 'Home' page and by clicking on the grey 'Menu' button (a box with three black bars in it) on the right hand side of a given application version, choosing the 'Edit' function. This way you can return to your application and complete it as many times as necessary. Please note that each draft application that you open by clicking the 'Apply' button in the 'Open Calls' tab will have a unique form ID number. To be able to return to an appropriate draft version, you will need to know the relevant form ID, otherwise the project title will be displayed here once it has been populated in the eForm.

To log out, you will need to completely close the browser that you are working in.

1.2 Basic Application Functionalities

You should fill in all the required fields on the form, using the mouse or tab keys to navigate. Mandatory fields are marked with a red stripe on the left hand side and you will need to complete all of them in order to be able to submit the form.

Each section of the application form is displayed in the menu on the left-hand side. Once all the mandatory fields in a given section have been completed correctly, the section will be marked with a green tick icon.

If there is any information missing in a section or if not all the application rules have been respected, a section will be marked with a red exclamation triangle icon. Most individual questions will be marked in the same way to make it easy to identify and fix any issues.

Please note that fields appearing in grey 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 input 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 rows or sections by clicking on the relevant 'Add' grey button (e.g. 'Add partner'). To delete an entry, please click on the grey 'Menu' button on the right hand side of a given entry and choose a relevant 'Delete' function (e.g. 'Delete an activity').

Some sections of the application form, such as the 'Participating Organisations' section, have a 'Menu' button (a box with three black bars in it) that you have to click to add further information to the section. Others, such as the 'Legal Representative' and 'Contact Person' fields, have links that you must click in order to populate this section.

Please note that the maximum number of characters for the narrative boxes is 5000 characters (including spaces).

You can navigate back and forth through parts of each section by using the links at the top of the page.

1.3 Submitting the eForm

You can only submit the e-Form once all sections have been completed correctly and have been marked with a green tick in the left-hand menu. The 'Submit' button in the menu will then become active and you will need to click this button to submit your application to the UK NA.

Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. Under the 'Submission' summary page you can access information about all submissions you made with a given application form.

1.4 Sharing your e-Form

It is possible to share your applications with your colleagues or partners in a read-only format. The application can only be shared with someone who has an existing EU Login account and is accessed when they log into the Erasmus+ Forms website using their EU Login details.

To share your application, you can do this either by navigating to 'My Applications' from the web forms Home screen and then selecting 'Share' from the menu to the right of the application you want to share. Alternatively, within the eForm there is a section marked 'Sharing', which will also take you to a section marked 'Sharing Summary'.

Click the 'Share Application' button and enter the email address linked to the EU Login account of the individual you want to share the application with. Currently there is no function to notify automatically the individual that an application has been shared with them, so you will have to inform them. Once the user the application is shared with logs into the Erasmus+ Forms website, a read-only version of the application will appear under 'My applications'.

Under 'Sharing Summary' you can find a list of users that the application is shared with and has previously been shared with. If you need to edit the details of the individual you have shared the application with or need to revoke a user's access to it you will need to click on the menu button to the right of their email address and select either 'Edit Sharing' or 'Revoke Sharing' as appropriate.

1.5 Further Guidance

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

2. Step-by-step guide to completing your application eForm

Context

This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on the selection of your proposal. Unless otherwise specified in the Programme Guide, the receiving National Agency must be located in the country of the applicant organisation.

Details specific to the application being made (Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission) are visible at the top of the screen. Applicants should check that this information corresponds to the funding being applied for.

'FormId' is the identification code of your application and is individually generated for each draft eForm you create when you click on the 'Apply' button in the 'Open Calls' on the 'Home' screen. You will not be able to change the content of the above box. If any of the above details do not apply to the grant, you wish to apply for then you are using the wrong form. You need to close it and choose the correct form from the 'Home' page, which can be quickly accessed by clicking on the home icon. You will be then able to open the correct eForm or to search for the appropriate funding opportunity and a relevant application form. All other sections must be completed by applicants.

Project Title: Please choose a title for the project, different from your organisation's name.

Project Acronym: Please enter any acronym for your project title here, if applicable.

Project Start Date: Select a start date between 01/06/2019 – 31/12/2019 from the calendar.

Project Total Duration: The overall project duration can be between 12 and 24 months – please select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates. 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.

Please note that if you are awarded funding, the indicative date for signing your Grant Agreement with the UK NA is five months after the deadline (i.e. July 2019). Please be mindful that you should plan in enough time before your activities to be sure you are able to get the value for money on travel costs, accommodation etc.

Project End Date: This should be no longer than 24 months after the start date and after all activities or mobilities have taken place. The project end date will calculate automatically once you have selected the Project Total Duration in months.

National Agency of the Applicant Organisation: please select UK01 (United Kingdom) from the drop down box.

Language used to fill in the form: Please select English from the drop-down menu for applications made to the UK NA.

Once all information is entered, all fields will be marked in green. On the left hand side of the screen, the ‘Context’ tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is completed.

Participating Organisations

This section asks applicants to provide information relating to the applicant organisation and hosting partner organisations

In advance of completing this section of the form, applicants and partners must register their organisation on the European Commission’s Participant Portal to obtain a nine-digit PIC number. Please refer to pages 17- 19 of this guide for further information. If you have already submitted an Erasmus+ application, you do not need to re-register and should use the same PIC for any further Erasmus+ applications. All organisations included in the application, whether they act as an applicant or a partner, need to be registered in order to receive a PIC number through the Participant Portal.

Once you have entered your PIC in the box, the ‘Legal name’ and ‘Country’ fields should populate automatically. You then need to select ‘Organisation details’ function from the grey ‘Menu’ button to complete this section.

Are you applying on behalf of a mobility consortium? If you are applying on behalf of a consortium select ‘Yes’ from the drop down box. If you are applying as an individual organisation and not as a part of a consortium, select ‘No’ from the drop down box.

Are you also involved in other consortia?

If you select ‘Yes’ to this question the following question will become visible: **Please briefly explain the reasons for participating in different consortia and your organisations’ role.**

Applicant Organisation Details

This section is accessed by clicking on the organisation name on the screen. The information displayed in grey is pre-filled with the data from the Participant Portal. 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.

Please note the ‘CEDEX’ field is only applicable to French organisations and can be left blank where applicable.

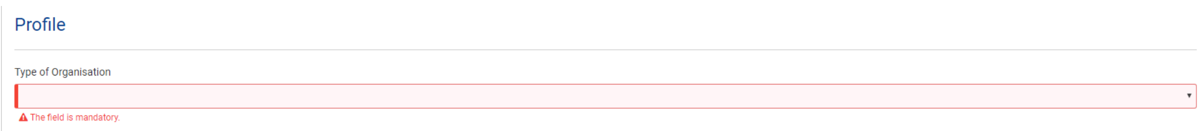
If you receive an error when inputting your PIC number and you have checked that you are entering the right code – please contact us at erasmusplus@ecorys.com.

