

| | |
|--|----|
| Applicant organisation/Partner organisation..... | 3 |
| Application..... | 4 |
| Context..... | 4 |
| Participating Organisations..... | 5 |
| Svensk mobilitet skola (E10156303)..... | 5 |
| Applicant details : Svensk mobilitet skola..... | 5 |
| Hosting Organisations..... | 5 |
| Hosting Organisation Details : Skola..... | 5 |
| Background..... | 6 |
| Past Participation..... | 7 |
| Project objectives..... | 9 |
| Activities..... | 10 |
| Summary of participant profiles..... | 10 |
| Courses and training..... | 22 |
| Description (Courses and training)..... | 11 |
| Organisational Support (Courses and training)..... | 12 |
| Individual Support (Courses and training)..... | 13 |
| Travel (Courses and training)..... | 13 |
| Course fees (Courses and training)..... | 13 |
| Inclusion Support (Courses and training)..... | 13 |
| Exceptional costs (Courses and training)..... | 14 |
| Job-shadowing..... | 22 |
| Description (Job-shadowing)..... | 15 |
| Organisational Support (Job-shadowing)..... | 16 |
| Individual Support (Job-shadowing)..... | 16 |
| Travel (Job-shadowing)..... | 16 |
| Linguistic Support (Job-shadowing)..... | 17 |
| Preparatory Visits (Job-shadowing)..... | 17 |
| Inclusion Support (Job-shadowing)..... | 17 |
| Exceptional costs (Job-shadowing)..... | 18 |
| Group mobility of school pupils..... | 22 |
| Description (Group mobility of school pupils)..... | 19 |

| | |
|---|----|
| Organisational Support (Group mobility of school pupils)..... | 20 |
| Individual Support (Group mobility of school pupils)..... | 20 |
| Travel (Group mobility of school pupils)..... | 21 |
| Preparatory Visits (Group mobility of school pupils)..... | 21 |
| Inclusion Support (Group mobility of school pupils)..... | 21 |
| Exceptional costs (Group mobility of school pupils)..... | 22 |
| Invited experts | 22 |
| Description (Invited experts)..... | 23 |
| Organisational Support (Invited experts)..... | 23 |
| Individual Support (Invited experts)..... | 24 |
| Travel (Invited experts)..... | 24 |
| Inclusion Support (Invited experts)..... | 24 |
| Exceptional costs (Invited experts)..... | 25 |
| Quality Standards..... | 26 |
| Follow-up..... | 29 |
| Project Summary..... | 30 |
| Annexes..... | 31 |
| Declaration on Honour..... | 31 |
| Other Documents..... | 31 |
| Checklist..... | 32 |
| History..... | 33 |

OBS! Detta ansökarstöd ska främst användas som stöd vid frågetecken kring fritextsvaren. Det är inte uttömmande och fokuserar t.ex inte på budget eller andra tekniska delar. Vid frågor kring budget eller andra frågor som ej täcks in av detta ansökarstöd, ska ni kontakta oss på mail.

För övergripande frågor kring OID, ansökan eller tekniska problem, kontakta erasmusplus@uhr.se
Vid anmälan om tekniska problem ska alltid en skärmdump bifogas, tillsammans med en beskrivning av problemet och ansökans id nr.

Får du tekniska problem med att skicka in ansökningsformuläret digitalt: ta en skärmdump på felmeddelandet, bifoga den tillsammans med ansökan, de dokument som ska bifogas ansökan och ansökans ID-nummer i ett mejl och skicka till adress erasmusplus@uhr.se.

Får du problem sista ansökningsdag måste du enligt regelverket kontakta oss senast klockan 14:00:00 för att få hjälp. Se gärna till att skicka ansökan någon dag innan sista ansökningsdag – då kan vi hjälpa till om det blir tekniska problem.

För sektorsfrågor kontakta respektive gruppbrevlåda;
Sektor skola: ka1skola@uhr.se Sektor yrkes: ka1yrkes@uhr.se Sektor vux: ka1vux@uhr.se

| | |
|--------------------------|---------------|
| Project Title | Projekttitel |
| Project Title in English | Project title |
| Project Acronym | |

| Project Start Date (dd/mm/yyyy) | Project Total Duration (months) | Project End Date (dd/mm/yyyy) | National Agency of the Applicant Organisation | Language used to fill in the form |
|---------------------------------|---------------------------------|-------------------------------|---|-----------------------------------|
| 02-10-2021 | 10 | 01-08-2022 | SE01 - Swedish Council for Higher Education/Universitets- och högskolerådet | Swedish |

