

2020 Guidelines Application Form KA229

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.
- Multiple sections of the form contain tables. You should notice the button on the right side of the table: . This button will allow you to access additional options to work with the table contents.
- Throughout the form, you can display more information about particular questions by positioning your mouse pointer over the question mark sign .
- 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.
- You can find more information in the Guidelines for completing WEB applications: <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 and communicate your Form Id:** *example KA101-F846EF*. 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, including the National Agency that will receive, assess and decide on selection of your project. 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 organisations involved in the project as partners. All organisations included in the application, whether they act as applicant or partner, need to be registered in order to receive an Organisation id through the Organisation Registration system for Erasmus+ and European Solidarity Corp. <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>
The organisation id is a unique identifier for the organisation within the whole Erasmus+ Programme. It should to be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for an Organisation id should not register again. If an organisation needs to change some of the information linked to the Organisation id, this can be done through the Organisation Registration system for Erasmus+ and European Solidarity Corp.

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 will apply. 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.

- **Project Description:** 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 you may request special categories of expenses, including Exceptional costs and Special Needs Support.
- **Follow-up:** This section asks for information 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 your project's budget.
- **Project Summary:** In this section you will be asked to provide a short 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. 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 [the School Education Gateway here:](https://www.schooleducationgateway.eu/en/pub/index.htm)