

Call 2019 School Exchange Partnerships (KA229)

DISCLAIMER

This document represents a sample of an application form. It must not be used for real applications to a National Agency.

Please also note that the sections and questions presented below may ultimately differ from the electronic application form made available to applicant organisations.

We strongly advice check the questions carefully when filling in real application.

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English EN

Erasmus+ Applications

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KA229 - School Exchange Partnerships
Formid KA229-440342A7 Deadline (Brussels Time) 21/03/2019 12:00:00

Context

Main objective of the project
Exchange of Good Practices

Project Title

Project Acronym

Project Title in English

Project Start Date (dd-mm-yyyy)
01-09-2019

Project Total Duration

Project End Date (dd-mm-yyyy)

National Agency of the Applicant Organisation

Language used to fill in the form

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

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European Commission

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Participating Organisations

Applicant Organisation

Please note that the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through [the Participant Portal](#).

PIC	Legal name	Country
<div>⚠</div>		

Partner Organisations

No	PIC	Legal name	Country
1	<div>⚠</div>		

ADD PARTNER

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Description

Priorities

Description

Participants

Priorities

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

If relevant, please select up to two additional priorities according to the objectives of your project.

Select priorities...

Description

Please describe the motivation for your project and explain why it should be funded.

0/3500

What are the objectives you would like to achieve and concrete results you would like to produce? How are these objectives linked to the priorities you have selected?

0/3500

How are the planned activities going to lead to achievement of the project's objectives?

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0/3000

eTwinning and Erasmus+ platforms

Have you used or do you plan to use eTwinning, School Education Gateway or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

0/3000

If your project proposal is building on previous or ongoing eTwinning project(s), please explain how you plan to achieve this. Please clearly identify the relevant eTwinning project(s) by including the project title and project ID. In addition to the information provided here, do not forget to provide further information about the eTwinning aspect of your proposal in all other relevant parts of the application form.

0/5000

Please keep in mind that experts will evaluate your application exclusively on the basis of the information provided in the application form. Therefore, when answering this question make sure to describe the eTwinning project(s) you plan to build on. Likewise, please be aware that independently of the experts' evaluation of the quality of your application, the National Agency may verify the provided information about your eTwinning project(s). In case the information is not correct, your application may be disqualified.

Participants

Please briefly describe who will take part in the project, including:

- Who are the different groups that will take part in the project activities (e.g. pupils, teachers, other school staff, parents, etc.)? Please also include information on local participants (those who will participate in project activities, but will not travel as part of the project).
- How are these groups going to participate?
- If pupils are involved in the project, please specify their age groups.

Note that specific details on selection of participants in Learning, teaching and training activities do not need to be repeated here if they are described in the dedicated section of the form: [Learning Teaching Training](#)

0/3000

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

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Funds for Project Management and Implementation

Project Management

Management

Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are provided to all Strategic Partnerships based on the number of participating organisations and duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication and project management meetings between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. Note that all amounts are expressed in Euros.

To calculate the Project Management and Implementation grant the duration of the project needs to be completed and valid

Organisation Role	Grant per organisation and per month	Number of Organisations	Grant
No records found			
Total		0	0.00 EUR

Project Management and Implementation

Please describe the tasks and responsibilities of each partner school. Explain how you will ensure sound management of the project and good cooperation and communication between partners during its implementation.

0/3500

Please make sure to include all project meetings, events and activities in the section: [Timetable](#)

How did you choose the project partners? Does your project involve schools that have never previously been involved in a Strategic Partnership? If yes, please explain how the other partners can support them during the project.

0/3500

Have you used or do you plan to use eTwinning, School Education Gateway or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

0/3500

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Learning, Teaching, Training Activities

List of Activities

List of Activities

Do you plan to include transnational learning, teaching or training activities in your project?

No

Yes

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Learning, Teaching, Training Activities

⚠ List of Activities

List of Activities

Do you plan to include transnational learning, teaching or training activities in your project?

Yes

Please describe the practical arrangements for the planned Learning, Teaching and Training activities. How will you select, prepare and support the participants, and ensure their safety?

0/3000

Please specify each of the planned learning, teaching and training activities in the table below.

ID	Activity Title	Leading Organisation	Activity Type	Starting Period	No. of Participants	No. of Accompanying Persons	Grant
C1	⚠				0.00 EUR

ADD

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by [user name]

[Learning, Teaching, Training Activities](#) / [Activity Details](#) | [▲ Activity Details](#) | [▲ Groups of Participants](#)

Activity Details (C1)

In this section, you are asked to provide details about this specific activity. The section consists of two parts: Activity Details and Groups of Participants.

In the first part (Activity Details) you are asked to provide information about the planned activity as a whole (e.g. its venue, duration, etc.), to define the activity's lead organisation, and to list the other participating organisations. The lead organisation is typically the one hosting the activity in its premises. In case you decide to organise the activity outside of the lead organisation's premises, you must respect the detailed rules provided in the Programme Guide and you need to provide an explanation for this choice as part of the activity description. The other participating organisations are all project partners who will send their participants to take part in the activity. Adding a partner organisation to the list of participating organisations will allow you to ask funding for their participants in the second part of this section.

In the second part (Groups of Participants) you are asked to provide some details about the participants who will take part in this activity. The main purpose of this section is to calculate the budget that the project will receive for the participants' travel, individual support and other expenses. The participants are organised in groups for easier calculation. Each group and its budget are linked to their sending organisation.

