

PROJECT APPLICATION GUIDE

to Erasmus+ Key Action 1 mobility projects

for teachers and staff

Part 3 - Activities and budget

DISCLAIMER

Please, make your institution's application original and contextualized! Please avoid copy and paste our ideas, comments or suggestions: it's always better to rephrase it and adapt to your school/context. Based on your specific context, you should differentiate from other applicants in your own country by giving a personal response rather than a standard one to the sections of the application form.

Please note that the information in our guide are just suggestions. We cannot be held responsible for any outcome that may result or any use made of the ideas in our guide.

INTRODUCTION TO ERASMUS+ FUNDING RULES

Should your application be awarded, you will receive funding for the following cost headings on a per participant basis. The budget will automatically be calculated according to the rates outlined by Erasmus+ and the data you will input in your application form (number of participants, course days, travelling days, etc) according to a pre-defined set of budget items which depend on the activity type. **Budget items depend on activity type!**

	Courses and training	Group mobility of school pupils	Short-term learning mobility of school pupils	Participation in VET skills competitions
Organisation support	X 100 EUR/participant	X 100 EUR/participant with max 1000 EUR per group	X 350 EUR/participant (200 EUR after one hundred)	X 100 EUR/participant
Individual support	X Country group 2: 90-160 EUR/day/staff. Depends on NA. +6 days (green travel)	X Country group 2: 90-160 EUR/day/staff; 39-70 EUR/day/pupil. Depends on NA. +6 days (green travel)	X Country group 2: 90-160 EUR/day/staff; 39-70 EUR/day/pupil. Depends on NA. +6 days (green travel)	X Country group 2: 90-160 EUR/day/staff; 34-104 EUR/day/VET learner Depends on

				NA. +6 days (green travel)
Travel	X On average 300 EUR/participant + 60 for green travel. Use distance calculator.	X On average 300 EUR/participant + 60 for green travel. Use distance calculator.	X On average 300 EUR/participant + 60 for green travel. Use distance calculator.	X On average 300 EUR/participant + 60 for green travel. Use distance calculator.
Linguistic support			X 150 EUR/participant if eligible	X 150 EUR/participant if eligible
Preparatory visit		X 575 EUR/participant (max 3)	X 575 EUR/participant (max 3)	X 575 EUR/participant (max 3)
Course fees	X 80 EUR/day/participant (max 800 EUR)			
Inclusion support	X 100 EUR/participant + 100% real cost. Requires justification.	X 100 EUR/participant + 100% real cost. Requires justification.	X 100 EUR/participant + 100% real cost. Requires justification.	X 100 EUR/participant + 100% real cost. Requires justification.
Exceptional costs	X 80% real cost. Requires justification.	X 80% real cost. Requires justification.	X 80% real cost. Requires justification.	X 80% real cost. Requires justification.

PRICES

Please, read the details about [our prices](#).

Teacher training courses

Our teacher training course prices are designed to follow the Erasmus+ funding rules: your Erasmus+ grant will cover ALL necessary costs, including travel, accommodation and course/tuition fee.

Other costs for teacher training courses: In addition to our invoice, your costs such as flights, trains, airport transfers, train/bus tickets, taxis, food, restaurants, etc can be covered by your Erasmus+ grant by agreement with your school/sending organisation: please, keep the receipts and claim the money from your school/sending organisation. Please, find more about [our estimates of your other costs](#) for the services you will book or buy on your own.



Funding for your teacher training courses fully cover your costs

Example:

FUNDING

As we will see, the minimum you will get is:

- Organisational support: 100 EUR per participant with a maximum of 1000 EUR per group.
- Individual support: Let's assume your National Agency rate is 120 EUR per participant per day. You will get Individual support for each of 6-day programme + 2 travel days at least.
- Course fees: 80 EUR x 6 days = 480 EUR Please, make sure you indicate 6 days of activity in your application form
- Travel: Let's assume your travel costs are covered by the travel grant.

So, a group of 20 teachers will get at least 1000 EUR + 120 EUR x 8 x 20 + 480 EUR x 20 = 29800

EUR + travel budget.

Please, notice you might be entitled to receive far more funding, such as inclusion support, exceptional costs, etc

COSTS

Our invoice: (1090 EUR + 20 EUR (Grow a tree) + 20 EUR (Digital)) x 20 participants = 22.600 EUR

Our estimates of your costs for Padova means you will spend:

- Transfer from/to the airport (exclude flight, covered by your travel grant): 68 EUR x 3 coaches x 2 (return) = 408 EUR
- Meals: 35 EUR/day x 7 days x 20 participants = 4900 EUR
- Local transport (if needed): 12 EUR/week x 20 participants = 240 EUR

Our estimates of your costs: 5548 EUR. Please, notice you must claim back this amount from your school or your school must buy those services on its own.

