Erasmus+

Context

Project Title	
Project Acronym	
Project Title in English	
Project Start Date (dd-mm-yyyy)	01-06-2019
Project Total Duration (Months)	
Project End Date (dd-mm-yyyy)	
National Agency of the Applicant Organisation	
Language used to fill in the form	Greek

For further details about the available Erasmus+ National Agencies, please consult the following page:

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

Participating Organisations

Are you applying on behalf of a mobility consortium?

Yes

Are you also involved in other consortia?

Applicant Organisation

Applicant Organisation Details

PIC

Legal name

Legal name (national language)

National ID (if applicable)

Department (if applicable)

Acronym

Address

Country

City

P.O. Box

Post Code

Telephone

Fax

CEDEX

Website

Email

Profile

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

Total number of staff

Total number of learners

Associated Persons

Background and Experience

Please briefly present your organisation and include the following information:

What are your organisation's activities and previous experience in the areas relevant for this application?

Who are the key persons who will be involved in implementing and managing the project and what relevant experience do they have?

Please describe why and how you have formed your national mobility consortium. Make sure to include information on:

capacities, competences and experience of your organisation that are relevant for coordinating the consortium

existing links between organisations in the consortium, including any organisational, hierarchical or similar links between the coordinator and the consortium members, if relevant.

Has the organisation participated in a European Union granted project in the 3 years preceding this application?

Consortium

Consortium Member

PIC

Legal name

Legal name (national language)

National ID (if applicable)

Department (if applicable)

Acronym

Address

Country

City

P.O. Box

Post Code

Telephone

Fax

CEDEX

Website

Email

Profile

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

Total number of staff

Total number of learners

Associated Persons
Associated Person

Title

Gender

First Name

Family Name

Role   Legal Representative

Department

Position

Email

Telephone

Preferred Contact

Use Different Address from Organisation	Yes
Address	
Country	
P.O. Box	
Postal Code	
CEDEX	
City	

Associated Person

Title	
Gender	
First Name	
Family Name	
Role	Contact Person
Department	
Position	
Email	
Telephone	
Preferred Contact	
Use Different Address from Organisation	Yes
Address	
Country	
P.O. Box	
Postal Code	
CEDEX	
City	

Background and Experience

Please briefly present your organisation and include the following information:

What are your organisation's activities and previous experience in the areas relevant for this application?

Who are the key persons who will be involved in implementing and managing the project and what relevant experience do they have?

Consortium Member

PIC

Legal name

Legal name (national language)

National ID (if applicable)

Department (if applicable)

Acronym

Address

Country

City

P.O. Box

Post Code

Telephone

Fax

CEDEX

Website

Email

Profile

Type of Organisation

Is your organisation a public body?	
Is your organisation a non-profit?	
Total number of staff	
Total number of learners	

Associated Persons
Associated Person

Title	
Gender	
First Name	
Family Name	
Role	Legal Representative
Department	
Position	
Email	
Telephone	
Preferred Contact	
Use Different Address from Organisation	Yes
Address	
Country	
P.O. Box	
Postal Code	
CEDEX	
City	

Associated Person

Title	
Gender	

First Name	
Family Name	
Role	Contact Person
Department	
Position	
Email	
Telephone	
Preferred Contact	
Use Different Address from Organisation	Yes
Address	
Country	
P.O. Box	
Postal Code	
CEDEX	
City	

Background and Experience

Please briefly present your organisation and include the following information:

What are your organisation's activities and previous experience in the areas relevant for this application?

Who are the key persons who will be involved in implementing and managing the project and what relevant experience do they have?

European Development Plan

In this section you are asked to formulate your consortium's European Development Plan. The Plan should describe the longer-term goals of the consortium and its member organisations, and explain how these goals relate to the needs of the involved organisations and the context in which they operate. The Plan is meant to provide the background for your application and therefore it should cover a longer period than the duration of the project.

The scope of your European Development Plan should be proportional to the size, capacity, and existing experience in European and international cooperation of your organisation and the other organisations that form a part of your consortium. You should aim to define goals and objectives that are realistic, and you should explain their relevance for the consortium.

The European Development Plan is an important part of the application because it forms the basis on which you will build your project proposal. The rest of the application form is designed following that logic. At the end of this section you will be asked to define specific objectives of this project and to explicitly link them with the broader goals of your European Development Plan. In all other parts of the application, and in particular when explaining the expected impact of the project, you should make sure to remain consistent with the answers you have given in this section about the project's objectives and their relevance in the context of the European Development Plan.

What are the key needs and goals of the organisations forming your national mobility consortium in the area of European mobility and cooperation?

