ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Key Action 1 (KA1) Guide for Applicants

Mobility for Adult Education Staff

Deadline: 11am (UK time) on Thursday 1 February 2018

Version 6

BRITISH COUNCIL ECORYS Erasmus+

Erasmus+ is the European Union programme for education, training, youth and sport.
The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

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This document is **version 6** of the 2018 Key Action 1 (KA1) Guide for Applicants for Mobility for Adult Education Staff. If future versions of the Guide are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	**Change**	**Page number in this version**
	Version 2	
Page 21	European Commission update that Adobe Reader DC Version 2015.023.20053 and Adobe Reader DC Version 2015.006.30279 are not compatible with the version 5.01 eForm.	Page 21
Page 27	Correction to eForm section C.1.2 numbering for consortium partners.	Page 27
	Version 3	
Page 21	Update to Adobe Compatibility issues following release of version 5.04 eForm.	Page 21
Page 25	Reference to potential error within eForm for project start and end dates.	Page 25
	Version 4	
Page 46	Budget: all budget headings added to include unit costs and actual costs budget headings	Page 46
Page 47	Travel: 0 – 9 km added to distance bands table	Page 47
	Version 5	
Page 3 - 4	Updated Brexit message	Page 3 - 4
	Version 6	
Page 13 and 23	2018 Guide for Experts released and all links updated within Guide	Page 13 and 23

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INTRODUCTION

Who is this guide for?

This step-by-step guide has been produced to help **non-vocational adult education UK organisations** complete the 2018 Call Key Action 1 Learning Mobility of Individuals Adult Education application eForm.

If you wish to apply for funding for a mobility project in another field or for Key Action 2 or Key Action 3 projects, please see the 'Apply for funding' section on the UK website and choose the relevant field.

This guide is only for UK organisations submitting Key Action 1 Learning Mobility of Individuals Adult Education applications to the UK National Agency. Please be advised should your organisation wish to apply for funding to support mobilities for staff working in primary school education, teaching children, you should submit an application for a Key Action 1 Schools project. For further details regarding School mobility projects please visit the UK website.

Using this guide

This guide is split into four key sections:

1. Before you apply
2. Plan your project
3. Completing the application eForm
4. Further help and advice

Please review each section of this guide before completing an application to ensure that your organisation is compliant with the Erasmus+ Programme rules and has completed the necessary steps to submit a complete and eligible application in advance of the application deadline.

PART I: BEFORE YOU APPLY

Before you apply for a Key Action 1 Adult Education mobility project, we recommend you complete the following steps:

1. Read more about this type of project.
2. Consult the eligibility criteria and 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) and where applicable, register on the European Commission's Participant Portal.
5. Upload or update Legal Entity and Financial Identification Forms.
6. Ensure you understand the quality criteria against which your application will be assessed.

1. Read more about this type of project

1.1 Introduction to Key Action 1: Learning 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 all 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 to staff.

1.2 Introduction to Key Action 1 for Adult Education Staff Mobility

Key Action 1 Adult Education provides funding for projects that support the professional and personal development of **individuals who are professionals involved in non-vocational adult education**. This is achieved through mobility activities abroad in another Erasmus+ Programme Country, such as a teaching/training assignment or staff training abroad.

UK non-vocational adult education organisations can apply for staff mobility funding under Key Action 1. The aim of a Key Action 1 Adult Education project is to provide adult education staff with an opportunity for professional development to increase their organisation's adult education provision through teaching or providing training at a partner organisation abroad, or by taking part in staff training abroad, either through structured courses or training events or a period of job shadowing or observation. Additionally, Key Action 1 projects aim to increase the participating organisation's capacity to work at an international level.

These activities are also an opportunity for staff of adult education organisations to gain competences in addressing the needs of adult learners with disadvantaged backgrounds. Given the current context concerning young migrants, refugees and asylum seekers, projects that train staff of adult education organisations in such areas as training refugee adult learners, intercultural classrooms, teaching adult learners in their second language, classroom tolerance and diversity are welcomed.

Staff must be based in the UK and must undertake their mobility in an eligible organisation based in another Programme Country. Funding is not available for UK organisations to receive staff from other organisations – the organisation sending staff must apply to the National Agency in their own country for funding.

Definitions:

Adult Education: all forms of non-vocational adult education, whether of a formal, non-formal or informal nature.

Adult Education organisation: any public or private organisation active in the field of non-vocational adult learning.

Adult learner: any person who, having completed or is no longer involved in initial education or training, returns to some forms of continuing learning (formal, non-formal or informal), with the exception of school and VET teachers/trainers.

1.3 Erasmus+ and Brexit

The UK Government has stated publicly that, subject to successful negotiations, the United Kingdom will continue to benefit from Erasmus+ until the end of the current programme in 2020. It will underwrite successful bids for Erasmus+ funding that are submitted while the UK is still a Member State, even if they are not approved until after we leave, and/or payments continue beyond the point of exit.

UK organisations wishing to apply for funding in 2018 should prepare for participation as usual ahead of the 2018 application deadlines. More information is on the Brexit webpage at www.erasmusplus.org.uk/brexit-update.

1.4 2018 Erasmus+ Programme Guide

The 2018 Erasmus+ Programme Guide provides essential information about Key Action 1 Adult Education, including eligibility and quality assessment criteria, application procedures and formal requirements.

The 2018 Erasmus+ Programme Guide can be viewed as a pdf document or accessed online.

For Key Action 1 Adult Education applications the relevant sections of the Erasmus+ 2018 Programme Guide (pdf version) are:

- Page 25 (general information on Education and Training projects, including Erasmus+ objectives and priorities)
- Pages 68 to 74 (specific information on requirements for Mobility projects for adult education staff), including:
  - Eligibility and quality assessment criteria, pages 69 to 71
  - Funding rules, pages 72 to 73
- Pages 244 to 262 (information for applicants, including procedures, exclusion criteria and formal requirements)
- Pages 278 to 279 (specific information on Mobility Projects for before, during and after mobilities).

1.5 Case Studies

For further inspiration and real life case studies, visit our website for information on funded Key Action 1 Adult Education projects.

1.6 Other

The following should be used to prepare and inform your application:

- For an overview of European initiatives in the field of Adult Education and links to applicable documents, please see: http://ec.europa.eu/education/policy/adult-learning_en.

Other useful links associated with **Adult Education policy and strategy** can be found at:

- Adult Learning Policy – EU Policy in the field of Adult learning

  http://ec.europa.eu/education/policy/adult-learning_en

- European Platform for Adult Learning in Europe (EPALE)

  http://ec.europa.eu/epale

- European Agenda for adult learning and recent policy developments

  http://ec.europa.eu/education/policy/adult-learning/index_en.htm

- Digital Agenda for Europe

  https://ec.europa.eu/digital-single-market/

- Europe 2020

  https://ec.europa.eu/info/business-economy-euro/economic-and-fiscal-policy-coordination/eu-economic-governance-monitoring-prevention-correction/european-semester_en

2. Check that you are an eligible organisation

All Key Action 1 Adult Education mobility projects are organisation led. Individuals cannot apply directly. Whilst an adult education staff member can complete the application eForm on behalf of their organisation, the project remains the organisation's responsibility even if that staff member leaves the organisation.

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

- A non-vocational adult education organisation sending its staff abroad;
- A non-vocational adult education organisation, acting as coordinator of a national mobility consortium of non-vocational adult education organisations.

Important note: Following the outcome of discussions between the National Authority for the Erasmus+ Programme in the UK and the European Commission, it has been confirmed that UK organisations can participate in Erasmus+ projects, as a project partner or as an applicant, as long as they have a legal personality.

In order to be considered an eligible 'participating organisation', UK organisations (including all members of a UK consortium) participating in Erasmus+ Adult Education projects, as a project partner or as an applicant, must be able to evidence at the application stage that they are legally registered in the United Kingdom and have a separate legal personality (legal distinction between the owner and the business). Therefore, unincorporated organisations are not eligible to participate in Erasmus+ projects under the field of Adult Education. The only exception to this ruling is in the field of Youth regarding informal groups of young people involved in youth work and unincorporated charities that are legally registered with the Charity Commission.

In-depth checks have been put in place in order to check the legal status of participating organisations in 2018. If you are unsure about the eligibility of your organisation's legal status, you are advised to check with the UK National Agency before submitting your application, as we will not be able to accept any changes to the organisation's legal status once the application has been submitted.

Applicant and partner organisations must be based and registered in a Programme Country. UK Establishments/overseas organisations are not eligible to apply for Erasmus+ funding in the UK. This is because a UK establishment takes the legal status of the overseas company and has no separate legal personality. You can find a list of Programme Countries here on our website.

Please also ensure the following:

- If you are applying on behalf of a UK national consortium ensure that you include at least two other eligible UK partners – if you only have one UK partner your application will be considered ineligible.
- **Only one application per selection round** can 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 completely different.
- Project activities meet the minimum number of days and do not exceed the maximum duration (see page 19 of this guide for more information or page 69 of the 2018 Programme Guide).
- Your application form is completed in full and is submitted by the deadline time and date.
- Organisations must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for Key Action 1 Adult Education projects on pages 68 and 69 of the 2018 Programme Guide.
- For your project to be eligible for funding from the UK National Agency, the sending organisation in each activity **must be from the UK**. If this is not the case, consider applying to a different National Agency: http://ec.europa.eu/programmes/erasmus-plus/contact_en.

2.1 Other relevant eligibility criteria

Exclusion Criteria

Please ensure that you (and your partners where applicable) have read and understood the Exclusion Criteria stipulated in the 2018 Programme Guide.

An applicant will be excluded from participating in calls for proposals under the Erasmus+ Programme or will be rejected from the award procedure if it is found in one of the situations described in the criteria referenced on pages 245-247 of the 2018 Programme Guide.

