

Erasmus+ Additional Support Application Form

Erasmus+ Definition of People with Special Needs

The Erasmus+ 2020 Programme Guide definition of people with special needs is a potential participant whose individual physical, mental or health-related situation is such that their participation in the project or mobility activity would not be possible without extra financial support ([Page 330 Erasmus+ 2020 Programme Guide](#)).

Funding Eligibility Criteria

To be eligible for additional support funding certain criteria must be met:

- the student/staff member must have an officially recognised physical, mental or health-related situation that would prevent full participation in Erasmus+ mobility without additional financial support from the UK National Agency;
- the application must be supported by a medical practitioner, testifying to the scale of the disability or special need and the difficulty which it presents to the mobility of the student/staff member, i.e., the ability to participate in Erasmus+, not simply difficulty with physical mobility;
- the application must be submitted prior to the start of the mobility period;
- the application must be submitted by the sending organisation and not the participant.

Application Form Submission Criteria

The application form must be supported by:

- a full and thorough account of the participants individual circumstances;
- an endorsement from your organisation as the sending institution;
- a statement by a medical practitioner or medical specialist of the level of disability/special needs and the precise additional requirements);
- a detailed cost estimate of each individual funding requirement;
- any other appropriate supporting documentation;
- confirmation of current UK sources of funding and confirmation that that funding will not continue during period of Erasmus+ mobility;
- total estimated costs of all individual funding requirements;
- the home HEI should provide evidence that the host institution/organisation is aware of the disability or special need and has indicated that it can provide appropriate facilities and support and that all buildings are accessible to the student/staff member.

Compliance with the above criteria must be confirmed by the checklist later in the application form.

Web Resources

The [European Agency for Special Needs and Inclusive Education](#) provides a network of National Working Partners and contact persons appointed by Ministries in each of the EU / EEA countries.

The [GOV.UK Disabled Students Allowances](#) provides an overview of allowances that can be made to cover certain extra costs on top of other student finance. Further information on the devolved national agencies that support DSA can be found [here](#).

Popular Types of Additional Support Funding

The below table contains a breakdown of some of the more popular budget categories and what those categories can be used for:

Section of Application	Description	What they entail
5a. Specialist Transportation Home to Host	<ul style="list-style-type: none"> Care giver travel costs 	Cost of travel (All modes of transport)
5b. Specialist Transportation Locally	<ul style="list-style-type: none"> Taxi Bus Tram Train 	Mode of Transport required (often supported by DSA)
6. Accommodation	<ul style="list-style-type: none"> Adapted Room Room for care giver Single occupancy 	Difference in costs for adapted, own room required e.g. Pain management/Medical reasons/Disability needs or for accommodation required for care giver
7. Care Assistant / Helper	<ul style="list-style-type: none"> Mental Health Mentor Support Specialist Mentor 	Trained professionals to assist with student/staff needs in-person or via facetime (often having been supported by DSA)
8. Medical Treatment	<ul style="list-style-type: none"> Medical check-ups 	Should take place in host country but the majority is for return journeys using various modes of transport for medical appointments/treatment that can only be undertaken in the UK
10. Assistance During Lectures	<ul style="list-style-type: none"> Specialist one to one Study Skills Study skills supporter Notetaker 	Trained professionals to assist with student/staff needs (often having been supported by DSA)

Other Supported Areas of Funding

The below table contains a breakdown of some of the less commonly asked for areas of funding that can still be covered by an additional support grant:

Section of Application	Description	What they entail
5a. Specialist Transportation Home to Host	<ul style="list-style-type: none"> Transportation of specialist equipment 	<ul style="list-style-type: none"> Adapted equipment required that is not available in the Host country e.g. ergonomic home / office equipment
5b. Specialist Transportation Locally	<ul style="list-style-type: none"> Taxi Bus Tram Train 	<ul style="list-style-type: none"> Current access to disability bus pass in UK and transport requirements need to be met in host country Care giver travel pass for duration of stay Return travel mode to airport at host country for UK hospital appointments
7. Care Assistant / Helper	<ul style="list-style-type: none"> General Assistant Social Care / Support Worker Sighted Guide 	<ul style="list-style-type: none"> Funded by local authority but not whilst out of UK, these costs then need to be met. Assistance within the first few weeks
8. Medical Treatment	<ul style="list-style-type: none"> Physiotherapy Psychologist 	<ul style="list-style-type: none"> For the continuation of treatment from injury sustained or mental health conditions requiring this – undertaken in host country.
9. Adapted Teaching Material	<ul style="list-style-type: none"> Photocopying Printing Consumables 	<ul style="list-style-type: none"> Sight related issues requiring larger copies Mental health issues leading student/staff not being able to absorb information and requiring copies of documents from libraries etc
10. Other	<ul style="list-style-type: none"> Brain in Hand Specialist Software Additional living costs incurred for participants without a full-time carer Insurance 	<ul style="list-style-type: none"> Access to support needed anytime, anywhere, to keep life and studies on track, using readily available technology students feel comfortable with – a smart phone. It also helps staff to spot who needs additional help and provide early intervention. For participants with limited movements but assistance not required 24 hours a day (full explanation required) Wheelchair, special conditions etc

Additional documents must be submitted with this application – See Check List Below.

