



ERASMUS+ KA1

INSTRUCTIONS FOR 2018 APPLICATION FORM (SCHOOL STAFF)

INSTRUCTIONS - UPDATE 2018!

Tips for application form Erasmus+ KA1 - Learning mobility of Individuals, school projects. Read programme guide!

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

You can find many language versions. In English version you can start from page 61.

First:

Consults hired by national agencies are giving scores for your application. Read first evaluation criteria, then start writing your application.

AWARD CRITERIA

Projects will be assessed against the following criteria: https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf, page 63-

<p>Relevance of the project (maximum 30 points)</p>	<ul style="list-style-type: none"> * The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives of the Action (see section "What are the aims of a mobility project") - the needs and objectives of the participating organisations and of the individual participants as specified in the European Development Plan * The extent to which the proposal is suitable for: <ul style="list-style-type: none"> - producing high quality learning outcomes for participants ; - reinforcing the capacities and international scope of the participating organisations
<p>Quality of the project design and implementation (maximum 40 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up) ▪ The consistency between project objectives and proposed activities ▪ The quality of the European Development Plan of the applicant organisation ▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities ▪ The quality of the practical arrangements, management and support modalities ▪ The quality of the preparation provided to participants ▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools

Impact and dissemination (maximum 30 points)	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the project ▪ The potential impact of the project: <ul style="list-style-type: none"> • on individual participants and on the 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 appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations
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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"; 20 points for the category "quality of the project design and implementation").

MOST IMPORTANT:

1. It is not just teacher training course application, like it was in old funding season before 2014.

2. Now you must make a development project for your school or for consortium. So, if only one teacher is going to take part in this project from school, it is not good. So, 3-12 is a good amount, depending about size of your school and about the project. But some schools do get 20 grants 😊....You can ask from your NA.

3. If there are more than one school who wants to make one application, you must **apply as consortium**. (Municipality, owner of schools, etc.) Then PIC code must be consortium code. Reserve time for making a PIC code. Every partner school needs own PIC codes also.

Maximum scores in evaluation is 100!

If your school gets under 60 points, your school will not get the grant! Practically with 60-70 points you do not get

any grant...not even with 80 or 90 points.

In 2017 round in some countries you had to get more than 95 points to get the grant. Specially Turkey, Romania, Italy... So, make this application with good care! Making a good KA1 application takes time! You can save it meanwhile and continue.

FILLING THE APPLICATION FORM:

B: So, choose your language in a start! Use your national official language if it is possible (check from your national agency)!

Normally You **do not get** better points if you answer in foreign language or in English! Colourful language gives you better points! Some countries have also translated the forms and national agencies have own helpfiles too.

Round 2017 instructions from national agencies were not similar in countries, specially in Turkey. Check latest instructions and rules also from you national Erasmus+ agency. So choose your better language to fill your application! Also Turkish is possible!

B1 project identification

KA1 is not just for courses, **EU says it is a project for your school**, so you must invent a good project and a **good project title!**

Example "Equal education for everyone in XXXX school!"

(can be the name of special education project)" etc... Project title must be in English, even the application you write is in your national language.

Project start date can be earliest 1st June 2018 and duration can be 12/24 months. Choose your starting date and closing date. You can start project example 1st July or 1st November 2018 depending when you start with your actions.

Take 24 months project if possible. If your project decision comes late from NA, you have more time to make your project real. Fill starting date of your project example 25th June 2018, if you are coming here in July 20th 2018.

C Participating organisation

C1 Your organisation has PIC code? If not, go to our website www.edukarjala.com/10 to check instructions. You must upload scanned papers to system and you perhaps need economical advice form you organization or city hall to do it.

Write PIC there and, SIMSALABIM! Information of applicant organization will be there in a one second! If you are applying as consortium (city, municipality, areal consortium) you must have/make PIC code also for consortium! Sometimes consortiums or your school has a PIC number already, if they have had big EU projects. You can check the situation from ecas website <http://ec.europa.eu/education/participants/portal/desktop/en/organisations/search.html>

Adobe Pdf could say something about connections, but give pdf reader rights (up there , in yellow tool bar) to get information from internet. If problems, ask help from your ICT person. Sometimes it does not work without new route to internet safe systems.

C1.1 – everybody can make it. Choose best one. ☺

C1.2 CONSORTIUM

If you are applying as consortium (many schools together, city, area, municipality, owner with many schools), you should say yes.

If you are only one school, or your organization says that you have to have only one PIC, you put that PIC here but your answer is “no”. In small areas it is wise that many schools can make a one application. It makes a project more effective.

