

## Context

|   |  |
|---|--|
| Project Title                                 | DÆMI UM UMSÓKN - Fullorðinsfræðsla 2019  |
| Project Acronym                               | (Skammstöfun á heiti eða stuttnefni - ef vill)   |
| Project Title in English                      | DÆMI Námsferðir starfsfólks  |
| Project Start Date (dd-mm-yyyy)               | 01-06-2019   |
| Project Total Duration (Months)               | 24 months  |
| Project End Date (dd-mm-yyyy)                 | 31-05-2021   |
| National Agency of the Applicant Organisation | IS01 Landskrifstofa Menntaáætlunar<br>Evrópusambandsins - National Agency for the<br>Lifelong Learning Programme |
| Language used to fill in the form             | Icelandic  |

For further details about the available Erasmus+ National Agencies, please consult the following page:

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

## Participating Organisations

Are you applying on behalf of a mobility consortium?

No

## Applicant Organisation

### Applicant Organisation Details

|                                |               |
|--------------------------------|---------------|
| PIC                            | 947036221     |
| Legal name                     | Skopparabolti |
| Legal name (national language) | Skoppi        |
| National ID (if applicable)    | 2525252525    |
| Department (if applicable)     |               |
| Acronym                        |               |
| Address                        | boltastræti 2 |
| Country                        | Iceland       |
| City                           | Reykjavík     |
| P.O. Box                       |               |
| Post Code                      |               |
| Telephone                      | +3549988776   |
| Fax                            |               |
| CEDEX                          |               |
| Website                        |               |
| Email                          |               |

### Profile

|                                     |  |
|-------------------------------------|--|
| Type of Organisation                | Accreditation, certification or qualification body |
| Is your organisation a public body? | No   |
| Is your organisation a non-profit?  | No   |

|                          |     |
|--------------------------|-----|
| Total number of staff    | 100 |
| Total number of learners | 100 |

**Associated Persons**
**Associated Person**

|   |                      |
|---|----------------------|
| Title                                   |                      |
| Gender                                  | Undefined            |
| First Name                              | Testman              |
| Family Name                             | Testman              |
| Role                                    | Legal Representative |
| Department                              |                      |
| Position                                | Test                 |
| Email                                   | test@test.test       |
| Telephone                               | +35498765432         |
| Preferred Contact                       | No                   |
| Use Different Address from Organisation | Yes                  |
| Address                                 | Borgartún            |
| Country                                 | Iceland              |
| P.O. Box                                |                      |
| Postal Code                             | 105                  |
| CEDEX                                   |                      |
| City                                    | Reykjavik            |

**Associated Person**

|             |           |
|-------------|-----------|
| Title       |           |
| Gender      | Undefined |
| First Name  | Test      |
| Family Name | Test      |



|   |                |
|---|----------------|
| Role                                    | Contact Person |
| Department                              |                |
| Position                                | Test           |
| Email                                   | test@test.test |
| Telephone                               | +354987654     |
| Preferred Contact                       | Yes            |
| Use Different Address from Organisation | No             |
| Address                                 | boltastræti 2  |
| Country                                 | Iceland        |
| P.O. Box                                |                |
| Postal Code                             | 444            |
| CEDEX                                   |                |
| City                                    | Reykjavík      |

## 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?

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Hér er spurt um reynslu stofnunar sem kemur að gagni/eykur vægi umsóknar og reynslu þeirra sem munu leiða verkefnið fyrir stofnunina.

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

No





## 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?

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Verkefni þurfa að tengjast stefnu stofnunar um alþjóðasamstarf og starfsþróun (European Development Plan).

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.

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Verkefni þurfa að tengjast stefnu stofnunar um alþjóðasamstarf og starfsþróun (European Development Plan).

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?

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Verkefni þurfa að tengjast stefnu stofnunar um alþjóðasamstarf og starfsþróun (European Development Plan).

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

LESID SPURNINGAR VEL OG SVARID PEIM - Verkefni þurfa að tengjast stefnu stofnunar um alþjóðasamstarf og starfsþróun (European Development Plan).

