

This document is for use as a **step-by-step guide to support organisations to successfully apply for a Erasmus+ KA1 - Mobility project**. These mobility projects can **provide additional grants to organisations, to cover the costs of their attendance at the Standing Committee's 2022 week long training course on inclusive education, which will be held on [Sunday 6th- Friday 11th March 2022 in Ljubljana, Slovenia](#)**.

### **What?**

The attached KA1 Learning Mobility Application guide provides step by step advice for each section of the application. The advice, **found in the red boxes on the form**, is tailored to the activities of our training course, helping potential applicants successfully apply for a KA1 Mobility project grant to attend our course.

### **For Who?**

A KA1 mobility application can be completed by:

- **Higher education students and staff;**
- **VET learners and staff;**
- **School staff;**
- **Adult education staff,**

**who are based in an EU Member States**. The aim of this is to support the professional development of those who work in education, training and youth to promote innovation and improvement in the quality of teaching, training and youth work across Europe.

### **What can you do?**

Organisations/schools/universities working in the above areas in EU Member States can apply for a KA1 mobility project to receive a grant, that would enable their staff to partake in our training course on inclusive education in Ljubljana, Slovenia in 2022. To find more information on the course you can click here- <https://www.easpd.eu/en/content/6th-edition-building-inclusive-school-all-european-training-course-inclusive-education>

Individuals interested in submitting a KA1 application to attend our course should **[complete the pre-registration form here](#)** so that EASPD can keep you updated on the organization of the course.

### **What next?**

The application forms for KA1 are available on the [new Erasmus+ and European Solidarity Corps Platform](#). You can fill them out online. Under 'Opportunities' you will find the new application forms for: [Short-term projects for mobility of learners and staff in school education \(KA122-SCH\)](#)

Each organisation who is involved in an application must have an Organisation ID (OID). Organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. If you do not, [you can follow the steps here](#).

**The deadline for applications for the period covering March 2022 is the 11<sup>th</sup> May.**

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Project Title		Innovative Strategies for Inclusion in schools		
Project Title in English				
Project Acronym		A4i		

Please use these details in your own form.

Project Start Date (dd/mm/yyyy)	Project Total Duration (months)	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
01-10-2021	12	01-10-2022	Select your National Agency here	English

### Applicant organisation/Partner organisation

OID	Legal name	Country Region	City	Website
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Please complete this section with your organisation's own details

To submit an application, you will need an Organisation ID (OID). Organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. If you do not, [you can follow the steps here.](#)

Is the organisation a public body?

Is the organisation a non-profit?

Type of Organisation

Main sector of activity

Associated persons should not be shown in PDF because of GDPR compliance.

## Application

Programme Erasmus+

Action Type Short-term projects for mobility of learners and staff in school education

Call 2021

Round Round 1

## Context

Welcome to the application form for a Key Action 1 mobility project in School Education

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

Field School Education

Project Title Innovative Strategies for Inclusion in schools

Project Title in English

Project Start Date (dd/mm/yyyy)	Project total Duration (Months)	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
01-10-2021	12	01-10-2022	BE02 - EPOS vzw	English

For the list and contact information of Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

### PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#).

## Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

**If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again.** Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

### Applicant organisation

Please complete this section with your organisation's own details

Organisation ID	Legal name	Country
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#### Applicant details:

Legal name

Country

Region

City

Website

### Supporting Organisations

Please identify the planned supporting organisations here. You can use an Organisation ID to fill in all the information instantly, or you can provide the needed information manually.

Organisation ID	Legal name	Country
E10188197	EUROPEAN ASSOCIATION OF SERVICE PROVIDERS FOR PERSONS WITH DISABILITIES	Belgium

#### Supporting Organisation Details : EUROPEAN ASSOCIATION OF SERVICE PROVIDERS FOR PERSONS WITH DISABILITIES

Legal name	EUROPEAN ASSOCIATION OF SERVICE PROVIDERS FOR PERSONS WITH DISABILITIES
Country	Belgium
Region	Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest
City	BRUXELLES
Website	www.easpd.eu

## Background

In this section you should answer the question: "Who are you as an organisation?"

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context'. It can be adult education, vocational education and training, or school education.

The following information is completed based on the information linked to your organisation identification number (OID):

Is the organisation a public body?

Is the organisation a non-profit?

Please choose the organisation type that best describes your organisation.

Type of Organisation

Does your organisation provide any formal or informal learning programmes relevant for this application?

Please briefly present your organisation.

i. What are your organisation's main activities?

ii. What are your organisation's activities in the field of this application?

iii. What profiles and ages of learners are concerned by your work?

iv. How many years of experience does your organisation have work in the field of this application?

What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application.

Number of non-teaching staff

## Past Participation

Would you like to make any comments or add any information to the summary of your organisation's previous participation?

## Project objectives

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples.

