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ERASMUS+

KA2 – Strategic Partnerships in VET

Call 2016 - Guide for Applicants

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Introduction to Key Action 2:
Cooperation for Innovation and the Exchange of Good Practices

Erasmus+ is open to organisations across all sectors of education and training. Any public, private or not-for-profit organisations 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; and

- focus on young people.

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices is all about enabling organisations to work together in order to improve provision for learners and share innovative practices within and beyond the participating organisations. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries. The projects funded under this Key Action 2 will focus on sharing, developing and transferring innovative practices in education, training and youth provision between participating countries. Key Action 2 aims to increase the positive impact of European activities at all levels to ensure benefits for the individuals, organisations and countries involved in projects.

Key Action 2 for Vocational Education and Training

Vocational Education and Training (VET) organisations can apply for Strategic Partnerships funding under Key Action 2.

Strategic Partnerships in VET can last between 12 and 36 months and are a flexible way of working with partners from different countries. Strategic Partnerships in the VET field must focus on activities designed to improve VET provision across the participating countries. Activities could include:

- developing, testing and implementing innovative approaches and practices for study programmes, learners, staff and organisations;

- facilitating the recognition and certification of skills and competences;

- credit transfer (ECVET) and quality assurance (EQAVET);

- training, teaching and learning activities such as blended mobility of learners, joint staff training events, and teaching and training assignments;

- transnational activities to encourage active citizenship and entrepreneurship.

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Who is this guide for?

This step-by-step guide is to help Croatian organisations complete the 2016 Erasmus+ Key Action 2 Strategic Partnerships for vocational education and training (VET) application form under the 2016 Call.

The guide is for organisations who are considering applying for funding for Strategic Partnerships in vocational education and training, or for Strategic Partnerships in more than one sector where the main sector is vocational education and training. If you wish to apply for funding for a Strategic Partnership in another field or for a project under a different Key Action, please see the Support for Applicants page on the Croatian website.

Please be aware that in 2016 there is no separate application form for multi-sector applications. Organisations must apply using the application form for the main sector targeted by the project and respect the rules for each sector in terms of eligibility of organisations and activities.

Additionally, in 2016 you will have to opt between two main types of Strategic Partnership project, depending on main objective of the project – your project will be either aimed at Development of Innovation or at Exchanges of Practices. The type of the project has to be determined already at the beginning of the application form (i.e. chosen from the drop-down menu).

Before you begin

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

1. Read more about this type of projects.

2. Check that you are an eligible organisation.

3. Read about organisational and financial capacity.

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

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

6. Upload Legal Entity and Financial Identification Forms.

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

1. Read more about this type of project

We recommend that you read the information below and the European Commission's Erasmus+ Programme Guide to find out more about Strategic Partnerships for vocational education and training, including eligibility and quality assessment criteria, application procedures and formal requirements.

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For Strategic Partnership applications, the relevant sections of the Erasmus+ Programme Guide are:

- Page 27 (general information on Education and Training projects, including Erasmus+ objectives and priorities);

- Pages 105 to 125 (specific information on requirements for Strategic Partnerships in Education, Training and Youth), including:

  - Distinction between two main types of projects, page 107

  - Eligibility and quality assessment criteria, pages 112 to 116

  - Funding rules, pages 117 to 124

- Pages 237 to 249 (information for applicants, including procedures and formal requirements);

- Pages 278 to 288 (specific information on Strategic Partnerships, including activities and examples of projects).

For inspiration and case studies, you can search for projects on the Dissemination Platform: http://ec.europa.eu/programmes/erasmus-plus/projects/ .

What are Strategic Partnerships?

Strategic Partnerships aim to support the development, transfer and/or implementation of innovative practices at organisational, local, regional, national or European levels. Under the Erasmus+ programme, VET institutions can work with others to help improve VET across Europe. VET institutions can work with enterprises, social partners and local or regional authorities to deliver high quality vocational education and training relevant to national and European labour market needs.

Erasmus+ offers a great flexibility in terms of the activities that Strategic Partnerships can implement, as long as the application demonstrates that these activities are the most appropriate to reach the objectives defined for the project.

The Europe 2020 Strategy is an important European policy document which you should consider when developing your application. Also relevant to the field of VET are the ET2020 Strategy and the Bruges Communiqué. These documents set out the aims and objectives of the EU in the field of education and training, and may be useful to refer to when justifying the need for your application.

For an overview of the European initiatives in the field of VET and for links to these documents, please see:

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

Other useful documents covering VET policy and strategy, entrepreneurialism and multilingualism can be found at:

Rethinking Education: Investing in skills for better socio-economic outcomes

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http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF

Entrepreneurship 2020 Action Plan

http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52012DC0795&from=EN

ET2020 – a strategic framework for European cooperation in education and training

http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52009XG0528(01)&from=EN

Europe 2020

http://ec.europa.eu/europe2020/europe-2020-in-a-nutshell/index_en.htm

The Future of Learning: New Ways to Learn New Skills for Future Jobs

http://is.jrc.ec.europa.eu/pages/EAP/ForCiel.html

Languages for Jobs – Providing multilingual skills for the labour market

http://ec.europa.eu/languages/policy/strategic-framework/documents/languages-for-jobs-report_en.pdf

What does a Strategic Partnership involve?

Co-operation may involve:

- exchanging new best practices;

- developing and delivering new or innovative vocational teaching and training materials and methods. This can include work-based learning and the use of open educational resources and practices;

- implementing the European Credit system for Vocational Education and Training (ECVET) and European Quality Assurance in Vocational Education and Training (EQAVET);

- co-operating with local or regional business communities, including economic development agencies;

- building relationships across sectors to share knowledge between formal and informal education and training sectors.

Multi-sector partnerships between different organisations in different education sectors, such as between VET and Higher Education, VET and schools, and so on, are encouraged.

Compulsory criteria and additional useful information, as well as project examples relating to Strategic Partnerships, can be found in Annex 1 of the Programme Guide. Interested

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organisations are strongly advised to carefully review the relevant sections of this Annex before submitting an application.

What are the activities supported?

In case you are applying a **KA2 Exchanges of Practices** project, you have to consider that the primary goal for this type of projects is to allow organisations:

- to develop and reinforce their networks,

- increase their capacity to operate at transnational level,

- share and confront ideas, practices and methods

Selected projects aiming at exchange of practices may also produce tangible outputs and are expected to disseminate the results of their activities, although in a way that is proportional to the aim and scope of the project. These results and activities will be co-financed through the standard budget for project management and implementation.

If you are applying a **KA2 Development of Innovation project**, it is important that you are able to demonstrate how the practices you would like to develop with your partners will provide innovative solutions to the needs which your proposal is targeting.

An innovative and/or complementary project is expected to:

- develop innovative outputs;

- engage into intensive dissemination and exploitation activities of existing and newly produced products or innovative ideas

- new or additional innovative products or VET practices shared or developed;

- new or additional innovative methods for delivering innovation or sharing approaches.

