

Context

Project Title	
Project Title in English	
Project Start Date (yyyy-mm-dd)	2020-06-01
Project Total Duration (Months)	
Project End Date (yyyy-mm-dd)	
National Agency of the Applicant Organisation	
Language used to fill in the form	

For further details about the available Erasmus+ National Agencies, please consult the following page:
<https://ec.europa.eu/programmes/erasmus-plus/contact>

*This form is intended as advisory only, assisting you in applying for funding which includes courses with NILE.
If in doubt, always consult your National Agency, as they will ultimately assess your application.
This document is based on the form in the EU Participant Portal,
where you can download your own application .pdf (bottom left).
Please note that the form may be slightly different depending on your country.*

*Before you start filling in the form, consult the Erasmus+ Programme Guide in general
and pages 26-32, 64-70 and 281-283 in particular:*

<http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide>,
(page numbers used in this document are based on the downloaded English .pdf version of the guide)

Keywords throughout your application:

Feasibility and Impact

Show links/relationships between:

- needs and requirements
- planned activities
- expected outcomes
- AND long-term effects/dissemination

International dimension

- networking,
- learning from colleagues
- Why transnational mobility is key to the impact of the project

Participating Organisations

Are you applying on behalf of a mobility consortium?

YES/NO

Please note that the Organisation ID has replaced the PIC as the unique identifier for the organisation to apply for Erasmus+ and European Solidarity Corps actions managed by National Agencies. Organisations that have a PIC and have previously applied for funding in these programmes through the National Agencies have been assigned an Organisation ID automatically. Please use the Erasmus+ and European Solidarity Corps platform to check an Organisation ID, update information linked to it or register a new organisation: <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>



Applicant Organisation Details (Organisation ID E12345678)

Organisation ID
Legal name
Legal name
National ID (if applicable)
Address
Country
City
Postal Code
Telephone
Website

The Organisation ID is the number you will be given once you have registered on the [European Commission Participant Portal](#).

Follow the link above to find more information about the Portal, frequently asked questions and a step-by-step guide to registering.

+

The applicant section will be filled in automatically when an Organisation ID is entered

FILE SAMPLE



Profile

Type of Organisation

Dropdown menu

Is your organisation a public body?

Is your organisation a non-profit?

Total number of staff

FILE SAMPLE

Associated Persons

Please provide information about this organisation's legal representative and contact persons for the project. Legal representative is the person authorised to sign legally binding documents on behalf of the organisation, while the contact persons are people who will be managing the project. One of the contact persons must be designated as "preferred contact". This person will be contacted by the National Agency if there are questions about the project or the organisation, and in case the project is selected they will receive access to project management and reporting tools.

Legal Representative (Your Organisation)

Gender	
First Name	
Family Name	
Role	Legal Representative
Position	
Email	
Telephone	
Preferred Contact	
Different address from organisation	
Address	
Country	
Postal Code	
City	



Contact Person (Your Organisation)

Gender
First Name
Family Name
Role
Position
Email
Telephone
Preferred Contact
Different address from organisation
Address
Country
Postal Code
City

Contact person

FILE SAMPLE

Background and Experience

Please briefly present your organisation and include the following information:

- What are your organisation's activities and previous experience in the areas relevant for this application?
- Who are the key persons who will be involved in implementing and managing the project and what relevant experience do they have?

Firstly, read the relevant sections of the Erasmus + Programme Guide, (https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en), particularly pages 281-283. You will find the award criteria on page 67.

Some National Agencies still recommend the Guide for Experts **2018** document to explain the evaluation criteria: www.erasmusplus.org.uk/file/6387/download (in particular page 7, point 3.4 on page 9 and pages 15-17), but note that this document was published last year, and no updated version seems available.

As well as answering the above questions in line with the award criteria and advice from your National Agency, comment on the motivation of individuals and their ability to disseminate knowledge gained during training.

Has the organisation participated in a European Union granted project in the 3 years preceding this application?

Hosting Partner Organisation Details

In case the organisation has an Organisation ID, you can introduce the Organisation ID in the appropriate field and the organisation's data will be loaded automatically. If the organisation does not have an Organisation ID, you can fill in the needed information manually.

