



CENTRE for LIFELONG LEARNING level 2

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Erasmus+

KA1 ADULT EDUCATION

A USEFUL GUIDE FOR APPLICANTS TO FILL-IN THE APPLICATION FORM

IMPORTANT:

1. Remember, applications for Erasmus+ funding are made **through the institution/organisation** rather than by individuals.
2. Check the correct **deadline** for the Key Action 1 you want to apply under.
3. **Start your application** well before the due date, in case there are any issues with IT on deadline date.
4. Read the Erasmus+ Programme **Guide** in detail to ensure you understand the funding rules and eligibility criteria for your chosen activity.
5. Ensure your organisation/institution is **eligible** (read the Call for Proposals for KA1 in your country National Agency).
6. Make sure you use the correct **Personal Identification Code** (PIC) – there should only be one for each organisation.
7. When your PIC is entered into an application form, your organisation's details will be entered automatically.
8. Use the correct distance when calculating travel by using the **distance calculator**.
9. Check the eligibility of your activity type: ensure you have the correct number of participants and duration of activity.
10. Remember there are word limits in sections of the application form.
11. Ensure that start date and end date of your project accurately reflect the length of the project applied for. In Key Action 1, that is either one year or two years, e.g. 01/06/16 – 31/05/17 or 15/08/16 – 14/08/17.
12. Ensure you understand the quality criteria against which your application will be assessed. See the **“Guide for Experts on Quality Assessment”**.
13. Whether you have been successful or unsuccessful in applying for funding for a project, you can still apply for another project in the next funding round.

FILLING IN THE APPLICATION FORM

A - General Information

This section consists of an overview of the application form.

B - Context

Check that the pre-filled fields Key Action, Action and Action Type correspond to the funding being applied for:

Key Action: Learning Mobility of Individuals

Action: Mobility of Learners and Staff

Action Type: Adult education staff mobility

Call: 2018

Round: Round 1

If any of the above fields do not apply to your organisation or the grant you wish to apply for, then you are using the wrong form – please visit your National Agency website to download the correct eForm.

Use the official **language** of your country to fill in the eForm.

B.1 – Project Identification

Project title: Please choose a title for the project, different from your organisation's name. Title should be in English (or also in English).

Project Acronym: Please enter any acronym for your project title here.

Project Start Date: Select a start date between 01/06/2017 – 31/12/2017 from the calendar.

Project Total Duration: The overall project duration can be between 12 and 24 months – **please ensure that your selected project dates fit this duration**. Select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates.

It is more convenient to select 24 months in case the decision of your NA is delayed.

Title must be in English, even the application you write in your national language.

B.2 – National Agency of the Applicant Organisation

Identification: Select the NA of your country from the drop down box.

C.1 – Participating Organisation

In advance of completing this section of the form you must register your organisation on the European Commission's Participant Portal to obtain a nine digit **PIC number**. Please refer to the [Guide](#) for further information. If you have already submitted an Erasmus+ application, you do not need to re-register and should use the same PIC for any further Erasmus+ applications.

Once you have entered your PIC in the box and selected '**Check PIC**', the address fields should populate automatically.

If there are any changes to the information originally provided, you should log back onto the

Participant Portal and update the information accordingly. If you are not able to make the amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

C.1.1 – Profile

This field is compulsory, so, you cannot leave it empty and should pick one option from the drop-down menu. If you cannot find the right organisation type in the list of the drop-down menu, this can be given as ‘Other’ in the electronic form.

“**Is your organisation a public body?**” and “**Is your organisation a non - profit?**” in this section of the form will also be pre-filled using the information submitted on the European Commission’s Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation’s registration in the Participant Portal. Please have a look at the Participant Portal User Manual for advice on how to update these details:

http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf.

Total number of staff: Please enter the total number of staff employed at your organisation.

Total number of learners: Please enter the total number of learners enrolled at your organisation.

C.1.2 – Consortium

Please specify ‘**yes**’ or ‘**no**’ here depending on whether you are applying on behalf of a consortium. If you specify ‘no’, you can move straight on to ‘C.1.3. Background and Experience’. If you specify ‘yes’ as you are part of a consortium, new sections will appear for you to fill in details of the consortium members.

If you are applying as part of a national non-vocational adult education consortium, please ensure that you include the minimum required eligible number of three partners from your country. If your application contains only two organisations from your country (you and one other partner) your application will not be considered eligible.