Field	Activity Type		
SCHOOLS			
Activity Title			
Leading Organisation		Participating Organisations	
		Select ...	
Starting Period	Duration (days)	Country of Venue	
09-2019			
▲ The Starting Date should be between project start date and project end date.			
Description of the activity:			
<ul style="list-style-type: none">Describe the content, methodology and expected results of the activity.How is it going to be related to or integrated with the normal activities of the involved schools?			
0/3000			
Does this activity combine physical mobility with virtual exchanges through eTwinning?			
How is participation in this activity going to benefit the involved participants?			
0/2000			

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Learning, Teaching, Training Activities / Activity Details / Group Details | Group 1 | Group of Participants - Budget

Group 1, Activity (C1 -)

To request funds for participants in this group, please complete the information below.

Please note that there are two categories of persons who can be funded: people directly taking part in the planned activity (always referred to as participants) and accompanying persons. Accompanying persons include teachers or other staff travelling together with pupils, as well as assistants supporting participants with special needs.

Grant rates for Individual Support are different for participants and accompanying persons. Therefore, you need to specify the requested duration for Individual Support separately for the two categories of persons. At the same time, grants for travel are the same for participants and accompanying persons. Therefore, for travel you should add together all persons requiring a grant.

Finally, please be aware that in case later on you decide to modify the information about the activity (e.g. its duration or number of participants), the modification will not be automatically reflected for the different groups of participants and different budget items. Therefore, please make sure that all budget requests are correct before submitting your application.

Sending Organisation

Country of Venue

You have requested funds for participants coming from the organisation leading this activity. Please be aware that local participants cannot receive funding and therefore participants coming from the lead organisation can receive support only if the activity is not taking place at the premises of the lead organisation. In this case, please make sure to include an explanation and justification for the venue in the description of the activity

No. of Participants

No. of Accompanying Persons (including teachers accompanying pupils)

Total No. of Participants and accompanying persons

Number of Participants must be greater than zero

Group of Participants - Budget

Individual Support

Please note that additional individual support for up to two travel days may be requested if the participants are required to travel on the day before or after the activity.

Field 'Activity Type' must be filled in before budget calculation

No. of Participants ?	Duration per Participant (days) ?	Grant per Participant	Total (for Participants)
No. of Accompanying Persons ?	Duration per Accompanying Person (days)	Grant per Accompanying Person	Total (for Accompanying Persons)
Total Individual Support Grant			

Travel

Distance Band	No. of Persons ?	Grant per Participant	Total Travel Grant

Exceptional Costs for Expensive Travel

☐ Request Exceptional cost for expensive travel.

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Timetable

Please list and describe all project activities and indicate an approximate timing when they will start. In particular, you should include project activities other than the Learning, Teaching, Training activities, for example: project management meetings, dissemination activities and other local activities and events in each school.
Note that Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated section of the form: [Learning, Teaching, Training Activities](#)

ID	Activity Type	Starting Period	Description
C1		09-2019	

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Special Costs

Special Needs Support

ID	Organisation	Country of the Organisation	No. of Participants With Special Needs	Description and Justification	Grant (EUR)
1	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
					0/5000
Total					0.00 EUR
<div>ADD</div>					
ID	Organisation	Country of the Organisation	Description and Justification	Grant (EUR)	
1	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	
				0/5000	
Total				0.00 EUR	
<div>ADD</div>					

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Follow Up

How are you going to assess if the project's objectives have been met?

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How will the participation in this project contribute to the development of the involved schools in the long-term? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end?

0/3000

Please describe your plans for dissemination and use of project results.

How will you make the results of your project known within your partnership, in your local communities and in the wider public? Who are the main target groups you would like to share your results with?

Are there other groups or organisations that will benefit from your project? Please explain how.

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Project Summary

Summary

Summary

Please provide a short summary of your project. Please recall that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform. Be concise and clear and mention at least the following elements: context/background of project, objectives of your project, number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. The summary will be publicly available in case your project is awarded.

In view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.

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Please provide a translation in English. This summary will be publicly available in case your project is awarded.

0/5000

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Annexes

The maximum number of all attachments is 10 and the maximum total size is 10240 KB.

Please download the Declaration of Honour, print it, have it signed by the legal representative and attach. [DOWNLOAD DECLARATION OF HONOUR](#)

File Name	File Size (kB)
Declaration of Honour is required.	

[ADD DECLARATION OF HONOUR](#)

Please attach any other relevant documents.

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

File Name	File Size (kB)
Total Size (kB)	0

[ADD FILE](#)

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i To be able to submit your application you need to show that you fulfil all the below requirements by ticking all the boxes.

Checklist

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

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

Please also keep in mind the following:

- Only the coordinating school needs to submit the application to its National Agency. Partner schools need to be listed in this application and must not submit the same application to their own National Agencies. If similar or identical applications are submitted by different schools to different National Agencies, all applications may be rejected.
- Only schools are eligible to participate in School Exchange Partnerships. Depending on the country where the school is registered, a specific definition of eligible schools applies. The definition or a list of eligible schools is published on the website of each National Agency. Before submitting your application, make sure that all participating schools are eligible in their respective countries.
- The documents proving the legal status of the applicant and each partner must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - 'Information for applicants').

Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. http://ec.europa.eu/programmes/erasmus-plus/documents/eplink-eforms-privacy_en.htm

☐ I agree with the Specific Privacy Statement on Data Protection

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