TOTAL COSTS= 28148 EUR

SURPLUS

In this example, your school will achieve at least a **surplus of 29800-28148= 1652 EUR**

We recommend to spend the surplus in preparation or other project activities. The financial part of each funding application is different, so please schedule a call with us if you'd like some feedback about yours.

Programmes for pupils or VET learners

Programmes for pupils or VET learners **might require co-financing**, based the following factors:

- your National agency individual support rates
- your travel distance
- how your National Agency qualifies our programmes (group mobility of pupils vs short-term mobility of pupils)
- inclusion of participants with fewer opportunities
- whether your project is eligible for linguistic support and exceptional costs (such as expensive travel)



What is co-financing?

An EU grant is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant (e.g. beneficiary's own resources, income generated by the action, financial contributions from third parties).

What is the level of co-financing for programmes for pupils or VET learners?

FUNDING

Let's consider the following example. Assuming that

- you have two accompanying persons and travel for 1 week with 20 students with standard travel + Grow a tree
- your National Agency individual support rate is 50 EUR per pupil and 120 per staff
- Travel: Let's assume your travel costs are covered by the travel grant.
- your National Agency qualifies our programmes as "group mobility of pupils" a
- you don't have participants with fewer opportunities
- you don't have exceptional costs such as expensive travel

your budget will be:

Organisational support: 1000 EUR = 1000 EUR

Travel: Let's assume your travel costs are covered by the travel grant.

Individual support: (120 EUR x 2 accompanying persons + 50 EUR x 20 students) x (6 training days+ 2 travel days) = 9920 EUR

TOTAL FUNDING = 10920 EUR

COSTS

Our price is 890 EUR + 20 EUR for Grow a tree per participant, and including 2 gratuities for group leaders: TOTAL COSTS: 18200 EUR

CO-FINANCING

Assuming the cost of your flight is covered by your travel grant, the required co-financing would be:

10920 EUR – 18200 EUR = - 7280 EUR . ie 7280 EUR / 20 students = **364 EUR per student** and no cost for accompanying persons.

The financial part of each funding application is different, so please schedule a call with us if you'd like some feedback about yours.

ACTIVITIES

Activity types

There are a number of activity types. For the sake of this guide, we will consider only the following activity types:

- **Course and training:** please, select this activity if you are interested in course and training days for staff mobilities
- **Group mobility of school pupils:** (school education only): please, select this activity if your students are interested in learning together with their peers in another country
- **Short-term learning mobility of school pupils** (school education only): please, select this activity if your students are interested in spending a period abroad to study at a partner school or perform a traineeship at another relevant organisation abroad
- **Participation in VET skills competitions:** (VET only): please, select this activity if you are interested in VET skills competitions for VET learner mobilities



Differences between “Group mobility of school pupils” and “Short-term learning mobility of school pupils”

- 1) **Duration:** Group mobility of school pupils (2 to 30 days) and Short-term learning mobility of school pupils (**10** to 29 days)
- 2) **Focus:** The focus of “Group mobility of school pupils” is about “learning together with their peers in another country” while the focus of “Short-term learning mobility of school pupils” is about “study at a partner school or perform a traineeship at another relevant organisation abroad”. *Traineeship definition:* “Time spent in an enterprise or organisation in another country, with a view to acquiring specific competences that are needed by the labour market, gaining work experience and acquiring more understanding of the economic and social culture of that country.”
- 3) **Funding:** If you apply for “Group mobility of school pupils”, you will get 100 EUR per pupil with a maximum of 1000 EUR per group. If you apply for “Short-term learning mobility of school pupils”, you will get 350 EUR per participant (200 EUR after one hundred participants).

We work with teachers rather than with students directly: so, we organise teacher training mobilities rather than student mobilities. We do not offer courses or activities for “Group mobility of school pupils” and “Short-term learning mobility of school pupils”. **We are committed to teacher training.**

Please, **add the activity types** you are interested in. Each activity type can be used only once.

SUMMARY OF ACTIVITIES

This summary table shows an overview, so you just need to review this once the application is finished.

COURSE AND TRAINING

For each activity type you have selected, you must complete the relevant section with the details of the **mobility flows**.



What is a mobility flow?

A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Digital Erasmus, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

Add as many mobility flows as you need. For each mobility flow, complete the following details.

Mobility flow ID

This code is automatically generated and cannot be edited.

Hosting organisation

Please, select “Mobility and cooperation” as you hosting organisation for mobilities in Italy.

Destination country

Italy should be selected automatically by the system

Number of participants

Please, fill in how many participants will take part to the mobility flow. You don't need to include the participant details, but just your total number. Your grant will be calculated based on the number of participants. Please, contact your National Agency if you'd like to know what you must do if you need to change the number of participants in the future.

Related to number of participants, please be extremely careful to enter the number of staff who is expected to participate in every activity while keeping into consideration the total number of staff who is expected to participate during the lifetime of your mobility project. If at this stage you are not totally sure of the number of staff who will participate in the different activities of your mobility project, it would be advisable to include the maximum number you envisage, although someone might be hesitant at the moment of filling in your application form.

