

Schritt für Schritt durch das Antragsformular KA122

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In diesem Dokument finden Sie Hilfestellungen zum Antragsformular für Kurzzeitprojekte (KA122). Unter oder neben den grau hinterlegten Fragen des Formulars finden Sie unsere inhaltlichen Anmerkungen sowie die maximale Zeichenanzahl. Die lilafarbenen Hinweise beziehen sich vor allem auf formale und technische Aspekte der Antragstellung.

| | |
|--------------------------|---|
| Project Title | Wählen Sie einen aussagekräftigen Titel für Ihr Projekt. |
| Project Title in English | Hier geben Sie die englische Übersetzung Ihres Antragstitels ein. |
| Project Acronym | |

| Project Start Date (dd/mm/yyyy) | Project Total Duration (months) | Project End Date (dd/mm/yyyy) | National Agency of the Applicant Organisation | Language used to fill in the form |
|---------------------------------|---------------------------------|-------------------------------|---|-----------------------------------|
| 01-09-2021 | 18 | 28-02-2023 | DE02 - Nationale Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung | German |

Sie wählen einen Zeitraum zwischen 6 und 18 Monaten.

Der Projektstart kann zwischen dem 01.09. und 31.12.2021 liegen.

Applicant organisation/Partner organisation

| OID | Legal name | Country | Region | City | Website |
|-----|------------|---------|--------|------|---------|
|-----|------------|---------|--------|------|---------|

| | | | | | |
|-----------|-------------------------|---------|---------------|-------|-------------------------------|
| E10023274 | Sonnenschein GmbH | Germany | THÜRINGEN | Bonn | |
| | Aufnehmende Einrichtung | France | Île de France | Paris | www.aufnehmendeeinrichtung.fr |

Hier Ihre OID einfügen, die Daten füllen sich automatisch.

Sie benötigen mindestens eine aufnehmende Einrichtung. Diese benötigt keine OID.

| | |
|------------------------------------|---|
| Is the organisation a public body? | No |
| Is the organisation a non-profit? | No |
| Type of Organisation | School/Institute/Educational centre – Vocational Training (secondary level) |
| Main sector of activity | |

Associated persons should not be shown in PDF because of GDPR compliance.

Sie müssen im Antrag mindestens 2 Personen für folgende Rollen anlegen: Zeichnungsberechtigte Person, Kontaktperson, Kontaktperson für OLS

Application

| | |
|-------------|---|
| Programme | Erasmus+ |
| Action Type | Short-term projects for mobility of learners and staff in vocational education and training |
| Call | 2021 |
| Round | Round 1 |

Context

Welcome to the application form for a Key Action 1 mobility project in Vocational Education and Training

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 | Vocational Education and Training |
| Project Title | Wählen Sie einen aussagekräftigen Titel für Ihr Projekt. |
| Project Title in English | Hier geben Sie die englische Übersetzung Ihres Antragstitels ein. |

| Project Start Date (dd/mm/yyyy) | Project total Duration (Months) | Project End Date (dd/mm/yyyy) | National Agency of the Applicant Organisation | Language used to fill in the form |
|---------------------------------|---------------------------------|-------------------------------|---|-----------------------------------|
| 01-09-2021 | 18 | 28-02-2023 | DE02 - Nationale Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung | German |

For the list and contact information of Erasmus+ National Agencies, please consult the following page:
<https://ec.europa.eu/programmes/erasmus-plus/contact>

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#).

Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Sonnenschein GmbH (E10023274)

| Organisation ID | Legal name | Country |
|-----------------|-------------------|---------|
| E10023274 | Sonnenschein GmbH | Germany |

Applicant details : Sonnenschein GmbH

| | |
|------------|-------------------|
| Legal name | Sonnenschein GmbH |
| Country | Germany |
| Region | THÜRINGEN |
| City | Bonn |
| Website | |

Hosting Organisations

The hosting partner organisations are organisations who will host the participants in your activities. To edit the details of a hosting organisation use the options button on the right side of the table . You can use an Organisation ID to fill in all the information instantly, or you can provide the needed information manually.

| Organisation ID | Legal name | Country |
|-----------------|-------------------------|---------|
| | Aufnehmende Einrichtung | France |

My organisation plans to work with other supporting organisations that are not going to host our participants, but are going to help with the implementation of activities.

