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DRAFTING AN ERASMUS+ KA1 SCHOOL EDUCATION LEARNING MOBILITY FUNDING APPLICATION

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WHAT IS ERASMUS+

* The EU programme for Education, Training, Youth, and Sport (2021-2027) → **special focus on teachers' professional development.**
* Never has there been so much EU support for teachers' professional development through mobility in Europe.

Europe on the Move

Proposal for a Council Recommendation (15.11.2023)

Learning mobility opportunities for everyone including school education → teacher mobility

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MOBILITY IN SCHOOL EDUCATION

- The Key Action 1 (KA1) supports schools and other organisations active in the field of school education that want to organise learning mobility activities for school pupils and staff. A wide range of activities are supported, including:
  - job shadowing
  - professional development courses for staff
  - individual and group mobility for pupils
  - invited experts

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OBJECTIVES OF THE ACTION

- **Increasing the quality of teaching and learning in school education by:**
  - supporting professional development of teachers, school leaders, and other school staff;
  - promoting the use of new technologies and innovative teaching methods;
  - improving language learning and language diversity in schools;
  - supporting the sharing and transferring of best practices in teaching and school development.
- **Contributing to the creation of the European Education Area by:**
  - building capacity of schools to engage in cross-border exchanges and cooperation, and carry out high-quality mobility projects;
  - making learning mobility a realistic possibility for any pupil in school education;
  - fostering recognition of learning outcomes of pupils and staff in mobility periods abroad.

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WHAT IS NEW IN ERASMUS+

Applications are submitted by schools

The application for accreditation includes a 'European school development plan", the **Erasmus Plan**

Names of school staff and specific dates do not have to be listed in the application

The school applies for a project that can include more than one activity → training courses or partnerships with other European schools

One single application per school for all planned training activities abroad during a specific period (from 6 to 18 months)

Your school needs to apply for you, as well as for any other of your colleagues!

One application date per year
Next Deadline: 19 February 2025

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HOW TO ACCESS ERASMUS+ MOBILITY OPPORTUNITIES

- **Short-term projects for mobility of pupils and staff**

These projects provide applicants with an opportunity to organise various mobility activities over a period of **6 to 18 months**. Short-term projects are the best choice for organisations applying for Erasmus+ **for the first time, or for those that wish to organise only a limited number of activities.**

- **Accredited projects for mobility of pupils and staff**

These projects are open only to organisations holding an **Erasmus accreditation** in the field of school education. This special funding strand allows accredited organisations to regularly receive funding for mobility activities that contribute to the gradual implementation of their Erasmus Plan.

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ERASMUS ACCREDITATION FOR KA1

- ✓ The possibility of **Erasmus accreditation for Key Action 1 (KA1)** **is one of the most interesting developments for schools** involved in the new Erasmus+ programme (2021-2027).
- ✓ **A school needs to be accredited only once in the seven years of the Programme (2021-2027).** This is sufficient in order to make it recognized by the National Agency as an organization that deals with international mobility on a regular basis. Hence, the school that receives the Accreditation will not need to apply again for it within the 2021-2027 Programme.
- ✓ **To apply**, educational institutions have to outline their own strategy for medium- and long-term internationalization and modernization by **presenting an Erasmus+ Plan (School Development Plan based on Erasmus+ Funding).**

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ERASMUS SHORT-TERM PROJECTS

- ✓ Straightforward and simple way to benefit from Erasmus+.
- ✓ Limitation on the number of participants and the duration of the project.
- ✓ The format is open only to individual organisations and not to consortiums.
- ✓ Accredited organisations cannot apply for short-term projects since they already have permanent access to Erasmus+ funding.
- ✓ The application for short-term projects includes a list and description of activities that the applicant organisation plans to organise.