Define the key areas of your consortium's activity that you would like to improve and explain how. For example, reflect on your plans to improve staff and management competences; teaching and training content, methods and tools; development of key competences and skills of staff and learners; development of sustainable cross-border cooperation; etc.

Please define the objectives of this specific project: which of the identified needs, goals and key areas for improvement do you plan to target through activities described in this project proposal?

If relevant, please briefly present your consortium's other activities in the area of European and international mobility and cooperation, apart from this application.

What are the most relevant topics addressed by your project?

Project Management

How will you ensure good project management and quality of activities? Provide a general overview of your plans, including:

- What kind of cooperation and communication arrangements do you plan to set up with your hosting partners (for example, cooperation agreements or memoranda of understanding) and within your consortium?
- How do you plan to address practical and logistical matters related to the project activities (e.g. travel, accommodation, insurance, safety of participants, visa, social security, etc.)?

Erasmus+ provides a number of online platforms with useful information and tools for organisations active in education and training, including eTwinning, School Education Gateway, EPALE (Electronic Platform for Adult Learning in Europe), and the Erasmus+ Project Results Platform. If relevant for your organisation's field of activity, have you used or do you plan to use any of these platforms for preparation, implementation or follow-up of your project? If yes, please describe how.

Activities

When answering the following questions, please make sure to include information about each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Activities Description

Please provide a summary of staff mobility activities you plan to organise, including the content these activities should cover and an estimated timing when the different activities will take place.

How are the proposed activities going to help address the needs and achieve the goals described in your European Development Plan? In particular, please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Please describe your plans in terms of potential destination countries and hosting partners.

- Describe what will be the contribution of the hosting partners you have already identified and why they are a suitable choice to be the hosting organisations.
- If you have not yet identified all of your hosting partners, explain how you plan to find suitable host organisations for the mobilities you propose to organise. Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries.

List of Activities

The table below presents all of the different types of activities you can apply for. To submit a valid application, you need to request at least one activity from this list. To request funding for a specific activity, click on its label and introduce the needed information to calculate the requested grant. If you do not wish to request funding for a specific activity, leave the relevant values at zero.

ID	Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant
A2	Structured Courses/Training Events	2	7	0	1700.00 EUR
Total		2	7	0	1700.00 EUR

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

Structured Courses/Training Events Description

Please provide an estimate of the number of participants that will take part in this type of activities.

All participants that will receive Individual Support or Travel grant from Erasmus+ should be included in the "number of participants requiring a grant".

In case you plan to include additional participants in the project, who will receive travel and individual support funding from a different source, you may specify them as "Participants not requiring a grant". Your organisation can receive organisational support for these participants if their mobility is organised under the same conditions as for other project participants and is eventually reported in the project's final report.

Finally, please consider that accompanying persons (e.g. assistants of persons with special needs or adults accompanying minors) are not considered to be participants in learning activities. Funding may be requested for accompanying persons under 'Individual Support' and 'Travel' sections below, but please do not include them in numbers of participants specified in this section.

Number of participants requiring a grant

2

Number of participants not requiring a grant

0

Total number of participants

2

Budget

Please fill in the following sections to create an estimated individual support and travel budget for this type of activities.

During project implementation estimated budget for specific activities and categories of costs, as well as the number of participants and average duration may be adjusted. However, the total budget requested for the project may not be increased at a later stage.

Individual Support

Please estimate the duration of stay for participants requiring an individual support grant to calculate the requested grant.

The requested grant is estimated based on the average duration and number of participants. To a certain extent, the actual number of participants and duration of activities may change during the implementation of the project. At the end of the project, its results will be evaluated by experts based on the target figures set here and the project's overall objectives.

The grant is calculated based on daily rates for three groups of countries as specified in the Programme Guide:

Group 1: Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United

Kingdom
Group 2: Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain
Group 3: Bulgaria, Croatia, Czech Republic, Estonia, The Republic of North Macedonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

Please take into account that you may request additional individual support for up to one travel day before and after the activity. In case you plan to request funds for this purpose, include the additional travel days in your estimated average duration.

Country group	Number of participants	Average Duration per Participant (days)	Total duration (days)	Daily Grant rate	Estimated Grant
Group 1 Countries	0	0	0	0 (0)	0
Group 2 Countries	2	7	14	0 (0)	0
Group 3 Countries	0	0	0	0 (0)	0
Total	2	7	14		**0.00 EUR**

Request individual support for accompanying persons
No

Travel

Please estimate the number of persons requiring a travel grant, including both participants and accompanying persons.