Organisation ID
Legal name
Address
Country
City
Telephone
Postal Code
Email
Website
Type of Organisation

This section will be filled in automatically when an Organisation ID is entered

E10101200
 DELTA Language Training & Consultancy Ltd
 1 Gloucester Place
 United Kingdom
 Brighton
 +441603664473
 BN1 4AA
 registrar@nile-elt.com
 www.nile-elt.com

Please note that NILE's details will show as Legal Name DELTA Language Training & Consultancy Ltd, with a registered address in Brighton. NILE is DELTA LT&C's trading name, and your course will take place in Norwich, unless otherwise agreed.

Dropdown: *School/Institute/Educationalcentre* – *Adult education* is the closest alternative

European Development Plan

In this section you are asked to formulate your organisation's European Development Plan. The Plan should describe your organisation's longer-term goals and explain how they relate to the organisation's needs and the context in which it operates. The Plan is meant to provide the background for your application and therefore it should cover a longer period than the duration of the project.

The scope of your European Development Plan should be proportional to your organisation's size, capacity, and existing experience in European and international cooperation. You should aim to define goals and objectives that are both relevant and realistic.

The European Development Plan is an important part of the application because it forms the basis on which you will build your project proposal. The rest of the application form is designed following that logic. At the end of this section you will be asked to define specific objectives of this project and to explicitly link them with the broader goals of your European Development Plan. In all other parts of the application, and in particular when explaining the expected impact of the project, you should make sure to remain consistent with the answers you have given in this section about the project's objectives and their relevance in the context of the European Development Plan.

What are the key needs and goals of your organisation in the area of European mobility and cooperation?

Be specific about your requirements and goals. Ensure that these goals and outcomes comply with those of the Erasmus+ programme, listed in the Erasmus+ Programme Guide, https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en, p.26-32. See also the notes specifically re: the Development plan, pages 64 and 281.



Define the key areas of your organisation's activity that you would like to improve and explain how. For example, reflect on your plans to improve staff and management competences; teaching and training content, methods and tools; development of key competences and skills of staff and learners; development of sustainable cross-border cooperation; etc.

Consult the award criteria in the programme guide, page 67 and the guide for experts (Note: from 2018 as mentioned above), <https://www.erasmusplus.org.uk/file/6387/download>, particularly page 15-16

Please define the objectives of this specific project: which of the identified needs, goals and key areas for improvement do you plan to target through activities described in this project proposal?

If relevant, please briefly present your organisation's other activities in the area of European and international mobility and cooperation, apart from this application.

What are the most relevant topics addressed by your project?

Dropdown menu

Project Management

How will you ensure good project management and quality of activities? Provide a general overview of your plans, including:

- What kind of cooperation and communication arrangements do you plan to set up with your hosting partners (for example, cooperation agreements or memoranda of understanding)?
- How do you plan to address practical and logistical matters related to the project activities (e.g. travel, accommodation, insurance, safety of participants, visa, social security, etc.)?

Describe learner agreement covering needs analysis, targeted learning outcomes, assessment and evaluation methods. Indicate a clear timescale for each step of your project.

NILE has over twenty years' experience of delivering teacher training courses and provides a personal project management service from initial contact, including pre-registrations and support.

NILE collects pre-course questionnaires from all participants to establish professional and personal interests and requirements and is also happy to hold preparatory meetings via skype or video-conference.

NILE provides a range of accommodation options during participants' stay in the UK. Also, pre-arrival information and joining instructions will be issued to all participants advising on aspects of UK life and giving practical advice.

NILE has a dedicated Welfare Team to support participants during their stay. Visa letters can be issued by NILE.

Erasmus+ provides a number of online platforms with useful information and tools for organisations active in education and training, including eTwinning, School Education Gateway, EPAL (Electronic Platform for Adult Learning in Europe), and the Erasmus+ Project Results Platform. If relevant for your organisation's field of activity, have you used or do you plan to use any of these platforms for preparation, implementation or follow-up of your project? If yes, please describe how.

Be specific, use examples.

Additionally, NILE provides an online learning platform for participants to access course materials and stay in touch with participants and trainers after the course.

Activities

List of Activities

Please choose the types of activities you would like to implement in your project. Once you have selected the activities you want, please fill in the table below. To submit a valid application, you need to request at least one activity from this list.