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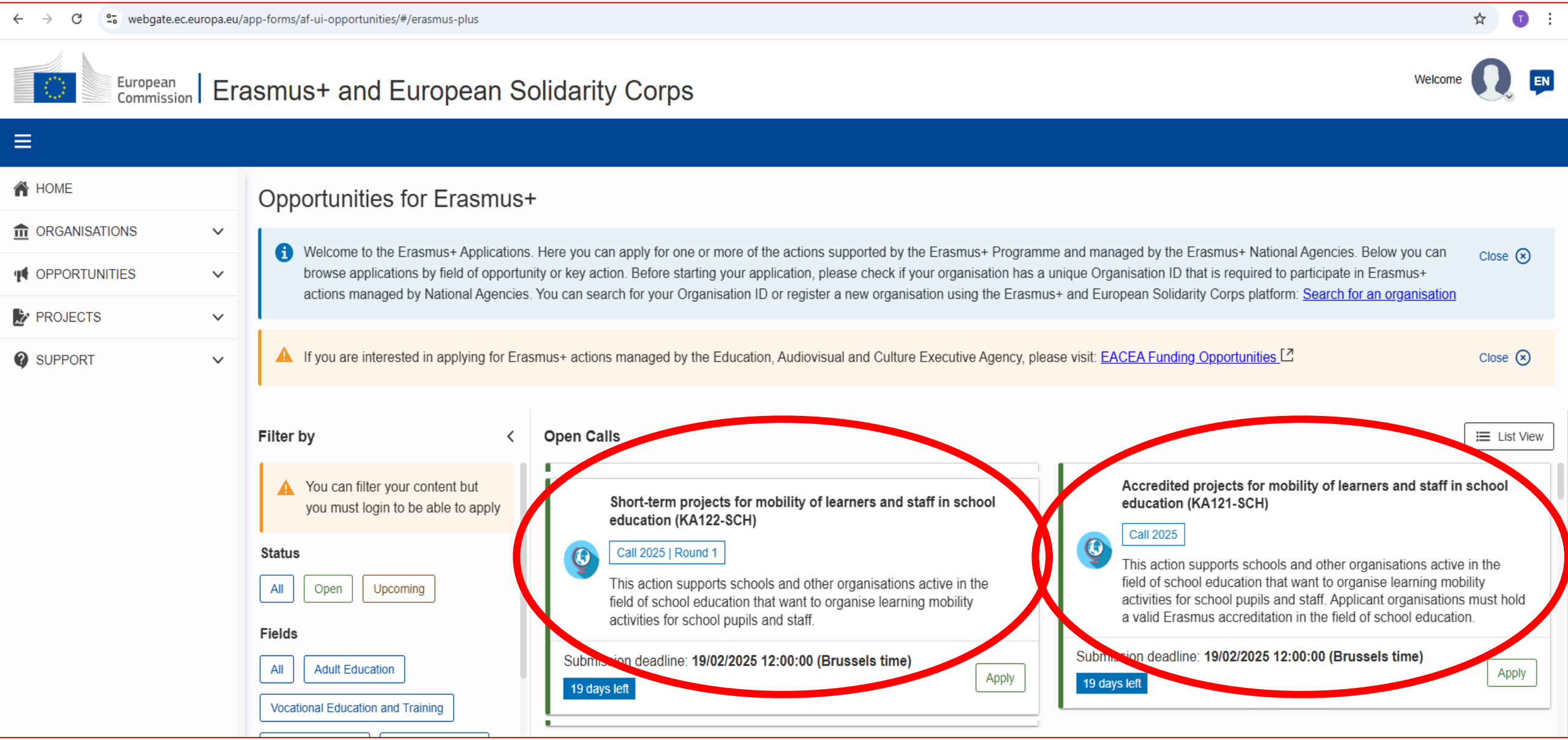
https://erasmus-plus.ec.europa.eu/resources-and-tools/how-to-apply/where-to-apply



THE APPLICATION

✓ You will need to submit your application to the Erasmus + National Agency.

✓ First section:

* Factual data about the school defined generally as “organisation”.

1. Form Layout

After you click **Apply** for the desired opportunity the application form is displayed. The following elements are available:

1. **Header**
   - Basic information on the call and your application form is displayed at the top of the work area.
2. **Content menu**
   - Allows you to navigate to the various sections in the form.
   - Click on the information icon next to the title of a section to read instructions about that section.
   - When a section has been correctly completed, the information icon changes to a green check.
3. **Navigation** tree
   - Only displayed if a main section has subsections.
   - Subsections that require further information are marked with a red **X**. Completed subsections are marked with a green check.
4. **Content area**
   - Includes the content of the form that you will fill in. In the following example, the **Content area** displays the **Participating organisations** section of the form.
5. **Submit button**
   - Becomes active only once all sections are indicated as completed.
6. **PDF button**
   - Click on the button to export the application form to a PDF file (for example for printing).

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FILLING THE APPLICATION

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This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal.

Welcome to the application form for Short-term projects for mobility of learners and staff in school education (KA122-SCH)

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 of application	School Education
Project title	Example

Project start date (dd/mm/yyyy)	Project duration	Project end date (dd/mm/yyyy)	National Agency of the applicant organisation	Language used to fill in the form
01/06/2025	6	30/11/2025	CY01 - Foundation for the Management of European Lifelong Learning Programmes	English

For further details about the available Erasmus+ National Agencies, please consult the following page List of National Agencies.

Rules on number of participations: according to the Erasmus+ Programme Guide, within a period of any five consecutive call years, an organisation can receive a maximum of three grants for short-term projects in the same field (adult education, school education, or vocational education and training). Grants received in the 2014-2020 period do not count towards this limit.

If you would like to participate in Erasmus+ each year, please consider applying for an accreditation.

EXAMPLE

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PROJECT SUMMARY

In this section, you will be asked to provide a summary of your project. Collect here the information from all previous sections.