Athugið! Þegar þið veljið 1-3 viðfangsefni í fellilistanum hér fyrir neðan, þá birtast þau FYRIR OFAN fellilistann.

What are the most relevant topics addressed by your project?

Access for disadvantaged

Disabilities - special needs

Civic engagement / responsible citizenship



## 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.)?

### LESID SPURNINGAR VEL OG SVARIÐ ÞEIM

Hvernig á að tryggja góða verkefnisstjórn og gæði námsferða?

Erasmus+ provides a number of online platforms with useful information and tools for organisations active in education and training, including eTwinning, School Education Gateway, EPALE (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.

### LESID SPURNINGAR VEL OG SVARIÐ ÞEIM

Fullorðinsfræðslustofnanir nýta EPALE, vefgátt fullorðinsfræðslu sem vettvang til að kynna verkefni.



## Activities

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.

## Activities Description

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.

LESID SPURNINGAR VEL OG SVARID PEIM - Veljið þær tegundir námsferða sem þið sækid um og lýsið hvað gera skal, hvað námsferðin stendur lengi og hvernær hún verður

Structured courses - Námskeið

Job-shadowing - Starfspeglun

Training events - Þjálfun

Teaching assignments - Gestakennsla

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?

LESID SPURNINGAR VEL OG SVARID PEIM - Verkefni þurfa að tengjast stefnu stofnunar um alþjóðasamstarf og starfsþróun (European Development Plan). Hvernig nýttast námsferðir starfsfólkinu til að framfylgja stefnu um alþjóðasamstarf?

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.

LESID SPURNINGAR VEL OG SVARID PEIM - Fyrirhuguð móttökulönd og móttökuaðilar þar.

## List of Activities

The table below presents all of the different types of activities you can apply for. To submit a valid application, you need to request at least one activity from this list. To request funding for a specific activity, click on its label and introduce the needed information to calculate the requested grant. If you do not wish to request funding for a specific activity, leave the relevant values at zero.



| ID    | Activity                             | Total number of Participants | Average duration per Participant (days) | Total number of Accompanying Persons | Requested Grant |
|-------|--------------------------------------|------------------------------|---|--------------------------------------|-----------------|
| A1    | Job Shadowing                        | 2                            | 6                                       | 0                                    | 2640.00 EUR     |
| A2    | Structured Courses/Training Events   | 2                            | 3                                       | 0                                    | 2220.00 EUR     |
| A3    | Teaching/training assignments abroad | 1                            | 7                                       | 0                                    | 1620.00 EUR     |
| Total |                                      | 5                            | 5                                       | 0                                    | 6480.00 EUR     |

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

### Job Shadowing Description

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 participants in learning activities. Funding may be requested for accompanying persons under 'Individual Support' and 'Travel' sections below, but please do not include them in numbers of participants specified in this section.

Number of participants requiring a grant

2

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.

### 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, FYR 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 | 0                      | 0                                       | 0                     | 0 (0)            | 0                  |
| Group 2 Countries | 2                      | 6                                       | 12                    | 160 (112)        | 1,920              |
| Group 3 Countries | 0                      | 0                                       | 0                     | 0 (0)            | 0                  |
| <b>Total</b>      | <b>2</b>               | <b>6</b>                                | <b>12</b>             |                  | <b>1920.00 EUR</b> |

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](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      | 0                 | 0                | 0               |
| 2     | 100 - 499 km    | 0                 | 0                | 0               |
| 3     | 500 - 1999 km   | 0                 | 275              | 0               |
| 4     | 2000 - 2999 km  | 2                 | 360              | 720             |
| 5     | 3000 - 3999 km  | 0                 | 530              | 0               |
| 6     | 4000 - 7999 km  | 0                 | 0                | 0               |
| 7     | 8000 km or more | 0                 | 0                | 0               |
| Total |                 | 2                 |                  | 720.00 EUR      |

Request exceptional costs for expensive travel  
 No

### Budget Summary

| Budget Items       | Grant              |
|--------------------|--------------------|
| Individual Support | 1920.00 EUR        |
| Travel             | 720.00 EUR         |
| <b>Total Grant</b> | <b>2640.00 EUR</b> |

### Structured Courses/Training Events Description

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 participants in learning activities. Funding may be requested for accompanying persons under 'Individual Support' and 'Travel' sections below, but please do not include them in numbers of participants specified in this section.