Applicant organisation/Partner organisation

| OID | Legal name | Country | Region | City | Website |
|-----------|------------------------|---------|----------------|-----------|-----------------------------|
| E10156303 | Svensk mobilitet skola | Sweden | Stockholms län | Stockholm | www.svenskmobilitetskola.se |
| | Skola | France | Île de France | Paris | |

| | |
|------------------------------------|---|
| Is the organisation a public body? | Yes |
| Is the organisation a non-profit? | Yes |
| Type of Organisation | School/Institute/Educational centre – General education (primary level) |
| Main sector of activity | |

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

Application

| | | | |
|-------------|--|--|------------------------------------|
| Programme | Erasmus+ | | |
| Action Type | KA122-SCH - Short-term projects for mobility of learners and staff in school education | | |
| Call | 2021 | Var noga med att ansöka inom rätt sektor ("Action type")! Detta går inte att ändra efter inskickad ansökan. Kontakta oss vid eventuella frågor om detta. | KA122-SCH=Skola KA122-VET=Yrkes |
| Round | Round 1 | | KA122-AE=Vux |

Context

Welcome to the application form for a Key Action 1 mobility project in School Education

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

| | |
|--------------------------|------------------|
| Field | School Education |
| Project Title | Projekttitel |
| Project Title in English | Project title |

| Project Start Date (dd/mm/yyyy) | Project total Duration (Months) | Project End Date (dd/mm/yyyy) | National Agency of the Applicant Organisation | Language used to fill in the form |
|---------------------------------|---------------------------------|-------------------------------|---|-----------------------------------|
| 02-10-2021 | 10 | 01-08-2022 | SE01 - Swedish Council for Higher Education/Universitets- och högskolerådet | Swedish |

For the list and contact information of Erasmus+ National Agencies, please consult the following page:
<https://ec.europa.eu/programmes/erasmus-plus/contact>

PROTECTION OF PERSONAL DATA

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

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.

Svensk mobilitet skola (E10156303)

| Organisation ID | Legal name | Country |
|-----------------|------------------------|---------|
| E10156303 | Svensk mobilitet skola | Sweden |

Applicant details : Svensk mobilitet skola

| | |
|------------|--|
| Legal name | Svensk mobilitet skola |
| Country | Sweden |
| Region | Stockholms län |
| City | Stockholm |
| Website | www.svenskmobilitetskola.se |

Hosting Organisations

The hosting partner organisations are organisations who will host the participants in your activities. To edit the details of a hosting organisation use the options button on the right side of the table . You can use an Organisation ID to fill in all the information instantly, or you can provide the needed information manually.

| Organisation ID | Legal name | Country |
|-----------------|------------|---------|
| | Skola | France |

My organisation plans to work with other supporting organisations that are not going to host our participants, but are going to help with the implementation of activities.

Hosting Organisation Details : Skola

| | |
|-------------------------------------|---------------|
| Legal name | Skola |
| Country | France |
| Region | Île de France |
| City | Paris |
| Website | |
| Is the organisation a public body ? | Yes |
| Is the organisation a non-profit ? | Yes |

Background

In this section you should answer the question: "Who are you as an organisation?"

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context'. It can be adult education, vocational education and training, or school education.

The following information is completed based on the information linked to your organisation identification number (OID):

| | |
|------------------------------------|-----|
| Is the organisation a public body? | Yes |
| Is the organisation a non-profit? | Yes |

Please choose the organisation type that best describes your organisation.

| | |
|----------------------|---|
| Type of Organisation | School/Institute/Educational centre – General education (primary level) |
|----------------------|---|

| | |
|--|-----|
| Does your organisation provide any formal or informal learning programmes relevant for this application? | Yes |
|--|-----|

Please briefly present your organisation.

i. What are your organisation's main activities? What kind of learning programmes is your organisation offering? If your organisation is providing more than one educational programme, please specify which of those programmes belong to the field of this application.

Här beskriver ni er organisations verksamhet. Vilka är de huvudsakliga aktiviteterna? Vilka utbildningsprogram bedriver ni? Om organisationen bedriver verksamhet inom fler sektorer - specificera vilka delar som berörs av denna ansökan. **Är ni aktiva inom flera sektorer (skola/yrkesutbildning/vuxnas lärande) och vill involvera fler än en sektor projektet måste ni göra separata ansökningar för respektive sektor.** Om ni är osäkra på vilken utbildningssektor ni bör ansöka inom, kontakta oss.

ii. What profiles and ages of learners do you work with?

Vilken typ av elever och vilka åldrar arbetar organisationen med?

iii. How many years of experience does your organisation have implementing these learning programmes?

50

What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application.

| | |
|------------------------------|-----|
| Number of learners | 200 |
| Number of teaching staff | 20 |
| Number of non-teaching staff | 10 |

Past Participation

| Action Type | As Applicant | | As Partner or Consortium Member | |
|-------------|--------------------------------|----------------------------|---------------------------------|----------------------------|
| | Number of project applications | Number of granted projects | Number of project applications | Number of granted projects |

No past participation has been found for Organisation ID: E10156303

Would you like to make any comments or add any information to the summary of your organisation's previous participation?

