



How to kick-start your Erasmus+ approved project

Wed 6th October 2021 17.00-18.00

Welcome!

- Video-recording and material
- Questions in the chat box!
- If you or your team are new to Erasmus+:
 - [Erasmus+ for beginners](#) – Wed 20th Oct 17.00-18.00 Please, register

Today

- Your National Agency and your grant agreement
- Course availability and date confirmation
- Quotation and contract
- Financial management
- Enrolment and communication before arrival
- Participant preparation

What country are you from?



We follow the Erasmus+ quality standards

- [Erasmus+ quality standards](#)
- We will focus on:
 - Core tasks - keeping ownership of the activities
 - Supporting organisations, transparency and responsibility
 - Selection and preparation of participants
- [Schedule your call with us](#) (15 or 30 minutes) **One contact person per school** (or all the small team every time)

Your National Agency and its evaluation

- The evaluation result letter (about 4 months after submission)
- The applicant will receive the grant agreement, to be signed and returned to the National Agency
- Contact [your Erasmus+ National Agency](#) if you are unsure about your evaluation result

Poll 1

- Have you received your evaluation results?
- Has your school signed your grant agreement?

The grant agreement

- [2020 model grant agreement](#)
- Watch out for the following:
 1. The funding requested may be reduced on the basis of the specific financial rules applying to Key Action 1
 2. Time line for payment: pre-financing payments, interim payments or payment of the balance
 3. Force majeure and COVID-19: extension of project duration
 4. Visibility of Union funding: “sharing the results” in your application

When ready, please sign!

Course availability and date confirmation

- [Our courses](#)
- If not pre-registered yet, [pre-register here](#)
- Course dates are available and can be...
 - **To be confirmed** → CONTACT US TO CONFIRM DATES!
 - **Confirmed**
 - **Fully booked**
- Course dates: Available ≠ Confirmed
- Project duration from 6 to 18 months
- We can be flexible with dates for groups of more than 6 participants

Poll 2

- Are your course dates marked as «Confirmed» on our website?

Example

English language skills for teachers – Level 1

Course description

Course overview and purpose:

Are you a teacher looking to improve your basic English language skills in a dynamic and communicative way? Then this is the perfect course for you!

You will learn how to use English so that you can write emails, use new vocabulary, revise grammar and improve your speaking skills!

Our teachers are equipped with innovative, creative and interactive teaching methods: learning will be enjoyable, easy, faster, stimulating and fun! You will explore the local culture and history and learn communication survival techniques.

The course ensures the right balance between grammar topics and conversational activities and will reflect the level, skills and topics relevant to the group. The exact content of your course will be based on discussion with you and other participants before and during the course.

"English language skills for educators – Level 1" course is for teachers/educators who have **Basic (A1/A2) or Pre-intermediate (B1)** language levels.



Available dates

Padova (Italy)

- 20.03.2022 - 27.03.2022 - **Confirmed**
- 03.07.2022 - 10.07.2022 - **Confirmed**
- 06.11.2022 - 13.11.2022 - **Confirmed**

Dublin (Ireland)

- 06.02.2022 - 13.02.2022 - To be confirmed
- 08.05.2022 - 15.05.2022 - **Confirmed**
- 02.10.2022 - 09.10.2022 - **Confirmed**

Contract: our quotation

- [Our prices](#)
- Our quotation:
 - Standard pricing for standard solutions
 - Customised quotation for special projects («PREMIUM»)
- The **quotation** document lists exactly what you will get and is fully transparent with costs.
- we always fit your budget!

Prices are valid until 31/12/2021

	BEST VALUE Full	Basic	Independent traveller
PADOVA	€ 1050/participant	€ 690/participant	€ 480/participant
DUBLIN	€ 1125/participant		
COURSE	✓	✓	✓
<ul style="list-style-type: none"> • 6-day programme • Course fees and training material • Coffee breaks • Certificate of attendance • Administration costs 			
ACTIVITIES	✓	✓	
<ul style="list-style-type: none"> • Guided walking tour • One full-day learning activity • Other cultural and social activities • Tickets included • Administration costs 			
ACCOMMODATION	✓		
<ul style="list-style-type: none"> • 7 nights - Double room • Single room: Padova: +€300/participant Dublin: +€375/participant • Carefully selected hotel, apartment or B&B based on availability • "How to get there and around" info desk • Full accommodation booking service 			

GREEN: Grow a tree



- Grow a tree: we offset your carbon emissions from your travel by taking care of a tree
- What is this?

+ €20
/participant

DIGITAL: Services for blended activities

- Webinars about the EU digital platforms, DigCompEdu, SELFIE for Teachers, including reflective journaling and learning exchange
- What is this?