Over the lifetime of a project, both types of Strategic Partnerships may realise a broad range of activities such as:

- project meetings and exchanges of practices;

- the testing and/or implementation of innovative practices and ICT (information and communications technology) or web-based materials;

- staff teaching and training assignments;

- activities that facilitate the recognition and validation of knowledge, skills and competences;

- co-operation between regional authorities;

- activities to support learners with disabilities/special in order to combat segregation and discrimination;

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- activities to prepare professionals for equity, diversity and inclusion challenges in the learning environment; and

- activities to encourage active citizenship and entrepreneurship.

Please have in mind that the above stated is not an exhaustive list of possible activities, and that additional different activities that contribute to set priorities are also encouraged.

Training, teaching and learning activities for VET learners and staff are also acceptable, as long as they contribute to achieving the aims of the project and bring a clear added value. If you are interested in a project that focuses exclusively on providing learner / staff professional development experience through mobilities, you should consider applying a Key Action 1 project.

Within a Strategic Partnership project for VET, training, teaching and learning activities can be of the following type:

Blended mobility of VET learners, where VET learners from partner organisations work together through both ICT tools, such as social media, video conferencing, live streaming etc., and through physical meetings. The physical part of blended mobilities can last from a minimum of five days up to two months (excluding travel days), but the virtual part may last for the whole of the project duration.

Short-term joint staff training events where partners can arrange training sessions for small groups of staff from each of the partner organisations. Joint staff training events must last between five days and two months, excluding travel days.

Long-term teaching and training assignments where staff either teach or work alongside other staff in a VET institution or relevant organisation (such as an enterprise, a non-governmental organisation or a school authority). This can include teaching placements, participation in seminars or structured courses or observation periods. Teaching and training assignments must last between 2 and 12 months.

2. Check that you are an eligible organisation

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

- any public or private organisation established in a Programme Country, active in the field of vocational education and training (defined as a VET organisation); or

- any public or private organisation established in a Programme Country, active in the labour market or in the fields of education, training and youth.

Under KA2 VET, your organisation must be legally constituted in order to take part in the programme. The applicant organisation applies on behalf of all participating organisations involved in the project.

Please also ensure the following:

- your application meets the following eligibility criteria: Both yours and your partner organisations are based and registered in a Programme or Partner Country.

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- you have a minimum of three organisations who are based and registered in three different Programme Countries.

- **only one application per consortium** may be submitted on behalf of your organisation or your consortium partners;

- the project activities must meet the minimum number of days and not exceed the maximum duration;

- the application form is fully completed and is submitted by the set deadline (**31 March 2016, 12:00h Brussels time**)

Applicants must be based and registered in a Programme Country. For more information, please see the specific eligibility criteria for Key Action 2 VET projects on pages 112-114 of the Programme Guide.

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 Croatian National Agency and the Programme Guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);

- its past history, if any, in delivering European Commission funded projects;

- the number of staff who will be involved in managing the project;

- access to support networks (only for smaller groups); and

- the results of previous monitoring or audits by the National Agency (if applicable).

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

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the Croatian 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 233-234 of the Programme Guide).

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3.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all project costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or an advance [note: in certain circumstances, e.g. weak financial capacity of the beneficiary or if the treasury situation of the EU funds on the 'National Agency bank accounts' does not allow for a single first pre-financing payment to beneficiaries, the Croatian National Agency reserves the right to make staged payments].

Please note that a formal financial capacity check does not apply to public bodies[1] and international organisations, or where the grant request is less than 60.000 EUR (see the section 'Selection Criteria' in Part C, page 240 of the Programme Guide).

In all other cases, applicants must demonstrate that they have adequate financial reserves or income to successfully deliver the project.

Applicants applying for over 60.000 EUR must provide a Profit and Loss Account (or an Income and Expenditure Account) and Balance Sheet for the last financial year which accounts were closed in accordance with relevant Croatian legislation. These must be no more than 15 months old, from the date of the round to which they are applying.

Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

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

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

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

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

We would recommend that before registering you double-check that your organisation doesn't already have a PIC. You can use the Search facility to make sure your organisation is not already registered. If registered, you do not have to register again and can use that PIC

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[1] Including schools, higher education institutions and organisations in the fields of education, training, youth and sport that have received over 50 % of their annual revenue from public sources over the last two years shall be considered as having the necessary financial, professional and administrative capacity to carry out activities under the Programme.

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number. This is because your organisation can have only one PIC and if it receives duplicate PICs, it can cause delays in processing your application while the Croatian National Agency resolves the issue. As part of the registration process the Participant Portal will search for organisations that are the same or have similar information to your own and will allow you to email their contact person in case of any queries. However, to save time it may be worth checking beforehand that you do not already have a PIC, particularly if you are a large organisation with different departments or campuses.

5. Register on the European Commission's Participant Portal

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

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

The Participant Portal is accessible via an individual's ECAS account. If you haven't registered your organisation on ECAS, then a guide on how to register on ECAS together with a Participant Portal User Manual is available at:

http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/dokumentacija-za-prijavu-2016-/

The Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal can be accessed at:

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

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

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the institutions details will be entered automatically.

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.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 237 which contains detailed guidance on how to complete these steps.

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

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6. Upload Legal Entity and Financial Identification Forms

Once registered, all organisations must have their legal status validated by their National Agencies; this includes both applicants and partner organisations in a project. All Croatian organisations will be validated by the Croatian National Agency (Agency for Mobility and EU Programmes). Organisations cannot receive Erasmus+ funding until they have been validated. To enable National Agencies to validate you and your partners, Legal Entity Forms must be uploaded to the Participant Portal. If you are the applicant you must also upload a 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.

You can find the Financial Identification Form here:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

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

The Legal Entity Form can be found here:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Please be aware that there are three types of legal entity documents available: 'Individual', 'Private Company' and 'Public Entity'. **Please choose the adequate legal entity 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 the information about your organisation provided on both the Participant Portal and the Legal Entity Form.

If you have applied for Erasmus+ funding before and have already been validated by the National Agency you will still **need to ensure that the above documents are correct and up to date**. Outdated documents cannot be deleted, but you can simply upload another document in its place. Private organisations applying for a grant above 60.000 EUR 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 235 of the Programme Guide for more information about financial capacity).

For more information about registering and uploading documents to the Participant Portal, please see User's Guide of URF and Participant Portal at:

http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf .

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

In order for you to write a high quality Key Action 2 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 Croatian National Agency staff (against the eligibility criteria published in the programme guide).

2)   A qualitative assessment undertaken by external experts who will have been selected based on their experience and knowledge of the VET sector.