Duration in days

This could be from 2 up to 30 days. Our programmes are based usually on a **6-day programme** (5 days for course and 1 day for socio-cultural learning activities). Please, doublecheck each course details. Your grant will be calculated based on the duration in days.

Number of accompanying persons

Preparatory visits and participation of accompanying persons will not count towards the limit of 30 mobilities. Your grant will include budget for courses and subsistence for participants, while it will only calculate budget for subsistence for accompanying persons.

Duration for the accompanying persons (in days)

Please, specify how many days the accompanying persons will stay with the mobility flow. Subsistence for accompanying persons will be calculated based on this duration.

Blended mobility activities

Please, tick this box if you are using ICT to implement your project. If you tick this box, you will score more points. You will have to provide explanations of those activities in your objective explanation/measurement and activity description. Please, read the page 8-9 of the Programme Guide.

According to the [Erasmus Quality Standards - mobility projects - VET, adults, schools](#), the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.

Here are a few examples of what you could do as "Blended mobility activities":

- Use of the **EU digital tools and online platforms**:
 - Consulting the [Erasmus+ Project Results Platform](#)
 - Getting involved with [eTwinning](#)
 - Consulting [School Education Gateway \(SEG\)](#) **School Education Gateway and eTwinning are merging**

into European School Education Platform.

- Building capacity to exploit the opportunities offered by digital technologies for teaching and learning
 - Learning about the [European Framework for the Digital Competence of Educators \(DigCompEdu\)](#)
 - Engaging in self-reflection through **SELFIE for Teachers**, a self-reflection tool to support teachers in the development of their digital competence and the use of digital technologies for effective teaching and learning. The official launch of SELFIE for Teachers is expected in September/October 2021.
- Use digitally-enabled communication arrangements with partners:
 - Attending one-to-many webinars before and after the application approval in preparation for the mobility activities
 - Using the [support service](#) , [Course Guide download](#), our [pre-registration](#) system for course dates and locations
 - Meetings, updates and frequent contacts via email, Zoom, skype, phone, etc

Don't you know where to start from? Don't worry! If you'd like to go blended when you are preparing your application, it is sufficient you mention that your partner "Mobility and cooperation" will offer to complement the physical mobility activities of the beneficiary organisation (you!) with opportunities to build capacity and exploit the opportunities offered by digital technologies for teaching and learning. Here is what we can do as an additional service (please, consult the pricing):

Digital: Services for blended mobilities

- Deliver online webinars about:
 - EU digital tools and online platforms (duration 1h): You will learn the basics and the benefits of how to consult the Erasmus+ Project Results Platform and the new European School Education Platform (previously, School Education Gateway and eTwinning)
 - DigCompEdu (duration 1h): You will learn the competences and areas of the European Framework for the Digital Competence of Educators (DigCompEdu)
 - SELFIE for Teachers (duration 1h): You will be engaged in self-reflection through SELFIE for Teachers, a self-reflection tool to support teachers in the development of their digital competence and the use of digital technologies for effective teaching and learning.
- Offer reflective journaling about those online experiences

It is very important your project includes the use of eTwinning: an online a community hosted on a secure platform accessible to teachers verified by the eTwinning service in each country. eTwinning allows schools to set up joint virtual classrooms and carry out projects with other schools, it allows teachers to discuss and exchange with colleagues and to get involved in a variety of professional development opportunities. eTwinning is also the perfect environment to find partners for future projects

Finally, you can mention you used the [Erasmus+ Project Results](#) platform to be inspired and learn more about evaluation (we'll see this later when we will discuss measuring success)



AWARD CRITERIA! It is important you include this point in your application! State clearly where the alignment lies and do not let evaluators to look for alignment because they do not know the project as well as you do and also. Let the evaluators know and explain why you meet the award criteria!

- the project incorporates the use of digital tools(eTwinning in particular)and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations



BE CAREFUL!!

Your involvement in Blended mobility activities must be described in both your Objectives and Activity description: the two sections of your application form must provide clear evidence of your digital commitment to the evaluators.

Sustainable means of transport (green travel)

Please, tick this box if you are using green travel. Green travel is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling.

If you don't use Green travel, please make sure you include explanation in your objectives and activity description about our "[Grow a tree](#)" service, as it will still qualify for more scoring points.



BE CAREFUL!!

„Green Travel“ is not the same of „Grow a tree“. „Green Travel“ means you use a train, bus or car-pooling to arrive in Padova. „Grow a tree“ is an additional service we provide to compensate your carbon emissions.

Non-teaching staff

This field is available only for "Courses and training" activities. Please, type the number of non-teaching staff.

DESCRIPTION

For every activity type you have selected, you must provide the description.

Please briefly describe the content of the activities you plan to organise. (3000) ← **This number in brackets is the maximum number of characters for this answer**



AWARD CRITERIA! It is important you include this point in your application! State clearly where the alignment lies and do not let evaluators to look for alignment because they do not know the project as well as you do and also. Let the evaluators know and explain why you meet the award criteria!

