

**DISCLAIMER**

This document represents a sample of an application form. It must not be used for real applications to a National Agency.

Please also note that the sections and questions presented below may ultimately differ from the electronic application form made available to applicant organisations.

We strongly advice check the questions carefully when filling in real application.

Erasmus+ Applications

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KA203 - Strategic Partnerships for higher education  
FormId KA203-42C5540A Deadline (Brussels Time) 21/03/2019 12:00:00

### Context

Main objective of the project

Project Title

Project Acronym

Project Title in English

Project Start Date (dd-mm-yyyy)

Project Total Duration

Project End Date (dd-mm-yyyy)

National Agency of the Applicant Organisation

Language used to fill in the form


For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>

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- Multiplier Events
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### Participating Organisations

Please note that the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through [the Participant Portal](#).

#### Applicant Organisation

PIC	Legal name	Country
⚠ <input type="text" value="Please enter a PIC.."/>		

#### Partner Organisations

No	PIC	Legal name	Country
1	⚠	<input type="text" value="Please enter a PIC.."/>	
2	⚠	<input type="text" value="Please enter a PIC.."/>	

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**Participating Organisations**  
A Strategic Partnership must include organisations from at least three different Programme Countries

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Project Description | Priorities and Topics | Project Description | Participants

### Project Description

### Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

If relevant, please select up to two additional priorities according to the objectives of your project.

Please comment on your choice of priorities.

Please select up to three topics addressed by your project.

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### Project Description

Please explain the context and the objectives of your project as well as the needs and target groups to be addressed. Why should this project be carried out transnationally?

0/5000

What results are expected during the project and on its completion?

0/5000

In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?

0/5000

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a Strategic Partnerships project?

0/5000

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[Empty text box]

0/5000

How will the tasks and responsibilities be distributed among the partners?

[Empty text box]

0/5000

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

[Empty text box]

0/5000

### Participants

Please briefly describe how you will select and involve participants in the different activities of your project?

[Empty text box]

0/5000

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?


[Dropdown menu]



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## Preparation

Please describe what will be done in preparation by your organisation/group and by your partners/group before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.


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Management | Funds for Project Management and Implementation | Transnational Project Meetings | Project Management

### Management

#### Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are provided to all Strategic Partnerships based on the number of participating organisations and duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. A partnership may receive a maximum of 2750 EUR of 'Project Management and Implementation cost' per month

Organisation Role	Grant per organisation and per month	Number of Organisations	Grant
No records found			
<b>Total</b>		<b>0</b>	<b>0.00 EUR</b>

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item 'Project Management and Implementation'

0/5000

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### Transnational Project Meetings

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will they take place and what will be the goal?

0/5000

Please specify the funds requested to organise the planned Transnational Project Meetings.

### Transnational Project Meetings Summary

ID ^	Leading Organisation ⇅	Meeting Title ⇅	Country of Venue ⇅	Starting Period ⇅	No. of Participants ⇅	Grant ⇅
No records found						
Total					0	0.00 EUR

ADD

Sample



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### Project Management

How will you ensure proper budget control and time management in your project?

0/5000

How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

0/5000

How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results?

0/5000

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

0/5000

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### Implementation

Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?

0/5000

How will you communicate and cooperate with your partners?

0/5000

Have you used or do you plan to use eTwinning, School Education Gateway, EPAL or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

0/5000

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## Intellectual Outputs

Do you plan to include intellectual outputs in your project?

No
Yes

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Intellectual Outputs / Intellectual Outputs Details | **Intellectual Outputs Details** |  Intellectual Output Budget

### Intellectual Outputs Details (01)

Output Title

Output Description (including: elements of innovation, expected impact and transferability potential)

0/5000

Output Type

Start Date (dd-mm-yyyy)

End Date (dd-mm-yyyy)

**▲** The start and end dates of an Intellectual Output must be within the project start and end date.

**▲** The start and end dates of an Intellectual Output must be within the project start and end date.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

0/5000

Languages

Media

Leading Organisation

Participating Organisations

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### Multiplier Events

Do you plan to include Multiplier Events in your project?