C1.3 Background and Experience

BRIEFLY about organisation

- Write quite much about your organization, not so briefly. If you are school, tell where are you, what are you for, what do you do, how much staff, how much pupils, what kind of pupils, etc. Ten sentences minimum ☺. Many positive things. They evaluate all your answers.

What are your activities and experience of your organization.....

- Tell honestly your situation. If you say that this is your first time, tell there that your staff is very motivated to develop your school and making a good project to develop your school.

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Please give information on the key staff/persons involved...

Tell, what kind of people you have making a project application. If they are experienced, tell that they will guide also those who are not so experienced. Remember to write as much as you can. Two/three sentences is not enough! Mention also that project has 100 % support of principal, school board, municipality etc...

If you had/applied EU projects during a year, answer YES to last question and fill information.

C1.4 LEGAL REPRESENTATIVE

Then fill carefully the pages about former projects and legal representatives and contact person. Normally in school it is principal but can be also other authority depending about a country.

PARTNER ORGANISATION

IF your project includes job shadowing or teaching assignment at a partner organisation abroad, please click the button below to add partner!

- **if you will take ONLY eduKarjala courses or other structured courses, eduKarjala as course provider is not a partner organization with EU instructions!!!**

In some countries they can also demand partnership also from course providers, then write eduKarjala PIC 945545040 code there. Our information will appear! **But normally**, course providers are not partners! eduKarjala is not public body and it is profit organization (it is not non-profit). There are quite many pages to write about partner organization, so in this case you do not need. eduKarjala company information/details you find from our website.

If you have job shadowing partners or teaching assignments in this same project, you must fill partner information about those, YES. In same project you can have many kind of actions (courses, job shadowing or teaching assignments. They can be in different countries.

D European development plan

THIS IS THE MOST IMPORTANT PART OF YOUR APPLICATION!

If some courses are cancelled, you can substitute the course with another one if it is ok with your European development plan.

First block:

Write what are your (pedagogical) needs to make international co-operation and quality work. Tell also why you can not make same inside your country.

If you example need some methods, the ways to teach better or manage school better, tell it here. And perhaps you have needs of internationalization, professional language development etc. Use a lot of sentences and word, the maximum amount. And tell that you are making all this

because of your pupils/student to get better education, not just for teachers. WRITE QUITE LONG!!!! DO NOT SAVE THE WORDS!

Second block:

What plans do you have to make those first block things true:

- You want to take courses about themes you want to develop in your school and they have to support your project and perhaps also your school curriculum. Tell why national level of education is not enough. Perhaps you want to improve your language and get a new kind of dimension.

- Perhaps in 24 months your staff goes for training courses and in same time wants to get partner for KA2 project and also perhaps smaller etwinning project. Write how our courses support your aims in your school or consortium. WRITE ALSO MUCH!!!

Third block:

Example: How are you going to integrate your experience from this project (course or courses, job shadowings etc)? How are you going to disseminate the results in your school? What benefits can your project have?

- Tell that you are going to make development changes in a near future and experience of this project has very important role not just for your school but also for your area, because you perhaps find very good practices in education from Finland and other European

participants comparing things.

- And your participating project teachers have a big role in this development project. You will use them to spread good practices to other teachers and other schools also. And remember: Aim is that project gives your children somehow better service (read: better education)!

Fourth block:

Etwinning. Very important part of Erasmus+ now and in a future. Tell that you will use its project tools, and you will put there media, writings etc. material and you will share it with not just other participants but later also with your pupils/students and your colleagues from your school and your country.

Tell there that all your teachers in your school have registered already to use eTwinning and they have been trained to use it effectively.

Even you do not use etwinning now, in this application form: YOU WILL USE IT! OK?

Fifth block: Answer also yes about “School education gateway. It is also a kind of part of etwinning and important in partner search and course search.

Sixth block: normally for adult education but if you know it, you can say yes.

E Description of project

Why do you want to carry out this project?

Objectives=aims of your project

DO NOT say: “because we want to visit Finland...”!

WRONG! You are making this project to develop your school better and that your pupils will get better education!

Now, let your own ideas fly. **Two, three sentences are too little!** Write much MORE! What are the most important topics, but also smaller ones. Tell also why it is important that you take this project and why the international parts are important. Try to write something else that you put there in section D with development plan.

- Tell also why you chose partners or eduKarjala as your course provider. Reliability, other people's experience, high level of education, old experiences with provider, good evaluations in school education gateway etc.

TOPICS

You will find topics from course presentation from our website www.edukarjala.com. Everything it/include! If your teachers are going different courses, you should combine these :-). Try to write as much as you can!!!

Words, please! ☺

Include quite many topics! Use + to get more lines.

How did you choose your project partners? Etc...

