

Context

Main objective of the project	Exchange of Good Practices
Project Title	Velg en tittel (ikke for lang) som beskriver prosjektet
Project Title in English	
Project Acronym	Sørg for at prosjektets akronym ikke har en "uønsket" betydning på noen av partnerspråkene
Project Start Date (yyyy-mm-dd)	2020-09-01
Project Total Duration	24 months
Project End Date (yyyy-mm-dd)	2022-08-31
National Agency of the Applicant Organisation	NO01 (NORGE)
Language used to fill in the form	Norwegian

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

<https://ec.europa.eu/programmes/erasmus-plus/contact>

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+ 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.

Det er ofte denne delen av søknaden evaluatoren leser først for å danne seg et bilde av prosjektet. Vær derfor nøye med formulering slik at leseren får et tydelig bilde av hva dere ønsker å gjøre og hvorfor. Forklar på en enkel måte hvordan aktivitetene henger sammen og hvorfor de er viktige for prosjektets gjennomføring og måloppnåelse. Tenk at alle skal kunne forstå hva dere ønsker å gjøre, selv om de ikke kjenner til organisasjonen. Hvorfor bør dette gjennomføres internasjonalt?

Tips til søknaden:

- Unngå gjentakelser: Informasjon kan passe inn under flere evalueringskriterier; vis heller til andre avsnitt
- Be noen som ikke kjenner til prosjektet om å lese gjennom søknaden
- Lag et tydelig og fullstendig arbeidsprogram som dekker alle faser: forberedelse, implementering, oppfølging, evaluering og spredning.

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

Vært oppmerksom at denne teksten blir liggende offentlig her: <https://ec.europa.eu/programmes/erasmus-plus/projects/>.

På nettsiden kan du finne inspirasjon og lese om andre Erasmus+ prosjekter som har blitt innvilget.



Participating Organisations

Applicant Organisation

Organisation ID	Legal Name	Country
E10213842	Henriks skole	Norway

Partner Organisations

Organisation ID	Legal Name	Country
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Budget Summary

This section summarises the budget you have requested and provides a breakdown per participating school. In case your project is approved, each of the participating schools will be offered a separate contract with their own budget.

Note on budget capping: According to the Programme Guide, the project budget for School Exchange Partnerships is limited to 16 500 EUR per school and per year of project duration (Special Needs Support and Exceptional Costs for Expensive Travel do not count for this cap). For your project, the current budget cap is 66,000 EUR. Please note that this cap applies to the partnership as a whole, while there is no limitation on how these funds can be divided between the schools participating in the project.

Project Budget Summary

Budget items	Grant
Project Management and Implementation	18.000,00 EUR
Learning, Teaching Training Activities	13.476,00 EUR
Exceptional Costs	160,00 EUR
Total Grant	31.636,00 EUR

Learning, Teaching, Training Activities

Id	Activity Type	Travel Grant	Grant for Exceptional Costs for Expensive Travel	Individual Support Grant	Linguistic Support Grant	Grant
C1	Short-term joint staff training events	3.300,00 EUR	0,00 EUR	10.176,00 EUR	0,00 EUR	13.476,00 EUR
Total Grant		3.300,00 EUR	0,00 EUR	10.176,00 EUR	0,00 EUR	13.476,00 EUR

Budget per Organisation

Organisation	Country of Organisation	Grant
	ccm2.CountryCCM2Id.	6.000,00 EUR
Henriks skole	Norway	12.160,00 EUR

Budget details Henriks skole - E10213842

Budget items	Grant
Project Management and Implementation	12.000,00 EUR
Exceptional Costs	160,00 EUR
Total Grant	12.160,00 EUR

Timetable

Please list and describe all project activities and indicate an approximate timing when they will start. In particular, you should include project activities other than the Learning, Teaching, Training activities, for example: project management meetings, dissemination activities and other local activities and events in each school.

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

ID	Activity Type	Starting Period	Description
P1	Other Project Events	09-2020	Hvor ofte skal dere ha møter? Hva er formålet med møtene?
C1	Short-term joint staff training events	10-2020	Første aktivitet i prosjektet

Participating Organisations

Applicant Organisation Details

Organisation ID	E10213842
Legal name	Henriks skole
Legal name (National language)	Henriks skole
National ID (if applicable)	123456543
Address	Storgata 2
Country	Norway
Postal Code	5050
City	Bergen
Website	
Telephone	+4747247104

Profile

Type of Organisation	National Public body
Is the organisation a public body?	Yes
Is the organisation a non-profit?	Yes

Legal Representative

Gender	
First Name	
Family Name	
Position	
Email	
Telephone	
Preferred Contact	No
Same address as organisation	No
Address	
Country	
Postal Code	
City	

Contact Person

Title	.
Gender	
First Name	
Family Name	
Position	
Email	
Telephone	
Preferred Contact	Yes
Same address as organisation	Yes
Address	Storgata 2
Country	Norway
Postal Code	5050
City	Bergen

Background And Experience

Please briefly present the school and include the following information:

- 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 your 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 this school and its staff can contribute to the project?