In this section you need to specify the key needs and challenges that you and your organisation have. EASPD's training course will need to be able to help you to meet these needs and challenges. You have to make sure that the needs and challenges are in line with the school project and plan. Inclusion is one of the priorities for Erasmus + programs, so make sure you put emphasis on this.

Focus on your needs:

- This could include the need to be able to work with different learning methods and to be able to appropriately respond to diversity in schools, or the need to develop and implement innovative strategies that can support inclusion.
- Your learning goals to support inclusion, such as the better understanding of the Index of Inclusion and Universal Design for learning, Curriculum differentiation within a national curriculum, Strategic planning or change management.
- Your goals for collaboration at a European level -these could be to fulfil your aim to learn from other national models and experiences.

Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners.

### Objective 1

#### Title

What do you want to achieve?

Possible objectives could be:

- Improving staff management competences- (this could be by developing your organisations internal skills in Strategic planning or change management.)
- Improving teaching and training content- (this could be by supporting your employee's understanding and application of the Universal Design for learning Model).
- Developing methods and tools- (this could be by increasing your knowledge of the Index for Inclusion and implementing it in your work)
- Developing key competences and skills of staff and learners (this could be by developing their critical thinking skills or by providing them with more hands-on experience in inclusive practices)
- Developing sustainable cross-border cooperation (this could include closer cooperation with the European Association of Service providers for Persons with Disabilities- working with the association provides a variety of structured opportunities to work alongside other educational services across Europe to share innovative best practices, expertise and knowledge and explore further cooperation.)

Make sure that everything that you write can be linked with the overall school project and plan and needs/challenges.

Supporting equal opportunities and access; dismantling barriers related to disability and creating/reinforcing mechanisms to translate into practice principles of equality and inclusiveness are priorities of the Erasmus+ programme so you can put emphasis on this as well.

#### Explanation

How is this objective linked with the needs and challenges you have described in the previous question?

#### Measuring success

How are you going to evaluate if the objective has been reached?

Ways to evaluate if your objectives have been reached could include:

- Pre- and post surveys
- Interviews with staff and stakeholders
- Narratives of people involved, including persons with disabilities
- Use of competence grids to assess competence acquisition before and after the training.

What topics are you going to work on in your project?

Disabilities Preventing early school leaving and failure in education Inclusion, promoting equality and non-discrimination



## Activities

Please choose the types of activities you would like to implement in your project and complete the details for the activities you have chosen, please open each type of activities from the table below by clicking on their name.

In this table and in the specific summary tables below you can see the overview of the information you have provided.

Activity type	Number of participants	Average duration (in days)	Number of accompanying persons	Average duration for accompanying persons (in days)	Number of participants for OLS	Total Grant
Courses and training	0	Add the number of participants you would like to join the course. Average duration= 5 days Course fees= €400				0

Activity type	Organisational support	Individual support for participants	Standard Travel	Green travel	Course fees	Linguistic support	Preparatory visits	Exceptional costs	Inclusion support for participants	Inclusion support for organisations	Total
Courses and training								0	0	0	0
								0	0	0	0

## Summary of participant profiles

Activity type	Number of participants	Digital Erasmus	Green travel	Apprentices	Recent graduates	Non-teaching staff
Courses and training						

## Courses and training

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: '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.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)	Digital Erasmus	Green travel
CRS-01							<input type="checkbox"/>	<input type="checkbox"/>

### Description (Courses and training)

Please provide some basic information about your plans for this type of activities

If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

Use this section to clearly link how the content of the inclusive education course can help you to meet the needs of your organisation:  
 This project will enable project participants to attend a European level training course on inclusive education that provide them with the tools, training and hands-on experience to plan and implement inclusive education.  
 This course will:

- Develop participants understanding of key theoretical frameworks, such as the Index for Inclusion and Universal Design for Learning and provide experience in how these can be applied practically. (This could support your learning goals or needs)
- Promote the increased knowledge and expertise of Curriculum differentiation within a national curriculum, Strategic planning and Change management and provide the tools that can help participants to develop their own strategies. (This could help you to meet your needs or achieve your learning goals)
- Provide expert trainers from a consortium of European organisations and universities involved in the development of inclusive education across Europe (This can help your organisation to meet your goals in European collaboration and partnerships)
- Enable participants to learn and discover with and from colleagues in an international setting, increasing the cultural awareness of participants and giving participants the opportunity to increase their organisations ability to form partnerships and collaborate at a European level.
- Provide participants with the opportunity to gain hands-on experience of inclusive education in practice. (This can help you to learn from these experiences, meeting your learning goals or develop innovative strategies).

Please define the expected results of the planned activities.

i. What benefits are the planned activities going to bring to the involved participants? What are they going to learn?

ii. To which project objectives will the planned activities contribute?

iii. How are the planned activities going contribute to these project objectives?

iv. How will you evaluate if the expected benefits for participants and other results have been achieved?

