

# ERASMUS+

KA1 – Mobility for VET Learners and Staff

*Guide for Applicants*



<b>Introduction to Key Action 1 Mobility of Individuals</b> .....	<b>3</b>
Key Action 1 for Vocational Education and Training .....	3
Learner Mobility.....	3
Staff Mobility- sending.....	4
Staff Mobility- hosting.....	4
<b>Who is this guide for?</b> .....	<b>5</b>
Before you begin .....	5
1. Read more about this type of project .....	5
2. Check that you are an eligible organisation .....	5
3. Review your organisational and financial capacity.....	6
Organisational capacity .....	6
Financial capacity .....	6
4. Check whether your organisation has a Participant Identification Code (PIC) .....	7
5. Register on the European Commission’s Participant Portal .....	7
6. Upload or update the Legal Entity and Financial Identification Forms .....	8
7. Ensure you understand the quality criteria against which your application will be assessed .....	9
<b>Where to Find More Help and Advice</b> .....	<b>11</b>
<b>Step by step guide to completing the application</b> .....	<b>12</b>
Introduction to the eForm .....	12

## Introduction to Key Action 1 Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- Boost skills and employability
- Modernise education, training and youth work
- Focus on young people

Key Action 1: Learning Mobility of Individuals is about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities abroad to learners and staff.

### Key Action 1 for Vocational Education and Training

Key Action 1 Vocational Education and Training (VET) provides funding for projects that support the professional and personal development of individuals who are either undertaking vocational study or are professionals involved in delivering vocational education and training. This is achieved through mobility activities abroad in another Erasmus+ Programme Country, such as a work placement or traineeship, job-shadowing or a teaching/training assignment.

Croatian Vocational Education and Training (VET) organisations can apply for both learner and staff mobility funding under Key Action 1. The aim of a Key Action 1 VET project is to increase the skills and employability of VET learners and apprentices by providing them with practical experience abroad and exposure to other languages and cultures. Projects also aim to provide VET staff with an opportunity for professional development to increase their organization's VET provision through job-shadowing or a period of providing training or teaching at another VET organisation abroad. Additionally, Key Action 1 projects aim to increase the participating organization's capacity to work at an international level.

Funding is also available for HR organizations to receive staff from other programme country organizations through Staff Mobility under the Teaching/Training assignments activity.

Each project can last from between 12 to 24 months and organisations active in vocational education and training can apply for funding to support any of the following mobility activities within a project:

#### Learner Mobility

- a VET traineeship abroad lasting from 2 weeks (i.e. 10 working days) to 12 months, excluding travel time

Funding can be used to support apprentices and VET learners undertaking vocational training within a VET organisation. Apprentices or vocational learners who have recently completed their apprenticeship or course can also benefit from this opportunity – graduates must undertake their

training placement within one year of their graduation. The placement must include work-based learning at a VET organisation, employer or other relevant organisation.

The placement must be relevant to and fit well with the course that the student or apprentice is studying.

### Staff Mobility - sending

- teaching/training assignments – staff deliver teaching or training in a VET organisation abroad
- staff training – staff undertake a work placement or job shadowing experience in an enterprise or any other VET organisation abroad

Funding can be used to support staff engaged in VET activities, including support staff, managers and guidance staff as well as teachers and trainers working in the sending organisation. Staff mobility activities can last from 2 days to 2 months, excluding travel time. The minimum of 2 days must be consecutive.

### Staff Mobility - hosting

- teaching/training assignments – staff deliver teaching or training in a VET organisation abroad

Funding can be used to host teachers/trainers from a partner organisation who have been invited to deliver training/teaching at the HR applicant organisation or its consortium members. The training must contribute to your organisation's strategic approach on modernising or internationalising education provision and the proposed activity **must** have greater potential value than similar training offered in the HR. The learning outcomes of the training must also be appropriately recognized/validated and shared widely with others in your organisation. You may find it useful to provide a sample programme so it is clear what activities will be undertaken as part of the hosted teaching/training activity – this can be annexed to your application form.

In addition, in the case of teaching/training assignments, Key Action 1 is also open to persons from enterprises, public sector and/or civil society organisations.

Staff mobility activities can last from 2 days to 2 months, excluding travel time and must be consecutive.

## Who is this guide for?

This step-by-step guide is to help Croatian organisations complete the 2017 Erasmus+ Key Action 1 Learning Mobility of Individuals application eForm under the 2017 Call and should be read in addition to the [2017 Erasmus+ Programme Guide](#).

This guide is for organisations who are considering applying for funding for mobility projects in the field of VET.

## Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project
2. Check that you are an eligible organisation
3. Review your organisational and financial capacity
4. Check whether your organisation has a Participant Identification Code (PIC)
5. Register on the European Commission's Participant Portal
6. Upload or update the Legal Entity and Financial Identification Forms
7. Ensure you understand the quality criteria against which your application will be assessed

### 1. Read more about this type of project

We recommend that you read the relevant sections of the AMEUP Erasmus+ website and the European Commission's Erasmus+ Programme Guide to find out more about Key Action 1 for VET.

For Key Action 1 VET applications the relevant sections are:

- the Key Action 1 VET page of the Croatian NA's website which can be found [here](#); and
- Erasmus+ Programme Guide which can be downloaded from [this page](#).

### 2. Check that you are an eligible organisation

The following organisation types are eligible to apply for Erasmus+ VET funding:

- any public or private organisation (or its subsidiary/branch) active in the field of vocational education and training (defined as a VET organisation); or
- any public or private organisation active in the labour market or in the fields of education, training and youth.

Please also ensure the following:

- That your application meets the following eligibility criteria: both you and your partner organisations are based and registered in a Programme Country.
- The application must include at least one sending organisation and one receiving organisation.
- If you are applying on behalf of a HR national consortium ensure that you include at least two other HR partners – if you only have one HR partner your application will be considered ineligible.
- **Only one application per selection round** may be submitted on behalf of your organisation or your consortium partners. You can submit multiple applications as part of a consortium, but the project and the combination of consortium partners must be different.
- The project activities must meet the minimum number of days and not exceed the maximum duration.
- Your application form is completed in full and is submitted by the deadline.