If there are any changes to the information originally provided, you should log onto the Participant Portal and update the information accordingly. Please see the Participant Portal User Manual for advice on how to update these details.

Profile

Type of Organisation: In the 2019 eForm applicants must indicate the type of organisation as this information is no longer pre-filled via the Participant Portal. Please note that, as this field is compulsory, you cannot leave it blank therefore, you should chose an option from the drop-down menu. If you cannot find the right organisation type in the list of the drop-down menu, please choose the closest possible type.

‘Is your organisation a public body?’ and ‘Is your organisation a non-profit?’ will be pre-filled using the information contained within the Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.



If you experience any problems where fields are not populating correctly, we recommend that you check your organisation’s information in the Participant Portal.

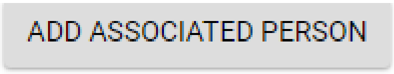
Total number of staff: Please enter the total number of staff employed at your organisation.

Total number of learners: Please enter the total number of learners enrolled at your organisation.

Associated Persons

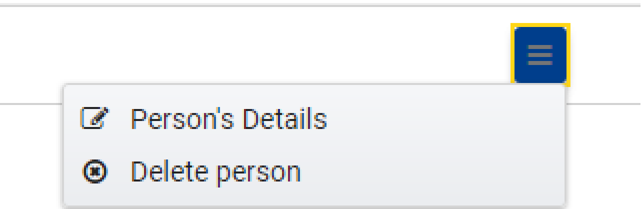
Associated Persons are persons related to the project – Legal Representative and Contact Person. To populate the details for the Legal Representative and Contact Person, please click on the ‘Menu’ button and choose ‘Person’s Details’ function.

You have the option to add another two Contact Persons by clicking ‘Add Associated Person’ button, but only one can be identified as a ‘Preferred Contact Person’ and the UK NA will only be in touch with them during the application assessment process and contracting stage, if applicable.



You may wish to add a finance officer or other colleagues who many need to contact us regarding the project. We recommend that you **add at least one other contact person** to the application, who can remain in contact with the UK NA in cases where the preferred contact person is absent or unavailable.

To remove any additional Contact Persons that you have added to the form please click on the ‘Menu’ button and select ‘Delete person’.



Legal Representative

In this section please enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation. This may be your Finance Manager or another member of the Senior Management Team. 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 complete every field in this section.

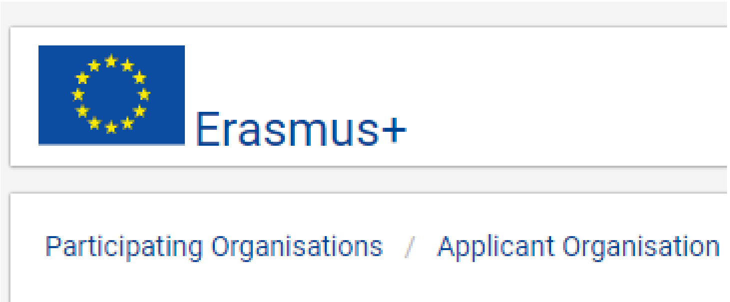
In order to facilitate contact between the applicant and the UK NA, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

If the address of the legal signatory is the same as the organisation address, you should click on the ‘Same Address as Organisation’ button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

Please note: it is important that the legal representative details are consistent throughout the application form, in the Declaration of Honour, partner mandate(s) and other supporting documents. If there are inconsistencies, your application might not be taken forward.

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2019 Programme Guide, Part C ‘Step 2: Check the Compliance with the Programme Criteria’ on pages 252 to 256. Please ensure you give special attention to the Exclusion Criteria (pages 252 to 255).

Once all fields are completed, they will be marked green. To go back to the ‘Applicant Organisation Details’ screen you can click on ‘Applicant Organisation’ in the top navigation menu.



Once all fields are completed, they will be marked green. To go back to the ‘Applicant Organisation Details’ screen you can click on ‘Applicant Organisation’ in the top navigation menu

IMPORTANT NOTE: It is important that the legal representative is readily available to **<u>hand sign</u>** forms relating to your application such as the eForm Declaration of Honour, any consortium partner mandates, the Legal Entity Form, Financial Identification Form, and if successful, the grant agreement. The legal representative will need to hand-sign all forms promptly and up to approximately 5 months after the 5 February 2019 deadline for the grant agreement signing.
If after the application submission the legal representative or contact person changes, or their details change, please inform us as soon as possible.

Contact Person

Please complete this section as per the previous one for Legal Representative. We will use these details as the first point of contact during the application process and, should the application be successful, the delivery of the project. We strongly recommend that the contact person is different from the legal representative.

If the address of the legal signatory is the same as the organisation address, you should click on the ‘Same Address as Organisation’ button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

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 lifetime. Please contact us as soon as possible if there are any changes.

Once all fields are completed, they will be marked green. To go back to the ‘Applicant Organisation Details’ screen you can click on ‘Applicant Organisation’ in the top navigation menu (under the Erasmus+ logo).

Background and Experience

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

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?**

New for 2019: In previous application eForms, this question had 5000 characters; in the new eForm, 3000 characters have been allocated.

Please give details regarding the context within which <u>your organisation</u> operates.

You should consider the following:

- The history of your organisation;
- The type of organisation;
- The aims of your organisation;
- The location of your organisation;
- The number and demographic of your Adult Education staff and learners that use your organisation;
- How the activities proposed in this application fits into other programmes or activities you deliver.

Please detail how your organisation'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 detail if this is a project format that you have delivered before.

Please detail the number of administrative and delivery staff involved in this project (paid staff and volunteers) in your organisation and their competences, relevant experience or qualifications.

New for 2019: Please describe why and how you have formed your national mobility consortium. Make sure to include information on:

- **capacities, competences and experience of your organisation that are relevant for coordinating the consortium;**
- **existing links between organisations in the consortium, including any organisational, hierarchical or similar links between the coordinator and the consortium members, if relevant.**

This question will only be visible if you selected 'Yes' to the question: 'Are you applying on behalf of a mobility consortium?'
The information in this section will inform the assessment of your organisation's capacity to a consortium successfully. It is strongly recommended that you describe the administrative and financial structures across the partnership. You can use examples from your past projects to demonstrate that a structured programme of activity can be delivered.

Where applicable, describe the relationships between the consortium organisations including any formal links or prior experience delivering projects.

