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ERASMUS+
KA2 Strategic Partnership Projects
for School Education (KA201)

Call 2016 – Guide for Applicants

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Who is this guide for?

This step-by-step guide is to help Croatian organisations complete the 2016 Erasmus+ Key Action 2 Strategic Partnerships for School Education application form. The guide is for organisations who are considering applying for funding for Key Action 2 Strategic Partnerships for School Education only. If you wish to apply for funding for a mobility project in another field or for Key Action 1 or 3, please see the How to Apply page on the Croatian National Agency website.

We recommend that, as a minimum, you consult the following documents to help you complete your application:

- 2016 Erasmus+ Programme Guide;
- European Commission's Technical Guidelines;
- Assessor's Guide.

Using this application guide

Please note that this guide has been split into five key sections:

1.   Plan your project
2.   Prepare to apply
3.   Complete the application
4.   Application final check list
5.   Additional Support and Next Steps

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

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PLAN YOUR PROJECT

1. Introduction to Erasmus+ Key Action 2 for School Education

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Public, private or not-for-profit organisation actively involved in these areas may apply for funding.

The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work; and
- focus on young people.

Key Action 2, Co-operation for Innovation and Exchange of Good Practices is all about enabling organisations to work together in order to improve their provision for learners and share innovative practices. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries.

Strategic Partnerships aim to support the development, transfer and/or implementation of innovative practices at organisational, local, regional, national or European levels. Croatian institutions can work with others to help improve education provision across Europe. 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. International relations with key stakeholders will help to share new approaches and improve education and training across Europe.

A Strategic Partnership is transnational and involves minimum three organisations from three different Programme Countries. Exceptionally, the following type of project may involve a minimum of two organisations from two different Programme Countries: School Education Strategic Partnerships for regional cooperation, led by at least two local/regional authorities from two different Programme Countries. Projects that are 'Partnerships between regions' can only be a Strategic Partnership supporting the exchange of good practices. 'Partnerships between regions' cannot apply to be a Strategic Partnerships supporting innovation.

All participating organisations must be identified at the time of applying for a grant. There is no maximum number of partners. However, the budget for project management and implementation is capped (and equivalent to 10 partners).

If you are considering a project that involves a partnership of Schools only, you should consider submitting a Strategic Partnerships for Schools Only application. There is a different application form and guidance available on our website for this project type.

Strategic Partnerships in the school education field focus on activities designed to improve school education provision across the participating countries.

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Activities could include:

- Develop, test, adapt and adopt/implement innovative practices relating to:
    o new curricula, courses, learning materials and tools;
    o learning and teaching methodologies and pedagogical approaches, especially those delivering key competences and basic skills, language skills, and focusing on the use of ICT;
    o new forms of practical training schemes and study of real life cases in business and industry;
    o new forms of learning and providing education and training, notably strategic use of open and flexible learning, virtual mobility, open educational resources and better exploitation of the ICT potential;
    o guidance, counselling and coaching methods and tools;
    o tools and methods for professionalization and professional development of teachers, trainers, and other staff, with particular focus on improved initial education and in-service training for teachers;
    o management and leadership of education and training institutions;
    o outreach activities between organisations in different education, training and youth sectors;
    o strategic cooperation between learning providers on the one hand and local/regional authorities on the other hand;
- Exchange experiences and good practice, carry out peer learning activities and workshops;
- Carry out joint research, surveys, studies and analyses;
- Facilitate recognition and certification of skills and competences at national level by referencing them to European and national Qualification Frameworks and using EU validation instruments.

1.1.   Project Supporting Innovation / Exchange of good practices?

Depending on the objectives of the project, the participating organisations involved, the expected impact, and other elements, Strategic Partnerships can be of different sizes, and adapt their activities accordingly. Strategic Partnership projects may be of the following types:

- **Strategic Partnerships supporting innovation**

Projects are expected to develop innovative outputs, and/or engage into intensive dissemination and exploitation activities of existing and newly produced products or innovative ideas. Applicants have the possibility to request a dedicated budget for Intellectual Outputs and Multiplier Events in order to directly answer to the innovation aspect of the Action. These types of projects are open to all fields of education, training and youth.

- **Strategic Partnerships supporting exchange of good practices**

The primary goal is to allow organisations to develop and reinforce networks, increase their capacity to operate at transnational level, share and confront ideas, practices and methods. Selected projects may also produce tangible outputs and are expected to disseminate the results of their activities, although in a way that is proportional to the aim and scope of the project. These results and activities will be co- financed through the standard budget for project management and implementation.

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1.2. Eligible Lead (applicant) Organisations

Schools and any Croatian organisation involved in school education can apply for Key Action 2 Strategic Partnerships in the field of school education. One organisation must lead the project and make the application for funding. Croatian organisations leading a project must apply to the Croatian National Agency- Agency for Mobility and EU Programmes (AMEUP) on behalf of the partnership. For projects that are a 'partnership between regions' only authorities with a role in school education are eligible to apply for funding. In the case of partnerships between regions the coordinator will always be the local or regional authority. The applicant organisation applies on behalf of all participating organisations involved in the project. Applicant organisations must be based and registered in a Programme Country.

Any participating organisation established in a Programme Country can be the applicant.

Under Key Action 2 Strategic Partnerships for School Education the same consortium of partners can only submit one application per partnership. It is possible for an organisation to submit multiple Key Action 2 Strategic Partnership applications if the objectives, topics and outputs are distinct and don't overlap with one another to prevent double funding. If your institution is applying for several projects you need to ensure that you have organisational and financial capacity to deliver the activities that you outline in your application form.

1.3. Eligible Partner Organisations

A participating organisation can be any public or private organisation, established in a Programme Country or in any Partner Country of the world (see section "Eligible Countries" in Part A of the 2016 Programme Guide). Strategic Partnerships in the field of School Education must involve a minimum of three different organisations from three different Programme Countries. Strategic Partnerships between local/regional school authorities (partnerships between regions) in the school education field can involve a minimum of two Programme Countries.

As a general rule, Strategic Partnerships target the cooperation between organisations established in Programme Countries. However, organisations from Partner Countries can be involved in a Strategic Partnership, as partners (not as applicants), if their participation brings an essential added value to the project. This has to be justified clearly in the narrative sections of the eForm. Activities of learners as well as long-term activities of staff or youth workers from or to Partner Countries are not eligible.

2. Horizontal and Sectoral Priorities

Each year the European Commission sets Horizontal and Sector specific priorities for Key Action 2. These are priorities that the European Commission would like Key Action 2 projects to address or target. Horizontal priorities are priorities that are applicable across all fields of education, training and youth. Priorities relevant to each individual particular field of education training and youth are also set each year. To be funded, Strategic Partnerships must address either:

- at least one horizontal priority; or
- at least one specific priority relevant to the field of education, training and youth that is mostly impacted.

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2016 Horizontal Priorities are:

- Improve achievement in relevant and high-level basic and transversal competences in a lifelong learning perspective, through formal or non-formal education and training, from early childhood education and care, over school education, youth activities, higher education and vocational education and training to adult learning.

- Inclusive education, training and youth: in line with the Paris Declaration, priority will be given to actions addressing diversity in (formal and non-formal) education and training, developing social, civic, intercultural competences and media literacy, combating discrimination and segregation, tackling bullying, reducing disparities in learning outcomes affecting learners with disadvantaged backgrounds in particular through innovative integrated approaches. This should also involve enhancing the access, participation and performance of disadvantaged learners and facilitating their transitions: between different levels and types of education and training; from education/training to the world of work; and/or from one employment to another. Given the critical context, particular attention will also be given to support projects involving refugees, asylum seekers and migrants and/or focussing on the topic of the refugees' crisis in Europe.

- Open and innovative education, training and youth work, embedded in the digital era:
  priority will be given to actions that contribute to disseminating learning outcomes of formal and non-formal learning activities as well as to mainstreaming and spreading the utilisation of open and innovative education, training and youth pedagogies, participatory education governance, work methods and resources for educators and learners at all levels, in particular those in a disadvantaged situation. This includes supporting synergies between education, research and innovation activities, the digitisation of quality learning content and promoting the use of ICT as a driver for systemic change to increase the quality and relevance of education, training and youth policies at all levels.

- Educators: priority will be given to actions that strengthen the recruitment, selection and induction of the best and most suitable candidates for the teaching profession as well as to actions supporting continuing professional development of educators (such as teachers, professors, tutors, mentors, etc.) and youth workers, especially on dealing with an increasing diversity of learners, early school leaving, learners with disadvantaged backgrounds (including refugees, asylum seekers and migrants), work-based learning, digital competences and innovative pedagogies. This will include building effective partnership between providers and educational institutions as well as the development of programmes, modules and on line courses to strengthen the induction of educators in line with assessment and certification patterns.

- Transparency and recognition of skills and qualifications to facilitate learning, employability and labour mobility: priority will be given to actions promoting permeability across education, training and youth fields as well as the simplification ad rationalisation of tools for transparency, validation and recognition of learning outcomes. This includes promoting innovative solutions for the recognition and validation of competences acquired through informal, non-formal, digital and open learning.

- Sustainable investment, performance and efficiency in education and training: priority will be

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given to actions supporting the effective implementation of the Investment Plan for Europe, including through attractive funding models for private actors and capital; supporting education, training and youth policies and the design of evidence-based reforms that deliver quality in (formal and non-formal) education and training more efficiently namely through work-based learning. Priority will also be given to actions supporting the development of innovative ways to ensure sustainable investment in all forms of learning, including performance-based funding and cost-sharing.

2016 School Education Priorities are:

- Strengthening the profile of the teaching professions through attracting the best candidates to the profession and by supporting teachers and leaders to deliver high quality teaching, deal with complex classroom realities and adopt new methods and tools. In particular, supporting recruitment and selection methods, improving initial teacher education and induction, supporting teachers in dealing with diversified groups of learners (such as refugees, asylum seekers and migrants) and to adopt collaborative and innovative practices right from the start of their careers; to strengthen leadership roles in education, including distributed leadership, for designing necessary changes and improvements at institutional level.