You can tell, that owner of eduKarjala Esa Rätty has a 18 years experience among life long learning programs, adult education and European study groups and you can trust that his courses are highly qualified.

This course provider takes care also about evaluation

example making questionnaires for participants and develops course details all the time. We also listen our customers to get what they want to learn as much as possible.

What are the most relevant topics addressed by your project?

- Some topics you will find from a course website at eduKarjala website. You can use them but also your own topics are important.

F Participants' profile

Use also quite much time and thinking in this part

- Tell about participants and why it is important that they are in the project. Names are not needed but they will make it more real if you can put some names. If there are 50 people in your organization, how you choose 10 possible ones to project? Tell it!
- So, you must select them, who really need training in a project. Not always the best ones but really also them, who really need to get new skills (etc ICT, English, management skills, knowledge of special education, it is important for their motivation, you are changing national and school curriculum etc).

You must write this there. It is wrong to say: -the best teachers of the school. That kind of answer is not giving you the best scores.

TELL THAT THESE PARTICIPANTS REALLY NEED

THIS PROJECT! And remember: EVERYTHING BECAUSE OF BETTER EDUCATION AND FOR CHILDREN!!!!

You are making this project that your children will get better education and those participants are also the best who can teach learned skills to other teachers in your organization.

F1 Learning outcomes

What skills do you think your staff will learn in this project (**remember, not just outcomes from trip, but from whole PROJECT!**) Outcomes can be higher level of foreign language but mostly everything else! Skills can involve in about management, school planning, curriculum, inclusion, education system, new pedagogical skill, ICT level etc... this is up to you. Write also much here, because it is important question!

Will your project make use of such European instruments/certificates? If so, which ones?

- Even you are not using, PUSH + and choose Europass mobility document. When you take project trip, you must contact before trip your national Europass office. eduKarjala can sign EUROPASS MOBILITY DOCUMENT for you (paper or internet document)
- And if there are national instruments to use, tell what kind of instrument are you using.
- How will you use Europass etc... From Europass you can say that it is widely know system and it is very easy to collect certificates by it. And with it you can

prove that education has been high level and certificate is real, so employers can trust that certificate.

G PREPARATION

Please describe for each planned activity what will be done in preparation, by your organisation and, if relevant, by your partners and/or consortium members before the main activities take place.

G1 Practical arrangements

Just tell about partners, and that **eduKarjala** course provider has contact with you all the time and that it gives instructions about preparing learning trip, arriving course and accommodation. You will meet other participants in internet before visit. (course fb-site, etwinning, skype, Padlet-wall, emails, etc.) also practicing your English before visit is good and knowing about Finnish culture.

eduKarjala takes care about accommodation, transportation during a course week and supporting you with any problems and challenges during a course week. Finland is very safety country and our hotels are 24 hours secured also. We have organized international study visits from year 2003. In 2015-2017 we trained NEARLY 1 000 international teachers here in Joensuu, so we are very experienced making these course weeks.

G2 Project management

This means about your whole project, not just study trip! Tell how you evaluate project (example if 24 months project, then you can have semi-evaluation after 12

months). Include also conversations with whole staff, principal, board etc.

Course provider will give you possibility for evaluation and feedback and he asks before course starts that if you have any special hopes for the week. eduKarjala also gives you an agreement that you can use with it.

G3 Preparation of Participants

Remember: You are not just preparing for study trip but for your project! Tell how you are going to start project (teachers' meeting, making schedule together, making powerpoints together, language preparation etc. So, include also sessions inside your school. So, you can keep opening party for your teachers, but also for you students/pupils! Also meeting with media or politicians is good. Example in small towns it can be a big thing!

eduKarjala gives you possibility to meet each others in internet before studyweek. If you want you can put there that you will study geography, history and Finnish education system before project trip. And perhaps you study professional English language, terms that are needed in field of education. And of course you must study culture, habits, markets everything! And you prepare also making example power point about your work, school, country etc...

H: Main activities

FIRST BLOCK:

Remember, it is not just a trip, it is project!

Describe what you and your school will do:

- before trips (two, three activities before trip is fine)
- During trips
- After trips!!!
- In end of whole project (seminars, outcomes, meetings, evaluation, etc)

Put there quite much activities (meetings, PR-meeting, meetings with media, writings, seminars, informing parents, activities with pupils/students, trips, learning seissions in your school with other staff, EVERYTHING you can imagine to support your project and your school!)

Specially what you make before and after course trip, are important! Meetings, writings, everything.

Second and third block. Not very important, but you should write something!!!! Headteacher of course monitors all the teachers... :-).

SECOND BLOCK:

Tell about how you keep touch with all project participants (teachers, stakeholders, politicians, pupils, other consortium members etc.) Do you have a website, what's up or facebook group, etwinning etc. Meetings, parties, what can you tell????