Wenn Sie hier einen Haken setzen, werden Sie aufgefordert die "Supporting Organisation" zu benennen (eine OID ist nicht erforderlich). Eine Aufnehmende Einrichtung muss auch angelegt sein.

Hosting Organisation Details : Aufnehmende Einrichtung

| | |
|------------|-------------------------------|
| Legal name | Aufnehmende Einrichtung |
| Country | France |
| Region | Île de France |
| City | Paris |
| Website | www.aufnehmendeeinrichtung.fr |

Background

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

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context'. It can be adult education, vocational education and training, or school education.

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

Is the organisation a public body? No

Is the organisation a non-profit? No

Please choose the organisation type that best describes your organisation.

Je nach Auswahl des Organisationstyps ändern sich die Frageimpulse im Kapitel „Hintergrund“ leicht.

Type of Organisation School/Institute/Educational centre – Vocational Training (secondary level)

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

Please briefly present your organisation.

i. What are your organisation's main activities? What kind of learning programmes is your organisation offering? If your organisation is providing more than one educational programme, please specify which of those programmes belong to the field of this application.

1.000 Zeichen Beschreiben Sie das Tätigkeitsfeld/die Tätigkeitsfelder Ihrer Einrichtung. Wenn diese sehr vielfältig sind, zeigen Sie auf, welche davon besonders relevant für diesen Antrag in der Berufsbildung sind. Spielt Ihre Einrichtung eine besondere Rolle in Ihrer Region oder in einer Branche? Stellen Sie die Aus- und Weiterbildungsangebote dar, die Ihre Einrichtung anbietet. Gehen Sie bei denen ins Detail, die diesen Antrag betreffen.

ii. What profiles and ages of learners do you work with?

1.000 Zeichen Welche Ausbildungsberufe bilden Sie aus bzw. mit welchen Auszubildenden arbeiten Sie zusammen? Welche schulischen Bildungsgänge bieten Sie an? Was ist das Profil, das Alter der Auszubildenden/Schüler/innen? Sind Sie auch in der Fortbildung oder Umschulung aktiv? Wie sieht das Profil dieser Lernenden in Fortbildung oder Umschulung aus? Gibt es Besonderheiten im Profil der Lernenden?

iii. How many years of experience does your organisation have implementing these learning programmes?

1

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 learners 100

Number of teaching staff 20

Number of non-teaching staff 2

Past Participation

| Action Type | As Applicant | | As Partner or Consortium Member | |
|-------------|--------------------------------|----------------------------|---------------------------------|----------------------------|
| | Number of project applications | Number of granted projects | Number of project applications | Number of granted projects |
| 31046254 | 2 | 0 | 0 | 0 |
| 43152710 | 1 | 0 | 0 | 0 |

I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this application, as specified in the call for proposals.

Would you like to make any comments or add any information to the summary of your organisation's previous participation?

3.000 Zeichen Hier können Sie ihre bisherige Teilnahme am Programm erläutern und zusätzliche relevante Informationen aufführen.

Wenn Sie schon Projekte im Programm Erasmus+ beantragt oder durchgeführt haben, erscheinen diese in der Übersicht. Sie haben die Möglichkeit Ihre bisherigen Erfahrungen zu kommentieren. Vergessen Sie nicht das Häkchen im Abschnitt "Vorherige Teilnahme" zu setzen!

Project objectives

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples.