- Addressing underachievement in the basic skills of maths, science and literacy through more effective, innovative teaching methods. In particular, through projects focused on student-centred and problem-based active learning using multidisciplinary and inter-disciplinary approaches and through fostering critical thinking skills by addressing cultural and/or environmental context in teaching science; developing innovative didactical materials to increase motivation for reading of all pupils; addressing multilingual classrooms through methods building on diverse language skills alongside the main language of instruction.

- Supporting schools to tackle early school leaving (ESL) and disadvantage as well as to address all students from the lowest to the highest end of the academic spectrum. In particular by supporting projects aiming to improve collaboration internally as well as with parents and other external stakeholders, projects aiming at improving transition between different stages of education, projects supporting networking of schools which promote collaborative and holistic approaches to teaching, projects aiming to develop methods and to create conditions for personalised teaching and learning in order to support each pupil, and projects developing monitoring and assessment suitable for such approaches.

- Enhancing the quality of early childhood education and care (ECEC) in order to improve the quality of services for better learning outcomes and ensure a good start in education for all. In particular through projects aiming to develop a holistic and age appropriate pedagogical framework including professionalising the workforce for ECEC as well as ensuring that the benefits of early childhood education are carried through to other school education levels, and projects that develop new models of implementation, governance and funding for ECEC.

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

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initiatives in the field of school education and for links to these documents, please see the European Commission website.

3.   Project duration

Partnerships in the field of school education can last between 12 and 36 months. Your project start date must fall between 01 September 2016 and 31 December 2016. In all cases, projects must end not later than 31 August 2019. You must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.

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

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

▪ The date when your organisation will receive its grant agreement and first Erasmus+ pre-financing payment if successful.

As per the 2016 Programme Guide the indicative date of notification of award decision is 4 months from the application deadline. The indicative date for signing grant agreements is 5 months from the application deadline. This means that your organisation may not receive pre-financing payments before the project start date if an early date is chosen. Please note that the indicative dates provided are given for general information only and do not constitute a legal obligation for the National Agencies and the Executive Agency.

▪ Your organisation and partner organisation's holiday calendar and the dates and availability of staff / pupils to undertake mobilities.

Please consider when staff and / or learners will be able to undertake mobilities. Will participants be able to carry out activities during work time? Will participants have to undertake mobilities in their holidays or own time? Do participants have prior commitments over the proposed Erasmus+ project dates? Will all project partners be able to meet at the same time?

▪ The number of activities your organisation plans to apply for.

Will your organisation and project partners be able to complete the proposed number of activities (e.g transnational project meetings, learning, teaching training activities, intellectual outputs and multiplier events) proposed within a certain timeframe? Do you and project partners have enough participants or capacity to undertake or complete the activities you plan to apply for?

▪ Evaluation and Dissemination.

Impact and Dissemination are a key part of any Erasmus+ project. Will your project partnership have

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enough time to carry out and dissemination activities and evaluations of the project? Whilst dissemination and evaluation should be conducted throughout the project lifecycle, you must allow enough time after activities have finished to evaluate the success of your project and carry out further project impact and dissemination activities. For more information about dissemination please read Annex II of the 2016 Programme Guide.

4. What are the optional activities that can be requested as part of a Strategic Partnership?

Over the lifetime of a project, Strategic Partnerships may typically realise a broad range of activities. Each project will have a different size, composition and objectives. The following section details the activities which you can request to help your project achieve its objectives. You are not obliged to add any or all of the following activities to your project, but you may do so if the activities are essential to achieve the successful delivery, impact and planned outcomes of the project. A form of unit cost contribution can be requested for each activity type. For more information about the unit cost contributions you can request, please see the budget section of this document on page 13.

Please note that the Croatian National Agency reserves the right to remove or reduce the number of activities that you apply for if they are not justified fully throughout the application form; or are not deemed to necessary for the successful implementation of the project.

Transnational Project Meetings

Applicants can apply to include transnational project meetings as part of the strategic partnership project. These meetings should be used by project coordinators from participating project partners for coordination and implementation purposes. Transnational project meetings should not be confused with learning teaching training activities. You must be able to justify the need for the meetings in terms of number of meetings and participants involved. You should only apply for transnational meetings where virtual cooperation cannot replace face to face meetings.

Intellectual output

Intellectual output funding is only available for strategic partnerships supporting innovation. Intellectual outputs are tangible deliverables of a project (such as curricula, pedagogical and youth work materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.). The outputs should be substantial in quality and quantity to qualify for this type of grant support. The outputs should prove their potential for wider use and exploitation, as well as for impact.

Multiplier Events

Funding for multiplier events is only available for strategic partnerships supporting innovation that create intellectual outputs. Multiplier events are national and transnational conferences, seminars, events organised by the project to share and disseminate intellectual outputs realised by the project

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to organisations and individuals outside of the Erasmus+ project partnership. Support for multiplier events is provided only if in direct relation to the intellectual outputs of the project. A project without grant support for intellectual outputs cannot receive support for organising multiplier events.

Learning Teaching Training Activities

Learning, teaching and training activities for staff and pupils can be incorporated into a project, as long as they facilitate the project to achieve its aims and bring added value. If you are interested in a project that focuses purely on development experience through mobilities you should consider a Key Action 1 project. Cultural tourism activities will not be accepted as learning teaching training activities. You must be able to clearly demonstrate how any learning teaching training activities that you apply for are vital to the success and overall objective of the project. This must be demonstrated clearly in the application form.

Unit cost contributions for 'travel', 'individual support' and 'linguistic support' can be requested in the budget section of the application form depending on the learning teaching training activity type(s) you apply for. For more information on contribution to unit costs contributions please see the 'budget' section of this document on page 15. The following Learning Teaching training activities are available activity types to School Education projects:

Type of activity	Duration
Blended mobility of learners	5 Days To 2 Months Of Physical Mobility
Short-term exchanges of groups of pupils	5 Days To 2 Months
Long-term study mobility of pupils	2 To 12 Months
Long-term teaching or training assignments	2 To 12 Months
Short-term joint staff training events	5 Days To 2 Months

5.   Understand the call project budget structure

Please use this overview section to help you understand the budget categories that construct a Key Action 2 Project total grant budget. You can apply for money under a combination of budget categories as detailed below.

> This section only provides an overview of each budget category. For more detailed information about each category please see the budget section found in the 'complete your application' section of the guidance. Please also consult page 118-124 of the 2016 Programme Guide for budget information and unit cost contribution rates.

Please note that activities or items that you do not detail in your application cannot be funded for at a later stage. Please ensure that you construct your budget carefully. You should ensure that your budget is realistic and demonstrates good value for money. Furthermore, an EU grant is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co- financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant.

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The table below details each budget category, what the money from that category should be used for, and how that budget category is financed.

Eligible costs		Financing mechanism	Notes from the National Agency
Project Management and Implementation	Project management (e.g. planning, finances, coordination brochures, leaflets, web information, etc.). Costs linked to the implementation of transnational youth initiatives	Contribution to unit costs	Based on the duration of the Strategic Partnership and on the number of participating organisations involved
Transnational Project Meetings	Participation in meetings between project partners and hosted by one of the participating organisations	Contribution to unit costs	Please do not confuse these meetings with Learning, Teaching, Training Activities (which are funded by the Travel, Individual Support and Linguistic Support budget Categories). Please carefully use the distance band calculator when claiming this budget in the application form. Please read page 118 of the 2016 Programme Guide carefully. Please note that there is no minimum or maximum duration for a meeting. Meetings should be arranged where virtual cooperation is not sufficient. Applicants must justify the need for the meetings in terms of number of meetings and participants involved.

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The following two budget categories are only applicable to Strategic Partnerships Supporting Innovation.

Intellectual outputs	Intellectual outputs/tangible deliverables of the project (such as curricula, pedagogical and youth work materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.)	Contribution to unit costs	Important information regarding intellectual outputs can be found on page 36 of this guidance. Please ensure that you read this information carefully before requesting funds under this budget category.
Multiplier events	Contribution to the costs linked to national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (excluding costs for travel and subsistence of representatives of participating	Contribution to unit costs	Only applicable to Projects Strategic Partnerships Supporting Innovation In The Field of Education, Training And Youth. Applicants cannot request contributions to unit costs for event attendees from organisations of the Erasmus+ project.

The following four budget categories are used to fund participant involvement in Learning Teaching Training Activities.

Travel	Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return	Contribution to unit costs	Please carefully use the distance band calculator when claiming this budget in the application form. Please read page 120 of the 2016 Programme Guide carefully.
Individual support	Unit cost per day covering the subsistence of participants, including accompanying persons, during the activity	Contribution to unit costs	Individual support can be used to cover the accommodation and subsistence of participants whilst undertaking their mobility activity.
Linguistic support	Costs linked to the support offered to participants in order to improve the knowledge of the language of instruction or work	Contribution to unit costs	Only for activities lasting between 2 and 12 months. Conditional: the request for financial support must be motivated in the application form.
Exceptional Costs	Expensive travel costs of participants from outermost regions and Overseas Countries and Territories (for details, see section "what else you should know about this action" in the 2016 Programme Guide).	Real Costs	Expensive travel costs: maximum up to 80% of eligible costs. Conditional: the request for financial support to cover exceptional costs must be motivated in the application form.

If you are considering applying for funds under this category it is recommended that you contact the Croatian National Agency for more support and guidance. |

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The following two budget categories are based on real costs.

Special needs support	Additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "individual support").	Real costs	The request for financial support to cover Special Needs support must be motivated and explained clearly in the application form. Disability is defined on page 11 of the 2016 Programme Guide.
Exceptional costs	Contribution to real costs related to subcontracting or purchase of goods and services. Costs for providing a financial guarantee, if the National Agency asks for it.	Real costs	If you wish to claim exceptional cost you must strongly justify these costs throughout your application. Important information regarding exceptional costs can be found on page 52 of this guidance. Please ensure that you read this information carefully before requesting funds under this budget category.

