

HOW TO APPLY FOR EUROPEAN UNION FUNDING FOR IN-SERVICE TEACHING TRAINING

ERASMUS PLUS: KEY ACTION 1 – MOBILITY OF INDIVIDUALS.

PERIOD 1: 1 JULY 2014 – 30 JUNE 2015

Erasmus+: Comenius (for schools)

Erasmus+: Grundtvig (for adult education)

ERASMUS+ DEADLINE : 16 MARCH 2014

Only one deadline for the whole year.

GUIDELINES FOR TEACHERS

1. Select one of International Study Programmes' Courses in the period 1 July 2014 – 30 June 2015 from our website: www.international-study-programmes.org.uk
(The Comenius-Grundtvig Database ends in April 2014. All ISP teachers' courses are eligible for Erasmus+ funding.)

Pre-register on the course by sending an email to Discover@International-Study-Programmes.org.uk.

A place will then be reserved for you on the course until you let us know whether or not you can definitely attend.

Some of your colleagues may also wish to apply for the same or a different course.

2. Inform your school or college that you would like to attend a course in the UK with Erasmus+ funding.
(INDIVIDUAL TEACHERS CANNOT APPLY FOR FUNDING.)

A representative of your school or college will need to:

- a) **Register your school** in the Participant Portal in order to obtain a Personal Identification Code (PIC) number for your school. See page 191 of the Erasmus+ Programme Guide:

www.erasmusplus.org.uk/sites/default/files/erasmus-plus-programme-guide_en.pdf

The link for the PIC application form is webgate.ec.europa.eu/cas/eim/external/register.cgi

and for 2 forms which must be signed by the principal of your school and submitted at the same time:

Legal Entity Form:

ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Financial Identification Form:

ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en

- b) **By 16 March 2014 submit an online application.** Only a draft application form is available at present: ec.europa.eu/programmes/erasmus-plus/documents/form/school_education_staff_mobility_en.pdf

Your school can use the information about the course objectives and content (sent to you when you pre-register and also available at www.international-study-programmes.org.uk) to complete the application.

It is recommended to quote the specific course title and course provider (International Study Programmes) as our organisation and courses are well known to the Erasmus+ national agencies.

(If your school would like a tailor-made course for a group of teachers, please ask us to prepare proposals.)

Take particular note of pages 55-59 of the Erasmus+ Programme Guide

www.erasmusplus.org.uk/sites/default/files/erasmus-plus-programme-guide_en.pdf

Your school (or college) will need to include in the application a **European Development Plan** for the school (which could focus on the improvement of language teaching in the school or on CLIL).

There needs to be a clear link between your (& your colleagues') attendance at a course in the UK and your school's European Development Plan.

It is also important to indicate that the teaching ideas and materials acquired on the course will not only be used to enhance your own lessons, but will also be disseminated to your colleagues at a workshop which you will conduct after your course, so that a large number of students will benefit.

Funding Rules (pages 58-59 of the Erasmus+ Programme Guide) indicate maximum allowances per person:

Course fees	70 Euro per day. Maximum 700 Euro.
Individual support (subsistence ie accommodation & meals)	80-160 Euro per day
Organisational support	350 Euro
Travel (varies according to travel distance)	eg.500-1999 km: 275 Euro

The combined funding for course fee and accommodation & meals should be sufficient for all ISP courses.

Useful links: ec.europa.eu/programmes/erasmus-plus/index_en.htm

Erasmus+ National Agencies: ec.europa.eu/education/lifelong-learning-programme/national_en.htm

3. As soon as your school hears whether the application for funding has been successful, please let us know that you will definitely attend your chosen course (quoting your name, course dates, course location & course title) or that you will not be able to attend.

Please do not book flights until your course has been reconfirmed.

Teachers are also welcome to attend International Study Programmes' courses paying with their own or other funds.