Attention: Additional funds can only be requested for a financially required period – a claim for a zero-grant period is not possible.

Please note: Any request for funding that falls outside of your agreed mobility period must be justified in Section 3. of this application form.

Sending Organisation Information

Project Code:	
Sending Organisation:	
Erasmus+ Coordinator Name:	
Erasmus+ Coordinator Email Address:	
Disability Coordinator Name:	
Disability Coordinator Email Address:	

Participant Details

*Please provide as much information as possible.
Applications may only be submitted by the sending organisation.*

Applicant First Name:		Applicant Surname:	
Mobility Type:			
Mobility Start Date:		Mobility End Date:	
Hosting Organisation Name:			

The next section of the application form contains a series of text boxes that should be completed with sufficient evidence to support the additional funding being requested. All text boxes are mandatory so please enter "NA" and "0" for amount requested if appropriate.

The UK National Agency reserves the right to reject any request that does not contain a sufficient description and justification of the costs being requested.

Please note: Claims for the purchasing of equipment is not allowed.

Background Information

Section 1. Nature of the disability / special need / condition

Section 2. Will you continue to receive any form of non-Erasmus+ funding whilst on mobility?

Please enter **YES** or **NO**. If Yes, please provide the name of the provider of this funding and the value of funding that will continue whilst abroad.

Section 3. If appropriate, please use the box below to disclose any further information you may have that you feel would support your application.

Grant Amount Requested

Please provide a detailed cost estimate of the additional support required and make reference to the common and uncommon types of request examples.

Section 4. Special Transportation

Section 4a. From sending to host organisation and return

Special Transportation costs are for the travel costs of an accompanying person (i.e. care assistant, helper etc.) or for other additional costs such as the transportation of special equipment.

Description of Requested Cost	
	Amount Requested €

Section 4b. Locally during the Erasmus+ mobility period

Please provide information giving details of the mode of transport, the cost per journey and number of expected journeys as a minimum.

Description of Requested Cost	
	Amount Requested €

Section 5. Accommodation

Please provide details of any additional costs that may be incurred for use of an adapted room if standard accommodation is unsuitable or for contributing towards carer's accommodation costs.

Description of Requested Cost	
	Amount Requested €

Section 6. Care Assistant / Helper

Please provide the hourly cost of the assistance, the number of hours per day and / or night and the number of weeks that care assistance will be required for.

Please also indicate whether you have already contacted an organisation to provide this assistance / help.

Description of Requested Cost	
	Amount Requested €

Section 7. Medical Treatment

Please provide information related to any medical check-ups that may be necessary during your mobility period, please keep in mind that wherever possible these should take place in the hosting country.

Please provide details of the number of visits and associated costs per visit.

Description of Requested Cost	
	Amount Requested €

Section 8. Adapted Teaching Material

Please provide details and estimates of the costs associated with any type of material that is required along with the volume required and the cost per copy.

Description of Requested Cost	
	Amount Requested €

Section 9. Assistance During Lectures

Please provide details of the type of assistance required, the hourly cost of that assistance, the number of hours per day required and the number of weeks that support will be needed.

Description of Requested Cost	
	Amount Requested €

Section 10. Other

Please provide information on any other additional funding that is required that has not been covered by any of the previous headings.

Description of Requested Cost	
	Amount Requested €

Total Grant Applied for:	
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Checklist

Please complete the below checklist to confirm that you have undertaken each of the requested actions.

Please check that you have enclosed the following documents with this application:	Confirmation: (tick boxes as applicable)
Statement by medical practitioner OR statement by medical specialist supporting the application and confirming the ongoing disability and treatment required	
Letter of support by home institution attesting to the participants disability / degree of severity and additional requirements needed and the impact of the disability on the mobility	
Letter that the host institution / organisation has accepted your Erasmus+ mobility period, is aware of the participants disability and if any arrangements have been made to cater for their needs	
Evidence to support why the above costs are required by way of quotes / invoices	
Needs assessment report (if applicable)	
Signed by applicant and coordinator (end of the form)	

The UK National Agency reserves the right to reject any application if no evidence is provided within 2 months of an initial application being made.

Signatures

Please complete the signing section of this form with either an original signature or a digital / electronic signature.

I certify that the information given on this form is, to the best of my knowledge, true and accurate:

Applicant Signature:	Date:

Coordinator Signature (on behalf of the sending organisation):	Date:

Please be aware; the information submitted as part of this application will **only** be used to support your application and will not be used for any other purposes or be disclosed to any other parties.

Important Information: Please endeavour to keep all copies of receipts, invoices, boarding passes and other supporting documentation. These documents will be necessary for evidencing costs incurred at Financial Reporting stage. The UK National Agency will not be able to reimburse your sending institution for any costs incurred that are not evidenced by the above documents.

This form and all supporting documents should be returned via email to:

Erasmusplus.AdditionalSupportHE@BritishCouncil.Org

or by post to:

Erasmus+ UK National Agency, British Council, 1 Kingsway, Cardiff, CF10 3AQ

In order to assist our Team, please quote your Erasmus+ Higher Education Project Reference and the name of the Student on whose behalf you are applying for an Additional Support grant for in all correspondence.

Please ensure that you return the form as soon as possible and before the start of your Erasmus+ mobility.