



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>

Sample

Participating Organisations

Only organisations holding a valid Erasmus+ VET Mobility Charter may apply for VET mobility projects by using this shortened application form (KA116). Please complete the section below by first answering the question about the mobility consortium and providing your organisation's ID. Based on this information the system will provide your VET Mobility Charter code.

If your organisation is not a VET Mobility Charter holder, you may still apply for a VET mobility project by using the standard application form (KA102) available in the Erasmus+ applications portal. In case your organisation does hold a VET Mobility Charter, but the charter code is not found by the system, please contact your National Agency.

Are you applying on behalf of a mobility consortium?

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)

Accreditation

Accreditation Reference

Organisation ID

Legal name

Legal name

Address

Country

City

Postal Code

Telephone

Website

Sample



Profile

Type of Organisation

Is your organisation a public body?

Is your organisation a non-profit?

Total number of staff

Total number of learners

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.

Sample

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	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant
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Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

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, linguistic support 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 or for staff in Advance Planning Visits.

Number of Participants	Estimated Grant
0	0,00 EUR

Sample

Participants

Please provide an estimated number of participants you plan to support according to the following categories.

Learners

participants-learners-table.profile	Total number of participants	Recent graduates	Apprentices	Out of which:	
				With fewer opportunities	With special needs
Total	0	0	0	0	0

Sample



Staff

Participant profile	Total number of participants	Out of which:
		With special needs
Total	0	0

Sample



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

Sample



Exceptional Costs

ID	No of Participants	Description and Justification	Requested Grant (EUR)
Total			0.00 EUR

Sample



Budget Summary

Project Budget Summary

Budget Items	Estimated Grant
Total Grant	0,00 EUR

Sample

Budget Summary per Activity Type

Activity Type	Travel	Exceptional Costs for Expensive Travel	Individual Support	Linguistic Support	Total Grant
	0,00 EUR	0,00 EUR	0,00 EUR	0,00 EUR	0,00 EUR

Sample

Linguistic Support

Linguistic Support Type	Number of Participants
Online Linguistic Assessment	0
Online Linguistic Support	0
Linguistic support grant	0

Sample



Project Summary

Summary

Please give an overview of the main activities and developments that you foresee whilst implementing your internationalisation strategy. Also give an overview of developments and changes of scope of the mobility flows themselves. If applicable, explain the need for accompanying persons. The summary will be publicly available in case your project is awarded.

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

Sample



Summary of Participating Organisations

Name of the Organisation (Organisation ID)	Country of the Organisation	Role of Organisation	Type of the Organisation
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Sample

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 [here](#).

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 Participant Portal (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-eforms-privacy_en.htm

- I agree with the Specific Privacy Statement on Data Protection

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.

Sample