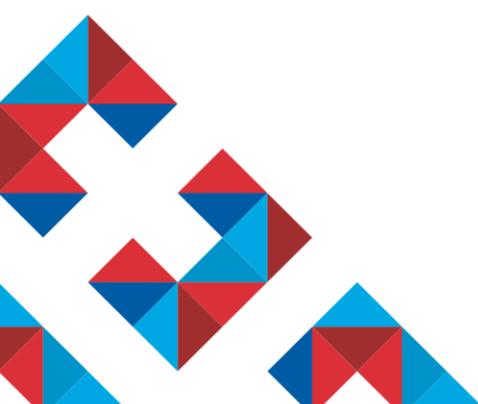


Key Action 1 (KA1) Guide for Applicants

Mobility for School Education Staff

Deadline: 11am (UK time) on Thursday 1 February 2018

Version 1: 24 November 2017



This document is Version 1 of the guidance notes for the 2018 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, 2016 or 2017 Programme Guide should not be referred to for the 2018 call.

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Introduction to Key Action 1: Mobility of Individuals

Key Action 1 for School Education Staff

Key Action 1 provides 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. An organisation or national mobility consortium can apply once per selection round.

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

- **Teaching assignments:** this activity allows teachers or other school education staff to teach at a partner school abroad;
- **Structured courses or training events abroad:** supports the professional development of teachers, school leaders or other educational staff;
- **Job shadowing:** provides an opportunity for teachers, school leaders or other school staff to spend a period of time abroad in a partner school or another relevant organisation active in the field of school education.

Mobility activities must be carried out abroad in another [Programme Country](#). Each project can last from one to two years and the applicant must choose the duration at application stage. Activities can last from two days to two months, excluding travel days and the minimum two days must be consecutive.

Who is this guide for?

This step-by-step guide is to help UK Schools complete the 2018 Erasmus+ Key Action 1 Learning Mobility of Individuals application form.

We recommend that, as a minimum, you consult the following documents to help you complete your application:

- The [2018 Erasmus+ Programme Guide](#);
- The European Commission's [Technical Guidelines](#)
- 'Introduction to the call video' and 'How to complete the application form' video

Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project.
2. Check that you are an eligible organisation.
3. Read about organisational and financial capacity.

4. Register on the European Commission's Participant Portal.
5. Ensure you understand the quality criteria against which your application will be assessed.

1. Read more about this type of project

We recommend that you read the relevant sections of the UK Erasmus+ website and the European Commission's Erasmus+ [Programme Guide](#) to find out more about Key Action 1 (KA1) for school education staff. For Key Action 1 School Education Staff applications, the relevant sections are:

- The [school staff mobility funding page](#) of the UK website.
- Pages 5 – 42, 61 – 67 and pages 244 – 262 of the Erasmus+ [Programme Guide](#).

2. Check that you are an eligible organisation

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

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

Individuals cannot apply directly for a grant. Please see the [eligible schools and authorities](#) page.

Eligible participating organisations:

- Teaching assignments:
 - The sending and receiving organisations must be schools (i.e. institutions providing general, vocational or technical education on any level from pre-school to upper secondary education).
- Staff training:
 - The sending organisation must be a school
 - The receiving organisation can be:
 - A school; or
 - Any public or private organisation active in the labour market or in the fields of education, training and youth. For such organisations, please refer to page 62 of the [Programme Guide](#).

Important note: Please be aware that applicant organisations must be legally registered in the United Kingdom. Therefore, Sole traders, Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), Trusts and Unincorporated Associations are not eligible to apply for Erasmus+ funding. If you have any questions about eligible participating organisations, please [contact us](#).

Consortium Applications

Local or regional school authorities and school coordination bodies can submit an application to coordinate a Key Action 1 School Education Staff project. All members of the consortium must be identified at application stage and must comprise of at least three organisations (the coordinator and at least two schools). The schools in the consortium must have an organisational link to the organisation acting as a consortium coordinator.

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 not sure as to whether your organisation is eligible, 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. 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.