Här kan ni beskriva tidigare deltagande i internationella eller transnationella projekt. Listan ovan gäller endast tidigare deltagande i Erasmus+ och är kopplat till det OID ni har använt till just denna ansökan. Har ni använt er av olika OID (eller PIC) till olika projekt kan listan bli ofullständig. Nämn gärna tidigare deltagande i andra internationella projekt som inte finns med i listan. Dessa kan handla om Erasmusprojekt såväl som projekt finansierade på andra sätt. Obs! Tidigare deltagande inget krav.

Project objectives

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples.

Beskriv organisationens behov och utmaningar. Vilka utvecklingsområden finns? Ge en översiktlig bild och illustrera med konkreta exempel. Denna del är viktig som bakgrund till de mål ni sätter upp, då målen måste motiveras utifrån behoven som beskrivs här.

Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners.

Objective 1

Title

What do you want to achieve?

Beskriv vad ni vill uppnå. Ni kan ha mellan 1 och 5 mål i ett korttidsprojekt. Målen ska vara realistiska och möjliga att uppnå inom ramen för projektet.

Explanation

How is this objective linked with the needs and challenges you have described in the previous question?

Motivera målet utifrån beskrivningen av er organisations behov och utmaningar.

Measuring success

How are you going to evaluate if the objective has been reached?

Beskriv på ett konkret och realistiskt sätt hur ni ska följa upp och utvärdera måluppfyllelse.

Objective 2

Title

What do you want to achieve?

Mål 2

Explanation

How is this objective linked with the needs and challenges you have described in the previous question?

Motivering 2

Measuring success

How are you going to evaluate if the objective has been reached?

Utvärdering mål 2

What topics are you going to work on in your project?

Initial and continuous training for teachers, trainers and other education staff Science, technology, engineering and mathematics (STEM)

Activities

Please choose the types of activities you would like to implement in your project and complete the details for the activities you have chosen, please open each type of activities from the table below by clicking on their name.

In this table and in the specific summary tables below you can see the overview of the information you have provided.

| Activity type | Number of participants | Average duration (in days) | Number of accompanying persons | Average duration for accompanying persons (in days) | Total Grant |
|---------------------------------|------------------------|----------------------------|--------------------------------|---|--------------|
| Courses and training | 3 | 10 | 2 | 10 | 13 286 |
| Job-shadowing | 4 | 5,25 | 0 | 0 | 10 371 |
| Group mobility of school pupils | 17 | 10 | 4 | 10 | 32 955 |
| Invited experts | 1 | 10 | 0 | 0 | 2 326 |
| | 25 | | 6 | | 58938 |

| Activity type | Organisational support | Individual support for participants | Individual support for accompanying persons | Standard Travel | Green travel | Exceptional costs for travel | Course fees | Linguistic support | Preparatory visits | Exceptional costs | Inclusion support for participants | Inclusion support for organisations | Total |
|---------------------------------|------------------------|-------------------------------------|---|-----------------|--------------|------------------------------|-------------|--------------------|--------------------|-------------------|------------------------------------|-------------------------------------|---------------|
| Courses and training | 300 | 5 376 | 2 560 | 2 050 | 3 | 800 | | | 0 | 2 000 | 200 | | 13 286 |
| Job-shadowing | 1 400 | 4 736 | 0 | 1 760 | 4 | | 0 | 575 | 800 | 1 000 | 100 | | 10 371 |
| Group mobility of school pupils | 1 700 | 16 660 | 5 120 | 7 800 | 17 | | | 575 | 0 | 1 000 | 100 | | 32 955 |
| Invited experts | 100 | 2 016 | 0 | 210 | 1 | | | | 0 | 0 | 0 | | 2 326 |
| | 3 500 | 28 788 | 11 020 | 25 | 800 | 800 | 0 | 1 150 | 800 | 4 000 | 400 | | 58 938 |

Summary of participant profiles

| Activity type | Number of participants | Blended mobility activities | Green travel | Apprentices | Recent graduates | Non-teaching staff |
|---------------------------------|------------------------|-----------------------------|--------------|-------------|------------------|--------------------|
| Courses and training | 3 | | 3 | | | 2 |
| Job-shadowing | 4 | | 4 | | | 1 |
| Group mobility of school pupils | 17 | | 17 | | | |
| Invited experts | 1 | | 1 | | | |

Courses and training

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Blended mobility activities | Green travel | Non-teaching staff |
|------------------|----------------------|---------------------|------------------------|--------------------|--------------------------------|---|-----------------------------|-------------------------------------|--------------------|
| CRS-01 | Not defined | Spain | 3 | 10 | 2 | 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2 |

Description (Courses and training)

Please provide some basic information about your plans for this type of activities

If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

Beskriv översiktligt innehållet i de aktiviteter ni planerar för inom denna aktivitetstyp (i detta fall aktivitetstypen kurser för personal).

