

ERASMUS+

KA2 – Strategic Partnerships in the field of Adult Education

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 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 Adult Education

Croatian adult education organisations can apply for Strategic Partnerships funding under Key Action 2.

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

Strategic Partnerships can fall into one of two categories:

- Strategic Partnerships developing innovation;
- Strategic Partnerships supporting exchange of good practices.

Strategic Partnerships are a flexible way of working with partners from different countries and are expected to result in the development, transfer, and/or implementation of innovative practices at organisational, local, regional, national or European levels. Strategic Partnerships in the Adult Education field must focus on activities designed to improve adult education provision across the participating countries.

Who is this guide for?

This step-by-step guide is to help Croatian organisations complete the 2016 Erasmus+ Key Action 2 Strategic Partnerships in adult education application form under the 2016 Call.

The guide is for organisations who are considering applying for funding for Strategic Partnerships for adult education or for Strategic Partnerships in more than one sector where the main sector is adult education.

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 covered by the project and respect the rules for each sector covered in terms of eligibility of organisations and activities. Moreover, the organisations must choose in the application form the type of the Strategic partnership: Strategic partnership supporting innovation or Strategic partnership supporting exchange of good practices.

Before you begin

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

1. Read more about this type of project.
2. Check the eligibility criteria and that you are an eligible organisation.
3. Review your 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 relevant sections of the AMEUP (Agency for Mobility and European Union Programmes) Erasmus+ website and the European Commission's **Erasmus+ Programme Guide** to find out more about Strategic Partnerships for adult education.

For Strategic Partnership for adult education applications, the relevant documents and web pages are:

- Erasmus+ Programme Guide:
 - Page 27 (general information on Education and Training projects, including Erasmus+ objectives and priorities);
 - Pages 107 to 124 (specific information on requirements for Strategic Partnerships in Education, Training and Youth), including:
 - 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 277 to 288 (specific information on Strategic Partnerships, including activities and examples of projects).

Erasmus+ Program Guide can be downloaded from the following page:
http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf.

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 new Erasmus+ programme, adult education institutions can work with others to help improve adult education across Europe. Adult education institutions can work with enterprises, social partners and local or regional authorities to deliver high quality adult education offer which is relevant to national and European labour market needs.

Erasmus+ offers 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.

Depending on the project objectives and the composition of the partnership, projects may be one of the following two types:

Strategic Partnerships supporting exchange of good practices:

The main objective of these projects is to allow organisations to develop and reinforce networks, increase their capacity to operate at a transnational level and exchange ideas, practices and methods. Depending on their objectives, projects may also develop tangible outputs, and are still expected to disseminate the results of their activities in a way that is proportionate to the aims and scope of the project. These results and activities will be co-financed through the standard Project Management and Implementation budget and no separate funding will be available to develop Intellectual Outputs or Multiplier Events.

Strategic Partnerships developing innovation:

These projects are expected to develop innovative outputs and/or undertake intensive dissemination and exploitation activities. Strategic Partnerships supporting innovation can request specific funding for Intellectual Outputs and Multiplier Events in order to support the delivery of their objectives.

The type of Strategic Partnership to be developed will need to be selected within the application form. It is therefore important to give careful consideration, before applying, to the type of project that is best suited to your objectives and the experience and capacity of your partnership.

Important note: To be funded all Strategic Partnerships must address either a) at least one horizontal priority or b) at least one specific priority relevant to the field of education, training and youth that is mostly impacted.

Horizontal priorities:

- improve achievement in relevant and high-level basic and transversal competences in a lifelong learning perspective;
- inclusive education, training and youth;
- open and innovative education, training and youth work, embedded in the digital era;
- strengthening the recruitment, selection and induction of educators;
- sustainable investment, performance and efficiency in education and training;
- transparency and recognition of skills and qualifications to facilitate learning, employability and labour mobility.

If your application addresses one of the above horizontal priorities you will have to clearly demonstrate how your application directly relates to and intends to impact the Adult Education field. Projects addressing the horizontal priority relating to 'Inclusive education and youth' will be considered highly relevant.