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?	500 Characters
ii. Objectives: What do you want to achieve by implementing the project?	500 Characters
iii. Results: What results do you expect your project to have?	500 Characters

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BACKGROUND

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

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

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

Please choose the organisation type that best describes your organisation.

Type of organisation

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

Please briefly present your organisation.

i. What are your organisation's main activities?

ii. What are your organisation's activities in the field of this application?

iii. Please describe the learners concerned by your organisation's daily work. What are their profiles and age groups? In particular, please mention if you are regularly working with participants with fewer opportunities, and how.

iv. How many years of experience does your organisation have working in the field of this application?

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 non-teaching staff

Past Participation

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

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PROJECT OBJECTIVES

In this section, you should define the objectives your organisation wants to achieve by implementing KA1 mobility activities.

What are the most important needs and challenges your organisation is currently facing? How can an Erasmus+ mobility project help improve your organisation for the benefit of all of its learners? Please illustrate your answers with concrete examples.	1000 Characters

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.

List of objectives Number of objectives : 1	
Objective 1 **Title** What do you want to achieve?	200 Characters
Explanation Which needs and challenges described in the previous question are addressed by this objective, and how?	1000 Characters
Measuring success How are you going to evaluate if the objective has been reached?	1000 Characters
What topics are you going to work on in your project?	Dropdown list

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ACTIVITIES

This section asks for information about the mobility activities you plan to organise and the amount of EU grant you are requesting to implement them.

Data	Value
Activity type *	Courses and training
Number of participants *	3
Total duration for participants (in days) *	6
Number of accompanying persons *	0
Total duration for accompanying persons (in days) *	0
Total Grant (EUR) *	4 782,00 €

Mobility flows + Add

Mobility flow ID	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)	Actions
COURS-01	Greece *	3 *	6 *	0 *	0	Go to
Total		3	6	0	0	

Mobility flows

Mobility flow ID	Destination country	Number of participants	Participants with fewer opportunities	Blended mobility	Sustainable means of transport (green travel)	Non-teaching staff
COURS-01	Greece	3	0 *	☐	☐	0 *
Total		3	0			0

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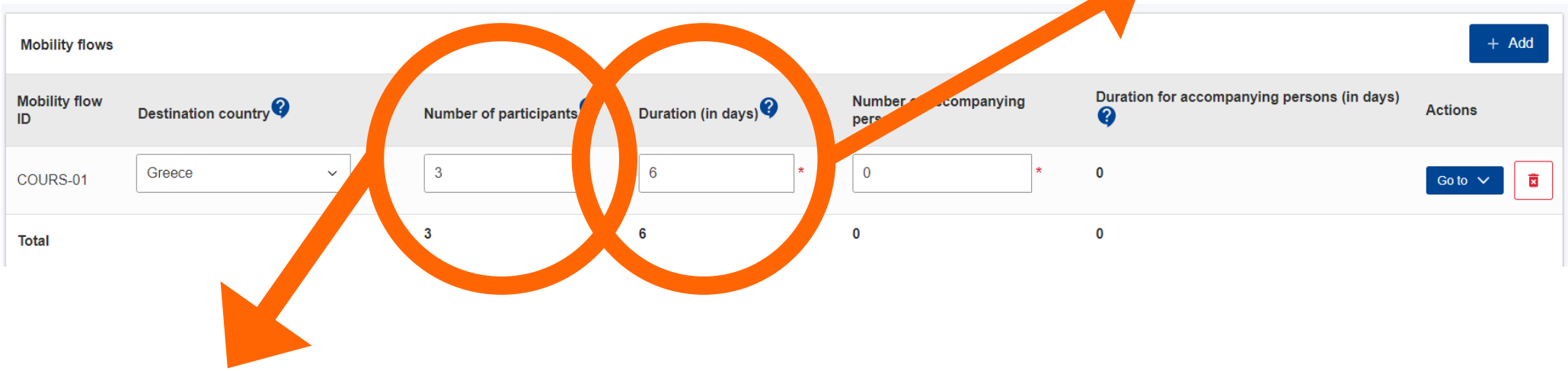
ACTIVITIES

Duration must be within the limits defined by the Programme Guide (between 2 and 10 days)



A maximum of 3 persons can receive funding for attending the same course together. If participants are going to attend different courses in the same country, please introduce a separate mobility flow for each group.

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ACTIVITIES: EXAMPLE

- ✓ 6 teachers could attend **2 different** courses in Greece and 3 teachers attend **1 course** in Belgium that can take place at the same time or in different time frames on a similar topic.
- ✓ Or 9 teachers could attend **3 different** courses in Greece that can take place at the same time or in different time frames on a similar topic.
- ✓ With this approach, many people could be trained and exchange experiences, material, and practices when come back home.

