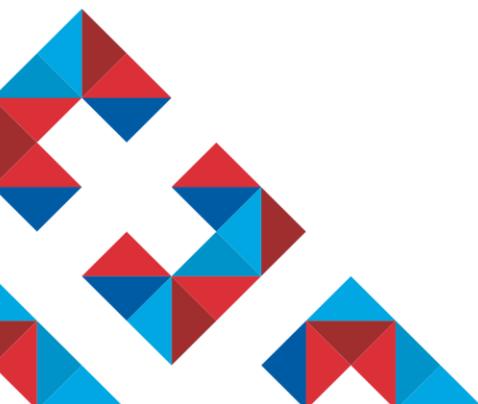


# Key Action 1 (KA1) Guide for Applicants

School Education Staff Mobility

**Deadline: 11am (UK time) on Wednesday 4 March 2015**

Version 2 : 17 February 2015



## Overview of changes to the guide

This document is version 2 of the 2015 Key Action 1 (KA1) Guide for Applicants for School Education Staff Mobility. The table below gives an overview of changes made compared to previous versions of the guide:

Page number in version 1 of the guide	Change	New page number in version 2 of the guide
<b>Version 2</b>		
Page 24	Definition of the 'Accompanying Persons (out of total number of Participants)' amended.	Page 24
Page 24	Definition of the 'No. of Non-Teaching Staff (out of total number of Participants)' amended.	Page 24
Page 28	Updated with information from European Commission regarding error in 'Special Needs' section of eForm.	Page 28
Page 29	Updated with information from European Commission regarding error in 'Exceptional Costs' section of eForm.	Page 29
Page 29	Updated information on 'Summary of Participating Organisations' section regarding error in eForm.	Page 29

## Introduction to Key Action 1 Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training and youth. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work;
- focus on young people.

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 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities to staff and learners.

### Key Action 1 for Schools

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. Each project can last either one or two years and schools can apply for funding to support any of the following staff mobility activities:

- teaching assignments abroad;
- staff training abroad, including structured courses and training events, job shadowing and observations in a partner school.

Funding can be used to support school staff engaged in both teaching and non-teaching roles. Staff mobility activities can last from two days to two months, excluding travel time.

## New for 2015

### Consortium applications

Local or regional school authorities and school coordination bodies can submit an application to coordinate a Key Action1 mobility project that covers a number of schools.

A school coordination body is an organisation (not a school) that has a clear organisational link to the running or management of those schools involved in the consortium partnership. This could include local authorities, councils, academy trusts or education and library boards. If you are unsure about your status in making an application as a consortium co-ordinator, please contact us.

**Please note** that 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 organisation are not eligible to undertake any mobility activities; these are limited to staff at the schools involved in the partnership.

## Identifying training courses

In the application form schools should identify the most appropriate training provision that best meets their needs. The National Agency does not endorse any particular course or training provider and schools are free to choose the most appropriate course for them.

The European Commission has launched a new portal, the [School Education Gateway](#), to provide schools with an Erasmus+ catalogue of courses, mobility opportunities for educators, and a partner-finding tool for strategic partnerships.

We suggest that schools use this website as a starting point for sourcing opportunities but as the School Education Gateway is a brand new tool it will not have a complete range of courses and opportunities in time for the 2015 deadline.

The School Education Gateway works alongside [eTwinning](#) and users can log on to it using existing eTwinning username and password details.

The 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.

Private training providers offering school staff training opportunities through Erasmus+ school staff mobility Key Action 1 can post staff training opportunities in the [course catalogue](#).

## Who is this guide for?

This step-by-step guide is to help UK organisations complete the 2015 Erasmus+ Key Action 1 Learning Mobility of Individuals application form.

The guide is for organisations who are considering applying for funding for school education staff mobility only. If you wish to apply for funding for a mobility project in another field, or for Key Action 2 or Key Action 3, please see the [How to Apply](#) page on the UK website .

