A. General Information

WARNING!

FOR ALL APPLICANTS (EXCEPT APPLICANTS, APPLYING TO THE SERBIAN NATIONAL AGENCY)

PLEASE BE AWARE THAT ALTHOUGH SERBIA APPEARS ON THE LIST OF POSSIBLE DESTINATION COUNTRIES, IT IS NOT AN ELIGIBLE DESTINATION UNDER THIS ACTION.

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 Technical Guidelines for e-Forms.

For more information on the award criteria according to which the quality assessment of this application will be done please refer to the Programme Guide.

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00
Language used to fill in the form	Icelandic

B.1. Project Identification

Project Title	Heiti verkefnis-17
Project Title in English	Heiti verkefnis á ensku
Project Acronym	Stytt nafn, t.d. skammstafanir

Project Start Date (dd-mm-yyyy)	01-06-2017
Project Total Duration (Months)	24 months
Project End Date (dd-mm-yyyy)	31-05-2019
Applicant Organisation Full Legal Name (Latin characters)	Skopparabolti
Form hash code	A69AA2632171F633

B.2. National Agency of the Applicant Organisation

Identification	IS01 (ÍSLAND)

For further details about the available Erasmus+ National Agencies, please consult the following page:
https://ec.europa.eu/programmes/erasmus-plus/contact

C. Participating organisation(s)

C.1. Applicant Organisation

PIC	947036318
Full legal name (National Language)	Skoppi
Full legal name (Latin characters)	Skopparabolti
Acronym	
National ID (if applicable)	2525252525
Department (if applicable)	
Address	boltastræti 2
Country	Iceland
P.O. Box	
Post Code	
CEDEX	
City	Reykjavík
Website	
Email	
Telephone 1	+3549988776
Fax	

C.1.1. Profile

Type of Organisation	School/Institute/Educational centre – Vocational Training (secondary level)
Is your organisation a public body?	No
Is your organisation a non-profit?	No
Total number of staff	5000
Total number of learners	50

C.1.2. Consortium

Are you applying on behalf of a consortium?

No

C.1.3. Background and Experience

Please briefly present your organisation.

Lýstu skólanum / stofnuninni/ samtökunum í stuttu máli

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

Hvaða starfsemi og reynslu hefur stofnunin þín á þeim sviðum sem þessi umsókn fjallar um?
- ath að fjalla hér um þau SVIÐ sem eiga við í umsókninni
- ath einnig að segja frá því ef stofnunin hefur tekið þátt í svipuðum verkefnum áður

Please give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

Hver er færni og sérkunnátta lykilstarfsmanna/einstaklinga sem koma að verkefninu
- leggið áherslu á verkefnastjóra verkefnisins/alþjóðafulltrúa sem ber ábyrgð á framkvæmd verkefnisins
- látið einnig vita ef fleiri aðilar koma að verkefninu, t.d. fagstjórar
- þekking og reynsla á notkun t.d. ECVET einingakerfisins í starfsmenntun og Europass starfsmenntavegabréfinu

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
Erasmus+	2015	2015-1-IS01-KA102-015547	Nafn umsækjanda / stofnunar

C.1.4. Legal Representative

Title	
Gender	Female
First Name	Nafn ábyrgðaraðila stýristofnunar / umsækjanda. Viðkomandi þarf að hafa heimild til að skuldbinda stofnunina fjárhagslega. Er venjulega skólameistari, forstöðumaður, framkvæmdastjóri eða sambærilegt
Family Name	Eftirnafn
Department	
Position	Skólameistari
Email	skolameistari@mm.is

Telephone 1	777 7777

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

C.1.5. Contact Person

Title	
Gender	Female
First Name	Nafn tengiliðs verkefnisins. Viðkomandi er verkefnastjórinn og eru öll skilaboð og samskipti vegna verkefnisins send á þennan aðila
Family Name	Eftirnafn
Department	
Position	Staða / Alþjóðafulltrúi
Email	althjodafulltrui@mm.is
Telephone 1	555 5555
Online Linguistic Support Contact Person?	Yes