- there is a clear plan of working for each of the proposed activities

Your project description is more than just presentation of your training. You should consider that your project is made of four project phases, including **planning, preparation, implementation, follow-up** (evaluation, validation and recognition of learning outcomes, dissemination, quality assurance)

In the case of teacher training courses, the term “activities” refers to our courses and the activity type is “course and training”. Make sure you describe the plan for each of the proposed activities! What are the steps during each of the project phases? So, not only the daily programme during the implementation stage, but also how you planned your activity.

Planning

We recommend you to show that partnership with us as course provider is strong and serious. Please, reiterate the communication you are having or have had with us as a form of support to write your application.

Please, mention our [support service](#) and explain how and if you [pre-registered](#) for our courses.

You should mention meetings with us, frequent contacts between hosting (us) and sending (you) organisation and regular updates about the cooperation to prepare your application. We can communicate on the phone, via Whatsapp, via Zoom, skype, etc

Please, contact us and we will share the **formal agreement between the beneficiary and the service provider**. We recommend the formal agreement draft should be attached as an Annex to your application.



Explain clearly why we are important for your project activities

Include a short description of who we are and our story.

Who we are

“Mobility and cooperation” is a newly established education startup whose mission is enabling people to have access to mobility and cooperation opportunities and to experience and share new ways of learning.

Our story

Teachersrise is the teacher training initiative by “Mobility and cooperation” and was informally developed as an independent teacher training initiative in 2020 during the initial outbreak of the COVID-19 pandemic to respond to the emerging needs of resilient schools facing several challenges compounded by an unprecedented global crisis. Its team is made up of a network of experienced teacher trainers.

Teachersrise specialises in the provision of professional development courses and language immersion training programmes for teachers in English and other languages.

Teachersrise is dedicated to teachers and school staff who want to undertake professional development in a friendly atmosphere for learning and transformation.

Early in 2021, Teachersrise evolved and consolidated in the “Mobility and cooperation SRL” organisation, which took over its network and will develop it further. “Mobility and cooperation” operates at its headquarters in Padova (Italy) and opened its new location in Dublin (Ireland) in 2021, and new locations in Barcelona (Spain), Florence (Italy), Rome (Italy) and Valletta (Malta) in 2023. It will originate further activities in other cities in Europe.

The partnership with us needs to include all the expertise, skills and competences required for the successful implementation of the project.

The idea is to choose partner institutions which, taken together and complementing each other, have the expertise and resources required for the project.

The motivation of the partners to join the project needs to be clear. Each partner institution must

- bring a concrete added value to the project
- gain a concrete added value from the project

In other words, the partnership needs to benefit by having a specific partner institution on board, the partner institution needs to have a stake in the success of the project (institutional commitment!).

Our mission and values here <https://www.teachersrise.eu/about-us/> To put it simply, “Mobility and cooperation” is a course provider derived from the initiative called Teachersrise and your role is a partner who benefits from the course and possibly develops further cooperation with us on other Erasmus+ projects.

Examples of future potential benefits of your partnership with “Mobility and cooperation”:

- Networking with international teachers in Europe
- Future cooperation with “Mobility and cooperation” on other Erasmus+ projects.

Please, refer to our team profiles <https://www.teachersrise.eu/our-team/> in general, especially to the teacher trainers of your courses. Make sure that you mention a couple of points per each major objective!



AWARD CRITERIA! It is important you include this point in your application! State clearly where the alignment lies and do not let evaluators to look for alignment because they do not know the project as well as you do and also. Let the evaluators know and explain why you meet the award criteria!

- the applicant’s profile, experience, activities and target population of learners are relevant for the field of school education
- the project proposal is relevant for the objectives of the action
- there is a clear plan of working for each of the proposed activities



BE CAREFUL!!

When you write your application, please do not name the specific trainer or any specific requirement for trainers: instead, mention that “Mobility and cooperation” is a vast network of teacher trainers, rather than getting stuck with one specific individual! Our trainers are available for a limited number of dates and we will do our best to confirm as many dates as we can. Anyway, your date requirements might change or the course might not be confirmed, so we might need to change teacher trainer to fit the new requirements or a more limited number of participants.

One important aspect to explain about “Mobility and cooperation” is that we are a vast network of teacher trainers and we continue to recruit more people in our network. Please, feel free to mention how we select our teacher trainers.

