teachersrise

An initiative by
Mobility and cooperation

PROJECT APPLICATION GUIDE

to Erasmus+ Key Action 1 mobility projects

for teachers and staff

Part 4 - Follow-up and final details

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.

FOLLOW-UP

Follow-up is a very important part of the project. Follow-up brings you almost one third of scores in assessing the quality of your mobility project.

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 has proposed concrete and logical steps to integrate the results of mobility activities in the organisation's regular work
- the applicant has proposed an appropriate way of evaluating the project outcomes
- the applicant has proposed concrete and effective steps to make the results of the project known within the applicant organisation, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding

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Please, review the Erasmus+ quality standards.

The basic principles are:

- Inclusion and diversity
- Environmental sustainability and responsibility
- Digital education – including virtual cooperation, virtual mobility and blended mobility
- Active participation in the network of Erasmus organisations

Inclusion and diversity: Please, explain how you ensure fair and equal conditions for all participants and actively engage and involve participants with fewer opportunities in their activities.

Environmental sustainability and responsibility: Please, review our Grow a tree service and mention you offset your carbon emissions.

Grow a tree: incorporate green practices!

We offset your carbon emissions from your travel by taking care of a tree! Please, click here to learn more about how to offset your carbon emissions. **The award criteria include points gained if your project incorporate environmentally sustainable and responsible practises:** you will score more points if you mention all the details of how we offset your carbon emissions and explain how and why you promote environmentally sustainable and responsible behaviour among your participants! The new Erasmus+ is "greener": in line with the European Green Deal, it will measure its contribution to the EU's climate spending targets and reduce its environmental footprint, for example by promoting climate-friendly transport to participants. Our "Grow a tree" solution will increase your scoring when the evaluators will calculate your award criteria as it will offset your environmental footprint.

Explain why

Please, make sure your application fully describes our service, our technical partners and how our "Grow a tree" works. **It is not enough to mention the service you buy: please, explain how you decided and why it is important for you and your organisation.** What reflections and changes took place at your school/organisation in order to choose to be more climate-friendly? Have you chosen to incorporate further green practices such as "Grow a tree" or similar in your school development plan as a consequence of your Erasmus+ project? How are you going to explain your pupil this choice?

Digital education – including virtual cooperation, virtual mobility and blended mobility: Please, explain how you will use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations

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DIGITAL: Services for blended activities

Don't you know where to start from? Don't worry! If you'd like to go digital 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):

- Deliver online webinars about:
    - EU digital tools and online platforms (duration 1h)
    - DigCompEdu (duration 1h)
    - SELFIE for Teachers (duration 1h)
- Offer reflective journaling about those online experiences

Please, click here to find out more about our "DIGITAL: Services for blended activities"

Explain why

Please, make sure your application fully describes our service, our technical partners and how our "DIGITAL: Services for blended activities" works. **It is not enough to mention the service you buy: please, explain how you decided and why it is important for you and your organisation.** What reflections and changes took place at your school/organisation in order to choose to be more digital? Have you chosen to incorporate further digital tools or similar in your school development plan as a consequence of your Erasmus+ project? How are you going to explain your pupil this choice?

Active participation in the network of Erasmus organisations. How will your organisation become active member of the Erasmus network? Will you make plans to host participants from other countries, or take part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations?

ii. Who will be responsible for selection of participants, their preparation, and support during the activity? (500) ← This number in brackets is the maximum number of characters for this answer

Please, review how you describe selection, preparation and support of your participants and explain who is in charge and why.

Make sure you clarify who owns the tasks and who does what and when!

iii. Who will be responsible for definition, evaluation and recognition of learning outcomes? (500) ← This number in brackets is the maximum number of characters for this answer

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.

> **iv. Who will be responsible for ensuring that standards on good management of mobility activities are being respected?? (500)** ← **This number in brackets is the maximum number of characters for this answer**

Who will be responsible to give regular updates and gather and use participants' feedback? We do have own feedback management system, but who will be the internal team who will manage communication and management of your activities?

