

DISCLAIMER



This document represents a template 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.

Guidelines

Please have a look at the following information about the application for KA229 - School Exchange Partnerships:

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: . If a section is marked with this sign: , this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage. Under the Submission Summary page, you can access information about all submissions you made with this application form.
- You can find more information <https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency**. You can find their contact details here. <http://ec.europa.eu/programmes/erasmus-plus/contact>

This application form consists of the following main sections:

- **Context:** This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal. Unless otherwise specified in the Programme Guide, the receiving National Agency must be located in the country of the applicant organisation.
- **Participating Organisations:** This section asks for information about the applicant organisation and about other participating organisations involved as partners in the project. The organisation included in the application, needs to be registered in order to receive a Participant Identification Code (PIC) through the Participant Portal. <http://ec.europa.eu/education/participants/portal>
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



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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.

Please be aware that only schools are eligible to participate in School Exchange Partnerships. Depending on the country where the school is registered, a specific definition of eligible schools applies. The definition or a list of eligible schools is published on the website of each National Agency.

Before submitting your application, make sure that all participating schools are eligible in their respective countries.

- **Description of the project:** This section asks for information about the motivation for your project, the project's objectives and the involved participants.
- **Management:** This section asks for information about the distribution of tasks between the partner organisations, as well as cooperation and communication arrangements.
- **Learning, Training, Teaching Activities:** This section asks for details about the Learning, Teaching and Training Activities you plan to organize, including the amount of EU grant that you are requesting to implement them.
- **Timetable:** In this section, you will be asked to list the different activities in your project with a short description and an estimated timing. Learning, Teaching and Training activities are included automatically.
- **Special costs:** In this section, in case you are asking EU grant for Exceptional costs and Special Needs costs you will need, additionally to the amount of EU grant, to provide description and justification.
- **Follow-up:** This section asks about the activities that will follow the project implementation and about the impact the project is expected to have.
- **Budget summary:** This section will provide an overview of the budget of your project.
- **Project Summary:** In this section you will be asked to provide a summary of your project.
- **Annexes:** In this section, you will need to attach relevant documents needed for the completion of your application.
- **Checklist:** This section will help you double-check if your application is ready for submission.

For further guidance and inspiration, you can visit the [School Education Gateway](https://www.schooleducationgateway.eu/en/pub/index.htm). The resources section of the Gateway includes an eBook "A Practical Guide for School Leaders" explaining Erasmus+ opportunities and providing tips for applicants. A free online course for applicants and a partner search tool are also available. You can visit the School Education Gateway here <https://www.schooleducationgateway.eu/en/pub/index.htm>



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Context

Programme	Erasmus+
Key Action	Cooperation for Innovation and the Exchange of Good Practices
Action	Strategic Partnerships
Action Type	KA229 - School Exchange Partnerships
Main objective of the project	EXCHANGES OF PRACTICES
Call	2018
Round	1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	21 March, 2018 12.00 am Brussels, Belgium Time
Language used to fill in the form	
Project Title	
Project Title in English	
Project Acronym	
Project Start Date (dd-mm-yyyy)	
Project Total Duration	From 12 to 36 months
Project End Date (dd-mm-yyyy)	

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

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

Participating Organisations

Please note, 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. <http://ec.europa.eu/education/participants/portal>



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Role	<i>Applicant organisation or Partner organisation</i>
PIC	
Legal name (National language)	<i>Prefilled after entered the PIC</i>
Legal name	<i>Prefilled after entered the PIC</i>
Acronym	<i>Prefilled after entered the PIC</i>
National ID (if applicable)	<i>Prefilled after entered the PIC</i>
Department (if applicable)	<i>Prefilled after entered the PIC</i>
Address	<i>Prefilled after entered the PIC</i>
Country	<i>Prefilled after entered the PIC</i>
P.O. Box	<i>Prefilled after entered the PIC</i>
Postal Code	<i>Prefilled after entered the PIC</i>
CEDEX	<i>Prefilled after entered the PIC</i>
City	<i>Prefilled after entered the PIC</i>
Website	<i>Prefilled after entered the PIC</i>
Email	<i>Prefilled after entered the PIC</i>
Telephone	<i>Prefilled after entered the PIC</i>
Fax	<i>Prefilled after entered the PIC</i>

Profile

Type of Organisation	
Is the organisation a public body?	<i>Prefilled after entered the PIC</i>
Is the organisation a non-profit?	<i>Prefilled after entered the PIC</i>

Background and Experience

Please briefly present the school and include the following information:

- General information (e.g. the covered programmes/levels of education, number of staff and learners in the school)
- What is the school's motivation to join this project?
- Who will be the key people in charge of running the project in the school? In case these persons leave their post in the future, who will take over their role?
- Is there any specific experience or expertise that this school and its staff can contribute to the project?

[Max 3000 characters]



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Have you participated in a European Union granted project in the 3 years preceding this application?

