



General Information

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online;

For more information on how to fill in this application form, you can read the e-Forms Guideline.

Context

Form fields for Context: Programme (Erasmus+), Key Action (Learning Mobility of Individuals), Action (Mobility of Learners and Staff), Action Type (Adult education staff mobility), Call (2014), Round (Round 1), Deadline for Submission (17-03-2014 12:00:00), Language used to fill in the form.

Project Identification

Form fields for Project Identification: Project Title, Project Start Date (dd-mm-yyyy), Project Total Duration (Months), Project End Date (dd-mm-yyyy), Applicant Organisation Full Legal Name (Latin characters), Form hash code (barcode and 0000000000000000).

National Agency of the Applicant Organisation

Form hash code:

Input box for form hash code

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Erasmus+

Application Form

Call: 2014

KA1 - Learning Mobility of Individuals

Identification

For further details about the available Erasmus+ National Agencies, please consult the following page:

http://ec.europa.eu/education/participant-portal/support/contact/index_en.htm

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Participating organisation(s)

Applicant Organisation

| | | |
|-------------------------------------|----------------------|--|
| PIC | <input type="text"/> | <input type="button" value="Check PIC"/> |
| Full legal name (National Language) | <input type="text"/> | |
| Full legal name (Latin characters) | <input type="text"/> | |
| Acronym | <input type="text"/> | |
| National ID (if applicable) | <input type="text"/> | |
| Department (if applicable) | <input type="text"/> | |
| Address | <input type="text"/> | |
| Country | <input type="text"/> | |
| Region | <input type="text"/> | |
| P.O. Box | <input type="text"/> | |
| Post Code | <input type="text"/> | |
| CEDEX | <input type="text"/> | |
| City | <input type="text"/> | |
| Website | <input type="text"/> | |
| Email | <input type="text"/> | |
| Telephone 1 | <input type="text"/> | |
| Telephone 2 | <input type="text"/> | |
| Fax | <input type="text"/> | |

Profile

| | |
|-------------------------------------|----------------------|
| Type of Organisation | <input type="text"/> |
| Is your organisation a public body? | <input type="text"/> |
| Is your organisation a non-profit? | <input type="text"/> |

Background and Experience

Please briefly present your organisation.



[Empty text box]

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

[Empty text box]

What are the skills and expertise of key staff/persons involved in this application?

[Empty text box]

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

[Empty text box]

Please indicate:

| EU Programme | Year | Project Identification or Contract Number | Applicant/Beneficiary Name |
|--------------|------|---|----------------------------|
| | | | |

+ [button]

- [button]

Legal Representative

Title [text box]

Gender [text box]

First Name [text box]

Family Name [text box]

Department [text box]

Position [text box]

Email [text box]

Telephone 1 [text box]

If the address is different from the one of the organisation, please tick this box

Address [text box]

Country [text box]

Region [text box]

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P.O. Box

Post Code

CEDEX

City

Telephone 2

Contact Person

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

Address

Country

Region

P.O. Box

Post Code

CEDEX

City

Telephone 2

Add Partner

Remove Partner

Form hash code:

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European Development Plan

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).

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

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?

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Description of the Project

How did you choose your project partners? What experiences and competences will they bring in the project?

What are the most relevant topics addressed by your project?

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Participants' Profile

Please describe the background and needs of the participants involved and how these participants have been or will be selected.

Learning Outcomes

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in your project?

The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones?

Are you planning to use any national instrument/certificate? If so, which one?

How will you use the European/national instrument(s)/certificate(s) selected?



Preparation

Please describe what will be done in preparation, by your organisation and, if relevant, by your partners before the main activities take place.

Practical Arrangements

How will the practical and logistic 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.)?

Project Management

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

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?



Main Activities

Please outline the main activities you plan to organise. If relevant, please describe the role of each project partner in the activities.

