Context

Project Title	
Project Title in English	
Project Start Date (yyyy-mm-dd)	2020-06-01
Project Total Duration (Months)	
Project End Date (yyyy-mm-dd)	
National Agency of the Applicant Organisation	
Language used to fill in the form	

For further details about the available Erasmus+ National Agencies, please consult the following page:
https://ec.europa.eu/programmes/erasmus-plus/contact

Participating Organisations

Are you applying on behalf of a mobility consortium?

No

Please note that the Organisation ID has replaced the PIC as the unique identifier for the organisation to apply for Erasmus+ and European Solidarity Corps actions managed by National Agencies. Organisations that have a PIC and have previously applied for funding in these programmes through the National Agencies have been assigned an Organisation ID automatically. Please use the Erasmus+ and European Solidarity Corps platform to check an Organisation ID, update information linked to it or register a new organisation: https://webgate.ec.europa.eu/erasmus-esc/organisation-registration

Applicant Organisation Details (Organisation ID)

Organisation ID

Legal name

Legal name

Address

Country

City

Postal Code

Telephone

Website

Profile

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

Total number of staff

Sample

Associated Persons

Please provide information about this organisation's legal representative and contact persons for the project. Legal representative is the person authorised to sign legally binding documents on behalf of the organisation, while the contact persons are people who will be managing the project. One of the contact persons must be designated as "preferred contact". This person will be contacted by the National Agency if there are questions about the project or the organisation, and in case the project is selected they will receive access to project management and reporting tools.

Background and Experience

Please briefly present your organisation and include the following information:

- What are your organisation's activities and previous experience in the areas relevant for this application?
- Who are the key persons who will be involved in implementing and managing the project and what relevant experience do they have?

Has the organisation participated in a European Union granted project in the 3 years preceding this application?

Sample

European Development Plan

In this section you are asked to formulate your organisation's European Development Plan. The Plan should describe your organisation's longer-term goals and explain how they relate to the organisation's needs and the context in which it operates. The Plan is meant to provide the background for your application and therefore it should cover a longer period than the duration of the project.

The scope of your European Development Plan should be proportional to your organisation's size, capacity, and existing experience in European and international cooperation. You should aim to define goals and objectives that are both relevant and realistic.

The European Development Plan is an important part of the application because it forms the basis on which you will build your project proposal. The rest of the application form is designed following that logic. At the end of this section you will be asked to define specific objectives of this project and to explicitly link them with the broader goals of your European Development Plan. In all other parts of the application, and in particular when explaining the expected impact of the project, you should make sure to remain consistent with the answers you have given in this section about the project's objectives and their relevance in the context of the European Development Plan.

What are the key needs and goals of your organisation in the area of European mobility and cooperation?

Define the key areas of your organisation's activity that you would like to improve and explain how. For example, reflect on your plans to improve staff and management competences; teaching and training content, methods and tools; development of key competences and skills of staff and learners; development of sustainable cross-border cooperation; etc.

Please define the objectives of this specific project: which of the identified needs, goals and key areas for improvement do you plan to target through activities described in this project proposal?

What are the most relevant topics addressed by your project?

Project Management

How will you ensure good project management and quality of activities? Provide a general overview of your plans, including:

- What kind of cooperation and communication arrangements do you plan to set up with your hosting partners (for example, cooperation agreements or memoranda of understanding)?
- How do you plan to address practical and logistical matters related to the project activities (e.g. travel, accommodation, insurance, safety of participants, visa, social security, etc.)?

Activities

List of Activities

Please choose the types of activities you would like to implement in your project. Once you have selected the activities you want, please fill in the table below. To submit a valid application, you need to request at least one activity from this list.

ID	Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

Organisational Support

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, course fees and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons.

Number of Participants	Estimated Grant
0	0,00 EUR

Activities Description

When answering the following questions, please make sure to include information about each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Please provide a summary of staff mobility activities you plan to organise, including the content these activities should cover and an estimated timing when the different activities will take place.

How are the proposed activities going to help address the needs and achieve the goals described in your European Development Plan? In particular, 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?

Please describe your plans in terms of potential destination countries and hosting partners.