3. Child Protection

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

4. Read about operational and financial capability

4.1 What is operational capacity?

Applicant organisations need to demonstrate that they have the necessary professional competencies and qualifications to carry out the proposed project. For more information on

operational capacity, see page 248 of the [2018 Programme Guide](#).

4.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is **intended to be a contribution towards** the cost of project implementation and mobility activities.

A formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 euro.

In all other cases, you must demonstrate that your organisation has suitable reserves or income to deliver the project successfully.

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

4.3 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 the name of your group**, so that we can make payments to you. If this is not possible please contact us to discuss your options.

5. Register on the European Commission's Participant Portal

Before you apply for Erasmus+ funding you must register your Organisation on the [European Commission's Participant Portal](#). You will not be able to submit your application without first registering your organisation. If you have registered previously there is no need to re-register. You can check to see whether your organisation is already registered [here](#). Once your organisation is registered, you will receive a Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation's details will be entered automatically.

.For consortium led applications, the coordinator and all schools participating in the consortium must be registered and each obtain a PIC number.

The Participant Portal is accessible via an individual's EU Login account. A video guide on how to register on EU Login together with a Participant Portal User Manual is on our [website](#).

Organisations will need to upload or update evidence of their legal status via a [Legal Entity form](#) and a completed [Financial Identification form](#). Any information included in the Legal Entity form and Financial Identification form must match details in the application form and Participant Portal.

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

1. Click on the menu item 'Login' on the top right
2. You will be guided to your personal participant portal website
3. Click on the top left in the navigation menu and 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.

Please see the Erasmus+ [Programme Guide](#) page 244, Part C Information for Applicants, which contains detailed guidance on how to complete these steps.

6. Ensure you understand the quality criteria against which your application will be assessed

The assessment of applications is carried out in two stages:

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

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

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

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

When will results be notified?

Key Action 1 applicants will receive a notification of the award decision within four months of the application deadline. For further information on the project life-cycle deadlines and payment modalities, please see page 257 of the [2018 Programme Guide](#).

Where to find more help and advice

For further information, please refer to the [Apply for staff mobility funding](#) section of our website.

Completing the application form

Using Adobe Reader

The eForm is available to download from the Erasmus+ website [here](#). Please ensure you download the correct application form.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that you use the latest version of Adobe Reader, which is free to download from <https://get.adobe.com/uk/reader/otherversions/>.

The eForm will work with some earlier versions of Adobe Reader, but if you are experiencing problems, we recommend version 10 or above as a minimum. Please note the form may only open with early versions of Adobe Reader DC.

Introduction to the eForm

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message in red text:

The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.

Saving the eForm

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. 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.

Online Functionality of 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 time without losing the encoded data. **Please note: you will need 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.**

Important information on Completing Fields in the eForm

You must fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are "Pre-filled or Calculated

Fields". You will not be able to modify these, and they will display either default values, calculation results or data 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. Please note the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable. Clicking the 'validate' button at the end of each page will ensure you can identify any missing fields as you go along.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form. **Please note when completing answers to narrative questions in the form, hover over the box to see the maximum number of characters allowed for each question.**

A. General Information

This section consists of an overview of the application form.

B. Context

This section consists of fields containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission have already been pre-filled. You should check that these pre-filled fields correspond to the funding being applied for.

Applications for Key Action 1 – School Education Staff must ensure that the following details are consistent:

Key Action: Learning Mobility of Individuals

Action: Mobility of Learners and Staff

Action Type: School education staff mobility

Call: 2018

Round: 1

Deadline for submission: 1 February, 2018 12.00 am Brussels, Belgium Time (11am UK time)

Language used to fill in the form: English (for all applications to the UK National Agency)

B.1. Project identification

Project Title: Title of your Erasmus+ project

Project Title in English: Project Title in English if title is in a different language

Project Start Date: All projects must start between 01 June 2018 and 31 December 2018

Project Total Duration [months]: Projects can last between one and two years, 12 to 24 months. Select the duration of your project in months.