ID	Activity	<div style="border: 1px solid black; padding: 5px; color: red; font-size: small;"> The calculations are done automatically depending on your project size, activities and travel distances. The sums involved here are examples only and may not apply to your application. </div>	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant
A2	Structured Courses/Training Events			2	12	0
Total			2	12	0	4.784,00 EUR

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

Structured Courses/Training Events Activity

Please provide an estimate of the number of participants that will take part in this type of activities. All participants that will receive Individual Support or Travel grant from Erasmus+ should be included in the "Number of Participants requiring a grant".

In case you plan to include additional participants in the project, who will receive travel and individual support funding from a different source, you may specify them as "Participants not requiring a grant". Your organisation can receive organisational support for these participants if their mobility is organised under the same conditions as for other project participants and is eventually reported in the project's final report.

Finally, please consider that accompanying persons (e.g. assistants of persons with special needs or adults accompanying minors) are not considered to be participating in learning activities and are specified in a separate section below. Please do not include them when introducing figures in this section.

Number of participants requiring a grant

2

Example only

Number of participants not requiring a grant

0

Total number of participants

2



Budget

Please fill in the following sections to create an estimated individual support and travel budget for this type of activities.

During project implementation estimated budget for specific activities and categories of costs, as well as the number of participants and average duration may be adjusted. However, the total budget requested for the project may not be increased at a later stage.

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Individual Support

Please estimate the duration of stay for participants requiring an individual support grant to calculate the requested grant.

The requested grant is estimated based on the average duration and number of participants. To a certain extent, the actual number of participants and duration of activities may change during the implementation of the project. At the end of the project, its results will be evaluated by experts based on the target figures set here and the project's overall objectives.

The grant is calculated based on daily rates for three groups of countries as specified in the Programme Guide:

Group 1: Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom

Group 2: Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain

Group 3: Bulgaria, Croatia, Czech Republic, Estonia, North Macedonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

Please take into account that you may request additional individual support for up to one travel day before and after the activity. In case you plan to request funds for this purpose, include the additional travel days in your estimated average duration.

Country group	Number of participants	Average Duration per Participant (days)	Total duration (days)	Daily Grant rate	Estimated Grant
Group 1 Countries	2 Example only	12	24	126,00 EUR (88,00 EUR)	3.024,00 EUR
Group 2 Countries	0	0	0	0,00 EUR (0,00 EUR)	0,00 EUR
Group 3 Countries	0	0	0	0,00 EUR (0,00 EUR)	0,00 EUR
Total	1	12	24		3.024,00 EUR

Request individual support for accompanying persons

No

Travel

Please estimate the number of persons requiring a travel grant, including both participants and accompanying persons.

To estimate the distances between places, please use the European Commission's distance calculator:
https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Band	Distance		Number of persons	Grant per person	Estimated grant
1	10 - 99 km	Example only	0	0,00 EUR	0,00 EUR
2	100 - 499 km		0	0,00 EUR	360,00 EUR
3	500 - 1999 km		0	0,00 EUR	0,00 EUR
4	2000 - 2999 km		0	0,00 EUR	0,00 EUR
5	3000 - 3999 km		2	530,00 EUR	0,00 EUR
6	4000 - 7999 km		0	0,00 EUR	0,00 EUR
7	8000 km or more		0	0,00 EUR	0,00 EUR
Total			2		360,00 EUR

Request exceptional costs for expensive travel

No



Course Fees

Please specify the number of participants whose course fees will be covered by the project and estimate the average duration of their courses to estimate the required grant.

Number of Participants	Average Duration (days)	Total duration (days)	Daily Grant rate	Estimated Grant
2	Example only 10	20	70,00 EUR	1.400,00 EUR

Budget Summary

Budget Items	Estimated Grant
Individual Support	3.024,00 EUR
Travel	360,00 EUR
Course Fees	1.400,00 EUR
Total Grant	4.784,00 EUR

Example only

FILE SAMPLE

Organisational Support

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, course fees and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons.

Number of Participants	Estimated Grant
2 Example only	700,00 EUR

Activities Description

When answering the following questions, please make sure to include information about each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Please provide a summary of staff mobility activities you plan to organise, including the content these activities should cover and an estimated timing when the different activities will take place.

