Erasmus+ Guide
for 2017 Applicants

Key Action 1 Mobility Projects for School Education Staff

Deadline: 11am (UK time) on 2 February 2017

Version 2, 11 January 2017

This document is version 2 of the guidance notes for the 2017 Call for Key Action 1 Mobility for School Education Staff.

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

Any previous documents relating to the 2014, 2015 or 2016 Programme Guide should be ignored for the 2017 call.

Overview of changes to the handbook

This document is version 2 of the 2017 Key Action 1 School Education Staff Mobility Application Guide. If future versions of this document 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
15	Addition of text: *If your organisation is already registered and has a PIC number you do not need to register it again however you will need to upload new legal and financial identification forms dated for 2017.*	15
43	Addition of text: *'Please use the Declaration of Honour from the 2017 eForm. We are unable to accept a Declaration of Honour from a previous call year'*	43

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Who is this guide for?

This step-by-step guide has been produced to help UK organisations complete the 2017 Key Action 1 School Staff Mobility project application form. The guide is for organisations who are considering applying for funding for Key Action 1 school education staff mobility only. The 2017 Application form can be downloaded from our website here.

We recommend that you consult the following documents and support to help you complete your application:

- 2017 Programme Guide (PDF)
- 2017 Programme Guide (online version)
- 2017 Call for Proposals
- Application Guidance document prepared by the UK National Agency;
- YouTube support videos
- Question and Answer Webinars
- European Commission's Technical Guidelines;
- Erasmus+ Helpline

Using this application guide

Please note that this guide has been split into five key sections:

1. Plan your project
2. Prepare to apply
3. Complete the application
4. Application final check list
5. Additional Support and Next Steps

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

PLAN YOUR PROJECT

Please use this section of the guidance to help your organisation plan its 2017 Key Action 1 School Staff Mobility project. You can also watch our 'Introduction to the call' video on YouTube.

Introduction to School Staff Mobility

Key Action 1: Learning Mobility of Individuals is all about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 UK Schools can apply for staff mobility funding to support the professional development of teachers, school leaders and other school education staff. Under Key Action 1 School staff mobility, an organisation or national mobility consortium can apply only once per selection round.

Funding can be used to support school staff engaged in both teaching and non-teaching roles. Schools can apply for funding to support any of the following mobility activities:

- **teaching assignments**: this activity allows teachers or other school education staff to teach at a partner school abroad;
- **staff training**: this activity supports the professional development of teachers, school leaders or other school education staff in the form of:

  - participation in structured courses or training events abroad;
  - a job shadowing / observation period abroad in a partner school or another relevant organisation active in the field of school education.

Mobility Activities must be carried out abroad in another Programme Country. A full list of Programme Countries can be found on page 23 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version).

A mobility activity is transnational and involves minimum two participating organisations (at least one sending and at least one receiving organisation) from different countries. Staff mobility activities can last from two days to two months, excluding travel time. The minimum two days must be consecutive. Receiving organisations need to be identified at the time of applying for a grant however, if you are applying for staff training you do not have to identify the course provider at the application stage.

Eligible Organisations

All Key Action 1 School staff mobility projects are organisation led. Individuals cannot apply directly for a grant. Whilst a teacher can complete the application form on behalf of their school, the project remains the school's responsibility even if that staff member leaves the organisation. The following UK organisation types are eligible to apply for Erasmus+ schools' funding:

- A school sending its staff abroad (individual application)

- institutions providing general, vocational, or technical education on any level from pre-school to upper secondary education

- The coordinator of a national mobility consortium (consortium application)

Please see the eligible organisations list on the eligible schools and authorities page of our website. For more information, please see the specific eligibility criteria for Schools Key Action 1 projects on pages 64-66 of the 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version). If you have any questions about your eligibility, please contact us.

> **Important note:** Please be aware that the application organisations must be legally registered in the United Kingdom. Therefore, Sole traders, Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), Trust and Unincorporated Associations are not eligible to apply for Erasmus+ funding

Consortium Applications

Local or regional school authorities and school coordination bodies can submit an application to coordinate a Key Action 1 mobility project that covers a number of schools. A school coordination body is an organisation (not a school) that has a clear pre-existing organisational link to the running or management of those schools involved in the consortium partnership in a supervisory, coordinating, administrative support role.

This could include:

- Local Authorities and councils with a role in school education
- Academy Trusts
- Local Authority Consortia
- Northern Ireland Education Authority Regions
- General Teaching Councils
- School Federations
- Teaching School Networks
- Teacher training faculties of universities

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

> **Important note:** Schools cannot act as consortium co-ordinators on behalf of other schools. The consortium approach is intended to relieve schools of the administrative burden and make the application process easier. The school co-ordinating body is responsible for the management, budgeting and reporting related to the project application. Schools cannot act as consortium co-ordinators on behalf of other schools. Staff from the co-ordinating consortium lead organisation are not eligible to undertake any mobility activities, these are limited to staff at the participating schools involved in the partnership.

In the case of projects presented by a national mobility consortium, all members of the consortium must be based and registered the United Kingdom and need to be identified at the time of applying for a grant. This means that every organisation in the proposed consortium needs to be registered on ECAS and have its own individual PIC number. A consortium must comprise at least three organisations (the coordinator and at least two schools). The schools in the consortium must have a clear organisational link to the organisation acting as consortium coordinator.

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

> **Useful tip:** Some technical difficulties could be experienced where there are a very large number of organisations in an application, so if you intend to submit a very large consortium application, it is advised to finalise it well ahead of the application deadline.

Eligible Participants for mobilities

Key Action 1 school staff mobility opportunities are not limited to teaching staff. Staff in charge of school education (teaching and non-teaching, including teaching assistants, school managers, heads, etc.), in a working relation with the sending school(s) as well as other educational staff (school inspectors, school counsellors, pedagogical advisors, psychologists, etc.) involved in the strategic development of the sending school(s) are all eligible participants.

European Development Plan

The European Development Plan is not something that schools or a national mobility consortium will necessarily have in place already but it something that must be considered and developed before applying. The purpose of the European Development Plan is to ensure that the planned activities of the proposed Erasmus+ project are relevant both for the individual participants and for the organisation as a whole, as they will have a higher impact on the quality of teaching and learning if they are well integrated into the organisation's strategic development.

You will be asked in the application from to provide a strategic view of you organisation or consortium plans for European activities. The consortia need to have a strategic approach and present one European Development Plan relevant to all of the consortium partners. This will include an overview of the current status and vision for the future, identified needs, and how the planned Erasmus+ activities will address these needs. It is an opportunity to clearly link the activities you are applying for, and their outcomes, to the priorities, objectives and plans that the school(s) and consortium coordinator currently has in place.

This European Development Plan will be an important part of the evaluation of grant applications. You should consider the following before applying:

- What are the needs of you school or consortium of schools in terms of quality development and internationalisation? These needs could relate to the following:

    - management competences,
    - staff competences,
    - new teaching methods or tools,

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- European dimension,
- language competences,
- curriculum, organisation of teaching, training and learning,
- reinforcing links with partner institutions

- How will your school's//schools in the consortium planned Erasmus+ activities contribute to meeting these needs?
- What impact is expected on pupils, teachers and other staff, and on the school's overall as a result of the Erasmus+ project and European activities?
- How will your school/schools in the consortium integrate the competences and experiences acquired by staff into their curriculum and/or the school development plan?
- How will the school/schools in the consortium use eTwinning in connection with the planned Erasmus+ project and mobility activities?

Project duration

All 2017 School staff mobility projects must start between 1 June 2017 and 31 December 2017. Project durations can be between 12 to 24 months. You must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.

> **Important note:** If your project application is successful, all Erasmus+ project activities must take place between the project start and end date. Any activity that falls outside the project start and end date 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 the page 257 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version) the indicative date of notification of award decision is 4 months from the submission deadline. The indicative date for signing grant agreements is also 4 months from the submission deadline. This means that schools 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 given for general information only and do not constitute a legal obligation for the National Agencies and the Executive Agency.