Project End Date: Automatically populated based on Project Duration [months].

Applicant organisation Full Legal Name (Latin Characters): Automatically populated after inputting PIC and clicking 'Check PIC' under C.1. Applicant Organisation.

Form Hash Code: Automatically populated

B.2. National Agency of the Applicant Organisation

Identification: Select **UK01 (United Kingdom)** from drop down list.

C. Participating Organisation(s)

Before completing this section of the form, you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number. Please refer to page 9 of this guide for further information.

C.1. Applicant Organisation

You must enter your organisation's PIC number into the application form and click 'Check PIC'. Once entered, the fields in this section will automatically populate your organisation's information. If you receive an error when clicking Check PIC, and you have checked that you are entering the right code, please [contact us](#).

C.1.1 Profile

Type of Organisation: Select the most appropriate option in relation to your organisation

The answers to '**Is your organisation a public body?**' and '**Is your organisation a non-profit?**' will be automatically populated based on the information submitted on to the European Commission's Participant Portal. Please check that this information is accurate. If there are errors, please update your details in the Participant Portal.

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

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

C.1.2 Consortium

Are you applying on behalf of a consortium? Select 'Yes' or 'No' from dropdown menu
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 button.

C.1.3 Background and Experience

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

Please briefly present your organisation: Detail the context that the applicant organisation operates in. In the case of a consortium application, this section should relate to the consortium coordinator. E.g. you could include information around the history of the school, type of school, demographic of staff and pupils, inspectorate evaluation information.

What are the activities and experience of your organisation in the areas relevant for this application: Detail how your organisation's previous experience delivering projects has provided the skills and knowledge to carry out the proposed activities in this application form.

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: Detail the number of administrative, organisational and delivery staff involved in this project and any relevant experience.

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application: Select from the drop down menu. If you select 'yes', complete the table with the relevant information. Use the below as an example:

Please indicate:

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

C.1.4 Legal Representative

Please insert the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation. If your application is approved this person will be the signatory for the Grant Agreement.

Please complete every field in this section.

Important note: The Legal Representative details will need to be consistent throughout the application form, in the Declaration of Honour. If there is inconsistency, your application may be deemed ineligible.

If the appropriate contact address for the Legal Representative is different from the one of the organisation applying, tick the box to indicate this and complete the relevant address details.

C.1.5 Contact Person

Please input the details of the member of staff responsible for co-ordinating the project at the applicant organisation. If the appropriate contact address for the contact person is different from the one of the organisation applying, tick the box to indicate this and complete the relevant address details.

You are able to input up to three contacts for the project. You can add contacts by clicking the 'Add Contact Person' button.

We will only be able to communicate with the named contact people and Legal Representative. If either the Legal Representative or contact people leave, please notify us at erasmusplus.applications@britishcouncil.org.

C.2 Partner Organisation

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

To add a partner, click on the 'add partner' button 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 information in this section will change depending on whether you have selected to apply as a consortium or not.

What are the organisation's/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):

Detail the needs of the school/consortium and current priorities for improvement, particularly focusing on the areas targeted in your application.

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. What are the activities and experience of your organisation in the areas relevant for this application: Comment on how the activities within the project will contribute to the objectives stated in question one. Be clear on why the selected activities are the most effective way to meet your organisation's development needs focusing on who will benefit, how many staff and learners will be impacted.

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

Comment on your plan for dissemination and integration of any tangible outputs. E.g. how will the participants share best practice and knowledge / skills acquired during the activities, how will any new methodologies and curriculum or training improvements be integrated into everyday activities. Remember to link these back to the objectives outlined in question one.

Will your organisation use one of the following tools in connection with your mobility project?: Select from the drop down box. If you select 'yes' for any of the following tools, you will be asked to describe how you will use the tool.

A) eTwinning

[eTwinning](#) is a free online community for schools in Europe which allows you to find partners and collaborate on projects securely and in a safe environment. eTwinning promotes school collaboration and school networking in Europe through the use of ICT. In connection with an Erasmus+ project, eTwinning allows you to:

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

No formal application is required to use eTwinning, but you will need to register on the eTwinning portal. If you need any help, have look at the [workshops and support](#) available in the UK or [contact the UK eTwinning team](#) at the British Council.

