Antrag

Programm	Erasmus+
Aktionstyp	KA152-YOU - Mobilität junger Menschen
Antragsjahr	2023
Runde	Antragsrunde 3

Inhaltsverzeichnis

Context

Project Title

Project Start Date (dd/mm/yyyy)	Project Duration	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
01/01/2024				

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

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.

What do you want to achieve by implementing the project? What are the objectives of your project? Please specify from the perspective of youth work practice.

Please provide a translation in English.

What activities do you plan to implement? What is the number and profile of the participants involved?

Please provide a translation in English.

What results and impact do you expect your project to have?

Please provide a translation in English.

Summary of Participating Organisations

Organisation name (Organisation id, Country 2-letter code)	Country of the Organisation	Role of organisation	Type of Organisation
(,)	Die Organisation, die sich im Namen des Konsortiums bewirbt.		Partnereinrichtung

Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants	Participants with Fewer Opportunities
Total	**0**	**0**	**0**

Activity Type	No. of Activities	No. of Participants	Participants with Fewer Opportunities

Project Budget

☐ The National Agency has requested a financial guarantee.

Budget Summary

Budget items	Grant

Budget Summary per Activity Type

Activity Type

Grant (EUR)

Budget Summary per Activity

Activity id	Activity Type	Grant (EUR)
01		0,00

Applicant organisation

OID	Legal name	Country	Region	City	Website

Partner organisations

OID	Legal name	Country	Region	City	Website

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.

Undefined applicant organisation

Organisation ID	Legal name	Country

Applicant details

Legal name	
Country	
Region	
City	
Website	

Partner Organisations

Organisation ID	Legal name	Country
No. of participating organisations		**2**

Undefined partner organisation

Partner organisation details

Legal name	
Country	
Region	
City	
Website	

Project Rationale

In this section, you are asked to explain the aims of your project, what you want to achieve and what are its expected benefits on participants and participating organisations. Make sure to read the questions carefully and address all sub-questions.

Needs and Objectives

Impact

Topic

10 / 18

Please select up to three topics addressed by your project

Project Details

In this section, you are asked to provide further details on your project, the activities you will implement and how you will address crucial elements of a quality project such as preparation, identification and documentation of learning outcomes etc.

Please enter the different activities you will carry out in your project.

Id.	Activity Type	Activity Title	Number of participants	Total grant (EUR)
01				0,00
Total			**0**	**0,00**

Activity (Activity 01)

Description of the activity (Activity 01)

Id.	01
Activity Type	
Activity Title	
No. of facilitators	0
Total grant	0,00 €

Flows summary (Activity 01)

Activity ID	Flow Id.
01	1
Total N° of Participants	

Flow 1: Summary

Activity ID	01
Flow ID	1
Flow with facilitators only	☐
No. of facilitators	
City of Venue	

Flow 1: Budget

Budget summary (Activity 01)

Budget Items	Grant (EUR)
Total Activity Grant	0,00

Project Design

Preparation, support and follow-up

How will you prepare the participants before the start of the activity (e.g. intercultural, linguistic, risk-prevention etc.) and how will you support them during and after the activity?

What measures will you put in place to ensure the safety and protection of participants?

What activities are foreseen after the end of the Youth Exchange? How will the participants follow-up on the activity?

Recognition of learning outcomes

How will you support participants to be aware of what they have learned and which competences they have developed or improved? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.

The Erasmus Programme promotes the use of instruments/certificates like Youthpass or Europass , to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates?

Are you planning to use any national instrument/certificate? If so, please describe which one.

Participant with fewer opportunities

Are there participants involved in the activities who face situations that make their participation in the activities more difficult?

Environmental friendly practices

Will you include sustainable and environmental-friendly practices in your activities?

Project Management

In this section we want you to describe several aspects of how you will manage your project and make sure that the participants have a high quality learning outcome. Please read the questions carefully and answer to all sub-questions.

How will you manage the project (agreements with partners etc.) and make sure that it is done in line with the Erasmus+ Youth Quality Standards? You will find the quality standards further down in the application form.

How will you organise the practical and logistical part of the project (e.g. travel, accommodation, insurance, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

Partnerships

How and why did you choose your project partners? What experiences and competences will they bring to the project?