Who will choose the hosting organisation and keep the communications about the various activities? We recommend you are a team but we also recommend one spokesperson per team!

> **What will you do to integrate the results of implemented mobility activities in your organisation's regular work? (3000)** ← **This number in brackets is the maximum number of characters for this answer**

Your evaluators can recognise a good project idea but if you struggle to show how you integrate the results in your organisation with concrete examples, your application will be weak. Therefore, it is worth to put an effort to this part of your project.

The logical steps to integrate the results of the mobility activities in the organisation's regular work are:

- **Who.** Who is the target of your regular work? If they are a school, they could be one or more of the following categories: students, teachers, non-teaching staff, parents, management board, etc
- **What.** Identify the results: Please, use the indicators you are using to measure the success of the objectives. Results are not only learning outcomes. They could be any of the following aspects of your organisation: **management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning** or more. Make sure you recognise and validate learning outcome (use of Europass Mobility) and that your results are measurable. Describe the results for each category.
- **How.** Identify to what level you would like to integrate your results. Your regular work plays on all levels - intra-organisational, inter-organisational, local, regional, national, and international, so you can integrate the project results:
  - **Within your organisation**: First of all, select the target group(s) within what you consider your organisation. What groups will benefit from your staff members participating in this course? – teachers, students, local groups and organisations, your organisation itself, your town…? Impact is related to the learning outcomes. Concrete learning outcomes lead to impact and this logical link has to be clearly demonstrated in the application form. We can give you a list of learning outcomes for each course, which could a good starting point for writing. The good approach is to integrate our list with the list of outcomes stated in your objectives and in the Erasmus+ Programme Guide.
  - **Between organisations:** You should explain why choosing us as your hosting partner reflects your objectives, the Erasmus+ programme objectives and our learning outcomes: why do you think our institution is suitable to bear impact? Do not write statements like "we chose "Mobility and

cooperation" because of their experience with KA1 courses". This statement reflects neither Erasmus+ objectives neither your European Development Plan. Better example of the statement is the following: "By our project we want to see practices for reducing early school leaving in other countries. We chose "Mobility and cooperation" because of their evidence-based results in tackling early school leaving and their proven skills of facilitating international cooperation among participants"

- o **Local and regional level:** Maybe you can organise some new activities with your parents or local companies or local institutions or other local schools, based on the learning outcomes that you acquired during your mobility period. If you are able that, this can potentially strengthen your local community. You can relate the impact of attending the course with initiatives of your regional authorities about the same course topic.
- o **National and international level:** you may focus on creating new projects from the topic of your mobility. Note that one of the purposes of the mobility is to increase your network in order to apply for future projects, either more Key Action 1 mobilities or Key Action 2 cooperation projects. Erasmus+ course therefore is an opportunity to discuss future projects with your fellow participants. Do not wait till the end of the course. Start a discussion about the projects as early as possible: we will facilitate this type of discussions! Remember, it is important to be concrete. It is better to list one project idea and justify it properly that enumerate ten different ideas without any clear logic. For instance, you can say that you would like to create a climate change project, but currently you need to increase your competencies in climate change education. So, based on the learning outcomes of the climate change course abroad you plan to create further Key Action 1 mobility projects with more advanced content, a new international Key Action 2 (with schools from different countries) or national (with other schools from your country) project addressing climate change.

KEY TAKEAWAYS

Decide your target group and what and how to integrate

Relate your project to what happens at local and regional level

Focus the opportunity to create new projects at national and international level

What will your organisation do to share the results of its activities and knowledge about the Programme?

Sharing the results (also known as "dissemination") is a vital feature of the Erasmus+ programme and you need to explain in this section the dissemination strategy for your project, including the activities to be undertaken and the relevant target groups. This strategy should be clear and realistic and should include follow-up activities to disseminate, use and share the results or best practice cited following the activity. Dissemination should take place both within your organisation and to other organisations at sectorial, regional, national and transnational level. You should also include information on the target groups for the dissemination activities.