Experts will assess each section of the application form against the following criteria:

Relevance of the project (maximum 30 points)	• The relevance of the proposal to: - the objectives and the priorities of the Action (see section "What are the aims and priorities of a Strategic Partnership"). If the proposal addresses the horizontal priority "inclusive education, training and youth", it will be considered as highly relevant. • The extent to which: - the proposal is based on a genuine and adequate needs analysis; - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups; - the proposal is suitable of realising synergies between different fields of education, training and youth; - the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; - the proposal brings added value at EU level through results that would not be attained by activities carried out in a single country.
Quality of the project design and implementation	• The clarity, completeness and quality of the work programme, including appropriate phases for preparation,

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(maximum 20 points)	implementation, monitoring, evaluation and dissemination;
	• The consistency between project objectives and activities proposed
	• The quality and feasibility of the methodology proposed;
	• The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;
	• The extent to which the project is cost-effective and allocates appropriate resources to each activity
	If the project plans training, teaching or learning activities:
	• The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants.
	• The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.
Quality of the project team and the cooperation arrangements (maximum 20 points)	• The extent to which: - the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project; - the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations; - if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors; - the project involves newcomers to the Action. • The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders; • If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).
Impact and	• The quality of measures for evaluating the outcomes of

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dissemination (maximum 30 points)	the project;
	• The potential impact of the project:
	- on participants and participating organisations, during and after the project lifetime;
	- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.
	• The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;
	• If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations;
	• The quality of the plans for ensuring the sustainability of the project: its capacity to continue having an impact and producing results after the EU grant has been used up.

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, activity durations, 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!

Applications, regardless of the chosen KA2 project type, need to address one field specific or horizontal priority in order to be funded. More information about the horizontal and field-specific priorities for VET can be found in the Erasmus+ Programme Guide at pages 107 to 108.

It is important to note that any application scoring less than half the available points in any one of the four quality criteria will not be considered suitable. Moreover, to be considered for funding, proposals must score at least 60 points in total. For example, if an application scored 30 for relevance, 20 for quality of project design, 20 for quality of project team and 12 for impact and dissemination, it would not be successful, even though 82 is a good score overall. Or, if an application scored 15 for relevance, 10 for quality of project design, 10 for quality of project team and 15 for impact and dissemination, it would not be successful. You should therefore make sure that your application is balanced and you give attention to all aspects of the project.

Please note that any relevant text you enter 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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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.

Proportionality

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

Additional information on quality criteria

Applications need to address at least one field-specific or horizontal priority in order to be funded. More information about the horizontal and field-specific priorities for VET can be found in the Erasmus+ Programme Guide pages 107 to 108.

Annexes II and III of the European Commission's Erasmus+ Programme Guide contain further information on quality criteria and key terms such as 'learning outcomes'. You may also find it beneficial to read the European Commission's Guide for Experts on Quality Assessment (the 'guide for assessors') which sets out the assessment process and the quality criteria for the assessment of applications.

Erasmus+ Programme Guide can be downloaded from:

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf .

Guide for Experts on Quality Assessment can be downloaded from the Croatian website at:

http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/potpora-pri-prijavi-2016-/ .

When will results be notified?

You should expect to hear about the outcome of your Key Action 2 Strategic Partnerships for VET application within four months of the submission deadline.

The named contact person for the project will receive notification of the outcome, including detailed feedback on why your application succeeded (or not) as well as information on the appeals procedure.

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Where to find more help and advice

For further information, please refer to the 'Information for VET' – Call 2016 section on our website

http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/potpora-pri-prijavi-2016-/

The Erasmus+ VET are also here to help you with any queries which you may have regarding your KA2 VET partnership application. You can contact the team by emailing to strukovno@mobilnost.hr .

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

Step-by-step guide to completing your application

In order to help you put together the best possible application a step-by-step guide has been developed to assist you in filling out the electronic application form (eForm). The next pages will take you through the different sections of the eForm, emphasize the most important parts and highlight potential stumbling blocks.

It is important to note at application stage that if approved, you will be contractually bound by the Croatian National Agency to the information you have provided within your application form throughout the course of your project. No deviations from this information will be permitted, as this will call into question the assessment result of your application form. Therefore when completing your application form you must ensure that the information you are presenting (including partners and project activities) are not subject to change, and that all parties involved are aware of their responsibilities and are fully committed to your project.

Introduction to the eForm

It is compulsory to complete the eForm when applying for Key Action 2 Vocational education and training funding. The eForm can be downloaded from the Croatian Erasmus+ website at:

http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/dokumentacija-za-prijavu-2016-/ .

Please ensure you download the correct application form.

The eForm is a PDF file which needs to be saved locally on your computer, then opened and edited. There is a known issue with using application eForms with Adobe Reader. Please ensure that you use version 15.9 of Adobe Acrobat Reader, or version 15.7 or earlier. **Version 15.8 is not compatible.**

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It is recommended that applicants use the latest version of Adobe Reader which is free to download from www.get.adobe.com/reader. Some Mac computers are not compatible with the eForm, so we would recommend that where possible you use a PC to complete the application.

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

The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.

In order to save the form on your computer or network, 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 open the eForm.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data.

Please note that you will need to be connected to the internet to complete certain functions such as checking your PIC code and validating the form using the 'validate' button at the bottom of each page. Please note that some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.

You should fill in the required fields on the form, using the mouse or tab keys to navigate.

Please note that fields appearing in grey where you are unable to enter data are "Pre-filled or Calculated Fields". You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form.

If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the 'Add' and 'Remove' or the '+' or '-' buttons.

Please note the 'CEDEX' field is only applicable to French organisations and can be left blank where applicable.

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

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

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 solves some common problems. The technical guidelines can be downloaded from:

http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents/eform-technical-guide_en.pdf.

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A. General Information

This section consists of an overview of the application form.

B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Which field is most impacted, Call, Round and Deadline for Submission have already been pre-filled. Applicants should check that the pre-filled fields correspond to the funding being applied for:

Key Action: Cooperation and innovation and the exchange of good practices

Action: Strategic Partnerships

Which field is most impacted: Strategic Partnerships for Vocational Education and Training

Call: 2016

Round: Round 1

If any of the above fields do not apply to your organisation or the grant you wish to apply for, then you are using the wrong form – please visit

http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/dokumentacija-za-prijavu-2016-/

to download the correct eForm or to search for the appropriate funding opportunity and application form.

Language used to fill in the form: Select English or Croatian from the drop-down menu for applications made to the Croatian National Agency (Agency for Mobility and EU Programmes).

B.1. Project Identification

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

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

Project Acronym: Please enter any acronym for your project title here.

Project Start Date: Select a project start date **between 1 September 2016 and 31 December 2016.** You should use the drop down calendar to pick your projects start date. Please note project start dates falling outside of this period will be deemed ineligible.

Project Total Duration: The overall project duration can be between 12 and 36 months. Select the number of months from the drop-down menu. The overall project duration will need to

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encompass all project related activities. It is important therefore to consider a realistic project duration to be able to carry out all project activities to a high standard.

The earliest possible start date for activity is 1 September 2016 for projects under the 31 March 2016 deadline.

Please note that the indicative date for signing a grant agreement is 5 months after the deadline (i.e. September 2016). Please be mindful that you should plan in enough time before your activities to be sure to be able to get value for money on travel costs, venue hire etc.

