

## **How to apply to the Erasmus + mobility programme for adult education**

[Updated 29 November 2017]

**Important information:** Switzerland is **not** a programme country, which means that travels to the 2018 Ecsite Annual Conference in Geneva **are not eligible** as part of Erasmus+ mobility grant. However mobility plans submitted as part of the scheme cover two years: you can already include the [2019 Ecsite Annual Conference](#) (Copenhagen, 6-8 June 2019) in your 2018 application.

Did you know you could have your Ecsite conference fee paid by the European Commission?

Erasmus + is creating opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad. Erasmus + mobility project for adult education covers conferences fees, job shadowing experiences, master classes etc.

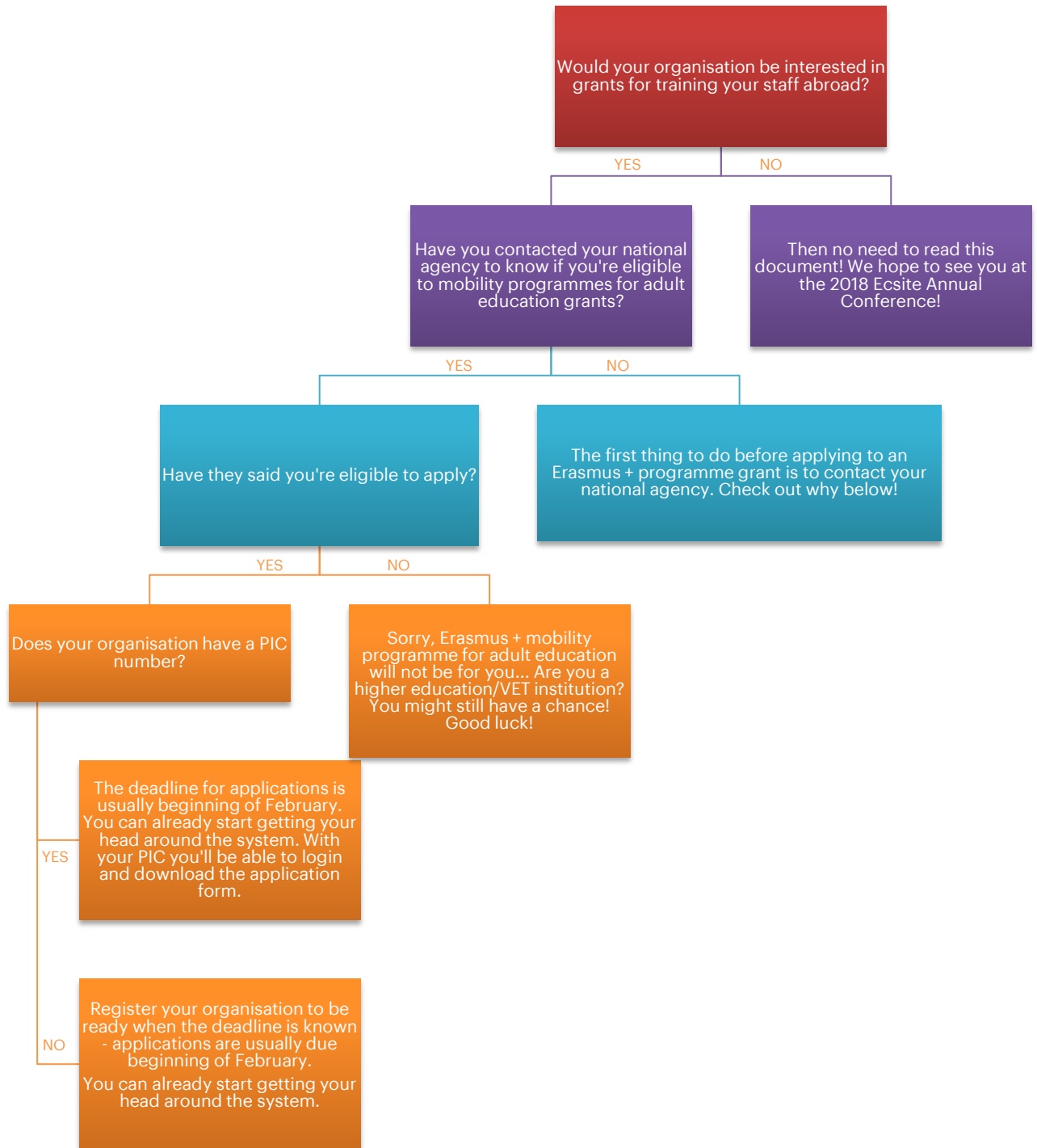
Roll up your sleeves and start drafting a great proposal! Writing an application only takes a couple of days and the reward is worth it - Ecsite members have already benefitted from about €10,000 for their previous mobility projects. You could be next!

The deadline for the 2018 call is 1 February.

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## Is Erasmus + mobility programme for adult education something for you?



To learn more about Erasmus + you can go through their [official webpage](#).

**Warning:** there is a risk of getting confused and lost in the many forms, information and documents of the European Commission! Want it simple? Follow these steps:

## STEP 1: Find out if you are eligible

Before anything else, contact your [national agency](#). National agencies work independently in the management and selection of Erasmus + grants. This means that your eligibility will vary depending on the country you are from. Contact your own agency and explain your goals and your organisation type, and they'll inform you whether Erasmus + is a suitable programme for your organisation.