Please note that, as the applicant organisation leading the consortium, you must provide partner mandates for each of your country’s partners.

The **mandate** should be between the applicant organisation and the relevant country’s partner. These mandates should be annexed to your application form at the time of submission. The European Commission has provided a partner mandate template which must be used and which can be downloaded from [ERASMUS+ website](#).

Consortium Member

In C.1.2.1. and C.1.2.2. you can fill in the details of your consortium members. There is space given to provide the details of two consortium members as this is the minimum consortium requirement, however if you have more members in your consortium you can add more by clicking ‘**Add Member**’. All other partners involved in the project, including the other Consortium members, will also need to have a registered PIC. Please repeat the same steps as for Applicant Organisation when adding information about partner organisations.

You must ensure your computer is connected to the internet then enter the consortium member’s PIC number into this section and click the ‘**Check PIC**’ button. The consortium member’s information will automatically populate the form. Again, we would recommend that your consortium members test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

Profile

Sections C.1.2.1.1. and C.1.2.2.1. of the form will be pre-filled using the partner information submitted on the European Commission's Participant Portal. Please check that this information is accurate and ask the relevant partner(s) to update the Participant Portal if necessary.

If the field '**Type of organisation**' is not filled in, the form will not validate correctly. This can be manually filled here, without needing to ask the consortium member to update their information on the Participant Portal, by selecting the most relevant type from the drop-down menu.

Again, as you did for the applicant section, you will need to fill in the total number of staff and learners that the consortium member has.

C.1.3. Background and Experience

This section refers back to the applicant organisation. **If applying as part of a consortium, please also use this section to refer to the background and experience of your consortium partners.** The information in this section will inform the assessment of your organisation's (or your consortium's) capacity to manage the project and requested grant successfully.

Please briefly present your organisation: Please include the aims of your organisation, its history, its location and how the activities proposed in this application fits into other programmes or activities you deliver.

What are the activities and experience of your organisation in the areas relevant for this application? Please detail how your organisation's previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project. Please give details of the number of administrative and delivery staff involved in this project (detailing paid staff and volunteers) and their competences or relevant experience or qualifications.

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application? Please select from the drop-down menu. If you select 'yes' here, complete the table with the relevant information. To add more activities, click on the + button. To delete activities, click on the - button. If you have been involved in previous projects but do not know the exact details please contact the National Agency in your country.

C.1.4. Legal Representative

Enter the details of the person who is authorised to enter into a legally - binding commitment on behalf of your organisation. The **Legal Representative** must be an employee of the applicant organisation and may be your Finance Manager or another member of the Senior Management Team. If your application is approved this person will also be the signatory for the Grant Agreement and the person who takes on the terms and conditions attached to the grant on behalf of the organisation.

Please complete every field in this section.

In order to facilitate contact between the applicant and the National Agency, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

If the address of the legal signatory is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

Please note: it is important that the legal representative details are consistent throughout the application form, in the Declaration of Honour, partner mandate (if applicable) and other supporting documents. If there are inconsistencies, your application might not be taken forward.

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2017 Programme Guide, Part C,

Step 2: Check the Compliance with the Programme Criteria on Page 245 - 247, ensure you give special attention to the Exclusion Criteria.

C.1.5. Contact Person

Complete as per Legal Representative. We will use these details as the first point of contact during the application process and, should the application be successful, the delivery of the project. We strongly recommend that the contact person is different from the legal representative.

If the address of the contact person is different from the organisation address, you should ensure there is a check in the box next to 'if the address is different from the one of the organisation, please tick this box' and then provide additional address details.

Please ensure that the contact person details are up-to-date and that those people will be available throughout the application process as well as the project life time. Please contact us as soon as possible if there are any changes.

Partner Organisation

If you apply in order for your staff to attend a structured course provided by Epimorfotiki Kilkis, then Epimorfotiki Kilkis is a "COURSE PROVIDER", not a PROJECT PARTNER ORGANISATION, therefore you don't need to add us as "Partner Organisation".

However, in some countries the National Agency demands that also the COURSE PROVIDER' should appear as PROJECT PARTNER ORGANISATION. If it is the case in your country (please, verify this by contacting your NA), then you should proceed as follows:

Clicking on the 'Add Partner' button will create a new partner record. This section will be numbered 'C.2.' and will be structured as Section C.1. above.