For more information, please see the specific eligibility criteria for VET Key Action 1 projects on Pages 54-55 of the Programme Guide.

### 3. Review your organisational and financial capacity

#### Organisational capacity

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the National Agency and the Programme Guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;
- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the National Agency.

The above must be detailed in the application form but, where necessary, further information may be requested.

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the HR National Agency as a condition of participation in the grant award procedure or fail to supply that information (see the section 'Exclusion Criteria' in Part C, pages 246-248 of the Programme Guide).

#### Financial capacity

All Erasmus+ projects are co-financed and Erasmus+ grants will not cover all costs – the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities. Projects must be delivered and reported on using only a pre-financing payment or advance [note: in

certain circumstances, e.g. a weak financial capacity of the beneficiary does not allow for a single first pre-financing payment to beneficiaries, the HR National Agency reserves the right to make staged payments].

Please note, a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000 (see the section on 'Financial capacity' in Part C, page 249 of the Programme Guide).

In all other cases, applicants must submit, the following documents through the Participant Portal:

- For Actions managed by the National Agencies (i.e. KA1 Mobility for VET Learners and Staff, KA2 Strategic partnerships): the applicant's profit and loss account and the balance sheet for the last financial year for which accounts were closed.
- For entities which cannot provide the above documents because they are newly created, a financial declaration or an insurance declaration stating the applicant's professional risks may replace the above documents.

## 4. Check whether your organisation has a Participant Identification Code (PIC)

All organisations that apply for Erasmus+ funding must first register with the European Commission using the Participant Portal (see step 5 below) and receive a unique Participant Identification Code (PIC). The PIC is directly linked to the information that you registered on the Portal and enables you to enter all your organisation's details into your application form simply by inserting your PIC.

We would recommend that before registering you **double-check that your organisation does not already have a PIC**. You can use the 'search' facility to make sure your organisation is not already registered. If registered, you do not have to register again and can use that PIC number. This is because your organisation can have only one PIC and if it receives duplicate PICs, it can cause delays in processing your application while the HR National Agency resolves the issue.

As part of the registration process the Participant Portal will search for organisations that are the same or have similar information to your own and will allow you to email their contact person in case of any queries. However, to save time you are **strongly advised to check** beforehand that you do not already have a PIC, particularly if you are a large organisation with different departments or campuses.

## 5. Register on the European Commission's Participant Portal

Registration is compulsory and you will not be able to submit your completed application form if you have not registered your organisation.

Please note that both the applicant organisation and any partner organisations must register on the European Commission's Participant Portal before completing an Erasmus+ application form.

The Participant Portal can be accessed at:

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>.

Please be aware that there are two portals: the **Research** Participant Portal and the **Education, Audio-visual, Culture, Citizenship and Volunteering** Participant Portal. A normal internet search for the Participant Portal will lead you to the Research Participant Portal by default, so ensure you use the link above in order to register and access the correct Participant Portal.

The Participant Portal is accessible via an individual's European Commission Authentication Service (ECAS) account – now EU login account. A guide on how to register on EU login (ECAS), together with a Participant Portal User Manual, is available at [AMEUP web page](#)

Please see the Erasmus+ Programme Guide, Part C Information for Applicants which contains detailed guidance on how to complete these steps.

## 6. Upload or update the Legal Entity and Financial Identification Forms

Once registered, all organisations must have their legal status validated by their National Agency in their country; this includes both applicants and partner organisations in a project. Organisations cannot receive Erasmus+ funding until they have been validated. To enable the HR National Agency to validate your organisation, you will need to upload certain documents onto the Participant Portal.

Both you and your partners must upload a Legal Entity Form to the Participant Portal as well as supporting documents for this form. The Legal Entity Form template can be found here:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status**. The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form.

As an applicant, you will also need to upload a **Financial Identification Form**. You can find the Financial Identification Form template here:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

The Financial Identification Form should be signed, dated and stamped by your bank or alternatively should be accompanied by a recent bank statement for the given bank account. You should provide details of an account that your grant can be paid into and which is set up to receive payments.

Please note that validation of your organisation is needed to process your application. However, it is a separate process and not linked to the assessment of your application. Therefore, your organisation being validated does not imply a successful outcome of your application.

If you have applied for Erasmus+ funding before and have already been validated by the HR National Agency you will still need to **ensure that the above documents are correct and up to date**. Outdated documents cannot be deleted, but you can simply upload another document in their place; please remember to include a document version number or a date of creation. Private organisations applying for a grant above 60,000 euro should also ensure that their most recent set of accounts are uploaded to the Participant Portal to enable a financial capacity check to be carried out (see page 249 of the Programme Guide for more information about financial capacity).

## 7. Ensure you understand the quality criteria against which your application will be assessed

In order for you to write a high quality Key Action 1 application it is essential that you understand how your application will be assessed.

The assessment of applications is carried out in two stages:

A formal eligibility check undertaken by National Agency staff (as detailed in the application form).

A qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of VET.