How we select our teacher trainers

We recruit teacher trainers by regularly issuing a call for proposals for professional development course for teachers or opening job posts for specific training requirements. The instructor profiles we look for are:

- Teacher educators, pedagogists and/or counsellors/psychologists/life coaching professionals with experience in school settings
- English language educators and trainers who work in language schools and have academic-based training or pedagogical and teaching experience, particularly working with highly-qualified adults
- Researchers and instructors from schools, colleges and universities who have experience in supporting teacher education
- Training experts with professional experience in a specific field and in teacher education

With the following experience and skills:

- Experience of teacher training delivery
- International classroom management
- Teaching or training experience
- Course design experience
- Excellent written and spoken English
- Working independently in new contexts
- Superior organisational skills
- Attention to detail and to level of quality
- Strong communication skills (written and verbal)

Our teacher trainers:

- Maintain the highest standards of teaching
- Have a long-term impact on the lifelong learning and developing of school staff and teachers from around the world
- Have the ability to work with a flexible schedule
- Enjoy the chance to work with a team of dynamic people from around the world
- Love to experience fun and development with fellow lifelong learners

Preparation

According to the [Erasmus+ Quality Standards](#), “participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organization”.

Preparation covers several areas and is project-related, pedagogical, intercultural, linguistic and risk- prevention – so you might consider to use a participant selection method which is aligned to the required preparation.

Project-related preparation. Prepare one or several meetings with the participants in which you present all the mentoring and preparatory meetings/activities they will have to do in the project, i.e. Erasmus+ rules, documentation, evaluation, certification etc. Describe how you communicate with participants the various phases of your project.

Pedagogical preparation. You can think about buying special books that are connected with course topics or study pre- reading by your own organisation. Your organisation can assign topic-related problems participants can bring to

the course for discussion and peer review: we can make recommendations. Participants may bring to the course case studies or topics for discussion to facilitate peer learning: feel free to share your own resources and get feedback from other course participants. Empower your participant to do the presentation about the topic in your country or the use of a specific resource. Preparation includes asking us to send you in advance any material related to the course content and any guidelines the participants need to do in order to follow the course appropriately. Depending on the course, we might send you some questionnaires in advance, articles about the topic, have an interview with participants.

Intercultural preparation. Since your participants might attend with teachers from other countries, participants can prepare a short presentation about their country, organisation, their work and cultural information about their region. Empower your participant to do the presentation in a high-quality manner so that other participants will be able to learn about your organisation and country. Participants may bring to the course some typical food or promotional material to show country specifics. Share some relevant information about the culture of your host country. If you send more participants to the same country, you might want to organise cultural workshop with a trainer specialised in intercultural topics. The trainer can offer you an experiential workshop about cultural topics such as typical customs, specific ways of behaviours, and habits. Your evaluator might also like to hear something about preparatory Skype/Zoom calls, assigned mentor of the group and booklets with detailed information about the country.

Linguistic preparation. Participants will have to use another language. Our courses are usually conducted in English. Ensure that all of them are capable of following it. If some of them have only basic skill of communicating in another language, plan the mobilities in such a way that you mix participants with good language skills with others so they will get a proper support. You can think about a quick language course. Since linguistic preparation is very important, Erasmus+ offers free language courses. Check [Online Linguistic Support](#) platform in which you will find assessment and courses for different European languages. However, it never hurts to speak few words in the language of the host country. The abovementioned platform is perfect for that.

Risk prevention. Safety of participants is becoming more and more important. Learning should be assured in a safe environment which respects and protects the rights of all persons. Plan your safety measures in advance. Provide a suitable insurance for participants, i.e. travel and health insurance. If applicable, it is strongly recommended that participants get a [European Health Insurance Card](#). Consider to prepare a short safety handbook for your participants. In the safety handbook you can write all the relevant information about the country, partner, contacts and links in case of emergency, and risk-prevention guidelines. Preparation for your mobility includes description of your travel plans, accommodation, insurance, safety, visa (if needed). Please, mention we have provided you with [detailed guide about how to reach Padova and how to get around Padova](#) or for other locations.

Careful preparation is important for both, already experienced and new participants in mobility projects. It is better to plan in advance than be in panic if something goes wrong.

It is important to mention and explain how all the activities and practical arrangements of your organisation will take place, not only prior the participation in the course but also during monitoring and support! In this section, explain who books the tickets, hotels, who takes care of the application, who communicates with “Mobility and cooperation”, who pays what and when, etc.

Implementation

Implementation refers to what happens during the mobility flow. In order to describe the activities, please use our information.

You can use here the “course description”, “course structure and content”, “daily programme”, “classroom layout”, “assessment and validation of learning outcomes”, “support and communication with participants” of our courses. Please, contact us to receive this information. Please, avoid copy and paste: it’s always better to rephrase it and adapt to your school/context.

Follow-up

Part 4 of the Project application guide will cover this section. Please, come back to this answer and add a few details after you complete part 4.

What benefits are the planned activities going to bring to the involved participants?

i. Please briefly describe the expected learning outcomes: what are the participants going to learn? (1000) ← This number in brackets is the maximum number of characters for this answer

Learning outcomes chapter is about development of competencies during the mobility. In the description of our training courses you can read which learning outcomes of our courses. Learning outcomes should match your project goals and your European development plan. As before you can use course descriptions and information for this, which is available for each course on our website here:

<https://www.teachersrise.eu/courses-list/>

You can use here the “learning outcomes” of our courses. Please, avoid copy and paste: it’s always better to rephrase it and adapt to your school/context.

ii. How are you going to evaluate the learning outcomes after the activities have taken place? (1000) ← This number in brackets is the maximum number of characters for this answer

When designing evaluation of learning outcomes, it is important to make sure that any exams or assignments match the learning outcomes of the course.