[Empty text box for main activities]

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

[Empty text box for cooperation and communication]

What is the role of each partner in the activities? How do you intend to cooperate and communicate with your project partners and other relevant stakeholders? How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

[Empty text box for partner roles and monitoring]

Activities' Details

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

| | | | | | |
|---|-------------------|------------------------|-------------------|-----------------|---------------------|
| Activity No. | | | | | A1 |
| Activity Type | | | | | |
| No. of Participants | | | | | |
| Participants with Special Needs (out of total number of Participants) | | | | | |
| Accompanying Persons (out of total number of Participants) | | | | | |
| Is this a long-term activity? | | | | | |
| Flow No. | Country of Origin | Country of Destination | Duration (months) | Duration (days) | No. of Participants |
| 1 | | | | | |
| + - | | | | | |
| | | | | | Total |

Add Activity

Remove Activity

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[Empty input box for hash code]

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Follow-up

Please describe what will happen after the end of your main activities.

Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

Dissemination of projects' results

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

Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?



Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

Travel

| Activity No. | Activity Type | Flow No. | Country of Origin | Country of Destination | Distance Band | No. of Participants | Travel Grant per Participant | Total Travel Grant Requested |
|--------------|---------------|----------|-------------------|------------------------|---------------|---------------------|------------------------------|------------------------------|
| A1 | | 1 | | | | | | |
| Total | | | | | | | | |

Individual Support

| Activity No. | Activity Type | Flow No. | Country of Destination | Duration (days) | No. of Participants | Grant per Participant | Total Grant Requested |
|--------------|---------------|----------|------------------------|-----------------|---------------------|-----------------------|-----------------------|
| A1 | | 1 | | | | | |
| Total | | | | | | | |

Organisational Support

| No. of Participants (excluding accompanying persons) | Total Grant Requested |
|--|-----------------------|
| | |

Course Fees

| Activity No. | Activity Type | Duration (days) | No. of Participants | Grant per Participant/Day | Total Grant Requested |
|--------------|---------------|-----------------|---------------------|---------------------------|-----------------------|
| Total | | | | | |

Special needs' Support

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| Activity No. | Activity Type | No. of Participants With Special Needs | Description of Costs | Total Grant Requested |
|--------------|---------------|--|----------------------|-----------------------|
| Total | | | | |

Please provide any further comments you may have concerning the above entered budget.

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Project summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

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Please provide a translation in English.

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Summary of participating organisations

| Name of the Organisation | Country of the Organisation | Type of Organisation |
|---|-----------------------------|----------------------|
| Total number of participating organisations | | |

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Budget Summary

The sum of previous sections representing the total grant requested for this application.

| Activity No. | Activity Type | Travel | Individual Support | Course fees | Special Needs Support | Total |
|--------------|---------------|--------|--------------------|-------------|-----------------------|-------|
| Total | | | | | | |

| | |
|------------------------|--|
| Organisational Support | |
|------------------------|--|

Project Total Grant

| | |
|------------------|--|
| Grant Calculated | |
| Grant Requested | |

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Checklist

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- 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.
- 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.

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Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>

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Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60.000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

Form hash code:

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- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

| | |
|---|--------------------|
| Place: | Date (dd-mm-yyyy): |
| Name of the applicant organisation: | |
| Name of legal representative: | |
| Signature: | |
| National ID number of the signing person (if requested by the National Agency): | |
| Stamp of the applicant organisation (if applicable): | |

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Print Declaration of Honour

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Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

| File Name | File Size (kB) | |
|------------|----------------|-----|
| | | Add |
| | | Add |
| | | Add |
| | | Add |
| | | Add |
| | | Add |
| Total Size | | |

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Form hash code:

Validate



Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

Data Validation

Validation of compulsory fields and rules

Validate

Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

Alternative Submission Procedure

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

| Number | Time | Event | Form Hash Code | Status |
|--------|------|-------|----------------|--------|
|--------|------|-------|----------------|--------|

* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

Form Printing

Print the entire form

Print Form

Form hash code:

Validate