Her må dere beskrive søkerorganisasjonens erfaringer og bakgrunn.

Tilsvarende informasjon må fylles ut for hver partner.

Unngå klipp og lim fra skolenes nettsider.

Vis hvorfor din institusjon skal kan lede partnerskapet. Beskriv skolene i relasjon til prosjektets tematikk. Inkluder også informasjon om organisasjonens størrelse (ansatte, elever, andre).

Det kan være lurt å beskrive sammenhengen mellom partnerne og prosjektet. Hvilke erfaringer og behov har partnerne når det kommer til prosjektets tematikk?

Det bør være en sammenheng mellom denne informasjonen og de oppgavene de har i prosjektet.

Does this school have a valid eTwinning school label?

No

Various labels exist for successful eTwinning projects and schools. Before answering this question, please make sure that you are familiar with the concept of the eTwinning school label. You can find more information about the eTwinning school label here: <https://www.etwinning.net/en/pub/recognition/etwinning-school-labels.htm>

Has the organisation participated in a European Union granted project in the 3 years preceding this application?

No

Partner Organisation details

Organisation ID

Legal name

Legal name (National language)

Address

Country

Postal Code

City

Website

Telephone



Profile

Type of Organisation

Is the organisation a public body?

Is the organisation a non-profit?

Legal Representative

No

No

Contact Person

Gender	
First Name	
Family Name	
Position	
Email	
Telephone	
Preferred Contact	Yes
Same address as organisation	No
Address	
Country	
Postal Code	
City	

Background And Experience

Please briefly present the school and include the following information:

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Has the organisation participated in a European Union granted project in the 3 years preceding this application?

Project Description

Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

Please select up to three topics addressed by your project

Description

Please describe the motivation for your project and explain why it should be funded.

Hva er bakgrunnen for prosjektet ut i fra skolenes behov?

Hva er motivasjonen for prosjektet?

Hvilke konkrete mål har prosjektet?

Hvorfor skal dere samarbeide internasjonalt? Hva er merverdien av å gjennomføre dette prosjektet i en internasjonal setting.

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?

Beskriv hvilke resultat/utbytte aktivitetene og prosjektet som helhet skal ha.

Vis hvordan prosjekts mål samsvarer med prosjektets prioriteringer.

Skolesektoren

- Styrke utvikling og tilgang til opplæring i grunnleggende ferdigheter og nøkkelkompetanser
- Styrke lærerprofesjonen
- Styrke undervisning og læring i fremmedspråk
- Øke interesse for og prestasjoner i STE(A)M fagene
- Utvikle et barnehagetilbud av høy kvalitet
- Anerkjennelse av læringsopphold i utlandet

Horisontale

- Nøkkelkompetanser og grunnleggende ferdigheter
- Sosial inkludering
- Samfunnsengasjement og interkulturell kompetanse
- Miljø og klima
- Innovativ digital praksis
- Verdien av europeisk kulturarv

How are the planned activities going to lead to achievement of the project's objectives ?

Valg av aktiviteter og innhold av aktivitetene; både antall aktiviteter og antall deltakere må være hensiktsmessig; innholdet må være formåltjenlig.

Hvordan bidrar aktivitetene til å nå prosjektets mål?

Legges det opp til lokale aktiviteter ved skolene underveis i prosjektet – digitalt samarbeid?

Participants

Please briefly describe who will take part in the project, including:

- Who are the different groups that will take part in the project activities (e.g. pupils, teachers, other school staff, parents, etc.)? Please also include information on local participants (those who will participate in project activities, but will not travel as part of the project).
- 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

Hvordan kommer dere til å velge ut hvem som skal delta i prosjektets aktiviteter? Forklar også hvordan de skal delta.

Hvordan velges deltakere (stikkord: transparens)

Under er det også mulig å beskrive om prosjektet skal involvere deltakere med "fewer opportunities".

Har dere tenkt å involvere deltakere som befinner seg i noen av situasjonene som beskrives i nedtrekksmenyen?.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

Yes

How many participants would fall into this category?

10

Which types of situations are these participants facing?

How will you support these participants so that they will fully engage in the planned activities?

Beskriv hvilke muligheter dere har å tilby ekstra støtte til denne gruppen. Beskriv på hvilken måte og hvilke aktiviteter disse personene vil delta i prosjektet. Forklar også hvordan dere har kommet frem til akkurat det tallet.

