Mobility project for adult education staff

This mobility project can comprise one or more of the following activities:

**Staff mobility:**

- **teaching/training assignments:** this activity allows staff of adult education organisations to teach or provide training at a partner organisation abroad.
- **structured courses or training events abroad:** support the professional development of adult education staff;
- **Job shadowing:** provides an opportunity for adult education staff to spend a period abroad in any relevant organisation active in the adult education field.

These activities are also an opportunity for staff of adult education organisations to gain competences in addressing the needs of adult learners with disadvantaged backgrounds. Given the current context concerning young migrants, refugees and asylum seekers, particular attention will be also given to support projects that train staff of adult education organisations in such areas as training refugee adult learners, intercultural classrooms, teaching adult learners in their second language, classroom tolerance and diversity.

**What is the role of organisations participating in this project?**

Participating organisations involved in the mobility project assume the following roles and tasks:

- **Applicant organisation:** in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a national mobility consortium of partner organisations of the same country aimed at sending adult education staff to activities abroad. The consortium coordinator can also – but not necessarily – act as sending organisation.
- **Sending organisation:** in charge of selecting staff and professionals active in the field of adult education and sending them abroad. The sending organisation is either the applicant organisation or a partner in a national mobility consortium.
- **Receiving organisation:** in charge of receiving foreign adult education staff and offering them a programme of activities, or benefiting from a training activity provided by them.

The specific role of the receiving organisation depends on the type of activity and the relationship with the sending organisation. The receiving organisation may be:

- a course provider (in the case of participation in a structured course or training event);
- a partner or any other relevant organisation active in the adult education field (in the case of e.g. job shadowing or teaching assignments). In this case, the sending organisation, together with the participants, should agree the objectives and activities for the period abroad and specify the rights and obligations of each party before the start of the activity.
Erasmus+ supports learning mobility of staff that:

- is framed within a European Development Plan of the sending organisations (aimed at modernising and internationalising their mission);
- responds to clearly identified staff development needs;
- is accompanied by appropriate selection, preparation and follow-up measures;
- ensures that the learning outcomes of participating staff are properly recognised and
- ensures that the learning outcomes are disseminated and widely used within the organisation.

What are the criteria used to assess this project?

Here below are listed the formal criteria that an adult education mobility project must respect in order to be eligible for an Erasmus+ grant:

Eligibility Criteria

Eligible activities

An adult education mobility project must comprise one or more of the following activities:

- teaching assignments;
- structured courses or training events abroad;
- job shadowing

A participating organisation can be:

- any public or private organisation active in the field of non-vocational adult education (defined as adult education organisation)
- or
- any public or private organisation active in the labour market or in the fields of education, training and youth.

For example, such organisations can be:

- an adult education school/institute/centre;
- an establishment for adult learners with special needs;
- a higher education institution (including those providing educational opportunities for adults);
- a public or private, a small, medium or large enterprise (including social enterprises);
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a public body at local, regional or national level;
- a research institute;
- a foundation;
- a school/institute/educational centre;
- a non-profit organisation, association, NGO;
- a cultural organisation, library, museum;
- a body providing career guidance, professional counselling and information services.

Each organisation must be established in a Programme Country.

Who can apply?

- A non-vocational adult education organisation sending its staff abroad;
- A non-vocational adult education organisation, acting as coordinator of a national mobility consortium of non-vocational adult education organisations.

Individuals cannot apply directly for a grant.
Number of participating organisations

Only the sending organisation needs to be identified at the time of applying for a grant. However, in the case of projects presented by a national mobility consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant. A consortium must comprise at least three adult education organisations.

During the stage of implementation of the mobility project, minimum two organisations (at least one sending and at least one receiving organisation) from different Programme Countries must be involved.

Duration of project

1 to 2 years. The applicant must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.

Duration of activity

From 2 days to 2 months, excluding travel time. The minimum 2 days must be consecutive.

Venue(s) of the activity

Participants must carry out their mobility activity abroad, in another Programme Country.

Staff in charge of adult education, in a working relation with the sending adult education organisation(s), as well as the staff involved in the strategical development of the organisation.

Eligible participants

To the National Agency of the country in which the applicant organisation is established.

Duration of project

Applicants have to submit their grant application by **5 February at 12:00 (midday Brussels time)** for projects starting between 1 June and 31 December of the same year.

**Possible additional deadline:**

National Agencies may organise a second round of applications if funds remain unused, for which the rules set out in this Guide will also apply. National Agencies will inform of this possibility via their website. If a second round is organised, applicants have to submit their grant application by **1 October at 12:00 (midday Brussels time)** for projects starting between 1 January and 31 May of the following year.

Other criteria

Applicant organisations will be assessed against the relevant exclusion and selection criteria. For more information please consult Part C of this Guide.

Award criteria

Projects will be assessed against the following criteria:
Relevance of the project (maximum 30 points)

- The relevance of the proposal to:
  - the objectives of the Action (see section "What are the aims of a mobility project");
  - the needs and objectives of the participating organisations and of the individual participants.
- The extent to which the proposal is suitable of:
  - producing high-quality learning outcomes for participants;
  - reinforcing the capacities and international scope of the participating organisations.