Please define the expected results of the planned activities.

i. What benefits are the planned activities going to bring to the involved participants? What are they going to learn?

Beskriv på vilket sätt aktiviteterna kommer att gynna deltagarna och vad de förväntas lära sig.

ii. To which project objectives will the planned activities contribute?

Objective 2 : Mål 2

iii. How are the planned activities going contribute to these project objectives?

Välj i rullistan ovan vilket eller vilka av målen aktiviteterna av denna aktivitetstyp ska bidra till att uppfylla. Beskriv på vilket sätt mobiliteterna inom aktuell aktivitetstyp ska bidra till att uppnå dessa.

iv. How will you evaluate if the expected benefits for participants and other results have been achieved?

Beskriv hur aktiviteterna ska utvärderas. På vilket sätt har aktiviteterna bidragit till att uppnå förväntade resultat?

How you are going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

Beskriv urvalsprocess och urvalskriterier för val av deltagare.

ii. Why did you choose this method of selecting participants?

Motivera urvalsprocess och urvalskriterier.

Organisational Support (Courses and training)

Organisational support covers various costs directly linked to the implementation of mobility activities that are not covered by other cost categories.

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to the tasks they have and expenses they may incur.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Organisational support base rate | Organisational support grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|----------------------------------|------------------------------|
| CRS-01 | Not defined | Spain | 3 | 2 | 100 | 300 |

Individual Support (Courses and training)

Individual support covers costs of subsistence for participants and accompanying persons during the activity.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Travel days | Individual support base rate for participants | Individual support base rate for accompanying persons | Individual support grant for participants | Individual support grant for accompanying persons | Total individual support grant |
|------------------|----------------------|---------------------|------------------------|--------------------|--------------------------------|---|-------------|---|---|---|---|--------------------------------|
| CRS-01 | Not defined | Spain | 3 | 10 | 2 | 10 | 4 | 128 | 128 | 5 376 | 2 560 | 7 936 |

Travel (Courses and training)

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Green travel | Travel Distance | Exceptional costs for expensive travel | Travel unit cost | Travel grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|-------------------------------------|-----------------|--|------------------|--------------|
| CRS-01 | Not defined | Spain | 3 | 2 | <input checked="" type="checkbox"/> | 2000 - 2999 km | | 410 | 2 050 |

Course fees (Courses and training)

Course fees cover enrolment fees for courses and training.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Course fees unit costs | Course fees grant |
|------------------|----------------------|---------------------|------------------------|--------------------|------------------------|-------------------|
| CRS-01 | Not defined | Spain | 3 | 10 | 80 | 800 |

Inclusion Support (Courses and training)

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative and other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to

cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of participants for inclusion support | Inclusion support for organisations | Inclusion support for participants | Description and justification of expenses |
|------------------|----------------------|---------------------|------------------------|--|-------------------------------------|------------------------------------|---|
| CRS-01 | Not defined | Spain | 3 | 2 | 200 | 2 000 | Beskriv och motivera merkostnader kopplade till deltagare med begränsade möjligheter. |

Exceptional costs (Courses and training)

Exceptional costs may be claimed for a financial guarantee, if required.

Please keep in mind that accepted exceptional costs can be covered at a maximum of 80% of the paid amount.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants in the mobility flow | Number of participants supported with this cost item | Description and justification of expenses | Eligible costs | Requested grant |
|------------------|----------------------|---------------------|---|--|---|----------------|-----------------|
| CRS-01 | Not defined | Spain | 3 | 0 | | 0 | 0 |

Job-shadowing

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

| Mobility | Hosting | Destination | Number of | Duration (in | Number of | Duration for accompanying | Blended mobility | Green | Non- |
|----------|---------|-------------|-----------|--------------|-----------|---------------------------|------------------|-------|------|
|----------|---------|-------------|-----------|--------------|-----------|---------------------------|------------------|-------|------|

| flow ID | organisation | country | participants | days | accompanying persons | persons (in days) | activities | travel | teaching staff |
|---------|--------------|---------|--------------|------|----------------------|-------------------|--------------------------|-------------------------------------|----------------|
| JOB-01 | Not defined | Spain | 1 | 6 | 0 | 0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 |
| JOB-02 | Skola | France | 3 | 5 | 0 | 0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1 |

Description (Job-shadowing)

Please provide some basic information about your plans for this type of activities

If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

Beskriv översiktligt innehållet i de aktiviteter ni planerar för inom denna aktivitetstyp (i detta fall jobbskuggning för personal).

