

# Erasmus+

UK education, training, youth and sport opportunities across Europe

## Key Action 1 (KA1) Guide for Applicants

Mobility for School Staff

Deadline: 11am (GMT) on Monday 17 March 2014

Version 3: Published 7 March 2014

## Overview of changes to the guide

This document is version 3 of the Key Action 1 (KA1) Guide for Applicants for Mobility for School Education Learners and Staff. The table below gives an overview of changes made compared to previous versions of the guide.

Changes made in version 3:

Page number in version 2 of the guide	Change	Page number in this version of the guide
Page 7	Additional information on quality criteria and European Commission's Guide for Experts on Quality Assessment.	Page 7
Pages 8&9	Updated guidance on European Commission's technical guidelines and use of Adobe Reader.	Pages 8&9
Page 10	Projects can now start between 1 June 2014 and 31 December 2014 as set out in Version 2 of the Erasmus+ Programme Guide dated 27/02/2014.	Page 10
Page 12	Information regarding partner institutions updated.	Page 12
Page 15	Long-term activities advice changed.	Page 15
Page 17	Reference to additional guidance available in European Commission's technical guidelines.	Page 17
Page 19	Switzerland has been removed from the budget table as it is no longer a Programme Country. Please see <a href="http://www.erasmusplus.org.uk/about/participating-countries">www.erasmusplus.org.uk/about/participating-countries</a> for further information on this change of status.	Page 19
Page 23	New email address for submission of applications where online submission has not been possible.	Page 23

Changes made in version 2:

Page number in version 1 of the guide	Change	Page number in this version of the guide
Page 7	Guidance for downloading and completing the eForm has been updated to reflect the fact that the form needs to be saved on the user's computer or network before it can be edited.	Page 8
Page 9	Additional guidance in case of problems with checking the PIC – this may be caused by a field in section C.1.1 of the eForm.	Page 11
Page 15	More information given on the need to use the 'Validate' button to trigger automatic calculations within the eForm.	Page 17
Page 15	Additional sentence added to clarify the meaning of 'travel distance' when used in relation to Distance Bands.	Page 17

## 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 1 or 2 years and schools and educational organisations can apply for funding to support any of the following mobility activities:

#### Staff Mobility

- 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 2 days to 2 months, excluding travel time.

## Who is this guide for?

This step-by-step guide is to help UK organisations complete the 2014 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 3, please see the How to Apply page on the UK website [www.erasmusplus.org.uk/how-to-apply](http://www.erasmusplus.org.uk/how-to-apply).

## 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, which can be found at [www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff](http://www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff)

- Pages 9-27, 31-34, 55-59, 195-210, and pages 225-247 of the Erasmus+ Programme Guide, which can be downloaded from the same page.

### 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.

Organisations must be based and registered in the programme country.

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 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 HEIs, colleges and schools may not be as detailed as for other types of organisation.

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?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs. Projects must be delivered and reported using only a pre-financing payment or advance.

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

A formal financial capacity check does not apply to public bodies or international organisations, or where the grant request is below €60,000.

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

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Please note that both the applicant organisation, and partner organisations if in a consortium, must have registered on the European Commission's Participant Portal before completing an Erasmus+ application form.

The Participant Portal can be accessed at:

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

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 at:

[www.erasmusplus.org.uk/how-to-apply](http://www.erasmusplus.org.uk/how-to-apply).

Organisations will need to upload evidence of their legal status and a completed financial identification form. Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the institutions details will be entered automatically.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 195, 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 expert(s) who will have been selected based on their experience and knowledge of the school education sector.

Experts will assess each section of the application form against the following criteria:

<p><b>Relevance of the project (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:           <ul style="list-style-type: none"> <li>○ the objectives and priorities of the Action (please see the Programme Guide)</li> <li>○ the needs and objectives of the participating organisations and of the individual participants</li> </ul> </li> <li>▪ The extent to which the proposal is capable of:           <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 (maximum 40 points)</b></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 activities proposed</li> <li>▪ The quality of the European Development Plan of the applicant organisation</li> <li>▪ The quality of the practical arrangements, management and support modalities</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities</li> </ul>
<p><b>Impact and dissemination (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for monitoring and evaluating the outcomes of the project</li> <li>▪ The potential impact of the project:           <ul style="list-style-type: none"> <li>○ on participants and 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</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> </ul>

You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). 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!

It is important to note that any application scoring less than half the possible mark in any one of the three major categories will not be considered for funding. This means if, for example, 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 are not let down by one area being below-par in an otherwise good application.

While there are some direct relationships between questions in the application form and the quality criteria (I.1, I.2 and I.3, for example, are clearly strongly correlated with the marks available for 'Impact and Dissemination'), there is not necessarily a direct link between every question and the marking criteria. The 'consistency between project objectives and proposed activities', for example, could be marked on evidence from several places in the application form.

### **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 such as 'learning outcomes'. 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 at [www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff](http://www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff).

## **Where to Find More Help and Advice**

For further information, please refer to the "How to Apply" section on our website: [www.erasmusplus.org.uk/how-to-apply](http://www.erasmusplus.org.uk/how-to-apply).

The Erasmus+ team at the British Council are also here to help you with any queries which you may have regarding your **school education** application. You can contact the team 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

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 (it looks like a floppy disk) 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.

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 the UK 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)**

## 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.

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

### B.1. Project Identification

The only pre-filled information will include organisation name and the form hash code. All other sections must be completed by applicants.