Experts will assess each section of the application form against the following criteria, as explained in Erasmus+ Programme Guide; part MOBILITY PROJECT FOR VET LEARNERS AND STAFF – award criteria:

<p><b>Relevance of the project (maximum 30 points)</b></p>	<p>The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the objectives and priorities of the Action (see section "What are the aims of a mobility project")</li> <li>• the needs and objectives of the participating organisations and of the individual participants particularly taking into account what is specified in the European Development Plan</li> </ul> <p>The extent to which the proposal is suitable to:</p> <ul style="list-style-type: none"> <li>• producing high-quality learning outcomes for participants</li> <li>• reinforcing the capacities and international scope of the participating organisations</li> </ul>
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<p><b>Quality of the project design and implementation (maximum 40 points)</b></p>	<p>The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities, and follow-up)</p> <p>The consistency between project objectives and activities proposed</p> <p>The Quality of the European Development Plan of the applicant organisation</p> <p>The quality of the practical arrangements, management and support modalities</p> <p>The quality of the preparation provided to participants</p> <p>The quality of arrangements for the recognition and validation of participants' learning outcomes as well as the consistent use of European transparency and recognition tools</p> <p>The appropriateness of measures for selecting and/or involving participants in the mobility activities</p> <p>If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders</p>
<p><b>Impact and dissemination (maximum 30 points)</b></p>	<p>The quality of measures for evaluating the outcomes of the project</p> <p>The potential impact of the project:</p> <ul style="list-style-type: none"> <li>• on participants and participating organisations during and after the project lifetime</li> <li>• outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels</li> </ul> <p>The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</p>

It is very important to note that any application scoring less than half the available points in any one of the 3 quality criteria will not be considered suitable for funding. For example, if an application scored 30 for relevance, 40 for quality, and 12 for impact, it would not be successful, even though 82 is a good score overall. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement

duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proofread your application.

Please be advised that where the same or similar applications have been submitted by multiple organisations **applications may be deemed ineligible and not put forward for funding**. Specifically this would include, but is not limited to, the same or similar wording being used in any section of the application; i.e. project description, participant profiles, main activities, project management etc. Please refer to page 250 of the 2017 Erasmus+ Programme Guide for further information.

## Proportionality

When assessing your application, assessors are asked to take into account the scale and type of your project, its outputs and the amount of funding requested in line with proportionality. This means that in principle the larger and more complex your project and the more funding you request, the higher the level of detail and clarity is expected regarding your project and its activities.

## Additional information on quality criteria

Annexes II and III of the European Commission's Erasmus+ Programme Guide contain further information on quality criteria and key terms such as 'informal learning'. You may also find it beneficial to read the European Commission's Guide for Experts on Quality Assessment (the 'guide for assessors') which sets out the assessment process and the quality criteria for the assessment of applications. Both documents can be downloaded from the [AMEUP website](#).

## Where to Find More Help and Advice

For further information, please refer to the '[How to Apply](#)' section on AMEUP website.

The Erasmus+ VET team at AMEUP are also here to help you with any queries which you may have regarding your **VET** application. You can contact the team by emailing: [strukovno@mobilnost.hr](mailto:strukovno@mobilnost.hr).

**Important note:** Any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the HR National Agency. The HR National Agency does not take any responsibility for incorrect information provided about the Programme by other organisations.

## Step by step guide to completing the application

### Introduction to the eForm

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 1 VET funding. The eForm can be downloaded from the [AMEUP website](#); please ensure you download the correct eForm.

There are 2 different eForms for KA1 Learning Mobility of Individuals:

- KA1 - Learning Mobility of Individuals - VET learner and staff mobility
- KA1 - Learning Mobility of Individuals - VET learner and staff mobility **with VET mobility charter**

eForm for KA1 - Learning Mobility of Individuals - VET learner and staff mobility **with VET mobility charter** is **only for organisations which have VET charter**.

If your organisation does not have it or you are applying for the first time you should fill in eForm: KA1 - Learning Mobility of Individuals - VET learner and staff mobility.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended, in all cases, that applicants use the newest Adobe Reader version which is free to download from: <https://get.adobe.com/uk/reader/otherversions/>.

**Important note:** The latest version of Acrobat Reader DC is compatible with the eForm. Please note that if you have downloaded Adobe Acrobat Reader DC Version 2015.008 (15.8) the eForm will not work properly and will display the following error message: "*The form cannot be opened. Please contact your National Agency's helpdesk for further information*". Therefore, please do not use version 2015.008 (15.8) of Adobe Acrobat Reader DC.

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message:

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document. You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download). For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

In order to save the form on your computer or network, click on the 'Download' button (it looks like an arrow) in the right-hand corner of the PDF. This will save the eForm locally on your computer.

You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

**Useful tip:** If you are using Adobe Reader DC version 15.9, please be aware that there is a new security feature. When you use Acrobat Reader DC 15.9 for the first time with a PDF eForm which is not already stored in a trusted folder, Acrobat Reader will prompt a new security question asking if you trust the 'europa.eu' domain (this could happen when clicking 'Check PIC', when working on the budget or when trying to submit). You must select 'Allow' to identify 'europa.eu' as a trusted site in order for the eForm to work properly.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data. **Please note that you will need to be connected to the internet to complete certain functions such as checking your PIC code and validating the form using the 'validate' button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.**

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are "Pre-filled or Calculated Fields". You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the 'Add' and 'Delete Last' or the '+' or '-' buttons. Please note the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable.

It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form.

## A. General Information

This section consists of an overview of the application form.

## B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission have already been pre-filled.

Applicants should check that the pre-filled fields Key Action, Action and Action Type correspond to the funding being applied for. Applications for Key Action 1 - Learning Mobility of Individuals for VET must ensure that the following details are consistent.

<b>Key Action:</b>	Learning Mobility of Individuals
<b>Action:</b>	Mobility of Learners and Staff

**Action Type:** VET Learner and Staff Mobility  
**Call:** 2017  
**Round:** Round 1

In this section applicants are only required to complete the field in relation to the language used to fill in the form. All applications submitted to AMEUP must be completed in **Croatian** or **English**.

Applicants must therefore select 'Croatian' or 'English' from the drop down menu for this field.

## B.1. Project Identification

The only pre-filled information in this section will include organisation name and the form hash code. All other sections must be completed by applicants.

**Project Title:** Please choose a title for the project, different from your organisation's name.

**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. The overall project duration will need to encompass all project related activities from promotion and recruitment through to evaluation and dissemination. It is important therefore to consider realistic project duration to be able to carry out all project activities to a high standard. Please note that the indicative date for signing a grant agreement is five months after the deadline (i.e. July 2017 for applicants to 02 February deadline). Please be mindful that you should plan in enough time before your activities to be sure to be able to get value for money on travel costs, venue hire etc.