We recommend that, as a minimum, you consult the following documents when completing your application form:

- 2015 Erasmus+ [Programme Guide](#)
- the European Commission's [Technical Guidelines](#)
- [Assessor's Guide](#)

## 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 for schools. For Key Action 1 school applications the relevant sections are:

- the [Key Action 1 page](#) of the UK website

- pages 9-26, 31-34, 59-65, 232-246, and pages 260-262 of the 2015 Erasmus+ [Programme Guide](#)

## 2. Check that you are an eligible organisation

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

- all UK schools – that is, institutions providing general, vocational, or technical education on any level from pre-school to upper secondary education.

All applications must be organisation-led; individuals cannot apply directly for a grant.

Please see the eligible organisations list [here](#).

A mobility activity is transnational and must involve a minimum of two participating organisations (at least one sending and at least one receiving organisation) from different countries.

Receiving organisations do not need to be identified at the time of applying for a grant. If you are applying for training you do not have to identify the course provider at the application stage.

Please note: if you are applying for a job shadowing opportunity then you need to identify the partner institution at the application stage.

For consortium applications the coordinating organisation can be a:

- local or regional school authority; or a
- school coordination body: an organisation (not a school) that has a clear organisational link to the running or management of those schools involved in the consortium partnership. This could include local authorities, councils, academy trusts or education and library boards. If you are unsure about your status in making an application as a consortium co-ordinator, please contact us.

**Please note** that 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 organisation itself 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 in the United Kingdom and must be identified at the time of applying for a grant. 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 allows the applicant to add as many organisations as needed. (Note: some technical difficulties could be experienced where there are a very large number of organisations in an application, so if an applicant intends to submit a very large consortium application, they are advised to finalise it well ahead of the application deadline.)

Eligible participants: staff in charge of school education (teaching and non-teaching, including school managers, heads, etc.), working in 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).

For consortium applications only the school's staff are eligible for funding and not the staff from the local/coordinating authority.

For more information, please see the specific eligibility criteria for Schools Key Action 1 projects on pages 60-61 of the 2015 Programme Guide.

If you have any questions about your eligibility, please contact the British Council. You can contact the team by phoning 0161 957 7755 or by emailing [erasmusplus.enquiries@britishcouncil.org](mailto:erasmusplus.enquiries@britishcouncil.org).

### 3. Read about organisational and financial capacity

#### 3.1 What is organisational capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the National Agency and the 2015 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.

#### 3.2 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 (*note*: 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 euro.

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. Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of

an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

### 3.3 What if I am a new organisation or don't have accounts?

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.

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

All grants are paid in euro. 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. If this is not possible, please contact the British Council to discuss your options.

## 4. Register on the European Commission's Participant Portal

### **For individual school applications**

If you are an individual school applying for your own mobility project (if you are sending staff to the partner school abroad), registration on the European Commission's Participant Portal is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

### **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 before completing an Erasmus+ application form. Each school must have a Participant Identification Code (PIC) number which must be specified in the application form.

The Participant Portal can be accessed [here](#).

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

Organisations will need to upload evidence of their legal status and a completed financial identification form. Once registered, organisations will receive a nine digit PIC. When your PIC is entered into an application form, your organisation's details will be entered automatically.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 232-239, which contains detailed guidance on how to complete these steps.

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

In order for you to write a high quality Key Action 1 application it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

- a formal eligibility check undertaken by the NA staff;
- a qualitative assessment undertaken by external experts 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 following criteria:

<p><b>Relevance of the project</b>  (maximum 30 points)</p>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:                     <ul style="list-style-type: none"> <li>○ the objectives of the Action (see section "What are the aims of a mobility project")</li> <li>○ the needs and objectives of the participating organisations and of the individual participants as specified in the European Development Plan.</li> </ul> </li> <li>▪ The extent to which the proposal is suitable for:                     <ul style="list-style-type: none"> <li>○ producing high-quality learning outcomes for participants</li> <li>○ reinforcing the capacities and international scope of the participating organisations</li> </ul> </li> </ul>
<p><b>Quality of the project design and implementation</b>  (maximum 40 points)</p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up)</li> <li>▪ The consistency between project objectives and proposed activities</li> <li>▪ The quality of the European Development Plan of the applicant organisation</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The quality of the practical arrangements, management and support modalities</li> <li>▪ The quality of the preparation provided to participants</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools</li> </ul>
<p><b>Impact and dissemination</b></p> <p><b>(maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project</li> <li>▪ The potential impact of the project:             <ul style="list-style-type: none"> <li>○ on individual participants and on the participating organisations during and after the project lifetime</li> <li>○ outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels                 <ul style="list-style-type: none"> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> </ul> </li> </ul> </li> </ul>

You must ensure that each section of your 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.