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

B) The School Education Gateway (SEG):

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 projects, there is a [course catalogue](#) for finding staff training opportunities and a [mobility opportunities](#) database for finding and posting job shadowing, observation and teaching assignment opportunities. For Erasmus+ Key Action 2, there is a [strategic partnership](#) area, for finding and posting partnership opportunities.

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.

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?: Provide information about why you want to carry out the project and what are the expected outcomes of the project? Please refer to page 28 of the [2018 Erasmus+ Programme Guide](#) for information regarding expected outcomes for Key Action 1 projects. How do your activities link to the objectives? How were the objectives and needs of the project established?

How did you choose your hosting partners? If you have not yet defined all of your partners, please explain how you are going to find suitable hosting organisations for the mobilities you plan to organise. Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries: Only applicable if you are planning to go job shadowing or a teaching assignment. Specify how you found your partner and highlight what expertise and knowledge they bring to the project.

What are the most relevant topics addressed by your project: Select from the dropdown menu. You can add more by clicking on the '+' button.

F. Participants' Profile

Please describe for each planned activity the background and needs of the participants involved and how these participants have been or will be selected. If there are participants with fewer opportunities please give information about their profile/background: Comment on target groups you have identified to participate in the project. Provide details on how individuals will be selected to take part and if you have already identified individuals to take part, describe any selection processes or criteria used e.g. needs, motivation, and willingness to share results upon return. Selecting individuals should be a fair and transparent process.

F.1. Learning Outcomes

Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in each planned activity of your project)?: You should identify the skills, knowledge and behaviour that the mobilities and activities in your project are designed to improve. These could be varied but there should be a clear link between the aims of your project, the activity and the learning outcomes.

The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones: Add any instruments/certificates by clicking on the '+' button. It is very much encouraged to do so. You will then need to comment if you are going to use one in your project and how will you use it.

G. Preparation

Please describe for each planned activity what will be done in 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): Detail how and when your organisation plans to deliver each of the practical aspects of the project. If you have included partner organisations, explain how each organisation will share the responsibility for planning, managing and delivering the mobility. Outline any risks to ensure the safety of all participants involved and obtaining suitable insurance for participants.

G.2 Project Management

How will you address quality and management issues (e.g. setting up of agreements with partners, learning agreements with participants etc): Describe the process that has been 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. Describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants. Comment on how you intend to facilitate their active involvement and reflection to ensure the relevance and quality of these outcomes.

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

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

H. Main Activities

Please outline chronologically and explain the objectives and content of the activities you are planning. If relevant, please describe the role of each project partner and/or consortium members in the activities: Provide information about all of the planned activities and outline roles and responsibilities of staff members involved in the activities. Provide as much detail as possible e.g:

- Where will staff go? – detail the name of the city or town.
- What will staff do whilst they are abroad? – detail any agendas
- What type of course will staff attend? What classes will staff teach? What type of classes will staff job shadow?
- What is the rationale for choosing the activities?
- 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?

If applicable, how do you intend to cooperate and communicate with your project partners and/or consortium members and other relevant stakeholders: Provide information about your plans to communicate and collaborate effectively with your partners and stakeholders e.g:

- 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: Describe your strategy for monitoring project implementation and progress e.g.:

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

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. Provide further information about accompanying persons if you have included them in your application. For consortium applications, the activities listed here must include all activities that all of the consortium members will be undertaking.

H.1 Activities' Details

Please enter the different mobility activities you intend to implement in your project:

Activity No: Number will populate automatically

Activity Type: 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: The term used to describe a separate instance of travel within one activity. E.g. 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 flow 1. If you will be sending staff on the same type of courses to different locations you must add them as separate 'flows' by pressing the '+' button. If staff will be 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).

Country of Destination: Select the country where the mobilities will take place. Mobilities must be transnational. All mobilities must take place in a Programme Country.