4.000 Zeichen Hier beschreiben Sie aktuelle Herausforderungen und Bedürfnisse, die sich aus Ihrem Bildungsauftrag ergeben. Es kann auch äußere Einflüsse geben, aus denen ein Entwicklungsbedarf entsteht. Mögliche Leitfragen sind beispielsweise: - In welchen Bereichen/Wie kann sich meine Einrichtung für Lernende verbessern? - Welche neuen Qualifikationen/Kompetenzen sollen meine Lernenden/mein Bildungspersonal erlangen? - Wie kann die Qualität der Lehre gesteigert werden? - Welche Qualifizierungsbedarfe in welchen Bereichen ergeben sich daraus für das Bildungspersonal? Geben Sie konkrete Beispiele. Das Ziel/die Ziele, die Sie im folgenden für Ihre Einrichtung formulieren, soll/sollen in direktem Bezug zu den hier dargestellten Bedürfnissen und Herausforderungen stehen.

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.

Objective 1 Sie können bis zu 5 Zielen anlegen. Beachten Sie dabei, dass alle von Ihnen beantragten Aktivitäten einem Ziel zugeordnet werden müssen.

Title

What do you want to achieve?

200 Zeichen Wählen Sie einen prägnanten, klar formulierten Titel, der das übergeordnete Projektziel klar beschreibt und nicht die Maßnahmen und Aktivitäten, die zum Erreichen notwendig sind.

Explanation

How is this objective linked with the needs and challenges you have described in the previous question?

1.000 Zeichen Wie erfüllt das Ziel die dargestellten Bedarfe und Herausforderungen? Verknüpfen Sie so die Bedarfe Ihrer Einrichtung, Ihrer Lernenden und Ihres Personals mit den geplanten Mobilitätsaktivitäten im Erasmus+ Programm.

Measuring success

How are you going to evaluate if the objective has been reached?

1.000 Zeichen "Wenn du es nicht messen kannst, kannst du es nicht managen." Zu jedem Ziel gehört ein messbarer Indikator. Bitte benennen (ggf. begründen) Sie die Wahl der Indikatoren. Beschreiben Sie wer, wann und wie den Fortschritt der Zielerreichung misst, wem er/sie Bericht erstattet und wer für die Erreichung des Ziels verantwortlich ist.

What topics are you going to work on in your project?

Sie können hier bis zu drei Themen aus dem Drop-down-Menü auswählen.

Employability

Activities

Please choose the types of activities you would like to implement in your project and complete the details for the activities you have chosen, please open each type of activities from the table below by clicking on their name. **In diesem Antrag sind nur Aktivitäten für einen Aktivitätstyp angelegt worden. Alle von Ihnen angelegten Flows der Aktivitätstypen erscheinen in dieser Übersicht.**

In this table and in the specific summary tables below you can see the overview of the information you have provided.

| Activity type | Number of participants | Average duration (in days) | Number of accompanying persons | Average duration for accompanying persons (in days) | Number of participants for OLS | Total Grant |
|--|------------------------|----------------------------|--------------------------------|---|--------------------------------|--------------|
| Short-term learning mobility of VET learners | 30 | 28 | 2 | 7 | 0 | 76217 |
| | 30 | | 2 | | 0 | 76217 |

| Activity type | Organisational support | Individual support for participants | Standard Travel | Green travel | Course fees | Linguistic support | Preparatory visits | Exceptional costs | Inclusion support for participants | Inclusion support for organisations | Total |
|--|------------------------|-------------------------------------|-----------------|--------------|-------------|--------------------|--------------------|-------------------|------------------------------------|-------------------------------------|--------------------|
| Short-term learning mobility of VET learners | 10500.0 | 47010.0 | 1792 | 10240.0 | 30 | | 4500.0 | 575 | 400.0 | 1000.0 | 200.0 76217 |
| | 10500.0 | 47010.0 | 10240.0 | 30 | | | 4500.0 | 575 | 400.0 | 1000.0 | 200.0 76217 |

Die hinterlegten Fördersätze in diesem Dokument sind fiktiv. In der Online-Version werden die korrekten Tagessätze hinterlegt sein.

Summary of participant profiles

Digital Erasmus: Wird der Flow durch virtuelle Aktivitäten ergänzt? Die Mindest- und Maximumdauer pro Aktivitätstyp bezieht sich immer auf die physische Mobilität

| Activity type | Number of participants | In companies | In schools | Digital Erasmus | Green travel | Apprentices | Recent graduates | Non-teaching staff |
|--|------------------------|--------------|------------|-----------------|--------------|-------------|------------------|--------------------|
| Short-term learning mobility of VET learners | 30 | 30 | | 30 | 30 | 15 | 0 | |

Short-term learning mobility of VET learners

Green Travel: Definition laut PLF 2021 "...is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling."
Für Flows mit Green Travel werden erhöhte Fahrkostensätze angesetzt.