Management

Funds for Project Management and Implementation

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.

Organisation role	Grant per organisation and per month	Number of organisations	Grant
Coordinator	500,00 EUR	1	12.000,00 EUR
Partner	250,00 EUR	1	6.000,00 EUR
Total		2	18.000,00 EUR

Project Management and Implementation

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 project implementation.

Tenk igjennom metoder for koordinering, samhandling og kommunikasjon på forhånd.

Hvordan kan dere være sikre på at oppgavene blir utført? Beskriv.

Hvordan planlegger dere å kommunisere internt i partnerskapet. Hvilke verktøy skal dere bruke?

Hvordan få et veldrevet prosjekt?

Tips..

- Balansert fordeling av roller og oppgaver – engasjement og aktiv deltakelse
- ivaretar alle praktiske detaljer på en god måte
- er inkluderende
- samarbeider godt med partnere
- har tydelige mål med alle aktiviteter og kan vise hvordan de bidrar til prosjektets overordnede målsetting

Please make sure to include all project management meetings, events and local activities of each school in the section: Timetable

How did you choose the project partners? Does your project involve schools that have never participated in a Strategic Partnership? If yes, please explain how more experienced schools can support less experienced partners during the project.

Beskriv hvordan partnerskapet er satt sammen - roller, kunnskap, erfaringer. Hvem bidrar med hva?
Hva tenkte dere når dere fordelte oppgaver og ansvar mellom dere? Hvordan er prosjektet relevant for alle partnerne?

Beskriv hvordan dere utfyller hverandre og hvorfor akkurat dere er et godt partnerskap for å gjennomføre dette prosjektet.

Inngår det partnerorganisasjoner som aldri før har deltatt i internasjonale prosjekter?

Når man danner et partnerskap har man en tendens å inkludere institusjoner man har jobbet med tidligere. Det kan fremstå som en god idé å ta med vennlige og kompetente personer som du har jobbet med tidligere og som du stoler på, men husk at prosjektet skal være noe nytt. Få frem hvilke ulike ferdigheter, kompetanse og erfaringer partnere bidrar med.

- Prosjektpartnere bidrar med ferdigheter, kompetanse og erfaring som trengs for å oppnå prosjektmålene; gjerne ulike erfaringer og tilnærminger til samme tema
- Oppgavene i prosjektet er jevnt fordelt.
- Unngå «norsktunge» prosjekter, husk gjensidighet
- ansvarsfordelingen i prosjektet er tydelig beskrevet
- prosjektet har en plan for kommunikasjon mellom partnere

Learning, Teaching, Training Activities

List of Activities

Do you plan to include transnational learning, teaching or training activities in your project? Yes

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?

Beskriv det praktiske knyttet til Learning, Teaching and Training activities:

- Hvordan velger dere ut deltakerne?
- Hvordan forbereder dere dem?
- Hvilke sikkerhetstiltak har dere på plass?
- Hvordan er deltakerne forsikret?
- Risiko?

Please specify each of the planned learning, teaching and training activities in the table below.

ID	Activity Title	Leading Organisation	Activity Type	Starting Period	No. of Participants	No. of Accompanying Persons	Grant
C1	Første aktivitet i prosjektet	Henriks skole(E10213842, Norway)	Short-term joint staff training events	10-2020	10	2	13.476,00 EUR
Total					10	2	13.476,00 EUR

Activity Details (C1)

In this section, you are asked to provide details about this specific activity. The section consists of two parts: Activity Details and Groups of Participants.

In the first part (Activity Details) you are asked to provide information about the planned activity as a whole (e.g. its venue, duration, etc.), to define the activity's lead organisation, and to list the other participating organisations. The lead organisation is typically the one hosting the activity in its premises. In case you decide to organise the activity outside of the lead organisation's premises, you

must respect the detailed rules provided in the Programme Guide and you need to provide an explanation for this choice as part of the activity description. The other participating organisations are all project partners who will send their participants to take part in the activity. Adding a partner organisation to the list of participating organisations will allow you to ask funding for their participants in the second part of this section.

In the second part (Groups of Participants) you are asked to provide some details about the participants who will take part in this activity. The main purpose of this section is to calculate the budget that the project will receive for the participants' travel, individual support and other expenses. The participants are organised in groups for easier calculation. Each group and its budget are linked to their sending organisation.

Field	SCHOOLS	Activity Type	Short-term joint staff training events
Activity Title	Første aktivitet i prosjektet		
Leading Organisation	Henriks skole(E10213842, Norway)		
Participating Organisations			
Starting Period	10-2020	Duration(days)	8
		Country of Venue	Belgium

Description of the activity:

- 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?

