General Information

This application form consists of the following main sections:

- **Context:** this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- **Participating organisation(s):** this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- **Description of the project:** this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;
- **Budget:** in this section you will be asked to give information about the amount of the EU grant you request;
- **Check List/Data Protection Notice/Declaration of Honour:** in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- **Annexes:** in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- **Submission:** in this section, the applicant will be able to confirm the information provided and to submit the form online; For more information on how to fill in this application form, you can read the e-Forms Guideline.

Context

<table>
<thead>
<tr>
<th>Programme</th>
<th>Erasmus+</th>
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<tbody>
<tr>
<td>Key Action</td>
<td>Learning Mobility of Individuals</td>
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<tr>
<td>Action</td>
<td>Mobility of Learners and Staff</td>
</tr>
<tr>
<td>Action Type</td>
<td>School education staff mobility</td>
</tr>
<tr>
<td>Call</td>
<td>2014</td>
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<tr>
<td>Round</td>
<td>Round 1</td>
</tr>
<tr>
<td>Deadline for Submission (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time)</td>
<td>17-03-2014 12:00:00</td>
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</tbody>
</table>

Project Identification

**Project Title**

*If your project has a single focus (e.g. ICT, CLIL, Motivation in the Classroom, School Leadership), put that as a title; if not, then keep the name of your project open, e.g. ‘Teacher Development’*

**Project Start Date (dd-mm-yyyy)**

*This should be the date from which your European Development Plan starts.*

**Project Total Duration (Months)**

*This will be either 12 or 24 months, depending on whether your European Development Plan is for one or two years.*
<table>
<thead>
<tr>
<th><strong>National Agency of the Applicant Organisation</strong></th>
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</table>
Identification

For further details about the available Erasmus+ National Agencies, please consult the following page:
http://ec.europa.eu/education/participant-portal/support/contact/index_en.htm
## Participating organisation(s)

### Applicant Organisation

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<th>Field</th>
<th>Details</th>
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<td>PIC</td>
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<td><strong>Check PIC</strong></td>
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</table>

*This is the number you will be given once you have registered on the European Commission Participant Portal. There is a step-by-step guide to doing this on the NILE website: [https://www.nile-elt.com/funding](https://www.nile-elt.com/funding)*

- Full legal name (National Language)
- Full legal name (Latin characters)
- Acronym
- National ID (if applicable)
- Department (if applicable)
- Address
- Country
- Region
- P.O. Box
- Post Code
- CEDEX
- City
- Website
- Email
- Telephone 1
- Telephone 2
- Fax

### Profile

- **Type of Organisation**

  Simply write the name of the type of school.

- Is your organisation a public body?
- Is your organisation a non-profit?

### Background and Experience

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<th>Validate</th>
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**Validat**
Please briefly present your organisation.

| Here, give as much information as possible in the space available. Include the number of teachers and students your school has, what other kinds of activities the school is involved in and – most importantly – what experience you have of the project area. If your school has a particular focus – e.g. sports, music, special needs – mention it here. |
**Application Form**

**Call: 2014**

**KA1 - Learning Mobility of**

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Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

Please indicate:

<table>
<thead>
<tr>
<th>EU Programme</th>
<th>Year</th>
<th>Project Identification or Contract Number</th>
<th>Applicant/Beneficiary Name</th>
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[+]  [-]

**Legal Representative**

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

Address

Country

Region

P.O. Box

Post Code

CEDEX

City

Telephone 2

**Contact Person**

Title

---

Form hash

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Gender
First Name
Family Name
Department
Position
Email
Telephone 1

If the address is different from the one of the organisation, please tick this box

Address
Country
Region
P.O. Box
Post Code
CEDEX
City
Telephone 2

If your project includes job shadowing or teaching assignment at a partner organisation abroad, please click the button below to add information about the partner organisation(s).

See p.55 of the Erasmus+ Programme Guide here. NILE is a ‘course provider’ not a ‘partner organisation.’ However, visits to UK schools are included as part of many NILE courses.

Add Partner  Remove Partner
European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Be as specific as possible in terms of areas identified in your plan for further training, paying particular attention to internationalisation.

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Show how your plans for European mobility and cooperation activities fit into your European Development Plan as a whole and how the outcome of the training activities at NILE will contribute to your organisational development over time. Include a note of how many people will be affected by the training – the more the better!

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Show how you will share the ideas and experiences from your NILE course with specific reference to particular activities. For example, will teachers who take part in the course then give training sessions to their colleagues? Will you lead workshops or seminars on what you have learned? Again, if possible give a number of how many people will be affected by the outcomes of the NILE training.