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

i. Please describe the selection process and the criteria you plan to use.

ii. Why did you choose this method of selecting participants?

### **Organisational Support (Courses and training)**

Organisational support covers various costs directly linked to the implementation of mobility activities that are not covered by other cost categories.

This includes 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.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to the tasks they have and expenses they may incur.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Number of accompanying persons	Organisational support base rate	Organisational support grant
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CRS-01

### Individual Support (Courses and training)

Individual support covers costs of subsistence for participants and accompanying persons during the activity.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)	Travel days	Individual support base rate for participants	Individual support base rate for accompanying persons	Individual support grant for participants	Individual support grant for accompanying persons	Total individual support grant
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CRS-01

### Travel (Courses and training)

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Number of accompanying persons	Green travel	Travel Distance	Exceptional costs for expensive travel	Travel unit cost	Travel grant
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CRS-01



### Course fees (Courses and training)

Course fees cover enrolment fees for courses and training.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Duration (in days)	Course fees unit costs	Course fees grant
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CRS-01

### Inclusion Support (Courses and training)

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative and other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

Mobility flow ID	Hosting organisation	Destination country	Number of participants	Number of participants for inclusion support	Inclusion support for organisations	Inclusion support for participants	Description and justification of expenses
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CRS-01

0

0

### Exceptional costs (Courses and training)

Exceptional costs may be claimed for a financial guarantee, if required.

Please keep in mind that accepted exceptional costs can be covered at a maximum of 80% of the paid amount.

Mobility flow ID	Hosting organisation	Destination country	Number of participants in the mobility flow	Number of participants supported with this cost item	Description and justification of expenses	Course fees unit costs	Course fees grant
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CRS-01

0

0

## Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the call for Erasmus accreditations. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

### I. Basic principles

- **Inclusion and diversity:** the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.
- **Digital education – including virtual cooperation, virtual mobility and blended mobility:** 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.
- **Active participation in the network of Erasmus organisations:** one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

### II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities:** the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility:** in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement

between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.
- **Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.
- **Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.
- **Regular updates:** beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.
- **Gathering and using participants' feedback:** beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

### III. Providing quality and support to the participants

- **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.
- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.
- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.
- **Preparation:** 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 organisation (and the hosting families, where relevant).

- **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.
- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.
- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.
- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.
- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

#### IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.
- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

#### Subscribing to Erasmus Quality Standards

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above and accept to be evaluated based on those standards. Please read the following statements carefully and confirm your agreement:

- 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



## Follow-up

What will you do to integrate the results of implemented mobility activities in your organisation's regular work?

The participants will work with a daily learning portfolio, to be designed before departure and continuously reflect and self-evaluate with a learning portfolio. This portfolio will be negotiated with the leadership and followed-up on after the training course. At the end of the course participants will present the learned content and the way they will apply this in the context of the school(s). This can have the format of an action plan, to be shared with the whole school. The dissemination will be done as broadly as possible and will include other schools from the community.

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

i. To share results within your organisation

Communication in the school and beyond is very necessary in an international project and during mobilities. Here under some examples: -

- Inside communication by internal newsletters including narratives delivered by the participants and the supporting team.
- Internal Presentations
- Further peer learning from those who attended the training

ii. To share results with other organisations and the public

Here under some examples:

- External newsletters to the schools of the community, based on the internal newsletter and completed by eTwinning input.
- Registration on eTwinning and exploration of a good and sustainable exchange and communication
- Exploration of the possibilities of Project Results Platform, if applicable.
- Exploration of the options on Gateway and Epale, e.g. the professional learning activities, etc.
- Experience sharing with other members of EASPD
- Exchange days, learning cafes

iii. To publicly acknowledge European Union funding

This could include use of EU Funding disclaimers attached to newsletters/article and reference to the funding scheme in the text of these materials.

## Project Summary

Please provide short answers to the following questions to summarise the information you have provided in the rest of the application form.

Please use full sentences and clear language. In case your project is accepted, the summary you provided will be made public by the European Commission and the National Agencies.

- i. Background: Why did you apply for this project?
- ii. Objectives: What do you want to achieve by implementing the project
- iii. Implementation: What activities are you going to implement?
- iv. Results: What results do you expect your project to have?

## Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 10.

## Declaration on Honour

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

File Name	File Size (kB)
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<b>Total Size (kB)</b>	0
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## Other Documents

Please attach any other relevant documents. Please use clear file names.

If you have any additional questions, please contact your National Agency. You can find their contact details [here](#)

File Name	File Size (kB)
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<b>Total Size (kB)</b>	0
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Total Size (kB)
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0

## Checklist

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

- It fulfills the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: BE02 - EPOS vzw

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").

## History

Version	Submission time	Submitted by	Submission id	Submission status
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