6.   Finding partners and Erasmus+ opportunities

Please use the two websites below to help you identify the most appropriate project partners if you do not have existing relationships with appropriate organisations.

6.1.   School Education Gateway

The European Commission's School Education Gateway is a new portal, launched in February 2015, for schools to use for Erasmus+ applications and partner-finding. The School Education Gateway portal works alongside eTwinning and users can login in to it using existing eTwinning username and password details.

School Education Gateway has three vital tools for schools involved in Erasmus+:

- for Key Action 1 school staff mobility activities:
    o a course catalogue for finding staff training opportunities
    o a mobility opportunities database for finding and posting job shadowing, observation and teaching assignment opportunities
- for Key Action 2 strategic partnerships for schools
    o a strategic partnerships area, for finding and posting partnership opportunities.

6.2.   eTwinning

eTwinning is a free online community for schools in Europe which allows you to find partners and collaborate on projects within a secure network and platform. eTwinning promotes school collaboration and school networking in Europe through the use of Information and Communication Technologies (ICT). It provides advice, ideas and tools to make it easy for schools to set up

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partnerships and start collaborative projects in any subject area.

In connection with a partnership project, eTwinning allows you to:

- find potential partner schools abroad and work together with them before applying for funding, in order to improve the quality and impact of the planned projects;
- use the available project tools to implement more strategic projects and better exploit the inputs from partners;
- prepare the outgoing staff, for instance through communication with the receiving school (learning more about the receiving country and receiving organisation, discussing and agreeing on activities to carry out), participate in online learning events related to their mobility; and
- cooperate intensively among all schools involved during and after the project.

No formal application is required to use eTwinning, all schools need to do is register in the eTwinning portal. If you need any help, you can contact the eTwinning National Support Service at the Agency for Mobility and EU Programmes.

PREPARE TO APPLY

Please use this section before downloading and beginning to complete an application form. Failure to complete some of these steps could result in your project application being deemed ineligible.

1.   Learn more about this type of project

We recommend that you read the relevant sections of the AMEUP website and the European Commission's 2016 Erasmus+ Programme Guide to find out more about Key Action 2 School Education. Please use information below to ensure that you understand the rules and regulations of Key Action 2 School Education Strategic Partnership Projects.

- 2016 Programme Guide, Key Pages are:
    - Key Action 2 Strategic Partnership Overview………………………………………………………………………………105 - 124
    - Information for Applicants …………………………………………………………237 - 252
    - Specific Rules for Strategic Partnerships…………………………………………277 – 288
    - Dissemination and exploitation of results, a practical guide …………………299 - 304
    - Glossary of terms ……………………………………………………………………...305 - 312

Key Pages of the Croatian National Agency website are:
- Guidelines for Applicants

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2.   Register your organisation on ECAS and obtain a Personal Identification Code (PIC)

All organisations involved in the application must be registered and provide their basic legal and financial data in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. You will not be able to begin completing or submit your application form if you have not registered your organisation and obtained a PIC number. If your organisation is already registered and has a PIC number you do not need to register it again. An organisation is only allowed to have one PIC number at one time.

To register in the Participant Portal, the person representing an organisation (or an informal group of young people) must carry out the following steps:

- Create an ECAS account (unless the person representing the organisation/group already has an account). New ECAS accounts can be created via the following website: https://webgate.ec.europa.eu/cas/wayf?caller=%2Fcas%2Feim%2Fexternal%2Fregister.cgi
- Access the Participant Portal here: http://ec.europa.eu/education/participants/portal/desktop/en/home.html and register on behalf of the organisation/group.

Your organisation only needs to register once in the Participant Portal. Once the registration is completed your organisation will obtain a Participant Identification Code (PIC). The PIC, which is a unique identifier and is necessary for the submission of applications will enable your organisation to fill-in the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form).

3.   Upload Financial Identification Form and Legal Entity forms to PIC on ECAS

Organisations must upload a completed legal entity form and a financial identification form as well as supporting legal status document or bank documents to its PIC on ECAS. Failure to upload these documents could result in an organisations application being deemed ineligible. You can download the two forms via the links below. Please select the forms in Croatian or English by using the hyperlinks next to the   symbol:
- Financial Identity Form
- Legal Entity Form

To upload documents on the Participant Portal please follow these steps:

a)   Click on the menu item "Login" top right
b)   You will be guided to your personal participant portal website
c)   Click in the top left in the navigation menu select "Organisations" then "My Organisation(s)".
d)   Click on the small circle on the right hand side labelled MO [for Modify].
e)   A new window will open. You will then need to scroll down to the Documents section and

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click 'Add Documents.' Choose the file that you wish to upload and you will then see the status to show that the document has been received.

The Croatian National Agency uses this documentation when you apply for Erasmus+ funding to validate and verify your organisation. Please see the 2016 Erasmus+ Programme Guide, Part C Information for Applicants (pages 237 - 252) which contains detailed guidance on how to complete these steps.

4. Understand the assessment criteria

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:

- a formal eligibility check undertaken by Croatian National Agency staff; and
- a qualitative assessment undertaken by external expert(s) who will have been selected based on their experience and knowledge of the school education sector.

The budget for this Key Action is finite. Funding decisions are made based on the quality score. Experts will assess each section of the application form against the following criteria:

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

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Quality of the project design and implementation (maximum 20 points)	▪ 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.
	 ▪ If the project plans training, teaching or learning activities:
	    ▪ The extent to which these activities are appropriate to the project's aims and involve the appropriate number of participants;
	    ▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, in line with European transparency and recognition tools and principles.

Quality of the project team and the cooperation arrangements (maximum 20 points)	The extent to which: ▪ the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project; ▪ the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations; ▪ if relevant for the project type, the project involves participation of organisations from different fields of education, training, youth and other socio-economic sectors; ▪ the project involves newcomers to the Action. The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders; ▪ If applicable, the extent to which the involvement of a participating organisation from a Partner Country brings an essential added value to the project (if this condition is not fulfilled, the project will not be considered for selection).

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

You will need to ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). You must make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof read your application.

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 10 points for the categories "quality of the project design and implementation" and "quality of the project team and the cooperation arrangements"). Proposals that do not address at least one priority of the Action will not be funded. You must therefore make sure that your application is balanced and you give attention to all aspects of the project. 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 for that activity type 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

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higher the level of detail and clarity is expected regarding your project and its activities.

5.   Additional information on quality criteria

Annexes I and II of the European Commission's 2016 Erasmus+Programme Guide contain further information on quality and key terms. You may also find it beneficial to read the European Commission's Guide for Experts on Quality Assessment which sets out the assessment process and the quality criteria for the assessment of applications. Both documents can be downloaded from the Croatian National Agency website.

6.   Check your organisation's Organisational and Financial Capacity

6.1   What is organisational capacity?

Applicant organisations 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 2016 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 (if applicable).

The above must be detailed in the application form but where necessary further information may be requested.Capacity checks of public sector higher education institutions and schools may not be as detailed as for other types of organisations.

6.2   What is financial capacity?

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 advance. Please note that in some cases there might be interim pre-financing payments.

Please note that a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000 (see the section 'Selection Criteria' in Part C, page 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 must therefore provide a Profit and Loss Account (or an Income and Expenditure Account) and Balance Sheet for the last financial year which accounts were closed in accordance with relevant Croatian legislation. If,

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following the analysis of these documents, the National Agency concludes that the required financial capacity has not been proved or is not satisfactory, then they may:

•ask for further information;

• offer a grant agreement or decision with a pre-financing covered by a financial guarantee146;

• offer a grant agreement or grant decision without pre-financing or with a reduced pre-financing;

• offer a grant agreement or grant decision with pre-financing based on several instalments;

•reject the application.

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

6.3   What if I am a new organisation or don't have accounts?

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

COMPLETE THE APPLICATION

Please use this section to help you complete and submit your 2016 Key Action 2 School Education Application.

1.   The Application eForm

It is compulsory to complete the relevant 2016 electronic application form (eForm) when applying for Key Action 2 funding. The eForm can be downloaded from the Erasmus+ website or NA website. Please ensure you download the correct application form for the project type and call that your organisation wishes to apply for. Please do not try to submit an application for the 2016 call on an eForm from 2014 or 2015.

1.1.   Adobe Reader requirements

There is a known issue with using application eForms with Adobe Reader. Please ensure that you use version 15.9 of Adobe Acrobat Reader, or version 15.7 or earlier. Version 15.8 is not compatible. The European Commission has produced a step-by-step guide to using Adobe Acrobat Reader DC 15.9.

1.2.   Downloading, saving and validating the form

When you click on the link to download the eForm from the website, the form will open as a PDF. The form has been opened inside a web browser window. Please download the form to your PC in order 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

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left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

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

> Your computer 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. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.

1.3.   Technical information - filling in fields

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 are "Pre-filled or Calculated Fields". You are unable to directly enter information into grey fields, they will display 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 'Delete Last' or the '+' or '-' buttons.

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Grey boxes pre-fill and cannot be edited manually in the form

Blue boxes with a red outline line are required fields

Drop down boxes can be used to select pre- set answers

Main objective of the project	
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-03-2016 12:00:00
Language used to fill in the form	

B.1. Project Identification

Project Title	
Project Acronym	

[Maximum characters: 250]

Form hash code: 0000000000000000
Form has not been submitted yet

EN

Validate

Blue boxes with no red outline are optional

Use the validate button to identify any missing fields and prompt the form to make calculations as you

Hovering the mouse over a field displays that field's maximum character limit

1.4.   Submitting the application to Croatian National Agency

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

To submit the application forms press the 'Validate' button in section P.1. Data validation. Once the form is validated successfully you should then press the 'Submit Online' button. By pressing submit online you are submitting the form to the National Agency that you selected earlier in the form.

