

HOW TO APPLY FOR EU FUNDING FOR SCHOOL STAFF MOBILITY

Schools and school clusters can apply for School staff mobility (Erasmus+ KA101) funding via their Erasmus+ National Agency. **The call for applications has been published on the 24 October 2018, and the deadline for applications is the 05 February 2019 at 12.00 (Brussels Time).** You can find the application form on the website of your National Agency. You can find the contacts of your National agency [here](#).

In order to apply for the funding, schools should:

(1) Have a PIC (Participant Identification Code).

This code is used by the European Union to identify your organisation/school. If you do not have one, you should register on the [EU Login platform](#). To do so, please keep the legal information of your organisation/school at hand.

(2) Develop a title for the project and a European Development Plan.

The European Development Plan is an overarching plan that states what your organisation/school wants to develop or improve in terms of competences and priorities. These are put in relation with the mobilities (i.e. number of people going to trainings abroad and number of trainings you would like to do) and with the typologies of trainings you would like to attend.



remember to select that your organisation will use the School Education Gateway: our trainings are available on the School Education Gateway catalogue!



remember to check, on the website of your National Agency, the official Start Date, End Date, and Duration in Months for the project!

(3) Describe the project

Here, you should explain the reason why you want to pursue the project, and which are the outcomes that you expect from it. You should describe, in particular, the reason why you chose to send teachers and educators to the trainings you have selected and how do you plan to select more of them if you want to. You have also to list the three most relevant topics.

(4) Describe the participants and the learning outcomes

Which teachers would you like to give the possibility to attend the training to? How will you select them? Which competences will they develop?



! remember to put the learning outcomes in relation to the reasons why you want to pursue the project. This will make your application stronger!



Some learning outcomes that you could mention in relation to the EUROCLIO trainings are:

- To build the capacity of teachers and educators for teaching and learning (responsible) history in a way that is innovative, motivating, and meaningful for students;
- To compare and contrast perspectives on social and cultural local history;
- To widen the teachers' and educators' professional network with new cross-community and trans-border connections, strengthening connections already existing;
- To increase the participation and relevance of teachers and educators in dialogues on European History, Heritage, and Citizenship education;
- To raise the awareness of teachers and educators, and subsequently of students, of cultures and identities;
- To build new partnerships for the school/school cluster/organisation, including those with other schools, regional, national, and international educational authorities, and institutes in different fields and sectors;
- To get access to and knowledge of innovative history education tools from across Europe;
- (for all those schools where English is not the primary language) To improve teachers' and educators' ability to teach history in English;
- To foster teachers' and educators' understanding of the role of history education in changing the world and the complexity of the relationship between times, space, and identities in an historical context;
- To share educational initiatives that help young people to better debate and formulate an opinion on current (European) affairs;
- To exchange innovative tools, methods and professional knowledge with other Educators in Europe to aid teaching locally and in their own countries;
- To transform shared experiences of integrated and crossborder education

(5) Describe how will you prepare for the trainings

Here, you are required to describe how you will prepare to send teachers to the trainings. There are detailed questions, that touch upon how will you organise the logistics (travel, accommodation, course fee, visa, insurance), how will you check the quality of the learning of participants, how will you prepare participants to the trainings

(6) List all your Main Activities

Here, you should describe the training that you will use the mobility for. You should describe them in chronological order and touch upon: where will the staff go, the agenda of the training, the type of course, the reason why you chose this training, the reason why this training helps you pursuing the European Development Plan, any additional information.

(7) Provide detailed information about the Activities

In the application, there is a table that you fill in by putting the information on:

- Country of Origin of participants (your country)
- Country of Destination (the country of the training)
- Distance Band (the distance in km between your city and the city of the training. You can calculate it with [this tool](#))
- Duration of the Training
- Travel Days (will you travel the day before or after the official beginning and end of the training? These count as travel days)
- Number of Participants (how many staff members from your school\organisation will you send to the training?)

(8) Describe what will happen after the end of the activities

Here, you should describe the expected impact the activities will have on the participants and on your organisation/school, as well as on students and on the local community. How will the activities change their everyday school experience and their life? How will you share the results of the project with the wider public? How will you check if the project reached the objectives you pre-fixed?

(9) Provide a detailed budget for each activity

This is a guided procedure. The application form contains a series of tables, and you have to fill them in with data about the trainings, such as the training fee.

! In the 'Course Fees' section, you should click on the + button and insert the number of the activity and of participants (making reference to point 7), click on the 'validate' button and *afterwards* insert the course fee.

Finally, you will be required to summarise the project and to a Declaration of Honour, which you can find at the end of the Application Form. You should print it and have it signed by the legal representative of your organisation/school.