

## Context

|   |            |
|---|------------|
| Project Title                                 |            |
| Project Acronym                               |            |
| Project Title in English                      |            |
| Project Start Date (dd-mm-yyyy)               | 01-06-2019 |
| Project Total Duration (Months)               |            |
| Project End Date (dd-mm-yyyy)                 |            |
| National Agency of the Applicant Organisation |            |
| Language used to fill in the form             |            |

For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

## Participating Organisations

Are you applying on behalf of a mobility consortium?

No

## European Development Plan

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

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

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

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

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

Please 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?

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

What are the most relevant topics addressed by your project?

## Project Management

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

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

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

Erasmus+ provides a number of online platforms with useful information and tools for organisations active in education and training, including eTwinning, School Education Gateway, EPAL (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.

## Activities

When answering the following questions, please make sure to include information about each type of activities you plan to organise. The available types of activities are: ErasmusPro, short-term mobility of VET learners, teaching/training assignments, and staff training (including work placements and job shadowing).

## Activities Description

### List of Activities

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

| ID               | Activity | Total number of Participants | Average duration per Participant (days) | Total number of Accompanying Persons | Requested Grant |
|------------------|----------|------------------------------|---|--------------------------------------|-----------------|
| No records found |          |                              |   |                                      |                 |

No records found

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

## Organisational Support

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

### Number of Participants

### Estimated Grant

## 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.

### Learners

Out of which:

| Participant profile | Total number of participants | Recent graduates | Apprentices | With fewer opportunities | With special needs |
|---------------------|------------------------------|------------------|-------------|--------------------------|--------------------|
| No records found    |                              |                  |             |                          |                    |
| Total               | 0                            | 0                | 0           | 0                        | 0                  |

### Staff

Out of which:

| Participant profile | Total number of participants | With special needs |
|---------------------|------------------------------|--------------------|
| No records found    |                              |                    |
| Total               | 0                            | 0                  |

### Preparation, Monitoring and Support

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

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?

## Learning Outcomes

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

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.

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.





## Special Costs

## Special Needs Support

## Follow-Up

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

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

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

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?



## Budget Summary

| Budget Items | Requested Grant |
|--------------|-----------------|
| Total Grant  | 0.00 EUR        |

## Budget Summary per Activity Type

### Budget Items

## Linguistic Support

| Linguistic Support Type      | No of Participants |
|------------------------------|--------------------|
| Online Linguistic Assessment | 0                  |
| Online Linguistic Support    | 0                  |
| Linguistic support grant     | 0                  |

## Project Summary

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

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

## Summary of Participating Organisations

| Name of the Organisation                           | Country of the Organisation | Role of Organisation | Type of the Organisation |
|--|-----------------------------|----------------------|--------------------------|
| -  | -                           | -                    | -                        |
| <b>Total number of participating organisations</b> |                             |                      | <b>0</b>                 |

## Annexes

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

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

**File Name**

**File Size (kB)**

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details [here](#).

**File Name**

**File Size (kB)**

## Checklist

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

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is:

Please also keep in mind the following:

Mandates of each consortium member to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

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

## Data Protection Notice

### PROTECTION OF PERSONAL DATA

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

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

[http://ec.europa.eu/programmes/erasmus-plus/documents/eplu-link-eforms-privacy\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/documents/eplu-link-eforms-privacy_en.htm)

- I agree with the Specific Privacy Statement on Data Protection