

# CHAPTER 1:

## PROJECT APPLICATION AND MANAGEMENT



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The project "PR.I.M.E. – PRomoting Inclusive Mobility Experiences" is co-funded by the Erasmus+ Programme of the European Commission under Key Action 2, Cooperation Partnership in the VET field.

It is delivered by the Cooperativa Sociale Kara Bobowski (Italy), Panevėžio socialinių pokyčių centras (Lithuania), PSONI Gdansk (Poland), ESTIA (Greece), Cap Ulysse (France), VisMed (Malta) and CARDET (Cyprus).

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**Partners:**

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PROJECT N. 2023-1-IT01-KA220-VET-000154072

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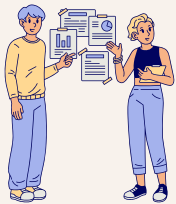
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# INTRODUCTION TO CHAPTER 1: Project Application & Management

The first chapter of the P.R.I.M.E. Handbook aims to guide you through the project cycle stage, from the moment your organisation decides to apply for a mobility project until the project is approved.

<b>Project Application &amp; Management</b>	<b>Before Mobility</b>	<b>During Mobility</b>	<b>After Mobility</b>
 Chapter 1	 Chapter 2	 Chapter 3	 Chapter 4

In this chapter, you will find useful information about dedicated and adapted Programmes and Actions and useful information about project application and management; not generalised, but specifically related to mobility for Participants with Intellectual Disabilities (PWID).

Therefore, this is not training on general project management during Erasmus+ or ESC programmes, but rather, it is extra guidance on how to make them more inclusive for your PWIDs, focusing on the measures available for inclusion.



Once your organisation intends to carry out inclusive mobility and is registered (has its own Organisation Identity — OID), you should decide what kind of mobility project best fits your target group and your organisation.

# EU PROGRAMMES AND ACTIONS

In this section, you will find the types of mobility projects offered by Erasmus+ and European Solidarity Corps, with special reference to PWID.

Please note that the P.R.I.M.E. project does not cover Higher Education or School Education mobility projects.

All Actions and detailed descriptions can be found in the links below

<p><u><a href="#">ERASMUS+ official website</a></u></p>  The Erasmus+ logo features the European Union flag (a blue rectangle with twelve yellow stars in a circle) on the left, followed by the word "Erasmus+" in a blue, sans-serif font.	<p><u><a href="#">EUROPEAN SOLIDARITY CORPS official website</a></u></p>  The European Solidarity Corps logo features the European Union flag (a blue rectangle with twelve yellow stars in a circle) on the left. To its right, the words "EUROPEAN SOLIDARITY CORPS" are stacked vertically in a blue, sans-serif font, with a vertical line to the right of the text.
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## WHAT KIND OF MOBILITY PROJECTS ARE AVAILABLE?

Within the Erasmus+ Programme, there are three main Actions in which you may involve your participants:

- VET – Vocational Education and Training
- ADU – Adult Education
- YOUTH

Within these Actions, you may find different types of projects to offer your target groups as mobility opportunities.

The European Solidarity Corps (ESC) Programme is a separate programme that offers different mobility opportunities for young people willing to volunteer.

Below you can find a short description of each Action and the mobility projects available, together with the participant profiles and the types of activities.

EUROPEAN SOLIDARITY CORPS (ESC)	ERASMUS+		
	VOCATIONAL EDUCATION AND TRAINING (VET)	ADULT EDUCATION (ADU)	YOUTH (YOUTH)
<p><b>WHAT IS IT?</b></p> <p>A European Programme that allows young people to participate in a <b>volunteering experience</b> abroad.</p>	<p><b>WHAT IS IT?</b></p> <p>Mobilities are <b>vocational study/training activities</b> or <b>work experiences</b> abroad, based on a work-based approach.</p>	<p><b>WHAT IS IT?</b></p> <p>Mobilities are <b>learning opportunities</b> of various kinds for <b>adult learners</b>.</p>	<p><b>WHAT IS IT?</b></p> <p>Mobility opportunities can be aimed towards <b>young people</b> or <b>youth workers</b>.</p>
<p><b>PROFILE OF PARTICIPANTS:</b></p> <p>Young people <b>between 18 and 30 years old</b></p>	<p><b>PROFILE OF PARTICIPANTS:</b></p> <ul style="list-style-type: none"> <li>- <b>Students</b> enrolled in vocational education and training</li> <li>- Company-based <b>apprentices</b>.</li> <li>- <b>Recent graduates</b> (within 1 year of graduation).</li> </ul> <p>NOTE: Check the specific rules about eligible target groups from the National Agency in your country</p>	<p><b>PROFILE OF PARTICIPANTS:</b></p> <p><b>Adult learners</b> involved in any programme or activity (not linked to professional learning or higher education) related to adult education and lifelong learning, at formal, non-formal, or informal levels.</p> <p>NOTE: Check the specific rules about eligible target groups from the National Agency in your country</p>	<p><b>PROFILE OF PARTICIPANTS:</b></p> <ul style="list-style-type: none"> <li>- Young people <b>between 13 and 30 years old</b>.</li> <li>- Professional youth workers (no age limit).</li> </ul>

EUROPEAN SOLIDARITY CORPS (ESC)	ERASMUS+		
	VOCATIONAL EDUCATION AND TRAINING (VET)	ADULT EDUCATION (ADU)	YOUTH (YOUTH)
<p><b>TYPES OF ACTIVITIES</b></p> <p>The mobility can be individual or in a group.</p> <p><b>INDIVIDUAL VOLUNTEERING</b></p> <p><b>-SHORT TERM</b> from 2 weeks to 2 months, specifically for people with fewer opportunities (including people with disabilities)</p> <p><b>-LONG TERM</b> from 2 months to 12 months</p> <p>NOTE: See below for 'in-country' participations. See also 'Solidarity projects'.</p> <p><b>TEAM VOLUNTEERING</b> (groups of a minimum of 10 volunteers) From 2 weeks to 2 months</p>	<p><b>TYPES OF ACTIVITIES</b></p> <p>Learners' mobility can be individual or in groups and may include:</p> <ul style="list-style-type: none"> <li>- A learning period at a VET centre or institution</li> <li>- A work experience in the labour market</li> <li>- Skills competitions (international sectoral events for VET learners in which competitive demonstration of skills is central for promotion, recognition and exchange of experiences, know-how and technological innovations in VET)</li> </ul> <p><b>SHORT-TERM MOBILITY:</b> <b>Groups:</b> 2 - 30 days <b>Individuals:</b> 10 - 89 days (if justified, for participants with fewer opportunities, the minimum duration can be 2 days)</p> <p><b>LONG-TERM MOBILITY</b> (ErasmusPro): 90 - 365 days</p> <p><b>SKILLS COMPETITIONS:</b> 1 -10 days</p>	<p><b>TYPES OF ACTIVITIES</b></p> <p>Mobility can be individual or in groups.</p> <p><b>INDIVIDUAL</b> adult learners can spend a period abroad at any organisation providing adult education to improve their knowledge and skills through in-class learning, work-based learning, job-shadowing, observation, and other innovative approaches.</p> <p><b>GROUPS</b> of adult learners can spend a period in another country to benefit from innovative learning, organised by an organisation providing adult education. Activities can include a combination of various formal, informal, and non-formal learning methods, such as peer learning, work-based learning, volunteering, and other innovative approaches. Adult learners must be accompanied by qualified trainers from the sending organisation.</p> <p><b>SHORT-TERM MOBILITY:</b> <b>Groups:</b> 2-30 days <b>Individuals:</b> 10 - 89 days (if justified, for participants with fewer opportunities, the minimum duration can be 2 days)</p> <p><b>LONG-TERM MOBILITY:</b> 90 - 365 days</p>	<p><b>TYPES OF ACTIVITIES</b></p> <p><b>YOUTH EXCHANGES</b> <b>Group mobility</b> of young people (minimum group of 16 participants in total)</p> <ul style="list-style-type: none"> <li>- Between 13 and 30 years old</li> <li>- From at least 2 different countries</li> <li>- Duration: 5 - 21 days</li> </ul> <p>The groups from each country will meet at a common venue to work on and exchange knowledge about specific topics. Activities are delivered through non-formal or informal learning approaches.</p> <p><b>MOBILITY OF YOUTH WORKERS</b> Transnational activities supporting the professional development of youth workers may include study visits, training courses, seminars, workshops, and more.</p> <ul style="list-style-type: none"> <li>- No age limit</li> <li>- Duration: 2 – 60 days</li> <li>- Minimum of 2 participating organisations (hosting and sending)</li> <li>- Up to 50 participants for each activity.</li> </ul> <p>NOTE: see below for the 'DiscoverEU Inclusion Action' and the 'Virtual Exchanges'.</p>