Note: 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 should therefore make sure that your application is balanced and that you give attention to all aspects of the project.

Any relevant text you enter will be considered in the quality assessment. Please be concise and give the most relevant detail in the most relevant section of the form.

The assessors will look at the application as a whole and take relevant information from across all sections of the application.

## Additional information on quality criteria

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

## Where to find more help and advice

For further information, please refer to the [Apply for Funding](#) section on our website.

The Erasmus+ team at the British Council are here to help you with any queries regarding your application. You can contact them by phoning 0161 957 7755 or by emailing [erasmusplus.enquiries@britishcouncil.org](mailto:erasmusplus.enquiries@britishcouncil.org).

## Step-by-step guide to completing the application form

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 1 school funding. The eForm can be downloaded from the Erasmus+ website at [www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff](http://www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff); 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 applicants use the latest version of Adobe Reader which is free to download from [www.get.adobe.com/reader](http://www.get.adobe.com/reader). The eForm will work with some earlier versions of Adobe Reader but we recommend version 10 or above as a minimum.

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.**

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. **Please note that 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.**

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 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.

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.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form.

**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.**

## A. General Information

This section consists of an overview of the application form.

## B. Context

This section consists of a data table 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 the pre-filled fields: Key Action, Action and Action Type correspond to the funding being applied for. Applications for Key Action 1 - Learning Mobility of Individuals for School Mobility 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

In this section you are only required to complete the field in relation to the languages used to fill in the form. All applications submitted to the UK National Agency must be completed in English.

You must therefore select English from the drop down box for this field.

### B.1. Project Identification

The only pre-filled information will include Applicant Organisation Full Legal Name (Latin characters) name and the form hash code. All other sections must be completed by applicants.

**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. This should be the earliest date of your first project activity. Mobility projects must start between 1 June and 31 December 2015 and cannot start before 1 June. When planning your activities at the early stage of the project please bear in mind that the project activities may happen before the grant payments are made.

**Project Total Duration [months]:** A school education mobility project can last one or two years. You must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.

**Project End Date:** You must decide whether your project will last 12 or 24 months. The Project End Date will be automatically populated based on your Project Start Date

and Project Total Duration (either 12 or 24 months). For example: if you select the Project Start Date 01/06/2015 and select 12 months as the project duration your Project End Date will automatically be calculated as 01/06/2016.

**Applicant Organisation Full Legal Name** (Latin characters): This field will populate based on your PIC (see section C.1).

**Form hash code:** Will be generated automatically as you create your application.

## B.2. National Agency of the Applicant Organisation

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

## C.1. Applicant Organisation

This section asks applicants to provide information relating to the applicant organisation.

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.

You must enter your organisation's PIC number into the application form and click 'Check PIC'. 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 there are any changes to the information originally provided, you should log back onto the Participant Portal and update the information accordingly.

### C.1.1. Profile

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

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 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)
- C.1.2.2.1. Profile (for consortium member number 2)

A consortium must have a minimum of two schools as Consortium Members. This is in addition to the coordinating organisation. If you want to add additional schools to the consortium click 'Add Member', you will then be presented with additional sections to enter this information (C.1.2.3...C.1.2.4 etc.).

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.

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 found here. The mandates for all consortium members should be attached as annexes to the application form.

Sections C.1.3. onwards are the same for individual applications and consortia applications.

If you selected 'No' from the dropdown box please continue to C.1.3.