You can use here the “learning outcomes” of our courses. Please, avoid copy and paste: it’s always better to rephrase it and adapt to your school/context.

Our feedback system: learning outcomes and quality assurance

Your institution will cooperate with “Mobility and cooperation” by implementing activities and providing feedback about them during the preparation stage as well as implementing dissemination and follow up activities after the training.

As we manage our quality via a feedback management system, we always dedicate a lot of time to qualitative and quantitative feedback daily and at the end of the course. We will be responsible for the relevance and quality of your staff’s mobility and training by:

- assessing participants’ work programme by means of analysis of participants’ interests before the training. In case of changes or adaptation of your project, we will assist your institution in finding out or providing, when appropriate, alternative solutions and adaptation to participants’ needs.
- assisting your teachers and staff in practical arrangements (e.g. preparation of staff mobility; accommodation to attend the training programme, etc.)
- monitoring learning of participants during the training

- encouraging professional reflective activities, developing an inquiry-based approach to teaching and learning, relating participants with the local culture, facilitating the exchange of examples of good practice and teaching resources, etc. Reflective journaling during the programme implementation will help participants to evaluate their learning experiences.
- facilitating participants networking with other professionals and schools in Europe during and after the training. Prospective partnerships with other schools might develop from the issues raised by the training programme.
- Supporting validation of your learning outcomes.
- Following up participants' dissemination of learning outcomes after training.
- Following up the effectiveness of our courses after a certain period upon the course ending (usually 3 or 6 months)

Progress surveys will provide information to both organisations on the appropriateness of the work program. This information will guide the implementation of future training activities.

Evaluating other aspects

Please, include how the activity evaluation contributes to the your objective evaluation. (see your answer of "Measuring success: How are you going to evaluate if the objective has been reached?")

iii. How are the learning outcomes going to be recognised? (1000) ← This number in brackets is the maximum number of characters for this answer

Recognition and validation of learning outcomes

Recognition and validation of participants' learning outcomes are key elements, as well as the consistent use of European transparency and recognition tools. Participants must be able to demonstrate what they have learned to use this learning in their career and for further education and training. Transparency tools, such as the Europass framework, is highly recommended in order to facilitate the documentation of learning outcomes.

Europass Mobility is a standard document in use throughout Europe which formally records details of the skills and competences acquired by an individual – of whatever age, educational level and occupational status – during a period of mobility in another European country. Europass Mobility examples can be found [here](#).

Please keep in mind that we can assist you in filling up the Europass Mobility certificate documents (we support validation of your learning outcomes) plus we will issue an attendance certificate. Usually, the final document is issued by the sending partner, so you are responsible to complete your Europass. For more information, contact [your National Europass Centre](#).

Please describe the process you have established for agreeing roles and responsibilities with us in order to ensure quality learning outcomes, as well as good administration and delivery of the project.

We dedicate enough time to transfer of learning contents to your organisation. We are keen to discuss 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.

To which project objectives will the planned activities contribute?

Please, select the objective(s).

How exactly are the activities going to contribute to the project objectives listed above? (1000) ← This number in brackets is the maximum number of characters for this answer

Your proposal needs to demonstrate that the partnership has been composed with the objectives and aims of the project in mind.

Focus on the needs your outlined in your “Objectives” section and on what a successful project looks like. How will your school integrate the competences and experiences acquired by staff into their curriculum and/or the school development plan? How will your school planned Erasmus+ activities contribute to meeting your needs? How and why do they align with the Objectives?

Mention all the aspects of your organisation: **management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning** and more.

How you are going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use. (1000) ← This number in brackets is the maximum number of characters for this answer

You do not need to list who the course participants are at application stage. If you do not have individuals in mind, you should be able to specify how those individuals will be selected. Although, if you have identified who will be involved and go abroad, describe their expertise and training needs: you should indicate this and describe any selection processes or criteria used.

General selection criteria may be: need, motivation and 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).

Some national agencies prefer that people from the same organisation visit different courses, so they can bring back complementary knowledge. Explain how the needs are matched by the profile of the participants and the training courses that you’ve chosen.

Selecting individuals for mobility should be a fair and transparent process. The opportunity should be advertised and participants 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.