Quality of the project design and implementation (maximum 40 points)

- The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up);
- The consistency between project objectives and activities proposed;
- The quality of the European Development Plan of the applicant organisation;
- The quality of the practical arrangements, management and support modalities;
- The quality of the preparation provided to participants;
- 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;
- The appropriateness of measures for selecting and/or involving participants in the mobility activities;
- If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders.
- The quality of measures for evaluating the outcomes of the project;
- The potential impact of the project:
  - on participants and participating organisations during and after the project lifetime;
  - outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.
- The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations. (including the use of EPALE, whenever relevant).

Impact and dissemination (maximum 30 points)

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 20 points for the category "quality of the project design and implementation").

What else should you know about this Action?

Exceptional costs for expensive travel

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

**Other information**

More compulsory criteria and additional useful information relating to this Action can be found in Annex I of this Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before applying for financial support.

**What are the funding rules?**

The budget of the mobility project must be drafted according to the following funding rules (in euro):
<table>
<thead>
<tr>
<th>Eligible costs</th>
<th>Financing mechanism</th>
<th>Amount</th>
<th>Rule of allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return</td>
<td>For travel distances between 10 and 99KM: 20 EUR per participant</td>
<td>Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission. The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For travel distances between 100 and 499 KM: 180 EUR per participant</td>
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<tr>
<td></td>
<td></td>
<td>For travel distances between 500 and 1999 KM: 275 EUR per participant</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>For travel distances between 2000 and 2999 KM: 360 EUR per participant</td>
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<tr>
<td></td>
<td></td>
<td>For travel distances between 3000 and 3999 KM: 530 EUR per participant</td>
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<td></td>
<td></td>
<td>For travel distances between 4000 and 7999 KM: 820 EUR per participant</td>
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<tr>
<td></td>
<td></td>
<td>For travel distances of 8000 KM or more: 1500 EUR per participant</td>
<td></td>
</tr>
<tr>
<td>Eligible costs</td>
<td>Financing mechanism</td>
<td>Amount</td>
<td>Rule of allocation</td>
</tr>
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<td>--------------------------------------------------------------------------------</td>
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<tr>
<td>Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities.</td>
<td>Contribution to unit costs</td>
<td>up to the 100th participant: 350 EUR per participant + beyond the 100th participant: 200 EUR per additional participant</td>
<td>Based on the number of participants</td>
</tr>
<tr>
<td>Costs directly linked to the subsistence of participants, including accompanying persons, during the activity</td>
<td>Contribution to unit costs</td>
<td>up to the 14th day of activity: A4.1 per day per participant + between the 15th and 60th day of activity: 70% of A4.1 per day per participant 70 EUR per participant per day</td>
<td>Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).</td>
</tr>
<tr>
<td>Costs directly linked to payment of fees for the enrolment in courses</td>
<td>Contribution to unit costs</td>
<td>Maximum of 700 EUR per participant in the mobility project</td>
<td></td>
</tr>
<tr>
<td>Additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories &quot;travel&quot; and &quot;individual support&quot;). Costs for providing a financial guarantee, if the National Agency asks for it.</td>
<td>Real costs</td>
<td>100% of eligible costs</td>
<td>Conditional: the request for financial support to cover course fees, special needs support and exceptional costs must be motivated in the application form</td>
</tr>
<tr>
<td>Expensive travel costs of participants (for details, see section &quot;what else you should know about this action&quot;).</td>
<td>Real costs</td>
<td>75% of eligible costs</td>
<td></td>
</tr>
<tr>
<td>Exceptional costs</td>
<td>Real costs</td>
<td>Expensive travel costs: maximum up to 80% of eligible costs</td>
<td></td>
</tr>
</tbody>
</table>
Table 1 - Individual support (amounts in euro per day)

The amounts depend on the country where the activity takes place. Each National Agency will define - on the basis of objective and transparent criteria - the amounts applicable to projects submitted in their country. These amounts will be set within the minimum and maximum ranges provided in the table below. The exact amounts will be published on the website of each National Agency.

<table>
<thead>
<tr>
<th>Receiving country</th>
<th>Staff mobility Min-Max (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1</strong></td>
<td></td>
</tr>
<tr>
<td>Norway, Denmark, Luxembourg, United Kingdom, Iceland, Sweden, Ireland, Finland, Liechtenstein</td>
<td>80-180</td>
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<tr>
<td><strong>Group 2</strong></td>
<td></td>
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<tr>
<td>Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal</td>
<td>70-160</td>
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<tr>
<td><strong>Group 3</strong></td>
<td></td>
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<tr>
<td>Slovenia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, North Macedonia, Serbia</td>
<td>60-140</td>
</tr>
</tbody>
</table>

2. For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will a) calculate the distance from Madrid to Rome (1365.28 KM); b) select the applicable travel distance band (i.e. between 500 and 1999 KM) and c) calculate the EU grant that will provide a contribution to the costs of travel of the participant from Madrid to Rome and return (275 EUR).