Mobility projects in the VET, ADU, and YOUTH fields can also include STAFF MOBILITY. Here, staff members from your organisation can participate in an experience abroad in the form of job-shadowing, training and learning activities, or teaching activities. It can also be an opportunity to learn how organisations in other countries work in the field of inclusion.

Erasmus+ Mobility projects under VET, ADU and YOUTH fields are labelled as KA1 (Key Action 1) and are managed at a DECENTRALISED level; this means by the National Agencies based in each country. For more information about National Agencies, see the dedicated section in this chapter. Other KA1 mobility projects you may apply for (but which are not the target of the PR.I.M.E. project, as clarified above) are available under the SCHOOL field (SCH) and HIGHER EDUCATION field (HE).



## **INCLUSIVE MOBILITY ACTIONS**

The previous table highlights the possible mobility Actions offered by Erasmus+ and the ESC programme. PR.I.M.E. is focused on the inclusiveness of some actions and activities, especially for PWIDs.

Some actions and activities can be adapted to our target, and may be useful for your organisation to decide which Action to take based on your project goal.



According to P.R.I.M.E. considerations, the following factors determine the level of inclusiveness of a project; that is, a project can be more or less inclusive, if the following factors are kept in mind.



**APPLICATION PROCEDURE:**

IS ACCREDITATION COMPULSORY, OR IS IT POSSIBLE TO APPLY FOR A SINGLE PROJECT?

For newcomers, applying for a single project is a good option to start with. However, consider that obtaining the accreditation can facilitate any future applications and ensure the continuity of your activity.

**DURATION OF MOBILITY:**

CAN THE DURATION OF THE MOBILITY BE ADAPTED ACCORDING TO THE PARTICIPANT'S NEEDS?

Due to health problems, personal circumstances, family situations, or the needs of the accompanying person, it might be more beneficial for some PWIDs to begin with a short-term mobility.

**GROUP OR INDIVIDUAL MOBILITY:**

GROUP MOBILITY OR INDIVIDUAL MOBILITY? HOW PERSONALISED CAN IT BE TO THE PARTICIPANT'S NEEDS?

There are pros and cons to each approach.

In a group mobility, the social component is easier for the participants and accompanying persons, but the programme tends to be standardised.

In an individual mobility, there is greater potential to personalise the programme according to each participant's needs.



When possible, carry out individual mobilities in small groups. It is often more beneficial to share the experience with peers, while still allowing for personalisation of the programme.

<b>ACTION</b>	<b>ACTIVITY</b>	<b>APPLICATION</b>	<b>DURATION</b>	<b>LEVEL OF PERSONALISATION</b>
ESC	Individual volunteering	Quality Label COMPULSORY (see below)	Can be short-term	It is personalised to the participant
	Team volunteering		Always short-term	GROUP: Personalisation is more difficult
VET	Individual OR Group Mobility	A short-term project is the best option to start with if your organisation is a newcomer. Accredited organisations benefit from a simplified application process, but they must have a long-term Erasmus Plan.	Can be short-term	Various levels of personalisation are possible. Even if mobility takes place as a group, the individual needs of the participants should still be considered.
ADU	Individual OR Group Mobility		Can be short-term	
YOUTH	Youth Exchanges	No need for accreditation	Always short-term	GROUP: no personalisation

When carrying out an INCLUSIVE MOBILITY PROJECT, the priority should be on the participants' needs.

Other options may include adaptations which make a mobility project within Erasmus+ and ESC programmes more accessible and inclusive, or that facilitate the participation of PWID in these educational programmes:

## Blended Mobility

If helpful in supporting the involvement of participants with fewer opportunities, a short physical mobility can be combined with online experiences through participation in virtual mobility or blended programmes.

Blended mobility is possible under all the above-mentioned types of projects. It combines physical mobility with virtual activities and can be a useful approach when involving participants with fewer opportunities.



## ERASMUS+ YOUTH - Virtual Exchanges



Virtual exchange projects consist of online people-to-people activities that promote intercultural dialogue and soft skills development. They make it possible for every young person to access high-quality international and cross-cultural education without physical mobility. Virtual exchanges can offer inspiration and lay the groundwork for future physical exchanges.

## European Activities at the LOCAL LEVEL

These projects offer a familiar environment for those who may lack the confidence to engage in activities abroad.

Some examples of Actions that involve participants at the local level (but NOT transnational mobilities) can be found in the ESC programme:

- **IN-COUNTRY INDIVIDUAL VOLUNTEERING:** Activities taking place in the participant's country of residence, aiming to encourage and facilitate the participation of young people with fewer opportunities.
- **SOLIDARITY PROJECTS:** These allow a group of at least five young people to express solidarity by taking responsibility and committing themselves to bringing positive change in their local community.

In Erasmus+ YOUTH, you can find two other examples:

- **YOUTH EXCHANGES** - Since a youth exchange brings together groups from different countries, including a local group from the hosting organisation, your target group can start participating in European projects by hosting a youth exchange in their local context, while benefiting from the educational and intercultural components.
- **YOUTH PARTICIPATION ACTIVITIES** - This Action supports activities outside formal education and training that encourage, foster, and facilitate young people's participation in Europe's democratic life at the local, regional, national, and European levels. National youth participation activities are particularly suited to testing ideas at the local level and serve as a tool for following up on previous initiatives to help upscale and further develop successful ideas. Supported activities can take the form of, or combine: workshops, debates, role-plays, simulations, use of digital tools (e.g. digital democracy tools), awareness-raising campaigns, training, meetings and other forms of online or offline interactions between young people and decision-makers, consultations, information and/or cultural events etc.

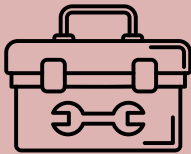
# A NEW ACTION: DISCOVEREU INCLUSION ACTION

DiscoverEU offers 18-year-olds the chance to have a short-term individual or group experience, travelling across Europe by rail or other modes of transport, where necessary. Normally, 18-year-olds should apply independently for the DiscoverEU action.

Under the DiscoverEU Inclusion Action, organisations and informal groups of young people can receive support to carry out projects, allowing young people with fewer opportunities aged between 18 and 21 years old to participate in DiscoverEU on an equal footing with their peers.

Organisations can arrange several DiscoverEU travels, lasting from 1 to 30 days, for individuals or groups of up to 5 participants, and accompanying person(s) where necessary. The DiscoverEU journey must take place in at least one country other than the participant's country of departure.

There is no need for Partners, since one participating organisation can be involved on its own.