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

Please select your answer from the drop down menu. If you select 'Yes' here, please complete the table with the relevant information.

To add more projects, please click on the 'Add Grant' button. To delete any entries, please click on the 'delete' button (a circle with an 'x' in it). If you have been involved in previous projects but do not know the exact details, please contact the UK NA.

Once all fields are completed, they will be marked green. To add partners to your project you need to go back to 'Participating Organisations' by clicking the link in the top navigation menu (under the Erasmus+ logo).

Consortium

If you selected 'Yes' in the dropdown box you must enter the PIC numbers of all consortium organisations. If you selected 'No', this section will not be visible.

All UK Consortium organisations will also need to have a registered PIC. Please repeat the same steps as for Applicant Organisation when adding information about consortium members.

If you are applying as part of a national consortium, please ensure that you include the **minimum required eligible number of three UK partners** (you the applicant and at least two eligible UK partners). If your application contains only two UK organisations (you and only one other UK partner) your application will not be considered eligible.

IMPORTANT NOTE: You must annex a signed **mandate for each consortium member listed in the application to the application form**. **You can download the partner mandates from the Annexes tab.**

Please ensure that each mandate is signed and dated in original by the organisations' legal representatives. **Electronic signatures will not be accepted**. Please note that the organisation details provided on partner mandates **must** match the partners' details specified on the Participant Portal and/or the application form.

Consortium Member Details

This section on the screen will be pre-filled with the data from the Participant Portal.

Profile

Again, the field 'Type of organisation' must be manually filled here by selecting the most relevant type from the drop-down menu.

Associated Persons

Please refer to the advice provided above for the 'Applicant Organisation Details' section when completing this sub-section in relation to your partner.

Legal Representative

Details of the partner's legal representative should be provided in this section. If the address of the legal signatory is the same as the organisation address, you should click on the 'Same Address as Organisation' button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

Contact Person

Details of the partner's contact person should be provided in this section. If the address of the legal signatory is the same as the organisation address, you should click on the 'Same Address as Organisation' button. The fields will populate automatically with the organisation address details. If the address of the legal signatory is different from the organisation address, you should ensure you enter the additional address details manually.

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?**

Provide information on the key personnel who will be involved in the project to include information about their expertise that will bring value to the consortium. You must then provide details of the consortium partner's previous experience of delivering projects, activities or other work that is relevant to the project and how it will add value to the project and will help to build on the skills and knowledge needed for the activities you propose in the application.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Participating Organisations' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated and complete.

Hosting Partner Organisations

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 Programme countries.

If your project includes job shadowing or a teaching assignment at a partner organisation abroad, you should click the button to add information about the partner organisation.

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 here.

Although Adult Education projects are not obliged to identify course providers at the application stage (i.e. the partner organisation abroad for Structured Courses/Training Events) and receiving partners do not need to be identified at application stage, the UK National Agency strongly recommends that **receiving partner information be provided in the application eForm**. This will strengthen the quality of your application, as you are able to highlight the receiving partner's experience and knowledge, and explain how the receiving organisation is relevant to the aims and objectives of the project. 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.

Where receiving partners are not in the application form, you must indicate the receiving city within the application. If your project is successful, the UK National Agency will contact you after we have contracted with you and you will be required to provide all the receiving partner information as per the application form and any required amends to the budget will be implemented. Please note that the distance bands requested will be checked during the assessment process and the UK National Agency cannot award any funding over the amount requested.

To add a hosting partner organisation **with a PIC number**, enter the hosting organisation's PIC number, this will pre-fill the organisation's details from the participant portal. The email address for the organisation will then need to be added to the Hosting Organisations Details.

To add a hosting partner organisation, **without a PIC number,** click the '...' and enter all of the host organisations' details in the fields available.

> **New for 2019**: there is no section to include the profile of Hosting Partner Organisations. Information about Hosting Partners should be included in the narrative of your application from.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Participating Organisations' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated and complete.

European Development Plan

This section requires specific information about your organisation's needs, plans for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation concerning 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 here in the UK, and should demonstrate that the proposed activities tie in with the organisation's (or consortium's) wider European/International strategy.

In this section, you should therefore provide a strategic view of the organisation's/consortium's plans for European activities. This will include an overview of the current status and vision for the future, identified needs, and how the planned activities will address these needs.

This section will read slightly differently depending on if you are applying as a consortium or as a single applicant:

What are the key needs and goals of your organisation/the organisations forming your national mobility consortium in the area of European mobility and cooperation?

This question is asking you to address the needs of your organisation/consortium and current priorities for improvement, particularly in areas that you are targeting in your Adult Education application. Please explain why you focus on these specific areas and how they fit in your organisation's/consortium's existing plan for development.

If applying as a UK consortium, this will refer to the issues of all consortium members and therefore the issues and needs of each member should be specified.

Define the key areas of your organisation's/consortium'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.

This question is asking you to address the needs of your organisation/consortium and current priorities for improvement, particularly in areas that you are targeting in your Adult Education application. Please explain why you focus on these specific areas and how they fit in your organisation's/consortium's existing plan for development.

If applying as a UK consortium, this will refer to the issues of all consortium members and therefore the issues and needs of each member should be specified.

Be clear on why the selected activities are the most effective way to meet your organisation’s/consortium’s development needs, focusing on who will benefit, how many staff and learners will be impacted in both the short and long term.

If applying as a UK 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.

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?

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 benefit in terms of the skills/knowledge participants will acquire from completing a European mobility. You may wish to consider why Erasmus+ funding is the best way to achieve your organisation and project aims and how your proposed activities link to the objectives of the Erasmus+ programme and this specific key action. 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.

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

New for 2019: This question is optional

What are the most relevant topics addressed by your project?

Applicants must select relevant topics being addressed by the project. By using the drop down menu, you may choose up to three. If your project plans to address more than three topics, please choose the most relevant.

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) and within your consortium?**

- **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.)?**

New for 2019: There is a 5,000-character limit for this question, which combines two questions in previous years' forms.

You will need to describe in detail the management of the project as well as addressing quality and management issues. Adult Education organisations that plan to organise mobility activities for staff must organise their activities in line with the principles and criteria set out in the European Quality Charter for Mobility. More information can be found at: http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm.

You will need to demonstrate that your organisation has, 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 your organisation to manage the project. It is strongly recommended that you, as the applicant organisation, describe the administrative and financial structures across the partnership and provide a detailed work plan as an annex to the application eForm. This should include a comprehensive timetable for the project, and identification of the people responsible for each task. If your organisation has previously managed a similar project in the past i.e. under the Lifelong Learning Programme, you can use examples from this to demonstrate that a structured programme of activity can be delivered.