You could briefly describe the key persons involved in implementing and managing the project and what relevant experience they have. Identify the profile of your mobility participants as accurately as possible: describe their experience and knowledge from the professional and technical as well as organisational aspects. Who will contribute to the project management and how? Which tasks will they be engaged to in order to manage your institution’s objectives? It is not essential to name them nor to present the definite participant list, but it is recommended to describe their profile as close to reality as you can. For example, you might give the number and level of those engaged in acquiring a B1, B2, C1 level according to the CEFR in order to teach part of their subject through the means of English in the near future, of those interested in refreshing classroom management skills because of a specific event or project aimed to create a special committee at your school or those interested in incorporating ICT tools in their teaching in collaboration with the IT department of your school, etc. Also, you might describe how the persons participating in the mobility have been selected.

Minimum number of participants

We recommend you review [our confirmed courses](#) and fill out the [pre-registration form](#) when you are applying (before you get the funding) or as soon as your National Agency publishes your results at the latest.

We offer our training courses in some specific and already planned available dates to which we welcome teachers coming from different schools and countries. In order to confirm any course, we need the **minimum number of participants**. However, they don't have to be only from your school. Usually, we combine participants from different schools/ countries on a course. So, you can register as many teachers from your school as you wish: 1,2, 3...10... In case your school wishes to send more than 6 participants together to the same course we may evaluate the possibility to offer an extra session only for you (and in this case we could evaluate your proposal for fixed dates).

If we cannot reach the minimum number for the courses you are interested in, it is possible that participants can attend the courses in different dates.



Make your application about confirmed courses!

Please, choose one or more of [our courses](#) and select one or more of the available dates. Please, [pre-register](#) now! Course dates are confirmed once the minimum number of participants is reached. To avoid disappointment, please choose as many [confirmed courses](#) as you can and get in touch with us about the other available dates.

Making your application about confirmed courses is the safest option and allow you to get the course you want on the dates you want.

ii. Why did you choose this method of selecting participants? (1000) ← This number in brackets is the maximum number of characters for this answer

You might consider to describe one or more of the following points is relevant to your method of selecting participants:

1. how you and your team reflected and decided on the need of your project proposal for your institution;
2. how you and your team did research about quality programmes which would meet your staff's professional development needs;
3. how you chose the training activities based on the quality of the training and the reputation and network of "Mobility and cooperation" in the field of providing quality professional development programmes for teachers and staff all over Europe;
4. how you encouraged members of your school to join the mobility and facilitated their active involvement – for example, facilitating the linguistic preparation or ensuring that their learning after training be reflected on innovative practices in school or ensuring dissemination of materials produced among other staff, students, parents, etc.) by means of collaboration in school's newsletters, blogs and local media, etc.
5. how you decided on the appropriate duration of each training activity in order to minimise organisational impact when your teachers are abroad (e.g. to create small groups of 4-5 teachers and spread them through the year, including summer; or -one the contrary- a large group during a specific period).
6. how you decide roles and responsibilities of those involved (i.e. your institution and "Mobility and cooperation")
7. how you plan to proceed in case of changes or adaptation of your mobility project.
8. How you manage the quality of learning for all beneficiaries, including participants, other non-attending teachers in the school, students, parents, governors, educational authorities and society as a whole

You might also include who your selection method relates to the preparation.

ORGANISATIONAL SUPPORT

This summary table shows an overview, so you just need to review this once the application is finished.

Organisational support refers to costs directly linked to the organisation, management and implementation of the mobility activities. This contribution is calculated considering the number of participants in the mobility action, based on scales of per-capita unit costs. It includes all costs directly related to the implementation of activities such as preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public. You can also use this organisational support funds to complete your course/s expenses. These include:

- The costs of preparation and follow-up of your objectives;
- The costs associated with organizing mobility with partner institutions.

The grant for organisational support is calculated based on the number of participants in the project and the activity type:

- **Courses and training for staff mobility projects:** 100 EUR per participant

INDIVIDUAL SUPPORT

This summary table shows an overview, so you just need to review this once the application is finished.

The contribution for the support to individuals covers the costs related to the stay of the participants during the mobility, therefore day-to-day living costs, food, accommodation, local transport, insurance, etc and is calculated on the basis of scales of unit costs by country and by length of the stay abroad and will be payable according to the country of destination and the duration of the activity. There are maximum allowances per day per participant but you should keep into consideration that individual support rates are set by each National Agency within the range given by the European Commission in the programme guide.

Base rates per day of activity.

Category of participants	Country group 1	Country group 2	Country group 3
Staff	101-180 EUR	90-160 EUR	79-140 EUR



BE CAREFUL!!

The amounts depend on the country where the activity takes place. Countries are organised in groups and for each group there is a minimum and maximum ranges provided in the table below. The exact amounts will be published on the website of each National Agency.

- **Padova, Barcelona, Florence, Rome, Valletta belong to group 2**
- **Dublin belongs to group 1 (Ireland)**



Contact your National Agency!

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. If you are not sure if there are specific indications about your individual support budget, please contact your National Agency

Travel days

Subsistence costs are eligible for travel time before and after the activity, with a maximum of **two travel days** for participants receiving standard travel grant, and a maximum of **six additional days** for participants receiving a green travel grant.