Adult Education specific priorities:

- improving and extending the offer of high quality learning opportunities that are tailored to individual adult learners' needs, including through innovative ways of validation, guidance and delivery to groups most in need;
- extending and developing educators' competences, particularly in the effective use of ICT in adult learning, for better outreach and improved learning outcomes;
- designing and implementing effective provision for enhancing the basic skills (literacy, numeracy and digital) and key competences of specific adult target groups that are currently not well served.

For an overview of the European initiatives in the field of adult education and for links to these documents, please see http://ec.europa.eu/education/policy/adult-learning/index_en.htm.

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

- European Agenda for Adult Learning
http://ec.europa.eu/education/policy/adult-learning/adult_en.htm
- Rethinking Education: Investing in skills for better socio-economic outcomes
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0669:FIN:EN:PDF>
- Entrepreneurship 2020 Action Plan
http://ec.europa.eu/enterprise/policies/sme/entrepreneurship-2020/index_en.htm
- ET2020 – a strategic framework for European cooperation in education and training
http://ec.europa.eu/education/policy/strategic-framework/index_en.htm
- Europe 2020
http://ec.europa.eu/europe2020/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
- Pathways 2.0 – towards recognition of non-formal learning / education in Europe
http://pjp-eu.coe.int/documents/1017981/3084932/Pathways_II_towards_recognition_of_non-formal_learning_Jan_2011.pdf/6af26afb-daff-4543-9253-da26460f8908

You may also wish to visit the ePlatform for Adult Learning in Europe (EPALE). [EPALE](#) is a multilingual site aimed at those who deliver and organise adult education.

What does a Strategic Partnership involve?

Co-operation may involve:

- exchanging new best practices;
- developing and delivering new or innovative adult education materials and methods;

- providing flexible pathways for adult learners including validation of their prior learning;
- improving the accessibility of learning opportunities for adults;
- facilitating the recognition and certification of skills and competences;
- building relationships across sectors to share knowledge between formal and informal education and training sectors.

Compulsory criteria and additional useful information, as well as project examples relating to Strategic Partnership can be found in Annex 1 of the Programme Guide. Interested organisations are strongly advised to carefully review the relevant sections of this Annex before submitting an application.

What are the activities supported?

Over the lifetime of a project, 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;
- 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;
- activities to promote the integration of refugees, asylum seekers and newly arrived migrants;
- activities to prepare professionals for equity, diversity and inclusion challenges in the learning environment; and
- activities to encourage active citizenship and entrepreneurship.

If you choose to deliver a **Strategic Partnership developing innovation**, you will be expected to develop innovative outputs and ideas. For this type of Strategic Partnership it is important that you are able to demonstrate how the practices you would like to share or develop with prospective partners will provide innovative solutions to the needs identified in your proposal. An innovative and/or complementary project can broadly be described as one where:

new or additional needs are addressed;

- new or additional products or adult education practices are shared or developed;

- new or additional receiving countries, target groups or sectors are involved; and/or
- new or additional methods for delivering innovation or sharing approaches are used.

Strategic Partnerships developing innovation may include:

- developing, testing and/or implementing innovative practices relevant to the field of Adult Education, such as: new curricula, courses and accompanying learning materials and tools for adult learners;
- new forms of adult learning and providing adult education, notably strategic use of open and flexible learning, virtual mobility, open educational resources and better exploitation of the ICT potential;
- learning and teaching methodologies and pedagogical approaches for adult learners, especially those delivering key competences and basic skills, language skills and focusing on the use of ICT;
- tools and methods for professionalization and professional development of adult education teachers and staff, with particular focus on improved initial education and in-service training for adult education teachers.