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

C.2. Partner Organisation

PIC	947028073
Full legal name (National Language)	
Full legal name (Latin characters)	Prufa
Acronym	
National ID (if applicable)	2424242424
Department (if applicable)	
Address	kambavegur 3
Country	Spain
P.O. Box	
Post Code	
CEDEX	
City	Reykjavík
Website	
Email	
Telephone 1	+3548978987
Fax	

C.2.1. Profile

Type of Organisation	Small and medium sized enterprise
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	No
Total number of staff	200
Total number of learners	10

C.2.2. Background and Experience

Please briefly present the partner organisation.

Lýstu samstarfsaðilanum í stuttu máli
-Hvers konar stofnun, þeirra sérhæfing, stærð o.s.frv

Please briefly give information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project.

Hver er færni , sérkunnátta og reynsla lykilstarfsmanna /einstaklinga sem koma að verkefninu? Hvað munu þau koma með inn í verkefnið?

C.2.3. Legal Representative

Title	
Gender	Male
First Name	Nafn ábyrgðaraðila móttökustofnunarinnar /samstarfsaðilans
Family Name	Eftirnafn
Department	
Position	Staða
Email	email@pp.es
Telephone 1	444 4444

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

C.2.4. Contact Person

Title	
Gender	Male
First Name	Nafn tengiliðs móttökustofnunarinnar /samstarfsaðilans
Family Name	Eftirnafn
Department	
Position	International coordinator
Email	ic@pp.es
Telephone 1	444 4445

☐ 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).

Hverjar eru þarfir skólans /stofnunarinnar með tilliti til gæðaþróunar og alþjóðavæðingar/evrópusamstarfs.
Segir frá þeim sviðum þar sem mest þörf er fyrir framfarir og þróun

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

Skýrið áætlanir skólans/ stofnunarinnar um evrópskt samstarf og samskipti á sviði náms og þjálfunar. Skýrið einnig hvernig þetta verkefni mun efla /mæta þörfum skólans/stofnunarinnar sem kynntar eru í svarinu hér fyrir ofan.

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?

Hvernig mun skólinn /stofnunin nýta þá þekkingu og reynslu sem starfsmenn munu öðlast í ferðum sem skipulagðar eru í verkefninu, við stefnumótun og starf innan skólans/stofnunarinnar í framtíðinni.

Will your organisation use one of the following tools in connection with your mobility project?

a) eTwinning

(www.etwinning.net)

Yes

Please describe how.

eTwinning er aðgengilegt skólasamfélag á netinu þar sem hægt er að komast í samband við evrópska kennara og skólafólk, taka þátt í einföldum samstarfsverkefnum og sækja sér endurmenntun á vinnustofum og námskeiðum, svo nokkuð sé nefnt, allt með hjálp upplýsingatækni.

Ef þessari spurningu er svarað játandi ber hér að skýra hvernig nota eigi eTwinning í verkefninu.

b) The School Education Gateway (SEG)

(www.schooleducationgateway.eu)

Yes

Please describe how.

The School Education Gateway er evrópsk vefgátt um skóla- og fræðslumál; torg þar sem kennarar, skólafólk, sérfræðingar og raunar allir sem tengjast kennslu og skólaþróun á leik-, grunn- og framhaldsskólastigi koma saman. Á vefgáttinni er að finna verkfæri til að auðvelda umsóknaskrif í Erasmus+ og sskólar sem eru að vinna umsókn fyrir starfsmenn sína geta leitað að námskeiðum og öðrum tækifærum til starfsþróunar (t.d. gestakennslu og starfskynninu), jafnframt því að óska eftir gestakennurum, starfsnemum oþh.

Ef þessari spurningu er svarað játandi ber hér að skýra hvernig nota eigi The School Education Gateway í verkefninu.

c) EPALE (e-Platform for Adult Learning in Europe)
(http://ec.europa.eu/epale/)

Yes

Please describe how.