### C.1.3. Background and Experience

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

**Please briefly present your organisation. Please give the context that the school operates in; the history, number of staff and pupils; specify what kind of school it is.**

**In the case of consortium applications information in this section should relate to the consortium coordinator only.**

**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 or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

**Please give information on the key staff/people 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 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. 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 will almost always be the head teacher, and so we will always request that the head teacher's details are entered here. If your application is approved this person will be the signatory for the Grant Agreement.

Please complete every field in this section.

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.

### C.1.5. Contact Person

Please put the primary contact for the project. It is usually the person who is coordinating the application. We will use these details as the first point of contact for the application and, should it be successful, the grant.

## C.2. Partner Organisation

'Partner Organisation' refers to institutions you intend to visit for either job-shadowing or teaching assignments. You must enter details of your partner organisations in this section.

Any partner organisations you add must have a registered PIC. Please 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. when adding information about partner organisations. You can add more than one partner.

Details of course providers should not be entered in here.

Each partner involved in the project must sign a Partner Mandate form authorising the applicant organisation to act on its behalf in matters related to the project implementation. The Partner Mandate form template can be found [here](#). The mandates for all partners should be attached as annexes to your application form.

## D. European Development Plan

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

The purpose of the European Development Plan is to ensure that the planned activities of the 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 your organisation's strategic development. The European Development Plan consists of four questions. It is not meant to be exhaustive, but should serve as a context for your mobility application.

The European Development Plan is not something that all schools will necessarily have in place already but it is an opportunity to clearly link the activities you are applying for, and their outcomes, to the priorities, objectives and plans of the school.

Consortia: the consortium needs to have a strategic approach and present one European Development Plan relevant to all of the consortium partners.

- **Question one:** What are the organisation'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 school's needs 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 your school's existing plan for development.

- **Question two:** Please outline the organisation'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's development needs focusing on who will benefit, how many staff and learners will be impacted in both the short and long term.

- **Question three:** 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?

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.

- **Question four:** Will your organisation use eTwinning in connection with your mobility project? If so, please describe how. The eTwinning website can be accessed [here](#).

The use of eTwinning is not mandatory but it can help you deliver your mobility project activities through online collaboration. If you are using eTwinning as part of your project please specify how, focusing on the value that it will add to your mobility activities and the impact they will have.

## 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. Participants' profile

You do not need to specify the individuals participating in mobilities at application stage. If you do not have individuals in mind, you should be able to specify how those individuals will be selected. If you *have* identified who will be involved, you should indicate this and describe any selection processes or criteria used.

General criteria may be: 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](#).

Please also list any national certificates you may be intending to use to certify your learning outcomes and how you will use them.

## G. Preparation

### G.1. Practical Arrangements

How will the practical and logistical matters of the project be addressed (i.e. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)? Please detail how and when you plan to deliver these practical aspects and which partner or individuals will take responsibility for them. See pages 260-262 in the 2015 Erasmus+ Programme Guide for more details.

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. This should include agreement on emergency procedures and a code of behaviour for participants. Note your plans for obtaining suitable insurance and managing any additional visa requirements and legal aspects to evidence how you will manage these. We expect that you plan to comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes in particular the UK Data Protection Act 1998, legislation/statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (including without limitation, the UN Convention on the Rights of the Child and the Children Act 1989, Safeguarding Vulnerable Groups Act 2006).

Consider the [FCO travel advice](#) for the countries to which you will send participants.

### 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.

### 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.

## H. Main Activities

**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.

**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.

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

Please describe what is the strategy for monitoring of the project implementation and progress that you make throughout the activities.

**If applicable, please explain the need for accompanying persons.**

Please provide further information about accompanying persons if you've included them in your project application.

Please note: for consortium applications, the activities listed here must include all activities that all of the consortium members will be undertaking.

### 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.

Every activity you plan to do must be listed in this section. We cannot fund activities if they are not listed in the application form. Some changes may be requested and approved by us at a later date, but if activity is added we will not be able to increase funding to cover them.