Number of participants requiring a grant

2

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.

## 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, FYR 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                      | 3                                       | 6                     | 180 (126)        | 1,080              |
| Group 2 Countries | 0                      | 0                                       | 0                     | 0 (0)            | 0                  |
| Group 3 Countries | 0                      | 0                                       | 0                     | 0 (0)            | 0                  |
| <b>Total</b>      | <b>2</b>               | <b>3</b>                                | <b>6</b>              |                  | <b>1080.00 EUR</b> |

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](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      | 0                 | 0                | 0                 |
| 2            | 100 - 499 km    | 0                 | 0                | 0                 |
| 3            | 500 - 1999 km   | 0                 | 275              | 0                 |
| 4            | 2000 - 2999 km  | 2                 | 360              | 720               |
| 5            | 3000 - 3999 km  | 0                 | 0                | 0                 |
| 6            | 4000 - 7999 km  | 0                 | 0                | 0                 |
| 7            | 8000 km or more | 0                 | 0                | 0                 |
| <b>Total</b> |                 | <b>2</b>          |                  | <b>720.00 EUR</b> |

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. Keep in mind that a single person may receive support for a maximum of 10 days of courses (700 Euro) - this limit will be applied automatically and must be respected during project implementation.





| Number of Participants | Average Duration (days) | Total duration (days) | Daily Grant rate | Estimated Grant |
|------------------------|-------------------------|-----------------------|------------------|-----------------|
| 2                      | 3                       | 6                     | 70               | 420             |

### Budget Summary

| Budget Items       | Grant              |
|--------------------|--------------------|
| Individual Support | 1080.00 EUR        |
| Travel             | 720.00 EUR         |
| Course Fees        | 420.00 EUR         |
| <b>Total Grant</b> | <b>2220.00 EUR</b> |

### Teaching/training assignments abroad Description

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 participants in learning activities. Funding may be requested for accompanying persons under 'Individual Support' and 'Travel' sections below, but please do not include them in numbers of participants specified in this section.

Number of participants requiring a grant

1

Number of participants not requiring a grant

0

Total number of participants

1

### 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.

### 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, FYR 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 | 1                      | 7                                       | 7                     | 180 (126)        | 1,260              |
| Group 2 Countries | 0                      | 0                                       | 0                     | 0 (0)            | 0                  |
| Group 3 Countries | 0                      | 0                                       | 0                     | 0 (0)            | 0                  |
| Total             | 1                      | 7                                       | 7                     |                  | <b>1260.00 EUR</b> |

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](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      | 0                 | 0                | 0                 |
| 2     | 100 - 499 km    | 0                 | 0                | 0                 |
| 3     | 500 - 1999 km   | 0                 | 0                | 0                 |
| 4     | 2000 - 2999 km  | 1                 | 360              | 360               |
| 5     | 3000 - 3999 km  | 0                 | 0                | 0                 |
| 6     | 4000 - 7999 km  | 0                 | 0                | 0                 |
| 7     | 8000 km or more | 0                 | 0                | 0                 |
| Total |                 | 1                 |                  | <b>360.00 EUR</b> |

Request exceptional costs for expensive travel  
No

### Budget Summary

| Budget Items       | Grant              |
|--------------------|--------------------|
| Individual Support | <b>1260.00 EUR</b> |
| Travel             | <b>360.00 EUR</b>  |
| <b>Total Grant</b> | <b>1620.00 EUR</b> |

### 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 |
|------------------------|-----------------|
| 5                      | 1,750           |



## 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.

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Lýsið þátttakendum í námsferðum og hvernig þeir eru valdir.

Ath. skráið tegundir námsferða og þátttakendur í töflunni hér að neðan.

## Staff

**Out of which:**

| <b>Participant profile</b>           | <b>Total number of participants</b> | <b>With special needs</b> |
|--------------------------------------|-------------------------------------|---------------------------|
| Job Shadowing                        | 2                                   | 0                         |
| Structured Courses/Training Events   | 2                                   | 0                         |
| Teaching/training assignments abroad | 1                                   | 0                         |
| Total                                | 5                                   | 0                         |

## 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.)?

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Undirbúningur þátttakenda í námsferðum

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?