Project End Date: Once the 'Project Start Date' and 'Project Total Duration' fields have been completed, this field will calculate the project end date and be pre-fill automatically. Please note that the **latest possible end date** for activity is **31 December 2018**.

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

B.2. National Agency of the Applicant Organisation

Identification: Select HR01 from the drop down box.

C. Priorities

In this section please select the most relevant horizontal or field-specific priority according to the objectives of your project.

Please select at least one priority using the drop-down menu. Additional priorities can be added, or erroneous ones removed, using the '+' or '–' symbols.

Priorities: Please explain why you have selected the priorities above.

D. Participating Organisation(s)

D.1. Applicant Organisation

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

In advance of completing this section of the form applicants must register their organisation on the European Commission's Participant Portal to obtain a PIC number.

Once you have entered your PIC in the box and selected 'Check PIC', the address fields should populate automatically.

If there are any changes to the information originally provided, participants should log back onto the Participant Portal and update the information accordingly. If you are not able to make the

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amendments before the application deadline or if the details are different from those that appear automatically, do not worry – contact details specific to the project can be entered below.

If you receive an error when clicking 'Check PIC' – and you have checked that you are entering the right code – please contact us at strukovno@mobilnost.hr .

D.1.1 Profile

This section of the form will also be pre-filled using the information submitted on to the European Commission's Participant Portal. Please check that this information is accurate and update in the Participant Portal if necessary.

'Type of Organisation': In the 2016 eForm, applicants can indicate the type of the organisation as this information is no longer filled in via the Participants Portal. Please note that, as this field is compulsory, the applicant cannot leave it empty and should pick one option from the drop-down menu.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation's registration in the Participant Portal. Please have a look at the Participant Portal User Manual for advice on how to update these details:

http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf

D.1.2. Background and Experience

This section refers to the applicant organisation.

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

Please briefly present your organisation: Please include the aims of your organisation, its history, its location and how the activities proposed in this application fits into other programmes or activities you deliver.

What are the activities and experience of your organisation in the areas relevant for this application? Please detail how your organisation's previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please detail if this is a project format that you have delivered before.

What are the skills and expertise of key staff/persons involved in this application? Please give details of the number of administrative and delivery staff in your organisation and their skills or relevant experience or qualifications.

Have you participated in a European Union granted project in the 3 years preceding this application? Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. To add more activities, click on the '+' icon. To delete activities, click on the '-' icon. If you have been involved in previous projects but do not know the exact details please contact your National Agency.

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D.1.3. Legal Representative

Enter the details of the person who is authorised to enter into a legally-binding commitment on behalf of your organisation. If your application is approved, this person will also 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 all fields in this section.

In order to facilitate contact between the applicant and the Croatian National Agency, we recommend that the person acting as the legal representative is different from the main contact person for the applicant organisation.

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: the legal representative details must be consistent throughout the application form and in the Declaration of Honour.

D.1.4. Contact Person

Complete as per Legal Representative. We will use these details as the first point of contact for the application and, should it be successful, the grant. We recommend that the contact person for the application 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.

D.2 Partner Organisation

Strategic Partnerships for vocational education and training should have a minimum of three partners from three different Programme Countries. Partner organisations from any Partner Country in the world may participate in Strategic Partnerships (please see page 22 of the Programme Guide for further details). Please note that within the framework of applications submitted under the 2016 Call, Switzerland is a Partner, not a Programme country.

Please be aware that Partner Countries should be involved in a partnership only if they will bring significant added value to the project and you should ensure that such added value is clearly explained in the application. If this condition is not fulfilled, the project will not be considered for selection. See page 112 of the Programme Guide for information.

Please click the button to add information about the partner organisation(s).

If you do not add a partner organisation at this stage, you will not be able to amend this at a later date. Any partner organisations will also need to have a registered PIC. Please repeat the

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same steps as for Applicant Organisation when adding information about partner organisations. You can add more than one partner, and any organisation or group which you intend to partner with or job shadow should be added here.

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.

You will need to provide a signed partner mandate for each member of the partnership. The European Commission has provided a partner mandate template which must be used and which can be downloaded here: http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/dokumentacija-za-prijavu-2016-/ .

D.2.1 Profile

This section of the form will be pre-filled using the partner information submitted on the European Commission's 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 back onto the Participant Portal and update their information accordingly.

Again, the field 'Type of organisation' can be manually filled here by selecting the most relevant type from the drop-down menu.

D.2.2. Background and Experience

This section of the application is broken down into three sub-questions and asks for further information regarding the activities and experience of partner organisations in the areas relevant to the application. Additionally you must outline the relevant skills and expertise of key people at the partner organisations. There is a 5.000 character limit for these sub-sections.

Finally, you are required to indicate whether partner organisations have participated in a European Union funded project in the three years preceding this application by selecting 'Yes' or 'No' from the drop down menu. If yes, you must provide further details.

Please follow the advice provided in section D.1.2 for completing this section in relation to your partner.

D.2.3. Legal Representative

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

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D.2.4. Contact Person

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

'Add Partner' Button

Additional partners can be added by clicking on the 'Add Partner' button. If a partner has been entered in error you can delete their information using the 'Remove Partner' button. Please note that this method 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.

E. Description of the Project

Rationale: Please detail what is the current situation which led to the development of this project and what problems or gaps the partners work to address. This section should cover what needs will the project address for the organisations involved, wider community or the EU and how it addresses the overarching European policies relevant to the field of VET or the specific policy priorities for VET (see page 108 of the Programme Guide). When referring to a previous needs analysis, an annex should be provided. Where possible, evidence should be included to back up statements referring to the need for the project.

Please note that a principle of proportionality is applied to how each application is quality assessed, e.g. it is expected that a smaller scale project is less likely to refer directly to the EU modernisation agenda.

Innovation: Here you should outline how this project relates to other projects: What other projects are working to address the situation described above, or how have the partners already worked on the issue? How will this project add to what they will achieve, and why is it different? What new approach, systems etc. is it introducing? How will it change practice in the organisations involved? It should be clearly explained why the approach/method the project focuses on is innovative, for example, it is not sufficient to state it will be applied to a different target group or to disadvantaged VET learners, but you should demonstrate how the methods you will develop are innovative for the proposed target group(s) and the countries involved.

Project Partners: Here you should detail why you chose these partners and how you established the partnership. This section should also outline what skills, competencies and experience the partners have. You should clearly explain the expertise of all partners and what they will bring to the project, including smaller/less experienced partners. You should demonstrate what relevant, complementary experience and expertise the partners bring to ensure the project is delivered effectively. Are any partners new to this type of project, and if so what will this bring to the project and how will the new partners benefit from it? Partners can

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have common interests/expertise but if possible include partners who have complementary expertise and ensure activities are not mostly led by one partner.

If your project includes organisations from Partner Countries (i.e. from outside the Programme Countries) the added value they bring to the project (e.g. by introducing new practices) must be demonstrated clearly in the narrative, otherwise this application will be rejected.