The [Strategic Partnership for Inclusion](#), put together several National Agencies, and has provided a useful document summarising the different types of projects and levels dedicated to the Youth field. [Check the document here.](#)

## APPLICATION PROCEDURE

Now that your organisation has an idea of which Action to apply for, and has its OID, you need to start preparing for the APPLICATION.

Carefully read the updated Programme Guide (Erasmus+ or ESC), make sure it corresponds to the year in which you plan to submit your application.

You may contact the National Agency in your country that manages the Action you wish to apply for, or attend the InfoDays they organise.





## WHAT IS A NATIONAL AGENCY?

Erasmus+ KA1 and KA2 projects, along with ESC programmes, are managed at the national level through public institutions called NATIONAL AGENCIES. A country may have one or more National Agencies, which are sometimes divided according to the different Actions of the programme. The National Agency is the entity to which you should submit your funding application.

Please find all National Agency contacts [here](#)



## The Role of National Agencies

The Erasmus+ and ESC programmes are mainly implemented through indirect management, meaning that the European Commission entrusts budget implementation tasks to National Agencies.

The rationale behind this approach is to bring Erasmus+ and ESC as close as possible to their beneficiaries, and to adapt to the diversity of national education, training, and youth systems. For this purpose, each EU Member State, or third country associated with the programme, has appointed one or more National Agencies.

These National Agencies promote and implement the programme at the national level and serve as the link between the European Commission and participating organisations at local, regional, and national levels.

Their tasks are to:

- Provide appropriate information on the Erasmus+ and ESC programmes.
- Administer a fair and transparent selection process for project applications to be funded in their country.
- Monitor and evaluate the implementation of the programme in their country.
- Provide support to project applicants and participating organisations throughout the project life cycle.
- Collaborate effectively with the network of all National Agencies and the European Commission.
- Promote and ensure the visibility of the programme.
- Promote the dissemination and exploitation of the programme results at local and national levels.



Additionally, National Agencies play a significant role as intermediate structures for policy development and qualitative implementation of the Erasmus+ and ESC Programme by:

- Carrying out projects and activities beyond the standard project life-cycle management tasks, which support the qualitative implementation of the programme and/or contribute to policy development in the fields supported by the programme, such as Training and Cooperation Activities, and Networking Activities.
- Providing a supportive approach for newcomers, less experienced organisations, and target groups with fewer opportunities, to remove obstacles to full participation in the programme.
- Seeking cooperation with external bodies and National Authorities to increase the programme's impact in their respective fields of action, within their country and across the European Union.

The supportive approach of National Agencies aims to guide potential applicants and beneficiaries through all phases, from their first contact with the programme, through the application process, to the implementation of the project and the final evaluation.



Group photo of a PBA (Partnership Building Activity) in Spain involving organisations working with disabilities and/or EU mobility projects (including PR.I.M.E.'s partners Coop. Kara Bobowski and PSONI) - Project DYMOVE 2 - Diversity on the Move 2 promoted by Asociacion AGORA Cultural

Now, you are ready to start your application.

Depending on the kind of Action you would like to apply for (ESC, VET, ADU or YOUTH), keep the following instructions in mind:

## EUROPEAN SOLIDARITY CORPS (ESC)

To implement mobility projects under the ESC programme, organisations must obtain an **accreditation** by applying for the **Quality Label**.

**ACCREDITATION IS COMPULSORY IN THIS ACTION.**

You can find all annual programme guides [here](#)

There are three types of Quality Labels, depending on the organisation's role:

### QL HOST

Organisations accredited to host volunteers in their services and activities.

### QL SUPPORT

Organisations accredited to send volunteers abroad.

### QL LEAD

Organisations that can apply for funding and managing the project, including budget coordination, and collaboration with both host and support organisations.

An organisation can obtain one, two or all three of these Quality Labels.

[Here](#) you can find instructions on how to complete an application form for Quality Label ESC.

It is also advisable to contact the National Agency in your country that manages the European Solidarity Corps programme, as National Agencies often organise online webinars or in-person meetings specifically for **newcomers**, that is, organisations without previous experience with ESC.

If your organisation obtains the Quality Label as HOST or SUPPORT, you still need to partner with an organisation that holds the LEAD Quality Label, since **only organisations with the LEAD Quality Label can apply for financing**.

You can find a database of ESC accredited organisations [here](#)

The organisation with LEAD Quality Label must apply for financing within the two deadlines set by the European Commission, typically around February and October each year. Check the exact deadlines and rules in the Programme Guide of the relevant year, and confirm with your National Agency.

## **ERASMUS+: VOCATIONAL EDUCATION AND TRAINING (VET) and ADULT EDUCATION (ADU)**

Be sure to check the Programme guide for the year in which you intend to submit your application [here](#)

Before writing your application, carefully read the ERASMUS+ PROGRAMME GUIDE. The Erasmus+ Programme Guide is generally published by the European Commission at the end of the year, before the application deadline, usually in November or December.

There is a common calendar of deadlines for applying to the Erasmus+ Programme's Actions. Check the specific deadlines for KA1 VET and ADU fields:

- KA1 mobility projects are usually in February
- Accreditation applications are usually in October

Organisations can submit a KA1 VET or ADU project in two ways:

- Short-term projects: Applicant organisations can organise various mobility activities over a period of 6 to 18 months. Short-term projects are the best choice for organisations trying Erasmus+ for the first time, those that wish to organise only a limited number of activities, or organisations with limited administrative capacity (such as organisations working with people with fewer opportunities). These kinds of projects are characterised by shorter durations, smaller and more flexible grant amounts, and simpler administrative and reporting procedures.
- Accredited projects: Open only to organisations holding [Erasmus accreditation](#) in VET or ADU. This special funding strand allows accredited organisations to receive regular funding for mobility activities that contribute to the gradual implementation of their Erasmus Plan. *SEE the ACCREDITATION section below*

Additionally, organisations can join the programme without submitting their own application by:

- **Joining an existing Erasmus+ mobility consortium** led by an accredited consortium coordinator in their country that is accepting new members.
- **Hosting participants from another country:** any organisation can become a host for learners or staff from a partner organisation abroad. Becoming a hosting organisation is a valuable experience and an effective way to learn more about the programme before applying. You do not need to have accreditation for hosting.

## ERASMUS+: YOUTH

There are two ways to apply for funding in the field of YOUTH:

- **Standard projects** – These provide applicant organisations and informal groups of young people with the opportunity to implement one or several youth activities over a period of 3 to 24 months. Standard projects are ideal for organisations trying Erasmus+ for the first time, for those that wish to organise a one-off project and/ or a limited number of activities.
- **Accredited projects** - Open only to organisations holding an Erasmus+ accreditation in the field of Youth. This special funding strand allows accredited organisations to receive funding regularly for mobility activities that contribute to the gradual implementation of their accreditation plan.
- Organisations wishing to organise regular mobility activities may apply for an Erasmus accreditation. *SEE the ACCREDITATION section below*

Additionally, organisations and informal groups of young people can join the programme without submitting an application by participating in a project as a partner.

## ERASMUS+ ACCREDITATION

Erasmus accreditation is an opportunity for organisations in Adult Education (ADU) and Vocational Education and Training (VET) that wish to engage in cross-border exchange and cooperation with a long-term perspective.

Accreditations are open to all organisations that want to **organise mobility activities on a regular basis**. Being awarded the Erasmus+ accreditation confirms that the organisation has established an **Erasmus Plan to implement high-quality mobility activities as part of a wider effort to develop and strengthen their organisation**.

**Erasmus+ accreditation gives organisations simplified access to KA1 funding every year**, supporting the implementation of their planned mobility activities and achieving the **Erasmus Plan** objectives.



