

MOBILITY PROJECT FOR ADULT EDUCATION STAFF

This mobility project can comprise one or more of the following activities:

Staff mobility:

- **teaching/training assignments:** this activity allows staff of adult education organisations to teach or provide training at a partner organisation abroad.
- **staff training:** this activity supports the professional development of adult education staff in the form of: a) participation in structured courses or training events abroad; b) a job shadowing/observation period abroad in any relevant organisation active in the adult education field.

WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN THIS PROJECT?

Participating organisations involved in the mobility project assume the following roles and tasks:

- **Applicant organisation:** in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a mobility consortium of partner organisations of the same country aimed at sending adult education staff to activities abroad. The Consortium coordinator can also – but not necessarily – act as sending organisation.
- **Sending organisation:** in charge of selecting staff and professionals active in the field of adult education and sending them abroad.
- **Receiving organisation:** in charge of receiving foreign adult education staff and offering them a programme of activities, or benefiting from a training activity provided by them.

The specific role of the receiving organisation depends on the type of activity and the relationship with the sending organisation. The receiving organisation may be:

- a course provider (in the case of participation in a structured course or training event);
- a partner or any other relevant organisation active in the adult education field (in the case of e.g. job shadowing or teaching assignments). In this case, the sending organisation, together with the participants, should agree the objectives and activities for the period abroad and specify the rights and obligations of each party before the start of the activity.

Erasmus+ supports learning mobility of staff that:

- is framed within a European Development Plan of the sending organisations (aimed at modernising and internationalising their mission);
- responds to clearly identified staff development needs;
- is accompanied by appropriate selection, preparation and follow-up measures;
- ensures that the learning outcomes of participating staff are properly recognised and ensures that the learning outcomes are disseminated and widely used within the organisation.

WHAT ARE THE CRITERIA USED TO ASSESS THIS PROJECT?

Here below are listed the formal criteria that an adult education mobility project must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

<p>Eligible participating organisations</p>	<p>A participating organisation can be:</p> <ul style="list-style-type: none"> ▪ any public or private organisation active in the field of adult education (defined as adult education organisation) <p>or</p> <ul style="list-style-type: none"> ▪ any public or private organisation active in the labour market or in the fields of education, training and youth. <p>For example, such organisations can be:</p> <ul style="list-style-type: none"> – an adult education school/institute/centre; – an establishment for adult learners with special needs; – a higher education institution (including those providing educational opportunities for adults); – a public or private, a small, medium or large enterprise (including social enterprises); – a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions; – a public body at local, regional or national level; – a research institute; – a foundation; – a school/institute/educational centre; – a non-profit organisation, association, NGO; – a cultural organisation, library, museum; – a body providing career guidance, professional counselling and information services. <p>Each organisation must be established in a Programme Country.</p>
<p>Who can apply?</p>	<ul style="list-style-type: none"> ▪ An adult education organisation sending its staff abroad; ▪ The coordinator of a national adult education consortium. <p>Individuals cannot apply directly for a grant.</p>
<p>Eligible activities</p>	<p>An adult education mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> ▪ Teaching/training assignments; ▪ Staff training.
<p>Number of participating organisations</p>	<p>Only the sending organisation needs to be identified at the time of applying for a grant.</p> <p>However, in the case of projects presented by a national adult education consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant. A consortium must comprise at least three adult education organisations.</p> <p>During the stage of implementation of the mobility project, minimum two organisations (at least one sending and at least one receiving organisation) from different Programme Countries must be involved.</p>
<p>Duration of project</p>	<p>1 or 2 years. The applicant must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.</p>
<p>Duration of activity</p>	<p>From 2 days to 2 months, excluding travel time.</p>
<p>Venue(s) of the activity</p>	<p>Participants must carry out their mobility activity abroad, in another Programme Country.</p>
<p>Eligible participants</p>	<p>Staff members of an adult education organisation, from the country of the sending organisation.</p>
<p>Where to apply?</p>	<p>To the National Agency of the country in which the applicant organisation is established.</p>

When to apply?	Applicants have to submit their grant application by 17 March at 12pm (midday Brussels time) for projects starting as of 1 July of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.
Other criteria	An adult education organisation or consortium can apply only once per selection round. However an adult education organisation may be part of or coordinate several different consortia applying at the same time.

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

Relevance of the project (maximum 30 points)	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see section "What are the aims of a mobility project") - the needs and objectives of the participating organisations and of the individual participants ▪ The extent to which the proposal is suitable of: <ul style="list-style-type: none"> - producing high-quality learning outcomes for participants - reinforcing the capacities and international scope of the participating organisations
Quality of the project design and implementation (maximum 40 points)	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up) ▪ The consistency between project objectives and activities proposed ▪ The quality of the European Development Plan of the applicant organisation ▪ The quality of the practical arrangements, management and support modalities ▪ The quality of the preparation provided to participants ▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools ▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities ▪ If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders
Impact and dissemination (maximum 30 points)	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the project ▪ The potential impact of the project: <ul style="list-style-type: none"> - on participants and participating organisations during and after the project lifetime - outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations

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").

WHAT ELSE YOU SHOULD KNOW ABOUT THIS ACTION?

More compulsory criteria and additional useful information relating to this Action can be found in the Annex I of this Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before applying for financial support

WHAT ARE THE FUNDING RULES?

The budget of the mobility project must be drafted according to the following funding rules (in euro):

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1100 EUR per participant	
Organisational Support	Any cost directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes	Unit costs	up to the 100 th participant: 350 EUR per participant + beyond the 100 th participant: 200 EUR per additional participant	Based on the number of participants
Individual support	Costs directly linked to the subsistence of participants during the activity	Unit costs	up to the 14 th day of activity: <u>A4.1</u> per day per participant + between the 15 th and 60 th day of activity: 70% of <u>A4.1</u> per day per participant	Based on the duration of the stay per participant
Course fees	Costs directly linked to payment of fees for the enrolment in courses	Unit costs	70 EUR per participant per day Maximum of 700 EUR per participant in the mobility project	Conditional: the request for financial support to cover course fees must be motivated in the application form
Special needs support	Additional costs directly related to participants with disabilities	Portion of eligible costs	100% of eligible costs	Conditional: the request for financial support to cover special needs support must be motivated in the application form

TABLE 1 – INDIVIDUAL SUPPORT (AMOUNTS IN EURO PER DAY)

The amounts depend on the country where the activity takes place. Each National Agency will define - on the basis of objective and transparent criteria - the amounts applicable to projects submitted in their country. These amounts will be set within the minimum and maximum ranges provided in the table below. The exact amounts will be published on the website of each National Agency.

Receiving country	Staff mobility
	Min-Max (per day)
	A4.1
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Switzerland, Turkey	70-140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120
Estonia, Croatia, Lithuania, Slovenia	50-100