**Project End Date:** This should be no longer than 24 months after the start date and after all activities or mobilities have taken place. The project end date will calculate automatically once you have selected the Project Total Duration in months.

Applicant Organisation Full Legal Name (Latin characters): This field will populate based on your PIC (see section C.1).

**Useful tip:** Please try selecting the date from the drop-down calendar. If you decide to enter the date manually, please check whether it is in the correct format, otherwise the form may not validate.

## B.2. National Agency of the Applicant Organisation

From the drop down menu you should choose 'HR01 (HRVATSKA)'.

## C. Participating Organisation(s)

## C.1. Applicant Organisation

This section asks applicants to provide information relating to the applicant organisation.

In advance of completing this section of the form applicants must register their organisation on the European Commission's Participant Portal to obtain a nine digit PIC number. For further information please refer to the section 4. *Register on the European Commission's Participant Portal* of this guide.

Applicants must ensure they are connected to the internet before entering their organisation's PIC number into the application form and clicking the 'Check PIC' button. Once entered, the form will automatically populate the applicant organisation's information. The information entered into this section of the form will be based on the information provided during the PIC registration process.

If there are any changes to the information originally provided, participants should log back onto the Participant Portal and update the information accordingly.

### C.1.1 Profile

'Type of Organisation': In the 2017 eForms applicants can indicate the type of the organisation as this information is no longer filled in the Participant Portal. Please note that, as this field is compulsory, you cannot leave it empty and should pick one option from the drop-down menu. Please bear in mind that *Other* is not an acceptable *Type of Organisation*.

'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.

**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

From the drop down menu choose whether you are applying as a national consortium. In case you are, the eForm will open up new sections (C.1.2.1., C.1.2.2., ETC.) to enter data about each consortium member. All members of the consortium must be from the same Programme Country and need to register on the European Commission's Participant Portal in order to obtain a PIC number before they can be included in an application.

If you are applying as part of a national VET consortium, please ensure that you include the minimum required number of three HR partners. If your application contains only two HR organisations (you and one other HR 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 HR partners. Please refer to page 34 for more information about mandates.

For further information about the national consortium please refer to the Erasmus+ Programme Guide.

### C.1.3. Background and Experience

This section of the form asks applicants to briefly present their organisation and provide further information regarding the applicant organisation's activities and experience in the areas relevant to the application. In addition applicants must outline the relevant skills and expertise of key staff at the applicant organisation who will be involved in the project.

**If applying as part of a national consortium, please also use this section to refer to the background and experience of your Croatian 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 HR National Agency.

### C.1.4. Legal Representative

Details of the legal representative who is authorised to sign the application and, if successful, the grant agreement need to be provided here.

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 and other supporting documents. If there are inconsistencies, your application might not be taken forward.

### C.1.5. Contact Person

Details of the project contact person who will directly manage the project need to be provided here. 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.

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.

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.

If you are requesting Online Linguistic Support (OLS) then you should indicate an OLS contact person. This can be the same as the project contact person or another staff member responsible for language preparation. They will then be given access to the tool and will be responsible for access licence allocation to your beneficiaries.

### C.2. Partner Organisation

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.

In the case of projects presented by a national VET consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant.

When identifying partners the applicant should ensure that they take into consideration their organisational capacity to manage a project and partners when deciding how many partners to work with. Key Action 1 is open to organisations established in Programme Countries, and you can find a full list in the [Erasmus+ Programme Guide](#).

### **Participating organisations involved in a VET mobility project assume the following roles and tasks:**

**Applicant organisation:** in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium co-ordinator leading a mobility consortium of partner organisations from the same country, aimed at sending VET learners and staff to activities abroad. The consortium co-ordinator can also, but not necessarily, act as a sending organisation.

**Sending organisation:** in charge of selecting VET learners/staff and sending them abroad.

**Receiving organisation:** in charge of receiving foreign VET learners/staff and offering them a programme of activities, or benefiting from a training activity provided by VET staff.

**Intermediary organisation:** this is an organisation active in the labour market or in the fields of education, training and youth. It is a partner in a national VET consortium, but is not a sending organisation. Its role may be to share and facilitate the administrative procedures of the sending VET organisations and to better match apprentice/student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

All partner organisations need to register on the European Commission's Participant Portal in order to obtain a PIC number before they can be included in an application.

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.

## C.2.1. Profile

This section of the form will be partly 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.

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.

Please bear in mind that *Other* is not an acceptable *Type of Organisation*.

## C.2.2. Background and Experience

This section of the application is broken down into two 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.

### C.2.3. Legal Representative

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.

### C.2.4. Contact Person

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.

**Please note:** This method will only delete the most recently entered partner, so to avoid re-entering information you should ensure that your partnership is finalised before completing the application form.

## D. European Development Plan

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 the applicant organisation/consortium partners in Croatia 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. You will firstly be asked to reflect on how your organisation 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. If applying as a consortium, this will refer to the issues of all consortium members and therefore the issues and needs of each member should be specified.

Secondly, you are asked to outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs. If applying as a consortium this section will refer to the consortium's plans and you should specify how the needs of each member will be met by the project.

Finally you need to explain how your organisation will integrate the competences and experiences acquired by staff participating in the project into its strategic development in the future. 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.

Additionally, new in 2017 eForm: you have to state if your organisation will use one of the tools listed ([eTwinning](#), SEG - [School Education Gateway](#), [EPALE](#) (e-platform for Adult Learning in Europe) in connection with your mobility project and if yes, to describe how. Here you can explain if you have or plan to use this tool/s for i.e. partner search or dissemination.

## E. Description of the Project

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

Applicants will also need to include information regarding what each of the partners will bring to the project in terms of their 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 each of the project partners. There should be a coherent link between the Erasmus+ programme objectives, the project objectives and the composition of the partnership.