EPALE er vefgátt fullorðinsfræðslu í Evrópu , þ.m.t. framhaldsfræðsla á sviði starfsmenntunar (C-VET). Þar er hægt að finna upplýsingar um viðburði, ráðstefnur, námskeiðog vefnámskeið, sækja faglegan fróðleik, fylgjast með o.fl

Ef þessari spurningu er svarað játandi ber hér að skýra hvernig nota eigi EPALE í verkefninu.

E. Description of the Project

Why do you want to carry out this project? What are its objectives?

Hvers vegna viltu framkvæma þetta verkefni?
Hver eru markmiðin?

How did you choose your project partners? What experiences and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.

Góðir samstarfsaðilar eru grundvöllur að góðu verkefni. Passið að svara spruningunni og skýra hvernig samstarfsaðilar þínir urðu fyrir valinu, hver sé þeirra reynsla og hæfni og hvað þeir muni koma með inn í verkefnið. Einnig þarf að skýra hvernig verkefnið gagnast þeim og þeirra markmiðum.

Í sumum verkefnum er gert ráð fyrir samstarfi við fleiri aðila en skráðir voru í kaflanum um samstarfsaðila (og eru með PIC númer) Ef áætlanir eru um samstarf við fleiri aðila , t.d. litil fyrirtæki sem ekki hafa skráð PIC númer, er gott að skýra frá þeim hér og um að gera að lýsa viðkomandi, þekkingu, reynslu o.s.frv. Athugið að allir skólar eru með PIC númer eða ættu að geta skráð þau í kerfið án vandkvæða.

Does the project involve an organisation that fulfils the role of an intermediary as it is described in the Programme Guide?)

Yes

Please indicate which organisation is an intermediary.

947036318: Skopparabolti

How will the intermediary organisation help to organise the activities in your project?

Í fæstum tilfellum er svarið við þessari spurningu já en það er valið hér til þess að útskýra hvað við er átt. Þegar svarið er nei opnast ekki þessar framhaldsspurningar um "intermediary organisation".
Intermediary organisation er aðili sem sér um að skipuleggja dvöl þátttakenda en er ekki raunverulegur sendandi eða móttakandi og virkar í raun sem millilið. Ef um samstarfsnet er að ræða eru aðilar með hlutverk skipuleggjanda stundum fengnir til samstarfsins og til þess að skipuleggja verkefnið.

What are the most relevant topics addressed by your project?

Agriculture, forestry and fisheries

Health and wellbeing

F. Participants' Profile

Please describe for each planned activity the background and needs of the participants involved and how these participants have been or will be selected. If there are participants with fewer opportunities please give information about their profile/background.

Fyrir hvern hluta verkefnisins (activity) í umsókninni ber hér að lýsa bakgrunni og þörfum þátttakenda og hvernig þeir voru valdir eða verða valdir. Ef þátttakendur standa höllum fæti bera að útskýra þeirra aðstæður hér.

F.1. Learning Outcomes

Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in each planned activity of your project?

Færni sem þátttakendur öðlast (hæfniviðmið)
Fyrir hvern hluta í verkefninu (activity) í umsókninni ber hér að skýra hvaða færni (þ.e. þekkingu, hæfileika og viðhorf/hegðun) þátttakendur muni öðlast eða efla.

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?

Europass Mobility Document

The European Credit system for Vocational Education and Training (ECVET)

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

Ef til eru innlend "kerfi" sem nota á við staðfestingu á dvöl og lærdómi dvalar er það skýrt hér.