Mobility flow ID	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)	Actions
COURS-01	Greece *	3 *	6 *	0 *	0	Go to
COURS-02	Greece *	3 *	6 *	0 *	0	Go to
COURS-03	Greece *	3 *	6 *	0 *	0	Go to
Total		**9**	**18**	**0**	**0**	

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COURSES AND TRAINING

You do not select a certain course but a thematic area

Please describe your plans for Courses and training. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please describe the planned content and profiles of participants in Courses and training.

3000 Characters

answer

Please briefly describe the expected learning outcomes: what are the participants going to learn as a result of Courses and training.

Learning outcomes of mobility activities must be recognised after the activity, as defined in the Erasmus quality standards . You can use Europass Mobility as a standardised recognition document, or you can apply a different instrument for the same purpose.

1000 Characters

answer

After the activities have taken place, how are you going to evaluate the learning outcomes of Courses and training.

1000 Characters

answer

To which project objectives will Courses and training contribute?

Objective 1 : Example Objective

How did you find or how are you going to find hosting organisations for Courses and training?

What profile of organisations are you looking for to host these activities?

1500 Characters

answer

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COURSES AND TRAINING: EXAMPLE

Link the learning outcomes with a Course's learning outcomes

Please describe your plans for Courses and training. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please describe the planned content and profiles of participants in Courses and training.

answer

Please briefly describe the expected learning outcomes: what are the participants going to learn as a result of Courses and training.

Learning outcomes of mobility activities must be recognised after the activity, as defined in the Erasmus quality standards . You can use Europass Mobility as a standardised recognition document, or you can apply a different instrument for the same purpose.

answer

After the activities have taken place, how are you going to evaluate the learning outcomes of Courses and training.

answer

To which project objectives will Courses and training contribute?

Objective 1 : Example Objective

How did you find or how are you going to find hosting organisations for Courses and training?

What profile of organisations are you looking for to host these activities?

answer

COURSES AND TRAINING: EXAMPLE

Link the learning outcomes with a Course's learning outcomes

- ✓ Investigate the Whole School Approach as a pathway for integrating NBS in school.
- ✓ Understand the living lab methodology under the framework of open schooling.
- ✓ Learn about NBS good practices and initiatives.
- ✓ Explore practical examples and inquiry-based activities for rethinking STEAM education in the context of environmental challenges.
- ✓ Find techniques to integrate NBS into the curriculum and to different disciplines.
- ✓ Examine the links between non-formal learning opportunities and the formal curriculum.
- ✓ Define the knowledge, skills, and attitudes students need for the green transition.
- ✓ Develop your 'School as NBS Living Lab' action plan.

Please describe your plans for Courses and training. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please describe the planned content and profiles of participants in Courses and training.

answer

Please briefly describe the expected learning outcomes: what are the participants going to learn as a result of Courses and training.

Learning outcomes of mobility activities must be recognised after the activity, as defined in the Erasmus quality standards. You can use Europass Mobility as a standardised recognition document, or you can apply a different instrument for the same purpose.

answer

After the activities have taken place, how are you going to evaluate the learning outcomes of Courses and training.

answer

To which project objectives will Courses and training contribute?

Objective 1 : Example Objective

How did you find or how are you going to find hosting organisations for Courses and training?

What profile of organisations are you looking for to host these activities?

answer

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FOLLOW UP

This section focuses on the impact of the project, and the dissemination and evaluation activities you plan to carry out.

What will your organisation do to contribute to the basic principles defined by the quality standards: inclusion and diversity, environmental sustainability and responsibility, digital education, and active participation in the network of Erasmus+ organisations?	1000 Characters
Please describe your project team and the division of tasks in it. Who will participate in the project team – please mention the persons' roles, positions and expertise, not their names. How will the key project tasks be divided among the project team: selection of participants, preparation of participants, supporting participants during the activity, defining the learning programmes, recognition of learning outcomes, overall supervision and ensuring the respect of quality standards.	2000 Characters
What will you do to integrate the results of implemented mobility activities in your organisation's regular work?	2000 Characters
What will your organisation do to share the results of its activities and knowledge about the Programme?	
i. To share results within your organisation	600 Characters
ii. To share results with other organisations and the public	600 Characters
iii. To publicly acknowledge European Union funding	600 Characters

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THE APPLICATION TIPS

The needs of the school in terms of quality development and internationalisation: What are the areas or competences that you need to improve in your school?

E.g. staff competences, language competences - possibly linked with European dimension, skills for new teaching methods and tools, school management and organisation.