Finally, applicants must select relevant topics being addressed by the project (a maximum of three). To add topics, click the '+' button and select an option from the drop down list.

## 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. Applicants must ensure this detail is provided for all groups of participants within the project. You should ensure this section is specific to the target sector or group you are sending rather than provide generic descriptions.

The sending organisation is responsible for the selection of VET learners and staff to send abroad. It is important that the appropriate selection processes are in place. If the project includes both learner mobility and staff mobility any differences in the needs, background and selection between learners and staff will need to be detailed.

## Learners

When selecting VET learners it is important that an appropriate selection process is in place. The process should contain any measures necessary to prevent any conflict of interest with regards to those people who may be invited to take part in the process used to select individual participants.

It is important to decide what criteria will be used during the selection stage so that the individuals who may benefit the most are selected. If the participants have already been selected, you will need to describe the selection criteria used in the application form.

It is important to ensure that the placements abroad match participants' training and/or professional development needs. It is also important to include information on the VET course of study that your learners will be undertaking (specifying the subjects and level of qualification/recognition/validation) and how the placement will support this. As such, applicant organisations and their partners should work closely together to match the selected participants with a suitable vocational placement.

You should address here how you will ensure participants are eligible under the rules of the Erasmus+. For example, in the case of recently graduated VET learners how you will ensure their placement takes place in the eligible time period (within 12 months of graduation).

Where applicants are looking to select participants with fewer opportunities, it should be noted that an approximate number for these participants will need to be provided at application stage. Reaching disadvantaged groups is a focus of Erasmus+. Please note that in the context of Erasmus+, people with fewer opportunities are those facing a disadvantage because of personal difficulties or obstacles that limit or prevent them from taking part in transnational projects. You should refer to the definition of eligible participants in earlier sections of this guide for further information.

## Staff Mobility

When selecting VET staff it is important that an appropriate selection process is in place. The process should contain any measures necessary to prevent any conflict of interest with regards to those people who may be invited to take part in the process used to select individual participants.

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.

## Staff Mobility – Hosting

Partner organisations should work together to devise a structured plan of teaching/training activity to be delivered whilst the host staff member is in the HR. This should be based on needs analysis conducted within the organisation and evidence of this should be referenced within the application form. Applicants may also annex any specific materials relating to this activity to the application form to strengthen your application. Applicants should also discuss how will be undertaken the hosting

requirements of the staff member delivering the training, such as a brief induction to the organisation and the associated practical arrangements.

Selection of staff to undertake the proposed training must be made public and be fair, transparent, well-documented and shared with all parties involved in the selection process. Prior to delivery the final programme should be formally agreed by both the sending and the receiving organisations. Agreements will define the target outcomes for the period training abroad, specify the recognition/validation provisions and list the rights and obligations of each party.

## 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 learners this should include the knowledge, skills and attitudes or behaviours that will be developed with a view to improving their personal development and employability. For 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.

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. Applicants should select a maximum of three European instruments or certificates which will be used to validate the competences acquired by participants by using the “+” button and selecting the relevant option(s) from the drop down menu.

The participants’ training and the skills acquired during the placement should be recognised, and the applicant organisation should consider involving European partners in the validation process. Applicants will need to detail within their application which European and/or national instruments or certificates will be used to validate the competences acquired by participants in addition to Europass.

All sending and receiving organisations should agree to issue Europass Mobility Certificates to participants at the end of the mobility to record and present the competences acquired by participants during the mobility. The Europass Mobility document is a record of knowledge and skills acquired through an organised placement in another European country that allows participants to demonstrate these clearly and easily to employers across Europe. Applicant organisations may also wish to use the Europass CV or Language Passport. For further information see <http://europass.cedefop.europa.eu/en/home> and <http://www.europass.hr/>.

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 accredit the language skills participants acquire during their placement and preparation sessions.

Applicant organisations may also decide to incorporate ECVET (European Credit transfer system for Vocational Education and Training) into the project. ECVET enables the skills that participants gain whilst abroad to be validated against the individual’s learning outcomes in respect of the

knowledge, skills and competences required to achieve a qualification. For further information on ECVET please go to [AMEUP web page](#) and <http://www.ecvet-team.eu/>.

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

## G. Preparation

### G.1. Practical Arrangements

In this section applicants 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, visas, social security, 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 and to safeguard any vulnerable learners.

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

Applicants should also specify any particular procedures to be followed, for example, collecting parental consent, conducting health and safety audits, medical checks. It is also essential that applicants detail how they will ensure that health and safety issues associated with work placements in another country are addressed. Where participants have specific needs applicants should address how these will be catered for.

### G.2. Project Management

Applicants will need to describe in detail the management of the project as well as addressing quality and management issues. VET organisations that plan to organise mobility activities for VET learners and 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](http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm).

Applicants will need to demonstrate that they 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 the applicant organisation to manage the project. It is strongly recommended that the applicant describes the administrative and financial structures across the partnership and provide a detailed work plan as an annex to the application form. This should include a comprehensive timetable for the project, and identification of the people responsible for each task.

Applicants will need to detail how they plan to address quality and management issues such as setting up partner agreements and participant learning agreements.

### G.3. Preparation of Participants

Applicants will be responsible for ensuring that their participants are fully prepared for their placement abroad. Within the application, the applicant will need to describe the pedagogical, cultural and linguistic preparation that learners and staff will receive to ensure that they will be ready to live and work in a different environment and in a different country.

Applicants should ensure any linguistic or cultural preparation is relevant and appropriate to the vocational course/apprenticeship as well as proportional to the length of placement.

It is important to note that only VET learners undertaking a mobility activity lasting 19 days (excluding travel days) or longer are eligible to receive linguistic support prior to departure or during the mobility activity.