- Describe what will be the contribution of the hosting partners you have already identified and why they are a suitable choice to be the hosting organisations.
- If you have not yet identified all of your hosting partners, explain how you plan to find suitable host organisations for the mobilities you propose to organise. Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries.

Participants

When answering the following questions, please make sure to include information about participants in each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Participants' Profile

Please describe the profile, background and needs of the participants you plan to involve in mobility activities and explain why you have decided to involve them. If relevant, describe the selection process you plan to use to identify the exact persons who will be supported by the project.

Staff

Participant profile	Total number of participants	Out of which: With special needs
Total	**0**	**0**

Preparation, Monitoring and Support

What kind of preparation do you plan to offer to participants in mobility activities (e.g. task-related or intercultural training, linguistic support, risk-prevention etc.) and how do you plan to provide it (i.e. who will be delivering the training and in what form, the approximate timing when it will take place etc.)?

What kind of monitoring, mentoring or similar arrangements do you plan to put in place to track the participants' progress and support them during the mobility activities?

Learning Outcomes

What kind of learning outcomes do you expect participants to acquire? How are these outcomes going to be assessed?

The Erasmus+ Programme promotes the use of instruments and certificates like Europass and ECVET to validate the learning outcomes acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If yes, please specify which instruments will be used and how.

Special Costs

In this section, you may request budget for types of expenses that are funded based on their actual cost. For more detailed information on what can be supported, please consult the Programme Guide or request advice from your National Agency.

Special Needs Support

ID	No of Participants	Description and Justification	Requested Grant (EUR)
Total			0,00 EUR

Exceptional Costs

ID	Description and Justification	Requested Grant (EUR)
Total		**0,00 EUR**

Sample

Follow-Up

What impact do you expect this project to have on your organisation(s)? Please explain how the proposed activities will help address the objectives you have set for this project in relation to your European Development Plan.

What benefits do you expect your project will have for your local community and the wider public?

How are you going to evaluate if the project's objectives have been met?

How will you make the results of your project known inside and outside your organisation(s)? Who are the main target groups you would like to share your results with?

Budget Summary

Project Budget Summary

Budget Items	Estimated Grant
Total Grant	**0,00 EUR**

Sample

Budget Summary per Activity Type

Activity Type	Travel	Exceptional Costs for Expensive Travel	Individual Support	Course Fees	Total Grant
	0,00 EUR	0,00 EUR	0,00 EUR	0,00 EUR	0,00 EUR

Erasmus+

Call 2020, Round 1, KA1 - Learning Mobility of Individuals
KA104 - Adult education staff mobility
FormId KA104-422C6A48 Deadline (Brussels Time) 2020-02-05 12:00:00

Project Summary

Summary

Please provide a short summary of your project. This section or part of it may be used by the European Commission, Executive Agency or National Agencies in their publications. In case your project is awarded, the summary will be published in the Erasmus+ Project Results Platform. Please use full sentences, be concise and clear. The summary should reflect key information from the whole application form, including at least the following elements: context of the project; project's objectives; number and profile of participants; description of planned activities; a short description of the expected results, and the potential longer-term benefits.

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

Summary of Participating Organisations

Name of the Organisation (Organisation ID)	Country of the Organisation	Role of Organisation	Type of the Organisation

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 10.
In case of mandates are required the maximum number of all attachments is 100.

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

File Name	File Size (kB)

Please download the Mandates, print them, have them signed by the legal representatives and attach.

File Name	File Size (kB)

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details
http://ec.europa.eu/programmes/erasmus-plus/contact

File Name	File Size (kB)
Total Size (kB)	0

Checklist

Before submitting your application form to the National Agency, please make sure that

☐ It fulfils the eligibility criteria listed in the Programme Guide.

☐ All relevant fields in the application form have been completed.

☐ You have chosen the correct National Agency of the country in which your organisation is established.

Currently selected NA is:

Please also keep in mind the following:

The documents proving the legal status of the applicant must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - "Information for applicants").

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 pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU 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. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

☐ I agree with the Data Protection Notice

Submission History

If you have submitted more than one version of your application form, you can use this section to keep track of your work.

Sample