Full course descriptions with aims and objectives for all of NILE's courses for teachers can be found on the website <https://www.nile-elt.com> or by contacting NILE's Registrar Alison Lake, registrar@nile-elt.com. Be specific and include the activities taking place before and after the main event.

NILE offers two main options for teacher training courses:

1) Sending 1 or more students to 1 or more open-enrolment courses

<https://www.nile-elt.com/face-to-face-courses> (summer only):

- This way teachers from a school can cover a range of subjects and pool their information and learning
- International dimension strengthened with participants from all over the world

2) Sending a group of participants on a tailor-made course (contact Alison Lake, registrar@nile-elt.com with your requirements)

- Specially designed to meet your requirements according to your European Development Plan
- 8 or more participants
- Price negotiable
- Likely to be only one nationality

Follow advice from your National Agency, the award criteria page 67 in the programme guide and consult the evaluation document www.erasmusplus.org.uk/file/6387/download (NOTE: from 2018) (in particular page 7, point 3.4 on page 9 and pages 15 - 17).

How are the proposed activities going to help address the needs and achieve the goals described in your European Development Plan? In particular, 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?

To assist you in this, courses at NILE have time built in for reflection, to consider how to adapt the content to your own professional context. We also support you in creating a strategy for putting your ideas into practice on returning to your institution.

Consult the evaluation criteria, (NOTE: 2018) www.erasmusplus.org.uk/file/6387/download, particularly page 15-16 and the sections on the Development Plan (page 281) and dissemination (Annex 2) in the Programme Guide

Please describe your plans in terms of potential destination countries and hosting partners.

- Describe what will be the contribution of the hosting partners you have already identified and why they are a suitable choice to be the hosting organisations.
- If you have not yet identified all of your hosting partners, explain how you plan to find suitable host organisations for the mobilities you propose to organise. Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries.

To show how NILE has the relevant experience and competencies to meet your training needs, you can draw on some or all of the following:

NILE is a specialist teacher development institute which has been providing courses for teachers for more than twenty years. NILE is now one of the biggest providers of professional development courses for English Language teachers, trainers and other education professionals in Europe. It is accredited by Equals and the British Council for the teaching of English, and as a result of inspections in August 2015, we are now rated as the top teacher-training institute of its kind in the UK. NILE achieved 92% in the category of Teaching and Learning in the latest analysis of the British Council reports by EL Gazette (Aug/Sep 2017), the highest ranking score by any school in any category.

All NILE's courses contain a significant element of language improvement.

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.

Participants

When answering the following questions, please make sure to include information about participants in each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

Participants' Profile

Please describe the profile, background and needs of the participants you plan to involve in mobility activities and explain why you have decided to involve them. If relevant, describe the selection process you plan to use to identify the exact persons who will be supported by the project.

Consult the Programme Guide p.281-283 and see evaluation criteria page 16 (NOTE: 2018)
www.erasmusplus.org.uk/file/6387/download

Staff

Participant profile	Total number of participants	Out of which:	
		Non-teaching staff	With special needs
Structured Courses/Training Events	2	0	0
Total	2	0	0

Example only

FILE SAMPLE

Preparation, Monitoring and Support

What kind of preparation do you plan to offer to participants in mobility activities (e.g. task-related or intercultural training, linguistic support, risk-prevention etc.) and how do you plan to provide it (i.e. who will be delivering the training and in what form, the approximate timing when it will take place etc.)?

NILE provides support in this in terms of pre-course information, life in Britain and a range of digital tools if appropriate.

What kind of monitoring, mentoring or similar arrangements do you plan to put in place to track the participants' progress and support them during the mobility activities?

From NILE's side, we provide 'early-bird' feedback questionnaires at the beginning of a course, end- of-course evaluation questionnaires and - if required - individual reports from course tutors. We also build in time in our courses to create a strategy for putting your ideas into practice on returning to your institution.

Learning Outcomes

What kind of learning outcomes do you expect participants to acquire? How are these outcomes going to be assessed?

Bear in mind the relevant outcomes listed in the Erasmus+ Programme Guide, page 26-32.

The Erasmus+ Programme promotes the use of instruments and certificates like Europass to validate the learning outcomes acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If yes, please specify which instruments will be used and how.