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

Hér ber að skýra hvernig þau "verkfæri" sem valin eru hér að ofan verða notuð. Í þessu dæmi er Europass starfsmenntavegabréfið valið og einnig ECVET evrópska einingakerfið í starfsmenntun.
Mikilvægt er að sem flestir noti Europass starfsmenntavegbréfið til að staðfesta dvöl og þá þekkingu sem þátttakendur afla sér með þáttöku í verkefninu (starfsþjálfun)
Einnig er vert að hvetja umsækjendur nemendaverkefna til þess að kynna sér ECVET einingakerfið og hugleiða notkun þess, t.d. að hluta til í verkefninu. Upplýsingar um ECVET er m.a að finna á heimasíðu Erasmus+ http://www.erasmusplus.is/menntun/starfsmenntun/ecvet/

G. Preparation

Please describe for each planned activity what will be done in preparation, by your organisation and, if relevant, by your partners and/or consortium members before the main activities take place.

G.1. Practical Arrangements

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

Fyrir hvern hluta í verkefninu (activity) ber hér að skýra hvernig praktískum atriðum við framkvæmd verður háttað (t.d. ferðir, gisting, tryggingar, öryggi og vernd þátttakenda, stuðningur,, eftirfylgni, undirbúningsfundir o.s.frv.)

G.2. Project Management

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

Hvernig verða gæði verkefnisins og einstakra ferða tryggð / hvað verður gert til að tryggja gæðin.
Hér er átt við fyrirkomulag á samskiptum við samstarfsaðila og gerð samninga/samstarfyfirlýsinga við þá t.d. Memorandum of Understanding). Einnig er nauðsynlegt að undirbúa alltaf dvöl þátttakenda vel og útbúa skjöl sem skýra hlutverk hvers aðila í verkefninu, hvað þátttakandinn á að gera og læra o.s.frv en þetta er gert t.d. með því að útbúa samkomulag um þjálfun (learning agreement)

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?

Hvernig undibúningur verður í boði fyrir þátttakendur (t.d. faglegur, menningarlegur eða tungumálaundirbúningur. Einnig varðandi öryggi þátttakenda og forvarnir)
Hver mun sjá um undirbúning?

H. Main Activities

Please outline chronologically and explain the objectives and content of the activities you are planning. If relevant, please describe the role of each project partner and/or consortium members in the activities.

Lýsið hér í tímaröð markmiðum og innihaldi þeirra verkefna/ferðum (activities) sem áætlað er að skipuleggja og framkvæma í verkefninu. Ef við á skaltu lýsa hlutverki hvers samstarfsaðila í hverju verkefni /ferð.

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

Hvernig verður háttað samstarfi og samskiptum við samstarfsaðila og aðra sem koma að verkefninu?

How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

Hvernig verður þátttakendum fylgt eftir í ferðum og passað að þeirra dvöl og þjálfun sé árangursrík?
Hver mun fylgja eftir og fylgjast með þeirra dagskrá, árangri og framförum?

If applicable, please explain the need for accompanying persons.

Ef við á skal hér útskýra hvers vegna er þörf fyrir fylgdarmenn. Athugið af fylgdarmenn eru þeir sem styðja við hópa nemenda og/eða aðstoða einstaklinga sem standa höllum fæti eða eru fatlaðir.

H.1. Activities' Details

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

Activity No.	A1
Activity Type	VET-COMP - VET learners traineeships in companies abroad
Is the activity duration longer than one month (30 days excluding travel)?	Yes

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Iceland	Spain	2000 - 2999 km	2	0	60	2	62	2	0	2	0	0
					Total	60	2	62	2	0	2	0	0

Activity No.	A2
Activity Type	VET-SCHOOL - VET learners traineeships in vocational institutes abroad
Is the activity duration longer than one month (30 days excluding travel)?	No

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Iceland	Sweden	2000 - 2999 km	0	19	19	2	21	5	0	0	0	0
2	Iceland	Norway	500 - 1999 km	0	14	14	2	16	3	1	0	0	1

Total	33	4	37	8	1	0	0	1

Activity No.	A3
Activity Type	VET-STA - Staff training abroad

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Iceland	Finland	2000 - 2999 km	0	2	2	2	4	4	0	0
			Total			2	2	4	4	0	0

Activity No.	A4
Activity Type	VET-TAA - Teaching/training assignments abroad

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Slovakia	Iceland	2000 - 2999 km	1	5	35	2	37	1	0	0
2	Iceland	Belgium	2000 - 2999 km	0	14	14	2	16	1	0	0
			Total			49	4	53	2	0	0

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?