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. You will also need to detail how you plan to address quality and management issues such as setting up partner agreements and participant learning agreements.

You should consider the Foreign & Commonwealth Office's travel advice for the countries where you will travel or send participants, or travel through en route. We will ask you to observe their guidance (https://www.gov.uk/foreign-travel-advice) and may not fund mobility(ies) in cases where the FCO advises against travel.

New for 2019: Question is optional

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.

If you are planning to use any of the above-mentioned tools in your project describe how these tools will be used. The most relevant tool for a Key Action 1 Adult Education Mobility project will be EPALE.

Activities

Activities Description

The below questions will be visible after participants have been entered under one of the five activity types:

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.

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, 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.

If you have included partner organisations in the project (for job shadowing or teaching assignments mobilities), you should explain how each organisation will share the responsibility for planning, managing and delivering the mobility.

You should also specify any particular procedures to be followed, for example, conducting health and safety audits, medical checks, Disclosure and Barring Service (DBS) checks (formerly CRB checks) or the equivalent checks in Northern Ireland and Scotland. 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.

We recommend that you plan to comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes the UK Data Protection Act 1998 (and pending updates to this Act), and legislation/statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (for example, the UN Convention on the Rights of the Child and the Children Act 1989, Safeguarding Vulnerable Groups Act 2006). If your application is successful, the signed grant agreement includes the following statement: “The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their project”.

You need to outline the activities will be organised, ensuring that they are relevant and realistic, and describe the role of each partner. Where applicable, you must outline how you 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. You will also need to detail the role of each partner, how participants’ progress will be monitored during their placement (if applicable) and who will be responsible for monitoring their work. Below, we have provided you with a few questions to help you begin answering this question:

- Where will staff go?
  - Where possible please detail the name of the city or town etc. that staff intend to travel to. This will assist UK National Agency staff when checking distance bands and budget requests.
- What will staff do whilst they are abroad? What is the agenda for the mobility?
- What type of course will staff attend? What classes will your staff teach? What type of classes will staff job shadow?
- What is the rational for including these activities? Why these activities in particular?
- How will this approach help your organisation(s) achieve the overall project objective?
- Will staff engage in any extra-curricular activities in their spare time whilst on mobility?

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 UK and **should** contribute to increasing the EU dimension of the applicant organisation.

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?

For this question, you have to explain what your plan is for dissemination and integration of any tangible project outputs. Be specific and describe how the project's participants will share the best practice and knowledge/skills acquired during and after the mobility activities. Be clear on how the knowledge/skills/project outputs, for example new methodologies, improvements or training will be integrated into everyday activities in your organisation, community, region or sector. Be sure to link these back to the objectives outlined in question 1.

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.

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.**

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.

If you have not added all of your hosting partners to the application form, you should outline how you plan to identify these organisations. This should include the methods you will use to ensure the quality of the mobility activities.

In this section, you should provide information regarding you plans for communicating and collaborating effectively with your partners and stakeholders. Below, we have provided you with a few prompting questions to help you begin answering this question:

- What means, tools, equipment or software will you use to communicate with your partners and stakeholders?

- How will you ensure data protection and security of information?
- What languages will you communicate in?
- How often will you make contact with partners and other relevant stakeholders?
- How will you share key information?
- How will you record and store project supporting documentation and evidence?
- Who will be responsible for maintaining communication between partners, consortium members and or stakeholders?

List of Activities

In this section, all three types of activities able to be implemented are shown in a table. Under each activity, you should enter the number of participants and durations that you plan to implement throughout the duration of your project. It is important that the activities you select here are accurate and consistent with the information given elsewhere in the narrative of the application form as this section determines the total requested grant for your project.

The Erasmus+ grant is 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 (unit costs):

- Travel (unit cost on a per participant basis)
- Individual Support (unit cost on a per participant basis)
- Organisational Support (unit cost on a per participant basis)

Useful tip: Unit costs can be understood as a set amount per participant, which is a contribution towards the cost. For some unit costs, you will spend more and for some perhaps less than the unit cost. Unit costs are used to help make the funding simpler to understand and manage.

Exceptional Costs and Special Needs support are requested on the Special Costs tab of the application eForm, see pages 56 – 57 of this guide for more information.

You must calculate a project's provisional budget at the application stage according to the rates outlined in the guidance above. Please note if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is consistent with the activity described in your application form.

Please note that the UK NA cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm.

Please see the 2019 Programme Guide, pages 70 - 76, for the funding rules for Key Action 1 Mobility projects for Adult Education staff and unit cost amounts before completing this section.

Please note that all three possible activities will be visible, even when no budget has been requested.

The UK NA cannot retrospectively fund activities or mobilities that are not listed in the application eForm. Please note that for consortium applications, the activities listed in the form must include all activities for all of the organisations you plan to involve in the project.

To enter your activities you will need to click on each activity you wish to implement, after click on the activity a new window will open and you can specify the following details:

Description

Enter the total number of participants that will take part in the activity. **The total number of participants does not include Accompanying Persons.**

The number of participants must be the same or more than the total number of participants (staff) entered in the sections below.

New for 2019: It is possible to enter the number of participants not requiring grant. These participants are those, which you will not be requesting travel or individual support funding for, but your organisation will request organisational support.

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 insurance, as well as local travel to and from the venue of the placement in the host country.

New for 2019: activities are no longer entered in flows. The budget is calculated per activity type, based on the total number of participants and the average duration of the mobility per participant. In the 2019 form, the receiving country is no longer entered, rather the group of countries to which the receiving country belongs. You should identify the planned destinations of your mobilities within the narrative of your

Individual support is calculated on a unit cost basis as detailed on page 76 of the 2019 Programme Guide and will be payable according to the country group of the destination and the duration of the activity.

Number of participants: Enter the estimated number of participants per country group Hover over the question mark to see the countries included under each country group.

Average duration per participant: Enter the average duration of all mobilities, **including travel days** for the activity type, up to a maximum of 2 decimal points. Please note that the average durations should include travel days and the maximum durations able to be entered include travel days.

Useful tip: A maximum of two days (a day either side) can be added to each mobility for travelling to be used for travelling so as not to affect the length of the mobility itself.

Total duration: The table will automatically calculate the total duration by multiplying the number of participants by the average duration. This figure will be rounded up to the nearest day.

Daily Grant rate: Individual Support is calculated on daily rates for three groups of countries 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 day per participant. <u>This is calculated to the nearest Euro and is shown in brackets.</u>

Estimated Grant: Automatically calculated by multiplying the total number of days by the number of participants for each country group.