Epimorfotiki Kilkis will provide you a detailed description about the organisational capacity to manage the project and the partnership. This description will be used in this section.

A mobility project is transnational and involves a minimum of two participating organisations (at least one sending and at least one receiving organisation) from different countries.

Applicants must ensure they are connected to the internet then enter their partner organisation's PIC number into this section and click the 'Check PIC' button. The partner organisation's information will automatically populate the form. Again, we would recommend that your partners test their PICs well in advance of applying to ensure that the information is correct and that there is time to resolve any PIC issues.

The description of your partner's background and experience should make it clear why this partner has been chosen and what skills and experience the partner has. You should demonstrate what relevant, complementary expertise the partner brings to the project.

Important Note: You must annex a **signed partner mandate for each consortium partner in the project** to the application form. The European Commission has provided a partner mandate template which must be used and which is mandatory for applicants to complete and can be downloaded [here](#). Please ensure that each mandate is signed and dated in original by the organisations' legal representatives. Electronic signatures will not be accepted. Please note that the organisation details provided on partner mandates must match the partners details specified on the Participant Portal and/or application form.

Profile

Epimorfotiki Kilkis will provide you a detailed description about the organisational capacity to manage the project and the partnership. This description will be used in this section.

In case of a Consortium:

Again, the field 'Type of organisation' can be manually filled here if not already filled in by the partner organisation by selecting the most relevant type from the drop-down menu.

As you did previously for the applicant section and if you had any consortium members, please fill in the total number of staff and learners that the partner organisation has.

Background and Experience

Epimorfotiki Kilkis will provide you all the necessary information.

In case you apply as a Consortium:

This section of the application is broken down into three sub-questions and asks for further information regarding the activities and experience of partner organisations in the areas relevant to the application. Additionally applicants must outline the relevant skills and expertise of key people at the partner organisation. There is a 5,000 character limit for these sub-sections.

Please follow the advice provided in section C.1.3. when completing this section in relation to your partner.

Legal Representative

Epimorfotiki Kilkis will provide you all the necessary information.

In case you apply as a Consortium:

Details of the partner's legal representative should be provided in this section. If the address of the legal signatory is different to the organisation's address please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

Contact Person

Epimorfotiki Kilkis will provide you all the necessary information.

In case you apply as a Consortium:

Details of the partner's contact person should be provided in this section. If the address of the contact person is different from the organisation address, please check the box next to the statement 'if the address is different from the one of the organisation, please tick this box', and provide additional address details.

Add/Remove Partner Button

Additional partners, where necessary, can be added by clicking on the '[Add Partner](#)' button. If a partner has been entered in error you can delete their information using the '[Remove Partner](#)' button.

Useful tip: Please note that by clicking '[Remove partner](#)' this will only delete the most recently entered partner, so to avoid re-entering information you may wish to ensure that your partnership is finalised before completing the application form.

D. European Development Plan

THIS IS THE CORE AND MORE IMPORTANT PART OF YOUR APPLICATION

This section requires specific information about your organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation with regards to quality development and internationalisation. If you are applying as part of a consortium, then this section will ask about the needs of the consortium as a whole.

The purpose of the European Development Plan is to ensure that the planned mobility activities are relevant both for the individual participants and for the organisation as a whole. It is also to ensure that the activities will have a positive impact on the quality of teaching and learning provided by your organisation/consortium, and should demonstrate that the proposed activities tie in with the

organisation's (or consortium's) wider European/International strategy.

This section is broken down into **3 sections**.

SECTION 1

You will be asked to reflect on how your organization/institution is developing and implementing issues related to internationalisation and quality development, for example in terms of management competences, staff competences, new teaching and learning methods or tools, the organisation's European dimension, language competences, curricula, organisation of teaching, training and learning, and reinforcing links with partners.

Refer to your organization/institution (training/pedagogical) needs to look for collaboration, exchanging of experiences and best practices with other organizations/institutions from EU. At the same time, you should argue and document why you can't achieve the same results in your country. For example, in this section you may refer if your purpose is to acquire skills about innovative teaching methods, to make practice on new educational tools, to improve your teaching/training skills, or to develop the ability to manage the school better.

Also, the needs to improve your (professional) language skills, or other self-improvement skills.

Remember, all the above, is not just for your personal improvement, but mainly for the development of the school's educational efficiency and students'/trainees' better education.