In this part you should create a list of participants and groups of participants that you plan to involve in this type of activities. These details will serve to assess your proposal and to calculate the needed budget.

The proposed planning should give a realistic representation of what you intend to implement. Of course, all plans must evolve. During implementation you will be allowed to change details such as destinations, the number of participants and duration of activities, as long as you continue working towards the same objectives.

The purpose of this section is to calculate the budget needed to implement your planned activities. You can use the button below to read the detailed funding rules and better understand the calculations below. The section introduces an important new concept: 'Mobility flow'. A mobility flow is a participant or a group of participants going to the same destination for the same duration of time and with same arrangements. If some participants going to the same destination need to have different arrangements (for example, different travel distance or mode of travel, different duration, Digital Erasmus, etc.) then you should split that mobility flow into two or more separate ones to be able to specify the differences. It is allowed to have more than one flow going to the same destination. **Sie legen die Aktivitäten in Flows an. Die Definition der KOM sehen Sie gelb markiert.**

The information that you provide in this table will be automatically copied in the budget details. You can come back to this table at any point in case you want to change the data or separate a mobility flow into two.

Sie können jedem Flow eine Aufnehmende Einrichtung zuordnen, müssen dies aber nicht. Wenn Sie nur einen Partner unter "Teilnehmenden Organisationen" angelegt haben, können Sie trotzdem Flows in verschiedene Programmländer beantragen.

| Mobility flow ID | Hosting organisation | Destination country | Hosting environment | Number of participants | Duration (in days) | Number of accompanying persons | Duration for accompanying persons (in days) | Digital Erasmus | Green travel | Apprentices | Recent graduates |
|------------------|----------------------|---------------------|---------------------|------------------------|--------------------|--------------------------------|---|-------------------------------------|-------------------------------------|-------------|------------------|
| SHO-01 | | France | Company | 30 | 28 | 2 | 7 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15 | 0 |

Description (Short-term learning mobility of VET learners) **Die Fragen unter „Description“ sind für jeden angelegten Aktivitätstyp individuell zu beantworten.**

Please provide some basic information about your plans for this type of activities

If you plan to organise more than one activity of this type, your answers should cover all of the planned activities.

Please briefly describe the content of the activities you plan to organise.

3.000 Zeichen Diese Fragen unter "Beschreibung" sind für jeden von Ihnen angelegten Aktivitätstyp zu beantworten. Differenzieren Sie hier nach Ausbildungs-/Weiterbildungsgängen bzw. nach unterschiedlichen Profilen des Bildungspersonals. Welche Aktivitäten werden für welche Teilnehmendenprofile geplant? Machen Sie möglichst konkrete und anschauliche Angaben zu den Inhalten der geplanten Aktivitäten vor Ort.

Please define the expected results of the planned activities.

i. What benefits are the planned activities going to bring to the involved participants? What are they going to learn?

3.000 Zeichen Beschreiben Sie möglichst konkret die geplanten Lernergebnisse. Differenzieren Sie nach fachlichen, überfachlichen und fremdsprachlichen Kompetenzen. Geben Sie konkrete Beispiele von Lernergebnissen für die verschiedenen Teilnehmendenprofile. Dabei sollte bei den Lernenden der Bezug der Lerninhalte zu den berufsfachlichen und -praktischen Inhalten der Aus- und Weiterbildungsgängen klar erkennbar sein (Handlungsbasiertes Lernen).

ii. To which project objectives will the planned activities contribute?

1

iii. How are the planned activities going contribute to these project objectives?

1.000 Zeichen Wie tragen die Aktivitäten und deren geplante Ergebnisse zu dem Ziel/ den Zielen bei?

iv. How will you evaluate if the expected benefits for participants and other results have been achieved?