After an attempted submission, section P.4 'Submission Summary' of the form will display a table. If the column 'Submitted' displays 'Yes' then your form has been submitted successfully. You should also see your submission summary number in the 'Description' box. If the column 'Submitted' displays 'No' your attempt to submit has failed and you should try again. If you are still unable to submit you must contact Croatian National Agency as soon as possible in advance of the deadline.

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1.5. Best practice

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form. Please submit your application well in advance of the deadline. This gives you time to seek support should you face technical difficulties. Validate your form as you progress through the form. This ensures that no fields are missed and that all calculations are completed by the form. You must ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (target group, placement duration, partners and financial provisions). You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof read your application.

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.

A. General Information

This section consists of an overview of the application form. Please read this section carefully before beginning to complete the application form.

B. Context

This section consists of a data table containing information specific to the application being made. You should check that the pre-filled fields in dark grey correspond to the funding you are applying for. Applications for key action, strategic partnerships for school education must ensure that the application form used displays the information below. If the details are different you may have downloaded the incorrect application form. Please see the picture on the next page to help you.

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Partnership between Regions:
You should select 'yes' if your project is a partnership between regions i.e. a partnership between and led by a regional or local authority. If your project is not a partnership between regions please select 'no'.

Main Objective of the project: Using the drop down menu you should choose the option that best reflects your project aims and objectives.

Language used to fill in the form: In this section you are also required to complete is 'languages used to fill in the form. All applications submitted to the Croatian National Agency must be completed in English or Croatia. Applicants must therefore select English or Croatian from the drop down box for this field. It is recommended that applications for Strategic Partnerships are completed in English.

Main objective of the project	Bulgarian
Call	Croatian
	Czech
Round	Danish
	Dutch
Deadline for Submission (dd-mm-yyyy	English
hh:nn:ss - Brussels, Belgium Time)	Estonian
	Finnish
Language used to fill in the form	

B.1. Project Identification

In this section you must include information about your Erasmus+ project title, start date and duration. The rest of the fields (in dark grey) will pre-fill for you when you enter your organisation's PIC code later in the application form.

Project Title: Please enter your Project Title. It should be something meaningful and representative of the content of the project

Project Acronym: This box is not compulsory however you may wish to enter a project acronym if applicable.

Project Start Date: Partnerships in the field of school education can last between 12 and 36 months. The earliest project start date is 01 September 2016. In all cases, projects must August 2019. All Erasmus+ activity must occur within your project start and end date so please select your project start date carefully. For more information please read the 'Project duration' section of this guide.

Project Total Duration (months): A school education mobility project can last between one to two years, 12 to 36 months. You must select the duration of your project in months. All Erasmus+ activity must occur within your project start and end date so please select your duration carefully. For more information please read the 'Project duration' section of this guide.

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Project End Date:	The Project End Date will be automatically populated based on your Project Start Date and Project Total Duration.
Applicant Organisation Full Legal Name (Latin characters):	This field will populate based on your PIC (see section C.1).
Form hash code:	This will generated automatically as you create and submit your application.

B.2. National Agency of the Applicant Organisation

Identification: Select HR01 (Croatia) from the drop down box.

C. Priorities

Please select (from the drop down menu) the most relevant horizontal or sectoral priority according to the objectives of your project.

You must also comment on your choice of priorities in the box provided. To be funded, Strategic Partnerships must address either:

- at least one horizontal priority; or
- at least one specific priority relevant to the field of education, training and youth that is mostly impacted.

For more information about priorities please consult the 'plan your project' section of this guidance on page 6.

D. Participating organisation(s)

In advance of completing this section of the form you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number if it doesn't have one already. Please refer to the 'Prepare to Apply' section of this guide for further information.

D.1. Applicant Organisation

This section asks you to provide information relating to the applicant organisation. The applicant will become the lead organisation for the project. You must enter your organisation's PIC number into the application form and click 'Check PIC' whilst connected to the internet. Once entered, the form will automatically populate the applicant organisation's information. The information entered into this section of the form will be based on the information provided during the PIC registration process. If any information is incorrect you must log back into the participant portal and update the PIC information accordingly. Please then return to the application form and click 'Check PIC' whilst connected to the internet to update the information.

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D.1.1. Profile

This section of the form will be partly pre-filled using the information submitted on to the European Commission's Participant Portal. As before, please check that this information is accurate and update in the Participant Portal if not.

Type of Organisation:	Using the drop down menu please choose the most appropriate option in relation to your organisation.
Is your organisation a public body?	This field will pre fill according to the information from your organisations PIC number in the Participant Portal.
Is your organisation a non-profit?	This field will pre fill according to the information from your organisations PIC number in the Participant Portal.

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. If the field 'Type of Organisation' found in this section of the eForm has not been completed in the Participant Portal then the applicant organisation details will not populate the form and this will cause an error to occur.

D.1.2. Background and Experience

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

Please briefly present your organisation.

Please give the context that the applicant organisation operates in. In the case of consortium applications information in this section should relate to the consortium coordinator only.

You could consider explaining the following;

- The history of the organisation;
- The type of organisation;
- The number and demographic of staff;
- Scope of work;
- Areas of specific expertise;
- Specific social context; and
- if relevant, the quality system used).

What are the activities and experience of your organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

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. Include details of the key staff involved in the project, showing clearly their relevant skills and experience. For less experienced partners, you can also summarise those aspects which the project will help to develop. Please give

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details of the number of administrative, organisational and delivery staff involved in this project (detailing paid staff and volunteers) and their competences 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. Use the example below to help you.

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
Erasmus+	2015	2015-1-UK01-KA101-00000	School Name