Individual support rates are set by each National Agency within a range given by the European Commission on page 62 of the 2019 Programme Guide. For projects led by UK applicants, the rates are set out in the table below:

Receiving Country	**Staff Mobility (per participant rate day 1 – 14)**	**Staff Mobility (per participant rate day 15 – 60)**
Group 1: Norway, Denmark, Luxembourg, United Kingdom, Iceland, Sweden, Ireland, Finland, Liechtenstein	€180	€126
Group 2: Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal	€160	€112
Group 3: Slovenia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, the Former Yugoslav Republic of Macedonia, Serbia	€140	€98

New for 2019: The budget for individual support is calculated by the total number of participants multiplied by the average duration for each participant.
The number of participants and durations entered at the stage are indicative and the final grant will be calculated upon submission of the Final Report (if your project is approved for funding).

Your final grant will be calculated based on the exact number of mobilities reported and associated unit costs as defined in the Erasmus+ Programme Guide. The final grant will have to remain in the frames of what was granted at the application stage (i.e. the contracted grant amount). Therefore, you will be expected to manage the project costs and the partners around these average costs.

Useful Tip: If all of your mobilities are the same duration, you may wish to use the precise average of the planned mobilities. For larger projects with different durations, refer to the total number of days and decide whether it will be feasible for your organisation to deliver the total number of days calculated.

Accompanying Persons

Projects can apply for additional funds to support the mobility of accompanying persons for staff with special needs. Please provide further information about accompanying persons if you have included them in your project application. For consortium applications, the activities listed here must include all activities that all of the consortium members will be undertaking.

To enter individual support for Accompanying Persons select 'Yes' from the dropdown menu where it states: **Request individual support for accompanying persons.** A new table will appear where you will be able to enter the estimated number of Accompanying Persons required for your entire project and the average duration, as above. For Accompanying Persons the same daily rates for staff apply. Please note Accompanying Persons must only be selected to support for participants with Special Needs in Adult Education Key Action 1 projects.

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 point of origin to the specific venue of activity. Travel distances must be calculated using the Distance Calculator supported by the European Commission.

Travel is estimated on a unit cost basis and will be payable according to the travel distance and the number of participants. Enter the number of persons (including both participants and accompanying persons) that require travel grant.

Travel distance between:	**Contribution towards return travel costs, per participant (including accompanying persons)**
10 – 99 km	€ 20
100 - 499 km	€ 180
500 - 1999 km	€ 275
2000 - 2999 km	€ 360
3000 - 3999 km	€ 530

4000 - 7999 km	€ 820
8000 km or more	€ 1500

You cannot request travel grant for more participants than there are entered in the total number of participants requiring specified at the top of the activity page.

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 unit costs for each distance band are as follows:

Expensive travel costs

Applicants can claim financial support (up to 80% of eligible costs) for expensive travel costs for participants. This must be motivated in the application form and will only be allowed if applicants can 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. For example, this may be applicable for participants travelling from the outermost regions and Overseas Countries and Territories to reach a main HUB/airport and/or a train/bus station within the country of origin.

If you are requesting Exceptional Costs for Expensive Travel then **you should not enter any travel costs for the relevant participants in the Travel Costs section of the budget.**

To request funds for exceptional costs for expensive travel costs, where is states**: 'Request exceptional costs for expensive travel'** select 'Yes' in the dropdown menu. Click 'ADD COST' and provide justification in the narrative box entitled 'Description and justification', the number of participants requiring and the total amount of funding required.

IMPORTANT NOTE: Travel and Individual Support costs are added and calculated within each individual activity. In the box marked 'Number of participants requiring a grant' you will need to manually enter the total number of participants for the activity**, this should match or be more than the total of number of participants entered in the Individual Support and Travel sections of each activity.** The only exception to this is if you are requesting expensive travel costs, then you will enter the participants under exceptional travel costs   instead.

Please ensure that you enter the correct number of participants, as the UK NA is unable to increase the funding requested for your project if any errors are made.

Course Fees

This section is only visible under Activity A2 Structured Courses/Training Events.

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 if needed. 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 per project - not per mobility) for course fees may be requested, however, justification must be provided in the application form.

To request funding for course fees enter the total number of participants requiring course fees and the average course durations. Using this information the form will automatically populate the grant available up to the maximum of €700 per participant.

Please only request course fees for actual activity days (excluding travel days).

Budget Summary

This section shows the summary of the estimated grant for the activity.

To add participants under other activities, click 'List of Activities' at the top of the page to return to the list of possible activities. You can then click on each activity completing each section as per the instructions above. Please note the questions on this page will change as you add activities. For example, once you add a staff mobility a question will now be available on the Activities tab.

Organisational Support

The table in the application form will be pre-filled with the total number of participants (excluding accompanying persons).

Organisational support refers to any costs directly linked to the implementation of mobility activities (excluding travel and individual support for participants). Organisation support is calculated on a unit cost basis, per participant, and may be used to cover costs related to the selection and preparation (pedagogical, intercultural, and linguistic) of participants, the monitoring and supporting of participants during the mobility and the validation of learning outcomes, as stated at page 74 of the 2019 Programme Guide. You can, where relevant, share organisational support funds with partner organisations that incur costs. This should be established through formal agreements or memorandums of understanding.

Organisational support is calculated on a unit cost basis as follows:

- €350 per participant for up to 100 participants
- €200 per participant beyond 100

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.

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 do not need to specify the names of individuals participating in mobilities at the application stage, however, you should be able to identify target groups and why their participation is relevant. You should ensure this section is specific to the target sector or group you are sending rather than provide generic descriptions. If you have already identified specific individuals who will be involved, you should indicate this and describe any selection processes or criteria used.

General criteria may be: participant need, motivation, clear goals for the mobility, willingness to share the experience upon return. In addition to these general criteria, there may be specific criteria linked to the nature or purpose of the mobility project (i.e. relevance of the activities planned by an individual staff member to the needs of the organisation and other criteria defined by your organisation/consortium).

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 members 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 based on a draft mobility programme submitted by the staff member after consultation with the receiving institution or enterprise/organisation. Prior to departure, both the sending and the receiving organisations should formally agree the final mobility programme. 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.

Staff

The total number of participants will be prefilled for each activity and participant type. Out of the total number of participants for each activity you must detail, where applicable, the number of participants with special needs, the number of apprentices, the number of participants that are with 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.)?

Please describe for each planned activity what will be done in terms of preparation by your organisation and, if relevant, by your partners and/or consortium members before the main activities take place.

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 Adult Education 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.

Preparation could include activities such as linguistic training, briefings, pre-departure research, assessments and domestic training.