Hver verða áhrif verkefnisins á þátttakendur, stofnanirnar sem koma að og taka þátt í verkefninu og markhópinn.

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

Hvaða áhrifum er stefnt að í nærsamfélaginu, lands-, Evrópu- og /eða alþjóðavísu

I.2. Dissemination of projects' results

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

Hvað ætlið þið að gera til að miðla niðurstöðum verkefnisins til annara aðila en þeirra sem taka þátt í því? Hverjir verða markhópar kynningarstarfseminnar?

Are you planning to use EPALE (http://ec.europa.eu/epale/) for disseminating your project's results?

Yes

Please describe how.

Ef þessari spurningu er svarað játandi ber að skýra hér hvernig EPALE verður notað til að kynna niðurstöður verkefnisins

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?

Hvað áformar skólinn/ stofnunin að gera til þess að meta hvort og þá hversu vel, markmiðum verkefnisins hefur verið náð og árangur þess.
Það er mikilvægt og afar jákvætt að stefna að því að meta heildarniðurstöðu verkefnisins á einhvern skilgreindan máta þar sem ákveðin eru viðmið og mælikvarðar sem mögulegt er að skoða og jafnvel mæla.

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	Travel Grant per Participant	No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested
A1	VET-COMP - VET learners traineeships in companies abroad	1	Iceland	Spain	2000 - 2999 km	360.00	2	180.00	0	720.00
A2	VET-SCHOOL - VET learners traineeships in vocational institutes abroad	1	Iceland	Sweden	2000 - 2999 km	360.00	5	180.00	0	1800.00
A2	VET-SCHOOL - VET learners traineeships in vocational institutes abroad	2	Iceland	Norway	500 - 1999 km	275.00	3	180.00	0	825.00
A3	VET-STA - Staff training abroad	1	Iceland	Finland	2000 - 2999 km	360.00	4	180.00	0	1440.00
A4	VET-TAA - Teaching/training assignments abroad	1	Slovakia	Iceland	2000 - 2999 km	360.00	1	180.00	0	360.00
A4	VET-TAA - Teaching/training assignments abroad	2	Iceland	Belgium	2000 - 2999 km	360.00	1	180.00	0	360.00
									Total	5505.00

J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	VET-COMP - VET learners traineeships in companies abroad	1	Spain	62	2	4008.00	0	0	0.00	8016.00
A2	VET-SCHOOL - VET learners traineeships in vocational institutes abroad	1	Sweden	21	5	1967.00	0	0	0.00	9835.00
A2	VET-SCHOOL - VET learners traineeships in vocational institutes abroad	2	Norway	16	2	1356.00	16	1	2156.00	4868.00
A3	VET-STA - Staff training abroad	1	Finland	4	4	560.00	0	0	0.00	2240.00
A4	VET-TAA - Teaching/training assignments abroad	1	Iceland	37	1	4214.00	0	0	0.00	4214.00
A4	VET-TAA - Teaching/training assignments abroad	2	Belgium	16	1	2156.00	0	0	0.00	2156.00
									Total	31329.00

J.3. Organisational Support

No. of Participants (excluding accompanying persons)	Total Grant Requested
15	5250.00

Linguistic Support

Linguistic Assessment

Online linguistic assessment is obligatory for all VET Learners using either English, French, Italian, Spanish, German, Dutch, Swedish, Czech, Danish, Greek, Polish or Portuguese as a foreign language during mobility activities from 19 days excluding travel days to 12 months.

Number of participants that will do their mobility using German, English, Spanish, French, Italian, Dutch, Czech, Danish, Greek, Polish, Portuguese or Swedish.	7

Language Course

You can apply for support for language learning for your VET Learners. Support for language learning is available for VET Learner activities lasting from 19 days (excluding travel days) to 12 months, either through access to language courses through the online linguistic support (OLS), or through a grant for languages/levels that are not available through the online tool.