## Types of Accreditations:

- Individual Erasmus accreditation for a single organisation.
- Erasmus accreditation as a mobility consortium coordinator for organisations coordinating a mobility consortium, which must consist of at least two organisations based in the same programme country.

INDIVIDUAL ACCREDITATION  
(1 organisation)

MOBILITY  
CONSORTIUM  
(at least 2 organisations)

Previous experience with Erasmus+ is **not required** to apply for accreditation.

When applying for Erasmus+ accreditation, organisations agree to follow a set of **Erasmus quality standards** that ensure high-quality of implemented mobility activities.

There is one annual call for funding for accredited projects, and another for accreditations.

Erasmus+ accreditation is awarded for the entire programming period, until 2027<sup>[1]</sup>. To ensure realistic planning, the plan of activities submitted as part of the application may cover a period of 3 to 4 years and be updated periodically.

## INTERNATIONAL STRATEGY AND ERASMUS PLAN

To apply for accreditation, your organisation presents a document called the **Erasmus Plan**. This is the core of your accreditation application, and describes your organisation's (or consortium's) plans for the following years.

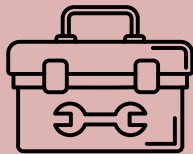
In the Erasmus Plan, you should define:

- Your strategy
- Your organisation's needs and aims
- The staff involved
- Participant profiles and numbers for each type of mobility (short-term, long-term, for learners or staff, etc.)
- Information about your management systems and methods of monitoring and evaluating progress and results.

This document is crucial for explaining the objectives and added value that your international activity and accreditation will bring to your organisation, staff, learners, and stakeholders in the long term.

<sup>[1]</sup> At the time this handbook was written, there was no official information available regarding the future of the Erasmus+ Programme after 2027.

If you wish to involve participants with fewer opportunities in your future mobility projects, you should mention this in your Erasmus Plan, highlighting your commitment to the Erasmus+ priority Inclusion and Diversity.



**IMPORTANT AND USEFUL:** The European Commission created a support page for all technical procedures.

## ERASMUS+ AND ESC PRIORITIES

Participating organisations are expected to actively promote the PROGRAMME'S PRIORITIES through their activities.

The EU Programmes, both Erasmus+ and ESC, have established key PRIORITIES which direct their support for initiatives across Europe.

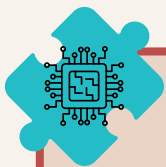
The main topics are:



INCLUSION AND DIVERSITY



SUSTAINABILITY AND ENVIRONMENT



DIGITAL



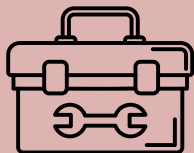
ACTIVE PARTICIPATION

You can find more detailed information and descriptions of these priorities in the Programme Guides.

Please refer to the specific Action you intend to apply for, to understand the detailed priorities and directions on how to follow them, even if all Actions share these four common topics.


In addition, each National Agency establishes its own National Priorities annually. Please contact your National Agency or check their website for further details.


You can also check the P.R.I.M.E. Online Trainings, which go beyond INCLUSION and cover other priorities such as how to be more GREEN, more DIGITAL, and more PARTICIPATIVE in mobility projects for PWID.



Besides, SALTO Resource Centres did an interesting publication on how to approach these priorities in your project.

See the Online Training on YouTube 

and check the material of P.R.I.M.E. Presentation 

and SALTO Presentation 

Among these, INCLUSION AND DIVERSITY are paramount, especially for mobility projects aimed at individuals with intellectual disabilities, as it emphasises the necessity to create equitable opportunities and address barriers that hinder participation. This priority drives the resources and strategies available to organisations working towards inclusion, making it essential for them to actively engage with their respective National Agencies.



# INCLUSION and DIVERSITY

## One of the four priorities considered in the assessment process of your application

Both in the Erasmus+ and the ESC Programmes, inclusion and diversity are key criteria used to evaluate and select applications and to allocate financial support.

High-quality projects addressing inclusion and diversity receive a specific score in the selection process, as they actively involve participants with fewer opportunities, newcomers or less experienced organisations. The same applies to accreditation applications, inclusion and diversity are evaluation criteria both during the initial assessment phase, as well as during the follow-up activities carried out by the National Agencies.

However, do not declare the intention to involve participants with fewer opportunities, or to involve a large number of them, simply to gain additional points. Your commitment must be genuine, and your organisation will be monitored and evaluated according to the effective implementation of the mobility project compared to what was declared in the application.

You can find the official definitions of 'fewer opportunities' in the EU Programmes in the introductory chapter of this Handbook.



### Useful Documents:



[Implementation guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy](#)



[SALTO Guidelines for Inclusion and Diversity Strategies](#)



[Inclusion and Diversity Action Plan](#)



## Useful Points of Reference:

To explore this topic in more depth, you can refer to several websites and contact some key reference organisations.

**SALTO** stands for **Support, Advanced Learning and Training Opportunities**. It is a network of EU resource centres that support organisations in the implementation of Erasmus+ or ESC projects.

There are 11 SALTOs, each focused on different priorities or geographical areas:

[SALTO Participation & Information](#)

[SALTO Digital](#)

[SALTO Green](#)

[SALTO Training & Cooperation](#)

[SALTO Education & Training TCA](#)

[SALTO ESC](#)

[SALTO Eastern Europe and Caucasus](#)

[SALTO South-East Europe](#)

[SALTO EuroMed](#)

Bringing together INCLUSION and DIGITAL, SALTO ID has created a special feature dedicated to [Inclusion and Diversity in Digital Youth Work](#)

...plus, the two dedicated to Inclusion.

There are two SALTO Resource Centres dedicated to INCLUSION AND DIVERSITY.

**SALTO Inclusion & Diversity** is another resource centre dedicated to the YOUTH field. It provides a wide range of resources, including training tools, publications, information, and more, for people and agencies supporting young people with fewer opportunities. These include inclusion workers, youth workers, social workers, National Agencies & Coordinators.

By offering opportunities for training, exchange and reflection on inclusion practices and diversity management, SALTO Inclusion & Diversity works to improve the visibility, accessibility and transparency of its work and resources. Its overall aim is to make **the inclusion of young people with fewer opportunities and positive diversity management** a widely supported priority.



[Watch Story](#)



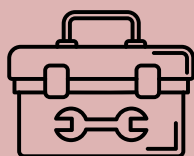
SALTO Resource Centre for Inclusion and Diversity in Education and Training is a resource centre particularly useful for organisations to keep track of their work and to support organisations that want to work in this field.

SALTO Inclusion and Diversity in Education & Training has taken significant steps to enhance accessibility since June 2024. The SALTO Resource Centre, established in 2022 and hosted by the Croatian Agency for Mobility and EU programmes, was created with the mission of supporting and promoting inclusion and diversity within Erasmus+ and ESC.

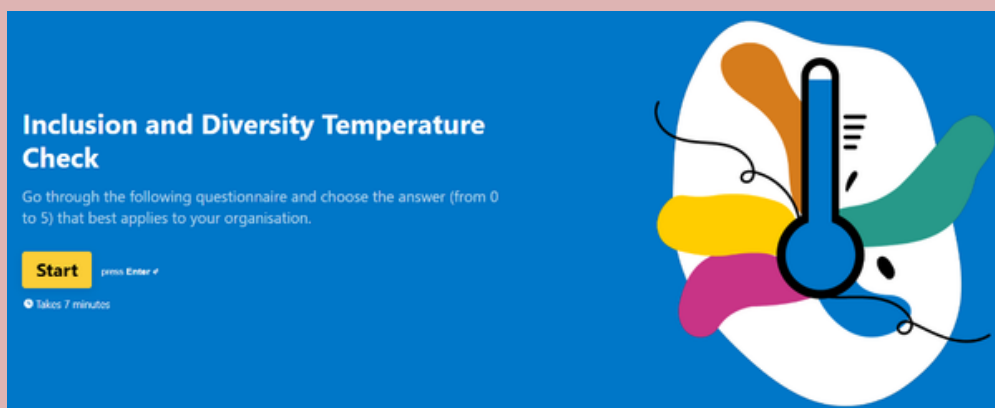
They believe that everyone, regardless of their background or circumstances, should have the opportunity to participate in the programmes. To support and achieve this, they provide resources and services designed to help individuals and organisations engage with the programme inclusively, including guidance on project design and best practices for promoting inclusion. Through events and workshops, they facilitate discussions on inclusion-related issues and build networks of like-minded individuals and organisations, demonstrating their commitment to making a positive difference in the lives of those they serve across Europe.