It is important that preparation is relevant to the target group and that it takes place in the UK 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 would be responsible for preparation activities.

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 your strategy for monitoring project implementation and progress. Below, we have provided you with a few prompting questions to help you begin answering this question:

- What are your measures for progress?
- Will you conduct pre departure and post mobility activities to compare progress? (For example 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?

This section of the form should provide detail regarding the competences that participants will acquire or improve during the project. For Adult Education staff this should include the knowledge, skills and attitudes or behaviours that will support their professional development with a view to innovating and improving the quality of teaching and training on an individual level, as well as within a wider context across Europe. 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 that will be used in addition to providing detail regarding the use of any European instruments or certificates. Applicants should select a maximum of three European instruments or certificates which will be used to validate the competences acquired by participants by using the "+" button and selecting the relevant option(s) from the drop down menu.

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

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

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

Where possible, the applicant organisation should also accredit the language skills participants acquire during their placement and preparation sessions. This may be completed through a Europass Language Passport.

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

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

Select all of the instruments that will be used to validate the learning outcomes of participants.

Optional: **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.**

If you are using a form of recognition of validation that is not included in the list above, please detail is in this section.

Special Costs

Special Needs Support

Special Needs 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 special 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. You must enter the number of participants with special needs you are requesting special needs support for, provide a description of the costs (maximum 5,000 characters) and the amount being requested.

Special needs support cannot be applied for retrospectively. If there is a high possibility that special needs support will be needed for a participant to take part in a mobility, please ensure that your project's need for additional financial support is motivated and is justified in the application. If your project is funded, but the mobility of a participant requiring special needs support is not realised, the support allocated under this budget category will be deducted from your final grant payment or recovered.

The individual situation should be described and any particular needs and extra costs must be detailed in the application form. Costs must be broken down in as much detail as possible and there must be a justification for the need for each cost in the 'description and justification' box. To add additional costs click the 'ADD' button. The number of participants for each cost must be equal or less to the number of participants with special needs identified on the 'Participants' tab.

Exceptional Costs

Exceptional costs are calculated on an **actual cost** basis. The funding rules state that these costs are specifically to support the following:

- Costs for providing a Financial Guarantee, if requested by the UK NA. You can request 75% of eligible costs. If you are unsure how to input Exceptional Costs relating to a Financial Guarantee, please contact the UK NA for advice at erasmusplus@ecorys.com.

- Expensive travel costs of participants. You can claim up to a maximum of 80% of the total eligible costs. These costs are requested under each Activity on the activity tab – for more information see page 51 of this guide.

To add additional costs click 'ADD'.

You should bear in mind that assessors could reduce the amount of exceptional costs requested if the request is considered too large or a clear justification has not been provided.

You **must** therefore provide detailed justifications for any request for exceptional costs. You should **provide a breakdown of the exceptional costs requested** as much as possible.

Follow-up

In the 'Follow-up' section, you should provide information on the expected impact of your Mobility project once all mobilities and main activities are realised, as well as dissemination and evaluation activities.

Impact and Dissemination are key aspects of all Erasmus+ projects. Your application will receive a score out of 30 under the category 'Impact and Dissemination' so please ensure that you spend time constructing answers to the questions in this section. For more information on dissemination, please read "Annex II – dissemination and exploitation of results - A practical guide for beneficiaries" on pages 313 - 318 of 2019 Programme Guide.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

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.

In this section, you should discuss the impact you expect the project to have on your organisation, consortium partners, if applicable, and receiving partners. This could take many forms: perhaps changes in management structure; teaching strategies; European links; having more engaged staff; and so forth. You should include an estimate in terms of quantity, how many people the organisation intends to reach through implementing the project.

You will need to detail the impact of the project on participants. Examples could include improved knowledge, improved linguistic skills, newly acquired or developed skills and changes in attitude or behaviour. These outcomes may have a further impact on their employment status, role delivery, wellbeing or lifestyle. Please note the most relevant and realistic outcomes for your project.

Applicants should illustrate a clear match between the training and work placement activities and the participants' needs, as well as detail the impact on both the participants' professional and personal development. The impact and effects of the project could be positive or negative, intentional or accidental, short or long-term.

Aside from the impact on individuals, you should discuss the impact you expect the project to have on your organisation, consortium partners if applicable and receiving partners. This could take many forms: perhaps changes in management structure, in teaching strategies, in

European links, in having more engaged staff, and so forth. You should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

For more information about assessing impact and useful resources, please visit the 'Impact' section on our website. The Impact+ Exercise resource has been developed to help applicants and projects think about their projects impact.

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

Projects should look further than just the individual but widen the impact of their activities by supporting the transfer of knowledge across departments, organisations and into the local and wider community and at a national, European/international level. In this section, describe how your project will have an impact outside of the participating organisations, your local area and beyond. Describe how you may plan to capture and promote the benefits that you intend your project to have.

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

You need to detail the evaluation activities that will be undertaken to ascertain if the project has reached its objectives. Evaluation should be an ongoing process and should be incorporated into the management processes to help establish baselines and highlight areas for quality management. For example, evaluation may take place after the first flow of mobilities to see if any improvements can be made for the next flow of mobilities to take place in respect of the mobility experience itself or the management of mobilities (preparation, mentoring, activities, etc.).

Evaluation should also consider whether the impact expected from the project has been achieved, whether the mobilities themselves met the participants' needs and organisational needs of the sending and receiving partner(s) and how you can improve on current or future mobility projects.

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?

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 levels. You should also include information on the target groups for the dissemination activities.

The dissemination activities you carry out should be appropriate to your projects target groups and project objectives. Some of the most popular activities include presentations, conferences and workshops; creating manuals, booklets or newsletters; creating press releases and giving these to local media; creating new courses or training material; using social media, such as blogs, Facebook and Twitter; and creating web pages. Within your application, it should be clear how you would raise awareness, share concepts or solutions, policy or practice through these dissemination activities.

You will also be asked if you are planning to use any of the following tools in your dissemination and if so, how (these are not compulsory selections): eTwinning, The School Education Gateway, EPALE.

Dissemination and use of project results is an important focus of Erasmus+ (see 2019 Programme Guide pages 313-319).

Budget Summary

This pre-filled section provides an overview of the activity number, activity type and grant requested for the project under each budget category and for each activity.

Please note that all information under the ‘Budget’ 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.

On the left hand side of the screen, the ‘Budget’ tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

Useful tip: Any corrections (for example because you forgot to include a certain grant request) have to be made under each activity, not in the Budget Summary.