In a nutshell, to benefit from a mobility grant, you need to be an organisation involved in adult educational activities. Good news: most science centres and museums are! You don't necessarily need to be placed in an EU country - organisations from associate countries can apply too.

## STEP 2: Get in the system

You've contacted your agency and you know your organisation can apply to this grant, that's great news!

If your organisation has participated in European projects (FP7, Horizon 2020) then it is already registered on the European Commission's Authentication Service (ECAS) and has a Participant Identification Code (PIC). Use this PIC and the Erasmus + agency will validate it. The PIC, which is a unique identifier and is necessary for the submission of applications, enables the organisation/group to fill-in the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form).

If this is the first time for your organisation, you must complete the registration step. This is a straight-forward process: [follow these steps](#) or simply watch this step by step video on [how to register](#) on ECAS.

## STEP 3: Make a plan and get through the paperwork

The idea of a mobility project is to combine multiple international travels of your staff in a way that will sustainably benefit your institution. Therefore, you should plan several mobility activities/ travels as it is not worth going through this process for sending only one person to a conference. The mobility project can span 1 or 2 years.

The European Commission designed a very detailed [programme guide](#) with all you need to know about Erasmus + (this is version 1 (2018) – 25 October 2017). But you don't need all this info. For an efficient application, we would advise you to **read carefully page 7** for information about the objectives of the programme and **pages 68 to 75** for detailed information, assessment criteria and funding rules of **mobility projects for adult education staff**.

#### **Important notes:**

For the application, your organisation must develop a **European Development Plan**. This plan should outline the needs of the institution/organisation in terms of quality development and internationalisation, and how their planned European activities will meet those needs. The purpose of the European Development Plan is to ensure that the planned activities are relevant both for the individual participants and for the organisation as a whole, as activities have a higher impact on the quality of teaching and learning when they are well-integrated in the organisation's strategic development.

You will not need to calculate costs: Erasmus+ supports each travel with a fixed sum for travel and subsistence depending on country, distance and duration. The application form automatically calculates the sums for your travels.

#### **Your application form:**

##### **Mobility project for adult education, under Key Action 1.**

Examples of online application forms and related documents for Erasmus+ can be found [here](#). The application form can be downloaded from your [national agency](#)!

Note that all eForms are pdf files which need to be opened and edited using Adobe Acrobat Reader (version 15.9, or version 15.7 or earlier - please note that version 15.8 is not compatible).

If your organisation already had a PIC number, a large part of the eform will be filled out automatically, and you'll only need to focus on the important part: the description of your mobility plan and individual travels (You'll have the option to name the travelling staff, but this is not an obligatory feature).

#### **Mobility activities can include:**

**Teaching/ training assignments** – allows staff from adult education organisations to teach or provide training at a partner organisation abroad.

**Staff training** – staff participate in structured courses or training events abroad, job shadowing/observation periods in any relevant organisation active in the adult education field.

One of such activities could be sending some of your staff to the Ecsite Conference! In this case, Ecsite will be listed as an international partner and you'll need to mention why the conference is relevant to your staff's professional development and the benefits of this experience to your institution and how they'll be implemented – perhaps a lecture or workshop for the rest of the team?

You can always introduce the PIC number of each international partner you are sending your staff too, but it's not obligatory! You only need one.

### And voilà...

That's all you need to know. If you have further questions, check out our tips for a successful proposal below. Important documents and links to more information are also listed. And feel free to contact your National Agency – it doesn't harm to get to know more about this programme and give a chance to a mobility plan for your organisation.

Good luck!

## Deadline for 2018 applications

**Keep in mind that Switzerland is not a programme country, which means that travels to the 2018 Ecsite Annual Conference in Geneva are not eligible as part of Erasmus+ mobility grant.**

However mobility plans submitted as part of the scheme cover two years: you can already include the [2019 Ecsite Annual Conference](#) (Copenhagen, 6-8 June 2019) in your 2018 application.

Contact your [national agency](#) or subscribe to Erasmus + [newsletter](#)

## Tips from our members that successfully applied to Erasmus +

- ✓ The objectives of the project must match the objectives of the programme;
- ✓ Cooperate with partners you already know;
- ✓ Reinforce the sustainability of the project (= the impact of such activities beyond the project);
- ✓ Focus on innovation in teaching;
- ✓ Have a useful and clear development plan for your organisation. Aim at a systemic effect.
- ✓ Stress why combined mobility makes a better product for the institution;
- ✓ Give a clear explanation on how the knowledge will be distributed, how will the participant staff feedback to the institution;
- ✓ Don't forget to mention keywords you'll find in the programme guide, such as *lifelong learning; cooperation; transfer of knowledge and know-how; equity, prosperity and social inclusion in Europe and beyond; ...*

## Useful documents

**2017 Erasmus + programme guide** can be downloaded [here](#) and the **2017 Call for proposals** can be consulted [here](#).

**Documents for applicants**, such as models and templates can be consulted [here](#).

And a very **useful** [distance calculator](#) can be used in the planning of your mobility projects.

## Dig deeper

Check out [Erasmus + official website](#) and subscribe to their [newsletter](#) to be always up to date.

Interested in **key figures**, such as budget numbers? Analyse them [here](#). And **get inspired** while [browsing through other projects](#).

Any burning question? Contact your [national agency](#)!

Do you have comments or further tips that you'd like to share with our network? Contact [Ecsite conference team](#).

We thank Barbara Streicher, member of the ACPC and the Erasmus+ Ambassador for adult education in Austria for her precious contribution in the making of this document.