

Application guidelines for KA122-SCH projects, programme season 2021-2027. Deadline 23<sup>rd</sup> February 2022.

This will help you something, but every country have own evaluators, so we do not say that everything is correct. Just be very patient and remember read everything carefully. There have to be “red clue” all the time with your project.

Write application form mainly with your national language. Questions are in English or other languages, but you can answer with your national language, it is much better. Answer very well, use full sentences and try to use all space that are available in boxies. If you feel that you write sama text to many places, you just make it twice or three times. Evaluators give you scores what do you have there in the boxies. Remember, you must answer the questions exactly.

This is how you get scores with your application from from evaluator:

### **AWARD CRITERIA**

Submitted applications will be assessed by assigning points out of a total of 100, based on the below criteria and weightings. To be considered for award, applications must pass the following thresholds:

- ♣ At least 60 out of the total 100 points, and
- ♣ At least half of the maximum points in each of the three award criteria categories

**Relevance** (maximum score 30 points) The extent to which:

- ♣ the applicant’s profile, experience, activities and target population of learners are relevant for the field of adult education
- ♣ the project proposal is relevant for the objectives of the action
- ♣ the project proposal is relevant for the following specific priorities: - supporting newcomers and less experienced organisations - supporting participants with fewer opportunities

**Quality of project design** (maximum score 40 points) The extent to which:

- ♣ the proposed project objectives address the needs of the applicant organisation, its staff and learners in a clear and concrete way
- ♣ the content of proposed activities and balance between different types of activities are appropriate for the achievement of the project objectives
- ♣ there is a clear plan of working for each of the proposed activities
- ♣ the project incorporates environmentally sustainable and responsible practices
- ♣ the project incorporates the use of digital tools (particularly EPAL) and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations

**Quality of follow-up actions** (maximum score 30 points) The extent to which:

- ♣ the applicant has clearly defined the tasks and responsibilities for delivery of activities in accordance with Erasmus quality standards
- ♣ the applicant has proposed concrete and logical steps to integrate the results of mobility activities in the organisation’s regular work
- ♣ the applicant has proposed an appropriate way of evaluating the project outcomes

♣ the applicant has proposed concrete and effective steps to make the results of the project known within the applicant organisation, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding

Application platform, web based. Remember to fill this before 23<sup>rd</sup> February 2022 12:00 CET. Check everything. Every part have to turn from red to green to pass the application project.

1. **Context**, participating organization. Write good project title, in national language and also in English. Title have to tell to evaluator, what is it about. Duration you should put 18 months if you want to, but project can be also shorter.
2. **Participation organisations**. Now you need your own OID code. If your organization had a PIC code, you have also OID code. You can check, if your organization have OID code from <https://webgate.ec.europa.eu/erasmus-esc/home/organisations/register-my-organisation>. Then you have to tell about hosting organisations as much as you know. If organizations have OID code, you can add example course provider with OID code. Not every organization has it. **eduKarjala OID code is E10049443**. Answer also very well to i ii and iii. If you have not heard eduKarjala before, you can tell that you have check school education evaluations and you have visited in eduKarjala website. You can also answer that you need a partner that will fit for your project needs. If you have heard nice things about eduKarjala or you have visited us before, you can also answer that you know already this organization.
3. **Background**. This is also important part. So, tell all about your organization, who and where are you from. If you have videos in youtube or something, you can mention the link also. But tell about organization, buildings, pupils, staff, curriculum etc... in i) tell about your organization VISION. What do you mainly do. in ii) tell about your needs and activities with this application form.
4. **Project objectives**. In this section, you should define the objectives your organisation wants to achieve by implementing Key Action 1 mobility activities. So, this is kind a part of your Erasmus+ plan, so you will get a lot of scores if you answer to this section very good. You should put 1-3 objectives. Try to find similarities with aims from EU programme guide, from link: <https://erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-1/mobility-school> . Remember to answer very well also to measurement box also. Try to tell as much as possible. Add also topics.
5. **Activities**. So, here you can add all possible activities. If you are coming to eduKarjala courses only, you should choose courses and training. Then you should click from left “courses and training” and fill the partners and destinations. eduKarjala has trainings in Finland, France, Spain and Greece, so remember to choose right country, where places you are going to go. The grant you get is with kilometres to destination but also about the country. Add also how many participants are you going to send to different destinations. Guadeloupe is France, even it locates in Caribbean ocean. Remember to tell much about the activities and how you select the participants. in eduKarjala website there are course aims in course webpage. You can use them. Also it is very important to tell, how are you going to evaluate the results. Activities have to face very well with your project objectives. remember the course duration, without travelling days. With eduKarjala it is normally 5-6 days.
6. **Budget**. You should now be very careful. If you do not see euros, then there are problems with you application form. There should be results from travels, course fees and individual support + organizational support. If not results, try other browser.
7. **Quality standards**. Read these carefully and click the boxies.

8. **Follow-ups.** This part is one of most important things here. So, remember that you have made a project, not just course trips. And this course mobilities have to be in balance with your needs and objectives. This section focuses on the impact of the project, and the dissemination and evaluation activities you plan to carry out. A lot of scores from this section, so fill everything very well. Dissemination, how you are going to spread the results: put there everything you think you can make: teachers' meetings, articles, blogs, local or national seminars, parents' meetings, newspapers, etc. Remember that this is application, you do not have to make this activities..... 😊 . Remember to tell every place that this is funded by EU grant.
9. **Project summary.** This is the section, very important for those who will give scores to your project. So, in nutshell, tell what are you going to develop at your school and how you are going to make it inside your school and also with the mobilities. Translate it also in English. If you not very good in English, use example google translator.
10. **Annexes.** Remember to fill your declaration of honour from person who has right to sign in your organization. Scan and paste. Without it, your application is not valid.
11. **Checklist.** Remember to check that you have made everything.

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