In the case of VET learners completing long-term mobility activities (from 19 days to 12 months) the European Commission has provided the Online Linguistic Support (OLS) tool as an online platform to support language learning. With the exception of native speakers, it currently supports participants using one of these languages as their main language of instruction, work or study:

- Group 1<sup>1</sup>: English, French, German, Italian, Spanish, Dutch
- Group 2<sup>2</sup>: Czech, Swedish, Danish, Greek, Polish, Portuguese.

Access licences for the OLS tool will not be granted if not requested under the budget heading 'Linguistic Support' under Group 1 languages. For the request to be eligible you must have identified mobilities as involving VET learners, lasting at least 19 days (excluding travel days) and clearly identify the language of work or study as one of the 6 available, especially if the placement is taking place in a country where these are not the local language.

If you are requesting OLS support then you should indicate an OLS contact person. This can be the same as the project contact person or another staff member responsible for language preparation. They will then be given access to the tool and will be responsible for access licence allocation to your beneficiaries.

If the language required is not offered by Online Linguistic Support, the National Agency will award additional funding of a unit cost €150 per participant to cover linguistic preparation for activities lasting between 19 days and 12 months. Linguistic support must be arranged by the participating organisations in the VET mobility project. Furthermore, organisations involved in a VET mobility project can use the "organisational support" grant to address the needs of participants in terms of pedagogical, intercultural or specific linguistic preparation (for more information see the budget section below as well as the 'funding rules' section in part B of the Programme Guide, page 60-63). Thorough linguistic and cultural preparation will help participants integrate into their new environment abroad 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 placement.

It is important that preparation is relevant to the target group and that it takes place in the HR prior to the participants' departure. If any preparation activities are subsequently continued during the

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<sup>1</sup> For all level groups: A1-C2

<sup>2</sup> Only for A1 level group; Portuguese A1-B1 level group

placement, this should be additional and should, as far as possible, take place outside of working hours.

## H. Main Activities

This section is split into 4 sub-sections. Applicants need to outline the activities they plan to organise and describe the role of each partner.

Applicants, where applicable, must outline how they intend to co-operate and communicate with partners and other stakeholders. Applicants will also need to detail the role of each of the partners, how participants' progress will be monitored during their placement and who will be responsible for monitoring their work.

Applicants should ensure that project activities are consistent with the project's overall objectives and enable the participants to reach their required learning outcomes. You may find it useful to provide a sample programme for your learners so it is clear what activities will be undertaken as part of the mobility – this can be annexed to your application form.

The proposed mobility activity **must** have greater potential value than similar training offered in the HR and **should** contribute to increasing the EU dimension of the applicant organisation.

Justification for accompanying persons should also be given here.

### H.1. Activities' Details

Applicants will need to enter all activities or "flows" for their project here. Each mobility activity must be completed by detailing the activity type (staff training abroad, teaching/training assignments abroad, VET learners in companies or VET learners in vocational institutions). For VET learners traineeships you must indicate whether each activity is a long-term activity by selecting 'Yes' or 'No' from the drop down menu. A long-term activity is classed as 30 days (excluding travel days) or over.

If you are applying for more than one type of target group within the same application you should click the 'Add Activity' button then enter the relevant information as explained above.

Flows to different destinations, or for different durations but for the same activity type, should be added under the same activity number (A1, A2 etc.) but added individually by using the '+' and '-' buttons. The total number of participants for this activity type (from all flows) will then be automatically calculated underneath each activity.

Each individual flow (to a different destination or for a different duration) under each activity must be entered. You will need to ensure that the country of origin is always Croatia and that the country of destination is eligible for this action type.

**The only exception to this will be if your project plans to include hosted teaching/training staff mobility. In this case the country of origin will be that of your partner organisation sending the trainer.**

The distance band should cover the entire journey, from the HR point of origin to the specific venue of activity. Applicants must use the European Commission's distance calculator tool to calculate the appropriate distance band: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

If this activity is a short-term activity (less than 30 days) then you will only be able to fill in the 'Total Duration Excluding Travel (Days)' field. If you have selected that this is a long-term activity, then you will need to fill the 'Duration (full months)' box. You only need to fill the 'Duration (extra days)' box if you need to, for example if participants will be travelling for 1 month and 10 days. If you require any travel days, i.e. a day either side of the mobility to be used for travelling so as not to affect the length of the mobility itself, 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 applicants must detail, where applicable, the number of participants with special needs, the number of apprentices, the number of participants with fewer opportunities 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 applicants should provide information on the expected impact of your mobility project, as well as dissemination and evaluation activities.

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

Applicants will need to detail the impact of the project at participant, sending and hosting organisation and target group levels as well as at the local, national and European/international levels. Applicants 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.

## I.2. Dissemination of projects' results

Dissemination is a vital feature of the Erasmus+ programme and applicants need to explain in this section the dissemination strategy for their 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 training activity. Dissemination should take place both within the applicant organisation and to other organisations at sectoral, regional, national and transnational level. Applicants should also include information on the target groups for the dissemination activities.

## I.3. Evaluation

Applicants 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.

## J. Budget

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project.

When applying for a Key Action 1 project for VET learners and staff you are eligible to receive funding for the following cost headings on a per participant basis:

Travel

Individual Support

Organisational Support

Special Needs Support

Linguistic Support (only for VET learners)

Exceptional Costs (only for VET learners).

The following budget headings are conditional and need to be duly justified (actual costs):

- Special Needs Support; and
- Exceptional costs.

Applicants must calculate a project's provisional budget at the application stage according to the rates outlined below. Please note: if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is consistent with the activity described in your application form.

Please note that the HR National Agency cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm.

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.

The European Commission's technical guidelines contain more detailed technical advice and guidance on completing the budget section of the eForm, and you may find it helpful to refer to pages 23 to 28 of this document as you complete section I of the eForm. The technical guidelines can be downloaded from the [Erasmus+ AMEUP website](#).

