Erasmus+

Application Form

Call: 2014

KA1 - Learning Mobility of Individuals

Form Version: 1.06
Adobe Reader Version: 11.006

A. General Information

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online;

For more information on how to fill in this application form, you can read the e-Forms Guideline.

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Adult education staff mobility
Call	2014
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	17-03-2014 12:00:00
Language used to fill in the form	Finnish

B.1. Project Identification

Project Title	Improvement of teaching and planning skills of the staff of the adult education centre
Project Start Date (dd-mm-yyyy)	01-07-2014
Project Total Duration (Months)	12 months
Project End Date (dd-mm-yyyy)	30-06-2015
Applicant Organisation Full Legal Name (Latin characters)	Helsingin kaupungin suomenkielinen työväenopisto
Form hash code	F447A3FDCF9E8A40

B.2. National Agency of the Applicant Organisation

Identification	FI01 (SUOMI / FINLAND)

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

http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm

C. Participating organisation(s)

C.1. Applicant Organisation

PIC	943708539
Full legal name (National Language)	Helsingin työväenopisto
Full legal name (Latin characters)	Helsingin kaupungin suomenkielinen työväenopisto
Acronym	HAEC
National ID (if applicable)	0201256-6
Department (if applicable)	
Address	Helsinginkatu 26
Country	Finland
Region	FI1B1 - Helsinki-Uusimaa
P.O. Box	PL 5300
Post Code	00099 Helsingin kaupunki
CEDEX	
City	Helsinki
Website	
Email	
Telephone 1	+358931088610
Telephone 2	+358931088501
Fax	

C.1.1. Profile

Type of Organisation	School/Institute/Educational centre – Adult education
Is your organisation a public body?	Yes
Is your organisation a non-profit?	Yes

C.1.2. Background and Experience

Please briefly present your organisation.

Among the adult education centres in Finland, the Helsinki City Adult Education Centre (Helsinki AEC) is the largest, with 100 years of experience in liberal adult education. The Centre provides liberal education for adults on their leisure time and aims to help adults

cope with the society and become active members in it. Meeting the challenges of aging of the population and assimilating foreigners to the society is one of the main strategies of the Centre nowadays. Maintaining our role as one of the largest organizations in Europe in the liberal adult education field having a wide and versatile course offering for the students and interesting workplace for our staff. There is a clear need to develope the skills of the staff now and in the future challenges as well.

What are the activities and experience of your organisation in the areas relevant for this application?

Helsinki City Adult Education Centre has an experience of 100 years of teaching and has a great variety of courses in different subject fields with over 100.000 teaching hours per year. The Centre has over 100 permanent and over 1000 part-time employees. As a result of the long-term development and several projects Helsinki AEC has been developing the teaching methods for our main target groups. Among other projects Helsinki City Adult Education Centre has for several years been running also a project to motivate, encourage and involve immigrants, unemployed and senior citizens. It also organizes courses on voluntary work together with the Helsinki City Social services department and NGOs.
Specially in the past decade Helsinki AEC has been investing to the modern information and communication technological teaching facilities in our learning environments. Providing open and flexible learning opportunities supporting individual and collaborative learning processes is one of the modern age trends in the Finnish society. Helsinki City Adult Education Centre is constantly developing new ideas and possibilities to meet these challenges in the area of lifelong learning and equality of generations, genders and citizens having different cultural backgrounds.

What are the skills and expertise of key staff/persons involved in this application?

Teachers in different fields, both part-time and permanent teachers with teaching experience in our institution
Administrative staff, experience of planning and administrative processes of our adult education centre

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
Grundtvig	2013	2013-1-FI-GRU14-13013 1	Helsingin kaupungin suomenkielinen työväenopisto

C.1.3. Legal Representative

Title	Mrs.
Gender	Female
First Name	Taina
Family Name	Saarinen
Department	
Position	Principal
Email	taina.h.saarinen@hel.fi

Telephone 1	+358930188501

☐ If the address is different from the one of the organisation, please tick this box

C.1.4. Contact Person

Title	development manager
Gender	Male
First Name	Veikko
Family Name	Torvinen
Department	administrative department
Position	team leader
Email	veikko.torvinen@hel.fi
Telephone 1	+358931088537