SALTO has developed some GUIDELINES to assess the inclusivity of organisations' applications to be used by evaluators of Erasmus+ KA1 projects in the fields of ADU, HE, SCH, and VET. When applying, it can be helpful to understand what evaluators will look for when analysing the inclusivity of your project.

You can also assess your organisation's level of commitment towards inclusion and diversity by taking the test – SALTO ID Temperature Check Tool For Organisations



Some PR.I.M.E. Partners have taken it, and here you can find an example of one of the valuable pieces of feedback the tool gives you. Try it for your organisation and discover how you can improve.



# NATIONAL AGENCIES, INCLUSION OFFICERS and ERASMUS AMBASSADORS

Apart from the Inclusion and Diversity Strategy at European level, each National Agency must develop a National Strategy for Inclusion, a national action plan for inclusion and diversity, aligned with the European strategies, adapted to their national context, whilst ensuring transparency when awarding projects.

You can review all the '[National Strategies for Inclusion](#)' developed to date.



Adapted language and material for mobility preparation and evaluation activities with PWDs

Since 2022, the European Commission has asked all National Agencies to appoint an Inclusion Officer within their staff and to define their own **Inclusion Strategy**, as explained above.

With relation to the topic of inclusion and diversity, you can contact the National Agency of your country to ask for:

- Advice during the application phase, to better understand which elements that can bring added value to your project proposal.
- Clarification on special costs and support measures for the inclusion of participants with fewer opportunities.
- Support and guidance during the project implementation and/or during the follow-up phase, particularly regarding your project's inclusion and diversity objectives.



In some EU countries participating in Erasmus+, and across the various fields (ADU, VET, YOUTH), **Ambassadors** are appointed to promote and raise awareness of the programme, particularly at a regional level. They can also be contacted for advice on developing project ideas and during the application phase.

You can find the list of the Ambassadors in your country and region on your National Agency's website.

The Italian National Agency INAPP, responsible for the VET field, has created a special group of VET Ambassadors specifically trained on the four priority topics of the Erasmus+ Programme (Inclusion and Diversity being one of them).

The Croatian National Agency AMEUP (Agency for Mobility and EU Programmes) established a Network of Inclusion and Diversity Ambassadors, comprised of two experts on Inclusion and Diversity for each Action of Erasmus+ and ESC.



Together with SALTO Inclusion, they have published some [Guidelines for other National Agencies on how to create a similar network and promote its benefits.](#)

## TRAININGS, SEMINARS, STAFF MOBILITY / JOB-SHADOWING

If you and your organisation wish to improve your knowledge and skills on the topic of inclusion and diversity, or if you are looking for partners working in this field, you could participate in a **training course** or **contact seminar** organised by National Agencies, SALTO or other organisations.

Erasmus+ **Staff mobility** (VET, ADU or Youth) in the form of job-shadowing can also be a valuable opportunity to visit an organisation in another EU country working in the field of inclusion and diversity. It offers a chance to learn from their experiences and best practices, and to lay the foundation for future partnerships and cooperation.

One interesting website to explore training courses, partnership-building activities or seminars in the YOUTH field is the [European Training Calendar](#).

The [SALTO Training & Cooperation](#) and the [SALTO Education & Training](#) also have some training and event opportunities.



# INCLUSION IN APPLICATION FORMS

When applying for a project, you should access the **Erasmus+ and ESC platform** through your account.

As explained previously, P.R.I.M.E. does not aim to provide a step-by-step guide on how to apply for a project, but rather to focus on the topic of INCLUSION and how to make your project genuinely INCLUSIVE.

## How to address Inclusion and Diversity in the application phase?

Below are some tips on how to approach and clearly reflect the INCLUSION and DIVERSITY priority in your application.

Each Action has a different application. Although we will not examine all the applications in detail, we will provide some general tips that can be useful to all applications, in general. In the application forms, you will find some questions related to Inclusion and Diversity, where you can specify your commitment towards this priority.



### TIPS



### BACKGROUND

In all application forms, there is a section where you need to describe your organisation and background. In this section, you should present your organisation and its activities: here, it is advisable to focus on your mission and activities related to inclusion and to participants with fewer opportunities, including your experiences.

## PROJECT OBJECTIVES

Each project should have clearly defined objectives. In this section, you should define the objectives your organisation wants to achieve by implementing KA1 mobility activities, including objectives in terms of inclusion, if applicable.

In some applications, there is a section where you must choose specific TOPICS your project would like to address.

You should select the topics which align with your project goals: topics related to 'Inclusion and Diversity' may also include 'DISABILITIES'.

What topics are you going to work on in your project? \*

#### Inclusion and diversity

Bridging intercultural, intergenerational and social divide

Disabilities

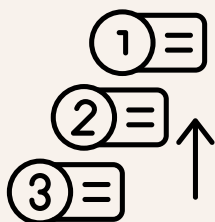
Inclusion, promoting equality and non-discrimination

Preventing racism and discrimination

## PRIORITIES

Erasmus+ and ESC programmes are based on four main priorities:

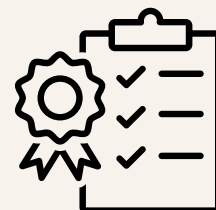
- Inclusion and diversity
- Environmental sustainability
- Digital education
- Active participation.



In the applications, you should explain your organisation's commitment towards each of these priorities.

## QUALITY STANDARDS

You should check the Programme Guide for the Quality Standards of each Action you are applying for. Some of the standards we advise you to pay attention to concerning inclusion are as follows:



## Equitable And Transparent Selection

Organisations should ensure fair access to opportunities and provide personalised support based on participants' needs. In your application, focus on the procedures you will implement to reach your target group and to ensure a fair and transparent selection process.



## Preparation and Support

Participants should be well-prepared and supported before, during, and after their project. It is essential for ensuring that participants, especially PWID, are equipped for success.

Comprehensive support should be provided before, during, and after their involvement. Make sure your application clearly explains the measures you will put into practice for good and adaptable preparation and support according to your target group's needs. Some examples may include:

- Providing accessible materials, such as easy-to-read documents and visual aids, to enhance understanding and engagement.
- Allowing extra time for preparation, which is vital to ensure that PWID can process information at their own pace, ultimately fostering confidence in their readiness.
- Personalised support tailored to individual needs, which may involve assistance from trained staff or peer mentors who understand the unique challenges faced by PWID.
- Creating an inclusive environment where participants feel comfortable voicing their concerns and questions which can significantly improve their experience.

## Community Participation

Impact is a very important factor in any EU project, as the goal of Erasmus+ and ESC programmes is to fund projects that can create the greatest possible impact, at the local, national, regional, and European level. Involving former participants can foster a sense of connection and continuity within the community, creating a supportive environment for current participants. It is important to motivate individuals with disabilities by highlighting the benefits of participating in mobility programmes, while addressing any potential concerns they may have. Encouraging open dialogue and sharing success stories from past participants can help ease fears and promote a positive perception of these opportunities. All of these approaches can be described in your application form as a method of community involvement and to strengthen the overall impact of your project.