[Europass Mobility Document](#)

Special Costs

In this section, you may request budget for types of expenses that are funded based on their actual cost. For more detailed information on what can be supported, please consult the Programme Guide or request advice from your National Agency.

Special Needs Support

ID	No of Participants	Description and Justification	Requested Grant (EUR)
Total			0,00 EUR



Exceptional Costs

ID	Description and Justification	Requested Grant (EUR)
Total		0,00 EUR

FILE SAMPLE

Follow-Up

What impact do you expect this project to have on your organisation(s)? Please explain how the proposed activities will help address the objectives you have set for this project in relation to your European Development Plan.

For this section, see page 67 in the programme guide and consult the evaluation criteria (NOTE: 2018) page 17. www.erasmusplus.org.uk/file/6387/download and follow advice from your National Agency.

Annex 2 in the Programme Guide provides more information about dissemination in general.

Ensure that your plans for dissemination are clear, with methods/events, identified stakeholders both inside and outside your organisation, target groups, both tangible and intangible results and how to measure them now and over time.

What benefits do you expect your project will have for your local community and the wider public?

How are you going to evaluate if the project's objectives have been met?

How will you make the results of your project known inside and outside your organisation(s)? Who are the main target groups you would like to share your results with?

Budget Summary

Project Budget Summary

Budget Items	Estimated Grant
Travel	360,00 EUR
Individual Support	3.024,00 EUR
Organisational Support	700,00 EUR
Course Fees	1.400,00 EUR
Total Grant	5.484,00 EUR

Example only



Budget Summary per Activity Type

Example only

Activity Type	Travel	Exceptional Costs for Expensive Travel	Individual Support	Course Fees	Total Grant
Structured Courses/Training Events	1.060,00 EUR	0,00 EUR	0,00 EUR	1.400,00 EUR	4.784,00 EUR
	1.060,00 EUR	0,00 EUR	0,00 EUR	1.400,00 EUR	5484,00 EUR

Project Summary

Summary

Please provide a short summary of your project. This section or part of it may be used by the European Commission, Executive Agency or National Agencies in their publications. In case your project is awarded, the summary will be published in the Erasmus+ Project Results Platform.

Please use full sentences, be concise and clear. The summary should reflect key information from the whole application form, including at least the following elements: context of the project; project's objectives; number and profile of participants; description of planned activities; a short description of the expected results, and the potential longer-term benefits.

Without repeating yourself too much, make sure you address each of the elements listed above. Points will be awarded on this basis. Mention your goals within the European Dimension (Erasmus+ Programme Guide p. 26-32), and the foundation the project provides for your further strategic development, locally, nationally and internationally.

Remember that applications will be assessed according to certain criteria: Relevance of the project (30 points), Quality of the project design and implementation (40 points), and Impact and dissemination (30 points).

From the Programme guide, p.67: *To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 20 points for the category "quality of the project design and implementation").* **Do ensure these have all been described in your application; the assessors can only base their scoring on the information in your application!**

Applications submitted after the deadline (5/2/2020) 12noon Brussels time) will not be accepted. Please submit your application in good time in case of technical difficulties.

Good luck, and we hope to see you in Norwich this year!

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

Summary of Participating Organisations

Name of the Organisation (Organisation ID)	Country of the Organisation	Role of Organisation	Type of the Organisation
		Applicant Organisation	School/Institute/Educational
DELTA Language Training & Consultancy Ltd E10101200	United Kingdom	Hosting Partner Organisation	School/Institute/Educational centre – Adult education

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.

In case of mandates are required the maximum number of all attachments is 100.

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

File Name	File Size (kB)
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Please download the Mandates, print them, have them signed by the legal representatives and attach.

File Name	File Size (kB)
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Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details

<http://ec.europa.eu/programmes/erasmus-plus/contact>

File Name	File Size (kB)
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Total Size (kB)	0
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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.
- 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:

Please also keep in mind the following:

The documents proving the legal status of the applicant must be uploaded in the Erasmus and European Solidarity Corps platform (for more details, see Part C of the Programme Guide - "Information for applicants").

Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU 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. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. http://ec.europa.eu/programmes/erasmus-plus/documents/eplu-link-efrms-privacy_en.htm

- I agree with the Data Protection Notice

Submission History

If you have submitted more than one version of your application form, you can use this section to keep track of your work.

FILE SAMPLE