How will you communicate with them?

How will you monitor and coordinate their contribution?

Which other actors (organisations or individuals) will be involved and how?

Evaluation

How will you evaluate your project's success? Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

Sustainability of the results

What will you do to make sure that your project continues to have effects also after it ends?

Are you planning measures to make sure that the results produced are used and beneficial to others beyond the project's lifetime? If yes, which ones?

Dissemination of project results

How will you make your project visible outside your organisation and partner organisations? How will you share its results and success? With whom will you share the results?

How will you involve participants in such activities?

Erasmus+ Youth Quality Standards

Organisations implementing Erasmus learning mobility activities must adhere to a set of quality standards. These standards exist to ensure quality experience and learning outcomes for Erasmus participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives.

I. POLICY PRIORITIES IN THE FIELD OF YOUTH :

Beneficiary organisations should contribute to the overall objectives of the EU Youth Strategy [1] and to the European Youth Goals developed within this frame. They should apply the guiding principles laid down in the EU Youth Strategy.

II. BASIC PRINCIPLES OF THE ERASMUS PROGRAMME :

- **Inclusion and diversity:** beneficiary organisations must respect the principle of inclusion and diversity in all aspects of their activities. Whenever possible, beneficiary organisations should open their activities to participants from different backgrounds and with diverse abilities, actively engage and involve participants with fewer opportunities.

- **Environmental sustainability and responsibility:** beneficiary organisations must make efforts to design activities in an environmentally friendly way and promote environmentally sustainable and responsible behaviour among its participants.

- **Virtual cooperation, virtual mobility and blended mobility:** beneficiary organisations should integrate the use of digital tools and learning methods to complement the physical mobility activities or to improve the cooperation with partner organisations.

- **Active participation in the network of Erasmus organisations:** beneficiary organisations should seek to become active members of the Erasmus network by taking part in activities organised by the National Agency or other organisations. Experienced Erasmus beneficiaries should share their knowledge with organisations who have no or little experience in the programme, providing them with advice, mentorship or other support. Beneficiary organisations should also encourage their participants to take part in Erasmus community building activities.

III. QUALITY MANAGEMENT

- **Responsibility:** beneficiary organisations will be responsible for results and quality of the implemented activities, regardless of the involvement of any other organisations or individuals. During the implementation of Erasmus activities, beneficiary organisations must take responsibility for key decisions on all tasks that directly affect the outcomes of the implemented activities, especially in relation to these quality standards. 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.

- **Transparency:** beneficiary organisations may receive advice, assistance or services from other organisations or individuals, as long as it keeps control of the content, quality and results of the implemented activities. If the beneficiary organisations are using the programme funds to pay for such services, rights and obligations of both parties (in particular tasks to be carried out, quality control mechanisms and consequences in case of poor or failed delivery on part of the service provider) must be formally defined and available for review by the National Agency.

- **Partnerships:** While overall responsibility of the implementation lies within the beneficiary organisations, activities should be planned, implemented and evaluated together with all partner organisations involved. Clear definition of roles, and distribution of tasks should be set-up and agreed.

- **Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in 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 other service providers chosen by the beneficiary organisation.

- **Monitoring and evaluation:** beneficiary organisations should put in place adequate plans and procedures to monitor and evaluate the activities, to enable them to assess how they are progressing towards their objectives and whether they have reached them. The monitoring and evaluation outcomes should lead to improvements in the implementation of ongoing or future activities.

- **Building capacity and integrating results of the activities in the organisation:** beneficiary organisations should take steps to use the results of the implemented activities in their regular activities, to build their capacity and the capacity of their staff.

- **Gathering and using participants' feedback:** beneficiary organisations should encourage the participants to fulfil the standardised participant reports provided by the European Commission, and should make use of the feedback provided by the participants to improve future activities.

IV. QUALITY LEARNING ACTIVITIES

This section sets the minimum standards to follow. Further guidance and tools are available to support the delivery of high quality learning mobility activities, such as the Quality Framework for Learning Mobility.