- ✓ Carefully monitor the actual needs in every aspect of your school → organize a meeting with the rest of the staff.
- ✓ Identify specific training (courses etc.) or mobility activities that can serve those needs.
- ✓ Study carefully their objectives, methods, and skills / competences they are addressing.
  e.g. Consult the Published Description, Aim, and Learning Objectives by the NBS EduWORLD training providers
- ✓ Clearly link those needs with the improvement of the quality of education offered by your school and with reaching European standards.
- ✓ Add information on the profile of the school to support the needs that you identified: e.g. Area of the school, socioeconomic background, type of school, students and students' families' backgrounds, possible drop-out rates, access to other European schools, teachers and staff's skills and needs to deal with possible obstacles.

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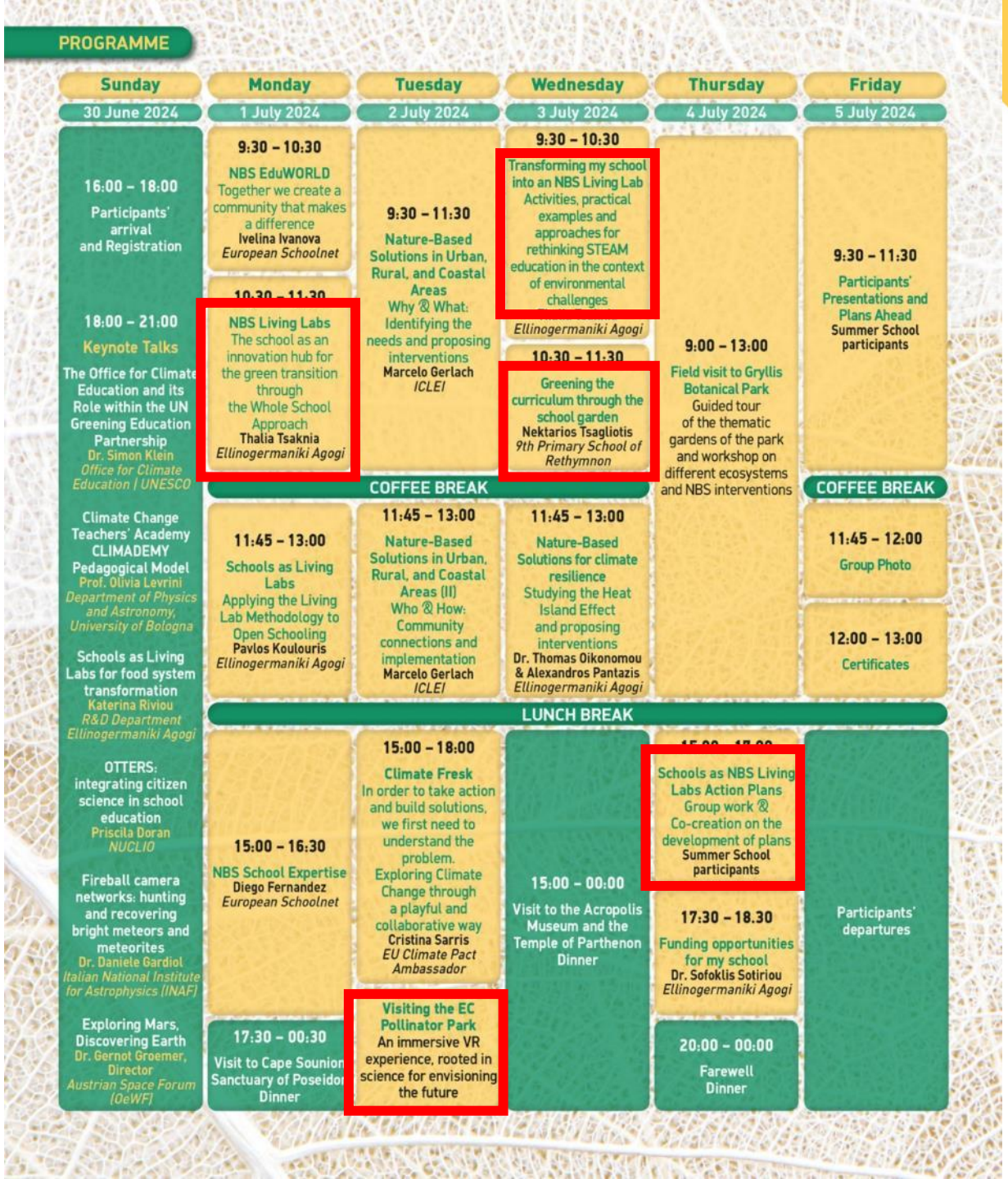
Link the needs with the course



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OTHER FIELDS OF THE APPLICATION

- ✓ Participants' role:
  Profiles of the staff who will participate in the activity. No names yet.
  Describe the criteria and process for choosing the staff.
- ✓ Preparation of participants:
  Consult the description of the course –> Related Summer School "Preparation"
  Consider the language of the course.
  Describe how you will organise the preparation of the participants.
  Remember that a dedicated part of the funding covers participants' preparation.
- ✓ Budget:
  The National Agency information can guide your application.