- Your organisation's holiday calendar and the dates and availability of school staff to undertake mobilities.

  - Please consider when school 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 school be able to complete the proposed number of mobilities within a certain timeframe? Does your school 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?

Identifying mobility opportunities and courses

Schools should identify the most appropriate mobility opportunities that best meet the needs of the school and project objectives. The UK National Agency does not endorse any particular course or training provider. Schools are free to choose the most appropriate course to achieve their project objectives. Please use the two websites below to help you identify the most appropriate mobility opportunities. Please remember that for structured courses you do not need to detail the exact course provider at the application stage.

School Education Gateway

The European Commission's School Education Gateway is a portal, launched in February 2015, for schools to use for Erasmus+ applications and partner-finding. Before applying for Erasmus+ funding, schools can register on the School Education Gateway to find staff professional development and strategic partnership opportunities for Key Action 1 and Key Action 2 Erasmus+ activities.

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

School Education Gateway has three vital tools for schools involved in Erasmus+…

- for Key Action 1 school staff mobility activities:
    - a course catalogue for finding staff training opportunities
    - a mobility opportunities database for finding and posting job shadowing, observation and teaching assignment opportunities

- for Key Action 2 strategic partnerships for schools
    - a strategic partnerships area, for finding and posting partnership opportunities.

eTwinning

eTwinning is a free online community for schools in Europe which allows you to find partners and collaborate on projects within a secure network and platform. eTwinning promotes school collaboration and school networking in Europe through the use of Information and Communication Technologies (ICT). It provides advice, ideas and tools to make it easy for schools to set up partnerships and start collaborative projects in any subject area.

In connection with a mobility project, eTwinning allows to:

- find potential partners/receiving organisations abroad and work together with them before applying for funding, in order to improve the quality and impact of the planned projects;

- use the available project tools to implement more strategic projects and better exploit the inputs from partners;
- prepare the outgoing staff, for instance through communication with the receiving organisation (learning more about the receiving country and receiving organisation, discussing and agreeing on activities to carry out), participate in online learning events related to their mobility; and
- cooperate intensively among all schools involved during and after the staff mobility project.

No formal application is required to use eTwinning, all schools need to do is register in the eTwinning portal. If you need any help, have look at the workshops and support available in the UK or contact the UK eTwinning team at the British Council.

Useful tip: Why not arrange for an eTwinning Ambassador to come to your school and deliver a bespoke training session to you and colleagues. It's free of charge and the Ambassador would be able to fully support your school and/or local schools get started. Email the team to find out more.

PREPARE TO APPLY

Please use this section before downloading and beginning to complete an application form. There are some important things detailed in this section that your organisation must do before completing and submitting an Erasmus+ application. Failure to complete some of these steps could result in your project application being deemed ineligible.

Learn more about this type of project

We recommend that you read the relevant sections of the UK Erasmus+ website and the European Commission's 2017 Programme Guide or 2017 Programme Guide (online version) to find out more about Key Action 1 School staff mobility. Please use the links and information below to ensure that you understand the rules and regulations of Key Action 1 School staff mobility projects

- 2017 Programme Guide, key pages are:

    - Key Action 1 Overview..…………………………………..…….…..… 31 - 34
    - Key Action 1 School Staff Mobility ……………………….…………. 64 - 70
    - Information for Applicants ….…………………………………….... 245 - 262
    - Specific Rules for School Mobility projects ……………………...…274 - 276
    - Dissemination and exploitation of results, a practical guide …………….. 309 - 314
    - Glossary of terms ………………………………………………..315 - 322

- 2017 Programme Guide (online version) key pages are:

    - Key Action 1 Overview
    - Key Action 1 School Staff Mobility
    - Information for Applicants
    - Specific Rules for School Mobility projects
    - Dissemination and exploitation of results, a practical guide
    - Glossary of terms

- Key Pages of the UK National Agency website are:

    - Before you apply
    - Eligible schools and authorities
    - Registering your organisation
    - Apply for funding
    - Schools funding
    - Top tips for applying
    - Key resources
    - Events and webinars

Understand the call project budget structure

Please use this section to help you understand the budget categories that construct a Key Action 1 School education staff mobility total grant budget. You can apply for money under a combination of budget

categories as detailed below. When completing the application form you must consult pages 68-70 of the 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version).

Activities or items that you do not detail in your application cannot be funded for at a later stage. Please ensure that you construct your budget carefully. You should ensure that your budget is realistic and demonstrates good value for money. Furthermore, an EU grant is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant.

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

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

If your organisation is already registered and has a PIC number you do not need to register it again however you will need to upload new legal and financial identification forms dated for 2017.

You can check to see if your organisation is already registered online here.

If your organisation is not already registered, please use the instructions on this webpage to register your organisation(s) and upload proof of legal status and financial capacity.

Once the registration is completed your organisation will obtain a Participant Identification Code (PIC). The PIC, which is a unique identifier and is necessary for the submission of applications will enable your organisation to fill-in the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form).

- For individual school applications

  - If you are an individual school applying for your own mobility the registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation. The schools you wish to visit also need to be registered online.

- For consortium led applications:

  - In consortium applications the consortium coordinator as well as the schools participating in the consortium must be registered on the European Commission's Participant Portal individually. Each school must have its own Participant Identification Code (PIC) number. All schools must be identified in the application form using their PIC number.

Upload Financial Identification Form and Legal Entity forms to PIC on ECAS

Organisations must upload a completed legal entity form and a financial identification form for 2017 as well as supporting legal status document or bank documents to its PIC on ECAS. Failure to upload these documents could result in an organisations application being deemed ineligible. You can download the two forms via the links below. Please select the forms in English by using the hyperlinks next to the en symbol:

- Financial Identity Form
- Legal Entity Form

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

1. Click on the menu item "Login" top right
2. You will be guided to your personal participant portal website
3. Click in the top left in the navigation menu select "Organisations" then "My Organisation(s)".
4. If you are the LEAR for the organisation you should see your Organisation Name. Click on the small circle on the right hand side labelled MO [for Modify].
5. A new window will open. You will then need to scroll down to the Documents section and click 'Add Documents.' Choose the file that you wish to upload and you will then see the status to show that the document has been received.

Understand the assessment criteria

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:

- a formal eligibility check undertaken by UK National Agency staff; and
- a qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of the school education sector.

The budget for this Key Action is finite. Funding decisions are made based on the quality score. Experts will assess each section of the application form against the criteria detailed on page 66 and 62 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version).

Applicants 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). Please ensure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof read your application.

To be considered for funding, proposals must score at least 60 points out of 100. Any application scoring less than half the available points in any one of the three quality criteria will not be considered suitable for funding. For example, if an application scored 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You must therefore make sure that your application is balanced and that attention is given 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 for that activity type 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 applications score the same, they will then be ranked based on the score they received under the 'Impact and dissemination' quality criterion. If the applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project', followed by 'Quality of project design and implementation'.

Organisational and Financial Capacity

What is organisational capacity?

Applicant organisations need to demonstrate that they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the National Agency and the 2017 Programme Guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the National Agency.

The above must be detailed in the application form, but where necessary further information may be requested. Capacity checks of public sector higher education institutions, colleges and schools may not be as detailed as for other types of organisations. The National Agency will 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.

What is financial capacity?

Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or advance. Please note that in some cases there might be interim pre-financing payments.

Please note that a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000. In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully. Applicants must therefore provide a set of accounts, in accordance with relevant UK legislation, not more than 15 months old, on the deadline date of the round to which they are applying. The accounts should 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.

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

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

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

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

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COMPLETE THE APPLICATION

Please use this section to help you complete and submit your 2017 Key Action 1 School Staff Mobility Application. You can also watch our step by step completing the application form video available on our YouTube channel.

The Application eForm

It is compulsory to complete the 2017 electronic application form (eForm) when applying for Key Action 1 school funding. The eForm can be downloaded from the Erasmus+ website here. Please ensure that you download the correct application form for the project type and call that your organisation wishes to apply for. Please do not try to submit an application for the 2017 call on an eForm from 2014, 2015 or 2016.