1.000 Zeichen Mit welcher Methode/ mit welchen Materialien/ Hilfsmitteln werden Sie die geplanten Ergebnisse für die Teilnehmenden evaluieren? Wie werden Ergebnisse auf Einrichtungsebene oder Projektebene ausgewertet? Wer wird daran beteiligt und eingebunden sein?

How you are going to select the participants for planned activities?

i. Please describe the selection process and the criteria you plan to use.

1.000 Zeichen Beschreiben Sie hier, welche Voraussetzungen die Teilnehmenden erfüllen müssen und welche transparenten Kriterien Sie für die Auswahl anwenden werden (z.B. Motivation, Eignung, Fremdsprachenkenntnisse, Leistungsstand...). Wer ist zuständig für die Auswahl? (Fachlehrer, Sozialpädagogen, Ausbilder, Leitung,...)

ii. Why did you choose this method of selecting participants?

1.000 Zeichen Das Programm sieht vor, dass allen Teilnehmenden eine Mobilitätsmöglichkeit geboten werden soll. Wollen Sie allen Lernenden den Zugang ermöglichen? Was ist Ihre Methode bei der Teilnehmendenauswahl?

Organisational Support (Short-term learning mobility of VET learners)

Die Daten füllen sich pro Flow automatisch.

Organisational support covers various costs directly linked to the implementation of mobility activities that are not covered by other cost categories.

This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to the tasks they have and expenses they may incur.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Organisational support base rate | Organisation support grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|----------------------------------|----------------------------|
| SHO-01 | | France | 30 | 2 | 350.0 | 10500.0 |

Individual Support (Short-term learning mobility of VET learners)

Hier geben Sie nur die Reisetage pro Flow an (bis zu 4 Tagen sind möglich).

Individual support covers costs of subsistence for participants and accompanying persons during the activity.

Individual support can also cover subsistence costs for travel time before and after the activity. For more details, please refer to the Programme Guide.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Duration (in days) | Number of accompanying | Duration for accompanying | Travel days | Individual support | Individual support base | Individual support | Individual support grant | Total individual |
|------------------|----------------------|---------------------|------------------------|--------------------|------------------------|---------------------------|-------------|--------------------|-------------------------|--------------------|--------------------------|------------------|
|------------------|----------------------|---------------------|------------------------|--------------------|------------------------|---------------------------|-------------|--------------------|-------------------------|--------------------|--------------------------|------------------|

| | | | persons | persons (in days) | | base rate for participants | rate for accompanying persons | grant for participants | for accompanying persons | support grant | |
|--------|--------|----|---------|-------------------|---|----------------------------|-------------------------------|------------------------|--------------------------|---------------|-------|
| SHO-01 | France | 30 | 28 | 2 | 7 | 2 | 62 | 128 | 47010.0 | 1792 | 48802 |

Travel (Short-term learning mobility of VET learners) [Hier wählen Sie das entsprechende Distanzband pro Flow.](#)

Travel grant covers the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of accompanying persons | Green travel | Travel Distance | Exceptional costs for expensive travel | Travel unit cost | Travel grant |
|------------------|----------------------|---------------------|------------------------|--------------------------------|-------------------------------------|-----------------|--|------------------|--------------|
| SHO-01 | | France | 30 | 2 | <input checked="" type="checkbox"/> | 31048163 | | 320.0 | 10240.0 |

Linguistic Support (Short-term learning mobility of VET learners)

[Hier geben Sie die Arbeitssprache pro Flow an und die Anzahl der Teilnehmenden, für die eine Unterstützung durch OLS nicht gegeben ist. Erläuterungen hierzu finden Sie im Link im Online-Antrag \(hier fehlt der Link\).](#)

Linguistic support covers the costs of providing language learning materials and training to participants who need to improve the knowledge of the language they will use to study or receive training during their activity.