## 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 based on the distance travelled for each participant and is defined as the cost of the entire journey (including airport transfers) from Croatia to the specific venue of activity. Travel is calculated on a unit cost basis and will be payable according to the travel distance and the number of participants. Applicants must use the European Commission's distance calculator tool to calculate the appropriate distance band:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

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 on the page 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

### Top-up for expensive domestic travel

Additional travel support is possible for domestic travel costs exceeding 225 EUR: it is possible to get 180 EUR per participant (including accompanying persons) per return trip, if duly 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.

## J.2. Individual Support

Individual support refers to the day-to-day living costs incurred by participants during the activity. This includes accommodation and food, as well as local travel to and from the placement in the host country. Individual support is calculated on a unit cost basis and will be payable according to the country of destination, the duration of the placement and the activity type (VET learners or staff).

Individual Support will be calculated as follows:

VET learners:

- up to the 14th day of activity: maximum allowance per day per participant.
- between the 15th day of activity and up to 12 months: 70% of maximum allowance per day per participant.

VET staff:

- up to the 14th day of activity: 90% of maximum allowance per day per participant.
- between the 15th and 60th day of activity: 70% of allowance per day per participant.

Individual support rates are set by each National Agency within the range given by the European Commission in the Programme Guide. For projects led by **Croatian** applicants the rates are set out in the table below:

DESTINATION	Learner Mobility (allowance per day per participant)		Staff Mobility or Accompanying Persons (allowance per day per participant)	
	A 1-14 days (100% of EC maximum)	15 <sup>th</sup> day-12 months (70% of A)	B 1-14 days (90% of EC maximum)	15-60 days (70% of B)
Austria	92 €	64 €	126 €	88 €
Belgium	92 €	64 €	126 €	88 €
Bulgaria	92 €	64 €	126 €	88 €
Cyprus	96 €	67 €	126 €	88 €
Czech Republic	92 €	64 €	126 €	88 €
Denmark	108 €	76 €	144 €	101 €
Estonia	72 €	50 €	90 €	63 €
Finland	96 €	67 €	126 €	88 €



France	100 €	70 €	126 €	88 €
Germany	84 €	59 €	108 €	76 €
Greece	88 €	62 €	126 €	88 €
Hungary	88 €	62 €	126 €	88 €
Iceland	100 €	70 €	126 €	88 €
Ireland	100 €	70 €	144 €	101 €
Italy	92 €	64 €	126 €	88 €
Latvia	84 €	59 €	108 €	76 €
Liechtenstein	88 €	62 €	126 €	88 €
Lithuania	72 €	50 €	90 €	63 €
Luxembourg	96 €	67 €	126 €	88 €
Macedonia	84 €	59 €	108 €	76 €
Malta	84 €	59 €	108 €	76 €
Netherlands	104 €	73 €	144 €	101 €
Norway	88 €	62 €	126 €	88 €
Poland	88 €	62 €	126 €	88 €
Portugal	80 €	56 €	108 €	76 €
Romania	88 €	62 €	126 €	88 €
Slovakia	84 €	59 €	108 €	76 €
Slovenia	72 €	50 €	90 €	63 €
Spain	84 €	59 €	108 €	76 €
Sweden	104 €	73 €	144 €	101 €
Turkey	88 €	62 €	126 €	88 €
United Kingdom	112 €	78 €	144 €	101 €

The table in the application form will be pre-filled from section H.1. Activities' Details.

### J.3. Organisational Support

Organisational support refers to any costs directly linked to the organisation, management and 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, insurance and the validation of learning outcomes. You can, where relevant, share organisational support funds with partner organisations that incur costs.

Payments to intermediary organisations for management fees should be paid out of this cost heading. 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 from section H.1. Activities' Details.

## Linguistic Support

**This section will only be available to fill in if you have described the duration as 19 days (excluding travel days) or more.**

Unit cost funding is available for the linguistic support offered to participants (only VET learners) prior to departure or during the activity. Mobilities are separated out into three strands, each with its own specific linguistic requirements and unit costs. These are as follows:

Placement Description	Requirement	Unit Cost
Placements lasting between 19 days and 12 months in duration using German, English, Spanish, French, Italian, Dutch, (Group 1).	Participants are required to use the online linguistic assessment tool as provided by the European Commission -OLS	No unit cost is payable here as participants are required to use the European Commission's linguistic assessment tool –OLS for Language Course. Funding from 'Organisational Support' should be used to absorb any additional costs incurred.
Placements lasting between 19 days and 12 months in duration using other languages not included in Group 1 (Group 2).	Participants are required to use the online linguistic assessment tool as provided by the European Commission - OLS if using Czech, Danish, Greek, Polish, Portuguese or Swedish from Group 2.	€150 unit cost per participant is payable to cover the required linguistic element (Language Course), if justified and using other languages than Czech, Danish, Greek, Polish, Portuguese and Swedish from Group 2 or if there is no required level <sup>3</sup> of OLS language course for mentioned languages from Group 2.
Placements less than 19 days in duration in any language.	No additional linguistic preparation (outside of that to be provided as part of the <i>Organisational Support</i> ) is required and no funding is provided.	No unit cost is payable here and funding from ' <i>Organisational Support</i> ' should be used to absorb any costs incurred.

To calculate linguistic funding correctly, you will need to manually enter the total number of participants across all flows with mobility of 19 days and longer in Linguistic Assessment section and total number of participants across all flows which fall into either Group 1 or Group 2 for Language Course.

For participants not taking part in long term mobility activities (19 days or over) funding for linguistic preparation is included within the Organisation Support budget. Any requests for Linguistic Support funding for VET learner mobilities of less than 19 days or all staff mobilities will be ineligible.

<sup>3</sup> Czech, Danish, Greek, Polish and Swedish only for A1 level group; Portuguese A1-B1 level group

## J.4. Special Needs Support

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

Special needs support is calculated on an actual cost basis and will be assessed case-by-case. The individual situation should be described and any particular needs and extra costs should be detailed in the application form.

Using the '+' button, applicants can add the activity number in which the participant(s) requiring special needs support are taking part – this will populate fields concerning the activity type and number of participants. The applicant must provide a description of the costs (maximum 5,000 words) and enter the amount being requested.