☐ If the address is different from the one of the organisation, please tick this box

D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Need to launch quality project in the whole organisation. Main areas for improvement are as follows:
- staff competence
- new teaching methods
- maintain and develop the language competence of the language teachers
- ongoing development project of the curriculum of the liberal adult education (international comparisons)

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Teachers mobilities of different kind (courses, job shadowing, mentoring, study visits, bench marking, visiting lecturing) to improve and share the teaching methods and language skills.
Visits of administrative staff for improving understanding of the curriculum of the liberal adult education and improve institutional effectiveness.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

The new competences adapted in the mobilities of the administrative staff will contribute the curriculum development of the institution. Teachers will contribute the improvement of the curriculum of their own teaching field by the competence gained in the mobilities.

E. Description of the Project

What are the most relevant topics addressed by your project?

New innovative curricula/educational methods/development of training courses

Teaching and learning of foreign languages

Quality Improvement Institutions and/or methods (incl. school development)

F. Participants' Profile

Please describe the background and needs of the participants involved and how these participants have been or will be selected.

Background: permanent and part time teachers, administrative staff.
The participants will be selected to suite the topical needs and goals of the institution.

F.1. Learning Outcomes

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in your project?

Language skills
International contacts and skills of networking
New administrative skills
New administrative skills and ideas

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

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

EFQM model

How will you use the European/national instrument(s)/certificate(s) selected?

Assessment of effectiveness of visits and cooperation in regard with overall quality management approach

G. Preparation

Please describe what will be done in preparation, by your organisation and, if relevant, by your partners before the main activities take place.

G.1. Practical Arrangements

How will the practical and logistic matters of the project be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

According to city hall regulations. Using the travel management system of the city.

G.2. Project Management

How will you address quality and management issues (e.g. setting up of agreements with partners, learning agreements with participants, etc.)?

See above. EFQM model.

G.3. Preparation of Participants

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

Orientation for the participants.

H. Main Activities

Please outline the main activities you plan to organise. If relevant, please describe the role of each project partner in the activities.

Study visits, mentoring, bench marking, participating courses, teaching visits, project identification visits.

If applicable, how do you intend to cooperate and communicate with your project partners and other relevant stakeholders?

Video conferences and preparatory meetings

What is the role of each partner in the activities? How do you intend to cooperate and communicate with your project partners and other relevant stakeholders? How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

Contact responsible person selected in the home organization. Preparatory meetings and video conferences as above.

H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.	A1
Activity Type	Training/teaching assignments abroad
No. of Participants	10
Participants with Special Needs (out of total number of Participants)	1
Accompanying Persons (out of total number of Participants)	1
Is this a long-term activity?	No

Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants
1	Finland	France		14	2
2	Finland	Austria		14	1
3	Finland	Germany		14	2
4	Finland	Italy		14	2
5	Finland	Spain		14	2
6	Finland	United Kingdom		14	1

Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants
				Total	10

I. Follow-up

Please describe what will happen after the end of your main activities.

I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

Internationalization and new professional skills

What is the desired impact of the project at the local, regional, national, European and/or international levels?

Better cooperation and communication skills as regard to international activities. New openings of cooperation on European level.

I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

Within the teaching and administrative teams reporting of the mobility results.

I.3. Evaluation

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

Reports of the mobilities of the participants required.

J. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	Training/teaching assignments abroad	1	Finland	France	2000 - 2999 km	2	360.00	720.00
A1	Training/teaching assignments abroad	2	Finland	Austria	2000 - 2999 km	1	360.00	360.00
A1	Training/teaching assignments abroad	3	Finland	Germany	500 - 1999 km	2	275.00	550.00
A1	Training/teaching assignments abroad	4	Finland	Italy	3000 - 3999 km	2	530.00	1060.00
A1	Training/teaching assignments abroad	5	Finland	Spain	3000 - 3999 km	2	530.00	1060.00
A1	Training/teaching assignments abroad	6	Finland	United Kingdom	2000 - 2999 km	1	360.00	360.00
							Total	4110.00