## BUDGET

There are specific inclusion measures you can use, some of which are reflected in the project budget. We will discuss these measures and the budget in more detail in another part of this chapter. For now, we encourage you to keep in mind what you should consider when filling in the application form.

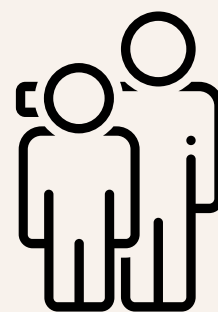
## Accompanying Persons

To ensure the full participation of people with fewer opportunities, the Erasmus+ and ESC programmes allow and fund the involvement of an ACCOMPANYING PERSON: someone who is willing and able to support the participant from their home, travelling to the destination, during the mobility experience, and back to their home. In other words, the accompanying person must support and aid the participant for the entire duration of the mobility.

The request for accompanying persons in the application form depends on what Action you are applying for.

In some application forms, you should indicate and plan the NUMBER OF ACCOMPANYING PERSONS so that the budget calculations will include them as well.

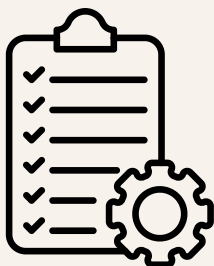
For more details on budget specifics, please refer to the dedicated section in this chapter



## Preparatory Visits

You may arrange a preparatory visit with the hosting organisation before the mobility takes place.

According to the Programme Guide, preparatory visits must be justified and must serve to improve inclusiveness, scope, and quality of mobility activities.



For example, preparatory visits can be organised to better prepare for the mobility of participants with fewer opportunities, to establish rapport and cooperation with a new partner organisation, or to prepare for long-term mobility activities.

In the Inclusion Measures section of this chapter, you can find the specific financial details.

Tips on how to organise an effective Preparatory Visit can be found in chapter 2 of this handbook.

## Inclusion Support

Inclusion support covers various costs related to organising mobility activities for participants with fewer opportunities. The type of support available depends on the Action you are applying for.



For **ERASMUS+ Actions (ADU, VET and YOUTH)**, support can be provided in two forms:

- inclusion support for organisations (unit costs)
- inclusion support for participants (real costs)

In the **European Solidarity Corps Programme (ESC)**, the **INCLUSION SUPPORT** is a unit-based cost contribution to cover costs incurred by organisations related for reinforced mentorship.

For detailed information, see the section below.



## Exceptional Costs

Exceptional costs in **ERASMUS+** ACTIONS may be claimed for costs linked to entry requirements for specific countries (including visas, residence permits, vaccinations, and medical certificates) as well as for a financial guarantee (if such a guarantee is requested by the National Agency in your country).

In the **ESC** programme, exceptional costs can also include:

- Expensive travel costs for participants,
- Costs incurred by organisations to support the participation of young people with fewer opportunities on equal terms as others, related to reinforced mentorship,
- Costs incurred by organisations to support the participation of young people with fewer opportunities on equal terms as others, related to reasonable adjustments or investments in physical assets which support inclusion.
- Costs related to accompanying persons, where applicable.

If awarded, the exceptional costs to support the participation of young people with fewer opportunities will replace the Inclusion Support Grant.

# INCLUSION MEASURES in Mobility Programmes for People with Intellectual Disabilities

As mentioned earlier, the European Commission places great importance on inclusion in EU projects. To support this, several inclusion measures have been made available, which can be activated in your inclusive mobility project for PWIDs.

This chapter, dedicated to project application and management, focuses on the inclusion measures you should consider at the time of your application. For more practical tips on how to implement these measures, please refer to the other chapters of this handbook.



## TYPES OF FUNDING AVAILABLE:

For both programmes, there are two types of costs, each requiring different forms of evidence:

- Lump sums
- Real costs.

A **lump sum** is an amount which does not require you to submit any specific invoices in the Final Report. APART FROM the description, you will be expected to report what inclusive measures you implemented to support the participation of your target group during the project duration.

A **real cost** must be supported by and reported through an invoice, which is subject to approval by your National Agency, either during the application stage or during the project's implementation. These real costs must be directly related to a participant with fewer opportunities.



It's crucial to remember that funding structures vary between Programmes and National Agencies, and can change annually, so keeping up to date is essential. The process of obtaining funds is becoming more demanding, as National Agencies are increasing their scrutiny over applications and reporting. Therefore, **when preparing your project application, pay close attention to the "costs for inclusion" section for supporting PWID and consider inclusion measures** such as personal assistance or adapted travel.

Always check with your National Agency to see if they have established clear guidelines on reporting requirements for how funds are allocated and used to support PWID. Additionally, you should always align with the directions in the Programme Guides, especially in the Grant Agreement (Convention) that you will sign with your National Agency once your project has been approved.

Whether you are dealing with lump sums or real costs, maintaining clear and accurate records is vital to securing and justifying the funding for your project.

Transparent financial reporting is not only important for your organisation and your project partners, but also in the event of an audit by the National Agency.



Preparatory Visit for ESC short-term Mobilities: P.R.I.M.E.'s partners PSONI and PSPC conducting a preliminary visit at Coop. Kara Bobowski

## Preparatory Visits

As mentioned earlier, you may include a Preparatory Visit in your application to familiarise yourself with the hosting partner, reinforce the partnership and prepare more effectively for the mobility for PWID. You will find a more detailed guide on 'how to organise a preparatory visit' in chapter 2 of this handbook.

The financing mechanism for these visits is a contribution based on unit costs. That means that the applying organisation can request a budget to carry out the Preparatory Visit.

These costs are funded as a lump sum linked to the implementation of the physical preparatory visit and may include travel, accommodation, and subsistence. It is not compulsory to present the invoices when doing the Final Report to the National Agency.

However, organisations must keep a record of all invoices related to travel, accommodation, and subsistence in accordance with the internal administrative rules. We strongly recommend keeping these records in the event of audits by the National Agency.

## Accompanying Persons

When involving a PWID, one of the most important measures to ensure their successful integration is the involvement and support of an Accompanying Person. The accompanying person provides essential support throughout the mobility activities. These may include daily assistance, emotional support, ensuring the participant's safety, facilitating participation in educational activities, providing reassurance and helping to manage anxiety or stress.

Where possible, an accompanying person may be identified at the application stage. This helps to ensure that participants receive continuous assistance throughout the entire mobility period.

For more information and practical advice on the profile, role, and preparation and support of the accompanying persons, refer to Chapter 2 of this handbook.



Accompanying persons and mentor: an important alliance to support participants

In the ERASMUS+ Actions (VET, ADU and YOUTH), recognised costs for accompanying persons are:

- Travel: Contribution towards travel costs, based on unit costs (lump-sum), calculated according to the travel distance band<sup>[2]</sup>;
- Individual support: Contribution towards subsistence costs during the activity. Contribution to unit costs is based on the duration and hosting country.

In addition, in the 'inclusion support for participants', additional costs directly linked to participants with fewer opportunities and their accompanying persons can be reimbursed at 100% of eligible costs, provided that they are justified and approved by the National Agency (see below).

In the ESC programme, there are some differences regarding the recognition of costs in connection with the accompanying person. Firstly, when applying for financing, there is no field to complete regarding the accompanying person. This information must be added during the implementation phase, using the management tools.

The recognised costs are:

-Travel: Contribution towards travel costs, based on unit costs (lump-sum), calculated according to the travel distance band<sup>2</sup>.

-Organisational support: Costs directly linked to the implementation of activities and subsistence of participants.