Double Funding

Organisations must ensure that Erasmus + funding is used to deliver the activities that are set out in their application. In cases where organisations are also receiving funding from other sources to deliver similar activities, including other EU and National funding programmes, it is the responsibility of the applicant to ensure they remain compliant with the relevant funding rules, including those in relation to match funding and double-funding where applicable.

EHCE Accreditation for organisations in non-HE projects

In order to participate in Erasmus+ projects, Higher Education Institutions (HEIs) such as universities and other organisations whose core work is in the field of Higher Education, must hold the Erasmus Charter for Higher Education (ECHE). This includes HEIs participating as funded partners in Erasmus+ projects. You can find further information about the Erasmus Charter for Higher Education on our website.

Uniqueness of Applications

Please be advised that identical or very similar applications submitted by the same applicant or by other partners of the same consortium will be subject to a specific assessment by the UK National Agency. All applications should include unique content that reflects, for example, the unique aims and objectives of the applicant organisation/consortium and host partners, the participant target group, and the geographical location of the sending partner(s).

Please note that any relevant text entered will be considered in the quality assessment. Please try, however, to be concise and give the most relevant detail in the most relevant section of the form.

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3. Review your organisational and financial capacity

3.1 What is organisational capacity?

Applicants need to demonstrate that they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement, with the UK National Agency, and the 2018 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 UK National Agency.

The above must be detailed in the application. Where necessary, further information may be requested.

The UK National Agency may limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the UK 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 245-247 of the 2018 Programme Guide).

Important note:

Any outstanding debt your organisation has with the UK National Agency (either the British Council or Ecorys) will impact upon the approval of your application and your ability to secure funding. You are therefore strongly advised to clear any outstanding debts with the UK National Agency before applying for funding.

3.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants may not cover all costs; the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities. Applicants must be able to demonstrate that they have sufficient reserves to deliver the project.

You must therefore provide a set of accounts, in accordance with the relevant UK legislation, not more than 18 months old from the deadline date of the round to which you are applying.

The accounts must show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

A formal financial capacity check does not apply to public bodies or international organisations. Financial capacity checks will not normally be undertaken in cases where the grant requested does not exceed €60,000. However, in cases where the National Agency has serious concerns about the financial capacity of an organisation, or where the cumulative grant requested by the same organisation for several projects exceeds €60,000 the National Agency may still decide to do a financial capacity check and may ask the applicant organisation to submit the required supporting documents.

Payment structures

The UK National Agency decides on the payment structure to be offered for each approved project based on a number of factors, including the type of project and the outcome of financial capacity checks. Instalments of the awarded grant, known as pre-financing payments, are paid during the lifetime of a project in order to provide beneficiaries with a float. The payment structure will normally be confirmed to beneficiaries when the grant offer is made or during the contracting process. Some examples of potential payment structures are provided below:

- Some projects may be offered one pre-financing payment at the start of the project, followed by a final payment of the balance following approval of a Final Report.
- In other cases, the pre-financing may be split into several smaller instalments, which may be linked to the approval of interim reports submitted to the National Agency.
- In some cases, pre-financing may not be offered, in which case the grant would be paid at the end of the project, following approval of the Final Report.

The expected timescales for pre-financing payments will be outlined in the grant agreement for the relevant project.

3.2.1 What if my organisation is new or has no accounts?

The UK National Agency may consider applicants who are recently established and/or have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

3.2.2 What kind of bank account does my organisation need in order to receive Erasmus+ funding?

All Erasmus+ grants are paid in Euros. Therefore, it is recommended that you use a **Euro bank account** to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account.

Other conditions include the following:

- **Account Holder and Account Name** - These must be in the name of the organisation (not an individual).
- **IBAN Number** – It is mandatory that the IBAN number for your bank account starts with 'GB' for UK bank accounts or the account will not be able to receive payment.
- The **Branch Address** must be in the UK.

4. Check whether your organisation has a Participant Identification Code (PIC) and where applicable, register on the European Commission's Participant Portal

All organisations involved in an application must be registered and provide their basic legal and financial data in the [Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal]. Once registered organisations will receive a nine digit Participant Identification Code (PIC) unique to their organisation. Registration is compulsory. You will be unable to submit a completed application form if your organisation is not registered.

The Participant Portal is accessible via an individual's EU Login account. If you have not previously registered on EU Login, you can create an account [here]. If you are the contact person for your project, you must register for an EU Login account even if your organisation already has a PIC.

The PIC is directly linked to the information registered on the Participant Portal. The PIC enables you to enter all of your organisation's details into your application form simply by inserting your PIC into the form. The contact person will have access to upload documents to the PIC and make changes to the organisation's information.

If your organisation is already registered and has a PIC number, you do not need to register again. However, you will need to upload new legal and financial identification forms dated 2018. For further details, see page 12 of this guide.

Important note:
You will be expected to use the Participant Portal throughout your project's lifetime and each time you apply for Erasmus+ funding. Therefore, you should take measures to ensure that your organisation's data is correct, up-to-date and that you always have the login details to access the Portal.

4.1 Check if your organisation already has a PIC

Some organisations may already be registered. We would recommend that before registering you double-check that your organisation does not already have a PIC.

You can check whether your organisation is already registered through your EU Login account, by clicking on the 'Organisation' tab from the drop down menu and using the 'search' facility or online via the find a registered organisation webpage.

If already registered, you do not have to register again. This is because your organisation can have only one PIC. When duplicate PICs are created, it can cause delays in processing your application.

When you have identified your organisations PIC we recommend emailing the contact person detailed within the search to check who they are, if they still have access and in case of any other queries you have about the information registered against the PIC. If the contact person for the PIC has left the organisation and you cannot login, you should contact the European Commission's Helpdesk at EC-RESEARCH-IT-HELPDESK@EC.EUROPA.EU. Within your email include details regarding your PIC, organisation name and why you need a new login to the Participant portal.

We would recommend that you test your PIC well in advance of submitting an application as it can take time to resolve any issues with your PIC.

Important note: Following guidance from the EC at the end of 2016, in order to avoid or minimise potential misuse of organisational data, we strongly recommend that the domain address used for emails in the Participant Portal matches the legal signatory and the contact person's domain email address used in the application form (e.g. john.smith@abc.com and ana.rosi@abc.com).

If the email domain address in the application form is different from that provided in the Participant Portal, applicants might be checked by the UK National Agency for correctness and validity of data provided either in the application form or Participant Portal.

Please be aware that there are two Participant Portals. The Research Participant Portal and the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal. An internet search for the Participant Portal will lead you to the Research Participant Portal by default, so please ensure that you use the link above to register and access the correct Participant Portal for Erasmus+ projects.

4.2 Register on the European Commission's Participant Portal

If your organisation is not registered and does not have a nine digit PIC code it is compulsory that you register to enable you to submit an application.

Please see Part C, Information for Applicants, of the 2018 Programme Guide, page 244, for detailed guidance on how to register.

5. 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 UK 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 the necessary supporting documents for this form. The template Legal Entity Form can be downloaded at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm.

There are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. Please choose the appropriate form, depending on whether your organisation is a 'Private Company' or a 'Public Entity'.

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 your organisations information provided on both the Participant Portal and the Legal Entity Form. For more information, please review the FAQs section of the Participant Portal and on the Erasmus+ UK website.

As an applicant, you will also need to upload a **Financial Identification Form**. The template Financial Identification Form is available at: 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 that is set up to receive payments in Euro. If your organisation is successful in securing Erasmus+ funding, at a later stage you will be asked to upload a 'Refined Bank Details Form' and you will need to ensure that the information on the latter is consistent with that on the Financial Identification Form.

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 UK National Agency you will still need to ensure that the above documents are correct and up to date. Outdated documents cannot be deleted; however, you can upload documents 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 248 of the 2018 Programme Guide for more information about financial capacity).

For more information about registering and uploading documents to the Participant Portal, as well as updating information and previously uploaded documents, please refer to the Participant Portal manual.

Useful tip: information included in the Legal Entity Form and Financial Identification Form must match those in the application eForm and the Participant Portal.

You should also upload your VAT certificate, if you have one.

6. 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:

1) A formal eligibility check undertaken by the UK National Agency; and

2) A qualitative assessment undertaken by external expert(s) who have been selected based on their experience and knowledge of Adult Education. Their assessment is based on elements of analysis as detailed in the 2018 Guide for Experts on Quality Assessment.

The budget for Key Action 1 is finite. Funding decisions are made based on the quality score. Experts will assess each section of the application against the criteria detailed on page 70 of the 2018 Programme Guide.

Please bear in mind that if you were unsuccessful in a previous Call year and intend to submit your application again you should rework it taking on board the feedback provided previously by external assessors. You are not allowed to submit the exact same application form twice, so make sure you aim to improve your application as much as possible when intending to resubmit it. Please also bear in mind that Key Action 1 funding is competitive therefore you should always aim to improve the quality of your application utilising the appropriate quality criteria.

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!

Important note: Any application scoring less than half the available points in any one of the three quality criteria will be unsuccessful. In addition, a proposal needs to score more than 60 points in total. If these two criteria are not met, the proposal will not be considered for funding. For example, if an application scores 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 that you give attention to all aspects of the project.

Approved projects will be ranked in terms of their overall assessment score, and the programme budget will be allocated from the highest scoring project down to the lowest scoring project until the budget is fully utilised. Approved applications, which cannot be funded due to insufficient programme funds, may be placed on a reserve list. If one or more application scores the same, they will be ranked based on the score they received under the 'Impact and dissemination' quality criterion. If the applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project' and then 'Quality of project design and implementation'.