Note the difference between "integrating the results" (impact) and "sharing the results" (dissemination).

Dissemination ("sharing the results") is all about spreading information about your project. Dissemination is for instance if you prepare a brochure and send it to teachers from other schools in your community: a brochure will spread around the word about your project! On the other hand, impact ("integrating the results") comprises activities which aim to increase competencies of the people: impact relates to learning outcomes. For instance, you have an impact if you go to digital education course and upon your return you organise a workshop for teachers from other

Dissemination is an opportunity to promote your work and the knowledge you received in Erasmus+ training abroad. Present your mobility in conferences, organise a presentation with parents, create a workshop in professional associations, prepare a seminar for your co- workers, have a special session with your students where you will introduce the topic from your mobility period. In this way you will be able to spread the knowledge among a wide range of different people. So, do not take it as a pressure to put additional energy to your project but take it as a chance to facilitate lifelong learning in your community.

Why

The first step is to understand why to disseminate (why sharing the results). Example of goals of dissemination are: raise awareness, extend the impact, engage stakeholders and target groups, share solutions and know how, influence policy and practice, develop new partnerships.

What

The second step is to identify what to disseminate and exploit. The results of the project may be of diverse nature and consist of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results).

Tangible results may include for example:

- an approach or a model to solve a problem;
- a practical tool or product, such as handbooks, curricula, e-learning tools;
- research reports or studies;
- good practice guides or case studies;
- evaluation reports;
- recognition certificates;
- newsletters or information leaflets.

In order to disseminate more widely experiences, strategies, processes, etc, it is recommended to document them.

Intangible results may include for example:

- knowledge and experience gained by participants, learners or staff;
- increased skills or achievements;
- improved cultural awareness;
- better language skills.

Who

The next step is to identify who will be the target groups of your dissemination activities. Those will be the organisations with which you will share the results of your project. It's crucial to identify the target groups of your dissemination strategy since the activities you will plan shall be tailored on the target group.

Include different stakeholders in your dissemination plan. If you share your new knowledge only with teachers, the knowledge will stay in a very narrow group of people. Think about the ways to include more diverse groups. Some examples of target groups you may want to choose in your project are the following:

- within your organization

- school: students, teachers, non-teaching staff, parents, management board;
- with other organisations and the public
    - local community: local government, local authorities, professional bodies, libraries, NGOs, decision makers;
    - national level: practitioners, fellow teachers, associations, decision makers; press and media.
    - Fellow teachers and teacher associations
    - Fellow local schools
    - Public institutions in charge of education policy
    - Relevant stakeholders
    - Decision-makers at local, regional or national level
    - General public
    - Press and media

How

Finally, you have to identify concrete measure to disseminate and exploit the project results. Those measure shall take into consideration the target groups that you've chosen. Some examples of measures you could embed in your dissemination strategy are the following:

- Organise public events with local schools/teachers/ parents
- Share the project results during in regular public events you organise
- Internal training event in which the staff that participate to the training course abroad is sharing what they have learned with the other teachers
- Involve stakeholders in view of transferring results to end users/ new areas/policies
- Promote the results inside networks and/or communities of practices you're part of
- Promote the results of the project through local media (i.e. newspaper, radio, …) and press conference
- Publish the results in your website or in a website/blog dedicated to the project
- Disseminate the results through your social networks channels (i.e. Twitter, LinkedIn, Facebook, …) or through social network channels created ad hoc for the project
- Disseminate the results through specific social media external groups
- Disseminate the project results in your newsletter
- Prepare an article or blog about your mobility experience
- Conduct regular activities such as information sessions, training, demonstrations, peer reviews
- Organise a summer school for your students in which you will learn about the topic of your mobility
- Upload the results of your project in the Erasmus+ platform for dissemination and exploitation of project results (http://ec.europa.eu/programmes/erasmus-plus/projects/)
- Share the results in eTwinning (for general education) or EPALE (for adult education)
- Disseminate the project results through the local EuroDesk and local council communication channels with which we closely cooperate
- If you are thinking to further your international cooperation and your mobility is a starting point for Key Action 2 projects, tell the audience how your project will continue in the future.