Hvordan henger mål aktiviteter og forventet utbytte sammen? realistisk og hensiktsmessig

Does this activity combine physical mobility with virtual exchanges through eTwinning?

No

How is participation in this activity going to benefit the involved participants?

.

Summary of Groups of Participants

In the following table, please define the groups of participants who will require funding to participate in this activity. Participants who do not require funding (for example local participants) do not need to be specified in this part.

ID	Sending Organisation	Distance Band	Duration (days)	No. of Participants	No. of Accompanying Persons	Grant
1		500-1999 km	8	10	2	13.476,00 EUR

Group of Participants (1, C1 (Første aktivitet i prosjektet))

To request funds for participants in this group, please complete the information below.

Please note that there are two categories of persons who can be funded: people directly taking part in the planned activity (always referred to as participants) and accompanying persons. Accompanying persons include teachers or other staff travelling together with pupils, as well as assistants supporting participants with special needs.

Grant rates for Individual Support are different for participants and accompanying persons. Therefore, you need to specify the requested duration for Individual Support separately for the two categories of persons. At the same time, grants for travel are the same for participants and accompanying persons. Therefore, for travel you should add together all persons requiring a grant.

Finally, please be aware that in case later on you decide to modify the information about the activity (e.g. its duration or number of participants), the modification will not be automatically reflected for the different groups of participants and different budget items. Therefore, please make sure that all budget requests are correct before submitting your application.

Sending Organisation		Country of Venue	
		Belgium	
No. of Participants	No. of Accompanying Persons		Total No. of Participants and accompanying persons
10	2		12

Group of Participants - Budget

Individual Support

Please note that additional individual support for up to two travel days may be requested if the participants are required to travel on the day before or after the activity.

No. of Participants	Duration per Participant (days)	Grant per Participant	Total (for Participants)
10	8	848,00 EUR	8.480,00 EUR

No. of Accompanying Persons	Duration per Accompanying Person (days)	Grant per Accompanying Person	Total (for Accompanying Persons)
2	8	848,00 EUR	1.696,00 EUR

Total Individual Support Grant
10.176,00 EUR

Travel

No. of Persons	Distance band	Grant per Participant	Total Travel Grant
12	500 - 1999 km	275	3.300,00 EUR

Exceptional Costs for Expensive Travel

Request Exceptional Costs for Expensive Travel

Activity Budget

Budget Items	Grant
Travel	3.300,00 EUR
Individual Support	10.176,00 EUR
Total Grant	13.476,00 EUR

Special Costs

In this section, you may request budget for types of expenses that are funded based on their actual cost. For more detailed information on what can be supported, please consult the Programme Guide or request advice from your National Agency.

Special Needs Support

Id	Organisation	Country of the Organisation	No. of Participants With Special Needs	Description and Justification	Requested Grant
Total					0,00 EUR

Exceptional Costs

Id	Organisation	Country of the Organisation	Description and Justification	Requested Grant (75%)
1	Henriks skole	Norway	dyre flybilletter	160,00 EUR
Total				160,00 EUR

Follow-up

How are you going to assess if the project's objectives have been met?

Hvordan vil dere måle om prosjektmålene nås?

Viktig at man har en plan for hvordan man skal evaluere om prosjektet var vellykket.

Hvordan vil dere vurdere prosjektet underveis?

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?

Hvilken effekt og endring ønsker dere å se?

Hvordan kan dette måles?

Hvordan vil prosjektet påvirke organisasjonene som er med i prosjektet?

Kan prosjektet ha effekt utover egen organisasjon?

Please describe your plans for dissemination and use of project results.

- 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.

Spredning av prosjektresultater:

Hvem kan ha nytte av å bli kjent med erfaringene fra prosjektet?

Hvordan vil prosjektet bidra til videre utvikling i de involverte organisasjonene etter prosjektperioden?

Hvordan skal erfaringene fra prosjektet deles, og hvem er relevante målgrupper i og utenfor de deltakende organisasjonene?

Effekt utover prosjektperioden?

Det står mer i Erasmusguiden. Link til guiden: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2020_en

ANNEX II – DISSEMINATION AND EXPLOITATION OF RESULTS

side 313: Dissemination and exploitation of project results: what, why, who, when, where and how

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

File Name

File Size (KB)

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details

File Name

File Size (KB)

Total Size (KB)

0

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:NO01 (NORGE)

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 Erasmus and European Solidarity Corps platform (for more details, see Part C of the Programme Guide - 'Information for applicants').

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 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 Specific Privacy Statement on Data Protection

Submission History

If you have submitted more than one version of your application form, you can use this section to keep track of your work.