6.1 Proportionality

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

6.2 Additional information on quality criteria

Annexes II and III of the European Commission's 2018 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, which sets out the assessment process and the quality criteria for the assessment of applications. Both documents can be downloaded from the [Erasmus+ UK website.]

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7. Preparation Checklist

Please check the following before completing your application form:

☐	Have you read the relevant sections of the 2018 Call Programme Guide?
☐	Have you checked how your application links to current EU policies?
☐	Have you checked whether this is the right Key Action and field for your project?
☐	Have you checked whether your organisation is eligible for Erasmus+ funding?
☐	Can you demonstrate the organisational and financial capacity of your organisation?
☐	Does your organisation have a PIC number?
☐	If your organisation does not have a PIC have you registered on the European Commission's Participant Portal via your EU Login?
☐	Are all details on the Participant Portal correct and up-to-date?
☐	Have you uploaded an updated Legal Entity Form onto the Participant Portal, along with the required supporting documents?
☐	Have you uploaded an updated Financial Identification Form onto the Participant Portal?
☐	Does your organisation have a Euro account or an account that will accept Euro payments?
☐	Are your partners aware of the Participant Portal requirements?
☐	Have you checked the quality criteria against which your application will be assessed?

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PART II: PLAN YOUR PROJECT

1. Identifying Opportunities

ePlatform for Adult Learning in Europe (EPALE)

The ePlatform for Learning in Europe (EPALE) was launched in 2014 and is funded by the European Commission to improve the quality of adult learning provision in Europe. It is a multilingual open membership community used by teachers, trainers, researchers, academics, policy makers and anyone else with a professional role to access news and events, and network with colleagues across Europe in the field of adult education.
The platform allows you to:

- Add details of your organisation and find project partners in EPALE's Partner Search Tool, building your transnational network;
- Join 'Communities of Practice' (online groups) to meet like-minded EPALE members from across Europe and exchange ideas, resources and good practices;
- Create your own unique 'Collaborative Space' - closed and secure groups allowing you to discuss your ongoing project(s) with partners and networks;
- Take part in Pan-European online discussions on issues and topics within the sector including Digital Learning, VET, Literacy, Employability and ESOL;
- Upload blog posts, events and resources, disseminating and promoting your project results.

No formal application is required to use EPALE, all you need to do is register as a user. If you need any further information please contact the EPALE National Support Service for the UK at epaleuk@ecorys.com or by telephone on 0121 212 8930.

2. Organisation Roles and Responsibilities

You can apply to run a Key Action 1 Adult Education Mobility project as either:

- A single UK organisation; or
- Part of a national consortium with at least two other UK-based organisations.

Participating organisations assume the following roles and tasks:

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

Sending organisation: in charge of selecting staff and professionals active in the field of adult education and sending them abroad. The sending organisation is either the applicant organisation or a partner in a national mobility consortium.

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

The specific role of the receiving organisation depends on the type of activity and the relationship with the sending organisation. The receiving organisation may be:

A **course provider** (in the case of participation in a structured course or training event) or **partner** or any other relevant organisation active in the adult education field (in the case of e.g. job shadowing or teaching assignments). In this case, the sending organisation, together with the participants, should agree the objectives and activities for the period abroad and specify the rights and obligations of each party before the start of the activity. Courses with content related to EU Funding or bid writing are not eligible.

Please note that course providers with legal entities in the UK are not eligible. All receiving organisations must be legal entities within their Programme Country, including course providers.

For adult education mobility, projects you do not need to identify a receiving organisation at the application stage, however identifying your partners and including them within your application will strengthen the quality of your application.

You do not need to provide signed partner mandates for receiving organisations with Key Action 1 adult education applications.

3. Applying on behalf of a consortium

If you are applying on behalf of a national adult education consortium, all members of the consortium must be from the same Programme Country (in this case the UK) and need to be identified within the application. **A consortium must comprise of at least three eligible non-vocational adult education organisations**: you and two other UK organisations. If you only have one eligible UK partner, in addition to yourself, your application will be considered ineligible.

If you include UK consortium members within the application form, you will need to provide a signed partner mandate for each member of the consortium. The mandate must be between the applicant organisation and the relevant UK partner. Mandates must be annexed to your application form at the time of submission. The European Commission has provided a partner mandate template which **must** be used and which can be downloaded from our website.

4. Project duration

All 2018 Adult Education staff mobility projects must start between 1 June 2018 and 31 December 2018. Project durations can be between 12 and 24 months. You must choose your projects start and end dates in addition to its duration at the application stage, based on the objective of the project and the type of activities planned.

Important note: If your project application is successful, all Erasmus+ project activities must take place between the projects start and end dates. Any activity that falls outside will be deemed ineligible for funding. Please choose your start date and duration carefully using the information on this page to help you.

Things you should consider when choosing a project start date and duration:

- The date when your organisation will receive its first Erasmus+ pre-financing payment if successful:
  - As per pages 257 and 258 of the 2018 Programme Guide the indicative date for the notification of award decision is 4 months from the submission deadline. The indicative date for signing grant agreements is also 4 months from the submission deadline. This means that organisations may not receive pre-financing payments before their project start date if an early start date is chosen. Please note that the indicative dates provided are for general information only and do not constitute a legal obligation for National Agencies and the Executive Agency.

- Your organisation's holiday calendar and the availability of adult education staff to undertake mobilities:
  - Please consider when adult education staff will be able to undertake mobilities. Will participants be able to carry out activities during work time? Will participants have to undertake mobilities in their holidays or own time? Do participants have prior commitments during the proposed project dates?

- The number of mobilities your organisation plans to apply for.

- Will your organisation be able to complete the proposed number of mobilities within a certain timeframe? Does your organisation have enough participants to undertake the mobilities you plan to apply for? Is there capacity for more staff in your organisation to take part in mobility as part of the Erasmus+ project?

5. What mobility activities are possible?

Organisations active in non-vocational adult education can apply for funding to support the following **staff mobility** activities within a project:

- **teaching/training assignments (AE-TAA)** – staff deliver teaching or training in a partner organisation abroad;
- **structured courses or training events abroad (AE-SC-TE)** - staff participate in structured courses or training events to support the professional development of adult education staff;
- **job shadowing (AE-JOB-SHDW)** - staff undertake a job shadowing experience in an adult education organisation abroad.

Funding can be used to support staff engaged in non-vocational adult education activities, including support staff, managers, and guidance staff as well as teachers and trainers. The training must respond to clearly identified staff development or training needs or must contribute to your organisation's strategic approach on modernising or internationalising education provision. The learning outcomes of the training must also be appropriately recognised and shared widely with others in your organisation.

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

6. Eligible participants for mobilities

Participants defined as adult education staff are those staff in charge of adult education **in a working relationship with one of the sending organisations involved in the project or involved in the organisation's strategic development**. This can also include voluntary staff.

Staff who teach primary or secondary students are not eligible under the Adult Education field.

ERASMUS+
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

PART III: COMPLETING THE APPLICATION

To help you put together a good quality application part III of this guide provides **step-by-step instructions to assist you in completing the electronic application form (eForm)**. The following pages will take you through the different sections of the eForm, emphasising the most important parts and highlighting potential stumbling blocks.

It is compulsory to complete the European Commission's eForm when applying for a Key Action 1 Adult Education project. The eForm can be downloaded from the Apply for Adult Education Staff Mobility Funding section of the Erasmus+ UK website. Please ensure that you download the correct application form for the 2018 Call. eForms for previous Call years and for other fields of education, training and youth are not eligible.

It is important to remember when completing your eForm that if your project is approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided within your application form. **No deviations from this information will be permitted**, as this could call into question the assessment result. Therefore when completing your application you must ensure that the information you are presenting (including partners, countries, participants involved, as well as the planned activities) is correct, realistic, and not subject to change. It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

1. Adobe Reader requirements

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. The minimum Adobe Reader version that you should use is Adobe Reader 9.3.3 or higher (except Adobe Reader DC version 15.8). The recommended version is Acrobat Reader DC version **15.20**. You can download the appropriate Adobe Reader for your software from https://get.adobe.com/uk/reader/otherversions/.

Some Mac computers are not compatible with the eForm. We recommend where possible that you **use a PC** to complete the eForm.

Important note: The latest version (15.20) of Acrobat Reader DC is compatible with the eForm and so is version 15.9 and 15.7 or earlier versions. However, 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.

If you are using **Version 5.01** of the application form, the European Commission have also advised that the following versions will result in an error to the start date of your project and therefore **should not be used**:

- Adobe Reader DC Version 2015.023.20053
- Adobe Reader DC Version 2015.006.30279

If you open **Version 5.04** of the application form (released 20 December 2017) using one of the versions mentioned above it will not work and you will not be able to fill it in. The following message will be displayed: "The Acrobat Reader version you are using has known issues with display or calculation of the form data. Please download and install the latest version of Adobe Reader from http://get.adobe.com/reader/".

Adobe Reader and Acrobat Reader DC are the only accepted readers. If you happen to use another reader such as "Foxit" or Adobe Acrobat X PRO you will not be able to use the electronic form and may even corrupt it and the message starting with "Unable to read form. Do not save and exit the program as it may cause data corruption or loss" will show.

2. Downloading, saving and validating the eForm

When you click on the link to download the eForm from the Erasmus+ UK website, the eForm will automatically download to your computer. You might need to choose first whether to 'Open' or 'Save' the application form. In order to see its contents you may need to click on 'Enable all features' at the top right corner (depending on your version of Adobe Reader) to display the form. If you click on the 'Save a copy' button in the left-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.