Channels for reaching your target groups

- social media: Facebook, LinkedIn, Instagram, YouTube, Pinterest, Twitter, Flickr;
- internet: school website, blog, associations' websites, local community website, email, newsletter, ebooks, online power point presentations, webinars, MOOC;
- audiovisual media: radio, TV, video clips, podcasts, apps;
- print: flyers, leaflets, reports, articles, press releases;
- public events: meetings, information sessions, workshops, seminars, training courses, exhibitions, demonstrations, peer reviews, open days, conferences, participation at local / national / international events giving presentations about the mobility project;
- Erasmus+ Project Results Platform;
- visits to key stakeholders.

The more, the better. Even if your mobility project is small, include at least 7 different resources to cover different target groups.

Teamwork rules apply also in the case of dissemination. If you have a colleague from your school that also went to mobility, try to prepare a dissemination event together. This will encourage broader range of people to join the event and maybe motivate them to apply for mobility.

KEY TAKEAWAYS

Impact is about learning outcomes, dissemination is about spreading the word about your project;

Include at least 7 different resources to cover different target groups;

Show how will you share tangible results and not just inform people about the project;

Answer all the important questions: Why? What? Who? How? - start with why.

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i. To share results within your organization (1000) ← **This number in brackets is the maximum number of characters for this answer**

Describe why, what and how you would like to disseminate.

The target groups for sharing the results within your organisation are students, teachers, non-teaching staff, parents, management board, etc

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ii. To share results with other organisations and the public (1000) ← **This number in brackets is the maximum number of characters for this answer**

Describe why, what and how you would like to disseminate.

The target groups for sharing the results with other organisations and the public are:

- o local community: local government, local authorities, professional bodies, libraries, NGOs, decision makers;
- o national level: practitioners, fellow teachers, associations, decision makers; press and media.
- o Fellow teachers and teacher associations
- o Fellow local schools
- o Public institutions in charge of education policy
- o Relevant stakeholders
- o Decision-makers at local, regional or national level
- o General public
- o Press and media

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iii. To publicly acknowledge European Union funding (1000) ← **This number in brackets is the maximum number of characters for this answer**

In accordance with the Commission's guidelines on visual identity, all EU programmes must be identified exclusively by the EU emblem and the mention of the programme name (in this case "Erasmus+").

In order to publicly acknowledge European Union funding, you can display the EU emblem and Erasmus+ programme name in all your information, communication material and dissemination activities.

You can mention how you will include the European Union emblem and Erasmus+ logo in the activities you selected to share results within your organisation, with other organisations and the public.

You could also organise additional activities with local schools and organisation to acknowledge the funding your organisation received and explain them how they could have access too!

PROJECT SUMMARY

You should provide a short and efficient summary of your project for some of the sections (background, objectives, activities, follow-up). Please note that your project summary may be used by the European Commission, the National Agencies and the Erasmus+ dissemination platform to disseminate good practice of this EU programme. That is why, although you are allowed to fill in your application in your native language, a translation in English must be provided. Also this project summary might be used by evaluators as an introduction to the assessment of your mobility project.

Please note that it is of particular importance to provide an easy-to-read and comprehensive summary of you project. That is why you should write your summary in plain, precise, concise and clear language, and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results, its impact and longer-term benefits.

i. Background: Why did you apply for this project? (1000) ← **This number in brackets is the maximum number of characters for this answer**

Please provide a translation in English. (1000) ← **This number in brackets is the maximum number of characters for this answer**

ii. Objectives: What do you want to achieve by implementing the project (1000) ← **This number in brackets is the maximum number of characters for this answer**

Please provide a translation in English. (1000) ← **This number in brackets is the maximum number of characters for this answer**

iii. Implementation: What activities are you going to implement? (1000) ← **This number in brackets is the maximum number of characters for this answer**

Please provide a translation in English. (1000) ← **This number in brackets is the maximum number of characters for this answer**

iv. Results: What results do you expect your project to have? (1000) ← **This number in brackets is the maximum number of characters for this answer**

Please provide a translation in English. (1000) ← **This number in brackets is the maximum number of characters for this answer**

ANNEXES

Declaration of honour

The legal representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it. The signed Declaration of Honour then needs to be scanned and attached as an annex before your application form is submitted online.