Language Group	No. of Participants for language learning	Grant per Participant	Total Grant Requested
Group 1 (German, English, Spanish, French, Italian, Dutch)	7	0.00	0.00
Group 2 (Other languages not included in group 1)	0	150.00	0.00
Total	7	Total	0.00

J.4. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
A2	VET-SCHOOL - VET learners traineeships in vocational institutes abroad	1	Lýsing á þörf fyrir viðbótarstyrk, byggður á raunkostnai	300.00
			Total	300.00

J.5. Exceptional Costs

Activity No.	Activity Type	No. of Participants	Description of Costs	Total Grant Requested
			Total	

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

Hér er hægt að setja inn skýringar á tilteknum atriðum í fjárhagsáætluninni, t.d. varðandi viðbótarkostnað fyrir fatlaða einstaklinga.

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+ 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.

Hér kemur yfirlit / stutt lýsing verkefnisins. Hugsið textann sem "sölutexta" því hann má nota beint í kynningum og útgáfu en einnig til að sýna fram á mikilvægi verkefnisins. Mikilvægt að þessi kafli gefi góða yfirsýn yfir verkefnið þannig að sá sem les skilji vel út á hvað það gengur.

Lýsingin á að vera hnitmiðuð og skýr og nauðsynlegt er að innifela eftirfarandi atriði:
Bakgrunn og samhengi verkefnisins
Markmið
Fjölda þátttakenda og útskýringu á því hverjir þeir eru
Lýsingu ferða
Skipulag og framkvæmd
Niðurstöður og áhrif verkefnisins á þátttakendur
Hugsanleg langtimaáhrif verkefnisins

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

MUNIÐ AÐ UMSÓKNIR SEM SKRIFAÐAR ERU Á ÍSLENSKU ÞURFA AÐ SKRIFA YFIRLITIÐ (SUMMARY) Á ENSKU HÉR

K.1. Summary of participating organisations

Name of the Organisation	Country of the Organisation	Type of Organisation
Skopparabolti	Iceland	School/Institute/Educational centre – Vocational Training (secondary level)
Prufa	Spain	Small and medium sized enterprise

Total number of participating organisations excluding consortium members where applicable	2

K.1.1. Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants	Participants with Fewer Opportunities (out of total number of Participants)
VET-COMP - VET learners traineeships in companies abroad	1	2	0
VET-SCHOOL - VET learners traineeships in vocational institutes abroad	1	8	0
VET-STA - Staff training abroad	1	4	
VET-TAA - Teaching/training assignments abroad	1	2	
Total	4	16	0

K.2. Budget Summary

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

Activity No.	Activity Type	Travel	Individual Support	Special Needs Support	Exceptional Costs	Total
A1	VET-COMP - VET learners traineeships in companies abroad	720.00	8016.00			8736.00
A2	VET-SCHOOL - VET learners traineeships in vocational institutes abroad	2625.00	14703.00	300.00		17628.00
A3	VET-STA - Staff training abroad	1440.00	2240.00			3680.00
A4	VET-TAA - Teaching/training assignments abroad	720.00	6370.00			7090.00
	Total	5505.00	31329.00	300.00		37134.00

Organisational Support	5250.00
Linguistic Support	0.00

K.2.1. Project Total Grant

Grant Calculated	42384.00

L. Checklist

Before submitting online 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.
- ☐ you have chosen the correct 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 member of the national mobility consortium (if applicable) 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, the management of the administrative and financial aspects of the project if selected and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

- 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 (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. Once signed it must be scanned and annexed to this application form.

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 109(1) of the Financial regulations (Council Regulation 966/2012).

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 (up to a maximum of 10 240 kB)	

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 form online you can still do it by sending an email to your National Agency within the 2 hours following the official 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 form has not been submitted yet.

P.5. Form Printing

Print the entire form