**Project Start Date:** Select a date from the calendar. This should be the earliest date of your first project activity. A school education mobility project can last 1 or 2 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. Mobility projects must start between 1st June and 31st December 2014.

**Project End Date:** This should be no longer than 24 months and after all activities or mobilities have taken place.

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

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

**Identification:** Select **UK02** from the drop down box.

## C. Participating Organisation(s)

### C.1. Applicant Organisation

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

In advance of completing this section of the form applicants must register their organisation on the European Commission's Participant Portal to obtain a PIC number. Please refer to page 5 of this guide for further information.

Applicants must enter their 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 participants 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 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. This field is not compulsory during the Participant Portal registration process but is essential for the completion of the eForm.

#### C.1.2. 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 provide a narrative description of no more than 5,000 words.** This can include information such as the makeup of your institution, specific characteristics, catchment area, and anything else which you consider noteworthy. For example, you may wish to enter the proportion of pupils with Special Education Needs, or those on Free School Meals, or those with English as a second language, if you feel that this information is pertinent.

**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.1.3. Legal Representative

Enter the details of the person who is authorised to enter into a legally binding commitment on behalf of your employer. For schools, this will almost always be your head teacher, and so we will always request that your head'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.1.4. Contact Person

Complete as per Legal Representative. We will use these details as the first point of contact for the application and, should it be successful, the grant.

## C2. Partner Organisation

'Partner Organisations' refers to institutions you intend to visit for either job-shadowing or teaching assignments. It is not obligatory to list them here, but it may strengthen your application to do so. If you do *not* identify a partner organisation at this stage but apply for either job-shadowing or teaching assignments, you will need to tell your National Agency where you are going before the mobility.

Any partner organisations you add will need to have a registered PIC. Please repeat the same steps as for Applicant Organisation when adding information about partner organisations. You can add more than one partner.

Details of course providers should not be entered in here.

## E. European Development Plan

In this section, you should provide a strategic view of the organisation'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 are relevant both for the individual participants and for the organisation as a whole, as they will have a higher impact on the quality of teaching and learning if they are well integrated into the organisation's strategic development. The European Development Plan consists of four questions. It is not meant to be exhaustive, but should serve as a context for the mobility application.

## E. Description of the Project

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

## F. Participant's profile

You do not need to specify the 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.

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:  
<http://europass.cedefop.europa.eu/en/home>.

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

## G. Preparation

### G.1. Practical Arrangements

**How will the practical and logistical matters of the project be addressed (e.g. 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 225-227 in the 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.

### G.2. Project Management

**How will you address quality and management issues (e.g. 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.

## H. Main Activities

### H.1. Activities' Details

An activity is defined as either:

- a teaching/training assignment: this activity allows staff of school education organisations to teach or provide training at a partner organisation abroad.
- staff training: this activity supports the professional development of school staff in the form of: a) participation in structured courses or training events abroad; b) a job shadowing/observation period abroad in any relevant organisation active in the school education field.

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.

**No. Participants:** please enter total participants

**No. Participants with Special Needs:** please enter the total number of participants who will require additional support to aid their participation in the activity.

**Accompanying Persons:** Please enter the total number of any additional staff who are required to support the participation of the young people with special needs.

**Is this a long-term activity?** Select 'no'.

**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 UK

**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.

**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 2 weeks will be funded at a higher rate than any subsequent weeks.

**Duration 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 2 weeks.

**No. 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.

## 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, then, 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

Applicants must calculate a project's provisional budget at the application stage according to the rates outlined on the following pages. 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 this document as you complete section J. of the eForm. The technical guidelines can be downloaded from the UK 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).

### 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 supported by the European Commission at [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). 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:

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

All fields aside from 'distance band' will be pre-filled for applicants.

## 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.

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

This table is pre-filled from the above 'H.1. Activities Details' section of the form.

### J.3. Organisational Support

Organisational support refers to any costs directly linked to the organisation, management and implementation of mobility activities (excluding subsistence for participants). For schools, this could be used for supply cover. 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).

This table is pre-filled from the above 'H.1. Activities Details' section of the form.

## 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 aside 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, the availability of funding the UK National Agency will then 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 aside 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 in support of the grant requested.

## K. Project Summary

Applicants must provide a well written, comprehensive summary of their project within the application. Project summaries must be written in plain, clear English and free from jargon. This is of particular importance as it provides a description of the project to the general public and 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.

## K.2. Budget Summary

This is a table providing an overview of the activity number, activity type and grant requested for the project.

An additional table is then populated below for costs relating to organisational support.

### K.2.1. Project Total Grant

This pre-populated table contains the total combined grant requested for the project. It is imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application.

## L. Checklist

Before submitting the 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.
- 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 EUR, 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 the copy of the completed form for yourself.

## M. Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on the UK website [www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff](http://www.erasmusplus.org.uk/key-action-1/mobility-for-school-staff).

## N. Declaration of Honour

The legal representative of the applicant organisation 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 application form is submitted online.

## O. Annexes

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

- The Declaration of Honour signed by the legal representative mentioned in the application.

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

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

## P. Submission

### P.1. Data Validation

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

### P.2. Standard Submission Procedure

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

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

Applications must be submitted online by the deadline: 11am (GMT) on Monday 17 March 2014. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

## P.3. Alternative Submission Procedure

If applicants are unable to submit their application online they 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 your NA at: [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org) with a copy of your application, any annexes and the screenshot attached within 2 hours of the application deadline. In the subject line of the email please put: KA1 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 that applicants print the final completed version of the eForm and retain it for their own records. Hard copies of the eForm do not need to be posted to the UK National Agency.