Project Summary

You must provide a well-written, comprehensive summary of your project within the application. Project summaries must be written in clear, plain English and free from jargon. This is of particular importance as it provides a description of the project to the public and will be used in European Commission's, Executive Agency's or National Agencies' documents. The project summary will also be automatically uploaded to the Erasmus+ Project Results Platform (EPRP), should your application be successful.

It is important to be clear and concise and to mention at least the following elements in your project summary:

- 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

Summary of Participating Organisations

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

Annexes

In this section, you are asked to attach any additional documents needed for the completion of your application.

Mandatory documents to be annexed to the application form are:

- The Declaration of Honour signed by the Legal Representative mentioned in the application.

- The mandates for each consortium partner participating in your project and named in your application, signed by both parties' Legal Representatives.

Applicants need to ensure that all documents specified above are submitted electronically with the application. To attach documents, click the relevant 'Add' button at the bottom of each box displayed in this section. This will then open up an additional window, which will allow you to browse files on your computer and upload.

Declaration of Honour

Please note that you need to download the Declaration of Honour first via the 'Download Declaration of Honour' button. You will need to print it, read it carefully, complete the declaration section and have it signed by hand by the Legal Representative identified within your application (N.B. the National ID and organisation stamp are not required). The signed Declaration of Honour then needs to be scanned and attached as an annex via the 'Add Declaration of Honour' button.

The Declaration of Honour 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 the dissemination and exploitation activities if required. It also expresses a commitment to the activities you have outlined in the 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.

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 made ineligible.

Important Note: All parts of the Declaration of Honour, i.e. original signature, date of signature and place (city/town) of signature, name of applicant organisation, name of legal representative, must be completed. Otherwise, it cannot be accepted by the UK NA and will need to be re-submitted.

Mandates

Mandates are only required to be uploaded for projects with UK consortium partners. By clicking 'Download Mandates', this will download all the mandates required to be signed. The mandates are pre-filled with information taken from the Participating Organisations section of the application form. If any information is incorrect, this information will need to be updated on the Participant Portal and the Mandates downloaded again.

The following important information must be taken into account when preparing mandates:

- the legal signatory (of the partner and coordinating organisation) named on the partner mandate must be the person who signs the document and should also be the legal signatory mentioned in the application;
- the organisation name (of the partner and coordinating organisation) stated in the partner mandate must match with the application form;
- the organisation's legal entity information (of the partner and coordinating organisation), i.e. legal form, registration number and VAT, stated in the partner mandate must match with the organisation's legal details in the Participant Portal;

- partner mandates must be hand signed (original signatures) and dated in the relevant place as indicated on the mandate template. The UK NA will not accept signatures on a different page or electronic/scanned signatures;
- partner mandates must be legible and preferably in English;
- the partner's details on the partner mandate must match the partner's details included on the Participant Portal and the application. The UK NA will not accept any spelling errors in names.

Uploading Documents

It is recommend that multiple documents such as consortium partner mandates be scanned into a single file. The total size of the documents must not exceed 10.24MB; otherwise, the application will fail to submit properly. The maximum number of files you can attach is 10 and all files must have different file names.

Please note that only .pdf, .doc, .docx, .xls, .xlsx, .jpg, .txt, .odt, .ods and .cdoc/.ddoc/.bdoc files can be submitted electronically with an application, no other files will be accepted. A file that has been added in error can be removed by clicking the 'delete' button (a circle with an 'x' in it).

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@ecorys.com clearly stating which application form they relate to and providing your organisation's details.

Useful tip: If your file sizes are too large to upload into the form you can compress files to make the size smaller.

After this section is completed with relevant details, all fields will be marked in green. On the left hand side of the screen, the 'Annexes' tab on the black menu will be additionally marked with a green tick to indicate that this section of your application is validated as complete.

Checklist

This section of the application helps you double-check if your application is ready for submission.

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

- You have used the official 2019 Key Action 1 Adult Education staff application form.

- Your application fulfils the eligibility criteria listed in the 2019 Erasmus+ Programme Guide (please tick the relevant box).

- All mandatory fields in the application form have been completed, otherwise the application will not submit. This means that all the application sections in the black menu on the left hand side of the screen are marked green (please tick the relevant box).

- You have chosen the correct National Agency of the country in which your organisation is established – section 'Context' (please tick the relevant box).
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all of the required documents:
  - **Declaration of Honour** signed by the legal representative identified under the 'Associated Persons' section of the application. Please ensure that all of the required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.
  - **Mandates with each UK Consortium partner** (if applicable). Mandates need to have been completed in full and signed by both parties. The mandate template that must be used is downloaded from the Annexes tab of your application form.

- All UK consortium partner organisations have uploaded the relevant documents to give proof of their legal status on the Participants' Portal (the correct Legal Entity Form and Financial Identification Form). For further details, see Part C, pages 252-256, of the 2019 Programme Guide) and pages 20-23 of this guide.
- You are complying with the submission deadline published in the 2019 Programme Guide **(5 February 2019, 11 am UK time).**
- You have saved or printed a copy of the completed form for your own records

IMPORTANT NOTE: UK Organisations need to upload supporting documents as a proof of their legal status.

Please ensure that there is consistency of information regarding your organisation's legal details in the Participant Portal, Application form, Legal Entity form, Financial Identification form and that these match with the supporting documentation provided by your organisation. Otherwise, the forms will need to be amended and re-submitted at a later date and your Legal Representative must be available to hand-sign the amended forms.

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Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the Erasmus+ UK website.

After this section is completed by ticking the boxes, on the left hand side of the screen the 'Checklist' tab on the black menu will be marked with a green tick to indicate that this section of your application is validated as complete.

When all sections of your application form are valid (i.e. marked with a green tick) and you annexed all the needed documents, you can submit your form. The 'Submit' button on the left hand bottom of the screen will become active and you need to click on it to submit your online application.

Standard Submission Procedure

Applicants should only submit an application form once they are happy with the finalised version. Moreover, applicants need to ensure that they are connected to the internet in order to complete and submit their application. Applicants should also ensure that all sections of the form are valid (i.e. marked with a green tick) and all annexes are attached, otherwise you will be unable to submit your application. After submission, all legal representatives of participating organisations will receive an automatically generated email confirming submission of the application form. If you receive an email, but are not aware that you are involved in a project, please contact your National Agency as soon as possible.

The UK NA advises that applicants save the final completed version of the eForm on their desktop in case of any technical issues with the submission.

Applications must be submitted online by the relevant deadline:

11am (UK time) on 5 February 2019.

If your application is submitted after the deadline and the alternative submission procedure (if eligible) outlined below is not completed in time, your application will be deemed ineligible.

Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**. Please note that if you are unable to submit your application due to an inactive 'Submit' button, this is not a technical error and you must ensure all sections of your application are validated and marked with a green tick.