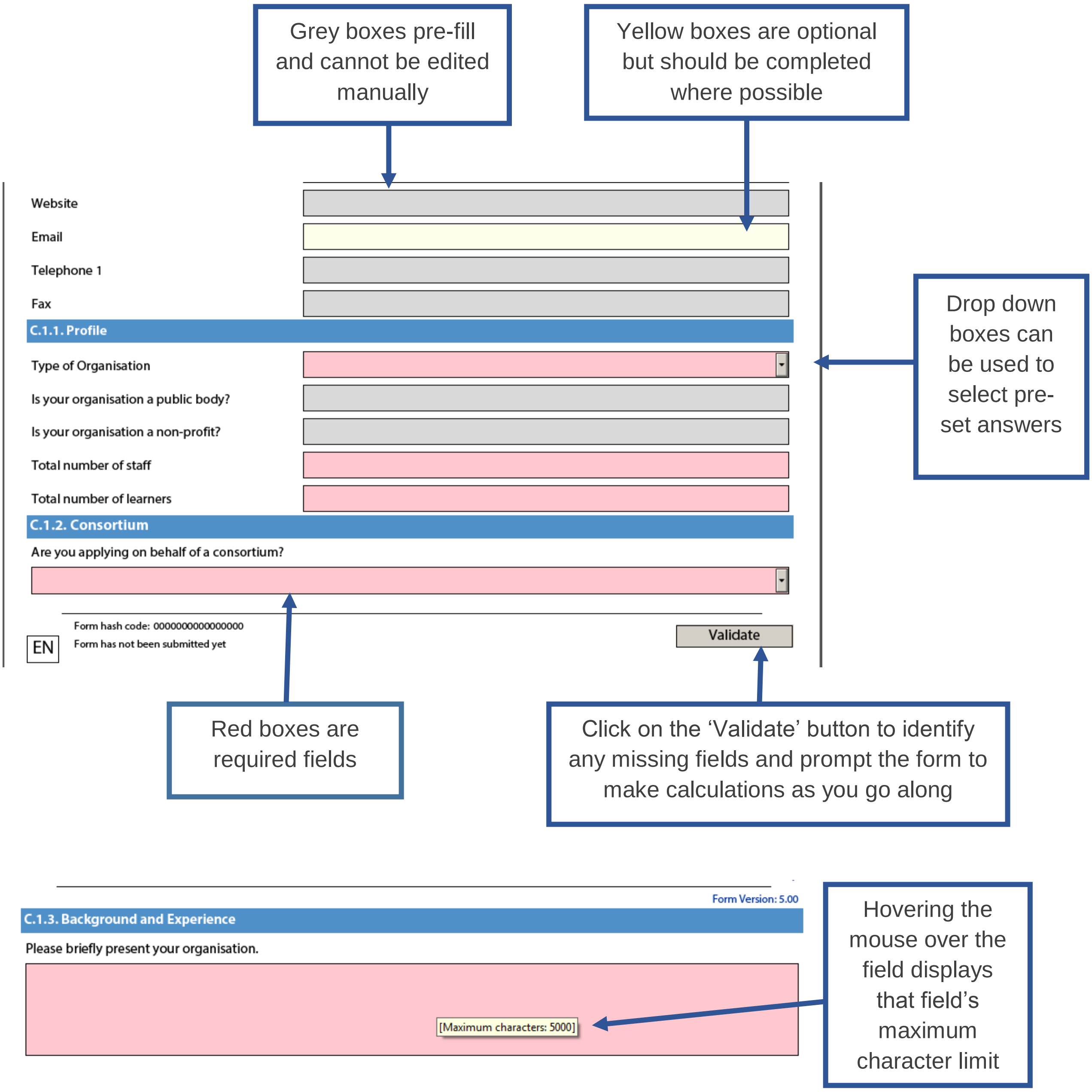
In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File, Open and then open the saved eForm.

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 that 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.

Once you have saved the eForm locally to your PC, 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 time without losing the entered data.

Your computer must be connected to the internet to complete certain functions such as checking your PIC code (see section 4 of this guide) and validating the form using the 'Validate' button at the bottom of each page. Please also be aware that some functions, such as the automatic calculations in the budget section, will not work properly unless the pages have been validated.

3. Technical Information – filling in the fields



You should fill in all 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 input 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.
- When hovering over the text boxes the character limit for each box will appear. Please note that the maximum number of characters for the narrative boxes is 5000 characters.
- 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.

4. Completing and submitting your eForm to the UK National Agency

Please allow plenty of time to complete the eForm, as functions such as copy and paste do not always work within the form. You should also **submit your application eForm well in advance of the deadline**. This gives you time to seek support if you face technical difficulties, which can take time to resolve.

You should **validate your form as you progress through the eForm**. This ensures that no fields are missed and that the form completes all calculations. You must ensure that each section of the application form is completed in full and that activities conform with the Erasmus+ guidelines and 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 **proof read your application** and take into account how your application will be assessed by referring to the 2018 Guide for Experts on Quality Assessment.

If you need further guidance on completing the eForm, you can also read the European Commission's technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and provides solutions to some common problems. The technical guidelines can be downloaded from the Erasmus+ UK website.

You must submit your application online via the eForm. **Late submissions will not be accepted.** You must be connected to the internet to submit your application. The form will not allow you to submit if one or more of the required fields have been completed incorrectly. Local time cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time.

5. Step-by-step guide to completing your application eForm

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. You should check that the pre-filled fields in dark grey correspond with the funding you are applying for, especially the Call year. If the details are different, you may have downloaded the incorrect application form. Please visit https://www.erasmusplus.org.uk/apply-for-adult-education-staff-mobility-funding to download the correct eForm or to search for the appropriate funding opportunity and application form.

B. Context	
Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Adult education staff mobility
Call	2018
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	01-02-2018 12:00:00
Language used to fill in the form	English

In this section the only field that you are required to complete is 'languages used to fill in the form'. All applications submitted to the UK National Agency must be completed in English. Applicants must therefore **select English from the drop down menu** for applications made to the UK National Agency.

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.

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

Project Title in English: Please enter any acronym for your project title.

Project Start Date: Select a start date between 01/06/2018 and 31/12/2018 using the calendar.

Please note if you are, using Version 5.01 of the application form you may experience an error completing the start and end dates of your project when using certain versions of Adobe Reader. Please see page 21 of this guide for further details.

Project Total Duration: Please select the project duration in months. The project duration can be between 12 and 24 months.

It is important to remember that 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 a realistic project duration to be able to carry out all project activities to a high standard.

Your selected project start and end dates must fit with your chosen project duration. From the corresponding drop-down menu you must select the number of months for your project. You must choose the duration of the project to include all activities, since there can be more than one within the project dates.

Please note that the indicative date for signing a grant agreement is four months after the deadline (i.e. June 2018 for applications submitted for the 01 February deadline). Any project activities undertaken before the UK National Agency's counter-signature of the grant agreement will be taken at your organisation's own risk. Please also be mindful that you should plan enough time before your activities to get value for money on travel costs 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 field will calculate automatically once you have selected the 'Project Total Duration' in months. The latest possible project end date is 31 December 2020.

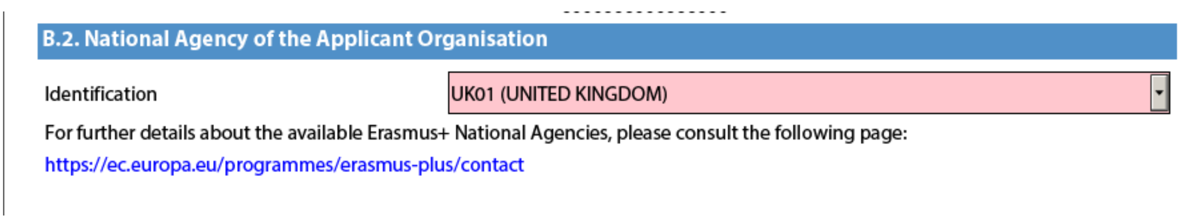
Useful tip: Select dates using the drop-down calendar. If you enter dates manually, please check whether it is in the correct format, otherwise the form will not validate.

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

Form hash code: This will be generated automatically as you create and submit your application.

B.2. National Agency of the Applicant Organisation

Identification: Select **UK01 United Kingdom** from the drop down menu.



B.2. National Agency of the Applicant Organisation

Identification	UK01 (UNITED KINGDOM)

For further details about the available Erasmus+ National Agencies, please consult the following page:
https://ec.europa.eu/programmes/erasmus-plus/contact

C. Participating Organisation(s)

C.1. Applicant Organisation

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

Before completing this section of the eForm, applicants must register their organisation on the European Commission's Participant Portal to obtain a nine digit PIC number. Please refer to page 11 to 12 of this guide for further information.

You must enter your organisation's PIC number into the application form and click 'Check PIC', whilst connected to the internet. Once you have entered your PIC and selected 'Check PIC', the address fields should populate automatically.

If there are any changes to the information originally provided, you should log onto the Participant Portal and update the information accordingly. Please see the [Participant Portal User Manual] for advice on how to update these details. If organisation details are updated within the Participant Portal you must return to the eForm and click 'Check PIC' whilst connected to the internet to update the information within the form.

If you are unable to make amendments before the application deadline or if the details are different from those that appear automatically, please contact the National Agency as you will be required to update the information in the Participant Portal with the correct information.

If you receive an error when clicking 'Check PIC'. Check that you are entering the right code and that you are connected to the internet. If the error persists, please contact the team at erasmusplus@ecorys.com, quoting your PIC number, organisation name and that you applying for a Key Action 1 Adult Education project for support.

C.1.1 Profile

Type of Organisation: In the 2018 eForm applicants must indicate the type of organisation as this information is no longer pre-filled via the Participant Portal. Please note that, as this field is compulsory, you cannot leave it blank therefore, you should chose an option from the drop-down menu. If you cannot find the right organisation type in the list of the drop-down menu, please choose the closest possible type and failing this, you can input the organisation type as 'Other' in the electronic form.