Formal agreement

According to the Erasmus Quality Standards - mobility projects - VET, adults, schools, the National Agency should be able to review the formal agreement between the beneficiary (your organisation) and the service provider (our organisation), covering the following elements:

- tasks to be carried out
- quality control mechanisms
- consequences in case of poor or failed delivery
- flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events.

Depending on what role you selected for us, we have one template for hosting organisations and one template for supporting organisations.

Please, check our terms&conditions page to download samples of our formal agreements.

Please, use the document linked underl Booking type "Organisation" for either the Hosting organisation or Supporting organisation, depending on the role you chose for us. If we are added as "Supporting organisation" (e.g. courses in Dublin), please remember to add the "Partnership agreement" you'll find on the same page.

We recommend the formal agreement draft should be attached as an Annex to your application.

Letters of intent

Collecting letters of intent shows we have been in touch and that we are proactively planning your activities. Please, fill in the "letter of intent" form to generate the letters of intent for your application. Please, add this letter to the

"Annexes" section of your application form, by clicking "Add Document" in the "Other Documents" part of the "Annexes" section.

Any other evidence to support the award criteria

Please, attach any other document which could be evaluated in favour of the award criteria.

Contact your National Agency!

Please contact your national agency to see if they have any specific required annexes that should be included in your project application.

CHECKLIST

Before validating and submitting your application, you should make sure that it fulfils the requirements listed in the checklist proposed by the application form.

SUBMISSION HISTORY

Applicants must ensure they have validated all sections of the application before submitting. You should only submit your application only when you are happy with the finalised version. You should also ensure that all sections of the form are valid and all annexes are attached before submitting the form. You must also ensure that you are connected to the Internet when submitting your completed application. What is more, it is most advisable to save the final completed version of the application form on your computer in case of any technical issues might happen (fingers crossed!). Applications must be submitted online by the deadline established by Erasmus+. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

CHECK YOUR PROPOSAL BEFORE SUBMITTING

YOUR CHECKLIST FOR SUCCESS

Please, doublecheck your application draft against the following points:

1. **The application describes the target groups and benefits/results for each of them:** The target group's needs are one of the most important parts of a KA1 application. In order to achieve overall organisational development, you must meet the needs of the people involved in the project, either directly or indirectly. It is vital to conduct research and create a thorough needs analysis. A common mistake is assuming what people need or trying to engineer needs to fit within the project objectives when it should be the opposite way around: have inspiring conversations with all stakeholders! Present a clear and logical needs analysis process so that evaluators can easily see how this informed your overall plan. Your target groups could be involved at one or more of the project phases: planning, preparation, implementation and follow-up.
2. **The application includes a description of all partners in the activities, objectives and project summary sections.:** Whether we are hosting organisation or just supporting organisation, please describe us in your activities, objectives and project summary sections. Explain how we planned together, what added value we bring and also future opportunities to create further networks. Please, stress the fact that you are writing the application draft and focus on our customised meetings/emails rather than our webinars: it is important you

focus on the customised support we gave and that you describe about more for what we will do rather than we did (as we just did some planning with you!)

3. **The application shows evidence of communication activities between partners:** consider your project as the outcome of interactive communication between partners. Mention us as your partners and please make sure you explain how your project is about cooperation and something you do together with other international parties rather than simply "buying services"! Describe our communication activities in both your activities and objectives sections. Remember to attach our formal agreements and the letters of intent to the Annexes section!