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Stuðningur við þátttakendur meðan á námsferð stendur



## Learning Outcomes

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

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Hvað læra þátttakendur á námsferðinni? Hvernig verður það metið?

The Erasmus+ Programme promotes the use of instruments and certificates like Europass and ECVET 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

In case you are planning to use other forms of validation, such as national validation instruments or certificates, please specify which ones will be used and how.

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Hvaða skjöl eða matstæki á að nýta við mat á námsferð?



**Special Costs****Special Needs Support**

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

**Exceptional Costs**

| ID    | No of Participants | Description and Justification  | Grant (EUR) |
|-------|--------------------|--|-------------|
| 1     | 3                  | Sérlega hár ferðakostnaður:<br>Ef "distance band" útreikningur nægir ekki fyrir<br>70% ferðakostnaðar má sækja um styrk fyrir<br>80% af raunkostnaði vegna ferða<br>(skv.reikningum).<br>ATHUGIÐ! Þá er ferðakostnaður skráður í<br>þennan reit en EKKERT SKRÁÐ í "travel"<br>viðkomandi námsferðar. | 500.00 EUR  |
| Total |                    |  | 500.00 EUR  |



## 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.

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Spurt er um markmið og áhrif verkefnisins í þessum hluta.

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

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Spurt er um markmið og áhrif verkefnisins í þessum hluta.

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

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Hvernig á að meta hvort markmið hafa náðst?

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?

LESID SPURNINGAR VEL OG SVARIÐ ÞEIM - Hvernig verður staðið að kynningu á niðurstöðum verkefnis.





## Project Budget Summary

| Budget Items           | Requested Grant |
|------------------------|-----------------|
| Travel                 | 1800.00 EUR     |
| Individual Support     | 4260.00 EUR     |
| Organisational Support | 1750.00 EUR     |
| Course Fees            | 420.00 EUR      |
| Exceptional Costs      | 500.00 EUR      |
| Total Grant            | 8730.00 EUR     |

## Budget Summary per Activity Type

| Budget Items       | Job Shadowing | Structured Courses/Training Events | Teaching/training assignments abroad |
|--------------------|---------------|------------------------------------|--------------------------------------|
| Travel             | 720.00 EUR    | 720.00 EUR                         | 360.00 EUR                           |
| Individual Support | 1920.00 EUR   | 1080.00 EUR                        | 1260.00 EUR                          |
| Course Fees        | 0.00 EUR      | 420.00 EUR                         | 0.00 EUR                             |
| Grant              | 2640.00 EUR   | 2220.00 EUR                        | 1620.00 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.

LESID SPURNINGAR VEL OG SVARID ÞEIM - Hér á að skrifa lýsingu á verkefni sem Evrópusambandið gæti nýtt í kynningarefni og í Verkefnabanka Erasmus+ Á ÍSLENSKU

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

LESID SPURNINGAR VEL OG SVARID ÞEIM - Hér á að skrifa lýsingu á verkefni sem Evrópusambandið gæti nýtt í kynningarefni og í Verkefnabanka Erasmus+ Á ÍSLENSKU

### Summary of Participating Organisations

| Name of the Organisation                           | Country of the Organisation | Role of Organisation   | Type of the Organisation                           |
|--|-----------------------------|------------------------|--|
| Skopparabolti<br>(947036221)                       | Iceland                     | Applicant Organisation | Accreditation, certification or qualification body |
| <b>Total number of participating organisations</b> |                             |                        | <b>1</b>   |





## Annexes

The maximum number of all attachments is 10 and the maximum total size is 10240 kB.

# ATN!

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

## File Name

File Size (kB)

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)

Total Size (kB)

0

## 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: IS01 Landskrifstofa Menntaáætlunar Evrópusambandsins - National Agency for the Lifelong Learning Programme

## 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/eplink-eforms-privacy\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/documents/eplink-eforms-privacy_en.htm)

- ☐ I agree with the Specific Privacy Statement on Data Protection