2014-2020 Erasmus+ applications

I hope you find this information useful. It's from:
- *ErasmusPlus (YouTube)*
- http://erasmus-plus.ro/erasmus-plus-key-action-1-youth/
- *the Erasmus+ Programme Guide*

Remember - I'm an English teacher, not an Erasmus guru! However, because English is my first language, and because I was a lawyer for many years, it's easier for me to examine documents and vocabulary.

The Erasmus+ programme can give you some (not all) of the money you need to organise a youth exchange. Before you ask the European Union for money, it's a good idea to spend several days carefully reading the *Erasmus+ Programme Guide* (in particular pages 73-78 of the current *Guide*), the *Erasmus Plus URF Manual*, the official application forms, and Youthpass documentation. To find them, please follow these links:

a) The *Erasmus+ Programme Guide*.
If you want to organise an international exchange with a partner in Britain, or with a European partner where English is your common language, it is a good idea to read about Erasmus Plus in English. The English version has 315 pages.
You can find the English version of the *Erasmus+ Programme Guide* here:
http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

b) Register your organisation
Use the Unique Registration Facility (URF) at the *Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal*. The Participant Portal is here:
http://ec.europa.eu/education/participants/portal/desktop/en/home.html
Before you apply for registration, you can read the *Erasmus Plus URF Manual* here:
http://erasmus-plus.ro/wp-content/uploads/2014/02/Erasmus_plus_URF_manual.pdf

c) Find the correct application form
You must use "*the official Key Action 1 application form*" which you can find here:
http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents-applicants_en.htm
These are eForms. You can't complete an eForm until you register your organisation. If you want to see a preview of the 28-page Youth Mobility application form, follow this link:
http://ec.europa.eu/programmes/erasmus-plus/documents/form/youth_mobility_en.pdf
NOTE 1: Erasmus+ is very new and still changing. Some of the application documents for 2015 ("Call 2015") are different to those for 2014 ("Call 2014"). Make sure you use the latest documents.
NOTE 2: It would be really useful if Erasmus+ provided an example of a successful completed application form, and a successful completed "timetable

of activities". You could use them as models or precedents when you complete your own application form, to ensure that you give all the correct information in the correct places. I don't think any examples are available online, so if you find one, please tell me!

d) **Understand Youthpass**
If a young person goes on your mobility project, the Youthpass programme can produce a certificate to show that he or she did an educational activity. See https://www.youthpass.eu/

Eurospeak: an introduction
European Union documents use a lot of words that look like ordinary English but have a special meaning. I call this Eurospeak. Here's an example: "competence" is an English word, but "competences" is not. In youth mobility projects and Youthpass, *key competences* means "*the basic set of knowledge, skills and attitudes which all individuals need for personal fulfilment and development, active citizenship, social inclusion and employment"*. Specifically, these are the key competences.
> *1. Communication in the mother tongue*
> *2. Communication in foreign languages*
> *3. Mathematical competence and basic competences in science and technology*
> *4. Digital competence*
> *5. Learning to learn*
> *6. Social and civic competences*
> *7. Sense of initiative and entrepreneurship*
> *8. Cultural awareness and expression.*

To find a more detailed description of 1 to 8, you can go to the Youthpass website using the link above.

Before 2014
Old European programmes like Erasmus, Youth In Action, Leonardo da Vinci, Jean Monnet, Grundtvig and Comenius used Eurospeak. If I have to translate the Eurospeak word "action" into ordinary English I usually say "initiative" or "project", certainly not "action".
Here is another example: "Non-formal learning" and "informal learning" are the same thing in ordinary English, but different things in Eurospeak.
I don't know of a complete glossary or lexicon of these old Erasmus words. The most complete glossary I have seen was not produced by the European Union. It was produced by an Irish youth organisation called Léargas. You can still find it here: http://www.leargas.ie/glossary.php

From 2014:
From 2014 the new programmes of Erasmus Plus also use Eurospeak vocabulary. A lot of it is the same as the Léargas vocabulary, but there are more special words in the new Erasmus Plus documentation. Erasmus+ sometimes uses "activity" with its ordinary English meaning and sometimes with a special meaning (see below). "Activity" has a different special meaning in the Jean Monnet part. There's a glossary of 88 words and phrases at pages

304 to 312 of the *Erasmus+ Programme Guide* but it's not complete. For example it does not define "APV" (advance planning visit) or "PIC" (participant identification code; your organisation will receive its PIC when it completes the Erasmus+ registration process.)