Please define the expected results of the planned activities.

i. What benefits are the planned activities going to bring to the involved participants? What are they going to learn?

Beskriv på vilket sätt aktiviteterna kommer att gynna deltagarna och vad de förväntas lära sig.

ii. To which project objectives will the planned activities contribute?

Objective 2 : Mål 2

iii. How are the planned activities going contribute to these project objectives?

Välj i rullistan ovan vilket eller vilka av målen aktiviteterna av denna aktivitetstyp ska bidra till att uppfylla. Beskriv på vilket sätt mobiliteterna inom aktuell aktivitetstyp ska bidra till att uppnå dessa.

iv. How will you evaluate if the expected benefits for participants and other results have been achieved?

Beskriv hur aktiviteterna ska utvärderas. På vilket sätt har aktiviteterna bidragit till att uppnå förväntade resultat?

How you are going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

Beskriv urvalsprocess och urvalskriterier för val av deltagare.

ii. Why did you choose this method of selecting participants?

Motivera urvalsprocess och urvalskriterier.

Organisational Support (Job-shadowing)

Organisational support covers various costs directly linked to the implementation of mobility activities that are not covered by other cost categories.

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to the tasks they have and expenses they may incur.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Organisational support base rate | Organisational support grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|----------------------------------|------------------------------|
| JOB-01 | Not defined | Spain | 1 | 0 | 350 | 350 |
| JOB-02 | Skola | France | 3 | 0 | 350 | 1 050 |

Individual Support (Job-shadowing)

Individual support covers costs of subsistence for participants and accompanying persons during the activity.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Travel days | Individual support base rate for participants | Individual support base rate for accompanying persons | Individual support grant for participants | Individual support grant for accompanying persons | Total individual support grant |
|------------------|----------------------|---------------------|------------------------|--------------------|--------------------------------|---|-------------|---|---|---|---|--------------------------------|
| JOB-01 | Not defined | Spain | 1 | 6 | 0 | 0 | 4 | 128 | 0 | 1 280 | 0 | 1 280 |
| JOB-02 | Skola | France | 3 | 5 | 0 | 0 | 4 | 128 | 0 | 3 456 | 0 | 3 456 |

Travel (Job-shadowing)

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Green travel | Travel Distance | Exceptional costs for expensive travel | Travel unit cost | Travel grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|--------------|-----------------|--|------------------|--------------|
|------------------|----------------------|---------------------|------------------------|--------------------------------|--------------|-----------------|--|------------------|--------------|

| | | | | | | | | | |
|--------|-------------|--------|---|---|-------------------------------------|-------------------|-------|-----|-----|
| JOB-01 | Not defined | Spain | 1 | 0 | <input checked="" type="checkbox"/> | Exceptional costs | 1 000 | 0 | 800 |
| JOB-02 | Skola | France | 3 | 0 | <input checked="" type="checkbox"/> | 500 - 1999 km | | 320 | 960 |

Linguistic Support (Job-shadowing)

Linguistic support covers the costs of providing language learning materials and training to participants who need to improve the knowledge of the language they will use to study or receive training during their activity.

Linguistic support grants are mainly available in place of Online Language Support (OLS) when the appropriate language or level is not available. The OLS platform is currently under development, so you may request a linguistic support grant for all participants in individual activities (apart from staff in mobility shorter than 31 days). For more information please consult the Programme Guide: [here](#)

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Language | Number of participants for whom OLS is not available | Linguistic support unit cost | Linguistic support grant |
|------------------|----------------------|---------------------|------------------------|----------|--|------------------------------|--------------------------|
| JOB-01 | Not defined | Spain | 1 | Swedish | 0 | 150 | 0 |
| JOB-02 | Skola | France | 3 | Swedish | 0 | 150 | 0 |

Preparatory Visits (Job-shadowing)

You can set up a preparatory visit to your hosting partner before the mobility takes place.

However, please keep in mind the relevant provisions of the Programme Guide: preparatory visits must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities. For example, preparatory visits can be organised to better prepare mobility of participants with fewer opportunities, to start working with a new partner organisation, or to prepare longer mobility activities. Preparatory visits cannot be organised to prepare a course or training activity for staff.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants in preparatory visits | Preparatory visit unit cost | Preparatory visits grant |
|------------------|----------------------|---------------------|--|-----------------------------|--------------------------|
| JOB-01 | Not defined | Spain | 0 | 575 | 0 |
| JOB-02 | Skola | France | 1 | 575 | 575 |

Inclusion Support (Job-shadowing)

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to

cover administrative and other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of participants for inclusion support | Inclusion support for organisations | Inclusion support for participants | Description and justification of expenses |
|------------------|----------------------|---------------------|------------------------|--|-------------------------------------|------------------------------------|---|
| JOB-01 | Not defined | Spain | 1 | 0 | 0 | 0 | |
| JOB-02 | Skola | France | 3 | 1 | 100 | 1 000 | Beskriv och motivera merkostnader kopplade till deltagare med begränsade möjligheter. |

Exceptional costs (Job-shadowing)

Exceptional costs may be claimed for a financial guarantee, if required.