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In case of a technical error, please follow the below steps of an Alternative Submission Procedure:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online (e.g. all sections marked with a green tick but the 'Submit' button still inactive) – this must clearly show the submission time and date and that you attempted to submit the application before the deadline. You should also send a screenshot that details any technical errors that occur.
2. Email the screenshot to the UK NA at erasmusplus@ecorys.com along with a copy of your completed application form and all annexes **within two hours** of the application deadline (i.e. **by 1pm UK time**). In the subject line of the email, please type 'KA1 Adult Education application form – [name of your organisation]'.

Please note that the UK NA will only accept applications via the Alternative Submission Procedure if you email the eForm to us within the 2-hour period following the deadline **and** your application clearly shows a failed submission attempt.

A record of submission attempts made for the form will be recorded on the 'Submission Summary' page. This should be used in the above instance when an Alternative Submission Procedure is required.

The UK NA advises that applicants print the final completed version of the eForm and retain it for their own records. However, hard copies of the eForm do **not** need to be posted to the UK NA.

IMPORTANT NOTE: When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.

This will cause problems with the auto save functionality of the form and **result in lost data in your application.** Please check before submitting that the budget is correct and all information you wish to include has saved.

Application Checklist

☐	Have you used the correct official application form: Key Action 1 Adult Education staff mobility, deadline 5 February 2019?
☐	Have you checked whether the start and end dates of your project correct?
☐	Is your project start date between 1 June 2019 and 31 December 2019?
☐	Is your project duration between 12 and 24 months?
☐	Have you checked if your partner has provided you with the correct PIC number?
☐	Have you checked if your partners' details are up-to-date and consistent between the application form, Participant Portal and their Legal Entity Form?
☐	Have you uploaded all required documents to the participant portal (Legal Entity Form, Financial Identification Form, evidence of legal status) and checked all information is up to date?
☐	For projects over €60,000, have you uploaded your profit and loss accounts? For projects over €750,000, have you uploaded your external audit report?
☐	Have you checked if the budget figures are correct and consistent throughout the whole application form?
☐	Have you printed, signed, scanned and annexed the Declaration of Honour?
☐	Have you checked that all the mandatory fields (red boxes) are completed?
☐	Have you attached any relevant annexes? (i.e. a timetable of mobilities)
☐	Have you attached mandates for each of your UK Consortium partners? (if applicable)

☐	Have you submitted your form online?
☐	Does the status show OK?
☐	Have you submitted your application before the deadline of 5 February 2019 (11am UK time)?
☐	Have you saved and printed the 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 after submitting your application, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on +44 (0) 121 212 8947 or by sending an email to erasmusplus@ecorys.com.

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.

Part IV: Further Information and Support

1. When will results be notified?

You should expect to hear about the outcome of your Key Action 1 Adult Education staff mobility application within four months of the submission deadline. Please note that if your application is selected for a reserve list place you will be asked to confirm whether you wish to accept the place and the UK NA will keep you regularly updated. You will be notified of the final outcome by December 2019.

The named contact person for the project will receive notification of the outcome, including detailed feedback.

If, once you have received the notification email from the UK NA, you believe the UK NA has not followed the correct procedures as set out in the relevant Commission Call for Proposals or in the National UK NA's own published guidance and you wish to appeal the decision made by the UK NA in relation to your Erasmus+ application, you should follow the appeals procedure indicated on the Erasmus+ UK website.

Alternatively, you may feel that the NA has followed the correct procedures, but wish to make a complaint. You can download the Appeals Form or the complaints form from the Erasmus+ website.

1.1 How will I receive the funding?

The UK NA decides on the payment structure to be offered for each approved project based on a number of factors, including the type of project and the outcome of financial capacity checks. Instalments of the awarded grant, known as pre-financing payments, are paid during the lifetime of a project in order to provide beneficiaries with a float. The payment structure will normally be confirmed to beneficiaries when the grant offer is made or during the contracting process. Some examples of potential payment structures are provided below:

- Some projects may be offered one pre-financing payment at the start of the project, followed by a final payment of the balance following approval of a Final Report.
- In other cases, the pre-financing may be split into several smaller instalments, which may be linked to the approval of interim reports submitted to the UK NA.
- In some cases, pre-financing may not be offered, in which case the grant would be paid at the end of the project, following approval of the Final Report.

The expected timescales for pre-financing payments will be outlined in the grant agreement for the relevant project.

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

All Erasmus+ grants are paid in Euros. Therefore, it is 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. Other conditions include the following:

- **Account Holder and Account Name** - These must be in the name of the organisation (not an individual).
- **IBAN Number** – It is mandatory that the IBAN number for your bank account start with 'GB' for UK bank accounts or the account will not be able to receive payment.
- The **Branch Address** must be in the UK.

2. Where to find more help and advice

2.1 Erasmus+ Website

For further information, please refer to the Apply for Funding section and the https://www.erasmusplus.org.uk/apply-for-adult-education-staff-mobility-fundingpage on our website.

2.2 Erasmus+ Helpline

The Erasmus+ team at Ecorys are also here to help you with any queries you may have regarding your Key Action 1 Adult Education application. You can contact the team by phoning the Erasmus+ Helpline on **0121 212 8947** or by emailing erasmusplus@ecorys.com.

Useful tip: The Erasmus+ helpline is particularly busy before an application deadline so, while the UK NA will try their best to answer and resolve your queries, it is always recommended that you start completing your application well in advance of the deadline to avoid any unforeseen issues.

2.3 Application Support Webinars

If you would like to attend an application support webinar in the run up to the deadline, you will find details of the schedule and how to register on our website.

Recordings of webinars will be made available on our website and YouTube channel in due course.

2.4 Online Newsletter

Please sign up to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more.

IMPORTANT NOTE: Any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the UK NA. The UK NA does not take any responsibility for incorrect information provided about the Programme by other organisations. Additionally, the UK NA will only communicate with the applicant organisation during the application process, and if the application is approved. Any organisations claiming to broker agreements between you and the UK NA should be avoided, as we will not liaise with any third party organisation regarding any aspect of your project.

2.5 EPALE

The Electronic Platform for Adult Learning in Europe has a number of resources dedicated to supporting Erasmus+ Applicants:

Article:EPALE can help you with your Erasmus+ Project:

Prezi: How EPALE can help you with your Erasmus+ project

Webinars:

How EPALE can help you with your Erasmus+ project: http://bit.ly/2QPtBP7

Introduction to EPALE - http://bit.ly/2Ehkwrz

EPALE Partner Search - http://bit.ly/2Eq7xEZ

EPALE COP - http://bit.ly/2zRJzhR