To estimate the distances between places, please use the European Commission's distance calculator: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Band	Distance	Number of persons	Grant per person	Estimated grant
1	10 - 99 km	0	20	0
2	100 - 499 km	0	180	0
3	500 - 1999 km	0	275	0
4	2000 - 2999 km	2	360	720
5	3000 - 3999 km	0	530	0
6	4000 - 7999 km	0	820	0
7	8000 km or more	0	1,500	0
Total		2		**720.00 EUR**

Request exceptional costs for expensive travel
No

Course Fees

Please specify the number of participants whose course fees will be covered by the project and estimate the average duration of their courses to estimate the required grant. Keep in mind that a single person may receive support for a maximum of 10 days of courses (700 Euro) - this limit will be applied automatically and must be respected during project implementation.

Number of Participants	Average Duration (days)	Total duration (days)	Daily Grant rate	Estimated Grant
2	7	14	70	980

Budget Summary

Budget Items	Grant
Travel	**720.00 EUR**
Course Fees	**980.00 EUR**
Total Grant	**1700.00 EUR**

Organisational Support

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, course fees and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons.

Number of Participants	Estimated Grant
2	700

Participants

When answering the following questions, please make sure to include information about participants in each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Participants' Profile

Please describe the profile, background and needs of the participants you plan to involve in mobility activities and explain why you have decided to involve them. If relevant, describe the selection process you plan to use to identify the exact persons who will be supported by the project.

Staff

Participant profile	Total number of participants	Out of which:	
		Non-teaching staff	With special needs
Job Shadowing	0	0	0
Structured Courses/Training Events	2	0	0
Teaching assignments abroad	0	0	0
Total	2	0	0

Preparation, Monitoring and Support

What kind of preparation do you plan to offer to participants in mobility activities (e.g. task-related or intercultural training, linguistic support, risk-prevention etc.) and how do you plan to provide it (i.e. who will be delivering the training and in what form, the approximate timing when it will take place etc.)?

What kind of monitoring, mentoring or similar arrangements do you plan to put in place to track the participants' progress and support them during the mobility activities?

Learning Outcomes

What kind of learning outcomes do you expect participants to acquire? How are these outcomes going to be assessed?

The Erasmus+ Programme promotes the use of instruments and certificates like Europass and ECVET to validate the learning outcomes acquired by the participants during their experiences abroad.Will your project make use of such European instruments/certificates? If yes, please specify which instruments will be used and how.

In case you are planning to use other forms of validation, such as national validation instruments or certificates, please specify which ones will be used and how.

Special Costs

Special Needs Support

ID	No of Participants	Description and Justification	Grant (EUR)
Total			0.00 EUR

Exceptional Costs

ID	No of Participants	Description and Justification	Grant (EUR)
Total			0.00 EUR

Follow-Up

What impact do you expect this project to have on your organisation(s)? Please explain how the proposed activities will help address the objectives you have set for this project in relation to your European Development Plan.

What benefits do you expect your project will have for your local community and the wider public?

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

How will you make the results of your project known inside and outside your organisation(s)? Who are the main target groups you would like to share your results with?

Project Budget Summary

Budget Items	Estimated Grant
Travel	720.00 EUR
Organisational Support	700.00 EUR
Course Fees	980.00 EUR
Total Grant	2400.00 EUR

Budget Summary per Activity Type

Budget Items	Job Shadowing	Structured Courses/Training Events	Teaching assignments abroad
Travel	0.00 EUR	720.00 EUR	0.00 EUR
Course Fees	0.00 EUR	980.00 EUR	0.00 EUR
Grant	0.00 EUR	1700.00 EUR	0.00 EUR

Project Summary

Summary

Please provide a short summary of your project. This section or part of it may be used by the European Commission, Executive Agency or National Agencies in their publications. In case your project is awarded, the summary will be published in the Erasmus+ Project Results Platform. Please use full sentences, be concise and clear. The summary should reflect key information from the whole application form, including at least the following elements: context of the project; project's objectives; number and profile of participants; description of planned activities; a short description of the expected results, and the potential longer-term benefits.

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

Summary of Participating Organisations

Name of the Organisation	Country of the Organisation	Role of Organisation	Type of the Organisation
()		Applicant Organisation	
()		Partner Organisation	
()		Partner Organisation	
Total number of participating organisations		**3**	

Annexes

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

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

File Name	File Size (kB)
πειρ 6.jpg	43

Please download the Mandates, print them, have them signed by the legal representatives and attach.

File Name	File Size (kB)

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)	43

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:

Mandates of each consortium member to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant and each consortium members 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/epluslink-eforms-privacy_en.htm

☐ I agree with the Specific Privacy Statement on Data Protection