Yes/No

[The next section is available if the answer of the above question is "Yes".]

Please indicate:

EU Programme	
Year	
Project Identification or Contract Number	
Applicant/Beneficiary Name	

Associated Person (Organisation Name)

Role	LR – Legal Representative CP – Contact Person
Preferred Contact <i>(Only one contact person can be "Preferred Contact". If "YES" set then the flag will be switched off for all others contact persons)</i>	
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

Same Address as Organisation

Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	



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Project Description

Priorities

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.

[Optional]

Description

Please describe the motivation for your project and explain why it should be funded.

[Max 3000 characters]

What are the objectives you would like to achieve and concrete results you would like to produce?
How are these objectives linked to the priorities you have selected?

[Max 3000 characters]

How are the planned activities going to lead to achievement of the project's objectives?

[Max 3000 characters]

Please select up to three topics addressed by your project.

Participants

Please briefly describe who will take part in the project, including:

- The different groups that will take part in the project activities (e.g. pupils, teachers, other school staff, parents, etc.), including participants who will participate locally.
- How are these groups going to participate?
- If pupils are involved in the project, please specify their age groups.

Note that specific details on selection of participants in Learning, teaching and training activities do not need to be repeated here if they are described in the dedicated section of the form: [Learning Teaching Training](#) .

[Max 3000 characters]



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

Yes/No

[The next 3 questions and their corresponding fields for answers are available only if the answer to the above question is "Yes".]

How many participants would fall into this category?

Which types of situations are these participants facing?

How will you support these participants so that they will fully engage in the planned activities?

[Max 5000 characters]

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 and project management meetings between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. Note that all amounts are expressed in Euros.

Organisation role	Grant per organisation and per month	Number of organisations	Grant
Coordinator	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Partner	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

Project Management and Implementation

Please describe the tasks and responsibilities of each partner school. Explain how you will ensure sound management of the project and good cooperation and communication between partners during its implementation.

[Max 3000 characters]

Please make sure to include all project meetings, events and activities in the section: [Timetable](#).

How did you choose the project partners? Does your project involve schools that have never previously been involved in a Strategic Partnership? If yes, please explain how the other partners can support them during the project.



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[Max 3000 characters]

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

[Optional]

[Max 3000 characters]

Learning, Teaching, Training Activities

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

Yes/No

[The next sections for “Learning, Teaching, Training Activities” are available if the answer to the above question is “Yes”.]

Please describe the practical arrangements for the planned Learning, Teaching and Training activities. How will you select, prepare and support the participants, and ensure their safety?

[Max 3000 characters]

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

Learning, Teaching, Training Activity Details

Id	<i>[Generated by the system]</i>
Field	
Activity Title	
Activity Type	
Activity Description (including profile of participants per organisation, goals and results of the activity)	
Country of Venue	
Starting Period	
Duration (days)	
Duration (months)	
Leading Organisation	
Participating Organisations	

Description of the activity:

- Describe the content, methodology and expected results of the activity.



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- How is it going to be related to or integrated with the normal activities of the involved schools?

[Max 3000 characters]

[The next question for Available for projects with activities:

- *Short-term exchanges of groups of pupils*
- *Short-term joint staff training events*

How is participation in this activity going to benefit the involved participants?

[Max 2000 characters]

[The next question for Available for projects with activities:

- *Long-term study mobility of pupils Long-term teaching assignments*

How are the learning outcomes of the involved participants going to be recognised when they return to the sending school?

[Max 2000 characters]

Learning, Teaching, Training Activities Flows

Id	<i>[Generated by the system]</i>
Organization	
Country	
Country of Venue	
No. of Participants	
No. of Accompanying Persons <i>(including teachers accompanying pupils)</i>	
Total No. of Participants and accompanying persons	<i>Prefilled [Read only]</i>

Learning, Teaching, Training Activities Budget

Travel

Distance Band	
No. of Participants <i>(Only participants requiring a Travel Grant including accompanying persons)</i>	
Grant per Participant	<i>Prefilled [Read only]</i>
Total Travel Grant	<i>Prefilled [Read only]</i>

Request Exceptional cost for expensive travel.

Yes/No



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[The next section is available if the answer for the above question is “Yes”.]

Exceptional Costs for Expensive Travel

Description and Justification	
No. of Participants (<i>Participants and accompanying persons are eligible under conditions described in the programme guide</i>)	
Grant (EUR) (Up to 80% of eligible costs)	

Individual Support

No. of Participants (<i>only participants requiring Individual Support Grant</i>)	
Duration per Participant (months) (<i>Additional individual support for up to two travel days may be requested if participants are required to travel on the day before or after the activity</i>)	
Duration per Participant (days) (<i>Additional individual support for up to two travel days may be requested if participants are required to travel on the day before or after the activity</i>)	
Grant per Participant	<i>Prefilled [Read only]</i>
Total (<i>for Participants</i>)	<i>Prefilled [Read only]</i>
No. of Accompanying Persons	
Duration per Accompanying Person (days)	
Grant per Accompanying Person	<i>Prefilled [Read only]</i>
Total (<i>for Accompanying Persons</i>)	<i>Prefilled [Read only]</i>
Total Individual Support Grant	<i>Prefilled [Read only]</i>

