How to apply to the Erasmus + mobility programme for adult education and get co-funding to attend the INSPIRE

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**PRACTICAL GUIDE**

European Commission is creating opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad trough the Erazmus+ programme. Erasmus + mobility project for adult education covers conferences fees, job shadowing experiences, master classes etc.

Your travel, course and boarding costs can be partly covered by the programme.

The deadline for applications is **2 February 2016**, but you still have time to fill in the application and apply for cofounding.

**STEP 1: Find out if you are eligible**

Before anything else, contact your national agency.

[National agencies](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm) work independently in the management and selection of Erasmus + grants. This means that your eligibility will vary depending on the country you are from. Contact your own agency and explain your goals and your organisation type, and they’ll inform you whether Erasmus + is a suitable programme for your organisation.

In a nutshell, to benefit from a mobility grant, you need to be an organisation involved in adult educational activities. You don’t necessarily need to be placed in an EU country - organisations from associate countries can apply too (check your country’s eligibility in the [call for proposals](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2015.347.01.0007.01.ENG)).

**STEP 2: Get in the system**

If your organisation already has a PIC code use this PIC and the Erasmus + agency will validate it.

The PIC, which is a unique identifier and is necessary for the submission of applications, enables the organisation/group to fill-in the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form).

If this is the first time for your organisation, you must complete the registration step. This is a straight-forward process: follow [these steps](https://erasmusplus.org.uk/registering-your-organisation) or simply watch this step by step video on [how to register](https://www.youtube.com/watch?v=HHtJKNzR6yY&feature=youtu.be) on ECAS.

**STEP 3: Make a plan and get through the paperwork**

The idea of a mobility project is to combine multiple international travels of your staff in a way that will sustainably benefit your institution. Therefore, you should plan several mobility activities/ travels as it is not worth going through this process for sending only one person to a conference. The mobility project can span 1 or 2 years.

The European Commission designed a very detailed [**programme guide**](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)with all you need to know about Erasmus +. But you don’t need all this info. For an efficient application, we would advise you to **read carefully page 9** for information about the objectives of the programme and **pages 68 to 74** for detailed information, assessment criteria and funding rules of **mobility projects for adult education staff**.

***Important notes:***

*For the application, your organisation must develop a* ***European Development Plan****. This plan should outline the needs of the institution/organisation in terms of quality development and internationalisation, and how their planned European activities will meet those needs.*

*The purpose of the European Development Plan is to ensure that the planned activities are relevant both for the individual participants and for the organisation as a whole, as activities have a higher impact on the quality of teaching and learning when they are well-integrated in the organisation's strategic development.*

*You will not need to calculate costs: Erasmus+ supports each travel with a fixed sum for travel and subsistence depending on country, distance and duration. The application form automatically calculates the sums for your travels.*

**Your application form:**

**Mobility project for adult education, under Key Action 1.**

Examples of online application forms and related documents for Erasmus+ can be found [here](http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents-applicants_en.htm). The application form can be downloaded from your national agency!

Note that all eForms are pdf files which need to be opened and edited using Adobe Acrobat Reader (version 15.9, or version 15.7 or earlier - please note that version 15.8 is not compatible).

If your organisation already had a PIC number, a large part of the eForm will be filled out automatically, and you’ll only need to focus on the important part: the description of your mobility plan and individual travels (You’ll have the option to name the travelling staff, but this is not an obligatory feature).

**Mobility activities can include:**

**Teaching/ training assignments –** allows staff from adult education organisations to teach or provide training at a partner organisation abroad.

**Staff training –** staff participate in structured courses or training events abroad, job shadowing/observation periods in any relevant organisation active in the adult education field.

Attending the INSPIRE training is a mobility activity.

In this case, Ustanova Hiša eksperimentov will be listed as an international partner and you’ll need to mention why the training is relevant to your staff’s professional development and the benefits of this experience to your institution and how they’ll be implemented.

You can always introduce the PIC number of each international partner you are sending your staff too, but it’s not obligatory! In any Case Hišas' PIC number is: 997348957.

**Tips to successfully apply to Erasmus +**

* The objectives of the project must match the objectives of the programme;
* Cooperate with partners you already know;
* Reinforce the sustainability of the project (= the impact of such activities beyond the project);
* Focus on innovation in teaching;
* Have a useful and clear development plan for your organisation. Aim at a systemic effect.
* Stress why combined mobility makes a better product for the institution;
* Give a clear explanation on how the knowledge will be distributed, how will the participant staff feedback to the institution;
* Don’t forget to mention keywords you’ll find in the programme guide, such as *lifelong learning*; *cooperation*; *transfer of knowledge and know-how*; *equity, prosperity and social inclusion in Europe and beyond*; …

**Useful documents**

All deadlines and information on the types of activities you can apply for are contained in the European Commission's 2016 Call for Proposals document and the 2016 Programme Guide.

**2016 Erasmus + programme guide** can be downloaded [here](http://http/ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm) and the **2016 Call for proposals** can be consulted [here](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3AC2015%2F347%2F06).

**The UK guide for Erasmus +** is a very clear, useful and complete tool to go through the process of application. Find it [here](https://erasmusplus.org.uk/registering-your-organisation).

**Documents for applicants**, such as models and templates can be consulted here.

And a very **useful** [**distance calculator**](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)can be used in the planning of your mobility projects.

SREČNO! (GOOD LUCK in Slovenian)