Cooperation and communication: These projects are jointly delivered by the partners and therefore require clear communication and clear roles and responsibilities to ensure quality and efficient cooperation. Please describe how all partners will communicate (i.e. what methods, how often), how you will work together to deliver the different activities and stages of the project, and how you will communicate with other important stakeholders, who should be identified as much as possible.

Include details of planned project management meetings, why and where these will take place and who will participate in them. You need to demonstrate that each meeting is needed and is cost effective as compared with other means of communication and coordination. Please also explain how alternative ongoing communication methods are used in between transnational meetings.

Topics addressed: Taking into consideration your project's objectives, please chose the main topic areas of your project from the drop-down menu. Make sure that your choice remains coherent with the rest of the description of the project and proposed activities.

Expected results: The results are the outputs of your proposal during the project and on completion – what you will produce or the immediate changes you hope to effect, for example, changes in individuals or organisations. A result/output can be a tangible product (e.g. changes to VET curricula, changes to VET policy, the integration of a new practice into VET, an approach or model to solve a problem, a handbook, e-learning tool, research report, newsletters) or an intangible outcome (e.g. knowledge and experience gained by learners and staff, improved cultural awareness). Please note that this section overlaps with later sections, so consider carefully whether your results are 'intellectual' e.g. course materials, or events, or teaching, training and learning activities, which might fit better in other sections.

You will also need to consider impact for example, you may aim to develop and adapt curricula and qualifications profiles (record results here), and this may then lead to a reduction in skills mismatching and shortages in certain economic sectors.

E.1. Participants

This section focuses on the participants who will indirectly benefit from or will be involved with the project. Please describe which groups of people the projects aims to target or to influence indirectly. You should also name the specific activities and to what extent these people will be affected.

You must indicate whether your project plans to involve participants facing situations that make their participation in the activities more difficult. Please select 'yes' or 'no' from the drop down menu.

When selecting 'yes', the following three questions appear:

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How many participants (out of the total number) would fall into this category? Please give the actual or likely number (this section accepts digits only).

Which types of situations are these participants facing? Please enter the actual or likely profile of the participants this project will involve. For more detail on each of the categories, please review page 11 of the Erasmus+ Programme Guide, see Equity and Inclusion.

How will you support these participants so that they will fully engage in the planned activities? Please give the details requested including how you will support such groups to participate as planned.

Reaching disadvantaged groups is a focus of Erasmus+. Please note that in the context of Erasmus+, people with fewer opportunities are those facing a disadvantage because of personal difficulties or obstacles that limit or prevent them from taking part in transnational projects. Further information regarding the obstacles or difficulties these people may face can be found on page 11 of the Erasmus+ Programme Guide.

F. Preparation

This section concentrates on project planning and management. Please describe your inception activities – how will you prepare for your project? This could include how the partners will develop detailed plans, engage stakeholders, undertake further analysis of the situation and hold start up events.

F.1. Project management

Management of project budget and time: Clearly describe the quality control and project management methods to be used to ensure the smooth running of the project: how will you manage the project budget? How will you divide responsibility between partners, transfer funds? What systems will you establish to monitor spend against the budget lines, keep a record of progress against your project plan and planned expenditure? How will you respond to any identified budget under or overspend, or delay to your project?

Monitoring and evaluating quality: How will you evaluate progress against key milestones and objectives over the course of the project? Who will perform this role, what will their tasks be and what is their experience in monitoring and evaluation? What systems will you establish to make sure you respond to the findings of any monitoring and evaluation activities? (See below on activities and indicators of achievement).

Risk: First present an outline of the key risks you identify in your proposal, based on the activities, participants and context or project environment. Identify for example relevant national legislation that you will need to comply with. Now present your risk management plan, i.e. an outline of how you will manage these specified risks and identify any individuals with responsibility for risk management. Describe how you will regularly monitor risk and check that your controls or steps to mitigate or reduce risk are working.

Activities and indicators of achievement (quantitative and qualitative): Describe how you will evaluate the results and outputs of your project. What key quantitative and qualitative

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indicators of achievement will enable you to confirm that your project has delivered the impact you expected?

Indicators could include (for illustrative purposes only);

- measures of skills level attained, to establish new methods' impact on participants;
- measures of beliefs, attitudes or support, as an indicator or attitudinal or behavioural change;
- measures of quality of the products/tools you have produced;
- measures of the use and dissemination of your project results.

Your methods might include surveys, interviews, focus groups, research, web analytics and much more. The data you collect may be from participants, key stakeholders or other community representatives. You should identify who will be responsible and who will contribute to collecting and analysing data on your indicators. If you have not yet developed your indicators, you should say how you will do so (See 'Monitoring and evaluating quality', above).

G. Implementation

This section concentrates on the delivery of your project. You are asked to give details of activities against each type of output (intellectual outputs, multiplier events, and learning teaching and training activities).

Do you plan to include intellectual outputs in your project? Please select your answer from the drop-down menu. In case you select 'yes' an extra question and a new section on intellectual outputs appears.

Project Methodology: You need to demonstrate a project methodology which is well suited to your objectives and outputs. How will your activities be organised? Who will manage and lead them? How will responsibility for the different activities be divided between partners, taking into account their individual strengths?

You must also complete a timetable of activities ('Project Timetable Spreadsheet') available from   http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/dokumentacija-za-prijavu-2016-/ and upload it as an annex (see section N below).

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If the main objective of your project is Development of Innovation, the application form will offer you the following paragraph:

G.1. Intellectual Outputs

These need to be **tangible** deliverables of the project. Any outputs should be substantial in quality and quantity. Examples of tangible outputs include curricula, pedagogical materials, open education resources, IT tools, analyses, studies, peer-learning methods and so on. Intellectual outputs are not compulsory for Strategic Partnership projects and this section should only be completed if the project outputs meet the definition of intellectual outputs given above. You should take into consideration that the outcomes of Strategic Partnership projects should be realistic and achievable within the project's lifetime and budget. If you plan to include intellectual outputs in your project, you will have to choose 'yes' from drop-down menu.

Afterwards, please complete as indicated:

- Output Identification – fills automatically
- Output Title
- Output Description
- Describe Tasks and Methodology
- Start Date / End Date – choose relevant dates from the calendar
- Languages (drop down)
- Media (drop down)
- Activity Leading Organisation (drop down)
- Participating Organisations (drop down)

You can add or remove outputs as you develop your application. Please note that this will only delete the most recently entered output, so to avoid re-entering information you should try to ensure that your outputs are finalised before completing the application form.

Multiplier Events

If you have listed intellectual outputs in the section above you will also be able to organise multiplier events as part of your project.

Please select your answer from the drop-down menu. In case you select 'yes' a new section on multiplier events appears.

There is emphasis on visibility and dissemination of results in Erasmus+ so multiplier events reaching out beyond the immediate project partners and beneficiaries are important. In this section you should list any national and transnational conferences, seminars and events aimed at sharing and disseminating the intellectual outputs realised by the project.