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AWARD CRITERIA

Submitted applications will be assessed by assigning points out of a total of 100, based on the below award criteria and scores. To be considered for award, applications must pass the following thresholds:

- At least 60 out of the total 100 points, and
- At least half of the maximum score points in each of the three award criteria below

Relevance (maximum score: 20 points)	The extent to which: ▪ the applicant's profile, experience, activities and target population of learners are relevant for the field of school education; ▪ the project proposal is relevant for the objectives of the action; ▪ the proposal is relevant for the respect and promotion of shared EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, as well as fighting any sort of discrimination; ▪ the project proposal is relevant for the following specific priorities: – supporting newcomers and less experienced organisations; – supporting participants in long-term learning mobility of pupils; – supporting participants with fewer opportunities.
Quality of project design (maximum score: 50 points)	The extent to which: ▪ the proposed project objectives address the needs of the applicant organisation, its staff and learners in a clear and concrete way; ▪ the proposed activities are appropriate for the achievement of the project objectives; ▪ the operational and logistical aspects of the project design (such as proposed venues) are appropriate and cost-effective; ▪ the project incorporates environmentally sustainable and responsible practices; ▪ the project incorporates the use of digital tools (particularly eTwinning) and learning methods to complement their physical mobility activities, and to improve the cooperation with hosting partner organisations.
Quality of follow-up actions (maximum score: 30 points)	The extent to which: ▪ the applicant has clearly defined the tasks and responsibilities for delivery of activities; in accordance with Erasmus quality standards; ▪ the applicant has proposed concrete and logical steps to integrate the results of mobility activities in the organisation's regular work; ▪ the applicant has proposed an appropriate way of evaluating the project outcomes; ▪ the applicant has proposed concrete and effective steps to make the results of the project known within the applicant organisation, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding.

Relevance: Show how activities fit your school's needs and priorities.

Collaboration: Highlight partnerships with European schools or organizations.

Clarity: Use plain language and avoid terminology if you can't support it.

Evidence-Based: Support your needs analysis with specific examples.

Impact: Explain how the project will benefit students, staff, and the wider school community.

Proofreading: Have colleagues review your application before submission.

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KA1 APPLICATION CHECKLIST

Step 1: Check Eligibility

✓ Obtain an Organization ID (OID) by registering your organization on the Erasmus+ platform (https://webgate.ec.europa.eu/erasmus-esc) if you don't have one.

Step 2: Conduct a Needs Analysis

✓ Identify your organization's strengths and areas for improvement and professional development aligned with school's strategy.

Example: Green competences development or innovative teaching strategies.

✓ Link needs to your school's Development Plan (objectives and outcomes).

✓ Link identified needs to planned activities (e.g., teacher training, job shadowing).

✓ Emphasize how activities will benefit students, teachers, and the school.

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KA1 APPLICATION CHECKLIST

Step 3: Draft the Proposal

- ✓ Define Objectives: Clear and measurable objectives for professional development.

  Example: "Improve teacher competences in project-based learning by participating in training workshops."

- ✓ Describe Planned Activities: Detail the type, duration, and location of activities

  Example: "A one-week course in Greece on teaching for sustainability."

- ✓ Specify Outcomes and Impact: Specify how these activities will improve teaching quality.

  Example: "Integrate project-based learning to enhance critical thinking in students."

- ✓ Provide a realistic timeline for activities implementation and follow-up actions.

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KA1 APPLICATION CHECKLIST

Step 4: Plan the Budget

✓ Categories include:

- Travel: Costs for teachers traveling abroad.
- Subsistence: Accommodation/daily expenses.
- Course Fees: Up to €80/day for structured courses.
- Organizational Support: Administrative costs for the school.

✓ Be realistic but thorough.

✓ Ensure the budget aligns with your proposed activities.

Step 5: Submit the Application

✓ Complete all required sections in the Erasmus+ Application Portal.

✓ Attach necessary documents, including:

- Proof of OID registration.
- Authorization letters from your school.