Eurospeak: Key terms for Erasmus youth mobility projects

If you want to send young people to another country, you have a "project".

A project must fit into one of three categories which are called "Key Actions". We are interested in KA-1. Its full name is *Key Action 1: Learning Mobility of Individuals*. This is the correct category for "*mobility projects in the field of education, training and youth*".

So, we we want money for a "mobility project".

An application for money is called a "project proposal" or just a "proposal".

Before Erasmus+ will accept your proposal for an international youth exchange, you must find a youth organisation in the other country to be your "partner". You must show that you and your partner have a strong interest in working together to make the project a success.

Your proposal must show that your project contributes to the policy objectives of Erasmus+. These are "*to boost skills and employability; to modernise education, training and youth work; and to focus on young people*".

Here are some special words and phrases in the Youth Mobility application process. You will find a complete definition of each of these if you read all the documentation in the links on my first page.

Proposal assessment criteria:
relevance of the project:
> Your project must be relevant to the KA-1 objectives and priorities for youth exchange. See p77 of the *Guide*.

quality of project design and implementation:
> Your project must be clear, definite and practical. The young people should be involved in designing the project. See p77 of the *Guide*.

impact and dissemination:
> Your project must have a significant impact on the young people who go on the exchange, both during and after their visit to the other country; and your organisation and the outside world should be able to learn something from the project. See p78 of the *Guide*.

General:
key action: When completing the application form, just put "Learning Mobility of Individuals"

action: "Mobility of Learners and Staff"

action type: "Youth mobility"

activity: Erasmus+ glossary: "*A set of tasks carried out as part of a project. An activity can be of different types (mobility activities, cooperation activities, etc.). In the framework of Jean Monnet, an Activity is equivalent to an Action*".

activities and experience of your organisation:
This time "activity" has its ordinary English meaning. Your organisation will need certain administrative and practical skills to manage an Erasmus+ project. Has it already done mobility projects or other work which show it can manage this project successfully?

competences: "*a combination of knowledge, skills and attitudes*" (see also "key competences", above)

deadline: The last date for making an application. See p75 of the *Erasmus+ Programme Guide*

experiences: Not defined, but the Guide does give these examples of "learning experiences": "*work experience, volunteering, online learning*".

issues: Not defined in the Erasmus+ glossary. In a different context (not youth mobility) the *Guide* gives "quality assurance" and "employability of graduates" as examples of issues. In ordinary English, an issue is anything two people disagree about; or it's a euphemism for a social or psychiatric problem.

objectives: Here we mean the objectives of your project, not the objectives of the Erasmus+ programme as a whole.

learning outcomes: There is a full definition on p308 of the Guide. Briefly, the project must give new or better "competences" to the young people who participate in your project. These should be linked to the aim of your project and to the activity the young people carry out.

needs: *Guide* p309 defines "*people with special needs*"

mobility activity: Not defined in the *Guide*, but I'm sure it is defined in the European legislation. See p31 of the *Guide* for a list of the benefits that Erasmus+ expects a mobility activity to produce.

present your organisation:
State the aims of your organisation, its history, its location and how the activities proposed in this application fits into other programmes or activities you deliver.

quality: Not defined in the Erasmus+ glossary.

opportunities: *Guide* p309 defines "*people with fewer opportunities*"

public body: An organisation which "*provides learning opportunities and either (a) at least 50% of its annual revenues over the last two years have been received from public sources or (b) it is controlled by public bodies or their representatives.*"

stakeholder: Not defined. In ordinary English this means a person or organisation which has a financial interest in a project, but in Erasmus+ it seems to mean a person who has any close interest in a project.