Training, teaching and learning activities for adult education learners and staff are also acceptable, as long as they help to achieve the aims of the project and bring clear added value. If you are interested in a project that focuses purely on providing staff professional development experience through mobilities you should consider a Key Action 1 project. Within a Strategic Partnership for adult education, training, teaching and learning activities must take the form of:

- **Blended mobility of adult learners**, where adult 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 meetings element of blended mobilities can last from a minimum of five days up to two months (excluding travel days), but the virtual element may last for the whole of the project duration.
- **Long-term teaching and training assignments**, where staff either, teach or work alongside other staff in an adult education institution or relevant organisation (such as a charity, a non-governmental organisation or a private adult education provider). This can include teaching placements or observation periods, participation in seminars or structured courses or observation periods. Teaching and training assignments must last between two and 12 months.
- **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.

2. Check that you are an eligible organisation

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

- any public or private organisation active in the field of adult education (defined as an adult

education organisation); or

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

Please note that organisations must be legally constituted in order to take part in the programme.

Please also ensure the following:

- That your application meets the following eligibility criteria: both you and your partner organisations are **based and registered in a Programme or Partner Country**; and you have a minimum of **three organisations** that are based and registered in **three different Programme Countries**. You can find a list of participating countries on the pages 22 to 24 of the Erasmus+ Programme Guide.
- **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 must be completed in full and submitted by the deadline time and date.

Applicants must be based and registered in a **Programme Country**. For more information, please see the specific eligibility criteria for Key Action 2 Adult Education projects on pages 112 – 114 of the Erasmus+ 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 National Agency and the Erasmus+ Programme Guide published by the European Commission.

The assessment of organisational capacity will consider:

- the management of the organisation (e. g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- its past history, if any, in delivering European Commission funded projects;

- the number of staff and volunteers who will be involved in managing the project;
- access to support networks (only for smaller groups); and
- the results of previous monitoring or audits by the National Agency.

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

Furthermore, applicants will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are guilty of misrepresenting the information required by the 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 238 to 239 of the Erasmus+ Programme Guide).

3.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or an advance [note: in certain circumstances, e. g. a 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 National Agency reserves the right to make staged payments].

Please note, a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60.000,00 EUR (see the section 'Selection Criteria' in Part C, page 239-240 of the Programme Guide).

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

Applicants applying for over 60.000,00 EUR must provide a Profit and Loss Account and Balance Sheet for the last financial year for which accounts were closed, in accordance with relevant legislation.

For entities which cannot provide the above documents because they are newly created, a financial declaration or an insurance declaration stating the applicant's professional risks may replace the above documents has to be provided.

Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation.

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** 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 don't have to register again and can use that PIC number. This is because your organisation can have only one PIC and if it receives duplicate PICs, it can cause delays in processing your application while the 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.

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, 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-obrazovanje-odraslih/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>.

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.

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 (AMEUP). 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.

The Legal Entity Form can be found here:

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

The Legal Entity Form must be completed in full and **must be accompanied by evidence of your organisation's legal status**. The supporting legal documents must be consistent with the information about your organisation provided on both the Participant Portal and the Legal Entity Form. 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 60.000,00 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 240 of the Programme Guide for more information about financial capacity).

For more information about registering and uploading documents to the Participant Portal, please refer to: http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf.

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 National Agency staff (against the eligibility criteria published in the Programme Guide).
- 2) A qualitative assessment undertaken by external expert(s) who have been selected based on their experience and knowledge.

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

<p>Relevance of the project (maximum 30 points)</p>	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and the priorities of the Action (see section "What are the aims of a Strategic Partnership") ▪ The extent to which: <ul style="list-style-type: none"> - 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
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<p>Quality of the project design and implementation (maximum 20 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, 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 <p>If the project plans training, teaching or learning activities:</p> <ul style="list-style-type: none"> ▪ 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
<p>Quality of the project team and the cooperation arrangements (maximum 20 points)</p>	<ul style="list-style-type: none"> • The extent to which: <ul style="list-style-type: none"> - 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)

<p>Impact and dissemination (maximum 30 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the project ▪ The potential impact of the project: <ul style="list-style-type: none"> - 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
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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!

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. 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. 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.