Adobe Reader requirements

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the latest version of Adobe Reader which is free to download from the Adobe website. The eForm will work with some earlier versions of Adobe Reader but we recommend version 10 or above as a minimum.

Downloading, saving and validating the form

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a PDF. The form has been opened inside a web browser window. Please download the form to your PC in order to properly save the form after filling it in.

In order to save the form on your computer or network, click on the 'Save a copy' button 💾 in the left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data. It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

> **Important note:** Your computer needs to be connected to the internet to complete certain functions such as checking your PIC code and validating the form using the 'validate' button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.

Technical information - filling in fields

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey are "Pre-filled or Calculated Fields". You are unable to directly enter information into grey fields, they will display default values, calculation results or data already inputted in other fields or tables within the application form.

If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the 'Add' and 'Delete Last' or the '+' or '-' buttons.

Submitting the application to the UK National Agency

You must submit your application online via the eform. **Late submissions will not be accepted.** You must be connected to the internet in order to submit your application. The form will not allow you to submit if one or more of the required fields have been completed correctly. Local Time cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time.

To submit the application forms press the 'Validate' button in section P.1. Data validation. Once the form is validated successfully you should then press the 'Submit Online' button. By pressing submit online you are submitting the form to the National Agency that you selected earlier in the form.

After an attempted submission, section P.4 'Submission Summary' of the form will display a table. If the column 'Submitted' displays 'Yes' then your form has been submitted successfully. You should also see your submission summary number in the 'Description' box. If the column 'Submitted' displays 'No' your

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attempt to submit has failed and you should try again. In the event that you form does not submit first time you should carefully read the description column which provide you with information to rectify the issue preventing submission. If you are still unable to submit you must contact the UK National Agency as soon as possible in advance of the deadline.

Number	Time	Form Hash Code	Submitted	Description	National Agency Guidance Notes
1	2017-02-01 09:30:30 (Local Time, GMT09:30Z)	Automatically generated code	No	LOCAL-01: Adobe Reader security enabled. To allow the submission you must click the appropriate options in the yellow security warning bar at the top of the form.	This is not an error with the form but an error with your computer or network security settings. The warning appears because your network or computer is identifying that the contents of the PDF file may harm your computer. This does not however necessarily mean that the PDF is dangerous. With Adobe Reader 8.2 & 9.3 and later, users can trust documents on-the-fly when the PDF opens. When the Yellow Message Bar appears, choose the Options button and then trust the document once or always.
2	2017-02-01 09:31:30 (Local Time, GMT09:31Z)	Automatically generated code	No	LOCAL-02: Network connection error. Please verify your internet connection and try to submit again.	To submit the form applicants will need to be connected to the internet. If this error message appears the applicant should first check that their device has got the internet connection and then verify that the network connection is good. If the error message is persistent even when attempting to submit the eForm while connected to the internet, the applicant should check their firewall settings. It is likely that the firewall or network settings are preventing the form from accessing the internet and submitting online. If the problem continues to persist you should check your firewall and network settings or consult your network administrator.
3	2017-02-01 09:32:30 (Local Time, GMT09:32Z)	Automatically generated code	Yes	Your submission was successful. Submission ID: 0000000	The application has been submitted successfully. Please make a note of your submission ID. Save a final copy of your form to your computer and print a hard copy for future reference.
4	2017-02-02 13:00:30 (Local Time, GMT13:00Z)	Automatically generated code	Yes - LATE	Your LATE submission was successful. Late submission ID: 0000000	The application has been submitted successfully but after the deadline. Late applications are ineligible and will not be accepted.

Best practice

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form. Please submit your application well in advance of the deadline. This gives you time to seek support should you face technical difficulties. Validate your form as you progress through the form. This ensures that no fields are missed and that all calculations are completed by the form. You must ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof read your application.

If you need further guidance on completing the eForm, you can also read the European Commission's technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and solves some common problems. The technical guidelines can be downloaded from our website on the key resources page.

A. General Information

This section consists of an overview of the application form. Please read this section carefully before beginning to complete the application form.

B. Context

This section consists of a data table containing information specific to the application being made. You should check that the pre-filled fields in dark grey correspond to the funding you are applying for, especially the call year. If the details are different you may have downloaded the incorrect application form.

B. Context	
Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00
Language used to fill in the form	English

In this section the only field that you are required to complete is 'languages used to fill in the form'. All applications submitted to the UK National Agency must be completed in English. Applicants must therefore select English from the drop down box for this field.

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B.1. Project Identification

In this section you must include information about your Erasmus+ project title, start date and duration. The rest of the fields (in dark grey) will pre-fill for you when you enter your organisation's PIC code later in the application form.

Project Title:	Please enter your Project Title. It should be something meaningful and representative of the content of the project.
Project Start Date:	Select a date from the calendar between 1 June 2017 and 31 December 2017. All Erasmus+ activity must occur within your project start and end date so please select your project start date carefully. For more information please read the 'Project duration' section of this guide.
Project Total Duration (months):	A school education mobility project can last between one to two years, 12 to 24 months. You must select the duration of your project in months. All Erasmus+ activity must occur within your project start and end date so please select your duration carefully.
Project End Date:	The Project End Date will be automatically populated based on your Project Start Date and Project Total Duration.
Applicant Organisation Full Legal Name (Latin characters):	This field will populate based on your PIC (see section C.1).
Form hash code:	This will generated automatically as you create and submit your application.

B.2. National Agency of the Applicant Organisation

Please select UK01 from the drop down menu

Identification   UK01 (UNITED KINGDOM)

For further details about the available Erasmus+ National Agencies, please consult the following page:
https://ec.europa.eu/programmes/erasmus-plus/contact

C. Participating organisation(s)

Before completing this section you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number. Please refer to the 'Prepare to Apply' section of this guide for further information.

C.1. Applicant Organisation

This section asks you to provide information relating to the **applicant** organisation. For consortium applications the applicant organisation is the consortium lead. You must enter your organisation's PIC number into the application form and click 'Check PIC' whilst connected to the internet. Once entered, the form will automatically populate the applicant organisation's information. The information entered into this section of the form will be based on the information provided during the PIC registration process. If any information is incorrect you must log back into the participant portal and update the PIC information accordingly. Please then return to the application form and click 'Check PIC' whilst connected to the internet to update the information.

C.1.1. Profile

This section of the form will be partly pre-filled using the information submitted on to the European Commission's Participant Portal. As before, please check that this information is accurate and update in the Participant Portal if not.

Type of Organisation:	Using the drop down menu please choose the most appropriate option in relation to your organisation.
Is your organisation a public body?	This field will pre fill according to the information from your organisations PIC number in the Participant Portal.
Is your organisation a non-profit?	This field will pre fill according to the information from your organisations PIC number in the Participant Portal.
Total number of staff:	Please enter the number of staff employed at your organisation. If you do not know the exact number please enter your best educated estimate.
Total number of learners:	Please enter the number of pupils enrolled at your organisation. If you do not know the exact number please enter your best educated estimate.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation's registration in the Participant Portal. If the field 'Type of Organisation' found in this section of the eForm has not been completed in the Participant Portal then the applicant organisation details will not populate the form and this will cause an error to occur.

C.1.2. Consortium

If you are applying on behalf of a consortium select 'Yes' from the drop down box. If you are applying as an individual school and not as a part of a consortium select 'No' from the drop down box. If you select 'No' from the dropdown box please continue to C.1.3 of this guide.

If you selected 'Yes' in the dropdown box you must complete two sections of information per consortium member:

- C.1.2.1. Consortium Member (for consortium member number 1);
- C.1.2.1.1. Profile (for consortium member number 1);
- C.1.2.2. Consortium Member (for consortium member number 2); and
- C.1.2.2.1. Profile (for consortium member number 2).

You can add more members to the consortium by using the [Add Member] button.
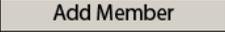
A consortium must have a minimum of two schools as Consortium Members. This is in addition to the coordinating organisation. Each school involved in the consortium must have a PIC number which must be entered in the Consortium Member section (C.1.2.1. etc.), this will then pre-fill most the fields in the section. All schools in the consortium must have a proven organisational link to the organisation acting as the consortium coordinator. Sections C.1.3. onwards are the same for individual applications and consortia applications.