Please keep in mind that accepted exceptional costs can be covered at a maximum of 80% of the paid amount.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants in the mobility flow | Number of participants supported with this cost item | Description and justification of expenses | Eligible costs | Requested grant |
|------------------|----------------------|---------------------|---|--|---|----------------|-----------------|
| JOB-01 | Not defined | Spain | 1 | 1 | Gäller för dyra inrikesresor: 80% av faktisk kostnad. Beskriv och motivera. | 1 000 | 800 |
| JOB-02 | Skola | France | 3 | 0 | | 0 | 0 |

Group mobility of school pupils

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different

travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Blended mobility activities | Green travel |
|------------------|----------------------|---------------------|------------------------|--------------------|--------------------------------|---|-----------------------------|-------------------------------------|
| GRP-01 | Not defined | Spain | 10 | 10 | 2 | 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| GRP-02 | Skola | France | 7 | 10 | 2 | 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Description (Group mobility of school pupils)

Please provide some basic information about your plans for this type of activities

If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

Beskriv översiktligt innehållet i de aktiviteter ni planerar för inom denna aktivitetstyp (i detta fall gruppmobilitet för elever).

Please define the expected results of the planned activities.

i. What benefits are the planned activities going to bring to the involved participants? What are they going to learn?

Beskriv på vilket sätt aktiviteterna kommer att gynna deltagarna och vad de förväntas lära sig.

ii. To which project objectives will the planned activities contribute?

Objective 1 : Beskriv vad ni vill uppnå. Ni kan ha mellan 1 och 5 mål i ett korttidsprojekt. Målen ska vara realistiska och möjliga att uppnå inom ramen för projektet.

iii. How are the planned activities going contribute to these project objectives?

Välj i rullistan ovan vilket eller vilka av målen aktiviteterna av denna aktivitetstyp ska bidra till att uppfylla. Beskriv på vilket sätt mobiliteterna inom aktuell aktivitetstyp ska bidra till att uppnå dessa.

iv. How will you evaluate if the expected benefits for participants and other results have been achieved?

Beskriv hur aktiviteterna ska utvärderas. På vilket sätt har aktiviteterna bidragit till att uppnå förväntade resultat?

How you are going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

Beskriv urvalsprocess och urvalskriterier för val av deltagare.

ii. Why did you choose this method of selecting participants?

Motivera urvalsprocess och urvalskriterier.

Organisational Support (Group mobility of school pupils)

Organisational support covers various costs directly linked to the implementation of mobility activities that are not covered by other cost categories.

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to the tasks they have and expenses they may incur.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Organisational support base rate | Organisational support grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|----------------------------------|------------------------------|
| GRP-01 | Not defined | Spain | 10 | 2 | 100 | 1 000 |
| GRP-02 | Skola | France | 7 | 2 | 100 | 700 |

Individual Support (Group mobility of school pupils)

Individual support covers costs of subsistence for participants and accompanying persons during the activity.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Travel days | Individual support base rate for participants | Individual support base rate for accompanying persons | Individual support grant for participants | Individual support grant for accompanying persons | Total individual support grant |
|------------------|----------------------|---------------------|------------------------|--------------------|--------------------------------|---|-------------|---|---|---|---|--------------------------------|
| GRP-01 | Not defined | Spain | 10 | 10 | 2 | 10 | 4 | 70 | 128 | 9 800 | 2 560 | 12 360 |
| GRP-02 | Skola | France | 7 | 10 | 2 | 10 | 4 | 70 | 128 | 6 860 | 2 560 | 9 420 |

Travel (Group mobility of school pupils)

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Green travel | Travel Distance | Exceptional costs for expensive travel | Travel unit cost | Travel grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|-------------------------------------|-----------------|--|------------------|--------------|
| GRP-01 | Not defined | Spain | 10 | 2 | <input checked="" type="checkbox"/> | 2000 - 2999 km | | 410 | 4 920 |
| GRP-02 | Skola | France | 7 | 2 | <input checked="" type="checkbox"/> | 500 - 1999 km | | 320 | 2 880 |

Preparatory Visits (Group mobility of school pupils)

You can set up a preparatory visit to your hosting partner before the mobility takes place.