No
Yes

Sample



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Multiplier Events / Multiplier Event Details | ▲ Multiplier Event Details | ▲ Multiplier Event Budget

### Multiplier Event Details (E1)

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- ▲ Participating Organisations
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Event Title

Country of Venue

Start Date (dd-mm-yyyy)

End Date (dd-mm-yyyy)

▲ The start and end dates of a Multiplier Event must be within the project start and end date.
▲ The start and end dates of a Multiplier Event must be within the project start and end date.

Event Description (Including : Targets groups and objectives)

0/5000

Intellectual Outputs Covered

Participating Organisations

Leading Organisation

Participating Organisations

### Multiplier Event Budget

ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	<span style="color: red;">▲</span> <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 40px; text-align: right;" type="text" value="0"/>	<input style="width: 40px; text-align: right;" type="text" value="0"/>	0.00 EUR	0.00 EUR	0.00 EUR

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Learning, Teaching, Training Activities

## Learning, Teaching, Training Activities

### List of Activities

Do you plan to include transnational learning, teaching or training activities in your project?

No
Yes

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Yes

In case you plan to include learning, teaching or training activities please encode them here.

ID	...	Activity Title	Leading Organisation	Activity Type	Field	Starting Period	No. of Participants	No. of Accompanying Persons	Grant
C1	⚠		.....	.....					0.00 EUR
<b>Total</b>							<b>0</b>	<b>0</b>	<b>0.00 EUR</b>

ADD

### Background Information

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.

0/5000

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?

0/5000

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### Activity Details (C1)

In this section, you are asked to provide details about this specific activity.

The section consists of two parts: Activity Details and Groups of Participants.

In the first part (Activity Details) you are asked to provide information about the planned activity as a whole (e.g. its venue, duration, etc.), to define the activity's lead organisation, and to list the other participating organisations. The lead organisation is typically the one hosting the activity in its premises. In case you decide to organise the activity outside of the lead organisation's premises, you must respect the detailed rules provided in the Programme Guide and you need to provide an explanation for this choice as part of the activity description. The other participating organisations are all project partners who will send their participants to take part in the activity. Adding a partner organisation to the list of participating organisations will allow you to ask funding for their participants in the second part of this section.

In the second part (Groups of Participants) you are asked to provide some details about the participants who will take part in this activity. The main purpose of this section is to calculate the budget that the project will receive for the participants' travel, individual support and other expenses. The participants are organised in groups for easier calculation. Each group and its budget are linked to their sending organisation.

Field

Activity Title

Activity Description (including profile of participants per organisation, goals and results of the activity)

0/5000

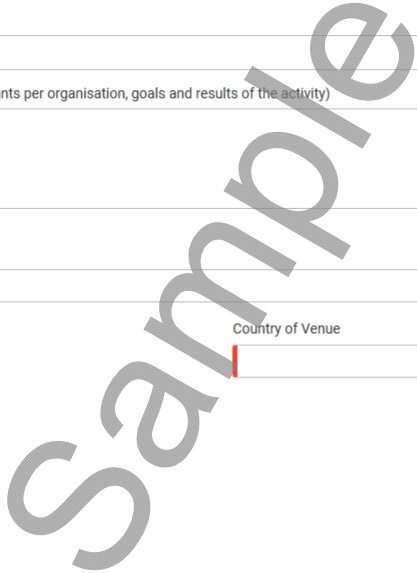
Leading Organisation

















Participating Organisations

Country of Venue



Starting Period

▲ The Starting Period should be between project start date and project end date.



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Learning, Teaching, Training Activities / Activity Details / Group Details |  Group 1 |  Group Budget

## Group 1, Activity C1 ()

To request funds for participants in this group, please complete the information below.

Please note that there are two categories of persons who can be funded: people directly taking part in the planned activity (always referred to as participants) and accompanying persons. Accompanying persons include teachers or other staff travelling together with pupils, as well as assistants supporting participants with special needs.



Grant rates for Individual Support are different for participants and accompanying persons. Therefore, you need to specify the requested duration for Individual Support separately for the two categories of persons. At the same time, grants for travel are the same for participants and accompanying persons. Therefore, for travel you should add together all persons requiring a grant.