> **Important note:** Each consortium partners involved in the project must sign a Partner Mandate form authorising the applicant organisation, the consortium coordinator, to act on its behalf in matters related to the project implementation. The Partner Mandate form template can be downloaded here. The mandates for all consortium members should be attached as annexes to the application form.

C.1.3. Background and Experience

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

Please briefly present your organisation.

Please give the context that the applicant organisation operates in. In the case of consortium applications information in this section should relate to the consortium coordinator only.

You could consider explaining the following;

For schools:
- The history of the school;
- The type of school;
- The number and demographic of staff and pupils;
- Inspectorate evaluation information; and
- Any other information about your school relevant to the application.

For consortiums:
- The history of the organisation;
- The type of organisation it is;
- The organisations relation to school education and schools;
- The number and demographic of staff; and
- Any other information about your organisation relevant to the application.

What are the activities and experience of your organisation in the areas relevant for this application?

Please detail how your organisation's previous experience of delivering projects, activities or other work has built the skills and knowledge needed to organise or carry out the activities you propose in this application. Please detail if this is a project format that you have delivered before.

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

Please give details of the number of administrative, organisational and delivery staff involved in this project (detailing paid staff and volunteers) and their competences or relevant experience or qualifications.

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

Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. Use the example below to help you.

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
Erasmus+	2015	2015-1-UK01-KA101-00000	School Name

+	-

To add more activities click on the '+' icon. To delete activities, click on the '-' icon. If you have been involved in previous projects but do not know the exact details please contact your National Agency.

C.1.4. Legal Representative

Enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation. For schools this is most likely to be the head teacher. If your application is approved this person will become the signatory for the project's Grant Agreement. Please complete every field in this section. If after the submission of your application any contact details change or this person leaves the organisation please inform us as soon as possible.

If the appropriate contact address for the legal representative is different from the main contact address for the applicant organisation, you will need to tick the box to indicate that and complete the address details.

> **Important note:** It is important that the Legal Representative's details are consistent throughout the application form, in the Declaration of Honour and in and other supporting documents. If there is inconsistency, your application will be ineligible.

We can only contact the legal representative or contact person with information regarding your Erasmus+ project application, using the details that you provide us in the application form. If after the application submission the legal representative or contact person changes, or their details change, please inform us as soon as possible.

C.1.5. Contact Person

Please enter the details of the primary and any additional contacts for the project. This is usually the person who is coordinating the application and additional staff members who need to be kept updated about the project. We will use these details as the first point of contact for the application and project if successful. If possible please ensure that the primary contact person is someone different to the legal representative.

To add additional contact people press the 'Add contact person'. You may wish to add a finance officer or other colleagues who many need to contact us regarding the project.

Add Contact Person

C.2. Partner Organisation

'Partner Organisation' refers to institutions you intend to visit for either job-shadowing or teaching assignments. Details of course providers do not need to be entered here as you are not obliged to identify course providers at the application stage.

Any partner organisations you add must have a registered PIC. To add a partner, click Add Partner and repeat the same steps as for your own organisation that you entered in sections: C.1., C.1.1., C.1.3., C.1.4., and C.1.5. for each partner organisation. You can add more than one partner.

D. European Development Plan

The questions in this section will change depending if you selected to apply as a school or a consortium earlier in the application form. In this section, you should provide a strategic view of the organisation/consortiums 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.

For more information please see information about European Development Plan in the 'Plan your project' section this guide.

What are the organisation / consortium's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

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

Please outline the organisation's / consortium's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs

This question is asking you to address how the activities within the project will contribute to the objectives stated in question 1. Be clear on why the selected activities are the most effective way to meet your school

/ consortium's development needs focusing on who will benefit, how many staff and learners will be impacted in both the short and long term.

Please explain how your organisation / consortium will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

In 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 projects participants will share the best practice and knowledge/skills acquired during the mobility activities. Be clear on how the knowledge/skills/project outputs, for example new methodologies, curriculum improvements or training will be integrated into everyday activities in the school. Be sure to link these back to the objectives outlined in question 1.

Will your organisation use one of the following tools in connection with your mobility project?

A. eTwinning

The use of eTwinning is not mandatory but is highly recommended to use the platform to support your project and application. It can be your first step towards funding by allowing you to find partners and collaborate on projects within a secure network and platform.

eTwinning can help you to deliver and strengthen mobility project activities through online collaboration with teachers in the UK and overseas. eTwinning can be used to prepare teachers before mobility and even involve pupils in your project. You can collaborate securely online, grow and extend your partnership, before, during and after an Erasmus+ project. The tool can enrich learning and motivation of pupils (aged between 3 and 19) and provide you with access to high quality professional development and ready-made resources. You can also gain recognition for your commitment through the eTwinning awards and the International School Award.

If you are using eTwinning as part of the project please specify how, focusing on the value that it will add to your mobility activities and the impact they will have. For more information about eTwinning please see the relevant information in the 'Plan your project' section of this guidance or contact the eTwinning UK National Support Service directly.

B. The School Education Gateway (SEG)

Presented in 23 European languages, the School Education Gateway is a single point of entry for teachers, school leaders, policy makers, experts and other professionals in the school education field. Join today and stay informed about European policy and action for schools. If you have used the School Education Gateway to find partners or courses, please provide details in the box available. Equally, please provide information if you intend to use School Education Gateway to support your project.

- **Latest -** Fresh insights into Europe's policy and practice in school education: short news articles, a calendar of events, and a collection of Good Practices from European projects and classrooms.
- **Viewpoints -** Your source of Europe's expert opinions and ideas in school education provided through articles and interviews. You can also take part in periodic short polls on intriguing topics and make your opinion count!

- **Resources -** Publications to stay informed, ready-to-use tutorials and teaching materials, from Europe for your classroom! Also discover how the European Toolkit for Schools can help your school to promote inclusive education and tackle early school leaving; or other topical resources, such as good practices and guidelines for entrepreneurial learning.
- **Theme pages -** Explore the content through the EU's six key priorities in school education: Basic Skills; Citizenship; Early Childhood Education and Care; Language Learning; Tackling Early School Leaving; and Teachers and Teaching. Also join and share your ideas in dedicated collaborative spaces.
- **Teacher Academy -** Teacher Academy allows teachers to discover a wide range of training opportunities and resources for their classroom. It consists of a central course catalogue with information on in-service onsite courses by independent course providers, School Education Gateway's own free online courses, and a selection of teaching materials developed by eTwinning teachers, EU institutions and other EU-funded projects.
- **Erasmus+ opportunities -** Schools across Europe can benefit from the funding opportunities provided by the European Commission's Erasmus+ Programme, including support for training courses and teaching assignments for professional development, or participation in project partnerships. Discover the three tools that School Education Gateway provides for schools to prepare their Erasmus+ applications!

C. EPALE (e-Platform for Adult Learning in Europe)

EPALE is a multilingual open membership community for teachers, trainers, researchers, academics, policy makers and anyone else with a professional role in adult learning across Europe. Community is at the heart of EPALE. It is set up around the sharing of content related to adult learning, including news, blog posts, resources, and events and courses.

Members of the community can engage with adult learning colleagues across Europe through the site's features, including the forums and by commenting under blogs. You can also interact with your peers across Europe through the thematic areas which provide structured content according to topic. You can find projects and make professional connections using the partner search repository.

If you are using EPALE as part of the project please specify how, focusing on the value that it will add to your mobility activities and the impact they will have. For more information please contact the EPALE UK National Support Service.

E. Description of the Project

Why do you want to carry out this project? What are its objectives?

Pay particular attention to the European and international aspect, i.e. why is Erasmus+ funding the best way to achieve these aims? How do your proposed activities link to the objectives of the Erasmus+ programme and this specific key action? Please outline how the needs and the objectives were established, i.e. through research, planning meetings. The objectives of the project should clearly seek to address the needs you establish and be relevant to the individual participants and organisation. This should link to the question one in section D. European Development Plan and further explain the wider

international dimension of the activities which you are planning to undertake in order to achieve improvement at the organisational level.