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 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 adult education can be found in the Erasmus+ Programme Guide pages 107 to 109.

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 which sets out the assessment process and the quality criteria for the assessment of applications. The Guide for Experts on Quality Assessment is available at the AMEUP website: <http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/potpورا-pri-prijavi-2016-/>.

When will results be notified?

You should expect to hear about the outcome of your Key Action 2 Strategic Partnerships for adult education 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).

Where to find more help and advice

For further information, please refer to the 'How to Apply' section on AMEUP website: <http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/potpورا-pri-prijavi-2016-/>.

The Erasmus+ AE team at AMEUP is also here to help you with any queries which you may have regarding your KA2 adult education application. You can contact the team by emailing: grundtvig@mobilnost.hr

Additionally, presentations regarding Key Action 2 adult education partnership applications are available on AMEUP website: <http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/potpورا-pri-prijavi-2016-/>.

Please note that any information, advice and guidance regarding the Erasmus+ Programme should

be sought directly from the AMEUP. The AMEUP does not take any responsibility for incorrect information provided about the Programme by other organisations.

Step-by-step guide to completing your application

The next pages will take you through the different sections of the eForm, emphasise 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 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 adult education funding. The eForm can be downloaded from the AMEUP website at <http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/dokumentacija-za-prijavu-2016-/>. Please ensure you download the correct application form.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the version 15.9 of Adobe Acrobat Reader, or version 15.7 or earlier. The European Commission has produced a [step-by-step guide](#) to using Adobe Acrobat Reader DC 15.9. 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.

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 our website: http://www.mobilnost.hr/cms_files/2015/12/1451468054_iii-14-e-2016-technical-guidelines-for-completing-application-eforms-rev--1-.pdf.

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 Adult Education

Main objective of the project: Please select from the dropdown menu whether you are applying for a ‘Development of Innovation’ project or an ‘Exchange of Practices’ project.

Important note: The project type you select will dictate which fields are available within the

application form, including the activities and budget sections. Please ensure you select the correct option from the outset, as if you try to change this once you have started to complete the form you may lose your work. Please refer to page 107 of the Erasmus+ Programme Guide for information about the two types of Strategic Partnership project.

Call: 2016

Round: Round 1

Deadline for Submission: 31.3.2016, 12:00:00

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 go to <http://www.mobilnost.hr/> to download the correct eForm.

In this section applicants are only required to complete the field in relation to the language used to fill in the form (select from the drop down menu). All applications submitted to AMEUP must be completed in **Croatian or English**. It is strongly recommended that applications for Strategic Partnerships are completed in **English**.

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 date from the calendar. This should be the earliest date from which you will need to spend the grant and before your activity. For KA2 Adult Education projects this must be between 1 September 2016 and 31 December 2016.**

Project Total Duration: A Strategic Partnership in the Adult Education field can last **between 12 and 36 months**. Select the number of months from the drop-down menu. You must choose the duration of the project to include all activities, since there can be more than one within the project dates. The overall project duration will need to encompass all project-related activities, from initial project planning and promotion through to evaluation and dissemination. It is important therefore to consider realistic project duration to be able to carry out all project activities to a high standard.

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

Project End Date: The latest possible end date for activity is **31 August 2019**. Therefore, depending on your start date, you may not be able to apply for the full 36 months duration. The end

date will populate automatically depending on the start date and the duration of the project.

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

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

C. Priorities

Please select the most relevant horizontal or sectoral priority according to the objectives of your project. Please select at least one priority using the drop-down menu. This can be an Adult Education specific priority or a horizontal priority. In case of a horizontal priority, you will need to demonstrate how your application directly relates to and intends to impact the Adult Education field. The priority you select should clearly reflect the objectives of your project.

Additional priorities can be added, or erroneous ones removed, using the '+' or '-' symbols (please note you will be only able to remove the latest added priority). The main priority should be horizontal or Adult Education specific, whereas a second or third priority can also be a priority for a different field, in case your application has a more cross-sectoral approach.