SECTION 2

In this Section you are asked to outline your organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs. Describe how Epimorfotiki's course fits with the training needs and the achievements foreseen from your organisation and the participating staff.

SECTION 3

In the final Section explain how your organisation will integrate the competences and experiences acquired by staff participating in the project into its strategic development in the future.

Also, describe the way you plan the dissemination of the results achieved to the entire organisation and which are the benefits for your organisation. How the staff who attended the course will be involved in the dissemination activities.

Finally, you will also be asked if you are planning to use any of the following tools in your project (these are not compulsory selections): eTwinning, The School Education Gateway, EPALE.

- If you apply for "MOBILITY FOR ADULT EDUCATION STAFF" answer positively (YES) for EPALE.
- If you apply for "MOBILITY FOR SCHOOL EDUCATION STAFF" answer positively (YES) for E-TWINNING and "SCHOOL EDUCATION GATEWAY".

It is very positive to refer that you are using these tools and that you will upload the results from your participation in this course.

If this is a consortium project, you should refer to the strategic development of each individual consortium member, as well as the consortium as a whole.

E. Description of the Project

In this section, you must provide a **rationale** for your project, and identify both the project's **objectives** and the **issues/needs** the project will seek to address. You should describe the **added value** in terms of the skills/knowledge participants will acquire from completing a European mobility. It is also important to specify the planned duration of the course and provide a justification for the length of time spent abroad.

Explain that the purpose of this project is to improve your organisation's efficiency, in terms relevant to the course's aims. Also, you should point out that the final beneficiaries are your teachers / trainers / staff and, of course, your students / trainees.

Here you will also need to include information regarding what **EPIMORFOTIKI** will bring to the project in terms of expertise, skills and experience of working with the identified target group. It is recommended that an account of the history behind the partnership is given and a reason for

choosing EPIMORFOTIKI as partner. You choose EPIMORFOTIKI's course because of its reliability, because of the quality of the training services offered, the efficient preparation of the mobility, its +20 years of experience in Lifelong Learning Programmes, because you heard about it from other organisations, etc.

EPIMORFOTIKI will collaborate and support your organization in the **evaluation** of the whole mobility by providing questionnaires to the participants, exchanging information etc.

There is a 5,000 character limit for each of these questions.

Finally, applicants must select relevant topics being addressed by the project (a maximum of three). Examples are: environment and climate change; bringing non-formal methods into new contexts/formal education; language learning; use of ICT; greater inclusion of disadvantaged groups. To add topics, click the '+' button and select an option from the drop-down list.

EPIMORFOTIKI will provide you the most appropriate topics in relation to the course that you choose to apply for.

If in your application you chose to apply for more courses (apart for Epimorfotiki's) you should combine topics.

F. Participants' Profile

In this section applicants must detail who the project's participants will be, how the project links to their needs and what they will gain from taking part in the project.

You should ensure this section is specific to the target sector or group you are sending rather than provide generic descriptions.

Your organisation is responsible for the selection of adult education staff to send in Greece. It is important that appropriate and fair **selection processes** are in place. Any differences in the needs, background and selection between different staff members will need to be detailed.

When selecting adult education staff, it is important that an **appropriate selection process** is in place.

The selection process for staff mobility must be made public, and be fair, transparent, well-documented and shared with all parties involved in the selection process. Selection should be made on the basis of a draft mobility programme submitted by the staff member after consultation with the receiving institution or enterprise/organisation. Prior to departure, the final mobility programme should be formally agreed by both the sending and the receiving organisations. **Mobility agreements** will define the target learning outcomes for the period abroad, specify the recognition provisions and list the rights and obligations of each party.

It is not mandatory to put the names of participants at the stage of submission, but it will be positive if you can put some names. Explain how did you choose the specific teachers/trainers/staffs among all those working for your organization. Refer that participants really need this project in order to improve organisation's efficiency of the education/training services offered and the students/trainees better education.

There is a 5,000 character limit for this question.

F.1. Learning Outcomes

This section of the form should provide detail regarding the **competences** which participants will acquire or improve during the project. For **adult education staff** this should include the knowledge, skills and attitudes or behaviours that will support their professional development with a view to innovating and improving the quality of teaching and training on an individual level, as well as within a wider context across Europe. You should consider carefully how the learning outcomes for staff meet their needs and are consistent with the project's overall aims and objectives.