**Activity No.** populates automatically

**Activity Type:** select from drop down menu. See above for descriptions

**Flow No:** Flow is the term used to describe a separate instance of travel within one activity. For example, if your school were to send staff to job shadow the same partner in another country over the course of a year, you could add the activity once, and each flow would represent a separate visit. The same visit/duration/location can be entered more than once – and visits listed under each flow number must be specific to the activity being detailed. The flow number is used to calculate the Budget in Section J. Additional flows can be added, or erroneous ones removed, using the + or – symbols.

**Country of Origin:** Select United Kingdom

**Country of Destination:** This field is used to calculate the rate per person per day for the proposed flow (known as 'Individual support') Please refer to the table on page 19 of this guide for a breakdown by country of the daily rate according to country. It will populate automatically, using those rates.

**Distance Band** according to the distance calculator

**Duration (Months):** How long, excluding travel, the activity will last. Can only be populated if 'Yes' is listed in the long term activity field. The calculated rate in section J decreases with time. The first two weeks will be funded at a higher rate than any subsequent weeks.

**Total Duration Excluding Travel (days):** How long, excluding travel, the activity will last. As above, the rate is calculated per participant per day, on a scale which decreases after the first two weeks.

**Travel Days** there are days during which you will not be undertaking any project activities

**Total Duration Including Travel (days)** this is total duration of your trip

**No. of Participants:** How many staff will be going on each activity/flow. This will have a knock-on effect on the budget, as the daily rate multiplies according to the number of people on each trip.

You may find that these activities will change as the project goes on (particularly for those planned for a while off). That's not a problem, but again, we cannot revise grant awards upwards – if each mobility were to last twice as long as planned, the grant could not accommodate that.

**No. Participants:** please enter total number of participants (including Participants with Special Needs and Accompanying Persons)

**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.

**Accompanying Persons (out of total number of Participants):** Please enter the total number of any additional staff who are required to support the participation of the staff with special needs.

**No. of Non-Teaching Staff (out of total number of Participants):** Please enter the total number of non-teaching staff.

Please note: for consortium applications, the activities listed here must include all activities that all of the consortium members will be undertaking.

## I. Follow-up

### I.1. Impact

List the expected outcomes for participants resulting from their planned learning and active involvement and participation in the project, such as knowledge, skills and changes in attitude or behaviour. In addition, you may plan these outcomes to have a further impact on their employment status, ability to access further education, wellbeing or lifestyle. Please note the most relevant and realistic outcomes.

Aside from the impact on individuals, you should discuss the impact you expect the project to have on your school. 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.

### I.2. Dissemination of projects' results

The Erasmus+ programme has a renewed interest in dissemination. Your application, therefore, should have a plan in place to share the outcomes of your project. These will naturally mostly take place after your activity. A good dissemination plan will focus on the results of the project, and not only on the activity. That is, it will not just explain that activity has taken place, but also what the concrete outcome of this activity was.

What form this takes is 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

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 are eligible to receive funding for the following cost headings on a per participant basis:

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

**When completing the budget section of the eForm it is important to note that 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.**

The European Commission's [technical guidelines](#) contain more detailed technical advice and guidance on completing the budget section of the eForm, and you may find it helpful to refer to pages 28 to 36 of the technical guidelines as you complete section J. of the eForm.

## J.1. Travel

Travel is based on the distance per participant from the UK point of origin to the host. Travel is calculated on a unit cost basis and will be payable according to the travel distance. Travel distances must be calculated using the [distance calculator](#) provided by the European Commission. Please note that the 'travel distance' measures the distance for a *one-way journey* but the travel costs have been calculated for a *return journey*.

The distance bands are as follows:

Travel distance	Amount per participant, including travel costs, from their place of origin to the venue of the activity and return
0 - 99 km	€ 0
100 - 499 km	€ 180
500 - 1999	€ 275
2000 - 2999	€ 360
3000 - 3999	€ 530
4000 - 7999	€ 820
8000 km +	€ 1100

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

## 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 as well as local travel to and from placement in the host country; and insurance. Individual support is calculated on a unit cost basis and will be payable according to the country of destination and the duration of the placement. Individual support rates are set by each National Agency within the range given by the European Commission in the programme guide. For projects led by UK applicants the rates are set out below.