Please comment on your choice of priorities: Please explain why you have selected the priorities above. You should clearly and fully explain the link with and impact on the Adult Education field.

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. If you have submitted another Erasmus+ application, you do not need to re-register and should use the same PIC for any further Erasmus+ applications.

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.

D.1.1. Profile

Majority of this section 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 must indicate the type of the organisation and should pick one option from the drop-down menu. Please bear in mind that "Other" is not acceptable "Type of Organisation".

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

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.

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.

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.

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 adult education should have a minimum of three partners from three different Programme Countries. Partner organisations from any Partner Country in the world may also participate in Strategic Partnerships (please see page 22-24 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 115 of the Programme Guide for information.

You can add additional partner organisation(s) by clicking on the "add partner" button. 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 same steps as for Applicant Organisation when adding information about partner organisations.

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-obrazovanje-odraslih/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. Make sure you give a detailed description of the reasons why you chose your partners and how the roles and responsibilities will be divided between yourselves during the lifetime of the project.**

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.

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/Remove 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

What is the rationale of this project, in terms of objectives pursued and needs and target groups to be addressed? Why should this project be carried out transnationally?

What is the situation which led to the development of this project? What problems or gaps will the partners work to address? What needs will it address for the organisations involved, wider community, or the EU? How does it address the overarching EU education policy objectives or the specific policy priorities for adult education? When referring to a previous needs analysis, a website link or annex should be provided. Where possible, evidence should be included to back up statements referring to the need for the project. Explain why this project should take place in a European dimension.

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.

In what way is the project innovative and/or complementary to other projects already carried out? How does this project relate 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 adult learners, but you should demonstrate how the methods you will develop are innovative for the proposed target group(s) and the countries involved.

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations

that have never previously been involved in a similar project? How will the tasks and responsibilities be distributed among the partners? Why did you choose these partners and how did you establish the partnership? What skills, competencies and experience do the partners have? 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 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 outside the Programme Countries (i. e. from Partner 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.

How will cooperation and communication happen among all project partners and with other relevant stakeholders? What will be the purpose and frequency of the transnational project meetings and who will participate in them? 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 far as possible.

Include details of planned project management meetings, why and where these will take place and who will participate in them. Make sure you describe this in detail and include these meetings in your Project Timetable Spreadsheet. 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.

What are the most relevant topics addressed by your project? Taking into consideration your project's objectives, please list the main topic areas of your project. Examples are: bringing non-formal methods into new contexts/formal education; language learning; use of ICT; greater inclusion of disadvantaged groups. You can choose up to three topics from the list.

What results are expected during the project and on its completion? Please provide a detailed description of the expected results (if they are not listed in intellectual outputs, multiplier events or learning, training, teaching activities): the results are the outputs of your proposal during the project and upon 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 adult education curricula for enhancing basic skills, changes to adult education policy, 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” (if applicable) 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 (see below): for example, you may aim to develop adult educators' competences to deal with diversified groups of learners (record results here), and this may then lead to better outreach and teaching outcomes (link to text in impact section).

E.1. Participants

Approximately, how many persons will benefit indirectly from or will be target of the activities organised by the project? (i. e. participants for whom a specific grant is not foreseen, such as local participants in multiplier events, or other types of events, etc.): Please indicate how many people the project aims to target or to influence indirectly.

Please describe briefly how and in which activities these persons will be involved: Name the specific activities and to what extent these people will be affected.

Participants with fewer opportunities: does your project 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:

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

Useful tip: A person with fewer opportunities is defined as a person facing obstacles which prevent them from having effective access to education, training and youth work opportunities.

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

Please describe what will be done in preparation by your organisation and by your partners before the actual project activities take place, e. g. administrative arrangements etc.

Please detail what preparatory work you will undertake before the planned meetings. This could

include how the partners will develop detailed plans, engage stakeholders, undertake further analysis of the situation and hold start up events. You should clearly demonstrate how you will agree the programme of activities and working methods with your partner(s).