Linguistic support grants are mainly available in place of Online Language Support (OLS) when the appropriate language or level is not available. For more details on eligibility rules for linguistic support please consult the Programme Guide. You can check the availability of different languages and levels at the following webpage:

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Language | Number of participants for whom OLS is not available | Linguistic support unit cost | Linguistic support grant |
|------------------|----------------------|---------------------|------------------------|----------|--|------------------------------|--------------------------|
| SHO-01 | | France | 30 | French | 0 | 150 | 4500.0 |

Preparatory Visits (Short-term learning mobility of VET learners)

[Bitte lesen Sie für die Bedingungen für Vorbereitende Besuche den Programmleitfaden 2021. Sie können bis zu 3 Personen pro Vorbereitendem Besuch beantragen.](#)

You can set up a preparatory visit to your hosting partner before the mobility takes place.

However, please keep in mind the relevant provisions of the Programme Guide: preparatory visits must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities. For example, preparatory visits can be organised to better prepare mobility of participants with fewer opportunities, to start working with a new partner organisation, or to prepare longer mobility activities. Preparatory visits cannot be organised to prepare a course or training activity for staff.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants in preparatory visits | Preparatory visit unit cost | Preparatory visits grant |
|------------------|----------------------|---------------------|--|-----------------------------|--------------------------|
| SHO-01 | | France | 1 | 575 | 575 |

Inclusion Support (Short-term learning mobility of VET learners)

Inclusion support covers various costs related to the organisation of mobility activities for participants with fewer opportunities.

Support is provided in two forms: inclusion support for organisations and inclusion support for participants. Inclusion support for organisation is a fixed sum per participant intended to cover administrative and other minor costs. Inclusion support for participants covers 100% of any actual cost linked to the participants with fewer opportunities and their accompanying persons. For example, this can include hiring assistants or translators, as well as costs related to travel and subsistence if the standard grants for these categories are not sufficient to cover the costs. In the latter case, the full amount of travel and subsistence costs should be requested through Inclusion Support.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants | Number of participants for inclusion support | Inclusion support for organisations | Inclusion support for participants | Description and justification of expenses |
|------------------|----------------------|---------------------|------------------------|--|-------------------------------------|------------------------------------|--|
| SHO-01 | | France | 30 | 2 | 200.0 | 1000.0 | Begründen Sie hier den über die Fördersätze hinausgehenden Mehrbedarf. |

Sie legen pro Flow die Anzahl der Teilnehmenden fest, für die ein Inclusion Support beantragt wird, sowie die Höhe der realen Kosten. Sie begründen hier auch den über die Fördersätze hinausgehenden Mehrbedarf.

Exceptional costs (Short-term learning mobility of VET learners)

Exceptional costs may be claimed for a financial guarantee, if required.

Please keep in mind that accepted exceptional costs can be covered at a maximum of 80% of the paid amount.

Die Überschriften sind hier falsch programmiert.

| Mobility flow ID | Hosting organisation | Destination country | Number of participants in the mobility flow | Number of participants supported with this cost item | Description and justification of expenses | Course fees unit costs | Course fees grant |
|------------------|----------------------|---------------------|---|--|--|------------------------|-------------------|
| SHO-01 | | France | 30 | 1 | Begründen Sie hier den Mehrbedarf für Außergewöhnliche Kosten. | 500.0 | 400.0 |

Sie legen hier die Anzahl der Teilnehmenden für die Außergewöhnliche Kosten sowie die Höhe dieser Kosten fest. Sie begründen hier auch den Bedarf der Kosten.

Quality Standards

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives. In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

The Erasmus quality standards are part of the call for Erasmus accreditations. They are also presented below so you can read and easily access them again while writing your application. Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

Please carefully read the Erasmus quality standards presented below and confirm your agreement.

I. Basic principles

- **Inclusion and diversity**: the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility**: the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.
- **Digital education – including virtual cooperation, virtual mobility and blended mobility**: the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.
- **Active participation in the network of Erasmus organisations**: one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

II. Good management of mobility activities

- **Core tasks - keeping ownership of the activities**: the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility**: in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks,

then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.
- **Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.
- **Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.
- **Regular updates:** beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.
- **Gathering and using participants' feedback:** beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

III. Providing quality and support to the participants

- **Practical arrangements:** the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.
- **Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.
- **Selection of participants:** participants must be selected through a transparent, fair and inclusive selection procedure.
- **Preparation:** participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting

organisation (and the hosting families, where relevant).