How did you choose your project partners? What experience and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.

This question is only applicable if you are undertaking job shadowing or teaching assignment and have added partners to the application at the end of section C. Please specify how you found your partner (for example: through the use of eTwinning platform; already had an established link). Please highlight what expertise, knowledge and experience do they bring to the project. Please also outline how this project links to the needs and objectives of your partners.

What are the most relevant topics addressed by your project?

Select from the dropdown menu. You may choose up to three. Do not worry if this doesn't cover everything. Add more by clicking on the '+' button and remove them by clicking on the '-'button. If your project is to address more than three topics, please choose the most relevant.

F. Participant's profile

You do not need to specify the names of individuals participating in mobilities at application stage however you should be able to identify target groups and why their participation is relevant. You should be able to specify how individuals will be selected to take part. 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: 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 school and other criteria defined by the school).

Selecting individuals for mobility should be a fair and transparent process, and these individuals should be selected on need and their appropriateness for the role. It is strongly recommended to form a selection committee, which could also involve external people, rather than letting one staff member take the decision alone. There should be a written record of the selection process in case of possible internal complaints.

F.1. Learning Outcomes

In this section you should identify the skills, knowledge and behaviour that the mobilities and activities that make up your project are designed to improve. These could be many and varied, and will change with each school and project, but there should be a clear link between the aims of your project, the activity and the learning outcomes. They should also be relevant to your participants and address the need you identified for this project and specified already in section D. European Development Plan and E. Project Description.

Please select which, if any, European instruments/certificates – such as the Europass Mobility Document – that you intend to use in your project. You do not need to, but it is very much encouraged. For more information on Europass, consult the Europass website.

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Please also list any national certificates you may be intending to use to certify your learning outcomes and how you will use them in the box provided. This may be a teachers continuing professional development folder or internal certification.

G. Preparation

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.

G.1. Practical Arrangements

How will the practical and logistic matters of each planned activity be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

Here you should detail how and when your organisation plans to deliver each of the practical aspects of the project. 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 outline the risks you identify in this project, in relation to tasks, participants and location, as well as your plans for mitigating these risks to ensure the safety of all involved.

In this section of the application you should also discuss your organisations emergency procedures and a code of behaviour for participants. Please also evidence your plans for obtaining suitable insurance for participants and managing any additional visa requirements and legal aspects.

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 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".

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

G.2. Project Management

How will you address quality and management issues (i.e. setting up arrangements with partners, learning arrangements with participants, etc.)?

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.

Please then describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants. Ensure that you detail how you intend to facilitate their active involvement and reflection to ensure the relevance and quality of these outcomes.

The Staff Mobility Agreement , School Education Grant agreement for Teaching and Training and School Education Quality commitment documents are not mandatory documents however we would recommend using them to support your project. The main aim is that the sending school, the receiving organisation and the participant clarify expectations and ensure that the stay abroad is meaningful.

G.3. Preparation of Participants

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

Please outline the training plan for participants, as deemed necessary for the success of the project. This plan should detail what training will be provided, when and by whom. It should pay attention to not only task based training to ensure participants' safety and ability to engage with activities but provide adequate support for the intercultural and linguistic learning expected.

Preparation could include activities such as linguistic training, virtual mentoring and/or collaboration with partner schools, briefings, pre departure assessments, domestic training, job shadowing or teaching assignments and activities.

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

H. Main Activities

It is advised to revisit this section of your application before submitting. Does the information entered into the narratives here reflect the activities and budget you have requested later in the form? Have you provided information about all the activities you plan to deliver? Can you match your narrative information to the activity 'A' numbers stipulated later in the form e.g Activity A1.

Please outline chronologically the main activities you plan to organise. If relevant, please describe the role of each project partner and/or consortium members in the activities.

In this section you should provide information about all planned activities and outline roles and responsibilities of staff members involved in the project activities. Please provide as much detail about the mobilities you intend to plan. Below, we have provided you with a few questions below to help you begin answering this question.

- Where will staff go?

- Where possible please detail the name of the city or town etc staff intend to travel to. This will assist National Agency staff when checking distance bands and budget requests you enter later in the form.

- 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?

If applicable, how do you intend to cooperate and communicate with your project partners and/or consortium members and other relevant stakeholders?

In this section you should provide information about the plan you will implement in order to communicate and collaborate 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?

How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

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? (e.g. questionnaires, interview or assessment).
- How will you record progress?
- Who will be responsible for monitoring and recording individuals work programmes and progress?
- How will participants track and record their own learning?
- How often will you measure progress and learning?

If applicable, please explain the need for 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've 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.

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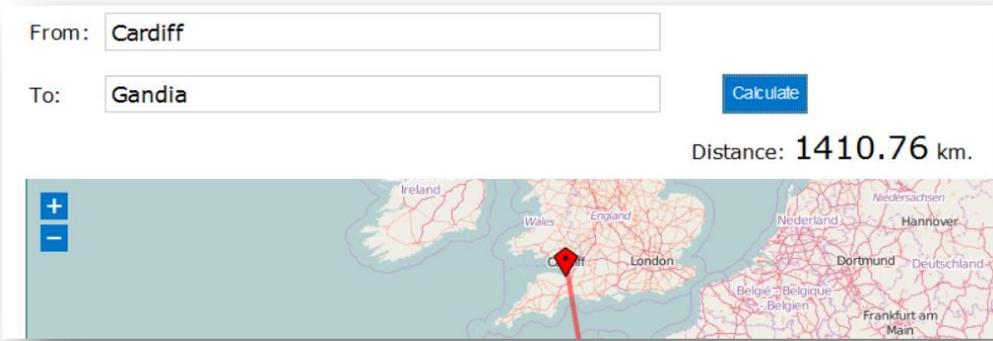CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

H.1. Activities' Details

An activity is defined as either:

- **teaching assignment:** this activity allows teachers or other school education staff to teach at a partner school abroad.
- **staff training**: this activity supports the professional development of teachers, schools leaders, or other school education staff in the form of:

  - a) participation in structured courses or training events abroad;
  - b) a job shadowing/observation period abroad in a partner school or another relevant organisation active in the field of school education.

Each activity and mobility that your project plans to implement must be listed in this section of the application form. We cannot retrospectively fund activities or mobilities if they are not listed in the application form. Please note that for consortium applications, the activities listed in the form must include all activities for all of the schools you plan to involve in the project. Please use the information below to help complete the activity tables.

Activity No.	This number populates automatically.
Activity Type:	Please select one of the following from the drop down menu: - Job Shadowing - Structured Courses / Training Events - Teaching assignments abroad If you are applying for more than one mobility activity type (e.g. a project combining different mobilities of job shadow and structured training course mobilities) within the same application you must add them separately in the form by using the add activity button.
Flow No:	Flow number is the term used to describe a separate instance of travel within one activity. For example, if your school were to send a number of staff to the same training course at the same location, you can add all mobilities in one flow e.g flow 1. If you will be sending staff on the same type of courses (e.g Spanish immersion course) at different locations you must add them as separate 'flows' by pressing the '+' button. If staff are attending different activity types or completely different types of courses, they should be added as different activities rather than flows.
Country of Origin:	Select United Kingdom (or if applicable overseas country or territory of UK). Key Action 1 funding is mono-beneficiary and not reciprocal. You cannot claim funding for partner schools overseas. Schools in other programme countries should submit their own Key Action 1 application to their own National Agency.
Country of Destination:	Please select the country where the mobilities will take place. This field is used to calculate the 'Individual support' rate per person, per day. Mobilities must be transnational. All mobilities must take place in a Programme Country other than the