4. **The contents of activities are described as part of the four project phases (planning, preparation, implementation, follow-up) and not only like "taking a course":** Please, describe how you planned, prepared and will follow-up your project, not only the daily programme when you are implementing your mobility. Explain how our partnership supported the planning and how we cooperate to prepare, implement and follow-up. Explain how planning and preparing help reaching the results. You must describe a clear plan of working for each of the activities and show the logical links between the various parts and phases.

5. **Background, needs and challenges, objectives and follow up activities are ALL aligned**. Each target group will have its own needs and challenges in the background of your organisation. You must make sure you align them and create objectives relevant to them and coherent follow-up activities.

6. **Your application includes green and digital elements in the activities, objectives and project summary sections.** Please, choose "Grow a tree", Green travel, Digital: services for blended activities and stress your commitment to eTwinning. The application describes your commitment to eTwinning. Etwinning is the most powerful tool to boost your international cooperation with other schools: please, make sure you mention its use! You should explain why all those elements are necessary for your activities and objectives. Make sure a well-structured explanation is given in the activities, objectives and project summary sections. Make sure you tick "Blended mobility activities" if relevant.

7. **The application mentions Europass mobility:** validation of your learning outcomes is critically important especially when going abroad. Make sure you mention you are responsible to complete your Europass. For more information, contact your National Europass Centre.

8. **The course activity duration is 6 days (+ travel days).** Please, make sure you describe the activities over 6 days (+travel days) and then you apply for 6 days of activity. Our programmes are based usually on a 6-day programme (5 days for course and 1 day for socio-cultural learning activities). Please, doublecheck all the course details.

9. **You controlled the calculation of your total grant:** Does it include 6-day course? Does it include individual support additional days due to green travel? Does individual support calculate course plus travel days? Is there budget for accompanying persons? etc

10. **The application clearly describes evaluation plans:** Please, mention the indicators and tools you will use to evaluate how the objectives and desired outcomes were achieved at the different stages of your Erasmus+ mobility project's lifecycle

11. **The application includes a well-structured plan to integrate (impact) and share (dissemination) results:** Describe clearly the steps to integrate the results in your organisation at various levels with concrete examples. Describe how you spread information about your project and how you disseminate it!

12. **You asked for feedback by other people.** Ask your colleagues, the head of your unit/department and other people for feedback! Please, send a draft of your project application: we are happy to share our feedback as soon as possible!

AWARD CRITERIA

Your Short-term mobility project application will be evaluated and will score maximum 100 points.

Short-term mobility projects will be assessed against the following criteria:

- Relevance of the project (**30 points**)
- Quality of the project design (**40 points**)

- Quality of the follow-up actions (**30 points**)

We hope this project application guide was helpful to understand the meaning of each award criteria details:

Relevance of the project (30 points)

Definition
 	
The extent to which:
 	
- 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
- the project proposal is relevant for the following specific priorities:
    ○ supporting newcomers and less experienced organisations
    ○ supporting participants in long-term learning mobility of pupils
    ○ supporting participants with fewer opportunities

Quality of the project design (40 points)
Definition The extent to which: - the proposed project objectives address the needs of the applicant organisation, its staff and learners in a clear and concrete way - the content of proposed activities and balance between different types of activities are appropriate for the achievement of the project objectives - there is a clear plan of working for each of the proposed activities - the project incorporates environmentally sustainable and responsible practices - 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

Quality of the follow-up actions (30 points)
Definition The extent to which: - the applicant has proposed concrete and logical steps to integrate the results of mobility activities in the organisation's regular work - the applicant has proposed an appropriate way of evaluating the project outcomes - the applicant has proposed concrete and effective steps to make the results of the project known within the applicant organisation, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding

Winning the project means scoring a high score at evaluation stage. Through this part of the project application guide and following parts, certain sections are marked with a star: it means you have to pay attention as the section is connected with award criteria and make sure you include some written consideration of the section in light of your organisation needs. If you write about the sections marked with a star, you are likely to score more!