Activity Type <input style="width: 95%;" type="text"/>	Country of Venue <input style="width: 95%;" type="text"/>
Organisation / Country <input style="width: 95%;" type="text"/>	Duration (days) <input style="width: 95%;" type="text"/>
No. of Participants <input style="width: 95%; text-align: center;" type="text" value="0"/>	No. of Accompanying Persons <input style="width: 95%; text-align: center;" type="text" value="0"/>
Total No. of Participants and accompanying persons <input style="width: 95%; text-align: center;" type="text" value="0"/>	

 Number of Participants must be greater than zero

## Group Budget

### Travel

Distance Band 	No. of Participants 	Grant per Participant	Total Travel Grant
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
		EUR	EUR

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### Exceptional Costs for Expensive Travel

Request Exceptional cost for expensive travel.

### Individual Support

No. of Participants	Duration per Participant (days)	Grant per Participant	Total (for Participants)
<input type="text"/>	<input type="text"/>	0.00 EUR	0.00 EUR
No. of Accompanying Persons	Duration per Accompanying Person (days)	Grant per Accompanying Person	Total (for Accompanying Persons)
<input type="text"/>	<input type="text"/>	EUR	0.00 EUR
Total Individual Support Grant		0.00 EUR	

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### Timetable

Note that Transnational Project Meetings, Intellectual Outputs, Multiplier Events and Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated section of the form.

ID	Activity Type	Starting Period ↕	Description
1	Multiplier Event	09-2019	
2	Intellectual Output	09-2019	

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### Special Costs

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#### Special Needs Support

ID	Organisation	Country of the Organisation	No. of Participants With Special Needs	Description and Justification	Grant (EUR)
No records found					
<b>Total</b>					<b>0.00 EUR</b>

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#### Exceptional Costs

ID	Organisation	Country of the Organisation	Description and Justification	Grant (EUR)
No records found				
<b>Total</b>				<b>0.00 EUR</b>

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Follow-up | Impact | Dissemination and Use of Project's Results | Sustainability

### Follow-up

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### Impact

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

0/5000

What is the desired impact of the project at the local, regional, national, European and/or international levels?

0/5000

How will you measure the previously mentioned impacts?

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### Dissemination and Use of Project's Results

You are requested to make plans for the dissemination of your project results. Please provide answers to the questions below.

What will be the target groups of your dissemination activities inside and outside your partnership?

Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

0/5000

Which activities will you carry out in order to share the results of your project beyond your partnership?

0/5000

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

0/5000

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

0/5000

How will you ensure that the project's results will remain available and will be used by others?

0/5000

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

### Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

0/5000

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## Project Summary

Please provide a short summary of your project. Please recall that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. The summary will be publicly available in case your project is awarded.

In view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.

0/5000

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

0/5000

Sample





- ▲ Context
  - ▲ Participating Organisations
  - ▲ Project Description
  - ▲ Preparation
  - ▲ Management
  - ▲ Implementation
  - ▲ Intellectual Outputs
  - ▲ Multiplier Events
  - ▲ Learning Teaching Training
  - Timetable
  - Special Costs
  - ▲ Follow-up
  - ▲ Budget Summary
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## Annexes

The maximum number of all attachments is 11 and the maximum total size is 10240 KB.

Please download the Declaration of Honour, print it, have it signed by the legal representative and attach. [DOWNLOAD DECLARATION OF HONOUR](#)

File Name	File Size (kB)
▲ Declaration of Honour is required.	

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Please download the Mandates, print them, have them signed by the legal representatives and attach. [DOWNLOAD MANDATES](#)

File Name	File Size (kB)
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Please attach any other relevant documents. ?

If you have any additional questions, please contact your National Agency. You can find their contact details [here](#).

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KA203 - Strategic Partnerships for higher education  
FormId KA203-94EC69B2 Deadline (Brussels Time) 21/03/2019 12:00:00

## Checklist

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

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is:

**Please also keep in mind the following:**

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Mandates of each partner to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant must be uploaded in the participants' portal (for more details, see Part C of the Programme Guide - 'Information for applicants').

### Data Protection Notice

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

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

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