J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Duration (days)	No. of Participants	Grant per Participant	Total Grant Requested
A1	Training/teaching assignments abroad	1	France	14	2	1176.00	2352.00
A1	Training/teaching assignments abroad	2	Austria	14	1	1176.00	1176.00
A1	Training/teaching assignments abroad	3	Germany	14	2	1008.00	2016.00
A1	Training/teaching assignments abroad	4	Italy	14	2	1176.00	2352.00
A1	Training/teaching assignments abroad	5	Spain	14	2	1008.00	2016.00
A1	Training/teaching assignments abroad	6	United Kingdom	14	1	1344.00	1344.00

Activity No.	Activity Type	Flow No.	Country of Destination	Duration (days)	No. of Participants	Grant per Participant	Total Grant Requested
						Total	11256.00

J.3. Organisational Support

No. of Participants (excluding accompanying persons)	Total Grant Requested
9	3150.00

J.4. Course Fees

Activity No.	Activity Type	Duration (days)	No. of Participants	Grant per Participant/Day	Total Grant Requested
				Total	

J.5. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
			Total	

Please provide any further comments you may have concerning the above entered budget.

K. Project summary

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+ dissemination 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.

Context and background of the project:
The adult education centre of the city of Helsinki as one of the biggest adult education centres in Europe consider the international exchange as an important part of its development. The institute has its 100 year anniversary this year and has recently gone through fundamental reorganization as well as renewed its strategy. Fresh ideas from other countries are needed to improve teaching and curriculum of the institute. It is most important to get inspiration from other European institutes especially now, as the institute has an project to create its first comprehensive curriculum.

Objectives of the project:
Systematize and improve the quality of the mobilities of the staff of the institute in order to integrate mobilities better into the goals and teaching of the institute.

Number and profile of participants:
Ten (10) mobilities. Participants will be both part-time and permanent teachers and administrative staff of the institute.

Description of activities:
Courses, visits, work shops, bench marking, job shadowing, visiting lectures.

Methodology to be used in carrying out the project:
Quality assessment of the results of the mobilities (EQFM/education). Applications approved according the goals of the institute. A person responsible of the mobilities will be chosen. Preparatory work with the partner organization. Orientation given to the participators.

Results and impact:
Report of the mobilities is and sharing of the results within the team of colleagues is required. Longer term benefits will be seen in the development of the teaching in the institute.

Please provide a translation in English.

See above.

K.1. Summary of participating organisations

Name of the Organisation	Country of the Organisation	Type of Organisation
Helsingin kaupungin suomenkielinen työväenopisto	Finland	School/Institute/Educational centre – Adult education

Total number of participating organisations	1

K.2. Budget Summary

The sum of previous sections representing the total grant requested for this application.

Activity No.	Activity Type	Travel	Individual Support	Course fees	Special Needs Support	Total
A1	Training/teaching assignments abroad	4110.00	11256.00			15366.00
	Total	4110.00	11256.00			15366.00

Organisational Support	3150.00

K.2.1. Project Total Grant

Grant Calculated	18516.00
Grant Requested	18516.00

L. Checklist

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- ☐ you have used the official Key- Action 1 application form.
- ☐ all relevant fields in the application form have been completed.
- ☐ the application form is submitted to the National Agency of the country in which your organisation is established.
- ☐ the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- ☐ you have annexed all the relevant documents:
  - ☐ the Declaration of Honour signed by the legal representative mentioned in the application.
  - ☐ the mandates of each partner to the applicant signed by both parties.
- ☐ all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- ☐ for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- ☐ you are complying with the deadline published in the Programme Guide.
- ☐ you have saved or printed the copy of the completed form for yourself.

M. Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community 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.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,

- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,

- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

http://www.edps.europa.eu/

N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It 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

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60.000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
Total Size	

P. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

P.1. Data Validation

Validation of compulsory fields and rules

P.2. Standard Submission Procedure

Online submission (requires internet connection)

P.3. Alternative Submission Procedure

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

P.4. Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-03-12 13:41:00 *	Form has not been submitted yet	F447A3FD477374B5	Unknown

* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

P.5. Form Printing

Print the entire form