Distance Band: 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. Then select the distance band in the application form that correlates to the distance displayed in the calculator.

Total Duration Excluding Travel (days): Enter the figure to show how long the activity will last, excluding travel days. E.g. if a participant plans to attend a course that runs from Monday - Friday, you should enter 5 in this box.

Travel Days: Enter the number of travel days when participants 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.

No. of Participants: Enter the number of participants 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).

Participants with Special needs (out of total number of Participants): 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.

Accompanying Persons (out of total number of Participants): 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): 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.

To add more activities, click on the 'add activity' button.

I. Follow-up

Please describe what will happen after the end of your main activities. For more information regarding impact and dissemination, please see page 307 of the [2018 Erasmus+ Programme Guide](#).

I.1 Impact

What is the expected impact on the participants, participating organisation(s) and target groups? Detail how your project will / may have an impact on the following:

- Learners
- Staff
- Whole organisation / institution
- The Local Community
- Wider School Network

Useful Tip: The UK National Agency has developed an [Impact+ Exercise](#) and it is highly recommended that you review this before completing this section.

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, etc. You should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

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

I.2 Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation/consortium and partners? What will be the target groups of your dissemination activities? 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.

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.

I.3 Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results: You are expected to include a final evaluation of the project, in which you – or your organisation – will be able to assess whether (or to what extent) the project has been a success. This evaluation should highlight the learning outcomes of all involved. We'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

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

Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of activity and return.

Enter the total number of participants (including accompanying persons) in the box as shown below.

No. of Participants (including accompanying persons)
<input type="text"/>

The remaining sections of the travel budget will populate automatically based on the information provided under 'Activities' details' and after all mandatory fields have been completed and you click

on in the bottom right hand corner.

J.2 Individual Support

Costs directly linked to the subsistence of participants, including accompanying persons, during the activity.

This section will automatically populate based on the information provided under 'Activities' details' and after all mandatory fields have been completed and you click on in the bottom right hand corner.

J.3 Organisational Support

Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities.

This section will automatically populate based on the information provided under 'Activities' details' and after all mandatory fields have been completed and you click on in the bottom right hand corner.

J.4 Course Fees

Costs directly linked to payment of fees for the enrolment in courses.

If your activity is for a language or training course abroad, click on the button and enter the following information 'Activity No.', 'Duration (days)', 'No. of Participants) and then click on in the bottom right hand corner.

J.5 Special needs' Support

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

To claim for Special needs' Support funding, click on the button and enter the 'Activity No.', 'No. of Participants With Special Needs', 'Description of Costs' and 'Total Grant Requested' and then click on in the bottom right hand corner. To claim for Special needs' Support funding, you will need to duly justify why these costs are being requested.

J.6 Exceptional Costs

Costs for providing a financial guarantee, if the National Agency asks for it or Expensive travel costs of participants.

Beneficiaries of mobility projects will be allowed to claim financial support for exceptional travel costs of participants under the budget heading "exceptional costs" (up to a maximum of 80% of travel costs). This would be allowed provided that applicants can justify that the standard funding rules (based on unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

Expensive travel cost 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
- 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 Job shadowing placement > International Hub.

To claim for Exceptional Costs, click on the button and enter the 'Activity No.', 'No. of Participants', 'Description of Costs' and 'Total Grant Requested' and then click on in the bottom right hand corner. To claim for Exceptional Costs funding you will need to duly justify why these costs are being requested.

Please provide any further comments you may have concerning the above entered budget: Comment and further justify any Special needs' Support costs or Exceptional Costs.

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

K. Budget Summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform: Provide a well written, comprehensive summary of the project. This is of particular importance as it provides a description of the project to the general public. Cover the context / background of the project, objectives of the project, number and profile of participants, description of activities, any methodology used and results and impact envisaged after the project has been completed.

K.1 Summary of participating organisations

This table should be pre-populated.

K.1.1 Summary of Activities and Participants

This table should be pre-populated.