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  +        -
```

To add more activities click on the '+' icon. To delete activities, click on the '-' icon. If you have been involved in previous projects but do not know the exact details please contact your National Agency.

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 become the signatory for the project's Grant Agreement. Please complete every field in this section. If after the submission of your application any contact details change or this person leaves the organisation please inform us as soon as possible.

If the appropriate contact address for the legal representative is different from the main contact address for the applicant organisation, you will need to tick the box to indicate that and complete the address details.

> It is important that the Legal Representative's details are consistent throughout the application form, in the Declaration of Honour and in and other supporting documents.

We can only contact the legal representative or contact person with information regarding your Erasmus+ project application, using the details that you provide us in the application form. If after application submission the legal representative or contact person changes, or their details change, please inform us as soon as possible.

D.1.4. Contact Person

Please enter the details of the primary and any additional contacts for the project. This is usually the person who is coordinating the application and additional staff members who need to be kept

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updated about the project. We will use these details as the first point of contact for the application and project if successful. If possible please ensure that the primary contact person is someone different to the legal representative.

D.2. Partner Organisation

'Partner Organisation' refers to institutions who will participate in the project alongside your organisation. You must enter details of your partner organisations in this section. For Strategic Partnerships in the field of School Education you will have a minimum of three partners from three different countries, three organisations in total including yourself as the applicant. For Strategic Partnerships in the field of School Education that are a partnership between regions, as a minimum your project must include two local/regional authorities from two different programme countries.

Any partner organisations you add must have a registered PIC. To add a partner, click **Add Partner** and repeat the same steps as for your own organisation that you entered in sections: D.1… for each partner organisation. You can add more than one partner and remove partners using the button. Please repeat the same steps as for your own organisation that you entered in sections: D.1., D.1.1., D.1.2., D.1.3., and D 1.4. when adding information about partner organisations.

> If you plan to include an organisation from a Partner Country, you must demonstrate the essential added value in doing so in the narrative of your application and they must be in addition to the minimum number of organisations from programme countries as explained above. Any partner organisations will also need to have a registered PIC before they can be included in your application.

Each organisation involved in the project **must** sign a Partner Mandate form authorising the applicant organisation to act on its behalf in matters related to the project implementation. The Partner Mandate form template can be found here. The mandates for all partners should be attached as annexes to 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?

All projects should propose to address a need of their pupils, staff, school and community. Please outline how this need(s) and the objectives were established, i.e. through research, planning meetings etc. You should demonstrate how pupils, staff or other key stakeholders such as decision-makers or governors are actively involved in shaping the project proposed to ensure its relevance.
The objectives of the project should clearly seek to address the needs you establish and be relevant to the participants, organisations and any other key stakeholders identified. You should also make it clear which education policy areas your project will address.

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In what way is the project innovative and/or complementary to other projects already carried out?

Key Action 2 aims to support the development of innovative practice, enhance the quality of pupil and staff work, build capacity in schools and foster strategic cooperation between school organisations. You should identify how this project will build on previous projects or experience within applicant organisations or more widely, and any innovative aspects you will pilot. How will it change practice in the organisations and educational systems involved? It should be clear that this is not a stand-alone project.

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?

Strong partnership is crucial to the successful delivery of an international project. Please detail how the partnership was formed, i.e. through events, previous cooperation, eTwinning, networking etc. Identify those partners that have least or most experience in the type of project you propose. Please detail each partner's contribution in terms of the skills and experience they have that is relevant to this project. You should demonstrate that your partnership's skills and experiences will ensure a successful project, or identify any gaps that you will address through research, learning, consultation with experts, etc.

This is also an opportunity to highlight value added by the partners being located in different countries. Why could the project and its aims and objectives not be delivered without the expertise provided by the partners involved? What will the benefit be to each organisation involved in the partnership and what will each organisation contribute?

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?

If your project includes organisations from outside the programme countries (i.e. from partner countries) it must be clear how they bring added value to the project (e.g. by introducing new practices), which partners from programme countries could not bring. This will be assessed rigorously.

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?

Cooperation and communication are central to the success of your project delivery. Please show how all partners will communicate, how you will work together on activities, and how you will communicate with other important stakeholders, who should be identified as far as possible. Include details of planned transnational project management meetings, including when they will be and who will participate. You need to demonstrate that each meeting is needed and is cost effective as compared with other means of communication and coordination.

What are the most relevant topics addressed by your project?

Select from the drop down menu and choose the most relevant topics up to a maximum of three. Do

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not worry if this does not cover everything. Please add more by clicking on the '+' button and remove by clicking on the '−' button.

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, teaching, training activities).

The results are the outputs of your project during the partnership and on completion – what you will produce or the immediate changes you hope to effect. For example, changes in individuals or organisations, integration of best practice into the curriculum, changes to policy or increase in entrepreneurial skills. Please note that this section overlaps with later sections, so consider carefully whether your results are 'intellectual' (e.g. articles, course materials), or events, teaching, training and learning activities. These might fit better in other sections. You will also need to consider impact, e.g. you may aim to develop further skills such as advanced IT competence in a certain number of students (result), and they may then become more employable (impact).

E. 1 Participants

A key theme of the Erasmus+ programme is impact. In this section you should demonstrate how your project will reach and benefit people who are not directly associated with the school organisations receiving funding under this project.

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.)

This includes people in the wider community or for example school staff and/ or pupils in other schools (for example in your local area or other regions). These are just some examples. You should provide a narrative description of the people or groups of people, and where possible provide numerical estimations. It is however important to be realistic in your estimations.

Please describe briefly how and in which activities these persons will be involved.

Here you should provide a narrative explaining how the persons identified in the previous question will be involved or be impacted by your project.

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

Reaching participants with fewer opportunities is a focus of Erasmus+. In this section you can provide details of any participants facing situations that make their involvement more difficult.

Please click on the appropriate button to answer 'yes' or 'no'. Additional fields will appear if you click 'yes'.

The following additional fields will appear if you click yes. If you choose no please continue to section F. Preparation.

How many participants (out of the total number) would fall into this category?

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You provide a numerical response in this section.

Which types of situations are these participants facing?

From the drop down box select the most appropriate categories to describe the situations these participants are facing. Click '+' to add further categories, or '−' to remove the last category selected.

How will you support these participants so that they will fully engage in the planned activities?
Provide details of how you will support participants who face additional challenges, e.g. describe relevant adjustments, additional preparation or support during the activity or follow up that these participants will require, in addition to your plans for the rest of your participants. This may be training, venue requirements, use of technology or specialist support staff, etc.

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.

This section concentrates on project planning and management. Your proposal should demonstrate that all phases of your project, including the preparation phase, have been properly considered in order for your project to reach its objectives. Any preparation activities should be clearly defined and be relevant to your proposal.

Please detail planned preparation phase, as necessary and relevant to the activity you propose. You may wish to include the following (this is not an exhaustive list):

- logistical arrangements;
- risk management and approach to ensure safety of participants;
- selection of participants (if appropriate);
- partnership coordination activity;
- training;
- research;
- language preparation;
- baseline surveys to support later impact measurement;
- communication overall and promotion to local and wider community about your project;
- delivery of activities across the partnership period;
- allocation of tasks amongst partners including lead on specific tasks;
- monitoring, evaluation and dissemination of project achievements.

F.1. Project Management

How will you ensure proper budget control and time management in your project?

In this section you must explain how the participants will ensure cost effectiveness and value for money in terms of activities and results. Is the grant request realistic for good quality implementation of the planned activities? The work programme should demonstrate a well-planned, realistic timetable for the duration of the proposal.

You will need to demonstrate that grant funds are to be used in a way which demonstrates value for money. Please outline your system for recording and monitoring expenditure throughout your project and your access to co-funding.

How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.

This relates to quality assurance during the project. How will you evaluate progress against your milestones as the project progresses? Who will be the key staff, what will their responsibilities be, and what is their experience in monitoring and evaluation? Preparation, implementation, evaluation and dissemination will need to be completed by the project end date. Please list appropriate monitoring and evaluation activities including methods, tools and staff with appropriate skills and knowledge to conduct these activities that will be undertaken at critical stages in the project. Demonstrate how these activities will ensure successful project delivery and measure how needs have been addressed, along with appropriate learning outcomes and impact measures. Please explain why it is relevant to perform these activities daily, weekly, monthly, etc.

What are your plans for handling project risks (e.g. conflict resolution processes)?

Please list key risks during the project (related to context, nature of activities planned, participants' needs and so on) with a control measure proposed to minimise the likelihood and/or impact of the risk. Measures to ensure good cooperation such as partnership agreements or codes of conduct may be outlined here, to note any agreed process for mediating disputes or disagreements.

Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?

This relates to evaluation of results and outputs. How will you measure the success of your project? What key quantitative and qualitative indicators of achievement will you put in place to measure progress against your overall objectives and targets, and what monitoring and evaluation activities will you undertake to check that you have reached your targets? Who will be responsible for this? If you have not yet developed your indicators, you should say how you will do so. The proposed methodology should be realistic and appropriate for producing the expected results. How will consistency between objectives, activities and results be measured? Are the proposed activities the most appropriate to address the aims of and reach the objectives of the project?

G. Implementation

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. 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? Please complete the Timetable of Activities template and upload it as an annex to your application.

Please provide detailed information about the activities that your project will organise and

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elaborate on the methods you intend to use.

Here you should write a summary of the activities you plan to organise as part of your project. These could be learning, teaching, training activities, intellectual outputs, multiplier events and local or national project work. You may wish to come back and edit this section after completing the next sections of the form, where you are required to detail each activity in detail.

* Intellectual Outputs

Intellectual Outputs are only available to projects supporting innovation. If you selected project supporting best practice at the start of the form, this section will not appear. You should therefore progress to the Learning, Teaching, and Training Section of this guide.

Do you plan to include Intellectual Outputs in your project?

Intellectual Outputs are activities requiring substantial staff input in order to produce tangible and significant outputs. They include publications, for example academic papers; policy recommendations at different levels; need analyses; curricula and course materials; new methodologies; assessment methods and materials; handbooks; advice and guidance; case studies and good practice; innovative uses of IT and different media; ICT based tools and software, evaluations and reports. Separate funding can be requested to cover the production of such Intellectual outputs.

Funding for Intellectual Outputs can be claimed in the next section of the application form and can cover the staff time taken to create the specific Intellectual Outputs. To distinguish the production of such outputs from those covered by the funding automatically awarded to a project for 'Project management and implementation', these outputs will have to be set out in detail, demonstrating clearly the concrete outputs and the related effort put into producing them. The outputs should be innovative and creative, and be developed with a clear aim of transferability or usability to organisations other than those participating in the project.

Please note that it's only considered an Intellectual Output if it is proven that there is potential for wider use and exploitation, as well as for impact.

Outputs which are not considered Intellectual Outputs:

- products for internal use only, such as the partnership's dissemination plan, evaluation reports etc;
- small scale learning/teaching/training materials, tools, approaches etc;
- virtual cooperation and local project activities (e.g. class-room project work with learners, youth work activities, organisation and mentoring of embedded learning/training activities, etc.);
- documents and media aimed at informing and promoting the project (e.g. brochures, leaflets, web information, websites, blogs, wikis, newsletters etc.);
- comparative reports, surveys and guidelines intended for internal use for the project.

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The production of an Intellectual Output is a process consisting of different steps that finally lead to the actual output itself, e.g. conducting an analysis, researching, translating, etc. These steps by themselves are not considered separate Intellectual Outputs.

Staff costs for **Managers** and **Administrative Staff** are already covered through the Project Management and Implementation budget but may be eligible for funding if their role working on the Intellectual Output is distinct and different to their regular role as project manager or administrator of the project as a whole. In order for funding for staff time against staff types **Managers** and **Administrative Staff** to be granted <u>clear and explicit justification</u> must be given in the application covering the above criterion.

Intellectual Output staff time is designed to cover the specific amount of time taken away from staff members' normal day jobs to work on the Intellectual Output. Categories of staff time selected must reflect the individuals' substantive role in the organisation.

To be considered as "staff" for the development of intellectual outputs, the persons must be involved in education, training or youth non-formal learning, and may include professors, teachers, trainers, school leaders, youth workers and non-educational staff. In all cases, the beneficiary (organisation) has to be able to demonstrate a **formal link** with the staff member concerned. When you come to report on your project you must provide staff time sheets, evidence of the person working at the organisation (e.g. a contract of employment) and tangible evidence of the output itself in order for the funding to be considered eligible.

Please see below some examples:

- Head teacher (manager) working one day on creating a case study for a research paper;
- ICT technician spending three days creating technical specifications for learning app;
- Teacher spending five days creating content for new lesson plan pack; and
- Administrator spending one day digitally formatting joint curriculum material created by teachers and managers.

> Staff working for the beneficiary on the basis of service contract (e.g. translators, web designer etc), are not considered as staff of the organisation concerned. Their working time can therefore not be claimed under intellectual outputs.

Please click on the appropriate button to answer the 'yes' or 'no' to including intellectual outputs in your project. Depending on your answer different fields will appear.

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If you select 'No' you will progress to the section Learning, Teaching, Training Activities. If you select 'Yes' additional fields will appear. Please note that by selecting 'Yes' you will have to option to add multiplier events to your project.

To add details, click on the 'Add Output' button and complete as indicated. Some fields will populate information automatically. You can add more outputs as you develop your application; however you can remove only the last output added.

Output Identification: This field will automatically populate numbering your output for you.

Output Title: Enter a title for the activity; for example if the output is a DVD, it could be 'curriculum materials' or 'curriculum app'.

Output Description: Enter details of the output being created. Enter a detailed description of the output, including justification and who outside of the project could benefit from the output.

Please describe the tasks leading to the production of the intellectual output and the applied Methodology:
Here you should clearly explain the different tasks and steps that need to be completed in order to produce the final version of the intellectual output. You should explain who will be working on each aspect of the output delivery. Please remember to detail the job roles and organisations of the individuals you foresee contributing to the development of the intellectual output. Please also discuss the methodology the project will apply when creating the output. Whilst this narrative box is does look small, it has a maximum character limit of 5000. You should aim to provide as much detail as clearly as possible.

Start Date: You should select the date in which your project will begin working on the intellectual output.

End Date: You should select an indicative date as to when your project will have completed the intellectual output. Please note that intellectual outputs must be open access and widely available for organisations outside of the project to use.

Languages: From the drop down box select the language in which the output will be produced. Click '+' to add further lines if the output is being produced in more than one language, or click '–' to remove a line. Please note that you can remove only the last line entered.

Media(s): From the drop down box select the media(s) in which the output will been created, e.g. book, DVD, exhibition.

Activity Leading Organisation:
From the drop down box select the organisation leading on this particular intellectual output. You should select the name of the lead organisation that will have a significant contribution in terms of potential impact and transferability.

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Participating Organisation:
From the drop down box select other organisations also contributing to the Intellectual Output. Click '+' to add further organisations if multiple organisations are involved or click '−' to remove a line. Please note that you can remove only the last line entered. Please specify the participating organisations that have a significant contribution in terms of potential impact and transferability.

* Multiplier Events

> Multiplier Events are only available to projects producing intellectual outputs. The aim of a multiplier event is to share intellectual outputs to individuals and organisations outside of the Erasmus+ project. Multiplier Events should disseminate and increase the impact of intellectual outputs. Other dissemination activities will be supported via Project Management and Implementation funds.

Do you plan to include Multiplier Events in your project?
Please click on the appropriate button to answer the 'Yes' or 'No' to including Multiplier Events in your project. If you answer 'No' please follow to the section learning, teaching, training Activities.

If you select 'Yes' additional section will appear on the form. Please input the information in the below section: Multiplier Events.

Multiplier Events are events organised by the partnership, e.g. conferences, seminars or meetings, that are directly associated to one or more of the intellectual outputs developed through the work of the project. If you are not planning to hold any multiplier events, you do not need to complete this section. However, if you do not fill in this section you cannot request funding retrospectively.

The aim of a Multiplier event should be to disseminate the intellectual outputs to a wider audience. Multiplier events should involve a large number of participants from organisations that are not already involved with the partnership itself. Such events can be organised at national or transnational level. Multiplier events can only take place in the Programme Countries in which the beneficiaries are located.

Both the profile and number of participants will have to be justified, as well as the approach to attract and involve the relevant external organisations and stakeholders.

Do you plan to include Multiplier Events in your project?
You should use the dropdown menu to select either 'Yes' or 'No'.

> Funding under this budget category Multiplier Events cannot be used to cover the costs for travel and subsistence of representatives of participating organisations involved in the Erasmus+ project. You should not include individuals from the Erasmus+ project as a participant number total for the event. Travel and subsistence costs of participants coming from partner organisations could be paid from the Project Management and Implementation budget category or it could be seen as a self-contribution of the partner organisation themselves.

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If you select yes and wish to add a multiplier event(s) you can add details by clicking on the 'Add Event' button and complete as indicated. Some fields complete automatically. You can add more events as you develop your application; however you can remove only the last event added. You can also use the 'Remove Event' to delete any events added incorrectly.

If you do add an event(s) you should complete the following information:

Event Identification: This field will automatically populate numbering your multiplier event for you.

Event Title: Enter a title for the event e.g. 'Curriculum Launch

Country of Venue: Please select the country where the event will take place using the drop down menu.

Event Description: Please provide a detailed description of the event you propose. You should comment on the content and agenda for the day and the participants you plan to invite to attend. You should demonstrate clearly how the multiplier event will disseminate and increase the impact of one or more of the intellectual outputs your project will produce. Please include justification as to who outside of the project will benefit from the event.

Intellectual Outputs Covered: Enter details of the intellectual output(s) from the previous section to which the event is linked using the dropdown menu. Multiplier events must directly correspond to an intellectual output produced. Click '+' to add further lines if the output is being produced in more than one language, or click '–' to remove a line.

Activity Leading Organisation: From the drop down box select the organisation leading on the event delivery.

Participating Organisations: From the drop down box select other organisations also participating in the activity. Click '+' to add further organisations if multiple organisations are involved or click '–' to remove a line.

*Learning, Teaching, Training Activities

These activities include the learning, teaching and training of staff and learners that would be organised, as an essential part of and contributing directly to, the main objective of the Strategic Partnership and that would involve transnational travel of participants. You need to make it clear how any planned activities contribute to the wider project outcomes. Please Note: Activities of learners as well as long-term activities of staff or youth workers from or to Partner Countries are not eligible.

If you select 'no' please progress to section H 'Follow up'. If 'yes' is selected additional questions and fields will appear.

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?
Here you need to detail how any such activities you are planning will contribute to the achievement of the overall project objectives.

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Please describe each of the learning, teaching or training activities you intend to include in your project:
It should be clear from each activity that it adds value and contributes to the overall objectives presented above. To add details, click on the 'Add Activity' button and complete as indicated. Some fields will populate information automatically. You can add more outputs as you develop your application; however you can remove only the last activity added.

Activity No: This field will automatically populate numbering your multiplier event for you.

Fields: Select the relevant field of education from the dropdown menu.

Activity Type: From the drop down box select the type of activity you are requesting funding for.

Activity Description: Enter a detailed description of the activity, it should be clear from the description how the activity will add value and contribute to the overall objectives described in your application.

No. of Participants: Enter the total number of participants that will be taking part in the activity.

Participants with Special Needs (out of total number of participants):
Enter the number of participants with special needs (out of the total number of participants).

Accompanying Persons (out of total number of participants):
Enter the number of accompanying persons (out of the total No. of participants).

Duration (Days): Please detail the number of days the learning / teaching / training activity will last for. Please consider the rules surrounding minimum and maximum duration.

Duration (Months): Please detail the number of months the learning / teaching / training activity will last for if applicable.

Participating Organisations: From the drop down box select other organisations also participating in the activity. Click '+' to add further organisations if multiple organisations are involved or click '−' to remove a line. Please note that you can remove only the last line entered.

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?

Please indicate how the learning outcomes from these learning, teaching or training activities will be recognised and validated, and if appropriate which European or national mechanisms will be used to do this.

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H. Follow-up

Impact and Dissemination are key aspects of all Erasmus+ projects. Your application will receive a score out of 30 under the category Impact and Dissemination so please ensure that you spend time constructing answers to the questions in this section. For more information on dissemination, please read "Annex II – dissemination and exploitation of results - A practical guide for beneficiaries" on pages 299 to 304 of the 2016 Programme Guide.

H.1. Impact

Impact is the effect of an activity and of its results, including the changes brought about for individuals, organisations, systems, practices, at all levels of society. Strategic Partnerships are expected to contribute to the overall impact of Erasmus+. This section is divided into impact on individual and organisational stakeholders in the project, and impact beyond those involved at different levels.

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

Please provide an explanation of expected impact on all participating organisations target groups and other relevant stakeholders. Is the impact likely to occur during the project and continue after the lifetime of the project?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

Please consider the likely scope of your project and describe the desired impact at the local levels and beyond. Please be clear where the impact will be strongest. Depending on the size and scope of your project, you should show how any innovations may have impact on systems or policies, and how it may connect with other Erasmus+ and EU activity.

How will you measure the previously mentioned impacts?

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 may choose to measure impact both within the period of EC funding and after funding is completed.

H.2. Dissemination and Use of Project Results

The Erasmus+ programme has a renewed interest in dissemination. Your application should have a plan in place to share the outcomes of your project. A good dissemination plan will share the concrete results of the project; not just inform people that the project has taken place. Results

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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 new sectors; sustainability beyond EC funding; or to influence policy.

The plans outlined in this section should be appropriate for your project and the needs of future target audiences. They should aim to maximise impact for participants and others into the future.

Your plan should include:

- measureable, realistic objectives;
- a timetable (you can add dissemination activities to your 'Timetable of Activities' template);
- resource planning;
- involvement of target groups if possible.

What dissemination activities you carry out are up to you. Some of the most common are: presentations, conferences and workshops; creating manuals, booklets or newsletters; creating press releases and giving these to local media; creating new courses or training material; and creating web pages. It should be clear how you will raise awareness, share concepts or solutions, policy or practice through these dissemination activities. For more information on dissemination, please read "Annex II – dissemination and exploitation of results - A practical guide for beneficiaries" on pages 299 to 304 of the 2016 Programme Guide.

To whom will you disseminate the project results inside and outside your organisation? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

You are asked for details of target audiences. You should justify your choice of these audiences. They might include your own organisations, beneficiaries of your activities, stakeholders, decision makers, the press, the general public.

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

You are asked to explain 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.

What kind of dissemination activities do you intend to carry out and through which channels?

You should describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant). You should also describe the means and channels you will use (media channels, events, etc.). How will you monitor your dissemination activities throughout the project? Include a timetable for activities, including any monitoring. If relevant, explain how your plans might change in line with changing needs of target groups or other aspects of the external situation. Consider the appropriateness of the dissemination method based on the different profiles of your target groups.

You should include a rough timetable. You may use a wide variety of media. Innovative means of dissemination are welcome. You may apply for funds to translate any materials into the languages of

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project partners provided it is clear why the partners cannot do this by themselves.

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

Please describe your plans for ensuring that the material your project produces is open for wide and free distribution and access.

How will you ensure that the project's results will remain available and will be used by others?

How will you make sure your results are widely available in the long term? For example: giving open access to any resources that you have developed or making sure innovation becomes integrated into the practice of different organisations.

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

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 further financing of the 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.

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?
Please explain which aspects of your project you plan to maintain after funding finishes. How you will you do this? What resources, including financial resources will you use to assure sustainability? You may wish to refer to your dissemination activities and the use of results described in the previous section.

I. Budget

The Erasmus+ grant is regarded as a contribution to your project costs and may not cover the total cost of your project. 'An EU grant is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by

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sources of co-financing other than the EU grant.

When applying for a Key Action 2 project you may be eligible to receive funding for the following budget categories:

- Project Management and Implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- For learning, teaching training activities:
    o Travel
    o Individual Support o Linguistic Support
    o Exceptional Costs
- Special Needs Support
- Exceptional Costs

Applicants must calculate a projects' provisional budget at the application stage according to the rates outlined on the following pages of this guidance. Please note: if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is consistent with the activity described in your application form.

The total project grant possible is a variable amount, defined by multiplying 12 500 EUR by the duration of the project (in months), and capped at 450 000 EUR for projects with duration of 36 months. Some of the maximum amounts indicated in the tables on pages 118 - 121 of the 2016 Programme Guide are capped per month and are calculated following a pro-rata approach, so that the grant awarded divided by the number of months results in a maximum of 12 500 EUR.

Note that as well as contributions to unit costs, there is an overall ceiling 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 demonstration that it will add value, for example; transnational project meetings should be limited to those that cannot be replaced by emails, teleconferences etc. Please see the Erasmus+ Programme Guide, pages 118 - 121, for grant rates.

Some fields of the budget section fill automatically from the details of your activities. The European Commission's technical guidelines contain more detailed technical advice and guidance on completing the budget section of the eForm.

Please note that the Croatian National Agency cannot award any funding over the amount requested, so please ensure that you check your budget thoroughly before submitting the eForm. There is no specific budget support for language preparation in Erasmus+ for schools (only for activities lasting between 2 and 12 month) although the organisational support budget may be used for this.

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> **!** When completing the budget section, automatic calculations will only take place when you press the 'Validate' button on the relevant page of the eForm. You will need to be connected to the internet for the page to update, and you will need to press the 'Validate' button on each of the budget pages as you progress through the eForm.

I.1. Project Management and Implementation

A monthly grant is paid to each participating organisation – 500 euro per month to the coordinator and 250 euro to other partners. This will fill automatically according to the number of participating organisations and project duration. Please check carefully and validate before moving on to the next section.

Please note: these funds are not paid to the bank account of the beneficiary monthly. They are incorporated into the grant total which is subjected to a pre-financing and final payment schedule. For projects involving more than ten partners, the monthly grant is limited to the amount commensurate with ten participating organisations.

I.2. Transnational Project Meetings

This is an amount paid as a contribution towards travel and subsistence for project meetings between partners, hosted by one of the participating organisations. Grants are paid according to a contribution to unit costs per participant to cover travel and subsistence, with a different contribution to unit costs for short and long distance travel. Details are specified on page 118 of the 2016 Programme Guide.

Please note: This budget section is for the travel of people to attend transnational project meetings (for planning and coordination purposes only). This budget is not to fund the travel associated with the actual implementation of any learning / teaching / training activities.

Amounts are paid at a set amount according to distance. The distance bands (100km – 1999km or 2000km and above) have been established by the European Commission for the purposes of the application.

- 100km – 1,999km = 575 euro per participant per meeting
- 2000km and above = 760 euro per participant per meeting

Click on the '+' button to begin adding details of meetings each organisation in the partnership will attend. Funding amounts will automatically populate fields as you add information. Continue to click the '+' button to add new lines, or the '−' button to remove a line.

PIC of Organisation: From the drop down box **select the sending organisation**.

Total No. of Meetings: Enter the total number of meetings the sending organisation will be attending over the lifetime of the project.
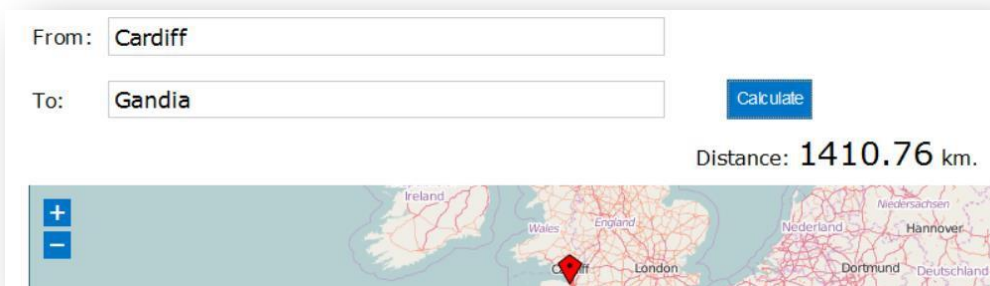
Total No. of Participants: Enter the total number of participants that will be attending all of the meetings; for example if you are having four project meetings over the duration of the project, and

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there will be three people attending each meeting, you would enter 12.

Distance Band: Please select the distance band according to the [Distance Band Calculator]. To use the distance band calculator enter the location of the sending organisation in the 'From' box, and the location of the receiving organisation or training course location in the 'To' box. You must then press calculate. Please then select the distance band in the application form that correlates to the distance displayed in the calculator. Do not double the number when choosing the distance band in the application form.

The example below displays travel from Cardiff to Gandia (Spain). The distance band **500 - 1999 km** would be selected in the application form as the tool details 'Distance: 1410.76km'.

* Intellectual Outputs

Only applicable to projects supporting innovation

For more information regarding Intellectual Outputs please see page 36 of this guide.

Staff costs for **Managers** and **Administrative Staff** are already covered through the Project Management and Implementation budget but may be eligible for funding if their role working on the Intellectual Output is distinct and different from their regular role as project manager or administrator of the project as a whole. In order for funding for staff time against staff types Managers and Administrative Staff to be granted clear and explicit justification must be given in the application covering the above criterion.

Intellectual Output staff time is designed to cover the specific amount of time taken away from staff members' normal day jobs to work on the Intellectual Output. Categories of staff time selected must reflect the individuals substantive role in the organisation.

Grants are paid per participant per working day by country group, with four categories of participant (see below) and four groups of countries (see page 120 of the Programme Guide). You need to enter the following information, referring back to the plans outlined earlier in your application:

PIC of organisation: From the drop down box select the organisation contributing to each output.

Output Identification: Intellectual Output Identifier generated by the system in section G of the eForm

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Category of Staff: Use the drop down menu to select the correct category of staff.

Country: Populates automatically based on information from the PIC of organisation entered.

No. of Working Days: The number of working days each category of staff per organisation will spend working on the Intellectual Output.

The funding amounts will then automatically populate the remaining fields. Continue to click the '+' button to add new lines, or the '−' button to remove a line. Please check your information and then validate it.

* Multiplier Events

Only applicable to projects supporting innovation that include intellectual outputs as part of the project.

The grant support for multiplier events will be limited to a maximum amount of 30,000 euro per project regardless of its duration. This is a contribution to the costs for organising a national or transnational event such as a conference or seminar aimed at sharing and disseminating the intellectual outputs realised by your project. As a reminder, you can apply for funding under this category only if it is in direct relation to the intellectual outputs of your project. A project that has not applied for funding for intellectual outputs cannot apply for funding to support the organisation of a multiplier event.

Grants are paid as a contribution to unit costs per participant (not from the organisations involved in the Erasmus+ project), in two categories:
- 100 euro per local participant (i.e. participants from the country where the event is taking place)
- 200 euro per international participant (i.e. participants from other countries).

> You cannot claim costs for the travel and subsistence of representatives involved in the event from organisations who are listed as partners or coordinating organisations of this Erasmus+ project. Travel and subsistence costs of participants coming from partner organisations could be paid from the Project Management and Implementation budget category or it could be seen as a self-contribution of the partner organisation themselves.

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation **that is organizing** the multiplier event.

Event Identification: From the drop down box select the event to which the funding request relates.

No. of Local Participants: Enter the number of local participants (participants from the country

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where the event is located) that will be taking part in the event.

No. of Foreign Participants: Enter the number of participants that will be taking part from other countries. The funding amounts will then automatically populate the remaining fields.

Continue to click the '+' button to add new lines, or the '-' button to remove a line. Please note that you can remove only the last line entered. Please check your information and then validate it.

* Learning / Teaching / Training activities

Travel grants are paid using distance bands (see page 120 of the 2016 Programme Guide). You need to enter the following information, referring back to the plans outlined earlier in your application:

PIC of organisation: From the drop down box select the organisation that is taking part in the Learning/Teaching/Training activity.

Activity number: From the drop down box select the event to which the funding request relates.

Activity type: Populates based on the activity selected.

Number of participants: Number of participants from the organisation taking part in this Learning/Teaching/Training activity.

Distance band: Please select the distance band according to the Distance Band Calculator. To use the distance band calculator enter the location of the sending organisation in the 'From' box, and the location of the receiving organisation or training course location in the 'To' box. You must then press calculate. Please then select the distance band in the application form that correlates to the distance displayed in the calculator. Do not double the number when choosing the distance band in the application form.

The example below displays travel from Cardiff to Gandia (Spain). The distance band
would be selected in the application form as the tool details 'Distance: 1410.76km'.

* Individual Support

This is a contribution to participants' subsistence costs during the learning/ teaching / training activity. This section of the application is split into two sections, Long-term leaning / teaching / training activities and Short-Term learning / teaching / training activities. More information can be

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found on page 120 of the 2016 Programme guide.

> (!) If you are taking students on mobilities it is important to bear in mind your schools child protection laws regarding the supervision of pupils (e.g. student to staff ratios). If your pupils are engaging in learning / teaching / training activities and require staff to accompany them, do not forget to claim this under the 'No. of Accompanying persons' section.

Long-term learning/teaching/training activities: Individual Support is paid as a contribution to unit costs grant based on the destination of the activity. You need to enter the following information, referring back to the plans outlined earlier in your application:

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation that is attending the activity.

Activity No.: From the drop down box select the activity to which the funding request relates.

Activity Type: Populates from the details entered in section G of the eForm.

Duration (months): Populates from the details entered in section G of the eForm.

Country of Destination: From the drop down box select the country in which the activity is taking place.

No. of Participants (without accompanying persons): Enter the number of participants.

No. of Accompanying Persons: Enter the number of accompanying persons.

The funding amounts will then automatically populate the remaining fields. Continue to click '+' to add new lines or '−' to remove a line. Please note that you can remove only the last line entered.

Short-term learning/teaching/training activities: Individual Support is paid as a daily grant; see page 120 of the Programme Guide.

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation that is attending the activity.

Activity No.: From the drop down box select the event to which the funding request relates.

Activity Type: Populates from the details entered in section G of the eForm

Duration (days): Populates from the details entered in section G of the eForm.

No. of Participants (without accompanying persons): Enter the number of participants.

No. of Accompanying Persons: Enter the number of accompanying persons.

The funding amounts will then automatically populate the remaining fields.

Continue to click '+' to add new lines or '−' to remove a line. Please note that you can remove only the last line entered. Please check your information and then validate it.

* Linguistic Support

A flat rate grant of 150 euro is paid to each participant in Long term Mobility (only for activities lasting between 2 and 12 months per participant needing linguistic support). Linguistic support is available for eligible participants to improve their knowledge of the language of instruction or work.

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation for which the linguistic support is being provided.

Activity No: From the drop down box select the long term activity to which the funding request relates.

Activity Type: Populates based on the Activity Number selected.

No. of Participants: Enter the number of participants requiring linguistic support.

The funding amounts will then automatically populate the remaining fields. Continue to click '+' to add new lines or '−' to remove a line. Please note that you can remove only the last line entered. Please check your information and then validate it.

* Exceptional Costs (Overseas Countries)

Click on the '+' button to begin adding details.

PIC of Organisation: From the drop down box select the organisation requiring exceptional costs.

Activity Number: From the drop down box select the activity number to which the funding request relates.

Activity Type: This field will automatically populate.

No. of Foreign Participants (including accompanying persons):
Enter the number of participants needing additional funds to cover expensive travel costs from outermost regions and Overseas Countries and Territories.
Purpose and description of costs: The awarding of Exceptional Costs is not a given, clear and full

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justification must be given in the text box. Please clearly reference the purpose and description of exceptional costs requested. You must be clear on how the funding amount you are requesting has been calculated and that the amount represents 80% of the total cost of an item.

Grant requested (up to 80% of eligible costs): Please enter the amount of funding being requested. (Please note that this should be 80% of the total as Erasmus+ only funds 80% of eligible costs).

* Special Needs' Support

Special needs support refers to any costs directly relating to participants with 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 case-by-case. The individual situation should be described and the particular needs and extra costs attached to it should be detailed in the application form. Based on these explanations and the availability of funding Croatian National Agency will be able to determine whether extra support can be granted. You should also bear in mind that assessors can reduce this amount accordingly if the request is too large or clear justification has not been provided.

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

Applicants should use the box below the budget tables to include any comments or justification to support the grant requested.

If there is a high possibility that special needs support will be needed in order for a participant to take part in a mobility, please ensure that your project's need for additional financial support is motivated and is justified in the application. If your project is funded, but the mobility of a participant requiring special needs support is not realised, the support allocated under this budget category will be deducted from your final grant payment or recovered by way of invoice.
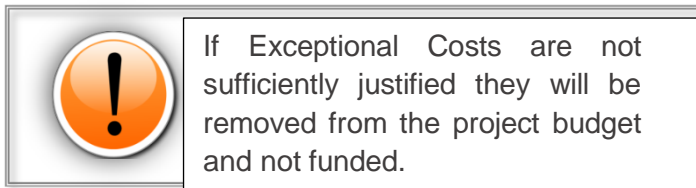
* Exceptional Costs

The awarding of Exceptional Costs is not a given, clear and full justification must be given in the text box below the Exceptional Costs section of the budget and in the appropriate areas of the application form. Exceptional Costs are based on actual costs and must be supported by invoices and receipts at Final Report. Please clearly reference the section of the eForm where justification is given for each Exceptional Cost that is being requested.

Before requesting Exceptional Costs please check whether the costs cannot be covered under any other budget categories, most likely the Project Management and Implementation budget.

Exceptional Costs can be requested only if they are critical to the success of the project and are services/goods/items that cannot be provided by the organisations involved in the project. Clear justification must be given within the application form that these conditions have been met.

Exceptional Costs, if eligible, can provide up to a maximum of 75% of the real cost of

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services/goods/items that would have to be sub-contracted or procured by the project.

> ! If Exceptional Costs are not sufficiently justified they will be removed from the project budget and not funded.

Examples of ineligible Exceptional Costs:

- normal office equipment or equipment normally used by participating organisations
- items that are not critical to the successful delivery of the project
- catering
- staff time for work on Intellectual Outputs or any general Project Management and Implementation activities

You must be clear on **how the funding amount you are requesting has been calculated** and that the amount represents 75% of the total cost of an item. Clear justification as to why the organisations involved in the project cannot provide the services or goods being requested through Exceptional Costs must be given in the text box below the Exceptional Costs section of the budget and in the appropriate areas of the application form. Please clearly reference the section of the eForm where justification is given for each Exceptional Cost that is being requested.

You must demonstrate that each Exceptional Cost represents value for money.

J. Project Summary

Applicants must provide a well written, comprehensive summary of their project within the application. If your language used to fill in the application is not English, please provide a translation in English Project summaries must be written in plain, clear language and free from jargon. This is of particular importance as it provides a description of the project to the general public and may be used in European Commission of National Agency documents. The summary will also be included on the Erasmus+ Projects Results Platform.

It is important to be concise and clear and cover at least the following points:

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

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J.1. Summary of participating organisations

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

J.2. Budget Summary

This is a table providing an overview of the activity number, activity type and grant requested for the project.

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. We cannot fund any activities retrospectively that are not applied for at the application stage.

K. Checklist

Before submitting the application, please use the check list to make sure that your application fulfils the requirements listed. Here are some additional points to check in advance of submitting your application form:

- you have used the official Key Action 2 application form.
- all relevant fields in the application form have been completed.
- you have chosen the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
    - o the Declaration of Honour signed by the legal representative mentioned in the application.
    - o the mandates of each partner to the applicant signed by both parties (recommended).
    - o the timeline for the project activities and outputs using the template provided.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.

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L. Data Protection Notice

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

M. Declaration of Honour

The legal representative of the applicant organisation, for schools normally the head teacher, 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 application form is submitted online.

> ! Failure to submit an application form with a Declaration of Honour attached as an annex could result in the application being rejected during initial eligibility checks. Please ensure that the signatory on the Declaration of Honour matches the individual you name as the Legal Representative in section 'Legal Representative' of your application form.

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;
- Partner Mandates for all partners
- time table of activities

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.

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.

Although there are only five spaces in the Annexes section of the application form this does not mean that only five documents can be submitted. Documents can be combined into a single document, rather than uploading them separately. It is important to note that there is a 10MB limit when uploading annexes to an application form. Applicants should only submit mandatory documents with their application. Additional and/or supplementary documents should only be submitted if the applicant has available space and/or if these documents are crucial to their application form.

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

If you have any trouble uploading documents in the annex section, please get in touch with us as soon as possible so that we can help you rectify the problem.

O. Submission

Important note: We are aware of an issue with the eForm. If your application does not include any Teaching, Training and Learning activities, you may receive the error message "**ERR-01 Submission Validation Error**" when you try to validate and submit the application. If so, you should complete the following steps:

- open the form

- change question "Do you plan to include transnational learning, teaching or training activities in your project?" to 'Yes' and then back to 'No' again

- validate and submit

If you are still receiving this error message after completing these steps, please check that all other compulsory fields in the form have been completed correctly before attempting to re-submit the form.

O.1. Data Validation

Applicants must ensure they have validated all sections of the application before submitting the application.

O.2. Standard Submission Procedure

Applicants should only submit an application form once they 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 will need to be connected to the internet. The Croatian National Agency advises that applicants save the final completed version of the eForm on their desktop in case of any technical issues with submission.

Applications must be submitted online by the deadline: 12 pm (Brussels time) on Thursday 31 March

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2016. If they are submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

O.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a technical error.
1. Take a screenshot of the submission summary page demonstrating the electronic form could not be submitted online.
2. Email the Croatian National Agency team managing this Key Action at comenius@mobilnost.hr with a copy of your application, any annexes and the screenshot attached within two hours of the application deadline. I.e. by 2pm Brussels time. In the subject line of the email please type KA2 School Education application form – [insert here the name of your organisation].

Please note than the Croatian National Agency will only accept applications via the Alternative Submission Procedure if, other than emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. 'ERR-' (but not ERR-01 or ERR-06) is recorded under 'Status' in the 'Submission Summary' section of the eForm with a timestamp prior to or on the deadline date/time.

O.4. Submission Summary

A record of submission attempts made in the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required. Please check that this table displays that your application form has been submitted successfully.

O.5. Form Printing

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

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ADDITIONAL SUPPORT AND NEXT STEPS

Please read this section carefully to familiarise yourself with the processes that will follow after the submission of your 2016 application and where to get additional help and support.

1. What happens now?

Once you have submitted your application you will receive an acknowledgement email from the Croatian National Agency. The Croatian National Agency aims to acknowledge all applications within 30 calendar days from the respective deadlines. If you have not heard from the Croatian National Agency after that please contact us.

The date in which the Croatian National Agency aims to inform applicants regarding the outcome of their application will be detailed in the Croatian National Agency's acknowledgement email. For indicative dates please see page 248 of the 2016 Programme Guide.

Project proposals are assessed by the National or Executive Agency receiving the application, exclusively on the basis of the criteria described in the 2016 Programme Guide. The assessment implies:

- a formal check to verify that the eligibility and exclusion criteria are respected;
- a quality assessment to evaluate the extent to which the participating organisations meet the selection criteria

(i.e. operational and financial capacity) and the project meets the award criteria. Such quality assessment is in most cases carried out with the support of independent experts. In their assessment, experts will be supported by guidelines developed by the European Commission.

The Croatian National Agency will appoint an evaluation committee to oversee the management of the selection process. On the basis of the assessment carried out by experts, the evaluation committee will establish a list of projects proposed for selection using a ranked assessment scoring list. As many eligible projects will be funded within the budget allocated for that call and application type.

The NA shall notify all applicants of the outcome of the grant award process.

2. Keeping us up to date

We will be in contact with you throughout the duration of your project. It is important therefore that you keep us informed of your most up-to-date contact information for the contact person and legal representative you detail in your application form.

3. Contacting Us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 2 application. Please note that email and phone lines get extremely busy in the lead up to the

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application deadline. You can contact us via the following channels:

email: comenius@mobilnost.hr