+ €20
/participant

OTHER COSTS

- Travel from/to your country: It will be organised by your school/sending organisation. Remember to reduce your carbon footprint!
- Local travel and meals are not included: keep the receipts and agree to claim the money from your school/sending organisation (airport transfers, train/bus tickets, taxis, food, restaurants, etc)
- Check our estimates of your other costs

Quotation ID: TestORG - Date: 20/09/2021

QUOTATION "CLIL matters"

Dear Test Test,

Thank you for your interest in Mobility and cooperation SRL. I am pleased to quote the following:

COURSE PACKAGES <i>Price per participant</i>	FULL Padova €1050 Dublin €1125	BASIC €690	INDEPENDENT TRAVELLER €490
COURSE - 6-day programme - Course fees and training material - Coffee breaks - Certificate of attendance - Administration costs	✓	✓	✓
ACTIVITIES - Guided walking tour - One full-day learning activity - Other cultural and social activities - Tickets included - Administration costs	✓	✓	
ACCOMMODATION - 7 nights - Double room - Single room: Padova: +€300; Dublin: +€375 - Carefully selected hotel, apartment or B&B based on availability - "How to get there and around" info desk - Full accommodation booking service	✓		

OPTIONS

Price per participant

GREEN: Grow a tree: +€20

Grow a tree: we offset your carbon emissions from your travel by taking care of a tree. [More information.](#)

DIGITAL: Services for blended mobilities: +€20

3 webinars about the EU digital platforms (1 hour), DigCompEdu (1 hour), SELFIE for Teachers (1 hour), including reflective journaling and learning exchange. [More information.](#)

Contract agreement

- Contract agreement:

- course title
- number of participants
- dates (arrival/departure)

} 1 contract = 1 mobility flow

- Contract documentation:

PADOVA	DUBLIN
<ul style="list-style-type: none">• Quotation• Contract agreement (Sending institution and Hosting organisation)• Legal representative proof of identity	<ul style="list-style-type: none">• Quotation• Contract agreement (Sending institution and Supporting organisation)• Legal representative proof of identity• Partnership agreement (Sending institution, Hosting organisation and Supporting organisation)

CONTRACT AGREEMENT

Hosting organisation

1. This Agreement is made between the Hosting organisation and the Sending Institution:

Hosting organisation:

Mobility and cooperation SRL a socio unico, Viale della Navigazione Interna 51B, 35139 Padova (Italy)
P.IVA 05351480289 - COD E10259341

Sending Institution:

TestORG, test street test city test code test billing country
VAT number: 111111111111 - Organisation ID (OID): 222222222222

2. The Hosting organisation will organise the following programme and options:

Course: 070 - Test name - Location: Padova

Arrival date: 29-08-2021 - Departure date: 29-08-2021 - Number of participants: 10

Course package:

Independent traveller: 0

Basic: 0

Full Double room: 4

Full Single room: 2

Options:

GREEN - Grow a tree: 0

DIGITAL - Services for blended mobilities: 10

3. The Sending Institution will pay the Amount: EUR 10,000.00 to the Hosting organisation according to the payment terms.

4. Other observed terms between the parties can be found in the attached Quotation: "CLIL matters" dated 20-09-2021.

5. Both parties have read the attached Terms and Conditions and agree to abide by them.

Signatures:

Legal representative of the Hosting organisation

Legal representative of the Sending Institution

Date: 06/10/2021

Date: __/__/__

First name: Francesco

First name: _____

Last name: Cendron

Last name: _____

TERMS AND CONDITIONS

Effectiveness

This contract agreement shall become effective from the date it is returned by the Sending institution if dated, signed and returned to the Hosting organisation by the Sending institution within 7 days after the issue date together with the Sending institution legal representative proof of identity. This contract agreement is otherwise effective from the date the order confirmation is sent by the Hosting organisation.

Payment terms

A deposit equal to 20% of the Amount must be received within 7 days from the effective date by the Hosting organisation no later than 12 weeks before the arrival date unless otherwise agreed in writing. The remaining balance 80% will be at 4 weeks before the arrival date.

Cancellation policy

Cancellation notice must be received in writing by the Hosting organisation before the arrival date and the following cancellation policy will apply:

- More than 12 weeks before the arrival date: Full refund

- More than 4 weeks before the arrival date: the Hosting organisation has the right to retain the 20% deposit

- 4 weeks or less before the arrival date: the Hosting organisation will retain 50% of the total Amount

In case of withdrawal of a Participant, notice must be received in writing and the Hosting organisation reserves the right to cancel your Contract for any other Participant in case the minimum number of participants is not reached to the sole discretion of the Hosting organisation.

There is no refund for days missed during the course/late arrival/early departure/public holidays

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Best effort

- The course is organised in good faith and it is subject to local availability.