'Is your organisation a public body?' and 'Is your organisation a non-profit?' will be pre-filled using the information contained within the Participant Portal. Please check that this information is accurate and update the Participant Portal if necessary.

C.1.1. Profile	
Type of Organisation	
Is your organisation a public body?	Yes
Is your organisation a non-profit?	Yes
Total number of staff	
Total number of learners	

If you experience any problems where fields are not populating correctly, we recommend that you check your organisation's information in the Participant Portal. The Participant Portal User Manual provides guidance on how to update these details.

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

If you are applying on behalf of a consortium select 'Yes' from the drop down box.

If you are applying as an individual organisation and not as a part of a consortium select 'No' from the drop down box. If you select 'No' please continue to C.1.3 of this guide.

If you selected 'Yes' in the dropdown box you must complete two sections per consortium member:

- C.1.2.1. Consortium Member 1;
- C.1.2.1.1. Profile (for consortium member number 1);
- C.1.2.2. Consortium Member 2;
- C.1.2.2.1. Profile (for consortium member number 2); and

All UK Consortium organisations (as well as any other partners in the project) will also need to have a registered PIC. Please repeat the same steps as for Applicant Organisation when adding information about partner organisations.

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

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

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

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

You can add more members to the consortium by using the button: Add Member

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

Important note: Each consortium partner involved in the project must sign a Partner Mandate form authorising the applicant organisation, the consortium coordinator, to act on its behalf in matters related to project implementation. The Partner Mandate form template can be downloaded here. The mandates for all consortium members should be attached as annexes to the application form.

Please ensure that each mandate is signed and dated in original by the organisations' legal representatives. **Electronic or scanned signatures will not be accepted**. Please note that the organisation details provided on partner mandates **must** match the partners' details specified on the Participant Portal and/or application form.

C.1.3. Background and Experience

This section refers to the applicant organisation and if applicable, consortium organisations.

The information in this section will inform the assessment of your organisation's (or your consortium's) capacity to manage the project and grant successfully.

Please briefly present your organisation: Please give details regarding the context within which your organisation operates. In the case of consortium applications, information in this section should relate to the consortium organisations as well.

You should consider the following:

- The history of your organisation;
- The type of organisation;
- The aims of your organisation;
- The location of your organisation;
- The number and demographic of your adult education staff and adult learners that use your organisation;
- 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, 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 key staff/persons involved in this application and on the competences and previous experience that they will bring to the project. Please detail the number of administrative and delivery staff involved in this project (paid staff and volunteers) in your organisation and their competences, 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', you must complete the table with the relevant information. Use the example below to help you:

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
Erasmus+	2016	2016-1-UK01-KA104-000000	Organisation Name

+ -

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 UK National Agency, quoting your PIC number and organisation name.

C.1.4. Legal Representative

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

Please complete every field in this section.

In order to facilitate contact between the applicant and the UK National Agency, we strongly recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation. We can only contact the legal representative or contact person with information regarding your Erasmus+ project application, using the details that you provide us in the application form.

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

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

Important note: It is important that the legal representative is readily available to **hand sign** forms relating to your application such as the eForm Declaration of Honour, any consortium partner mandates, the Legal Entity Form, Financial Identification Form, and if successful, the grant agreement. The legal representative will need to hand-sign all forms promptly and up to approximately 4 months after the 1 February 2018 deadline for the grant agreement signing

If after the application submission the legal representative or contact person changes, or their details change, please inform us as soon as possible.

We strongly recommend that the legal representative and appropriate officers within your organisation review the Declaration of Honour together with the 2018 Programme Guide, Part C, Step 2: Check the Compliance with the Programme Criteria on Pages 245-247, ensure you give special attention to the Exclusion Criteria.

C.1.5. Contact Person

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

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

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

You can **add a second contact person** to the project by clicking on the button: Add Contact Person. You may wish to add a finance officer or other colleagues who many need to contact us regarding the project. We recommend that you **add at least one other contact person** to the application, who can remain in contact with the UK National Agency in cases where the preferred contact person is absent or unavailable.

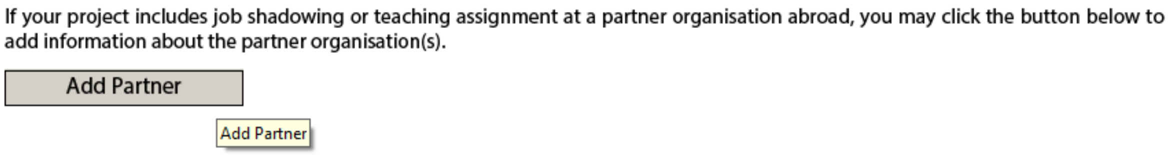
Partner Organisation

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 Programme countries.

If your project includes job shadowing or a teaching assignment at a partner organisation abroad, you should click the button to add information about the partner organisation.

When identifying partners (i.e. receiving organisations) the applicant should ensure that they take into consideration their organisational capacity to manage a project and a partnership. Key Action 1 is open to organisations established in Programme Countries, and you can find a full list here.

Clicking on the ‘Add Partner’ button will create a new partner record. This section will be numbered ‘C.2.’ and will be structured as Section C.1. above. You can add more than one partner.


If your project includes job shadowing or teaching assignment at a partner organisation abroad, you may click the button below to add information about the partner organisation(s).

Add Partner

Add Partner

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

Although Adult Education projects are not obliged to identify course providers at the application stage (i.e. the partner organisation abroad for Structured Courses/Training Events) and receiving partners do not need to be identified at application stage, the UK National Agency strongly recommends that **receiving partner information be provided in the application eForm**. This will strengthen the quality of your application, as you are able to highlight the receiving partner’s experience and knowledge, and explain how the receiving organisation is relevant to the aims and objectives of the project. The description of your partner’s background and experience should make it clear why this partner has been chosen and what skills and experience the partner has. You should demonstrate what relevant, complementary expertise the partner brings to the project.

Where receiving partners are not in the application form, you must indicate the receiving city within the application. If your project is successful, the UK National Agency will contact you after we have contracted with you and you will be required to provide all the receiving partner information as per the application form and any required amends to the budget will be implemented. Please note that the distance bands requested will be checked during the assessment process and the UK National Agency cannot award any funding over the amount requested.

Please complete the yellow cells in this section where possible.

Important Note: Please be aware that from 2017, Serbia started to implement the necessary measures in order to prepare for full participation in Erasmus+ as a Programme Country in the coming years. As a result of this preparation, on the application forms Serbia will appear as 'Programme Country' although it still remains a Partner Country within the scope of Erasmus+. Although **Serbia** will appear in the list of possible destination countries, it is **not an eligible destination** under Erasmus+ actions in the field of education and training. The form will display a 'special warning' message to avoid that applicants propose any activity/flow that is ineligible under the rules of Erasmus+.

Profile

This section of the form will be pre-filled using the partner information submitted on the Participant Portal. Please check that this information is accurate. If there are any changes to the information originally provided, you will need to ask partners to log onto the Participant Portal and update their information accordingly.

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

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

Background and Experience

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. There is a 5,000 character limit for these sub-sections.

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

Legal Representative

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

Contact Person

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

Add/Remove Partner Button

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

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

D. European Development Plan

This section requires specific information about your organisation's needs, plans for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation concerning 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 here in the UK, and should demonstrate that the proposed activities tie in with the organisation's (or consortium's) wider European/International strategy.

In this section, you should therefore provide a strategic view of the organisation's/consortium's plans for European activities. This will include an overview of the current status and vision for the future, identified needs, and how the planned activities will address these needs.

This section is broken down into three sections:

What are the needs of the consortium in terms of quality development and internationalisation? Please specify for each consortium member, identifying the main areas for improvement (for example management competences, staff competences,

new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

This question is asking you to address the needs of your organisation/consortium and current priorities for improvement, particularly in areas that you are targeting in your adult education application. Please explain why you focus on these specific areas and how they fit in your organisation's/consortium's existing plan for development.

If applying as a UK consortium, this will refer to the issues of all consortium members and therefore the issues and needs of each member should be specified.

Please outline the consortium's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs of each consortium member.

This question is asking you to address how the activities within the project will contribute to the objectives stated in question 1 above. Be clear on why the selected activities are the most effective way to meet your organisation's/consortium's development needs, focusing on who will benefit, how many staff and learners will be impacted in both the short and long term.

If applying as a UK 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.

Please explain how the competences and experiences acquired by staff participating in the project will be integrated into the strategic development of each consortium member and of the consortium as a whole?

For this question, you have to explain what your plan is for dissemination and integration of any tangible project outputs. Be specific and describe how the project's participants will share the best practice and knowledge/skills acquired during and after the mobility activities. Be clear on how the knowledge/skills/project outputs, for example new methodologies, improvements or training will be integrated into everyday activities in your organisation, community, region or sector. Be sure to link these back to the objectives outlined in question 1.

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.

Will your organisation use one of the following tools in connection with your mobility project?

You will be asked if you are planning to use any of the following tools in your project (these are not compulsory selections): eTwinning, The School Education Gateway, EPALE**.** The most relevant tool for a Key Action 1 Adult Education Mobility project will be EPALE.

E. Description of the Project

In this section, you must provide a rationale for your project, and identify both the project's objectives and the issues/needs the project will seek to address. You should describe the added value in terms of the skills/knowledge participants will acquire from completing a European mobility. You may wish to consider why Erasmus+ funding is the best way to achieve your organisation and project aims and how your proposed activities link to the objectives of the Erasmus+ programme and this specific key action. It is also important to specify the planned duration of the placements and provide a justification for the length of time spent abroad.

If you have added partners to the application form, you 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.