- **Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.
- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.
- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.
- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.
- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.
- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

Subscribing to Erasmus Quality Standards

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above and accept to be evaluated based on those standards. Please read the following statements carefully and confirm your agreement:

- I have read and understood the above quality standards
- I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage

Follow-up

What will you do to integrate the results of implemented mobility activities in your organisation's regular work?

3.000 Zeichen Wie werden die Ergebnisse Ihrer Aktivitäten in die alltägliche Arbeit Ihrer Einrichtung einfließen? Wie stellen Sie sicher, dass die Ergebnisse der gesamten Einrichtung, dem Bildungspersonal und den Lernenden zugutekommen? Wie binden Sie die erworbene Kompetenzentwicklung des Personals in die Arbeit Ihrer Organisation ein? Erfolgt die Integration der Ergebnisse systematisch und wenn ja, wie? Geben Sie hier gerne anschauliche Beispiele

What will your organisation do to share the results of its activities and knowledge about the Programme?

i. To share results within your organisation

1.000 Zeichen Die Verbreitung in meiner Einrichtung - über welche Kanäle, an welche Zielgruppen? Z.B. Information aller Lernenden und Mitarbeitenden, Veranstaltungen, Europassverleihung, Gremien/Ausschüsse/Komitees, Intranet/Website, Projektwoche, etc.

ii. To share results with other organisations and the public

1.000 Zeichen Die Verbreitung über meine Einrichtung hinaus - wen will ich erreichen und über welche Kanäle? Wen können meine Ergebnisse interessieren? Wem könnten Sie helfen? Regionale und/oder überregionale Verbreitung über Veranstaltungen, Veröffentlichungen, sektorale Verbreitung an Organisationen meines Fachgebiets.

iii. To publicly acknowledge European Union funding

1.000 Zeichen Wie werden Sie die EU-Finanzierung öffentlich machen? Bei allen Beteiligten: Lernenden, Mitarbeitern, Eltern, Ausbildungspartnern, usw. Werden Sie bei Print- und Online-Veröffentlichungen das Erasmus-Logo/einen Finanzierungshinweis einfügen?

Project Summary

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?

1.000 Zeichen Beschreiben Sie kurz den Bedarf Ihrer Einrichtung, der Lernenden und des Personals und wie dieser durch Aktivitäten im Erasmus+ Programm gedeckt werden soll.

Please provide a translation in English.

1.000 Zeichen

ii. Objectives: What do you want to achieve by implementing the project

1.000 Zeichen Beschreiben Sie kurz, welche Ziele Sie mit dem Projekt verfolgen.

Please provide a translation in English.

1.000 Zeichen

iii. Implementation: What activities are you going to implement?

1.000 Zeichen Fassen Sie kurz zusammen, welche Aktivitäten für welche Zielgruppen Sie planen.

Please provide a translation in English.

1.000 Zeichen

iv. Results: What results do you expect your project to have?

1.000 Zeichen Beschreiben Sie kurz, welche Ergebnisse Sie für Ihre Einrichtung, die Lernenden und das Personal erreichen möchten.

Please provide a translation in English.

1.000 Zeichen

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.

Declaration on Honour

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

| File Name | File Size (kB) |
|--------------------------------|----------------|
| DOH -declaration-on-honour.pdf | 357 |
| Total Size (kB) | 357 |

Other Documents

Please attach any other relevant documents. Please use clear file names.

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 |

| |
|-----------------|
| Total Size (kB) |
| 357 |

Denken Sie bitte unbedingt daran, die von der zeichnungsberechtigten Person unterschriebene Ehrenwörtliche Erklärung hochzuladen. Sollte das Dokument oder die Unterschrift fehlen, könnte der Antrag formal abgelehnt werden.

Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills 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: DE02 - Nationale Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").

History

| Version | Submission time | Submitted by | Submission id | Submission status |
|---------|-----------------|--------------|---------------|-------------------|
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