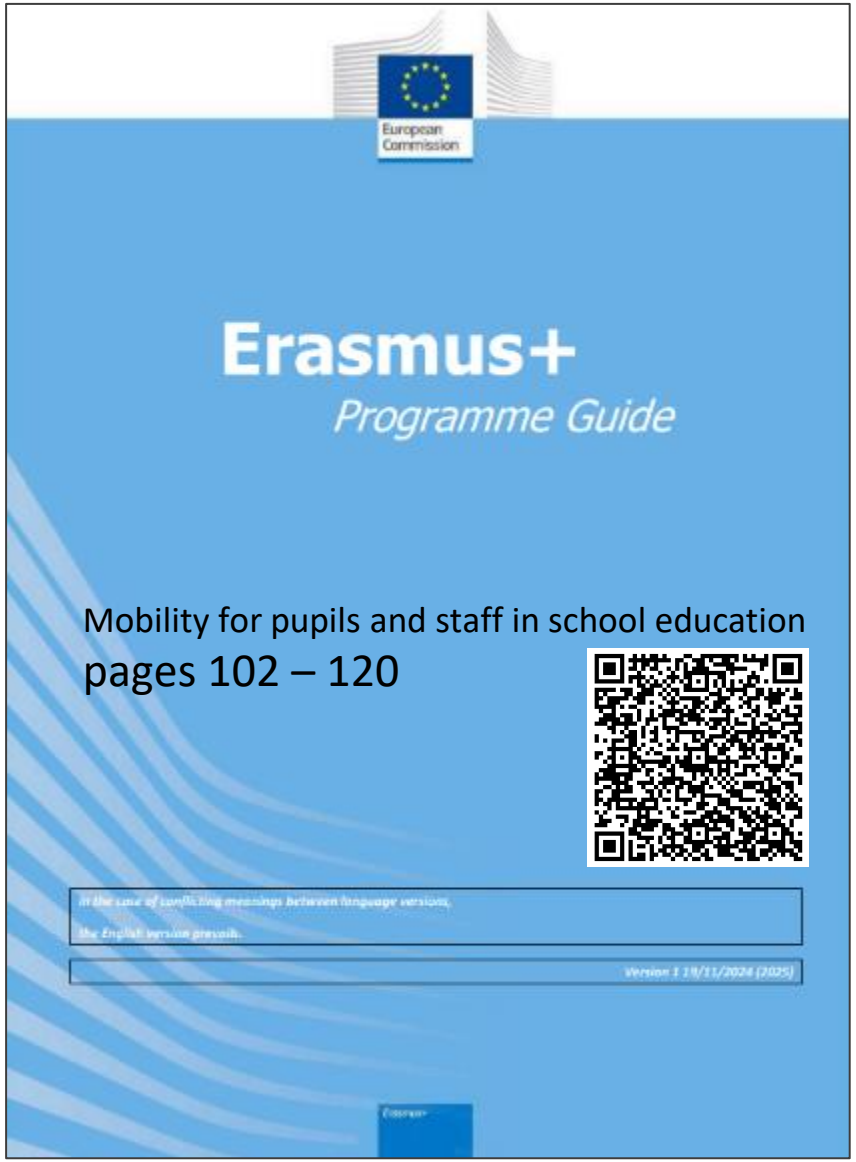
✓ Double-check for completeness and consistency before submission.

ERASMUS+ PROGRAMME 2025 PRIORITIES

- ✓ Inclusion and Diversity
- ✓ Digital Transformation
- ✓ Participation in Democratic Life, common values, and civic engagement
- ✓ Environment and fight against Climate Change

Environment and the fight against global warming is a horizontal priority in selecting the projects. **Priority will be given to projects aimed at developing competences in various green sectors**, including those within the framework of the contribution from education and culture to sustainable development goals, **developing green sectorial skills strategies and methodologies**, future-oriented curricula, as well as initiatives that support the planned approaches of the participating organisations regarding environmental sustainability.

- ✓ Please contact your National Agency



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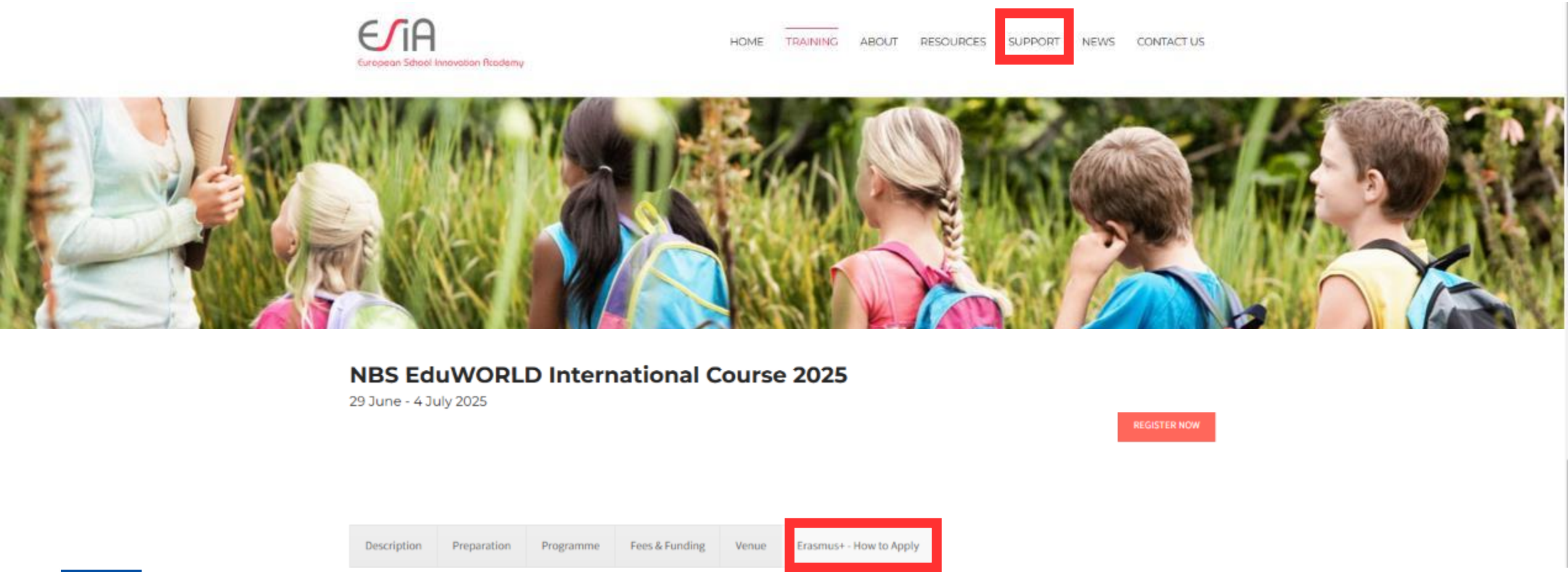
HOW NBS EduWORLD SUMMER SCHOOL SITE CAN HELP YOU