Applicants should use the further comments box below the budget tables to include any comments or justification in support of the grant requested.

## J.5. Exceptional Costs

Exceptional costs refer to any costs incurred to directly support the participation of **learners with fewer opportunities** which are calculated on an **actual cost** basis.

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:

- additional costs directly related to participants with fewer opportunities;
- costs for providing a financial guarantee, and
- expensive travel costs of participants from outermost regions and OCTs

Using the '+' button, applicants can add the activity number in which the participant(s) requiring exceptional costs are taking part to populate the fields concerning the activity type and number of participants. The applicant must provide a description of the costs (maximum 5,000 words) and enter the amount of exceptional costs being requested.

Applicants should bear in mind that assessors can reduce the amount of exceptional costs requested if the request is considered too large or a clear justification has not been provided. You should therefore provide detailed justifications for any request for exceptional costs within the body of your application and/or in the last text box under the budget section: "Please provide any further comments you may have concerning the above entered budget". Applicants should break down the exceptional costs requested as much as possible.

## K. Project Summary

Applicants must provide a well written, comprehensive summary of their project within the application. Project summaries must be written in **plain, clear and good quality language** and be

free from jargon. If the application is written in Croatian, summary must be provided both in Croatian and English. This is of particular importance as this section will be used to provide a description of the project to the general public and may also be used in European Commission, Executive Agency or National Agency documents. The summary will also be included on the Erasmus+ Dissemination Platform.

It is important to be concise and clear and mention at least the following elements:

- the context for the project;
- the project objectives;
- the number and profile of participants;
- a description of project activities;
- the methodology to be used in carrying out the project; and
- a short description of the results and impact envisaged, including the potential longer term benefits.

## K.1. Summary of participating organisations

This is a pre-populated table based on information taken from earlier sections of the form.

### K.1.1 Summary of Activities and Participants

This is a pre-populated table based on information taken from earlier sections of the form.

## K.2. Budget Summary

This is a table providing an overview of the activity number, activity type and grant requested for the project.

An additional table is then populated below for costs relating to organisational support and, if required for the project, linguistic support.

The values shown in the Budget Summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to introduce a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary.

### K.2.1. Project Total Grant

This pre-populated table contains the total grant calculated for the project. We suggest that you check whether this amount is correct against your own calculations and resolve any issues before submitting your application.

## L. Checklist

Before submitting the application, please make sure that it fulfils the requirements listed below:

- You have used the official Key Action 1 application form.
- All relevant fields in the application form have been completed.
- The application form is submitted to the NA of the country in which your organisation is established.
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries – for Croatian applicants, either English or Croatian.
- You have annexed all the relevant documents:
  - **both pages** of the Declaration of Honour signed by the legal representative mentioned in the application
  - the mandates of each member of the national mobility consortium (if applicable) in the project, signed by both parties. Please note that the content of the mandate, in the form of a template, is available [here](#).
    - the legal signatory named on the mandate must be the person who signs the document
    - mandates must be signed (**original signatures**) in the relevant place as indicated on the mandate template. The HR National Agency will not accept signatures on a different page
    - the partner's name on the mandate must match the name included on the Participant Portal. The HR National Agency will not accept any spelling errors in names
- All participating organisations have uploaded documents proving their legal status in the Participant Portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- For grants exceeding € 60,000 you have uploaded documents proving your financial capacity in the Participant Portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). This is not applicable in the case of public bodies or international organisations.
- You are complying with the deadline published in the Programme Guide.
- You have saved or printed the copy of the completed form for your own records.

## M. Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour.

## 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 both pages of the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it (N.B. **organisation stamp is required**). 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.**

## 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.
- Signed partner mandates for each partner mentioned in the application (**in case of a national consortium**).

Applicants need to ensure that all documents specified in the checklist (see section K) are submitted electronically with the application. To attach documents click the 'add' button on the right hand side of the box displayed. This will then open up an additional window which will allow you to browse files on your computer and upload.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically with an application, no other files will be accepted. A file which has been added in error can be removed by clicking the 'Remove' button which replaces the 'Add' button on the right hand side of the table once a document has been added.

## P. Submission

### P.1. Data Validation

Applicants must ensure that they are connected to the internet and have validated all sections of the application by clicking the 'Validate' button.

### 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 HR 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: 12:00h (Brussels) on Thursday 2 February 2017.
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 applicants are unable to submit their application online due to technical issues they must take the following action:

1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. E-mail AMEUP at [strukovno@mobilnost.hr](mailto:strukovno@mobilnost.hr) with a copy of the application, any annexes and the screenshot **within 2 hours** of the application deadline.

If you cannot submit your eForm online due to an error message i.e. 'ERR-' (but not ERR-01 or ERR-06 - see below) you can still submit it by sending an email to us within the 2 hours of the official deadline. However, the HR National Agency will only accept this submission if the error message is recorded under 'Status' in the 'Submission Summary' section of the eForm with a timestamp prior to or on the deadline date/time.

If any of the following 'Statuses' appear in the 'Submission Summary', your application will not be accepted under the Alternative Submission Procedure:

1. **ERR-01:** This relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by correcting the application form and validating it again.
2. **ERR-06:** This means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or they are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.
3. **Unknown:** This means that the eForm was not submitted and no submission attempts were made.
4. **LOCAL - 01 Adobe Reader security enabled:** In order to submit the eForm you must click the appropriate options in the yellow security warning bar at the top of the form.

5. **LOCAL - 02 Network connection error:** In order to submit the eForm you should check your internet connection and try to submit the form again or try a different network connection.

#### P.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

#### P.5. Form Printing

AMEUP advises that applicants print the final completed version of the eForm and retain it for their own records. Hard copies of the eForm are not required and should not be posted to the AMEUP.

This guide was developed by and provided courtesy of



and has been adjusted for Croatian applicants by