Skills can refer to management, school planning, curriculum, inclusion, education methods/tools, innovative pedagogical skills, ICT level, language skills, etc.

Applicants must detail any national instruments or certificates which will be used in addition to providing detail regarding the use of any European instruments or certificates. EPIMORFOTIKI recommends you to use the **EUROPASS MOBILITY CERTIFICATE** to validate the competences acquired. You can choose “Europass Mobility Certificate” by using the “+” button and selecting the relevant option from the drop-down menu.

Refer how you will use the Europass Certificate, explain that it is a widely known and used European instrument and that it proves that education has been reliable.

For further information see <http://europass.cedefop.europa.eu/en/home>.

If your project is approved, you should contact your National Europass Office to arrange issuing the Certificate.

A greater degree of accreditation and/or recognition which can be linked to the sector or education and training field concerned is more favourable. For staff, it is recommended that in addition to the Europass Mobility Certificate, participants have their learning recorded in their individual continuous professional development plans.

Where possible, the applicant organisation should also accredit the language skills participants acquire during their placement and preparation sessions.

Apart from the “Europass Mobility Certificate”, EPIMORFOTIKI KILKIS will issue a “**Certificate of Attendance**” to validate the competences acquired.

This section should also outline the contractual arrangements with partners and the learning agreements with participants.

There is a 5,000 character limit for each question in this section.

G. Preparation

G.1. Practical Arrangements

In this section you must identify how the practical and logistical elements of the project will be addressed. This includes, for example, travel, accommodation, insurance, the safety and protection of participants, mentoring, support and preparatory meetings with partners. The protection and safety of participants is a key feature of Erasmus+ so you should bear in mind the importance of having measures in place to address and ensure this.

You will also need to describe the practical and logistical support that participants will receive in advance of their mobility, providing as much detail as possible with regards to who will arrange the participants’ travel, insurance, visas (if applicable), and accommodation.

Where participants have specific needs applicants should address how these will be catered for.

It is important to clarify that a close cooperation has been established between your organization and Epimorfotiki aiming at facing and solving all practical arrangements. Also, the way, the tools and the frequency of **communication** between us must be reported here.

It is important to detail which activities each partner will be responsible for. Epimorfotiki will be responsible to provide information about learning issues, traveling, accommodation and subsistence, as well as for the cultural activities. We will be responsible for the local transports. An educational platform will be available for the participants, preparatory learning material will be available to them. Refer if you intend to provide language preparation to the participants.

There is a 5,000 character limit for this section.

G.2. Project Management

You will need to describe in detail the management of the project as well as addressing quality and management issues. Adult education organisations that plan to organise mobility activities for staff must organise their activities in line with the principles and criteria set out in the **European Quality Charter for Mobility**. More information on this can be found at

http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm.

You will need to demonstrate that you have, or will put in place, effective processes to manage the

project funding in a transparent and accountable manner. This is very important in evidencing the capacity of your organisation to manage the project. It is strongly recommended that you describe the administrative and financial structures that enable you to manage efficiently the project. This should also include a comprehensive **timetable** for the project, and identification of the **people responsible for each task**. If you have previously managed a similar project in the past i.e. under the Lifelong Learning Programme, you can use examples from this to demonstrate that a structured programme of activity can be delivered.

You will need to detail how you plan to address quality and management issues such as setting up partner agreements, project evaluation (questionnaires, interviews with staff and the participants, with the course provider, etc.) and participant learning agreements.

There is a 5,000 character limit for this section.

G.3. Preparation of Participants

You will be responsible for ensuring that your participants are fully prepared before they go on their placement abroad. Within your application, you will need to describe the **pedagogical, cultural and linguistic** preparation that staff will receive to ensure that they will be ready to live and work in a different environment and in a different country.

Refer if participants' preparation meetings are foreseen. The working language of the mobility itself is English, so you should describe if you will undertake a linguistic training, or the criteria that you will set so as to ensure that all participants have a basic knowledge of day-to-day vocabulary in English. Thorough **linguistic** and **cultural preparation** will help participants integrate into their new environment in Greece and to socialise with the local community. As such, the preparation should equip participants effectively for the professional and social aspects of the placement. This is particularly important as participants who are well prepared are less likely to withdraw during their mobility.

It is important that preparation is relevant to the staff target group and that it takes place prior to the participants' departure. You should clearly indicate how responsibilities for preparation activities are being shared between partners.