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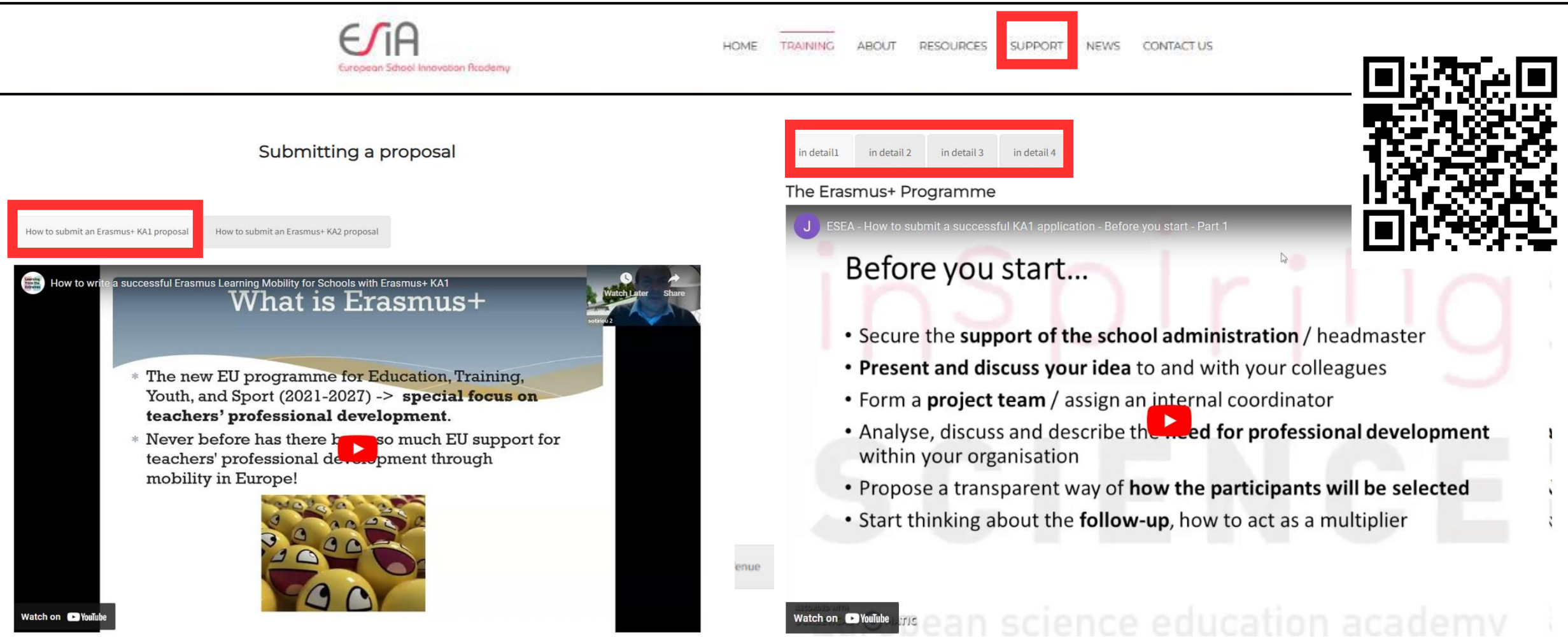
HOW NBS EduWORLD SUMMER SCHOOL SITE CAN HELP YOU



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