However, please keep in mind the relevant provisions of the Programme Guide: preparatory visits must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities. For example, preparatory visits can be organised to better prepare mobility of participants with fewer opportunities, to start working with a new partner organisation, or to prepare longer mobility activities. Preparatory visits cannot be organised to prepare a course or training activity for staff.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants in preparatory visits | Preparatory visit unit cost | Preparatory visits grant |
|------------------|----------------------|---------------------|--|-----------------------------|--------------------------|
| GRP-01 | Not defined | Spain | 1 | 575 | 575 |
| GRP-02 | Skola | France | 0 | 575 | 0 |

Inclusion Support (Group mobility of school pupils)

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative and other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of participants for inclusion support | Inclusion support for organisations | Inclusion support for participants | Description and justification of expenses |
|------------------|----------------------|---------------------|------------------------|--|-------------------------------------|------------------------------------|---|
| GRP-01 | Not defined | Spain | 10 | 0 | 0 | 0 | |

| | | | | | | | |
|--------|-------|--------|---|---|-----|-------|---|
| GRP-02 | Skola | France | 7 | 1 | 100 | 1 000 | Beskriv och motivera merkostnader kopplade till deltagare med begränsade möjligheter. |
|--------|-------|--------|---|---|-----|-------|---|

Exceptional costs (Group mobility of school pupils)

Exceptional costs may be claimed for a financial guarantee, if required.

Please keep in mind that accepted exceptional costs can be covered at a maximum of 80% of the paid amount.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants in the mobility flow | Number of participants supported with this cost item | Description and justification of expenses | Eligible costs | Requested grant |
|------------------|----------------------|---------------------|---|--|---|----------------|-----------------|
| GRP-01 | Not defined | Spain | 10 | 0 | | 0 | 0 |
| GRP-02 | Skola | France | 7 | 0 | | 0 | 0 |

Invited experts

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Blended mobility activities, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination.

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

| Mobility flow ID | Hosting organisation | Sending country | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Blended mobility activities | Green travel |
|------------------|------------------------------------|-----------------|------------------------|--------------------|--------------------------------|---|-----------------------------|-------------------------------------|
| INV-01 | Svensk mobilitet skola (E10156303) | Sweden | 1 | 10 | 0 | 0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Description (Invited experts)

Please provide some basic information about your plans for this type of activities

If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

Beskriv översiktligt innehållet i de aktiviteter ni planerar för inom denna aktivitetstyp (i detta fall inbjudna experter).

Please define the expected results of the planned activities.

i. What benefits are the planned activities going to bring to the involved participants? What are they going to learn?

Beskriv på vilket sätt aktiviteterna kommer att gynna deltagarna och vad de förväntas lära sig.

ii. To which project objectives will the planned activities contribute?

Objective 1 : Beskriv vad ni vill uppnå. Ni kan ha mellan 1 och 5 mål i ett korttidsprojekt. Målen ska vara realistiska och möjliga att uppnå inom ramen för projektet.

iii. How are the planned activities going contribute to these project objectives?

Välj i rullistan ovan vilket eller vilka av målen aktiviteterna av denna aktivitetstyp ska bidra till att uppfylla. Beskriv på vilket sätt mobiliteterna inom aktuell aktivitetstyp ska bidra till att uppnå dessa.

iv. How will you evaluate if the expected benefits for participants and other results have been achieved?

Beskriv hur aktiviteterna ska utvärderas. På vilket sätt har aktiviteterna bidragit till att uppnå förväntade resultat?

How you are going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

Beskriv urvalsprocess och urvalskriterier för val av deltagare.

ii. Why did you choose this method of selecting participants?

Motivera urvalsprocess och urvalskriterier.

Organisational Support (Invited experts)

Organisational support covers various costs directly linked to the implementation of mobility activities that are not covered by other cost categories.

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual

components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to the tasks they have and expenses they may incur.

| Mobility flow ID | Hosting organisation | Sending country | Number of participants | Number of accompanying persons | Organisational support base rate | Organisational support grant |
|------------------|------------------------------------|-----------------|------------------------|--------------------------------|----------------------------------|------------------------------|
| INV-01 | Svensk mobilitet skola (E10156303) | Sweden | 1 | 0 | 100 | 100 |

Individual Support (Invited experts)

Individual support covers costs of subsistence for participants and accompanying persons during the activity.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Travel days | Individual support base rate for participants | Individual support base rate for accompanying persons | Individual support grant for participants | Individual support grant for accompanying persons | Total individual support grant |
|------------------|------------------------------------|---------------------|------------------------|--------------------|--------------------------------|---|-------------|---|---|---|---|--------------------------------|
| INV-01 | Svensk mobilitet skola (E10156303) | Sweden | 1 | 10 | 0 | 0 | 4 | 144 | 0 | 2 016 | 0 | 2 016 |