- The Course Guide and website are not contractual documents and do not form part of this contract

- Whilst the Hosting organisation has formal agreements with trainers and other activity providers, it is not possible to guarantee exact trainers, activities, field trips or services and the Hosting organisation reserves the right to amend details as necessary due to local availability of trainers, staff, providers and facilities.

- Whilst the Hosting organisation will use its best efforts to meet the participant preferences, it is not possible to guarantee exact property type (hotel, apartment, bed and breakfast) or desired facilities (ensuite bathroom) or room type (single, double). The Hosting organisation will refund the price difference only in case the exact room type (either single or double) cannot be organised.

- During peak times classes can be held at additional premises.

Deadlines

The Hosting organisation guarantees a quality service based on deadlines. Please refer to the table below for deadlines and actions.

Deadline (weeks before the arrival date)	Actions to be completed BEFORE the deadline
At least 12 weeks	Contract signed by Sending Institution within 7 days of the issue date Once the contract is properly returned, sales order, enrolment forms and invitation to the kickoff meeting are issued by the Hosting organisation. Deposit paid by Sending Institution within 7 days of the effective date
At least 8 weeks	Sending Institution returns enrolment forms and attends the kickoff meeting.
4 weeks	Sending Institution pays remaining balance. Programme, accommodation and training venue details are sent by Hosting organisation

It is recommended to sign the contract and pay the deposit as soon as possible in order to avoid disappointment (e.g. the course gets fully booked, etc)

General conditions

- The Hosting organisation does not accept responsibility for costs incurred due to flight or train delays, e.g. transfers, accommodation

- The Hosting organisation does not take responsibility for loss or theft of belongings.

- Participants are expected to have appropriate medical and baggage insurance.

- Non-EU participants must take out private medical insurance.

- If a participant does not acquire a visa on time, the above cancellation policy applies. It is the responsibility of the Sending Institution to ensure that the correct visa has been applied for.

- Breakfast special diets can be catered for if notified in advance and may incur an additional charge; coeliac, halal and gluten free diets might incur a supplement and may be quoted for upon request. Vegetarian diets no charge.

- The parties irrevocably agree that the courts of Italy have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims)



Erasmus+ Programme Key Action 1

Partnership agreement between Sending Institution, Hosting organisation and Supporting organisation

This Partnership Agreement is entered into as of 20/09/2021 by and between

TestORG, test street test city test code test billing country - VAT number: 111111111111 - Organisation ID (OID): 222222222222 (the "Sending Institution")
and

CES Centre of English Studies located at 31 Dame Street, Dublin 2, Ireland OID E10019130 (the "Hosting organisation")

and

Mobility and cooperation SRL located at Viale della Navigazione Interna 51B, 35129 Padova, Italy OID E10259341 (the "Supporting organisation")

all of whom agree to be bound by this Agreement.

WHEREAS, the Hosting Organisation offers the Sending Institution certain services, as described on the document attached hereto as Schedule A (the "Hosting Services"); and

WHEREAS, the Supporting Organisation offers the Sending Institution certain services, as described on the document attached hereto as Schedule B (the "Supporting Services"); and

WHEREAS, the Supporting Organisation and the Hosting Organisation previously entered into an agreement (the "Designated programme agreement") for the definition of the hosting services for each specific combination of start date, end date, programme description, payment terms, etc (the "Designated programme"); and

WHEREAS, the Sending Institution, the Supporting Organisation and the Hosting Organisation desire to enter into an agreement whereby the Hosting Organisation will provide the "Hosting Services" according to the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises made by the parties hereto, the Sending Institution, the Hosting Organisation and the Supporting Organisation (individually, each a "Party" and collectively, the "Parties") covenant and agree as follows:

ONLY FOR DUBLIN

Unless agreed in writing with the Supporting organisation, the Hosting organisation is not authorised to be partner in any of the applications made by the Sending institution or to sell/provide other hosting services to the Sending institution either funded with Erasmus+, private or other funding.

7. Term and Termination

This Partnership Agreement shall commence upon the date of execution and continue until any of the Parties terminates this Agreement in writing.

Upon such termination, the Supporting organisation shall immediately cease marketing and offering for sale the hosting services of the Hosting organisation and the Hosting organisation shall continue to abide by the exclusivity obligation clause for three (3) years.

8. No modification unless in writing

No modification of this Partnership Agreement shall be valid unless in writing and agreed upon by all Parties, except as otherwise specified in this Partnership Agreement.

9. Governing law and jurisdiction

This agreement and any dispute or claim arising out of, or in connection with, it or its subject matter or formation, shall be governed by and construed in accordance with Italian law.

The courts of Italy will have exclusive jurisdiction to adjudicate any dispute arising under or in connection with this Agreement.