Contribution is based on unit costs (lump-sum), and the country and duration of the activity.

In this case, as explained below, the 'Inclusion Support' cost is not connected to the accompanying person, but rather is a contribution to costs incurred by the organisation, related to reinforced mentorship. This is recognised as a unit cost per day per participant with fewer opportunities.

There is, however, the possibility of recognising some costs in the 'Exceptional costs' category, as described below. In this case, costs related to accompanying persons can also be reimbursed at 100% of real costs. NOTE: If awarded, the exceptional costs to support participants with fewer opportunities will REPLACE the inclusion support grant.

[2] Travel reimbursements in Erasmus+ and ESC programmes are recognised unit costs, as detailed in the annual Guides. The distance band must be determined by using the official tool: [DISTANCE CALCULATOR](#).



Since Erasmus+ and ESC programmes **do not** provide economic recognition to the accompanying person by default, please consider it when preparing your application.

Check whether the accompanying person requires a salary or any other reimbursement of costs, such as insurance or other expenses. Knowing this in advance allows you to ask for additional financing under 'exceptional costs'. Make sure to keep **all** invoices for documentation purposes.

## Inclusion Support Costs

The Inclusion Support cost category, available under the Erasmus+ and ESC programmes, is related to expenses directly linked to participants with fewer opportunities, this also includes PWIDs.

You can consult the [Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy](#) guide, available in 23 EU languages. Some National Agencies have their own National Strategy for Inclusion and Diversity with specific guidelines.

Please note that the request and management of inclusion support differs between the Erasmus+ and ESC programmes.

ERASMUS+ (ADU, VET, YOUTH)	
INCLUSION SUPPORT FOR ORGANISATIONS	INCLUSION SUPPORT FOR PARTICIPANTS
Unit cost per participant to cover expenses incurred by the organisation.	100% real and eligible costs. Additional costs which are directly linked to participants with fewer opportunities and their accompanying person.

EUROPEAN SOLIDARITY CORPS (ESC)
<b>INCLUSION SUPPORT</b>
Unit cost per participant per day, depending on the destination country. Real Costs incurred by the organisation related to reinforced mentorship (preparation, implementation and follow-up of tailor-made activities to support participation of volunteers with fewer opportunities).

The costs that organisations can claim under the **Erasmus+ Inclusion Support for Organisations** and the **ESC Inclusion Support** are similar. These are lump sum amounts, meaning you do not need to show receipts or invoices in the final report. Instead, you must explain what measures were implemented to include and support your target group during the project.

For the **Erasmus+ Inclusion Support for Participants**, the costs are based on actual expenses (100% covered). This is similar to the **ESC Exceptional Costs**. When applying, you must explain the extra costs you are requesting and provide proof, such as invoices or payment receipts.

## Exceptional Costs

The cost category Exceptional Costs, available under both EU programmes, is managed slightly differently.

One common characteristic is related to the financing mechanism, which is always based on real costs. Therefore, it should be requested, justified, and approved by the National Agency.



The **common categories of eligible Exceptional Costs** across both programmes are as follows:

ERASMUS+ (ADU, VET, YOUTH) and ESC		
Costs for providing a FINANCIAL GUARANTEE, if requested by the National Agency	80% of eligible costs	
Visa and visa-related costs, residence permits, vaccinations, and medical certifications	100% of eligible costs	
EXPENSIVE TRAVEL costs of participants, including accompanying persons (for example, travel from and back to the outermost regions) that cannot be supported with the standard "Travel" category due to geographical remoteness or other barriers (such as, where the use of cleaner, lower carbon emission means of transport results in more expensive travel costs).	80% of eligible travel costs	For exceptional costs relating to expensive travel, applicants must justify that the standard funding rules (based on unit costs per travel distance band) do not cover at least 70 % of the travel costs for participants. Note: If awarded, the exceptional costs for expensive travel <b>replace</b> the standard travel grant

The ESC programme recognises other cases under **Exceptional Costs** (similar to Erasmus+ Inclusion Support for Participants):

<b>EUROPEAN SOLIDARITY CORPS</b>		
<p>Costs connected to personal INSURANCE FOR IN-COUNTRY ACTIVITIES. (Note: ESC programme allows the possibility of in-country mobilities in special cases)</p>	<p>100% of eligible costs</p>	<p>For exceptional costs related to insurance, applicable only to in-country participants requiring private personal insurance in order to reach the same level of coverage as the for cross-border activities.</p>
<p>Costs incurred by organisations to support the participation of young people with fewer opportunities on equal terms with others related to REINFORCED MENTORSHIP – i.e. the preparation, implementation, and follow-up of tailor-made activities</p>		<p>For exceptional costs related to reinforced mentorship, applicants must justify reasons why the standard funding rules ("Inclusion support" unit cost per day per participant) do not cover at least 80 % of the costs incurred.</p>
<p>Costs incurred by organisations to support the participation of young people with fewer opportunities on equal terms with others, related to REASONABLE ADJUSTMENTS OR INVESTMENT IN PHYSICAL ASSETS</p>		<p>Note: If awarded, the exceptional costs to support the participation of young people with fewer opportunities will <b>replace</b> the inclusion support grant.</p>
<p>Costs related to ACCOMPANYING PERSONS can also be eligible</p>		

Please note that EXCEPTIONAL COSTS are always REAL COSTS. Therefore, it is necessary to submit a special request, provide full justification and, if approved, the organisation **must keep** and **present** all the invoices, receipts, proof of payment and other related documentation to attach to the Final Report (See also Chapter 4).

# PRACTICAL MEASURES

Now that you know what type of costs you should pay attention to when preparing your application, here are some examples and tips of actual measures you can present in your project. Note that this list is purely for illustration purposes; you must request special approval from your National Agency for any specific measures you wish to include.

You may allocate the lump-sum costs within your organisation across various activities or actions, provided that the expenses fall within the categories eligible for funding under the lump-sum scheme. If your target group requires specific costs for full participation, which can be justified, you may request extra funds, but remember that, in this case, you must keep a full record of all payments and supporting documents.

You will find more detailed information on practical implementation measures in the following chapters. Here, we offer some tips on the type of measures and costs you may consider.

## Support for Project Staff

When working with specific target groups or participants with specific needs, it is advisable to equip your project staff with dedicated tools and knowledge to better support participants' needs.

For example, you can provide your project staff with professional support to deal with specific situations related to your target participants. This may include project managers, coordinators, mentors, tutors, supervisors or even accompanying persons.

Even if not directly financed by the specific mobility project for your PWID, we recommend that your organisation continues to invest in training and activities to develop the knowledge and competences of its project staff on the subject of inclusion and disability.



## Reinforced Mentorship

Reinforced mentorship is one of the most important and commonly used measures. This allows closer contact, more frequent meetings, and additional time dedicated to task implementation. This step-by-step support helps participants gain as much independence as possible. Examples of inclusion measures in reinforced mentorship include the adaptation of mentorship programmes, personalised coaching, extra time for pre-departure preparation, and ongoing assistance to ensure a smooth transition into and out of the mobility experience, including extra time for monitoring.

More detailed and practical examples of activities can be found in the following chapters.

Furthermore, you may consider assigning extra accompanying persons (more than one), if well justified and depending on the specific disability of the participant.

## Adapted Programmes, Activities and Materials

The adaptation and personalisation of programmes (mainly in the individual experiences) are very important to meet participants' needs. This includes adapting learning materials and tailoring activities to the diverse participant requirements.

Accessibility and user-friendliness in all materials are essential; this means:

- Using simple language
- Providing documents in various formats and languages
- Ensuring digital platforms are easy to read and user-friendly
- Offering modified educational materials, such as with large print, or digital formats compatible with screen readers.