	UK or an overseas country of territory of the UK. The form will use the information you enter here to automatically populate other sections of the form.
Distance Band	Please select the distance band according to the [Distance Band Calculator](#). To use the distance band calculator enter the location of the sending organisation in the 'From' box, and the location of the receiving organisation or training course location in the 'To' box. You must then press calculate. Please then select the distance band in the application form that correlates to the distance displayed in the calculator. Do not double the number when choosing the distance band in the application form. The example below displays travel from Cardiff to Gandia (Spain). The distance band `500 - 1999 km` would be selected in the application form as the tool details 'Distance: 1410.76km'.
Total Duration Excluding Travel (days):	How long, excluding travel days will the activity will last? E.g. if a participant plans to attend a course that runs from Monday - Friday, you should enter 5 in this box. This box influences your Individual support budget which is calculated on a per participant, per day, per country basis.
Travel Days:	Travel Days are days during which you will not be undertaking any project activities before and after the activity, but will be travelling to / from the mobility. E.g if you are attending a 5 day Monday - Friday course, but are travelling on the Sunday before, and home on the Saturday the day after the course finishes you should enter 2 in the travel days box.
Total Duration Including Travel (days)	This box will pre-fill according to the information you added in the previous columns of the table. This box should display the total duration of your trip, including activity days and travel days.
No. of Participants:	How many staff will be going on each activity/flow? In this box you should enter a combined total number of participants, participants with special needs, and accompanying persons (if applicable). This will have a knock-on effect on the budget in your application form as the daily rate multiplies according to the number of people

	entered for each flow. E.g. if three members of staff are all due to attend the same structured course at the same location, you should enter three in this box. This will mean that the form will calculate three participants worth of unit costs for this flow.
Participants with Special Needs (out of total number of Participants):	Please enter the total number of participants who will require additional support to aid their participation in the activity. Please ensure that you include these participants as part of the total number in the 'No. of Participants' box. Special Needs relates to individuals who have a disability. Disability (i.e. participants with special needs): people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities.
Accompanying Persons (out of total number of Participants)	Please enter the total number of any additional staff who are required to go on mobility to support the participation of a staff member(s) with special needs. Please ensure that you included these accompanying people as part of the total number in the 'No. of Participants' box.
No. of Non-Teaching Staff (out of total number of Participants):	Please enter the number of participants (out of the total number of participants) who will be going on mobility that are employed at your organisation in a non-teaching roles e.g. school managers, head teachers, school counsellors, pedagogical advisors, psychologists etc. Please ensure that you included these people as part of the total number in the 'No. of Participants' box.

> **Useful tip:** Once you have completed this section it is a good time to review section 'H Main Activities'. Check that your narrative answers reflect and explain the information you detail in the activities table and mobilities that you request funding for.

I. Follow-up

This section of the form asks what your project will do once all mobilities and main activities are realised.

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 page 309 - 314 of 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version).

I.1. Impact

Impact assessment is the process of examining the effect of Erasmus+ activity on individuals, organisations and society. The effects could be positive or negative, intentional or accidental, short or long-term. We have developed our own Impact+ Exercise to help applicants and projects think about their impact. You can find it on our resources page along with other useful documents and links.

In this section you should discuss how your Erasmus+ project will / may have an impact on the following:

- Learners
- Staff
- Whole organisation / institution
- The Local Community
- Wider School Network
- Contribute to Erasmus+ Programme and European Union objectives

You should explain the expected outcomes for participants; resulting from their mobility, planned learning and active involvement and participation in the project. Examples could include improved knowledge; newly acquired or developed skills and changes in attitude or behaviour. These outcomes may have a further impact on their employment status, role delivery, and ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes for your project.
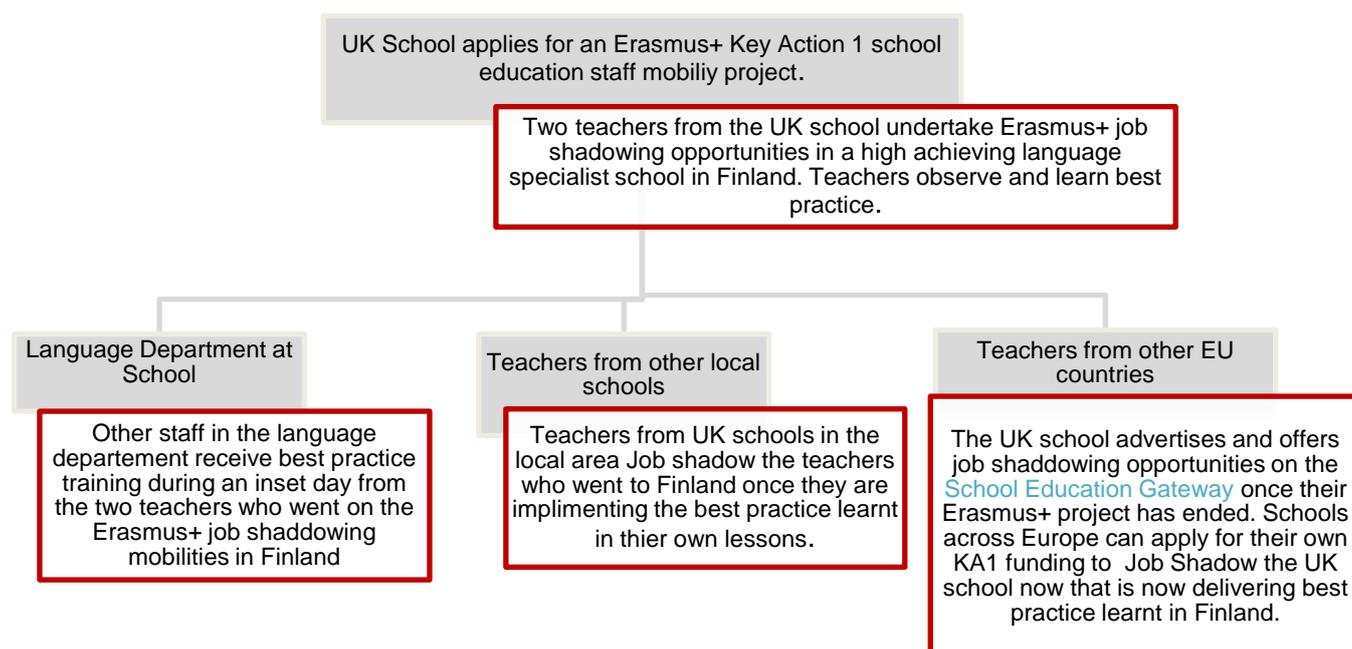
Aside from the impact on individuals, you should discuss the impact you expect the project to have on your school(s) and learners. This could take many forms: perhaps changes in management structure, in curriculum content, in European links, in having a more engaged staff, and so forth. You should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

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

I.2. Dissemination of projects' results

The Erasmus+ programme has a renewed interest in dissemination. Your application should have a plan in place to share the outcomes of your project. A good dissemination plan will share the concrete results of the project; not just inform people that the project has taken place. The diagram below details examples of how an Erasmus+ project's results could be shared widely at an institutional, local and European level. No two dissemination plans will be the same. What is important is that your dissemination plan is realistic and relevant to the size and scope of the project that you plan to deliver.

What dissemination activities you carry out are up to you. Some of the most common are: presentations, conferences and workshops; creating manuals, booklets or newsletters; creating press releases and giving these to local media; creating new courses or training material; and creating web pages. It should be clear how you will raise awareness, share concepts or solutions, policy or practice through these dissemination activities. For more information on dissemination, please read "Annex II – dissemination and exploitation of results - A practical guide for beneficiaries" on page 309 - 314 of 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version).

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┌─────────────────────────────────────┐
│ UK School applies for an Erasmus+    │
│ Key Action 1 school education staff  │
│ mobiliy project.                     │
└─────────────────────────────────────┘
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Two teachers from the UK school undertake Erasmus+ job shadowing opportunities in a high achieving language specialist school in Finland. Teachers observe and learn best practice.

Language Department at School

Other staff in the language departement receive best practice training during an inset day from the two teachers who went on the Erasmus+ job shaddowing mobilities in Finland

Teachers from other local schools

Teachers from UK schools in the local area Job shadow the teachers who went to Finland once they are implimenting the best practice learnt in thier own lessons.