Please describe the process you have established for agreeing roles and responsibilities with partners in order to ensure quality learning outcomes, as well as good administration and delivery of the project. Please then describe the process for establishing suitable methods and agreeing and monitoring learning outcomes for participants.

Finally, you should also outline your planned meetings or other methods by which you will ensure regular communication with your partners or other project stakeholders.

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. 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 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).

Please elaborate on the methodology you intend to apply in your project. Please also provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation". You need to demonstrate a project methodology which is well suited to your objectives and outputs. Please describe the activities you will carry out which fall under the Project Management and Implementation budget, e. g. planning and coordination, communication, financial monitoring and reporting etc.

Please provide detailed information about the activities that your project will organise and elaborate on the methods you intend to use. 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?

Important note: All the activities of a Strategic Partnership must take place in the countries of the organisations participating in the project.

G.1. Intellectual outputs (*only applicable for a 'Development of Innovation' project*)

It is only possible to apply for specific funding for Intellectual Outputs if you have selected 'Development of Innovation' as the main objective of your project. Intellectual Outputs are tangible outputs and they must be substantial in quality and quantity, with potential for wider use, exploitation and impact. Examples of Intellectual Outputs could include curricula, pedagogical materials, open education resources, IT tools, analyses, studies or peer-learning methods. Dissemination plans, needs analysis or project evaluation reports are considered to be project management tools and are not classed as Intellectual Outputs.

Intellectual Outputs are not compulsory for Strategic Partnership projects and this section should only be completed if the planned outputs meet the definition of Intellectual Outputs outlined in the Erasmus + Programme Guide, page 119.

Useful tip: If you are not planning to deliver Intellectual Outputs as part of your project you should carefully consider whether it would be more appropriate to apply for an ‘Exchange of Practice’ project instead of ‘Development of Innovation’. In all cases the planned outcomes of your Strategic Partnership project should be realistic and achievable within the project’s lifetime and with the budget available.

If your project intends to develop Intellectual Outputs, select ‘yes’ from the dropdown menu for the table to appear. Please complete the table as indicated below:

- Output Identification – fills automatically
- Output Title
- Output Description
- Preparatory tasks and methodology
- Start date (choose from calendar)
- End Date (choose from 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.

G.2. Multiplier Events (*only applicable for a ‘Development of Innovation’ project*)

Multiplier Events funding is only available for ‘Development of Innovation’ projects which plan to deliver Intellectual Outputs.

Useful tip: You will only be able to request funding for Multiplier Events as part of your project if you have listed Intellectual Outputs in the section **above**. **Multiplier Events must be directly**

linked to sharing and disseminating the Intellectual Output they relate to. Consequently, they should normally be planned to take place after the Intellectual Outputs has been developed, to maximise the dissemination potential. There is an emphasis on visibility and dissemination of results in Erasmus+, so Multiplier Events reaching beyond the immediate project partners and beneficiaries are recommended.

For further information about the eligibility requirements for Multiplier Events funding, refer to page 119 of the Erasmus+ Programme Guide.

Select your answer from the drop-down menu. If you select 'yes' a new section on Multiplier Events will appear.

In this section you should list any national and transnational conferences, seminars and events aimed primarily at sharing and disseminating the Intellectual Outputs realised by the project.

Please complete as indicated below:

- 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 (choose from calendar)
- End Date (choose from calendar)
- Intellectual Outputs covered (drop down)
- Activity Leading Organisation (drop down)
- Participating Organisations (drop down).

G.3. Learning/Teaching/Training Activities

Learning, teaching and training activities can be funded in any Strategic Partnerships project (either 'Development of Innovation' or 'Exchange of Practices') provided they are embedded within broader activities and bring added value in terms of supporting the achievement of the project's objectives. You need to make it clear how these activities will contribute to the wider project outcomes.

Please select your answer from the drop-down menu. If you select 'yes' a new section on Learning, Teaching and Training activities appears.

Available activities for Strategic Partnerships in the field of adult education are:

- Blended Mobility of Adult Learners

- Long-term Teaching and Training Assignments
- Short-term Joint Staff Training Events.