Individual support will be calculated as follows:

- up to the 14th day of activity: maximum allowance per day per participant
- between the 15th and 60th day of activity: 70% of maximum allowance per day per participant.

All fields in section J.2. will automatically be populated based on the information you entered in section H.1. Activities' Details.

Receiving Country	Staff Mobility (maximum allowance per day per participant)
Denmark, Ireland, Netherlands, Sweden, United Kingdom	€160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Turkey	€140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	€120
Estonia, Croatia, Lithuania, Slovenia	€100

### 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. This is also calculated on a unit cost 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

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.

All fields apart from the 'Activity No', 'Duration (days)' and 'No. of Participants' will be pre-filled for applicants. 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.

**Due to a technical error in the eForm, please note that if you add costs for Special Needs for an activity and then delete this activity within the 'Activity Details' section, the form will still show this activity listed within the Special Needs section of the budget. The eForm will still validate correctly therefore it is possible for you to submit the eForm despite the budget being incorrectly calculated.**

**If you have this issue with an activity that you have deleted, you can remove the additional activity from the Special Needs table by clicking the 'Activity No.' cell. The eForm then recognises that this activity no longer exists.**

## J.6. Exceptional Costs

The exceptional costs refer to the cost of a financial guarantee if the National Agency asks for it. 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.

**Due to a technical error in the eForm, please note that if you add costs for Exceptional Costs for an activity and then delete this activity within the 'Activity Details' section, the form will still show this activity listed within the Exceptional Costs section of the budget. The eForm will still validate correctly therefore it is possible for you to submit the eForm despite the budget being incorrectly calculated.**

**If you have this issue with an activity that you have deleted, you can remove the additional activity from the Exceptional Costs table by clicking the 'Activity No.' cell. The eForm then recognises that this activity no longer exists.**

## K. Project Summary

You must provide a well-written, comprehensive summary of your project within your application, 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 will be used in EC/EA or NA documents. The summary will also be included on the Erasmus+ Dissemination Platform. It is important to be concise and clear and mention at least the following elements:

- 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.

**With some eForms this table does not always show all participating organisations in the project due to a technical error. Please make sure that all organisation details are shown within the eForm, even if they do not appear within this summary table.**

## K.2. Budget Summary

This is a table providing an overview of the activity number, activity type and grant requested for your 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 your project. It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application.

## L. Checklist

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

- you have used the official Key Action 1 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;
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries;
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each partner to the applicant signed by both parties, including schools involved as consortium partners in consortium applications and partner schools/organisation in the case of job-shadowing and teaching assignment activities.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide);
- for grants exceeding 60,000 euro, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations;
- you are complying with the deadline published in the Programme Guide;
- you have saved or printed a 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

The legal representative of the applicant organisation, for schools normally 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 and organisation stamp are not required in the UK for schools applicants). The signed Declaration of Honour then needs to be scanned and attached as an annex before your application form is submitted online.

## O. Annexes

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

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

If your project involves teaching assignments or job shadowing and you have listed partner organisation(s) in this application you must include Partner Mandates for each partner signed by both parties.

Please ensure that all documents specified in the checklist are submitted electronically with your 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 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 your 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 that you have validated all sections of your form before submitting your application.

### P.2. Standard Submission Procedure

You should only submit your application form when you are happy with the finalised version. You will need to ensure that your computer is connected to the internet in

order to submit your completed application. You should also ensure that all sections of the form are valid and all annexes are attached before submitting the form.

The UK National Agency advises saving the final completed version of the eForm on your desktop in case of any technical issues with submission.

Your application must be submitted online by the deadline: 11am (UK time) on Wednesday 4 March 2015. If it is submitted 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 are unable to submit your application online due to a technical error you must take the following action:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email the NA at: [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org) with a copy of your application, any annexes and the screenshot attached **within two hours of the application deadline**. In the subject line of the email please put: KA1 Mobility Project for School Education staff application form – [insert here the name of your organisation].

### 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

The UK National Agency advises printing the final completed version of the eForm and retaining it for your own records. Paper copies of the eForm do not need to be posted to the NA.

## 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.