Teachers from other EU countries

The UK school advertises and offers job shaddowing opportunities on the School Education Gateway once their Erasmus+ project has ended. Schools across Europe can apply for their own KA1 funding to Job Shadow the UK school now that is now delivering best practice learnt in Finland.

I.3. Evaluation

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

J. Budget

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project. When applying for a Key Action 1 project for school education staff you may be eligible to receive funding for the following budget categories:

- Travel
- Individual Support
- Organisational Support
- Course Fees
- Special Needs Support
- Exceptional Costs

Applicants must calculate a project's provisional budget at the application stage according to the rates outlined on the following pages of this guidance. 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 National Agency cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm. There is no specific budget

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support for language preparation in Erasmus+ for schools although the organisational support budget may be used for this.

> **Important note:** When completing the budget section, automatic calculations will only take place when you press the 'Validate' button on the relevant page of the eForm. You will need to be connected to the internet for the page to update, and you will need to press the 'Validate' button on each of the budget pages as you progress through the eForm.

J.1. Travel

Travel is based on the distance per participant from the UK point of origin to the host organisation overseas. Some information should pre populated according to the information you entered previously in section H of the form. Please enter the number of participants you wish to claim travel for in the 'No of Participants (including accompanying persons)' box. If you wish to claim a travel grant for all participants, this number should match the participant numbers you detailed in section H.

Top-up for expensive Domestic Travel Cost

If duly justified in the application form, a participant can be entitled to receive a top up for expensive domestic travel. This is only for expensive domestic travel costs over €225 (per return trip) and provided that these costs are motivated and well justified in the application form. Domestic travel is considered as:

- For a return trip to reach a main international HUB/airport and (or) a train/bus station within the country of origin. E.g. School > International Hub *and* International Hub > School

And/or

- For a return trip to reach a remote final destination (from a main international HUB/airport and (or) a train/bus station) within the receiving country. E.g. International Hub > Job shadowing school placement *and* International Hub > Job shadowing school placement.

Schools are able to claim up to two top-ups per participant for expensive domestic travel costs to participate within the same mobility activity: one to reach a main HUB/airport and/or a train/bus station within the country of origin and one more to reach a remote final destination within the receiving country.

No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested	
6	180.00	6	2160.00	Example of one top up needed for six participants
6	180.00	12	4320.00	Example of two top ups needed for six participants

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> **Important note:** Top ups will only be approved if these costs are motivated and well justified in the application form. Justification should be entered into the white narrative box 'Please provide any further comments you may have concerning the above entered budget' which can be found at the end of the budget section. Please see the next page of this guide for details about the information you are required to provide as evidence for your claim.

Please provide us with the following information to support your claim. Please provide as much detail as possible.

- Estimate of the costs required for domestic travel and an explanation of how you have reached this amount.
- Description of the domestic route and methods of transport taken to reach the main international HUB/airport and (or) a train/bus station within the country of origin; and/or
- Description of transport and methods of the domestic route to reach a remote final destination (from a main international HUB/airport and (or) a train/bus station) within the receiving country.

J.2. Individual Support

Individual support refers to the day-to-day living costs incurred per participant during the activity. This includes accommodation and food and insurance. Individual support is calculated on a unit cost contribution basis and will be payable according to the country of destination and the duration of the placement.

Some fields in this section will automatically populate based on the information you entered in section H. Activities' Details. Please check that all fields with a red outlined box are completed and match the durations you stipulate in section H. Individual support can be claimed for the total duration of a mobility including travel days. Please ensure that you validate these pages to enable your application form to perform rate calculations. You must be connected to the internet to validate the form.

J.3. Organisational Support

Organisational support refers to any costs directly linked to the organisation, management and implementation of mobility activities (excluding subsistence for participants). For schools, this could be used for supply cover when a teacher goes on their Erasmus+ mobility. This is also calculated on a unit cost contribution basis, as follows:

- €350 per participant for up to 100 participants
- €200 for any additional participants (above 100 participants).

All fields in section J.3. will automatically be populated based on the information you entered in section H.1. Activities' Details.

J.4. Course Fees

This section of the form does not automatically populate.

If you have applied for the activity type 'Structured Courses / Training Events' do not forget to request additional funds to cover course fees if they are needed. Please ensure that your project's need for additional financial support to cover course fees is motivated and strongly justified. You should detail this in the 'Please provide any further comments you may have concerning the above entered budget' narrative box at the end of the budget section.

Course fees refer to any costs directly linked to payment of fees for the enrolment in courses. Course fees are calculated on a unit cost basis, per participant. A maximum unit cost of €70 per participant per day (up to a maximum of €700 per participant) for course fees may be requested however justification must be provided in the application form.

You should select the activity number from the drop down box that relates to the activities you detailed in section H of the application form. Please ensure that you only claim course fees for activities which are 'Structured Courses / Training Events'. You should then enter the number of days and participants as required. Please only request course fees for actual activity days (excluding travel days). Please check that the information you enter in this section relates to the durations you detailed in section H of the application form. Applicants can use the '+/-' button to add or remove flows as necessary.

J.5. Special Needs' Support

Special needs support refers to any costs directly relating to participants with disability or other specific needs for which additional costs will be incurred. A person with specific needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. Special needs support is calculated on an actual cost basis and will be assessed case-by-case. The individual situation should be described and the particular needs and extra costs attached to it should be detailed in the application form. Based on these explanations and the availability of funding the UK National Agency will be able to determine whether extra support can be granted. You should also bear in mind that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided.

All fields apart from the 'Activity No', 'Description of Costs' and 'Total Grant Requested' will be pre- filled for applicants. Applicants can use the '+/-' button to add or remove flows as necessary.

Applicants should use the box below the budget tables to include any comments or justification to support the grant requested.

Important note: Special needs support cannot be applied for retrospectively. If there is a high possibility that special needs support will be needed in order 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 by way of invoice.

J.6. Exceptional Costs

The exceptional costs refer to the cost of a financial guarantee if the National Agency asks for it and for expensive travel costs of participants from outermost regions and Overseas Countries and Territories. In line with the Regulation establishing the Erasmus+ Programme, which calls on taking into account the constraints imposed by the remoteness of the outermost regions and the Overseas Countries and Territories (OCTs) of the Union when implementing the Programme, special funding rules are set in order to support expensive travel costs of participants from outermost regions and OCTs insufficiently covered by the standard funding rules (based on contribution to unit costs per travel distance band).

Applicants of mobility projects will be allowed to claim financial support for travel costs of participants from outermost regions and OCTs under the budget heading "exceptional costs" (up to a maximum of 80% of total eligible costs: see "What are the funding rules?"). This would be allowed provided that applicants can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

No other costs are eligible under Exceptional Costs. All fields apart from the 'Activity No', 'Description of Costs' and 'Total Grant Requested' will be pre-filled for applicants. Applicants can use the '+/-' button to add or remove flows as necessary.

> **Important note:** Requests for exceptional costs are conditional and must be relevant and motivated throughout your application form. You should also clearly justify your request for the exceptional costs in the 'Please provide any further comments you may have concerning the above entered budget' narrative box at the end of the budget section.

K. Project Summary

Applicants must provide a well written, comprehensive summary of their project within the application. Project summaries must be written in plain, clear English and free from jargon. This is of particular importance as it provides a description of the project to the general public and may be used in European Commission of National Agency documents. The summary will also be included on the Erasmus+ Projects Results Platform.

It is important to be concise and clear and cover at least the following points:

- context/background of project;
- objectives of the project;
- number and profile of participants;
- description of activities;
- the methodology to be used in carrying out the project;
- a short description of the results and impact envisaged and the potential longer term benefits.

K.1. Summary of participating organisations

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

K.2. Budget Summary

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

K.2.1. Project Total Grant

This pre-populated table contains the total combined grant requested for the project. It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application. We cannot fund any activities retrospectively that are not applied for at the application stage.