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

Finally, applicants must select relevant topics being addressed by the project. You may choose up to three. If your project plans to address more than three topics, please choose the most relevant. 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. You do not need to specify the names of individuals participating in mobilities at the application stage, however, you should be able to identify target groups and why their participation is relevant. You should ensure this section is specific to the target sector or group you are sending rather than provide generic descriptions. If you have already identified specific individuals who will be involved, you should indicate this and describe any selection processes or criteria used.

General criteria may be: participant need, motivation, clear goals for the mobility, willingness to share the experience upon return. In addition to these general criteria, there may be specific criteria linked to the nature or purpose of the mobility project (i.e. relevance of the activities planned by an individual staff member to the needs of the organisation and other criteria defined by your organisation/consortium).

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

When selecting adult education staff it is important that an appropriate selection process are 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 based on a draft mobility programme submitted by the staff member after consultation with the receiving institution or enterprise/organisation. Prior to departure, both the sending and the receiving organisations should formally agree the final mobility programme. 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.

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

F.1. Learning Outcomes

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

Applicants must detail any national instruments or certificates that 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.

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

Where possible, the applicant organisation should also accredit the language skills participants acquire during their placement and preparation sessions. This may be completed through a Europass Language Passport.

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

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

G. Preparation

Please describe for each planned activity what will be done in terms of preparation by your organisation and, if relevant, by your partners and/or consortium members before the main activities take place.

G.1. Practical Arrangements

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

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

If you have included partner organisations in the project (for job shadowing or teaching assignments mobilities), you should explain how each organisation will share the responsibility for planning, managing and delivering the mobility.

You should also specify any particular procedures to be followed, for example, conducting health and safety audits, medical checks, Disclosure and Barring Service (DBS) checks (formerly CRB checks) or the equivalent checks in Northern Ireland and Scotland. 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. It is also important to detail which activities any partners will be responsible for and how you will cooperate and maintain communication.

We recommend that you plan to comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes the UK Data Protection Act 1998 (and pending updates to this Act), and legislation/statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (for example, the UN Convention on the Rights of the Child and the Children Act 1989, Safeguarding Vulnerable Groups Act 2006). If your application is successful, the signed grant agreement includes the following statement: “The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their project”.

Consider the Foreign & Commonwealth Office’s travel advice for the countries to which you will travel or send participants, or travel through on route. We will ask you to observe their guidance: https://www.gov.uk/foreign-travel-advice and may not fund mobility in cases where the FCO advises against it.

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

G.2. Project Management

You will need to describe in detail the management of the project as well as addressing quality and management issues. Adult education organisations that plan to organise mobility activities for staff must organise their activities in line with the principles and criteria set out in the European Quality Charter for Mobility. More information can be found at: http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11085_en.htm.

You will need to demonstrate that your organisation has, or will put in place, effective processes to manage the project funding in a transparent and accountable manner. This is very important in evidencing the capacity of your organisation to manage the project. It is strongly recommended that the you, as the applicant organisation, describe the administrative and financial structures across the partnership and provide a detailed work plan as an annex to the application eForm. This should include a comprehensive timetable for the project, and identification of the people responsible for each task. If your organisation has previously managed a similar project in the past i.e. under the Lifelong Learning Programme, you can use examples from this to demonstrate that a structured programme of activity can be delivered.

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. You will also need to detail how you plan to address quality and management issues such as setting up partner agreements and participant learning agreements.

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

G.3. Preparation of Participants

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

If the working language of the placement itself is English, applicants are still required to describe what linguistic training will be undertaken, as all participants should have a basic knowledge of day-to-day vocabulary in the language of the host country.

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.

Preparation could include activities such as linguistic training, briefings, pre-departure research, assessments and domestic training.

It is important that preparation is relevant to the target group and that it takes place in the UK prior to the participants' departure. If any preparation activities are subsequently continued during the placement, this should be additional and should, as far as possible, take place outside of working hours. You should clearly indicate which organisations will be responsible for preparation activities.

H. Main Activities

This section is split into four sub-sections. There is a 5,000 character limit for each sub-section.

Please outline chronologically and explain the objectives and content of the activities you are planning. If relevant, please describe the role of each project partner and/or consortium members in the activities.

You need to outline the activities will be organised, ensuring that they are relevant and realistic, and describe the role of each partner. Where applicable, you must outline how you intend to co-operate and communicate with partners and other stakeholders, which is essential if you plan to run the project as part of a consortium. You will also need to detail the role of each of the partners, how participants' progress will be monitored during their placement (if applicable) and who will be responsible for monitoring their work. Below, we have provided you with a few questions to help you begin answering this question:

- Where will staff go?
  - Where possible please detail the name of the city or town etc. that staff intend to travel to. This will assist UK National Agency staff when checking distance bands and budget requests.
- What will staff do whilst they are abroad? What is the agenda for the mobility?
- What type of course will staff attend? What classes will your staff teach? What type of classes will staff job shadow?
- What is the rational for including these activities? Why these activities in particular?
- How will this approach help your organisation(s) achieve the overall project objective?
- Will staff engage in any extra-curricular activities in their spare time whilst on mobility?

You should ensure that your project activities are consistent with the project's overall objectives and enable the participants to reach their required learning outcomes. The proposed mobility activity **must** have greater potential value than similar training offered in the UK and **should** contribute to increasing the EU dimension of the applicant organisation.

If applicable, how do you intend to cooperate and communicate with your project partners and/or consortium members and other relevant stakeholders?

In this section, you should provide information regarding you plans for communicating and collaborating effectively with your partners and stakeholders. Below, we have provided you with a few prompting questions to help you begin answering this question:

- What means, tools, equipment or software will you use to communicate with your partners and stakeholders?
- How will you ensure data protection and security of information?
- What languages will you communicate in?
- How often will you make contact with partners and other relevant stakeholders?
- How will you share key information?
- How will you record and store project supporting documentation and evidence?
- Who will be responsible for maintaining communication between partners, consortium members and or stakeholders?

How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

Please describe your strategy for monitoring project implementation and progress. Below, we have provided you with a few prompting questions to help you begin answering this question:

- What are your measures for progress?
- Will you conduct pre departure and post mobility activities to compare progress? (for example questionnaires, interview or assessment).
- How will you record progress?

- Who will be responsible for monitoring and recording individuals work programmes and progress?
- How will participants track and record their own learning?
- How often will you measure progress and learning?

If applicable, please explain the need for accompanying persons.

Projects can apply for additional funds to support the mobility of accompanying persons for staff with special needs. Please provide further information about accompanying persons if you have included them in your project application. For consortium applications, the activities listed here must include all activities that all of the consortium members will be undertaking.

H.1. Activities' Details

You will need to enter all activities or 'flows' for your project here. Each mobility activity must be completed by detailing the activity type – see page ** of this guide for a breakdown and definitions of eligible activities.

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.

Each individual flow (to a different destination or for a different duration) under each activity must be entered. 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.

The UK National Agency cannot retrospectively fund activities or mobilities that are not listed in the application eForm. Please note that for consortium applications, the activities listed in the form must include all activities for all of the organisations you plan to involve in the project. Please use the information below to help complete the activity tables.

You will need to **ensure that the country of origin is always the United Kingdom** and that the country of destination is eligible for this action type. **Funding is only available for you to send staff based in the UK.** For further details regarding eligible participating countries for please see page 6 of this guide.

H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

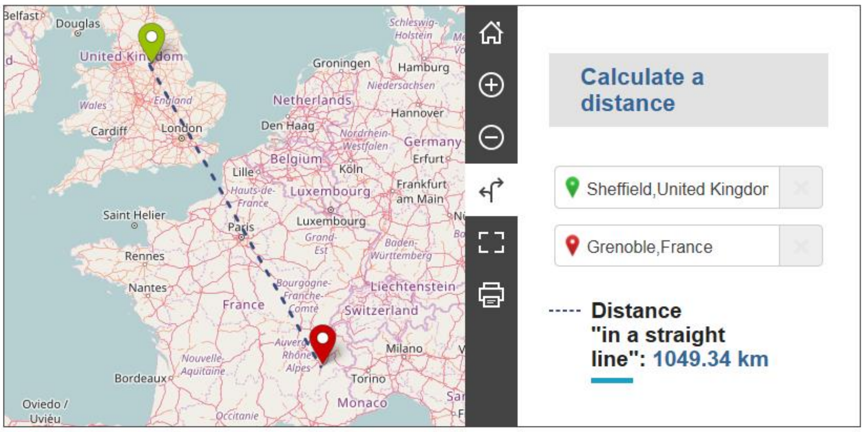
Activity No.	A1
Activity Type	AE-TAA - Teaching/training assignments abroad

Flow No.	Country of Origin	Country of Destination	Distance Band	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	United Kingdom	France	500 - 1999 km	5	2	7	2	0	0
2	United Kingdom	Malta	2000 - 2999 km	7	2	9	2	0	0
+	-								
			Total	12	4	16	4	0	0

Add Activity | Remove Activity

The distance band should cover the entire journey, from the UK point of origin to the specific venue of activity. Applicants must use the European Commission's distance calculator to calculate the appropriate distance band, which can be found at: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

To use the distance band calculator enter the location of the sending organisation in the 'From' box, and the location of the receiving organisation or training course location in the 'To' box. You must then press calculate. Please then select the distance band in the application form that correlates to the distance displayed in the calculator. Do not double the number when choosing the distance band in the application eForm. The distance calculator calculates a return trip.
The example below displays travel from Sheffield to Grenoble (France). The distance band "500-1999km" would be selected in the application form as the tool details "Distance in a straight line: 1049.34 km".



Please note that the distance bands requested will be checked during the assessment process and the UK National Agency cannot award any funding over the amount requested, so you must double check that you have selected the correct distance band.