Linguistic Support

No. of Participants (<i>Only Participants requiring a Linguistic Support Grant. Not eligible for accompanying persons.</i>)	
Grant per Participant	<i>Prefilled [Read only]</i>
Total Linguistic Support Grant	<i>Prefilled [Read only]</i>

Learning, Teaching, Training Flow Summary



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Id	Organisation/Country	Distance Band	Duration (days/months)	No. of Participants	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

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Activity Budget

Budget Items	Grant
Travel	<i>Prefilled [Read only]</i>
Exceptional Costs for Expensive Travel	<i>Prefilled [Read only]</i>
Individual Support	<i>Prefilled [Read only]</i>
Linguistic Support	<i>Prefilled [Read only]</i>
Total	<i>Prefilled [Read only]</i>

Learning, Teaching, Training Activity Summary

Id	Leading Organisation	Activity type	Field	No. of Participants	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total					<i>Prefilled [Read only]</i>

Timetable

Please list all project activities (meetings, events, etc.) and indicate an approximate timing when they will start.

Note that Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated section of the form: Learning Teaching Training [\[Hyperlink\]](#).

Other Activity

Id	1
Type	Other activity
Description	
Starting Period	

Id	Activity Type	Starting Period	Description
	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>



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Special Costs

Special Needs Support

Id	<i>[Generated by the system]</i>
Organisation	
Country of the Organisation	<i>Prefilled [Read only]</i>
No. of Participants With Special Needs	
Description and Justification	
Grant (EUR)	

Exceptional Costs

Id	<i>[Generated by the system]</i>
Organisation	
Country of the Organisation	<i>Prefilled [Read only]</i>
Description and Justification	
Grant (EUR)	

Follow-up

Once the project activities are completed, how are you going to assess if the project's objectives have been met?

[Max 3000 characters]

How will the participation in this project contribute to the development of the involved schools in the long-term? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end?

[Max 3000 characters]

Please describe your plans for dissemination and use of project results.

- How will you make the results of your project known within your partnership, in your local communities and in the wider public? Who are the main target groups you would like to share your results with?
- Are there other groups or organisations that will benefit from your project? Please explain how.

[Max 3000 characters]



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Budget Summary

Project Budget Summary

Budget items	Grant
Project Management and Implementation	<i>Prefilled [Read only]</i>
Transnational Project Meetings	<i>Prefilled [Read only]</i>
Intellectual Outputs	<i>Prefilled [Read only]</i>
Multiplier Events	<i>Prefilled [Read only]</i>
Learning, Teaching Training Activities	<i>Prefilled [Read only]</i>
Special Needs Support	<i>Prefilled [Read only]</i>
Exceptional Costs	<i>Prefilled [Read only]</i>
Total Grant	<i>Prefilled [Read only]</i>

Learning, Teaching Training Activities

Id	Activity type	Total Travel Grant	Grant for Exceptional Costs for Expensive Travel	Total Individual Support Grant	Total Linguistic Support Grant	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

Id	Description and Justification	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>

Exceptional Costs

Id	Description and Justification	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>

Budget per Organisations

Organisation	<i>Prefilled [Read only]</i>
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Name of Organisation	<i>Prefilled [Read only]</i>
Country of Organisation	<i>Prefilled [Read only]</i>
Grant	<i>Prefilled [Read only]</i>

Budget Details per Organisations (Organisation Legal Name)

Budget items	Grant
Project Management and Implementation	<i>Prefilled [Read only]</i>
Learning, Teaching Training Activities	<i>Prefilled [Read only]</i>
Special Needs Support	<i>Prefilled [Read only]</i>
Exceptional Costs	<i>Prefilled [Read only]</i>
Total Grant	<i>Prefilled [Read only]</i>

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.

[Max 5000 characters]

[The following question and answer are available if language used in application is not English]

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

[Max 5000 characters]

Annexes

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



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

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	

Please attach any other relevant documents.

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	

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Declaration of Honour

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign the EU grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);



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- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information. In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:

Date (dd-mm-yyyy):

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):



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Checklist

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

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

Please also keep in mind the following:

Only schools are eligible to participate in School Exchange Partnerships. Depending on the country where the school is registered, a specific definition of eligible schools applies. The definition or a list of eligible schools is published on the website of each National Agency.

Before submitting your application, make sure that all participating schools are eligible in their respective countries.

The documents proving the legal status of the applicant and each partner must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - "Information for applicants").



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Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to the Regulation on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, currently Regulation (EC) No 45/2001. 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 contact persons, an unambiguous consent will be requested.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement associated with this form: http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

I agree with the Data Protection Notice

SAMPLE