- **Practical arrangements:** beneficiary organisations must ensure quality of practical and logistic arrangements (travel, accommodation, insurance, safety, visa applications, social security, etc.). If these tasks are delegated to the participants or another participating organisation, beneficiary organisations 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 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 and support of participants:** participants must receive appropriate preparation in terms of practical, cultural and safety aspects. They should be fully aware of what is expected from them before, during and after the activity. Adequate guidance and support must be available during all phases of the activities.

- **Support to participants with fewer opportunities:** beneficiary organisations must ensure fair and equal conditions for all participants, including those facing barriers (such as special learning needs or physical disability).

- **Participatory approach:** participants should - as far as possible - be actively involved in all phases of the activities and receive adequate support to do so.

- **Participatory methods:** activities should be based on participatory methods and offer space for interaction of participants, sharing of ideas, avoiding passive listening and allow them to contribute to the activities with their own knowledge and skills, reversing the traditional roles of outside "experts".

- **Linguistic support:** beneficiary organisations must ensure appropriate language training, adapted to the 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 and monitoring of learning outcomes:** the expected learning outcomes must be clearly defined for each participant or group of participants prior to the activity. Where relevant, participants should be involved in the identification of the expected learning outcomes. Progress in the learning process should be monitored and adequate support should be provided to participants in this regard.

- **Identification and recognition of learning outcomes:** non-formal and informal learning outcomes gained by participants in the activities should be identified and documented, in particular through EU level recognition tools such as Youthpass. Youthpass is a tool to support validation of non-formal and informal learning outcomes. It is a part of the European Commission's strategy to foster the recognition of non-formal learning. Youthpass

V. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Erasmus programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.

- **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 Erasmus programme known in their community and in the wider public. Beneficiary organisations must also inform all participants about the source of the fund.

Anhänge

Die maximale Größe einer Datei beträgt 15 MB und die maximale Gesamtgröße 100 MB.

Ehrenwörtliche Erklärung

Bitte laden Sie die Ehrenwörtliche Erklärung herunter, drucken sie aus, lassen sie von der für Ihre Einrichtung zeichnungsberechtigten Person unterschreiben und laden sie hoch.

Dateiname	Dateigröße (KB)
Gesamtgröße (KB)	0

Mandate

Bitte laden Sie die Mandate herunter, lassen diese von den zeichnungsberechtigten Personen unterschreiben und laden sie hier hoch.

Bitte stellen Sie vor Einreichung sicher, dass die Mandate gültig sind. Mandate müssen spätestens bis zur Unterzeichnung der Finanzhilfevereinbarung eingereicht werden.

Dateiname	Dateigröße (KB)
Gesamtgröße (KB)	0

Zeitplan

Please attach the timetables for the physical events and mobility activities using the template provided.

Dateiname	Dateigröße (KB)
Gesamtgröße (KB)	0

Weitere Dokumente

Falls erforderlich, fügen Sie bitte weitere relevante Dokumente bei (maximal 9 Dokumente). Bitte verwenden Sie eindeutige Dateinamen.

If you have any additional questions, please contact your National Agency. You can find their contact details: Liste der Nationalen Agenturen.

Dateiname	Dateigröße (KB)
Gesamtgröße (KB)	0

Gesamtgröße (KB)	0

Checkliste

Bevor Sie Ihren Antrag bei Ihrer Nationalen Agentur einreichen, vergewissern Sie sich, dass

☐ die Förderkriterien erfüllt sind, die aufgeführt werden im [Programmleitfaden](#)

☐ alle relevanten Felder des Antragsformulars ausgefüllt wurden.

☐ Ich habe die oben aufgeführten Erasmus-Qualitätsstandards gelesen.

☐ Sie die korrekte Nationale Agentur in dem Land ausgewählt haben, in dem Ihre Einrichtung ansässig ist. Die ausgewählte NA ist:

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

Bitte beachten Sie auch Folgendes:

Die Dokumente für den Nachweis des rechtlichen Status des Antragstellenden müssen im Registrierungsportal hochgeladen werden: [Organisations-Registrierungssystem](#)

Historie

Version	Übermittlungszeit (Brüsseler Zeit)	Übermittlungs-ID	Übermittlungsstatus