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| **Questions summary – School Exchange Partnerships application form (Call 2019)** |
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| **Context** |
| Project title, acronym, start and end dates, receiving NA, language used to fill the application form |
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| **Participating organisations** |
| *[This section is repeated for each participating school]* |
| * PIC, associated persons: contact person and legal representative, organisation type, etc. * Previous participation in EU granted projects: EU Programme, Year, Project ID, Applicant Name |
| **Background and Experience** |
| 1. Please briefly present the school and include the following information: **[max 3000 characters]**  * 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 the school and its staff can contribute to the project?   Does this school have a valid eTwinning school label? You can find more information about the eTwinning school label here: <https://www.etwinning.net/en/pub/highlights/the-etwinning-school-label---.htm>  Have you participated in a European Union granted project in the 3 years preceding this application? |
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| **Project Description** |
| **Priorities and Topics** |
| * Please select the most relevant horizontal or sectoral priority according to the objectives of your project. **[1 choice]** * If relevant, please select up to two additional priorities according to the objectives of your project. **[Optional - max 2 choices]** * Please select up to three topics addressed by your project. **[drop-down menu, max 3 choices]** |
| **Project Description** |
| 1. Please describe the motivation for your project and explain why it should be funded. **[max 3000 characters]** 2. 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]** 3. How are the planned activities going to lead to achievement of the project's objectives? **[max 3000 characters]** |
| **eTwinning and Erasmus+ platforms** |
| 1. 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. **[max 3000 characters]** 2. If your project proposal is building on previous or ongoing eTwinning project(s), please explain how you plan to achieve this. Please clearly identify the relevant eTwinning project(s) by including the project title and project ID. In addition to the information provided here, do not forget to provide further information about the eTwinning aspect of your proposal in all other relevant parts of the application form. **[max 5000 characters]**   Please keep in mind that experts will evaluate your application exclusively on the basis of the information provided in the application form. Therefore, when answering this question make sure to describe the eTwinning project(s) you plan to build on. Likewise, please be aware that independently of the experts' evaluation of the quality of your application, the National Agency may verify the provided information about your eTwinning project(s). In case the information is not correct, your application may be disqualified. |
| **Participants** |
| 1. Please briefly describe who will take part in the project, including: **[max 3000 characters]**    * 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"   1. 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? **[number required]**    * Which types of situations are these participants facing? **[drop-down menu, up to 8 choices]**    * How will you support these participants so that they will fully engage in the planned activities? **[max 5000 characters]** |
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| **Management**  **Funds for Project Management and Implementation** |
| **[Explanation]** 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. **[Followed by a table presenting automatized budget calculation for PMI]**   1. 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   1. 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. **[max 3000 characters]** |
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| **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”.]]**  1. 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]** |
| *[The following questions are repeated for each activity]* |
| * Basic information: Activity Type, Activity Title, Leading and Participating organisations, Starting period, Duration, Country of Venue; Per organisation: number of participants, number of accompanying persons, duration  1. Description of the activity: **[max 3000 characters]**    * Describe the content, methodology and expected results of the activity.    * How is it going to be related to or integrated with the normal activities of the involved schools?   Does this activity combine physical mobility with virtual exchanges through eTwinning? **[Yes/No, [The next question and its corresponding field for answer are available only if the answer to the above question is “Yes”.]]**   1. Please explain how this will be achieved and what the expected benefits are. **[max 2000 characters]** 2. **[Only for short-term mobility of pupils, staff exchanges:]** How is participation in this activity going to benefit the involved participants? **[max 2000 characters]** 3. **[Only for long-term mobility of pupils and 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]** |
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| **Timetable** |
| 1. 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"  **[Timetable format: table with 'Starting Period' (month) and 'Description' [max 1000 characters]; LTTs are filled-in automatically with their title used as description]** |

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| **Special Costs** |
| * Special Needs Support and Exceptional costs with "Description and justification" per item |

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| **Follow-up** |
| 1. How are you going to assess if the project's objectives have been met? **[max 3000 characters]** 2. 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]** 3. Please describe your plans for dissemination and use of project results. **[max 3000 characters]**  * 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. |

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| **Budget Summary** |
| * Budget summary – automatically filled tables summarising all funds declared in other sections (PMI, LTT, Special costs)   Budget items  Project Management and Implementation  Learning, Teaching Training Activities  Special Needs Support  Exceptional Costs  Total Grant |

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| **Project Summary** |
| * Project summary in the language of the application form; project summary in English   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]** |

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| **Annexes** |
| The maximum number of all attachments is 10 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.  File Name [Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]  File Size (KB)  Please attach any other relevant documents. |

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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:   **Please also keep in mind the following:**  Only the coordinating school needs to submit the application to its National Agency. Partner schools need to be listed in this application and must not submit the same application to their own National Agencies. If similar or identical applications are submitted by different schools to different National Agencies, all applications may be rejected.  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').  **Data Protection Notice**  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>   * I agree with the Data Protection Notice |

***Disclaimer:*** *The questions summary is a partial representation of the actual application form that serves the purpose of informing the potential applicants about the form's content. The proper version of the application form is published on National agencies webpages with other application forms.*