L. Checklist

Before submitting the application, please use the check list to make sure that your application fulfils the requirements listed. Here are some additional points to check in advance of submitting your application form:

- you have used the official 2017 Key Action 1 school staff mobility application form;
- all relevant fields in the application form have been completed;
- the application form is submitted to the National Agency of the country in which your organisation is established;
- if applying in the UK, the application form has been completed in English;
- you have annexed all the relevant documents:

  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandate of each member of the national mobility consortium (if applicable) signed by both parties.

- all participating organisations have uploaded the documents to give proof of their legal and financial status in the participants' portal (for more details, see the 'Prepare to apply' section of this guidance.
- you are complying with the deadline published in the 2017 Programme Guide;
- you have saved or printed the copy of the completed form for yourself.

M. Data Protection Notice

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

N. Declaration of Honour

 'Please use the Declaration of Honour from the 2017 eForm. We are unable to accept a Declaration of Honour from a previous call year'

The legal representative of the applicant organisation (for schools this is usually the head teacher) must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it (N.B. the National ID is not required in the UK for schools applicants). The signed Declaration of Honour then needs to be scanned and attached as an annex before application form is submitted online.

Failure to submit an application form with a Deceleration of Honour attached as an annex could result in the application being rejected during initial eligibility checks. Please ensure that the signatory on the Declaration of Honour matches the individual you name as the Legal Representative in section 'C.1.4. Legal Representative' of your application form.

O. Annexes

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

- the Declaration of Honour signed by the legal representative mentioned in the application;
- Partner Mandates, in the case of consortium applications, all consortium members

Applicants need to ensure that all documents specified in the checklist are submitted electronically with the application. To attach documents click the 'add' button on the right hand side of the box displayed. This will then open up an additional window which will allow applicants to browse files on your computer and upload.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically with an application - no other files will be accepted. A file which has been added in error can be removed by clicking the 'remove' button which replaced the 'add' function on the right hand side of the table. If you are required to upload more than definitely

Although there are only ten spaces in the Annexes section of the application form this does not mean that only five documents can be submitted. Documents can be combined into a single document, rather than uploading them separately. It is important to note that there is a 10MB limit when uploading annexes to an application form. Applicants should only submit mandatory documents with their application. Additional and/or supplementary documents should only be submitted if the applicant has available space and/or if these documents are crucial to their application form.

> **Useful tip:** If your file sizes are too large to upload into the form you can compress pdf's to make the size smaller. Simple pdf compression websites can be found by searching 'pdf compress' in a search engine.

If you have any trouble uploading documents in the annex section, please get in touch with us as soon as possible so that we can help you rectify the problem.

P. Submission

P.1. Data Validation

Applicants must ensure they have validated all sections of the application before submitting the application.

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P.2. Standard Submission Procedure

Applicants should only submit an application form once they are happy with the finalised version. Applicants need to ensure that they are connected to the internet in order to submit their completed application. Applicants should also ensure that all sections of the form are valid and all annexes are attached before submitting the form.

To submit the form applicants will need to be connected to the internet. The UK National Agency advises that applicants save the final completed version of the eForm on their desktop in case of any technical issues with submission.

Applications must be submitted online by the deadline: 11am (UK time) on Thursday 02 February 2017. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

P.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a technical error. Please see error messages below that are **not** technical errors. Please note that if your error message says one or more fields has been completed incorrectly, this is not a technical error.

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email the UK National Agency team managing this Key Action at erasmusplus.applications@britishcouncil.org with a copy of your application, any annexes and the screenshot attached within two hours of the application deadline. i.e. by 1pm UK time. In the subject line of the email please type KA1 School Education Staff Mobility application form – [insert here the name of your organisation].

Please note than the UK National Agency will only accept applications via the Alternative Submission Procedure if, other than emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. 'ERR-' (but not ERR-01 or ERR-06) is recorded under 'Status' in the 'Submission Summary' section of the eForm with a timestamp prior to or on the deadline date/time.

If any of the following 'Statuses' appear in 'Submission Summary' your application won't be accepted under the Alternative Submission Procedure:

- **'LOCAL-01'** Adobe Reader security enabled'. To allow the submission you must click the appropriate options in the yellow security warning bar at the top of the form.
- **'LOCAL-02** Network connection error'. Please verify your internet connection and try to submit again or try a different network connection to submit.
- **'ERR-01'** as this Error relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by the applicant by correcting the application form and validating it again.

- **'ERR-06'** as this Error means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.
- 'Unknown' as this means that the eForm was not submitted and no submission attempts were made.

P.4. Submission Summary

A record of submission attempts made in the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required. Please check that this table displays that your application form has been submitted successfully. For more information please read section '1.4 Submitting the application to the UK National Agency'.

P.5. Form Printing

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

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ADDITIONAL SUPPORT AND NEXT STEPS

Please read this section carefully to familiarise yourself with the processes that will follow after the submission of your 2017 application and where to get additional help and support.

Support Videos and Webinars

We have published two videos on our YouTube channel to assist you with your application. Recordings can be viewed at any time. They provide a PowerPoint presentation overview and a detailed look at the eForm.

For the live question and answer webinars, places are limited and available on a 'first come, first served' basis. Please note that there is no presentation in a Q&A webinar: the format is centred around participants' questions on the key elements of the application process including preparing to apply, eligibility of organisations and activities, how to approach the narrative questions, programme funding rules, and project budgets.

To register to attend one of our sessions please visit the events section of our website.

What happens now?

Once you have submitted your application you will receive an acknowledgement email from the UK National Agency. The UK National Agency aims to acknowledge all applications within three weeks from the respective deadlines. If you have not heard from the UK National Agency after three weeks please contact us.

The date in which the UK National Agency aims to inform applicants regarding the outcome of their application will be detailed in the UK National Agency's acknowledgement email; for indicative dates page 257 2017 Programme Guide or online here as part of the 2017 Programme Guide (online version).

Project proposals are assessed by the National or Executive Agency receiving the application, exclusively on the basis of the criteria described in the 2017 Programme Guide. The assessment implies:

- **a formal check to verify that the eligibility and exclusion criteria are respected;**
- **a quality assessment to evaluate the extent to which the participating organisations meet the selection criteria**

(i.e. operational and financial capacity) and the project meets the award criteria. Such quality assessment is in most cases carried out with the support of independent experts. In their assessment, experts will be supported by guidelines developed by the European Commission; these guidelines are available in the Key Resources section of our website.

The UK National Agency will appoint an evaluation committee to oversee the management of the selection process. On the basis of the assessment carried out by experts, the evaluation committee will establish a list of projects proposed for selection using a ranked assessment scoring list. As many eligible projects will be funded within the budget allocated for that call and application type.

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For all successful organisations the UK National Agency's notification of results email will outline the dates in which we aim to complete the contracting process. The UK National Agency is only able to issue grant agreements once all of the necessary contracting documents have been submitted and accepted by the UK National Agency. Full details regarding the documents which need to be submitted to support the contracting process will be outlined in the UK National Agency's contracting instructions issued to projects following the notification of results email.

Keeping us up to date

We will be in contact with you throughout the duration of your project. It is important therefore that you keep us informed of your most up-to-date contact information for the contact person and legal representative you detail in your application form.

Contacting Us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 1 application. Please note that email and phone lines get extremely busy in the lead up to the application deadline. You can contact us via the following channels:

Erasmus+ Help Line

You can contact us by phone via +44 (0) 161 957 7755. Our helpline is open Monday – Friday 08.30 – 17.30 (excluding public holidays).

Erasmus+ Enquiries Email

For general Erasmus+ enquiries you can contact us via: erasmusplus.enquiries@britishcouncil.org

Social Media

Keep up-to-date with the Erasmus+ programme by connecting with us through our social media channels. We advertise events, deadlines and further information through the following channels:

Sign up to our newsletter   www.erasmusplus.org.uk/subscribe-to-our-newsletter

Follow us on Twitter: @erasmusplusuk / www.twitter.com/erasmusplusuk

Like us on Facebook: www.facebook.com/ukerasmusplus

View our YouTube channel: www.youtube.com/erasmusplusuk

Follow us on Storify: www.storify.com/erasmusplusuk