Please make sure you are consistent between the description in this section and the corresponding budget in section I.5. If your transnational learning/teaching/training activities include participants from Overseas Countries and Territories it is possible to claim additional travel costs under the Exceptional Costs budget section.

Your application would benefit from a full description of the planned activities here, including the location; who will be delivering the training; who the participants will be and what the training programme will entail; what support will be given, which practical arrangements will be made; how participants will be selected and prepared; how their safety will be guaranteed and how they will be monitored.

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives? Describe how any such activities will contribute to the project's objectives and include information regarding recognition and validation, specifying use of validation tools such as 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.**

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 complete each activity as indicated:

- activity number – fills automatically
- fields (drop down)
- activity type (drop down)
- activity description
- number of participants (in case you are applying for an 'Exchange of Good Practices' project, please be aware that the total amount of participants, including accompanying persons, is limited to 100)
- 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 needs (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/months: depending upon whether the activity is long or short term, applicants need to enter the placement duration in months or in days respectively. Long-term activities are measured in months (one month = 30 days); short term activities are measured in days. A long-term activity is classed as two months (61 days) or over. Both of these activities exclude travel days.
- participating organisations - please select from the drop down menu.

When planning your activities, you will need to ensure that the country of destination is eligible for this action type.

Recognition or validation of the learning outcomes – use of national/European instruments: please describe how you will ensure the recognition and/or validation of the learning outcomes of the participants. Please describe whether your projects will use any national instruments/certificates as well as any European ones. Learning outcomes can be validated through EU validation tools such as implementing Europass.

For further details please visit Europass: <https://europass.cedefop.europa.eu/hr/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 104 and 105, 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, adult education systems (including educational fields and levels) and economic sectors, if applicable. This should relate to the rationale and needs addressed in section 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

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 304). 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. You can access the Erasmus+ Project's Results Platform at: <http://ec.europa.eu/programmes/erasmus-plus/projects>.

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 adult education 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. You may use a wide variety of media, and innovative means of dissemination are welcome.

Open access requirement: 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 on the Erasmus+ Project Results Platform.

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.

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 intended 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 up to 450,000,00 EUR for the maximum duration of 36 months (i. e. up to 12,500,00 EUR per month).

When applying for a Key Action 2 Adult Education project you are eligible to receive funding for the following cost headings on a per participant/organisation/meeting/job category basis (unit costs):

- Project Management and Implementation;
- Transnational Project Meetings;
- Intellectual Outputs (if applicable – ‘Development of Innovation’ projects only);
- Multiplier Events (if applicable – ‘Development of Innovation’ projects only); and
- Learning, Teaching and Training Activities (if applicable).

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

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

- Exceptional costs (related to subcontracting);
- Special needs support; and
- Exceptional costs (related to expensive travel costs for Training, Teaching and Learning activities).

Useful tip: For actual or ‘real costs’, as the name suggests, you will receive funding for a percentage of the actual costs incurred. Real costs are used for the budget headings ‘Exceptional Costs’ and ‘Special Needs Support’ and can be fully or partly reimbursed depending on the budget heading.

You must calculate a project’s provisional budget at the application stage according to the rates outlined below. **Please note:** if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is correct and consistent with the activity described in your application form before submitting your application, as the Croatian National Agency cannot award any funding above the amount requested.

Important note: 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.

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 this document as you complete section I of the eForm. The technical guidelines can be downloaded from the AMEUP website at: http://www.mobilnost.hr/cms_files/2015/12/1451468054_iii-14-e-2016-technical-guidelines-for-completing-application-eforms-rev--1-.pdf.

Please see the Erasmus+ Programme Guide, pages 118 to 124, 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 – 500,00 EUR per month to the coordinator and 250,00 EUR per month to other partners. This will fill automatically according to the number of participating organisations and the project duration.

The maximum sum available for project management and implementation is 2.750,00 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. There is 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**.

There should be consistency between this budget section and what you have described in section E.