Epimorfotiki will put at participants disposal a Communication Platform in order to facilitate participants preparation. It will, indicatively, include a discussion forum, exchanging of documents, communication, questionnaires, and any other useful tool.

H. Main Activities

This section is split into 4 SESSIONS. There is a 5,000 character limit for each SESSIONS.

You need to outline the activities you plan to organise, ensuring that they are relevant and realistic, and describe the role of each partner.

SESSION 1

Describe here the activities before the mobility (e.g. meetings, communication with course provider, arrangements for the trip, accommodation, meals, learning preparation, etc.), during the mobility (communication with the organization, monitoring, problem solving, etc.), soon after the mobility and finally at the end of the project (seminars, meetings, dissemination activities, evaluation, etc.).

SESSION 2

Applicants, where applicable, must outline how they intend to co-operate and communicate with partners and other stakeholders, which is essential if you plan to run the project as part of a consortium. Tell how you will use your website (if any) and social media to communicate with participants and course provider.

SESSION 3

Applicants will also need to detail the role of each of the partners, how participants' progress will be monitored during their placement (if applicable) and who will be responsible for monitoring their work. Head of your organization is the main responsible to monitor over participants. During the mobility EPIMORFOTIKI will monitor over the implementation of the course, i.e. if participants are present, if they are active, etc., and will collaborate with the contact person of your organization. If any participant is not active he/she will not get the certificates foreseen.

You should ensure that your project activities are consistent with the project's overall objectives and

enable the participants to reach their required learning outcomes.

SESSION 4

Justification for accompanying persons (to support participants with special needs only) should also be given in this section.

H.1. Activities' Details

You will need to enter all activities or 'flows' for your project here.

For every activity type you intend to implement (Job Shadowing, Structured Courses/Training Events or Teaching/training assignments abroad) you fill in one line.

In order to apply for EPIMORFOTIKI's course, choose "Structured Courses" from the "Activity type" drop-down menu.

If you intend to apply for more courses, just click on (+) under "Flow".

You will need to ensure that the country of origin is always YOUR COUNTRY and that the country of destination is Greece.

The **distance band** should cover the entire journey, from the point of origin in your country to the specific venue of activity. You must use the [European Commission's distance calculator](#) tool to calculate the appropriate distance band.

Fill in the '**Total Duration Excluding Travel (Days)**' field, bearing in mind that staff mobilities must last between 2 days and 2 months. If you require any travel days, you can enter these in the '**Travel Days' box**'. A maximum of two days can be added to each mobility for travelling.

Next, you need to enter the **total number of participants** for this flow. Out of the total number of participants for each flow you must detail, where applicable, the number of participants with special needs and the number of accompanying persons (the numbers identified here must add up to the total number of participants identified for the activity). This table feeds directly into section J. Budget and if it is not completed correctly then the project budget may not be calculated correctly.

If an activity has been entered in error you can delete the information using the 'Remove Activity' button. Please note that this will only delete the most recently entered activity, so to avoid re-entering information you should try to ensure that your activities and flows are finalised before completing the application form.

I. Follow-up

In the '**Follow-up**' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities. EU wants to know what you do when your project is over. So, dissemination of results and project findings are important.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

I.1. Impact

You will need to detail the impact of the project at participant and sending organisation and target group levels as well as at the local, national and European/ international levels. You should illustrate a clear match between the training activities and the participants' training needs, as well as detail the impact on both the participants' professional and personal development.

The most important is that your student will get better education, after project. When you train teachers through a project, it makes them better teachers!

So, write everything how target groups and students will get benefits from this project (so again, not just from education trips).

Impact: - people are more motivated, enthusiasts and with new ideas after project. Target group is teachers, but also students. So, describe the impact on students, teachers, your organisation, local

society, etc.

There are two questions in this section with a 5,000 character limit for each question.

I.2. Dissemination of projects' results

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 (e.g. parents' associations, teachers'/trainers' associations, education community, local/regional/national media, institutions that your organisation makes part, etc.). 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 the applicant 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. Also, specify the means and tools that you are going to use, e.g. meetings, seminars, press releases, blog or other social media, website, newsletters, etc.

You will also be asked if you are planning to use any of the following tools in your dissemination and if so, how (these are not compulsory selections): eTwinning, The School Education Gateway, EPALE.