THIRD BLOCK:

How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

- During training week, course provider will monitor the

participants. eduKarjala is not giving a course certificate if participant is not active or he/she is missing the lessons and course activities. And if your school has more than one participants, contact person looks after the others. Only active participants will get course certificate.

- Outside course week (in your home country): project has a project boss. He takes care that all participants make their part with a project.

FOURTH BLOCK:

If somebody in your group have special needs, you can tell here why accompanied person is/are needed

Impact: - people are more motivated and full of energy and new ideas after project (not just trip, remember this is a project). Target group is teachers, but also children!!! What are the benefits for your customers (families, students, Pupils, society)?

H1 Activities

So, you must put here all your mobility activities. If there are more than one course, or you have courses, job shadowing, teaching assignments, you fill one block of everything!!!! If your project includes only courses, you just need one block. If there are more than one course or other activities, just push +. Mark also carefully the amount of staff in each line. Be careful. You get money with this table! So, double check!!!

With eduKarjala courses, use “**Structured courses**”

- If you have also job shadowing somewhere, push “add activity”
- It is very important that you put “distance band” right. Means straight distance between your school and course place! You can use distance calculator to find this. The money for your journey comes with kilometres. EU official distance calculator is at website: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en . Most of eduKarjala courses locate at Joensuu, North Karelia, Finland,, but we have something also in Spain.

I FOLLOW UPS

This is also important! EU wants to know what you do when your project is over. So, dissemination of results and project findings are important. It is quite normal that after project nothing happens.

II IMPACT

So, even your project has not started yet, you must think about impact of this very good project. The most important is that your pupil will get better education, after project. Training teachers in a project makes them better teachers!

So, write everything how target groups and children will get benefits from project (so again, not just from education trips)

Impact: - people are more motivated and full of energy and new ideas after project (not just trip, remember this is a project). Target group is teachers, but also children!!! What are the benefits for your customers (families, students,Pupils, society)?

I2 Dissemination of projects results

Dissemination means how you can spread the results. Very important question because EU institutions love this word “dissemination”. So tell that you will tell results nearly everywhere: in parents’ meetings, teacher meetings, among other principals and teachers from other schools, you will write to local newspaper, you will make a blog during a project or fb-site. Trade union, board, etc stakeholders are also important to inform. You can have really good ideas during a project.

I3 Evaluation

Also important part! You must evaluate your project! Of course eduKarjala is asking feedback about your study week to develop its services. You must also keep example closing seminar, make questionnaire among staff (or among parents, pupils etc.) and write a good report. And it is very important **that you say that you publish the results** of final evaluation to stakeholder or other institutions. You must also be honest with results.

J -budget

Check that is everything ok and fill missing information. eduKarjala structured course fee can be 450€, 480€, 500 or 560€, depending about the course session and size of the group.

You can get only 70 euros/day for course fee, **but because you can get organizational money 350 €** of each participant, you can compensate higher course fee or higher

travel cost with that money. Or if you get really cheap flights, you can also use that money to compensate course fee or other costs. Organizational money can also be used for travelling costs.

K project summary!

So, now you must write a summary of your project.

Remember to write well. This is the box that the evaluators read first. So, write good and write much! Tell proudly about your project application and tell how much good things you can made with it! Tell much!!!!

As in 2017, the 2018 Programme Guide places a special focus on encouraging projects supporting social inclusion (notably of refugees and migrants), as well as preventing radicalisation. https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a_en

L Checkbox

Good to check everything!

Use also "validate" box to see every red boxis are filled!

N declaration of honour

You(boss) must print it and sign (and stamp) and scan (or photo by iPad etc). Then:

O Annexes

You upload declaration of honour page (signed!)

If your staff is just going for course(s) , you do not have to upload any "mandates". Just if some of you are going for job shadowing or teaching... There are some national agencies that still demand mandate also from course provider. Just ask it from us!

P SUBMISSION

To send application you need internet connection. **Do not leave** this submission to deadline day (1st February). Server can stuck, and this pdf can not make it in time (noon 12:00 in CET, Brussel time zone 1st February 2018)

P1 Data validation

Push “validate” that everything is filled!!! If it says something, go and update your information.

P2 normal submission

It goes normally to your national agency

P3 Information if you have problems sending. You can make it by email finally if normal way is not possible. **Save copy of your application and print it also for you. To your national agency, no prints are needed!!! But because of project evaluation, you must save at least one copy for you of your application.**

These tips are only my opinion and you can use your own methods. Be patient, be creative! Use a lot of words and use your imagination. Show that you are making a good development project for education, for your country and for Europe!

Smile with us ☺

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