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;
- 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.

I.3 Intellectual Outputs (*only applicable for 'Development of Innovation' projects*)

Grants are paid per participant per working day by country group, with four staff categories (see below) and four groups of countries (see page 122 -123 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:

- managers
- researchers/teachers/trainers
- technicians
- administrative support staff

- Country of activity – pre-filled
- Number of Working Days
- Grant per Day – pre-filled
- Grant Requested – pre-filled

Please check the intellectual outputs grant requested within the eForm.

1.4. Multiplier Events (*only applicable for 'Development of Innovation' projects*)

Multiplier events funding covers events 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. As stated earlier in this guide, Multiplier Events should take place after the respective Intellectual Outputs have been developed. Piloting and training event costs cannot be considered under Multiplier Events.

Important note: Only participants from organisations other than the beneficiary organisations can be counted in the number of individuals for the purposes of determining the grant amount for Multiplier Events. Grants are paid as a unit cost per participant, in two categories: per host country (local) participant and per international participant from other countries.

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
- 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 30.000,00 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: 275,00 EUR per participant (short distance travel) and 360,00 EUR per participant (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 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 and food as well as local travel to and from the venue of the activity in the host country.

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 adult 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;
- the number of participants;
- the number of accompanying persons.

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;
- the number of participants;
- the number of accompanying persons.

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;
- the number of participants;
- the number of accompanying persons.

Please check the individual support grant requested within the eForm.

1.5.3 Linguistic Support

Linguistic support refers to costs linked to the support offered to participants to improve their knowledge of the 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 119 of the Programme Guide and is calculated on a unit cost basis and awarded at a rate of 150,00 EUR per participant needing linguistic support.

This type of support is **only available** for mobility activities lasting between 2 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 120 of the Programme Guide for further details.

Please check the linguistic support grant requested within the eForm.

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.

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+ will fund up to 75% of the costs associated with 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 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 grant requested only.

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

The maximum sum available for exceptional costs is 50.000,00 EUR per project.

Please check the exceptional costs grant requested within the eForm.

J. Project Summary

Please provide a short summary of your proposed project in English. As you develop your summary, please bear in mind that it may be used by the European Commission, the AMEUP and other agencies for publicity purposes and will be published on the [Erasmus+ Project Result Platform](#). Your summary should include at least:

- context/background of project;

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

At the end of your project, a description of results will also be requested for publication.

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 the activity number, activity type and grant requested for the project.

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 imperative that you check this amount is correct against your own calculations and resolve any issues before submitting your application.

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

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 National Agency of the country in which your organisation is established**;
- you have annexed all of 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 on or before 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-obrazovanje-odraslih/dokumentacija-za-prijavu-2016-/>.

Please note the points below when preparing mandates:

- the legal signatory 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 AMEUP will not accept signatures on a different page;
- partner mandates must be legible;
- the partner's name on the partner mandate must match the name included on the Participant Portal. The AMEUP will not accept any spelling errors in names.
- the **Timetable of Activities**, template available from <http://www.mobilnost.hr/hr/sadrzaj/sudjelovanje/obrazovanje-i-osposobljavanje/erasmus-obrazovanje-odraslih/dokumentacija-za-prijavu-2016-/>.

- all participating organisations have uploaded 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, page 237-238 of the Programme Guide);
- for grants exceeding 60.000,00EUR, 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 237-238 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 the copy of the completed form for yourself.

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.

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, where available (see

section D.2. above for further information and requirements);

- the **Timetable of Activities** template.

Applicants need to ensure that all documents specified in the checklist 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 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.

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 only submit an application form 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. Applicants 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 AMEUP 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: **12am 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

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, this 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 AMEUP at grundtvig@mobilnost.hr with a copy of your application, any annexes and the screenshot attached within **2 hours** of the application deadline (i. e. by 2 pm Brussels time).

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

The AMEUP advises 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 AMEUP.

This guide was developed by and provided courtesy of



and has been adjusted for Croatian applicants by