I.3. Evaluation

You need to detail the **evaluation activities** which will be undertaken to ascertain if the project reached its objectives. Evaluation should be an ongoing process and should be incorporated into the management processes outlined in Section G.2. Evaluation should also consider whether the impact expected from the project has been achieved, whether the mobilities themselves met the participants' needs and how you can improve on current or future mobility projects.

You can say that you will collaborate with Epimorfotiki to evaluate the phase of the Mobility itself. You must create questionnaires to evaluate all phases (preparation, mobility, and after mobility), write an evaluation report. It is a good idea if you say that you will publish the report to stakeholders and other institutions.

There is a 5,000 character limit for this question.

J. Budget

When applying for a Key Action 1 project for adult education staff you are eligible to receive funding for the following cost headings on a per participant basis (unit costs):

- Travel
- Individual Support
- Organisational Support
- Course Fees
- Special Needs Support
- Exceptional Costs
- Top-up for Expensive domestic travel costs

Useful tip: Unit costs can be understood as a set amount per participant which is a contribution towards the cost. For some unit costs you will spend more and for some perhaps less than the unit cost. Unit costs are used to help make the funding simpler to understand and manage.

When completing the budget section of the eForm it is important to note that automatic calculations will only take place when you press the 'Validate' button on the relevant page of the eForm. You will need to be connected to the internet for the page to update, and you will need to press the Validate button on each of the budget pages as you progress through the eForm. Certain sections can be amended manually so please double check these.

J.1. Travel

This is a contribution to the **travel costs** of participants, including accompanying persons, from their place of origin to the venue of the activity and return. Travel is calculated on a unit cost basis and will be payable according to the travel distance and the number of participants. All fields in this section of the budget will be automatically populated from the details you entered in the H.1 Activities' Details section.

Please note that the 'travel distance' measures the distance for a one-way journey but the travel costs have been calculated for a return journey. The distance bands are set out below:

Travel distance between:	Amount per participant, for travel costs from their place of origin to the venue of the activity and return
10 - 99 km	€20
100 - 499 km	€180
500 - 1999 km	€275
2000 - 2999 km	€360
3000 - 3999 km	€530
4000 - 7999 km	€820
8000 km +	€1300

In addition to the rates in the table above, if justified in the application form, a participant can be entitled to receive two top-ups for expensive domestic travel costs to participate within the same mobility activity: one to reach a main HUB/airport and/or a train/bus station within the country of origin and one more to reach a remote final destination within the receiving country. You should indicate how many of these per participant you wish to claim in the boxes provided.

This is a contribution to domestic travel costs exceeding €225 and the maximum that can be claimed is €180 per participant.

J.2. Individual Support

Individual support refers to the day-to-day living costs incurred by participants, including accompanying persons, during the mobility activity. This includes accommodation, food and insurance, as well as local travel to and from the venue of the placement in the host country. Individual support is calculated on a unit cost basis as detailed on page 76 of the 2017 Programme Guide and will be payable according to the country of destination and the duration of the activity.

Individual Support will be calculated as follows:

- up to the 14th day of activity: maximum allowance per day per participant.
- between the 15th and 60th day of activity: 70% of maximum allowance per day per participant.

Individual support rates are set by each National Agency within the range given by the European Commission in the 2017 Programme Guide.

The table in the application form will be pre-filled from section H.1. Activities' Details. If anything needs to be changed here you must return to section H.1 to make any alterations.

J.3. Organisational Support

Organisational support refers to any costs directly linked to the implementation of mobility activities (excluding travel and individual support for participants). Organisation support is calculated on a unit cost basis, per participant, and may be used to cover costs related to the selection and preparation (pedagogical, intercultural, and linguistic) of participants, the monitoring and supporting of participants during the mobility and the validation of learning outcomes. You can, where relevant, share organisational support funds with partner organisations that incur costs. This should be established through formal agreements.

Organisational support is calculated on a unit cost basis as follows:

- €350 per participant for up to 100 participants
- €200 per participant for any additional participants (above 100 participants)

The table in the application form will be pre-filled with the number of participants (excluding accompanying persons) from section H.1. Activities' Details.

J.4. Course Fees

Course fees refer to any costs directly linked to the payment of fees for the enrolment in courses that occur abroad as part of the placement. Course fees are calculated on a unit cost basis, per participant. A maximum unit cost of €70 per participant per day (up to a maximum of €700 per participant per project, not per mobility) for course fees may be requested, however, justification must be provided in the application form.