Please complete as indicated:

- Event identification – fills automatically
- Event title
- Country of Venue (drop down)
- Event description (with justification if it is not clear why the event should be funded)
- Start Date / End Date – choose relevant dates from the calendar

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EU PROGRAMMES

- Intellectual outputs covered (drop down)
- Activity Leading Organisation (drop down)
- Participating Organisations (drop down)

Please note that multiplier events can take place only in the countries in which the beneficiaries are located.

All other dissemination activities will be supported via the grant item Project management and implementation.

G.1. (or G.3.) Learning/Teaching/Training Activities

Please select your answer from the drop-down menu. In case you select 'yes' a new section on learning/teaching/training activities appears.

Learning, teaching and training activities can be funded provided they are embedded within broader activities and bring added value in the achievement of the project's activities as described in your application. You need to make it clear how they contribute to the wider project outcomes. Available activities are:

- Blended Mobility of VET learners
- Long-term teaching or training assignments
- Short-term joint staff training events

Added value: Describe how any such activities contribute to the project's objectives and include information regarding recognition and validation, specifying use of ECVET, EQAVET and/or Europass when applicable.

Description of activities: It should be clear from each activity that it adds value and contributes to the overall objectives presented above, i.e. these must be justified and strongly linked to the project objectives.

Please complete as indicated:

- Activity number – fills automatically
- Fields (drop down)
- Activity type (drop down)
- Activity description
- Number of participants
- Participants with special needs (out of total number of participants): even if you are not sure of the details, include any anticipated participation by people with special needs.
- Accompanying persons (out of total number of participants) – as above (the numbers identified under Participants with special needs and accompanying persons must add up to the total number of participants identified for the activity)
- Duration in days: a blended mobility or short-term joint staff training events are measured in days and are both classed as five days to two months (60 days). Both of these activities exclude travel days.

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EU PROGRAMMES

- Duration months: a long-term teaching or training assignments is measured in months and are classed as two months (60 days) to twelve months (360 days).
- Participating organisations.

When planning your activities, you will need to ensure that the country of destination is eligible for this action type. Please note all activities must take place in the countries of the organisations participating in the project. Please note that activities to or from Partner Countries are not eligible.

As stated in the Programme Guide (p.114.) – for KA2 projects promoting exchange of practices **maximum of 100 participants per project will be funded (including accompanying persons)**.

Finally provide details about how you will recognise and/or validate learning outcomes of participants. Learning outcomes can be validated through EU validation tools such as implementing the European Credit system for Vocational Education and Training (ECVET) and European Quality Assurance in Vocational Education and Training (EQAVET) and Europass.

For further details please visit:

ECVET: http://ec.europa.eu/education/policy/vocational-policy/ecvet_en.htm,

ECVET in Croatia: www.ecvet.hr

EQAVET: http://ec.europa.eu/education/policy/vocational-policy/eqavet_en.htm

Europass: http://europass.cedefop.europa.eu/en/home

H. Follow-up

H.1. Impact

Impact is the effect of an activity and of its results, including the changes brought about for individuals, organisations, systems, practices, policy, at all levels of society. Strategic Partnerships are expected to contribute significantly to the overall impact of the Erasmus+ programme.

This section is divided into impact on individual and organisational stakeholders in the project, and beyond. You are advised to study the Programme Guide, pages 105 and 106, for further examples of possible impacts at individual and systemic levels.

Impact on participants and stakeholders: Please describe the expected impact on all the groups of individuals and the organisations directly involved in the delivery of the project or affected by the project. Such stakeholders may include your partner organisations, any trainers or learners involved in the project, VET systems (including educational fields and levels) and economic sectors, if applicable. This should relate to the rationale and needs addressed in question E, rationale.

Impact beyond the project: Please describe the expected impact at local levels and beyond. Please be clear where the impact will be strongest. Depending on the size and scope of your

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project, you should describe how any innovations may impact systems or policies, and how it may connect with other Erasmus+ programmes and wider EU activity.

Measuring impact: How will you know whether you have achieved the expected impacts? Please describe the means you will use, and, if known at this stage, your indicators of achievement, or how you will develop them. You should propose concrete plans for monitoring and evidencing impact, including quantitative and qualitative methods. You may choose to measure impact both within the period of EC funding and after funding has been used.

H.2 Dissemination and Use of Projects' Results

Dissemination means communicating the project successes and results as widely as possible.

Dissemination and use of project results is an important focus of Erasmus+ (see Programme Guide pages 299 to 303). This ensures that project funds enable a wide group of people, organisations or communities can benefit and not just those explicitly named in this application.

Results should be developed in such a way that they can be adapted for use by others, as widely as possible. This could include use in other sectors, after the project has ended or to influence policy.

The plans outlined in this section should be appropriate for your project and target audiences you plan to disseminate results to. Describe how you will maximise impact for participants and others into the future.

Your plan should include:

- Measureable, realistic objectives;
- A timetable;
- Resource planning;
- Involvement of target groups if possible.

Targets for dissemination: Detail target audiences and justify your choice of these audiences. They might include your own organisations, people/organisations that have participated in your activities, stakeholders, decision makers, the press, the general public. You should include details of how European stakeholders and VET organisations will be approached in order to share the results of the project.

Responsibilities: You are asked to say which partners will undertake the dissemination activities, what expertise they will bring, and what resources (staff days as well as physical resources) you will make available to implement the plans described in this section.

Dissemination activities: Describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant) and describe what means (media channels, events etc.) you will use. How will you monitor your dissemination activities throughout the project? Include this in your project timetable that you upload to your application, including any monitoring. If relevant, explain how your plans might change in line with changing needs of target groups or context. You should plan for the project to be promoted throughout its lifetime, not only, for example, via a multiplier event held at the end of the project.

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You may use a wide variety of media, and innovative means of dissemination are welcome. You may apply for funds to translate any materials into the languages of project partners provided it is clear why the partners cannot do this themselves.

Open access requirement: If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation

Ensuring project results are available to others: Describe how you will make your results widely available over the long term. This may include for example giving open access to resources you have developed, or making sure innovation becomes integrated into the practice of different organisations. The Erasmus+ Programme Guide makes it clear that all the training and learning materials and media produced by Erasmus+ projects should be made freely available to the public in digital form on the internet via open licences. However, you are able to define the most appropriate level of open access to suit the nature of your project and the type of materials produced. You should therefore clearly explain how each result and intellectual output (if applicable) produced will be shared with others upon completion. Please bear in mind that you will also need to make your main project outcomes available from the Erasmus+ dissemination platform.

You may add any further information in the last part of this question, with reference especially to the selection criteria and the Programme Guide.

H.3. Sustainability

Sustainability can be interpreted as the continuation of the project's activities, outcomes and impact after Erasmus+ funding has finished. Sustainability includes but is not confined to obtaining further funding for activities. It can also refer to integration of results and innovation into the management or pedagogy of participating organisations and ways in which new curricula etc. will be updated.

Please explain which aspects of your project you plan to maintain after funding finishes, how you will do this and what resources, including financial resources, you will use to assure sustainability. You may wish to reference your dissemination activities and use of results described in the previous section.