Fill in the 'Total Duration Excluding Travel (Days)' field, bearing in mind that staff mobilities must last between 2 days and 2 months. If you require any travel days, 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 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 the budget (section J of the eForm). If it is not completed correctly then the project budget may not be calculated correctly. Please note that Accompanying Persons must only be selected to support for participants with Special Needs in adult education Key Action 1 projects.

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

I. Follow-up

In the 'Follow-up' section, you should provide information on the expected impact of your Mobility project once all mobilities and main activities are realised, as well as dissemination and evaluation activities.

Impact and Dissemination are key aspects of all Erasmus+ projects. Your application will receive a score out of 30 under the category 'Impact and Dissemination' so please ensure that you spend time constructing answers to the questions in this section. For more information on dissemination, please read "Annex II – dissemination and exploitation of results - A practical guide for beneficiaries" on pages 307 - 312 of 2018 Programme Guide.

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

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

You will need to detail the impact of the project on participants. Examples could include improved knowledge, improved linguistic skills, newly acquired or developed skills and changes in attitude or behaviour. These outcomes may have a further impact on their employment status, role delivery, wellbeing or lifestyle. Please note the most relevant and realistic outcomes for your project.

Applicants should illustrate a clear match between the training and work placement activities and the participants' needs, as well as detail the impact on both the participants' professional and personal development. The impact and effects of the project could be positive or negative, intentional or accidental, short or long-term.

Aside from the impact on individuals, you should discuss the impact you expect the project to have on your organisation, consortium partners if applicable and receiving partners. This could take many forms: perhaps changes in management structure, in teaching strategies, in European links, in having more engaged staff, and so forth. You should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

Good projects will look further than just the individual but widen the impact of their activities by supporting the transfer of knowledge across departments, organisations and into the local and wider community and at a national, European/international level.

For more information about assessing impact and useful resources, please visit the 'Impact' section on our website. The Impact+ Exercise resource has been developed to help applicants and projects think about their projects impact.

I.2. Dissemination of projects' results

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

The dissemination activities you carry out should be appropriate to your projects target groups and project objectives. Some of the most popular activities include presentations, conferences and workshops; creating manuals, booklets or newsletters; creating press releases and giving these to local media; creating new courses or training material; using social media, such as blogs, Facebook and Twitter; and creating web pages. Within your application, it should be clear how you will raise awareness, share concepts or solutions, policy or practice through these dissemination activities.

Dissemination and use of project results is an important focus of Erasmus+ (see 2018 Programme Guide pages 307-312).

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

I.3. Evaluation

You need to detail the evaluation activities that will be undertaken to ascertain if the project has reached its objectives. Evaluation should be an ongoing process and should be incorporated into the management processes outlined in Section G.2 to help establish baselines and highlight areas for quality management. For example, evaluation may take place after the first flow of mobilities to see if any improvements can be made for the next flow of mobilities to take place in respect of the mobility experience itself or the management of mobilities (preparation, mentoring, activities, etc.).

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Evaluation should also consider whether the impact expected from the project has been achieved, whether the mobilities themselves met the participants' needs and organisational needs of the sending and receiving partner(s) and how you can improve on current or future mobility projects.

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

J. Budget

The Erasmus+ grant is intended 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 adult education staff you are eligible to receive funding for the following cost headings.

- Travel (unit cost on a per participant basis)
- Individual Support (unit cost on a per participant basis)
- Organisational Support (unit cost on a per participant basis)
- Course Fees (unit cost on a per participant basis)
- Special Needs Support (actual cost)
- Exceptional Costs (actual cost)

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

You must calculate a project's provisional budget at the application stage according to the rates provided in the 2018 Programme Guide at pages 72 to 74. 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 UK National Agency cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm.

Important note: When completing the budget section, 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 39 of this document as you complete section I of the eForm. The technical guidelines can be downloaded from the [Erasmus+ UK website.]

Useful tip: Please ensure that the amounts you have entered are consistent across the whole budget section, otherwise the form will not validate.

Please see the 2018 Programme Guide, pages 72-74, for the funding rules for Key Action 1 Mobility projects for adult education staff and unit cost amounts.

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 the UK point of origin 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. All fields in this section of the budget will be automatically populated from the details you entered in the H.1 Activities' Details section.

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

Travel distance between:	Amount per participant, for travel costs from their place of origin to the venue of the activity and return
0 – 9 km	€0
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 +	€1500

Important note: Under section J.6 'Exceptional costs' applicants can claim financial support (up to 80% of eligible costs) for expensive travel costs for participants. This must be motivated in the application form and will only be allowed if applicants can justify that the standard funding rules (based on the contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants. For example, this may be applicable for participants travelling from the outermost regions and Overseas Countries and Territories to reach a main HUB/airport and/or a train/bus station within the country of origin.

Justification should be entered into the white narrative box entitled 'Please provide any further comments you may have concerning the above entered budget' which can be found at the end of the budget section.

J.2. Individual Support

Individual support refers to the day-to-day living costs incurred by participants, including accompanying persons, during the mobility activity. This includes accommodation, food and insurance, as well as local travel to and from the venue of the placement in the host country. Individual support is calculated on a unit cost basis as detailed on page 73 of the 2018 Programme Guide and will be payable according to the country of destination and the duration of the activity.

Individual Support will be calculated as follows:

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

Individual support rates are set by each National Agency within a range given by the European Commission on page 74 of the 2018 Programme Guide. For projects led by UK applicants, the rates are set out in the table below:

Receiving Country	**Staff Mobility (maximum allowance per day per participant)**
Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom	€180
Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Spain, Netherlands, Malta, Portugal	€160

Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, the former Yugoslav Republic of Macedonia, Turkey	€140

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

Please ensure that you validate these pages to enable your application form to perform rate calculations. You must be connected to the internet to validate the form.

J.3. Organisational Support

Organisational support refers to any costs directly linked to the implementation of mobility activities (excluding travel and individual support for participants). Organisation support is calculated on a unit cost basis, per participant, and may be used to cover costs related to the selection and preparation (pedagogical, intercultural, and linguistic) of participants, the monitoring and supporting of participants during the mobility and the validation of learning outcomes, as stated at page 72 of the 2018 Programme Guide. You can, where relevant, share organisational support funds with partner organisations that incur costs. This should be established through formal agreements.

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

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

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

J.4. Course Fees

This section of the form does not automatically populate.

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

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

Useful tip: You must ensure that the course duration and number of participants you have entered are consistent with the amounts input in section H.1 under the activity type 'Structured Courses/Training Events', otherwise the form will not validate.

Please only request course fees for actual activity days (excluding travel days).

J.5. Special Needs Support

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

Useful tip: A person with special 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 on a case-by-case basis. You must provide a description of the costs (maximum 5,000 words) and enter the amount being requested.

The individual situation should be described and any particular needs and extra costs must be detailed in the application form. We encourage you to break the costs down in as much detail as possible and justify the need for this cost in the body of your application and in the last text box under the budget section: "Please provide any further comments you may have concerning the above entered budget".

Important note: Special needs support cannot be applied for retrospectively. If there is a high possibility that special needs support will be needed for a participant to take part in a mobility, please ensure that your project's need for additional financial support is motivated and is justified in the application. If your project is funded, but the mobility of a participant requiring special needs support is not realised, the support allocated under this budget category will be deducted from your final grant payment or recovered.

Using the '+' button, you can add the activity number in which the participant(s) requiring special needs support is taking part. This will populate the Activity Type field. You need to enter the number of participants with special needs for this activity type, which should match the number entered in section H.1 Activities' Details. If this does not match, the form will not validate correctly, therefore please make sure there is consistency between the information entered here and in section H.1.

J.6. Exceptional Costs

Exceptional costs are calculated on an **actual cost** basis. The funding rules state that these costs are specifically to support the following:

- Costs for providing a Financial Guarantee, if requested by the UK National Agency. You can request 75% of eligible costs. If you are unsure how to input Exceptional Costs relating to a Financial Guarantee, please contact the UK National Agency for advice at erasmusplus@ecorys.com.

- Expensive travel costs of participants. You can claim up to a maximum of 80% of the total eligible costs. However, you will need to justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

Justifications for Exceptional Costs should be entered into the white narrative box entitled 'Please provide any further comments you may have concerning the above entered budget' which can be found at the end of the budget section.

You should bear in mind that assessors could reduce the amount of exceptional costs requested if the request is considered too large or a clear justification has not been provided. You **must** therefore provide detailed justifications for any request for exceptional costs. You should **provide a breakdown of the exceptional costs requested** as much as possible.

No other costs are eligible under Exceptional Costs. All fields apart from the 'Activity No', 'Description of Costs' and 'Total Grant Requested' will be pre-filled for applicants. You can use the '+/-' button to add or remove flows as necessary.

K. Project Summary

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

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

- Context/background of project
- Objectives of your project
- Number and profile of participants
- Description of activities
- Methodology to be used in carrying out the project
- A short description of the results and impact envisaged

- The potential longer term benefits

K.1. Summary of participating organisations

This is a pre-populated table based on information taken from earlier sections of the form. Please check carefully before validating.

With some eForms this table does not always show all participating organisations in the project due to a technical error. Please make sure that all organisation details are showing within the eForm, even if they do not appear within this summary table.

K.1.1. Summary of Activities and Participants

This is a pre-filled table with information pulled from section H.1 of the application. It provides an overview of all activity types associated with the application.

K.2. Budget Summary

This table provides an overview of the activity number, activity type and grant requested for the project. An additional table is populated underneath for costs relating to Organisational Support.

The values shown in the Budget Summary are calculated automatically based on the values calculated and/or entered in the detailed budget sections.

It is imperative that you check that this amount is correct against your own calculations and you resolve any issues before submitting your application. We cannot fund any activities retrospectively that are not applied for at the application stage.