Travel (Invited experts)

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

| Mobility flow ID | Hosting organisation | Sending country | Number of participants | Number of accompanying persons | Green travel | Travel Distance | Exceptional costs for expensive travel | Travel unit cost | Travel grant |
|------------------|------------------------------------|-----------------|------------------------|--------------------------------|-------------------------------------|-----------------|--|------------------|--------------|
| INV-01 | Svensk mobilitet skola (E10156303) | Sweden | 1 | 0 | <input checked="" type="checkbox"/> | 100 - 499 km | | 210 | 210 |

Inclusion Support (Invited experts)

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative and other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

| Mobility flow ID | Hosting organisation | Sending country | Number of participants | Number of participants for inclusion support | Inclusion support for organisations | Inclusion support for participants | Description and justification of expenses |
|------------------|------------------------------------|-----------------|------------------------|--|-------------------------------------|------------------------------------|---|
| INV-01 | Svensk mobilitet skola (E10156303) | Sweden | 1 | 0 | 0 | 0 | |

Exceptional costs (Invited experts)

Exceptional costs may be claimed for a financial guarantee, if required.

Please keep in mind that accepted exceptional costs can be covered at a maximum of 80% of the paid amount.

| Mobility flow ID | Hosting organisation | Sending country | Number of participants in the mobility flow | Number of participants supported with this cost item | Description and justification of expenses | Eligible costs | Requested grant |
|------------------|------------------------------------|-----------------|---|--|---|----------------|-----------------|
| INV-01 | Svensk mobilitet skola (E10156303) | Sweden | 1 | 0 | | 0 | 0 |

Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the Erasmus+ call for Key Action 1 projects. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

I. Basic principles

- **Inclusion and diversity**: the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility**: the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.
- **Digital education – including virtual cooperation, virtual mobility and blended mobility**: the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.
- **Active participation in the network of Erasmus organisations**: one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities**: the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

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 (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility**: in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement

between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility 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 supporting organisations or other service providers chosen by the beneficiary organisation.
- **Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.
- **Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.
- **Regular updates:** beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.
- **Gathering and using participants' feedback:** beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

III. Providing quality and support to the participants

- **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation 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, minimum age of participants, 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:** participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant).

- **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.
- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.
- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational 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 of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.
- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.
- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.
- **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 Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

Subscribing to Erasmus Quality Standards

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above and accept to be evaluated based on those standards. Please read the following statements carefully and confirm your agreement:

- I have read and understood the above quality standards
- I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage

Follow-up

What will you do to integrate the results of implemented mobility activities in your organisation's regular work?

Beskriv hur organisationen ska arbeta för att implementera resultatet från projektet i ordinarie verksamhet.

What will your organisation do to share the results of its activities and knowledge about the Programme?

i. To share results within your organisation

Beskriv vad ni kommer att göra och hur ni kommer att arbeta för att sprida kunskapsresultat från projektet och kunskap om Erasmus+programmet inom er egen organisation.

ii. To share results with other organisations and the public

Beskriv vad ni kommer att göra och hur ni kommer att arbeta för att sprida kunskapsresultat från projektet och kunskap om Erasmus+programmet till andra organisationer och till allmänheten.

iii. To publicly acknowledge European Union funding

Beskriv hur ni kommer att arbeta för att hänvisa till programmet i samband med resultatspridning.

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.

i. Background: Why did you apply for this project?

Sammanfattning: Varför ansöker ni om projektet?

Please provide a translation in English.

Översättning engelska

ii. Objectives: What do you want to achieve by implementing the project

Sammanfattning: Vad vill ni uppnå med projektet?

Please provide a translation in English.

Översättning engelska

iii. Implementation: What activities are you going to implement?

Sammanfattning: Vilka aktiviteter ska ni genomföra?

Please provide a translation in English.

Översättning engelska

iv. Results: What results do you expect your project to have?

Sammanfattning: Vilka projektresultat förväntar ni er?

Please provide a translation in English.

Översättning engelska

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 10.

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here.

| File Name | File Size (kB) |
|--------------------------------|----------------|
| DOH -declaration-on-honour.pdf | 446 |
| Total Size (kB) | 446 |

Other Documents

Please attach any other relevant documents. Please use clear file names.

If you have any additional questions, please contact your National Agency. You can find their contact details [here](#)

| File Name | File Size (kB) |
|------------------------|----------------|
| Total Size (kB) | 0 |
| Total Size (kB) | 446 |

"Declaration on Honour" är det enda dokument ni måste bifoga. Om ni har en internationaliseringsplan kan ni, om ni vill, ladda upp denna under "other documents".

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.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: SE01 - Swedish Council for Higher Education/Universitets- och högskolerådet

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").

History

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