I. Budget

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project. **The maximum grant that can be awarded for a Strategic Partnership project is 150,000 euro per year (i.e. up to 12,500 euro per month).**

When completing the budget section of the eForm, it is important to note that automatic calculations 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 go through the eForm.

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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 28 to 36 of this document as you complete section I of the eForm. The technical guidelines can be downloaded at: http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents/eform-technical-guide_en.pdf

Please see the Erasmus+ Programme Guide, pages 116 to 122, for the funding rules for Key Action 2 Strategic Partnerships and unit costs amounts.

Please note that, as well as unit costs, there is a limit for specific budget lines in order to prevent disproportionate amounts of spending on one type of activity.

Your budget should be appropriate to your activity and demonstrate cost effective use of resources. Several of the budget lines are conditional on your demonstrating added value, so, for example, transnational project meetings should be limited to those which cannot be replaced by emails or teleconferences etc.

Some fields of the budget section fill automatically from the details of your activities.

We recommend that you check your budget thoroughly before submitting the eForm.

I.1. Project management and implementation

A monthly grant is paid to each participating organisation – 500 EUR per month to the coordinator and 250 EUR per month to other partners. This will fill automatically according to the number of participating organisations and the project duration. Please note that even though the maximum number of partners is not restricted, but the maximum funding applies up to 10 partner organisations (i.e. coordinator and 9 partners).

The maximum sum available for project management and implementation is 2,750 EUR per month.

Please check the project management and implementation grant requested within the eForm.

I.2. Transnational project meetings

Grants are paid according to a unit cost per participant to cover travel and subsistence, with a different unit cost for short and long distance travel.

You must use the European Commission's distance calculator tool to calculate the appropriate distance band:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Please note that the 'travel distance' indicates the distance for a one-way journey but the travel costs have been calculated for a return journey.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- the total number of meetings and identifier for each generated by the system;
- The PIC for the organisations taking part in each meeting (Sending Organisation);

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- the total number of participants against each distance band (see page 118 of the Programme Guide).

Please check the transnational project meetings grant requested within the eForm.

In case you are applying for the KA2 Development of Innovation project and you plan to include intellectual outputs in your project, the next budget category will be:

I.3. Intellectual outputs

Grants are paid per participant per working day by country group, with four staff categories (see below) and four groups of countries (see page 112 of the Programme Guide).

You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each output
- Your intellectual outputs and the identifier for each generated by the system
- The categories of staff participating. The category into which an individual falls depends on their role within the project. Note that the roles of "manager" and "administrative support staff" would normally be funded under "Project Management and Implementation", so it should be clear from your narrative why these are needed here. A project manager who takes a different role requiring additional time in production of an intellectual output could be included under specific intellectual outputs, and so could individuals who are not otherwise involved in the project. The categories are:
  - Administrative support staff
  - Managers
  - Teachers/Trainers/Researchers
  - Technicians
- Country (of activity) – prefilled
- Number of working days

Please check the intellectual outputs grant requested within the eForm.

I.4. Multiplier Events

If you previously in the section G.2. opted for Multiplier Events, the related budget category will appear in the application form.

Multiplier events funding covers events exclusively aimed at disseminating the intellectual outputs realised by the project. You must therefore have requested funding for intellectual outputs to be eligible to receive support for organising multiplier events. Piloting and training event costs cannot be considered under multiplier events.

This budget also excludes costs for travel and subsistence of representatives or participating organisations involved in the event. Grants are paid as a unit cost per participant, in two

categories: per host country participant and per participant from abroad. You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each event
- Planned events and the identifier for each generated by the system
- Country of venue – generated by the system
- Number of local (host country) participants
- Number of foreign participants.

Please see page 119 of the Erasmus+ Programme Guide for the Multiplier events unit cost rates.

The maximum sum available for multiplier events is 30,000 EUR per project.

Please check the multiplier events grant requested within the eForm.

I.5. Learning/Teaching/Training Activities

I.5.1. Travel

Travel is based upon the distance travelled for each participant and is defined as the cost of the entire journey (including airport transfers) from the point of origin to the specific venue of activity. Travel grants are paid by distance bands (see page 120 of the Programme Guide).

You must use the European Commission's distance calculator tool to calculate the appropriate distance band:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Please note that the 'travel distance' indicates the distance for a one-way journey but the travel costs have been calculated for a return journey.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each event
- Your activity and the identifier for each generated by the system
- Number of participants
- Distance band (drop down) - please note that distance is one-way

Please check the travel grant requested within the eForm.

I.5.2. Individual Support

Individual support (also referred to as subsistence) refers to the day-to-day living costs incurred by participants and, where applicable, accompanying persons during the mobility activity. This includes accommodation, food and insurance as well as local travel to and from the venue of the activity in the host country.

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Individual support is calculated on a unit cost basis as detailed on page 120 of the Programme Guide and will be payable according to the country of destination, the duration of the activity and the activity type.

Blended Mobility of VET learners: You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each activity;
- Your activity and the identifier for each generated by the system;
- Duration per Participant (days)
- The number of participants (without accompanying persons) - these must match the total number of participants defined in the corresponding activity in section G.1;
- Duration per Accompanying person (days)
- The number of accompanying persons (these must match the total number of participants defined in the corresponding activity in section G.1)

Long-term learning/teaching/training activities: You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each activity;
- Your activity and the identifier for each generated by the system;
- The destination country;
- Duration per Participant (days)
- The number of participants (without accompanying persons) - these must match the total number of participants defined in the corresponding activity in section G.1;
- Duration per Accompanying person (days)
- The number of accompanying persons (these must match the total number of participants defined in the corresponding activity in section G.1).

Short-term learning/teaching/training activities: You need to enter the following information, referring back to the plans outlined earlier in your application:

- The PIC of organisations contributing to each activity;
- Your activity and the identifier for each generated by the system;
- Duration per Participant (days)
- The number of participants (without accompanying persons) - these must match the total number of participants defined in the corresponding activity in section G.1;
- Duration per Accompanying person (days)
- The number of accompanying persons (these must match the total number of participants defined in the corresponding activity in section G.1).

Please check carefully the individual support grant requested within the eForm.

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I.5.3. Linguistic Support

Linguistic Support refers to costs linked to the support offered to participants to improve their knowledge of language of instruction or work during the mobility activity. You must clearly justify the need for financial support.

Linguistic support is calculated on a unit cost basis as detailed on page 121 of the Programme Guide and is calculated on a unit cost basis and awarded at a rate of 150 EUR per participant needing linguistic support.

This type of support is only available for mobility activities lasting between two and 12 months.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- the PIC of participating organisations;
- your activity and the identifier for each generated by the system;
- the number of participants needing linguistic support. Please see page 119 of the Programme Guide for further details.

Please check the linguistic support grant requested within the eForm.

I.5.2. Exceptional Costs (Overseas Countries and TerritoriesTravel Costs)

This budget category is dedicated to potential expensive travel costs of participants from outermost regions and Overseas Countries and Territories. The request for financial support to cover exceptional costs must be duly explained and motivated in the application form.