TRAVEL

This summary table shows an overview, so you just need to review this once the application is finished.

Travel distance

This amount covers the return travel costs and is measured on the basis of the unit costs by distance range.

Travel is calculated on a unit cost basis according to the travel distance calculated by using the [Distance Calculator](#) supported by the European Commission. The amount must be included in the budget, based on the distance in km. Select exceptional costs and fill in the "Exceptional costs for expensive travel" amount: 80% of this amount will be reimbursed.

COURSE FEES

This summary table shows an overview, so you just need to review this once the application is finished.

Course fees refer to expenses directly linked to payment of fees for the enrolment in structured courses. Course fees are calculated on a unit cost basis, per participant. The maximum unit cost for course fees is €80 per participant per day (up to a maximum of €800 per participant). For courses with fees higher than €800, you might use part of the organisational support grant to compensate the additional cost of the fee. Alternatively, you might try to find local resources to finance the additional cost of the fee of the training activities you consider important for your staff and institution.

Finally, please remember that while teacher training courses are allocated €80/day (max €800.) for training, other activities such as "Job shadowing", etc will not be allocated €80/day (max €800.) for training.

INCLUSION SUPPORT

This summary table shows an overview, so you just need to review this once the application is finished.

Erasmus+ is inclusive! Participants with fewer opportunities get more funding (100 EUR per participant + 100% contribution to real costs). A rationale must be provided to explain why you are asking for inclusion support. "Participant with fewer opportunities" are defined as "People with fewer opportunities means people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme"

You might qualify for inclusion support for one or more of the following reasons:

- **Geographical barriers** e.g. Living in remote or rural areas, on small islands or in peripheral/outmost regions, in urban suburbs, in less serviced areas (limited public transport, poor facilities)
- Disabilities
- Health problems
- Barriers linked to education and training systems
- Cultural differences
- Social barriers

- Economic barriers
- Barriers linked to discrimination



Contact your National Agency!

Your school might qualify for inclusion support. Please, contact your National Agency and find out more.

Number of participants for inclusion support

Indicate the number of “Participant with fewer opportunities”. Those are defined as “People with fewer opportunities means people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme”

You will get 100 EUR per participant with fewer opportunities + the additional specified amount.



Contact your National Agency!

Your school might qualify for inclusion support. Please, contact your National Agency and find out more.

Inclusion support for participants

Fill in the amount which is directly linked to the inclusion of participant with fewer opportunities. Please, contact you National Agency to make sure your request is acceptable.

Description and justification of expenses (1000) ← This number in brackets is the maximum number of characters for this answer

Please, describe why you believe your participants qualify as “participants with fewer opportunities”. Please, contact you National Agency.

EXCEPTIONAL COSTS

This summary table shows an overview, so you just need to review this once the application is finished.

You can get 80% of expensive travel costs due to geographical remoteness or other barriers and also for costs for providing a financial guarantee, if the National Agency asks for it. Please, contact you National Agency to find out more.

Number of participants supported with this cost item

Indicate the number of participants which will be supported by exceptional costs.



Contact your National Agency!

Your school might qualify for exceptional costs. Please, contact your National Agency and find out more.

Description and justification of expenses (1000) ← This number in brackets is the maximum number of characters for this answer

Please, describe why you believe your project qualifies for exceptional costs. Please, contact you National Agency.

Eligible costs

Fill in the amount. Please, contact you National Agency.

OTHER BUDGET ITEMS

The following budget items are relevant for Group mobility of school pupils, Short-term learning mobility of school pupils and Participation in VET skills competitions

LINGUISTIC SUPPORT

This summary table shows an overview, so you just need to review this once the application is finished.

Staff mobility shorter than 31 days or group mobility of pupils do not qualify for linguistic support. This support is available if Online Language Support cannot be received by your participants due to unavailability of the appropriate language or level

Language

Indicate the language you are looking to support.

Number of participants for whom OLS is not available

Staff mobility shorter than 31 days or group mobility of pupils do not qualify for linguistic support. This support is available if Online Language Support cannot be received by your participants due to unavailability of the appropriate language or level. Please, contact your National Agency to find our more.

PREPARATORY VISITS

This summary table shows an overview, so you just need to review this once the application is finished.

Teacher training courses do not qualify for preparatory visits. You can get maximum 575 EUR per participant, with a maximum of three participants per visit to visit the country of the receiving organisation prior to the start of mobility activities to prepare and ensure high quality of those activities. Examples include tasks to facilitate administrative arrangements and build trust and understanding between organisations involved.

Number of participants in preparatory visits

You can get maximum 575 EUR per participant, with a maximum of three participants per visit to visit the country of the receiving organisation prior to the start of mobility activities to prepare and ensure high quality of those activities. Examples include tasks to facilitate administrative arrangements and build trust and understanding between organisations involved.

QUALITY STANDARDS

Please, read carefully the Erasmus+ quality standards before ticking the two checkboxes

- I have read and understood the above quality standards
- I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage