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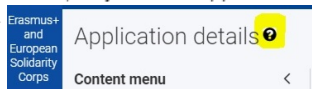
Prijavni obrazac nalazi se na stranicama Europske komisije (<https://bit.ly/3yVBJ3w>). U novom programskom razdoblju Razmjene mladih imaju kôd **KA152** umjesto dosadašnjeg KA105.

Prije početka ispunjavanja obrasca pažljivo pročitajte sva pitanja kako biste znali koje informacije se od vas očekuju i kako ne biste ponavljali iste informacije na različitim mjestima. Kada krenete s ispunjavanjem, savjetujemo da to činite po redoslijedu u samom obrascu, kako biste bili sigurni da ste sve ispunili te kako bi se određeni podaci ispravno prenosili u sljedeće segmente prijave.

Vaši odgovori trebaju biti jasni i precizni - izbjegavajte načelne odgovore i odgovorite na sva potpitanja. U svakom se pitanju od vas traži drugačija informacija - ne ponavljajte iste rečenice u odgovorima na različita pitanja. Iskoristite dostupan prostor da navedete ono što do tog trenutka niste naveli, a usko je vezano uz postavljeno pitanje.

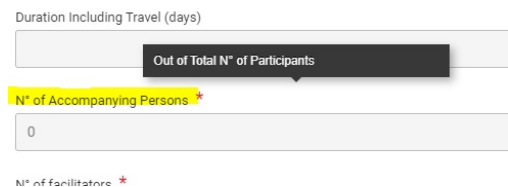
Sastavni dio obrasca su Erasmus standardi kvalitete u području mladih - savjetujemo da ih pročitate već i prije ispunjavanja obrasca jer vam mogu poslužiti za kvalitetnije planiranje vaše aktivnosti.

U vrhu obrasca, kraj naslova *Application details* pronaći ćete ikonu ? na kojoj možete pronaći korisne informacije za ispunjavanje obrasca.



Tijekom ispunjavanja se u vašem obrascu mogu pojaviti obavijesti koje vas upozoravaju da ste nešto krivo upisali. Pažljivo pročitajte takve upute i unesite izmjene.

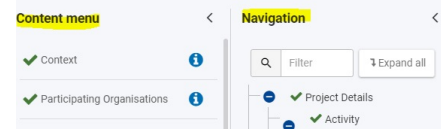
Neka polja imaju objašnjenja koja se mogu pročitati klikom na oznaku  ili povlačenjem kursora miša preko opisa.



**Content menu** - pregled sekcija prijavnog obrasca. Klikom na ikonu pokraj naslova sekcije pojaviti će se informacije o njoj. Kada se sva polja ispravno unesu, kraj naziva sekcije stajat će zelena kvačica.

**Navigation tree** - prikazuje se ako glavna sekcija ima podsekcije. Podsekcije će također dobiti zelenu kvačicu ako su svi podaci uneseni.

Ako je negdje znak X, potrebno je ispraviti/ unijeti podatke.



**Submit** - omogućen tek kada je cijeli obrazac ispunjen.

**PDF** - omogućuje preuzimanje napisanog u bilo kojem trenutku.



Obrazac se automatski sprema čitavo vrijeme. Možete ga zatvoriti i kasnije nastaviti gdje ste stali. Svaki sljedeći put kada pristupate obrascu u izborniku odaberite opciju *My Applications*, a zatim *Open existing draft* kako ne biste otvorili novu prijavu.

Prije podnošenja, svoje prijave možete poslati na savjetovanje na mail [mladi@mobilnost.hr](mailto:mladi@mobilnost.hr).

Project Title  
 Project Title in English  
 Project Acronym

| Project Start Date<br>(dd/mm/yyyy) | Project Total<br>Duration (months) | Project End Date<br>(dd/mm/yyyy) | National Agency of the<br>Applicant Organisation | Language used to<br>fill in the form |
|------------------------------------|------------------------------------|----------------------------------|--|--------------------------------------|
|------------------------------------|------------------------------------|----------------------------------|--|--------------------------------------|

Projekt može početi između 1.1.2022. i 31.5.2022. i trajati između 3 i 24 mjeseca. Pažljivo birajte datum početka projekta i njegovo trajanje kako biste u tom razdoblju kvalitetno pripremili i proveli razmjenu mladih, a zatim i širili rezultate projekta.

### Applicant organisation/Partner organisation

| OID | Legal name | Country | Region | City | Website |
|-----|------------|---------|--------|------|---------|
|-----|------------|---------|--------|------|---------|

Is the organisation a public body?  
 Is the organisation a non-profit?  
 Type of Organisation  
 Main sector of activity

Obavezno provjerite točnost podataka o organizaciji na ORS platformi (<https://bit.ly/3iP50Y3>).  
 Mail adresa **zakonskog zastupnika** trebala bi biti **generička** adresa organizacije, koja se neće često mijenjati - npr. **info@mobilnost.hr**.  
 Mail adresa **kontakt osobe** kasnije će **imati pristup alatima** koji služe za vođenje projekta - upišite važeću adresu!

Associated persons should not be shown in PDF because of GDPR compliance.

Sample

## Application

|             |                          |
|-------------|--------------------------|
| Programme   | Erasmus+                 |
| Action Type | Mobility of young people |
| Call        | 2021                     |
| Round       | Round                    |

## Context

Project Title

| Project Start Date<br>(dd/mm/yyyy) | Project total<br>Duration (Months) | Project End Date<br>(dd/mm/yyyy) | National Agency of the<br>Applicant Organisation | Language used to<br>fill in the form |
|------------------------------------|------------------------------------|----------------------------------|--|--------------------------------------|
|------------------------------------|------------------------------------|----------------------------------|--|--------------------------------------|

Prije pisanja odgovora na pitanja u obrascu, odaberite Agenciju za mobilnost i programe Europske unije kao nacionalnu agenciju kojoj ćete podnijeti prijavu kako biste izbjegli eventualne poteškoće kasnije tijekom ispunjavanja.

### Protection of Personal Data

Please read our privacy statement to understand how we process and protect [your personal data](#)

Sample

## Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

**If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again.** Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

### Undefined applicant organisation

| Applicant organisation OID | Legal name | Country |
|----------------------------|------------|---------|
|----------------------------|------------|---------|

#### Applicant details

Legal name  
Country  
Region  
City  
Website

### Partner Organisations

| Partner organisation OID | Legal name | Country |
|--------------------------|------------|---------|
|--------------------------|------------|---------|

#### Undefined partner organisation

##### Partner organisation details

Legal name  
Country  
Region  
City  
Website

## Project Rationale

**Needs and Objectives** - Opišite zašto želite provesti ovaj projekt. Pri tome objasnite **potrebu** da se projekt provede, na koje **izazove/poteškoće** želite njime odgovoriti i koji su **ciljevi** koje želite postići. Vaš projekt trebao bi odgovoriti na **realne potrebe mladih** i biti u skladu s ciljevima programa Erasmus+ i aktivnosti Razmjene mladih. Više o tome možete pronaći u Vodiču kroz program (<https://bit.ly/3CQCxsB>), str. 124. - 136.

**Impact** - Vaš projekt bi prvenstveno trebao imati **učinak na mlade sudionike** projekta. Dio učinka će biti ostvaren već za vrijeme provedbe projekta, ali će se nastaviti i nakon njegovog završetka - opišite kakav učinak očekujete. Iako još niste započeli s provedbom i ne možete biti sigurni da će taj učinak sigurno biti ostvaren, već sada morate imati plan što želite postići, a tijekom provedbe ćete moći provjeriti idete li u dobrom smjeru. Također, učinak će biti ostvaren i na **organizacije koje sudjeluju u projektu** - opišite kakav. U slučaju da očekujete čak i širi učinak, na lokalnoj, regionalnoj, nacionalnoj ili europskoj razini, opišite što očekujete i kako ćete to postići.

**Topic** - odaberite do 3 teme koje su **usko povezane** s vašom razmjenom mladih.

## Project Details

In this section, you are asked to provide further details on your project, the activities you will implement and how you will address crucial elements of a quality project such as preparation, identification and documentation of learning outcomes etc.

Please enter the different activities you will carry out in your project

| Id   | Activity type | Activity title | Number of participants | Total grant |
|--|---------------|----------------|------------------------|-------------|
| Odabir YE - Programme Countries ili YE - Partner Countries ovisi o zemljama iz koje dolaze vaše partnerske organizacije. Popis programskih i partnerskih zemalja možete pronaći u Vodiču kroz program Erasmus+.  |               |                |                        |             |
| <b>Activity (Activity 1)</b>   |               |                |                        |             |
| <b>Description of the activity (Activity 1)</b>  |               |                |                        |             |
| <p>Unesite opće informacije o razmjeni - vrijeme i mjesto održavanja, ukupan broj sudionika i sl. Pogledajte definiciju 'itinerant activity' u Vodiču kroz program prije nego što odaberete 'yes'.</p> <p>Studijska putovanja, turistička putovanja, posjeti festivala i umjetničkih izvedbi, formalni tečajevi - nisu prihvatljive aktivnosti u okviru projekta Razmjene mladih.</p> <p><b>Pažljivo birajte datume provedbe razmjene.</b> Imajte na umu da se isplata sredstava ne vrši istovremeno s objavom rezultata natječaj. Zbog toga savjetujemo da osigurate dovoljno vremena za pripremu aktivnosti nakon odobrenja projekta.</p> <p>U vašoj aktivnosti moraju sudjelovati mlade osobe i voditelji skupina, a mogu sudjelovati i osobe u pratnji te jedan facilitator po aktivnosti. U Vodiču kroz program provjerite koji je minimalan/ maksimalan broj sudionika.</p> <p>Ako u projektu sudjeluju mladi s manje mogućnosti, navedite njihov broj, a kasnije ćete opisati potporu koju ćete im pružiti.</p> <p>Za svaku nacionalnu skupinu opišite profil sudionika i njihovu dob. Iako su u razmjenama mladih prihvatljivi mladi 13 - 30 godina, imajte na umu da vaše radionice trebaju biti prilagođene dobnoj skupini s kojom radite i da ista radionica neće imati isti učinak na sudionika od 18 ili sudionika od 28 godina. Omjer sudionika po nacionalnim skupinama jedan je od kriterija ocjenjivanja - nastojte imati jednak broj sudionika po skupini. Navedite voditelje skupine i njihove kompetencije za tu ulogu.</p> <p>Opišite ulogu mladih u svim fazama projekta - pripremi, provedbi aktivnosti, širenju rezultata nakon provedbe. Što će mladi naučiti o temi projekta i koje će dodatne vještine/ znanja steći?</p> |               |                |                        |             |
| <b>Flow (Flow 1, Activity 1)</b>   |               |                |                        |             |
| <p>Sudionike svake nacionalne skupine upisujete u zaseban <i>Flow</i>. Ovisno o vašem rasporedu aktivnosti, uz financijsku potporu za dane aktivnosti, možete zatražiti i potporu za dane putovanja u dolasku i odlasku. Detalje možete pronaći u Vodiču kroz program. Također, možete zatražiti dodatne dane putovanja za 'zeleno' putovanje, a više informacija ćete također pronaći u Vodiču kroz program.</p>  |               |                |                        |             |
| <b>Budget (Flow 1, Activity 1)</b>   |               |                |                        |             |
| <p>S obzirom na podatke koje upišete, obrazac će automatski izračunavati iznose potpore koja vam može biti dodijeljena.</p> <p>Ako u projektu sudjeluju mladi s manje mogućnosti, osim paušalnog iznosa koji će biti dodijeljen u kategoriji <i>Inclusion support for organisations</i>, možete zatražiti i dodatnu potporu za te sudionike kroz kategoriju <i>Inclusion support for participants</i> ako za tim postoji konkretna i opravdana potreba, što ćete opisati u predviđenom polju.</p> <p>Dodatna sredstva moguće je zatražiti i kroz kategoriju Izvanrednih troškova, a popis prihvatljivih troškova naveden je u Vodiču kroz program. Svi iznosi navode se u eurima.</p>  |               |                |                        |             |
| Total Activity Grant   |               |                | 0                      |             |

## Project Design

### Preparation, support and follow-up

Projekt se sastoji od faza planiranja, pripreme, provedbe te evaluacije i praćanja nakon provedbe, a aktivna uloga mladih u svim fazama projekta jedna je najbitnijih značajki Razmjena mladih. Opišite kako ćete pripremiti mlade za aktivno sudjelovanje u aktivnosti i kakvu potporu ćete im pružiti tijekom i nakon provedbe razmjene. Imajte na umu da će sudjelovanje u Razmjeni mladih za neke mlade biti njihovo prvo interkulturalno iskustvo, tijekom kojeg će nekoliko dana dijeliti životni prostor s grupom nepoznatih ljudi.

Opišite konkretne mjere koje ćete poduzeti kako biste osigurali sigurnost i zaštitu sudionika.  
Navedite aktivnosti koje planirate provesti nakon razmjene mladih i opišite kako ćete dobiti povratnu informaciju mladih o njihovom zadovoljstvu provedbom projekta i naučenim.

### Recognition of learning outcomes

Kako biste osigurali postizanje planiranih ciljeva, mladima trebate omogućiti da osvijeste što su naučili i koje vještine su usvojili ili unaprijedili. Opišite neformalne metode kojima ćete mladima to omogućiti.

Mlade svakako trebate upoznati s Youthpassom i omogućiti im da kroz analizu Youthpass kompetencija osvijeste naučeno.

### Participant with fewer opportunities

Uključivost je važan prioritet programa Erasmus+. Ako u vašem projektu sudjeluju mladi s manje mogućnosti, obavezno opišite **konkretne mjere** koje ćete poduzeti kako biste im olakšali sudjelovanje u aktivnosti. Mjere opišite za svaku od kategorija poteškoća s kojima se ti mladi susreću.

### Environmental friendly practices

Ako u provedbu aktivnosti planirate uvrstiti prakse zelenog i održivog upravljanja okolišem, navedite ih i **konkretno** opišite način na koji ćete ih provoditi.

## Project Management

Opišite način vođenja projekta - kako ćete osigurati poštivanje Erasmus standarda kvalitete i koordinirati rad svih partnerskih organizacija. Opišite logističke detalje - smještaj, prijevoz, osiguranje sudionika, osiguravanje potrebnih dokumenata poput viza, COVID potvrda i sl. Na koji način ćete održavati pripremne sastanke s partnerima, pružati potporu sudionicima i pratiti provedbu projekta? Budite konkretni u svojim odgovorima.

## Evaluation

Opišite konkretne metode kojima ćete procijeniti uspješnost projekta - jesu li ostvareni svi planirani ciljevi i željeni rezultati. U evaluaciju svakako uključite sve partnerske organizacije i mlade sudionike. Imajte na umu i da metode evaluacije moraju biti prikladne za postavljene ciljeve.

## Sustainability of the results

Kako ćete osigurati održivost rezultata i nakon provedbe projekta? Hoćete li neke od rezultata projekta učiniti dostupnima široj javnosti? Ako da, koji su to rezultati i na koji način ćete ih učiniti dostupnima?

## Dissemination of project results

Diseminacijske, odnosno aktivnosti širenja rezultata projekta potrebno je planirati već u fazi prijave projekta. Definirali ste ciljeve koje želite postići i rezultate koje očekujete. Na osnovi toga trebate definirati i diseminacijske aktivnosti.

Definirajte ciljanu publiku svojih aktivnosti i najprikladnije metode za širenje konkretnih rezultata projekta toj publici. Imajte na umu da u diseminacijske aktivnosti trebaju biti uključeni svi mladi sudionici i sve partnerske organizacije.

Diseminacija je važan dio projektnog ciklusa, stoga joj posvetite dovoljno pažnje pri planiranju projekta. Odgađanje planiranja diseminacijskih aktivnosti do same provedbe razmjene odrazit će se na ocjenu vaše prijave.



## Project Summary

Please provide short answers to the following questions to summarise the information you have provided in the rest of the application form.

Please use full sentences and clear language. In case your project is accepted, the summary you provided will be made public by the European Commission and the National Agencies.

Imajte na umu da se ovaj sažetak projekta (u slučaju prihvatanja projekta) prenosi na Erasmus+ platformu projektnih rezultata te time predstavlja vas i vaš projekt drugima, potencijalnim novim partnerima.

Nemojte kopirati odgovore na prethodna pitanja, već kratko i jasno opišite ciljeve projekta, što njime želite postići, koje ćete aktivnosti provesti, tko su sudionici vašeg projekta, koje rezultate očekujete i kakav ćete učinak ostvariti.

## Summary of Participating Organisation

|  |   |                      |
|--|---|----------------------|
| Organisation name (Organisation id, Country) | (, )  | (, )                 |
| Country of the Organisation                  |   |                      |
| Role of organisation                         | The organisation that applies in the name of the consortium | Partner Organisation |
| Type of Organisation                         |   |                      |

## Summary of Activities and Participants

| Activity Type | N° of Activities | N° of Participants | Participants with Fewer Opportunities |
|---------------|------------------|--------------------|---------------------------------------|
| Total         | 0                | 0                  | 0                                     |

U nastavku slijedi pregled Erasmus standarda kvalitete u području mladih. Prijavom projekta obvezujete se poštivati ih stoga ih obavezno proučite prije predaje prijave. Iz njih također možete dobiti korisne informacije koje će vam pomoći za kvalitetnu pripremu i provedbu aktivnosti.

## Erasmus+ Youth Quality Standards

Organisations implementing Erasmus learning mobility activities must adhere to a set of quality standards. These standards exist to ensure quality experience and learning outcomes for Erasmus participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives.

### I. POLICY PRIORITIES IN THE FIELD OF YOUTH :

Beneficiary organisations should contribute to the overall objectives of the EU Youth Strategy[1] and to the European Youth Goals developed within this frame. They should apply the guiding principles laid down in the EU Youth Strategy.

### II. BASIC PRINCIPLES OF THE ERASMUS PROGRAMME :

- **Inclusion and diversity**: beneficiary organisations must respect the principle of inclusion and diversity in all aspects of their activities. Whenever possible, beneficiary organisations should open their activities to participants from different backgrounds and with diverse abilities, actively engage and involve participants with fewer opportunities.
- **Environmental sustainability and responsibility**: beneficiary organisations must make efforts to design activities in an environmentally friendly way and promote environmentally sustainable and responsible behaviour among its participants.
- **Virtual cooperation, virtual mobility and blended mobility**: beneficiary organisations should integrate the use of digital tools and learning methods to complement the physical mobility activities or to improve the cooperation with partner organisations.
- **Active participation in the network of Erasmus organisations**: beneficiary organisations should seek to become active members of the Erasmus network by taking part in activities organised by the National Agency or other organisations. Experienced Erasmus beneficiaries should share their knowledge with organisations who have no or little experience in the programme, providing them with advice, mentorship or other support. Beneficiary organisations should also encourage their participants to take part in Erasmus community building activities.

### III. QUALITY MANAGEMENT

- **Responsibility**: beneficiary organisations will be responsible for results and quality of the implemented activities, regardless of the involvement of any other organisations or individuals. During the implementation of Erasmus activities, beneficiary organisations must take responsibility for key decisions on all tasks that directly affect the outcomes of the implemented activities, especially in relation to these quality standards. The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities.
- **Transparency**: beneficiary organisations may receive advice, assistance or services from other organisations or individuals, as long as it keeps control of the content, quality and results of the implemented activities. If the beneficiary organisations are using the programme funds to pay for such services, rights and obligations of both parties (in particular tasks to be carried out, quality control mechanisms and consequences in case of poor or failed delivery on part of the service provider) must be formally defined and available for review by the National Agency.
- **Partnerships**: While overall responsibility of the implementation lies within the beneficiary organisations, activities should be planned, implemented and evaluated together with all partner organisations involved. Clear definition of roles, and distribution of tasks should be set-up and agreed.
- **Contributions paid by participants**: as a form of co-funding, the beneficiary organisation may ask participants in activities for contributions to pay for goods and services necessary for the implementation of those activities.

The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by other service providers chosen by the beneficiary organisation.

- **Monitoring and evaluation:** beneficiary organisations should put in place adequate plans and procedures to monitor and evaluate the activities, to enable them to assess how they are progressing towards their objectives and whether they have reached them. The monitoring and evaluation outcomes should lead to improvements in the implementation of ongoing or future activities.
- **Building capacity and integrating results of the activities in the organisation:** beneficiary organisations should take steps to use the results of the implemented activities in their regular activities, to build their capacity and the capacity of their staff.
- **Gathering and using participants' feedback:** beneficiary organisations should encourage the participants to fulfil the standardised participant reports provided by the European Commission, and should make use of the feedback provided by the participants to improve future activities.

#### IV. QUALITY LEARNING ACTIVITIES

This section sets the minimum standards to follow. Further guidance and tools are available to support the delivery of high quality learning mobility activities, such as the Quality Framework for Learning Mobility.

- **Practical arrangements:** beneficiary organisations must ensure quality of practical and logistic arrangements (travel, accommodation, insurance, safety, visa applications, social security, etc.). If these tasks are delegated to the participants or another participating organisation, beneficiary organisations will remain ultimately responsible for verifying their provision and quality.
- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.
- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.
- **Preparation and support of participants:** participants must receive appropriate preparation in terms of practical, cultural and safety aspects. They should be fully aware of what is expected from them before, during and after the activity. Adequate guidance and support must be available during all phases of the activities.
- **Support to participants with fewer opportunities:** beneficiary organisations must ensure fair and equal conditions for all participants, including those facing barriers (such as special learning needs or physical disability).
- **Participatory approach:** participants should - as far as possible - be actively involved in all phases of the activities and receive adequate support to do so.
- **Participatory methods:** activities should be based on participatory methods and offer space for interaction of participants, sharing of ideas, avoiding passive listening and allow them to contribute to the activities with their own knowledge and skills, reversing the traditional roles of outside "experts".
- **Linguistic support:** beneficiary organisations must ensure appropriate language training, adapted to the needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition and monitoring of learning outcomes:** the expected learning outcomes must be clearly defined for each participant or group of participants prior to the activity. Where relevant, participants should be involved in

the identification of the expected learning outcomes. Progress in the learning process should be monitored and adequate support should be provided to participants in this regard.

- **Identification and recognition of learning outcomes:** non-formal and informal learning outcomes gained by participants in the activities should be identified and documented, in particular through EU level recognition tools such as Youthpass. Youthpass is a tool to support validation of non-formal and informal learning outcomes. It is a part of the European Commission's strategy to foster the recognition of non-formal learning.  
<https://www.youthpass.eu/en/>

#### V. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Erasmus programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.
- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Erasmus programme known in their community and in the wider public. Beneficiary organisations must also inform all participants about the source of the fund.

Sample

## Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

In case of mandates are required the maximum number of all attachments is 100.

### Declaration on Honour

Izjava časti obavezan je prilog vašoj prijavi. Ispunjenu prijavu mora potpisati zakonski zastupnik organizacije s važećim mandatom. Svakako provjerite valjanost mandata zakonskog zastupnika u relevantnom registru i **na vrijeme** poduzmite potrebne radnje u slučaju isteka mandata.

### Mandates

Potpisom mandatnog pisma vaši partneri, između ostalog, potvrđuju da prihvaćaju sudjelovanje u projektu i na to da ih vi predstavljate u svojstvu koordinatora. Obrasce mandatnih pisama preuzmite tek **nakon** što ispunite osnovne podatke o projektu, odaberete nacionalnu agenciju kojoj prijavljujete projekt i upišete partnere, kako bi ti obrasci sadržavali sve potrebne podatke. Imajte na umu da vaši partneri pisma trebaju potpisati i poslati natrag vama pa planirajte dovoljno vremena za to.

### Timetable

Veoma bitan dio vaše prijave je raspored aktivnosti, koji je potrebno priložiti za svaku aktivnost koju planirate. Obrazac ispunite **detaljno**. Navedite satnicu, radionice koje ćete provesti i za svaku radionicu opišite ciljeve koje njom želite postići te neformalne metode koje ćete koristiti. Raspored aktivnosti treba biti konzistentan, slijed radionica logičan, a same radionice prilagođene profilu sudionika, njihovoj dobi i ciljevima koje želite postići.

### Other Documents

Ako svojoj prijavi želite priložiti dodatne dokumente, možete, ali oni nisu obavezni.

## Checklist

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

- It fulfills the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- I have read the above Erasmus+ Youth quality standards
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is:

Please also keep in mind the following:

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").

Prije podnošenja prijave svakako još jednom provjerite stavke s popisa.

Sample

## History

| Version | Submission time | Submitted by | Submission id | Submission status |
|---------|-----------------|--------------|---------------|-------------------|
|---------|-----------------|--------------|---------------|-------------------|

Prijavu možete podnijeti više puta do konačnog roka za podnošenje. Ako nakon uspješne prijave primjetite grešku koju želite ispraviti, ponovno otvorite isti obrazac, unesite željene izmjene i ponovno predajte prijavu. U obzir će se uzeti samo zadnja predana verzija, a na ovom mjestu ćete vidjeti popis neuspješnih i uspješnih pokušaja predaje prijave.

**Nemojte čekati zadnji čas za podnošenje prijave.** Prijavni obrasci isti su za sve prijavitelje u EU-u, kao i rokovi za predaju, zbog čega nije rijetkost da se sustav zaguši i da se pojave poteškoće u sustavu kako se rok bliži. Prijavu pripremite i predajte nekoliko dana prije roka kako biste izbjegli potencijalne poteškoće.

Sample