You need to enter the following information, referring back to the plans outlined earlier in your application:

- the PIC of participating organisations;
- your activity and the identifier for each generated by the system;
- the number of participants (including accompanying persons)
- purpose and description of costs
- Grant requested - you will need to insert the estimated value of financial contribution to this type of cost, having in mind that the contribution covers maximum of 80% of the real cost

I.6. Special Needs

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. A person with specific needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

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

You need to enter the following information into the application form:

- The PIC of the relevant participating organisations;
- The number of participants with special needs;
- Description of special needs [note: there are 5000 character limit available for you to fully justify your request];
- The grant you are requesting.

Please see page 119 of the Programme Guide for more information. Please check the special needs support grant requested within the eForm.

I.7. Exceptional Costs

Erasmus+ Programme will fund up to 75% of the costs of subcontracting or the purchase of goods and services. This must be for items which cannot be provided by project partners. Clear justification must be provided in the narrative sections of your application for any item listed under exceptional costs.

Costs for providing the financial guarantee (if requested by the Croatian National Agency) should be included in this budget category.

Examples of items that are **not covered** under this budget heading are:

- Visas for partners to travel to consortium meetings (these should be listed under project management and implementation for the appropriate organisations);
- Smartphones;
- Multiplier event costs (these should be listed under the dedicated budget heading);
- Training and dissemination activities (these should be listed under management and implementation);
- Office equipment which would normally be provided by the partners.

You need to enter the following information into the application form:

- The PIC of the relevant participating organisations;
- Description of cost item [note: there are 5000 character limit available for you to fully justify your request];
- The grant you are requesting – please note you should enter 75% of the total cost

Please see page 119 of the Erasmus+ Programme Guide for further information.

The maximum sum available for exceptional costs is 50,000 EUR per project.

Please check the exceptional costs grant requested within the eForm.

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J. Project Summary

Please provide a short summary of your proposed project. (If your language used to fill in the application is not English, please provide a translation in English.) As you develop your summary, please bear in mind that it may be used by the European Commission, the Croatian National Agency and other agencies for publicity purposes and will be published on the Erasmus+ dissemination platform. Your summary should include at least:

- context/background of project;
- partnership organisations;
- 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.

J.1. Summary of Participating Organisations

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

Please check carefully.

J.2. Budget Summary

This is a table providing an overview of all previously calculated budget categories, presenting each category total cost on the level of particular partner organisation.

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

J.2.1. Project Total Grant

This pre-populated table contains the total combined grant requested for the project. It is an imperative that you check whether this amount is correct against your own calculations and resolve any issues before submitting your application.

Please be aware that if your application will be selected, the Croatian National Agency will not be able to award you more than you have requested.

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K. Checklist

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

- You have used the official Key Action 2 application form;
- All mandatory fields in the application form have been completed, otherwise the application will not submit correctly;
- The application form is submitted to the Croatian National Agency
- The application form has been completed using Croatian or English;
- You have annexed all the relevant documents:
  - the **Declaration of Honour** signed by the legal representative identified in section D.1.3 of the application. Please ensure that all required details (place, date, name) have been completed and that the date indicated is earlier than the submission deadline.
  - the **mandates of each partner** to the applicant signed by both parties. The mandate template which must be used can be downloaded from http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/dokumentacija-za-prijavu-2016-/ .
    Please note the points below when preparing mandates:
    - the legal representative named on the partner mandate must be the person who signs the document;
    - partner mandates must be signed in the relevant place as indicated on the mandate template. The Croatian National Agency will not accept signatures on a different page;
    - partner mandates must be legible;
    - the partner organisation's name on the mandate letter must match the name stated in the Participant Portal. The Croatian National Agency will not accept any spelling errors in names.
  - the **Timetable of Activities** ('Project Timetable Sheet') template available to download from: http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-strukovno-obrazovanje-i-osposobljavanje/dokumentacija-za-prijavu-2016-/.
- All participating organisations have uploaded the documents to give **proof of legal status** in the Participant Portal (for more details, see the section "Proof of Legal Status and Financial Capacity" in Part C, pages 237-238 of the Programme Guide.;
- For grants exceeding 60.000 EUR, you have uploaded the documents to give **proof of financial capacity** in the participants' portal (for more details, see the section "Selection Criteria" in Part C, page 240 of the Programme Guide). This is not applicable if the applicant is a public body or an international organisation.
- You are complying with the deadline published in the Programme Guide.
- The project start date is **between 1 September 2016 and 31 December 2016**.
- The duration is between 12 and 36 months.
- You have saved and/or printed a copy of the completed form for yourself.

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L. Data Protection Notice

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

M. Declaration of Honour

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

The legal representative of the applicant organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it. The signed Declaration of Honour then needs to be scanned and attached as an annex before the application form is submitted online.

Please ensure that all required details (place, date, name) have been completed and that the date indicated is earlier than the submission deadline.

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

N. Annexes

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

- **The Declaration of Honour** signed by the legal representative mentioned in the application.
- **The mandates of each partner** to the applicant signed by both parties (see section D.2. above for further information and requirements).
- **The Timetable of Activities**

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

Only five documents can be annexed to the application form, so we recommend that multiple documents such as partner mandate forms are scanned into a single file. The total size of the documents also must not exceed 5MB, otherwise the application will fail to submit properly (producing an 'ERR-06' submission code – see section O below for more details).

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

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O. Submission

O.1. Data Validation

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

O.2. Standard Submission Procedure

You should submit an application form only once you are happy with the finalised version.

Applicants need to ensure that they are connected to the internet in order to submit their completed application. You should also ensure that all sections of the form are valid and all annexes are attached before submitting the form.

To submit the form applicants should click the 'Submit Online' button. The Croatian National Agency advises that applicants save the final completed version of the eForm on their desktop in case of any technical issues with submission.

When you click the 'Submit Online' button the submission attempt will be recorded in the Submission Summary table. **If it has been successfully submitted, it will say 'Online submission' under Event and 'OK' and the submission ID under Status.** If there is any technical issue preventing the form from being submitted it will say 'Error' under Status. If this happens and you are unable to submit the form you should follow the Alternative Submission Procedure.

Issues identified when validating the form and not resolved are not classed as a technical issue. Applications must be submitted online by the deadline: **12:00am (Brussels time) on Thursday 31 March 2016.** If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

O.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to **a technical error.**

> Please note: if your error message says one or more fields has been completed incorrectly, it is not a technical error.

1.   Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.

2.   Email the Croatian National Agency NA at strukovno@mobilnost.hr or info@mobilnost.hr with a copy of your application, any annexes and the screenshot attached within 2 hours of the application deadline (i.e. by 2pm Brussels time). In the subject line of the email please put: Key Action 2 application form – [insert here the name of your organisation].

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O.4. Submission Summary

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

O.5. Form Printing

We advise that you print the final completed version of the eForm and retain it for your own records. Hard copies of the eForm do not need to be posted to the National Agency.

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