IN WITNESS WHEREOF, by execution by the parties below, this Partnership Agreement will form a part of the Contract.

Legal representative name and signature

TestORG
Sending Institution

CES Centre of English Studies
Hosting organisation

Mobility and cooperation SRL
Supporting organisation

Francesco Cendron

Time line and key milestones

Deadline (weeks before arrival date)	Actions to be completed BEFORE the deadline
At least 12 weeks	<ul style="list-style-type: none">• Contract issued (issue date)• Contract signed and returned in 7 days of the issue date (effective date)• We send sales order, enrolment forms and invitation to the kickoff meeting• Deposit paid by Sending Institution in 7 days of the effective date
At least 8 weeks	<ul style="list-style-type: none">• Sending Institution returns enrolment forms and attends the kickoff meeting.
At 4 weeks	<ul style="list-style-type: none">• Sending Institution pays remaining balance.• Programme, accommodation and training venue details are sent

Sign the contract and pay the deposit as soon as possible in order to avoid disappointment (e.g. the course gets fully booked, etc)

Financial management

- Your grant agreement time line for payment: pre-financing payments, interim payments or payment of the balance
- 3 main types of costs for your Sending institution:
 - Our fees (we recommend our FULL package as it includes accommodation and activities)
 - Our payment terms are **full payment in advance**:
 - 20% deposit (At least 12 weeks before arrival date)
 - 80% remaining balance (At least 4 weeks before arrival date)
 - Compliance with EU VAT Directive and Italian legislation
 - Travel arrangements: flights, trains, etc
 - Expense claims for local expenses (airport transfers, extra train/bus tickets/taxis, food, restaurants, etc). Check [our estimates of local expenses](#)

Enrolment and communication before arrival

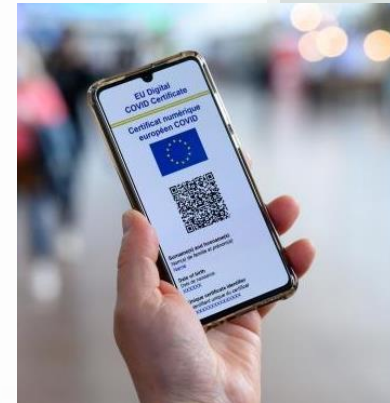
- Once contract is signed and returned:
 - Sales order bank payment instructions
 - Enrolment forms (please, return at least 8 weeks before arrival date)
 - Invitation to kickoff meeting (at least 8 weeks before arrival date)
- Enrolment forms include **personal information about participants** such as:
 - English language level
 - Subjects taught
 - Email, Mobile telephone, Emergency telephone
 - Accommodation preferences
 - Allergies, health problems, specific dietary requirement
- Enrolment forms and kick-off meeting at least 8 weeks before arrival date
- **One contact person per school** (or all the small team every time)
- Let's communicate!

Participant selection

- Check what you wrote in your application:
 - «Please describe the selection process and the criteria you plan to use.»
- General selection criteria may be:
 - Need
 - Motivation
 - Willingness to share the experience upon return
 - Relevance of the individual staff member to the needs of the school
 - Language level
- Fair and transparent selection process (advertise, selection committee, etc)

Participant preparation

- [Participant preparation](#): read our website! Various areas:
 - Project-related
 - Pedagogical
 - Intercultural
 - Linguistic
 - Risk- prevention
- How to manage COVID-19 regulations:
 - Possible scenario: **EU digital COVID certificate**
 - **Protection policies:**
 - Temperature check, facemasks, distance, hands
 - [Re-open Europe](#)
- [Schedule your call with us](#) (15 or 30 minutes) **One contact per school**



Your final programme

- 4 weeks before arrival date
- Programme
- Accommodation details
- Information about how to get there and around (training venues, activities, etc)

Our quality is about your feedback

- We will ask your participant feedback:
 - Day 1 feedback
 - End of course
- Let's communicate!
- Impact assessment:
 - 3 months after the mobility **to each participant**

Wrapping up

- Your National Agency and your grant agreement
 - Course availability and date confirmation
 - Quotation and contract
 - Financial management
 - Enrolment and communication before arrival
 - Participant preparation
-
- **Next step:** [Schedule your call with us](#) (15 or 30 minutes):
 - Let's fix your course dates and number of participants.
 - Let's get your **contract signed** and **deposit paid**

Questions

- Questions from the chat box

Thank you!

- You will receive slides, material (contract samples) and video-recording tomorrow morning
- [Feedback survey](#) or click “Continue” in the page shown when the webinar is terminated:
 - Please, take 2 minutes to complete the feedback survey and tell us how we can improve our webinar.
- [Schedule your call with us](#) (15 or 30 minutes)
 - Let's fix your course dates and number of participants.
 - Let's get your **contract signed** and **deposit paid**