You will only be able to claim for course fees if you have listed '**Structured Courses/Training Events**' as one of the activities under section H.I. Activities' Details. You should select the relevant activity number in the Course Fees section of the budget, which will populate the Activity Type field. You will then need to give the exact duration of the placement and course duration and the number of participants, and then the form will automatically populate the grant available here. Applicants can use the '+/-' button to add or remove flows as necessary.

EPIMORFOTIKI structured course fee can be 350€, 420€, or 490€, depending on the duration of the Course.

J.5. Special Needs Support

Special Needs refers to any costs directly relating to project participants with a disability or other specific needs for which additional costs will be incurred.

Useful tip: A person with specific needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

J.6. Exceptional Costs

Exceptional costs are calculated on an actual cost basis. Depending on the type of exceptional cost you can request up to 75 or 80% of eligible costs. Please detail how many participants and a breakdown of costs in the narrative to support this. The funding rules state that these costs (based on actuals) are specifically to support the following:

- Costs for providing a financial guarantee;
- Expensive travel costs of participants from outermost regions and OCTs

K. Project Summary

You must provide a well-written, comprehensive summary of your project within the application. Project summaries must be written in clear, plain English and free from jargon. This is of particular importance as it provides a description of the project to the general public and will be used in European Commission's, Executive Agency's or National Agencies' documents. The project summary will also be automatically included on the Erasmus+ Project Results Platform, should your application be successful.

It is important to be clear and concise and to mention at least the following elements in your project summary:

- 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 and impact envisaged
- The potential longer term benefits

Keep in mind that this is the box that the evaluators read first. So, write carefully and write much! Tell proudly about your project application and tell how much good things you can make with it! As in 2017, the 2018 Programme Guide places a special focus on encouraging projects supporting social inclusion (notably of refugees and migrants), as well as preventing radicalisation.

L. Checklist

Good to check everything!

Use also "validate" box to confirm that every mandatory box is filled!

N. Declaration of Honour

This is your **organisation's statement** that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in the application form.

The legal representative who signs the Declaration of Honour needs to be aware that any administrative and financial penalties may be imposed on the organisation they represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

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 the application form is submitted online. **It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour signed by the legal representative will result in your application being ineligible.**

O. Annexes

The following documents need to be annexed to the application form:

- The **Declaration of Honour** signed by the legal representative mentioned in the application.

If your staff is just going for course(s), you do not have to upload any "mandates".

However, there are some National Agencies that still demand mandate also from course provider. Just ask it from us!

P. Submission

To send application you need internet connection. **Do not leave** this submission to deadline day (1st February). Server can stuck, and this pdf cannot make it in time (noon 12:00 in CET, Brussel time zone 1st February 2018).

P.1. Data Validation

Click on "validate" to check if that every mandatory box is filled. If a message appears with suggestions, just go there and update your information.

P.2. Standard Submission Procedure

1. You should only submit your application form once you are happy with the finalised version.
2. You need to ensure that you are connected to the internet in order to submit your completed application.
3. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.
4. The National Agency advises that you save the final completed version of your eForm on your desktop in case of any technical issues with submission.

5. To submit the form applicants should click the '**Submit Online**' button. The submission attempt will be recorded in the Submission Summary table.
6. If the form has been successfully submitted it will say '**Online submission**' under Event and '**OK**' and the **submission ID** under Status.
7. If there is any technical issue preventing the form from being submitted it will say '**Error**' under Status. If this happens and you are unable to submit the form, you should follow the Alternative Submission Procedure.
8. Issues identified when validating the form and not resolved are **not** classed as a technical issue.
9. Your application must be submitted online by the deadline: **12am (Brussels time) on Thursday 1 February 2018**.
10. If an application is submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

P.3. Alternative Submission Procedure

If you are unable to submit your application online due to technical issues you must take the following action:

1. Take a screenshot of the submission summary page demonstrating that the eForm could not be submitted online.
2. Email this to the National Agency in your country along with a copy of your completed application form and any annexes within two hours of the application deadline.

P.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used if you need to follow the alternative submission procedure outlined above.

P.5. Form Printing

The National Agencies advise that applicants print the final completed version of the eForm and retain it for their own records. However, hard copies of the eForm do not need to be posted to the National Agency.