K.2 Budget Summary

This table should be pre-populated. It will contain an overview of the Activity No, Activity Type and total grant amount requested. An additional table is then populated below for costs relating to organisational support.

K.2.1 Project Total Grant

This should pre-populate and will detail the total combined grant requested for the project.

Important note: Please check that this information is correct and you are satisfied that everything you are eligible to claim for and want to claim for is documented here.

L. Checklist

Before submitting your application, please use the checklist to make sure that your application fulfils the requirements listed.

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

This is your organisation's statement that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in your application.

The Legal Representative of your organisation 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 schools).

The signed Declaration of Honour then needs to be scanned and attached as an annex before you submit your application form online.

Failure to submit an application form with a Declaration 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.

Important note: Please ensure that you use the Declaration of Honour from the 2018 eForm. We are unable to accept a Declaration of Honour from a previous call year.

O. Annexes

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

- The Declaration of Honour (see H. above) signed by the legal representative named in your application.

- Partner Mandates, in the case of consortium applications, all consortium members.

To attach documents, click the 'add' button on the right hand side of the box displayed. This will then open an additional window which will allow you to browse files on your computer and upload them.

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.

P. Submission

P.1. Data Validation

You must ensure you have validated all sections of your application before submitting it. You can click the 'Validate' button in the bottom corner of each page of your application form at any point. A pop-up will appear, indicating if all required fields have been completed or if a required field is not completed correctly.

You must validate the form before you can submit your application.

P.2. Standard Submission Procedure

1. You should submit your application only when you are happy with the finalised version.
2. You need to ensure that your computer is connected to the internet in order to submit your application.
3. You should also ensure that all sections of the form are valid and all annexes are attached before submitting the form.
4. The UK National Agency advises that you save the final completed version of the eForm on your desktop in case of any technical issues with submission.
5. To submit the form applicants should click the 'Submit Online' button. The submission attempt will be recorded in the Submission Summary table.
6. If it has been successfully submitted it will say 'Online submission' under Event and 'OK' and the Submission ID under Status.
7. If there is any technical issue preventing the form from being submitted it will say 'Error' under Status. If this happens again and you are unable to submit the form, you should follow the Alternative Submission Procedure.
8. Issues identified when validating the form and not resolved are not classed as a technical issue.
9. Your application must be submitted online by the deadline: **11am (UK time) on Thursday 1 February 2018.**
10. If you submit your application after this deadline, and the alternative submission procedure outlined below is not completed in time, **your application will be 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 note: **if your error message says one or more fields has been completed incorrectly, this is not a technical error.**

If you have been unable to submit your application online, you must take the following steps:

1. Take a screenshot of the Submission Summary Page, P.4. demonstrating that your electronic form could not be submitted online.
2. Email us at erasmusplus.applications@britishcouncil.org with a copy of your application, any annexes and the screenshot attached within two hours of the application deadline.

Alternative Submissions are then reviewed by a panel to determine whether they have experienced eligible technical issues. An Alternatively Submitted application does not guarantee that it will be considered an eligible application.

Please note that the UK National Agency will only accept applications via the Alternative Submission Procedure if, in addition to 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:

1. **'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.
2. **'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.
3. **'Unknown'** as this means that the eForm was not submitted and no submission attempts were made.
4. **'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.
5. **'LOCAL-02'** Network connection error'. Please verify your internet connection and try to submit again or try a different network connection to submit.

P.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

P.5. Form Printing

We recommend that you print your final completed eForm and retain it for your own records. **Hard copies of the eForm do not need to be posted to the UK National Agency.**

Additional Support

We have produced a video and will be running three application support webinars to help you through the application process.

- 'Introduction to the call and how to complete the application form' video.
- Question and Answer webinars – to register to attend please click [here](#).

After submitting your application

Once you have submitted your application, you will receive an acknowledgement email.

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

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

If you have any queries, please contact the Erasmus+ Team:

Tel: 0161 957 7755

Email: Erasmusplus.applications@britishcouncil.org

Email: Erasmusplus.enquiries@britishcouncil.org