Useful tip: 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 combined grant calculated for the project. **It is imperative that you check that this amount is correct against your own calculations and resolve any issues before submitting your application.**

Please be aware that if you are successful, the UK National Agency is unable to award you more than you have requested.

L. Checklist

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

- You have used the official 2018 Key Action 1 Adult Education application eForm.
- All mandatory and relevant fields in the application form have been completed, otherwise the application will not submit correctly.
- The application form is submitted to the National Agency of the country in which your organisation is established – see section B.2.
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries – see section B.
- You have annexed all of the required documents:
    - **Declaration of Honour** signed by the legal representative identified in section C.1.4 of the application. Please ensure that all of the required details (place, date and name) have been completed and that the date indicated is on or before the submission deadline.
    - **Mandates with each UK Consortium partner** (if applicable). Mandates need to have been completed in full and signed by both parties. The mandate template which must be used can be downloaded from https://www.erasmusplus.org.uk/apply-for-adult-education-staff-mobility-funding. The following important information must be taken into account when preparing mandates:
        - the legal signatory (of the partner and coordinating organisation) named on the partner mandate must be the person who signs the document and should also be the legal signatory mentioned in the application;
        - the organisation name (of the partner and coordinating organisation) stated in the partner mandate must match with the application form;
        - the organisation's legal entity information (of the partner and coordinating organisation), i.e. legal form, registration number and VAT, stated in the partner mandate must match with the organisation's legal details in the Participant Portal;
        - partner mandates must be hand signed (original signatures) and dated in the relevant place as indicated on the mandate template. The UK National Agency will not accept signatures on a different page or electronic/scanned signatures;
        - partner mandates must be legible and preferably in English;
        - the partner's details on the partner mandate must match the partner's details included on the Participant Portal and the application. The UK National Agency will not accept any spelling errors in names.
- All participating organisations have uploaded the relevant documents to give proof of their legal status on the participants' portal (the correct Legal Entity Form and Financial Identification Form). For further details, see Part C, pages 244-245, of the 2018 Programme Guide) and pages 11-12 of this guide.
- You are complying with the submission deadline published in the 2018 Programme Guide (1 February 2018, 11 am UK time).
- You have saved or printed a copy of the completed form for your own records.

Important Note: Organisations need to upload supporting documents as a proof of their legal status.

Please ensure that there is consistency of information regarding your organisation's legal details in the Participant Portal, Application form, Legal Entity form, Financial Identification form and that these match with the supporting documentation provided by your organisation. Otherwise, the forms will need to be amended and re-submitted at a later date and your Legal Representative must be available to hand-sign the amended forms.

M. Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour. The specific privacy statement referred to in this section can be found on the Erasmus+ UK website.

N. Declaration of Honour

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

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

The legal representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it (N.B. the National ID and organisation stamp are not required in the UK for Adult Education applicants). The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online.

Important Note: All parts of the Declaration of Honour, i.e. original signature, date of signature and place (city/town) of signature, name of applicant organisation, name of legal representative, must be completed. Otherwise, it cannot be accepted by the UK National Agency and will need to be re-submitted.

It is essential that you submit the Declaration of Honour. Failure to submit the Declaration of Honour signed by the legal representative will result in your application being ineligible.

O. Annexes

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

- Declaration of Honour signed by the legal representative mentioned in the application.
- Mandates of each UK Consortium partner signed by both parties, where applicable (see page 54 of this guide for further information and mandate requirements);

Applicants need to ensure that all documents specified in the checklist (see section L) 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.

Although there are only ten spaces in the Annexes section of the application form, this does not mean that only ten documents can be submitted. Documents can be combined into a single document, rather than uploading them separately. We recommend that multiple documents, such as partner mandate forms are scanned into a single file. The total size of the documents must not exceed 10 x 240MB, otherwise the application will fail to submit properly (producing an 'ERR-06' submission code – see section P below for more details).

Useful tip: If your file sizes are too large to upload into the form you can compress pdf's to make the size smaller. Simple pdf compression websites can be found by searching 'pdf compress' in a search engine.

Please note that only .pdf, .doc, .docx, .xls,.xlsx,.jpg, .txt, .odt, .ods, .cdoc, .ddoc and .bdoc files can be submitted electronically with an application, no other files will be accepted.

A file that 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.

If, after checking that the annexes are within the size and file format limits, you still experience problems with attaching annexes, you can email them to erasmusplus@ecorys.com clearly stating which application form they relate to and providing your organisation's details.

P. Submission

P.1. Data Validation

You must ensure you have validated all sections of the application before submitting. You should do this while you work your way through the application eForm, as there is a 'Validate' button at the bottom of every page. If any of the compulsory text boxes have been left blank or completed incorrectly, you will be directed to them when clicking on the 'Validate' button.

When you **validate** the eForm, you need to ensure that you are connected to the internet and all fields are completed. Validating will mean that your form is saved.

When you **submit** the eForm, you need to ensure that the form is validated first. Submitting your form (successfully) will mean the NA has received your application.

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 UK 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, you should click the 'Submit Online' button. The submission attempt will be recorded in a 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 issues 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: **11am (UK time) on Thursday 1 February 2018.**
10. If an application is submitted after this deadline, and the alternative submission procedure is not completed in time, the application will be made ineligible.

P.3. Alternative Submission Procedure

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

1. Take a screenshot of the submission summary page demonstrating that the eForm could not be submitted online due to a technical issue (and not an issue when validating the form).
2. Email the screenshot to the UK National Agency at erasmusplus@ecorys.com along with a copy of your completed application form and any annexes **within two hours** of the application deadline (i.e. by 1pm UK time).

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 UK 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 if you need to follow the alternative submission procedure.

P.5. Form Printing

The UK National Agency advises that applicants print the final completed version of the eForm and retain it for their own records. Hard copies of the eForm do **not** need to be posted to the UK National Agency.

ERASMUS+

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6. Application Checklist

☐	Have you used the correct official application form: Key Action 1, Adult Education, deadline 1 February 2018?
☐	Have you checked whether the start and end dates of your project are in the correct format? **(Please note some sections can be amended manually)**
☐	Is your project start date between 1 June 2018 and 31 December 2018?
☐	Is your project duration between 12 and 24 months?
☐	Have you checked if your partner has provided you with the correct PIC number?
☐	Have you checked if your partners' details are up-to-date and consistent between the application form, Participant Portal and their Legal Entity Form?
☐	Have you checked if the budget figures are correct and consistent throughout the whole application form?
☐	Have you checked that all the mandatory fields (red boxes) are completed?
☐	Have you printed, signed, scanned and annexed the Declaration of Honour?
☐	Have you attached mandates for each of your UK Consortium partners? (if applicable)
☐	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?
☐	Have you validated your form? (make sure you are connected to the internet)
☐	Have you submitted your form online?
☐	Does the status show OK?
☐	Have you submitted your application before the deadline of 1 February 2018 (11am UK time)?
☐	Have you saved and printed the copy of your Application Form for your own records?

7. After submitting your application

Once you have submitted your application you will receive an acknowledgement email. If you have not received an acknowledgement email within four weeks of the deadline, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on +44 (0) 121 212 8947 or by sending an email to erasmusplus@ecorys.com.

All applications are checked for eligibility, and eligible applications will be assessed for quality.

An Evaluation Committee will meet to review the applications. The highest-scoring applications are selected, based on the budget available.

Applicants will be informed of the outcome by email and grant agreements will be issued to successful applicants.

PART IV:

FURTHER INFORMATION AND SUPPORT

1. When will results be notified?

You should expect to hear about the outcome of your Key Action 1 Adult Education Mobility application within four months of the submission deadline. Please note that if your application is selected for a reserve list place you will be asked to confirm whether you wish to accept the place and the UK National Agency will keep you regularly updated. You will be notified of the final outcome by December 2018.

The named contact person for the project will receive notification of the outcome, including detailed feedback.

If, once you have received the notification email from the UK National Agency, you believe the UK National Agency has not followed the correct procedures as set out in the relevant Commission Call for Proposals or in the National Agency's own published guidance and you wish to appeal the decision made by the UK National Agency in relation to your Erasmus+ application, you should follow the appeals procedure indicated on the Erasmus+ UK website. Alternatively, you may feel that the NA has followed the correct procedures, but wish to make a complaint. You can download the Appeals Form or the complaints form from the Erasmus+ website.

2. Where to find more help and advice

2.1 Erasmus+ Website

For further information, please refer to the Apply for Funding section and the Key Action 1 Adult Education staff mobility page on our website.

2.2 Erasmus+ Helpline

The Erasmus+ team at Ecorys are also here to help you with any queries you may have regarding your Key Action 1 Adult Education application. You can contact the team by phoning the Erasmus+ Helpline on **0121 212 8947** or by emailing erasmusplus@ecorys.com.

Useful tip: The Erasmus+ helpline is particularly busy before an application deadline so, while the UK National Agency will try their best to answer and resolve your queries, it is always recommended that you start completing your application well in advance of the deadline to avoid any unforeseen issues.

2.3 Application Support Webinars

If you would like to attend an application support webinar in the run up to the deadline, you will find details of the schedule and how to register on our website.

Recordings of webinars will be made available on our website and YouTube channel in due course.

2.4 Online Newsletter

Please sign up to our newsletter to be kept up to date with the latest funding deadline reminders, news items, printed and digital resources as well as case studies and much more.

Important note: Any information, advice and guidance regarding the Erasmus+ Programme should be sought directly from the UK National Agency. The UK National Agency does not take any responsibility for incorrect information provided about the Programme by other organisations. Additionally, the UK National Agency will only communicate with the applicant organisation during the application process, and if the application is approved. Any organisations claiming to broker agreements between you and the UK National Agency should be avoided, as we will not liaise with any third party organisation regarding any aspect of your project.