Show how the mobility activity (i.e. your NILE training) is part of a wider and long-term strategy of development and modernisation in your school.

What impact will the training have on pupils, teachers, other staff and the school overall?

Will your organisation use eTwinning in connection with your mobility project? If so, please describe how. The eTwinning website can be accessed through the following hyperlink:

www.etwinning.net

eTwinning isn’t compulsory, but if you have taken part in an eTwinning project in the past – or are planning to do so – it may help your application. It is very simple to use. Visit the website, or see pp.221-222 in the Erasmus+ Programme Guide for more information.
Erasmus Application Form
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How did you choose your project partners? What experiences and competences will they bring in the project?

Show that you have researched your chosen field carefully, and show how your chosen partner (e.g. NILE) has the relevant experience and competencies to meet your training needs. NILE courses are designed and planned to meet the needs of the course participants as specifically as possible. NILE also offers courses for closed groups, with a syllabus designed to meet your particular needs.

NILE is a specialist teacher development institute which has been providing courses for teachers for more than fifteen years. NILE is now one of the biggest providers of professional development courses for EL teachers, trainers and other education professionals in Europe. It is accredited by the British Council and is a member of EAQUALS, English UK, and an official examination centre for Cambridge exams.

What are the most relevant topics addressed by your project?

+ -
Please describe the background and needs of the participants involved and how these participants have been or will be selected.

Write about the background of participants and how their career progression and professional development will be enhanced by the training. Make careful notes about which selection criteria are used. These could include motivation, goals and the willingness to share their experience on returning. It is strongly recommended that you point out that participants are chosen by a panel rather than by a single person, and that there is a written record of the selection procedure.

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in your project?

Think about exactly what you hope to achieve. Give a short list of the knowledge (e.g. increased awareness of creativity in the primary classroom), skills (e.g. ability to use a range of ICT tools) and attitudes/behaviours (e.g. increased intercultural awareness) you will acquire, and note how many teachers will be affected by this.

The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones?

Are you planning to use any national instrument/certificate? If so, which one?

Many teachers who have come on NILE courses have used the Europass system.

How will you use the European/national instrument(s)/certificate(s) selected?

NILE can endorse the Europass certificate.
Preparation

Please describe what will be done in preparation, by your organisation and, if relevant, by your partners before the main activities take place.

Practical Arrangements

How will the practical and logistic matters of the project be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

Note here that NILE provides a range of accommodation options during participants’ stay in the UK. Also, pre-joining instructions will be issued to all participants advising on aspects of UK life, and giving practical advice. NILE is also happy to hold preparatory meetings via Skype or videoconference.

How will you address quality assurance management issues (e.g. setting up of agreements with partners, learning agreements with participants etc.)?

Show that you have a project management system in place, referring back to your development plan, and showing that you have a learner agreement covering needs analysis, targeted learner outcomes, evaluation and assessment methods. Indicate a clear time-scale for each step of your project.

Preparation of Participants

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

Point out that linguistic and intercultural preparation can be provided by both the sending school or organisation (i.e. you), and by NILE. The preparation here should be practical – a meeting or workshop for the trainees, for example.
Main

Please outline the main activities you plan to organise. If relevant, please describe the role of each project partner in the activities.

Give as much detail as you can in the space available. This should include a summary of the course aims and objectives wherever relevant. Full course descriptions for all of NILE’s courses for teachers can be found on the website www.nile-elt.com If you plan to organise more than one activity during the period of your Development Plan, then list them here.

If applicable, how do you intend to cooperate and communicate with your project partners and other relevant stakeholders?

Make a short list of the various methods you will use to communicate with each other: these could include videoconferencing, Skype, newsletters or online forums, as well as the more traditional email and even letters!

What is the role of each partner in the activities? How do you intend to cooperate and communicate with your project partners and other relevant stakeholders? How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

Note the types of monitoring and evaluation which will be used in order to best assess the identified learner outcomes. For example, NILE provides ‘early bird’ feedback questionnaires at the beginning of a course, end-of-course evaluation questionnaires and – if required – individual reports from course tutors.

Please enter the different mobility activities you intend to implement in your project.

<table>
<thead>
<tr>
<th>Activity No.</th>
<th>Activity Type</th>
<th>No. of Participants</th>
<th>Participants with Special Needs (out of total number of Participants)</th>
<th>Accompanying Persons (out of total number of Participants)</th>
<th>Is this a long-term activity?</th>
<th>Flow No.</th>
<th>Country of Origin</th>
<th>Country of Destination</th>
<th>Duration (months)</th>
<th>Duration (days)</th>
<th>No. of Participants</th>
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Add Activity  Remove Activity
Follow-up

Please describe what will happen after the end of your main activities.

Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

Here, for example, you could write ‘Increased awareness of ...’, ‘greater understanding of...’ or ‘ability to use...’ Again, if you can number these effects, it may be better.

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

Note any planned post-course training sessions you have with participants – they will be expected to share the benefits of their training with other colleagues in your school, and – if possible – in your area and through teachers’ associations. You may also mention plans to write about your experiences in journals or on a blog or website.

Remember that your pupils are a target group, too! Describe what impact the ideas you encounter and the experiences you have on your NILE course will have on your students.

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

Write a clear description of the things you will do to see if your project has reached its goals: for example, participant feedback questionnaires, more effective classroom teaching, improved results, greater student satisfaction.
## Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

## Travel

<table>
<thead>
<tr>
<th>Activity No.</th>
<th>Activity Type</th>
<th>Flow No.</th>
<th>Country of Origin</th>
<th>Country of Destination</th>
<th>Distance Band</th>
<th>No. of Participants</th>
<th>Travel Grant per Participant</th>
<th>Total Travel Grant Requested</th>
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## Individual Support

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<tr>
<th>Activity No.</th>
<th>Activity Type</th>
<th>Flow No.</th>
<th>Country of Destination</th>
<th>Duration (days)</th>
<th>No. of Participants</th>
<th>Grant per Participant</th>
<th>Total Grant Requested</th>
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## Organisational Support

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<thead>
<tr>
<th>No. of Participants (excluding accompanying persons)</th>
<th>Total Grant Requested</th>
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## Course Fees

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<th>Activity Type</th>
<th>Duration (days)</th>
<th>No. of Participants</th>
<th>Grant per Participant/Day</th>
<th>Total Grant Requested</th>
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## Special needs' Support

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Application Form  
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<table>
<thead>
<tr>
<th>Activity No.</th>
<th>Activity Type</th>
<th>No. of Participants With Special Needs</th>
<th>Description of Costs</th>
<th>Total Grant Requested</th>
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Please provide any further comments you may have concerning the above entered budget.

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Project

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

Without repeating yourself too much, make sure you address each of the elements listed above. Make sure you mention background, objectives, the course participants, what the activities will be and the results and impact of the training course in the short and longer term. Points will be awarded on this basis.

Please provide a translation in English.
<table>
<thead>
<tr>
<th>Name of the Organisation</th>
<th>Country of the Organisation</th>
<th>Type of Organisation</th>
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Total number of participating organisations
## Budget

The sum of previous sections representing the total grant requested for this application.

<table>
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<th>Activity</th>
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<tr>
<td>Activity Type</td>
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<tr>
<td>Organisational Support</td>
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</table>

### Project Total Grant

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<th>Grant Calculated</th>
<th>Grant Requested</th>
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Checklist

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

☐ you have used the official Key-Action 1 application form.
☐ all relevant fields in the application form have been completed.
☐ the application form is submitted to the National Agency of the country in which your organisation is established. the application form has been completed using one of the official languages of the Erasmus+
Programme Countries. you have annexed all the relevant documents:
  ☐ the Declaration of Honour signed by the legal representative mentioned in the
  ☐ application. the mandates of each partner to the applicant signed by both parties.
☐ all participating organisations have uploaded the documents to give proof of their legal status in the participants’ portal (for more details, see the section “Selection Criteria” in Part C of the Programme Guide).
☐ for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants’ portal (for more details, see the section “Selection Criteria” in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
☐ you are complying with the deadline published in the Programme
Guide. you have saved or printed the copy of the completed form for yourself.
PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

http://www.edps.europa.eu/
Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:
- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals. EITHER
The organisation I represent has financial and operational capacity to complete the proposed action or work programme OR
The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:
It provides learning opportunities and
- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives.
I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60,000€): The organisation I represent:
- is not bankrupt, being wound up, or having its assets administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:
The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:
- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.
In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

Validat
- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

<table>
<thead>
<tr>
<th>Place:</th>
<th>Date (dd-mm-yyyy):</th>
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<tbody>
<tr>
<td>Name of the applicant organisation:</td>
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<td>Name of legal representative:</td>
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<td>Signature:</td>
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<td>National ID number of the signing person (if requested by the National Agency):</td>
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<td>Stamp of the applicant organisation (if applicable):</td>
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Print Declaration of Honour

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Application Form
Call: 2014
KA1 - Learning Mobility of

Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

<table>
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Total Size
Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

### Data Validation

Validation of compulsory fields and rules

### Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

### Alternative Submission Procedure

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section “Submission Summary” indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

### Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

<table>
<thead>
<tr>
<th>Number</th>
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* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

### Form Printing

Print the entire form

Print Form

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Form hash

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