Organisations may also consider investing in the acquisition or rental of specialised equipment or assistive technologies to ensure accessibility of educational and training materials and activities. These can include visual aids, interactive tools, and alternative resources designed to accommodate diverse learning styles and enhance participant engagement.

Funding supports the production, acquisition, or adaptation of these materials to meet the accessibility needs of PWIDs. These adaptations enable PWIDs to fully engage with educational content during the mobility programme.

## Logistical Accessibility

In addition to the standard budget that Erasmus+ and ESC programmes allocate for Travel and Individual Support (the latter covering costs related to accommodation, food and local transport), your organisation can request additional funds under the **Inclusion Support Budget** or **Exceptional Costs** in order to guarantee the best conditions for accessibility and inclusivity.

For example:



**ACCOMMODATION, VENUES AND SPACES:** Organisations can use the financial resources allocated to make physical spaces more accessible. This may include facility modifications, purchasing adaptive equipment, and implementing inclusive design principles that accommodate diverse needs and abilities. Ensuring accessibility and comfort in accommodation facilities is essential. Additional funds may be available to book accessible rooms, make necessary modifications, and ensure proximity to programme venues and support services.

**TRANSPORT:** Funding covers travel expenses for participants with disabilities and accompanying persons, ensuring they can reach their destination safely and comfortably. This includes transportation that meets accessibility standards and addresses any mobility challenges.



**DIETARY NEEDS:** Dietary and nutritional requirements are considered, with funds allocated to cover meal expenses during the mobility activity. This ensures that participants with specific dietary restrictions or health conditions receive adequate nutrition.

## Health Support and Specialised Equipment

Funds are earmarked for the purchase or rental of assistive devices and technologies necessary for PWIDs. This may include mobility aids, communication devices, sensory tools, and other specialised equipment that enhance participation and accessibility. In some cases, these are connected with specific medical support requirements. Organisations can also arrange for medical assistance or special care during the mobility period.

Please note that in certain Actions, insurance coverage is provided by the programme (ESC); in other cases, the programme requires or strongly advises the organisations to provide private insurance for the participants, to ensure their safety.

In addition, in specific situations, it is possible to request and provide extensive medical support, specialised therapies, or the temporary hire of professionals such as behavioural therapists, physiotherapists, speech therapists, and similar specialists. These services are crucial for ensuring the safety, health, and well-being of participants throughout the mobility activity.



Importance of checking accessibility of mobility venues

# LOOK FOR RELIABLE PARTNERS

One of the most common challenges identified by organisations working with inclusive mobilities, or those wishing to start, is to find reliable, high-quality partners who are interested in and capable of hosting and/or sending PWIDs.

PR.I.M.E. partners consider networking and experience to be key elements for success; here are some tips on how to find reliable partners.

## SEARCH for a new partnership (hosting or sending)

This section is dedicated to organisations seeking a first or new collaboration to implement mobility projects for participants with intellectual disabilities.

Identifying a partner organisation at the application stage is not mandatory for most actions (VET, ADU, and ESC). However, for mobility projects in the field of YOUTH (youth exchanges or mobility for youth workers), organisations must identify partners in order to complete an application.

In any case, whether mandatory or not at the application stage, when working with participants with fewer opportunities, we strongly recommend that you start looking for a reliable partner as early as possible.

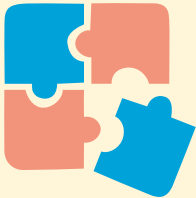


Before beginning your search for partners, you should first clarify your intentions. Having a well-defined mobility project will enable you to communicate key information clearly to any potential partners. Continue by researching available partners who have had positive experiences managing mobilities for participants with disabilities. Discuss your intentions with experts, as they may be able to answer specific or more advanced questions.

Some questions which may help you present your request effectively during the partner-finding process may be:

- What is your target group? (age, type of disability...).
- What are your participants' abilities, strengths and opportunities, and what challenges and barriers could they face?
- What kind of experiences would you like to offer them?
- Which skills could they develop?
- How do you plan to find and select the participants within your organisation?
- Which members of your organisation, your existing network and other resources are interested and available to assist you?
- If you want to send people with disabilities abroad, would you host foreigners?  
Discuss exchanges between partners in both directions.





## External Research: Databases

Databases of existing mobility programmes provide the opportunity to search for applicants and project partners, and can provide valuable information about these organisations (such as project descriptions and further links).

Here are some examples of databases and platforms you may use to contact potentially interested organisations<sup>[3]</sup>.

### **European Solidarity Corps (Volunteers) Database**

This European database, managed by the European Commission, gathers all accredited organisations holding a Quality Label for volunteering projects. In this database, you can find organisations that are involved as Lead, Hosting or Supporting Organisations. As of the last update, there were 5,563 registered organisations. The database allows you to apply filters to find organisations whose work may involve young people with disabilities by selecting the "Disability" option under the "Obstacles" filter. You may refine your search further with two additional filters:

- "Organisations with a physical environment, suitable for young people with physical, sensory and other disabilities"
- "Organisations looking for young people who face situations that make their participation in the activities more difficult".

Using these filters, we were able to identify 83 organisations across Europe that could meet our expectations.

### **OTLAS database**

This database, created by SALTO, allows organisations to register themselves. There are currently more than 16,000 registered organisations, most of which belong to the YOUTH field. Using this database, you may also search for a partner and apply filters to find an ideal match. In particular, searching with the keyword 'Disability' returns more than 1,200 organisations. You may apply additional filters such as 'Destination' (for instance, there are currently three organisations registered in Finland). Another feature on this platform allows you to add your project and make a call for partners. While searching for partners, you may also explore existing calls for projects and reach out to the network.



Join contact seminars, training courses, and similar events organised by National Agencies, SALTO, or other relevant organisations.

<sup>[3]</sup> The figures quoted may change, since the last update was in July 2024.



### **EPALE platform**

This is a major platform led by the ERASMUS National Agencies staff. It is dedicated to Adult Education projects and offers a wide range of options. You will first need to register in order to access its main functionalities. We selected two particularly interesting features:

1. The "Search partner finding announcements" functionality. With this option, you can view all announcements in chronological order. New posts appear daily. We recommend applying the following two filters to refine your search:
  - "Thematic Areas: Inclusion & Diversity"
  - "Topic: Disabilities"
2. The "Make a partner finding announcement" functionality. This option allows your organisation to post an announcement aimed at seeking a partner in Europe. Here, we recommend selecting "Inclusion & Diversity" as your primary topic and "Disability" as your secondary topic, to narrow the scope of your announcement.

### **European School Education Platform**

Although the P.R.I.M.E. project does not focus on School Education or Higher Education, this platform is mentioned as a possible resource to search for partners (not just schools). However, it is important to bear in mind that the P.R.I.M.E. project is neither focused on School Education nor Higher Education. As of the last update, there were 2,193 postings. Several filters may help you find an ideal partner, including:

- Preferred partner organisation country
- Topic (you may select "Inclusion")
- The type of collaboration you are seeking (for example, mobility activities, cooperation partnership, small-scale partnership)

You may also search using keywords in the "Search postings" blank field. We recommend you try "Disabilities" (24 postings), "Disability" (3 postings), and "Inclusive" (120 postings). If you are interested in a posting, you wish to see more details or contact the organisation that posted it, you will need to register.

### **Erasmus Results Platform**

On this platform, you may find several projects involving different organisations; you may contact these organisations directly. On this platform, as of the last update, there are 202273 completed projects, 68,520 ongoing projects and 30,264 projects with published results. Several filters may help you find appropriate partners, including:

- Type of actions (for example, KA1: Learning Mobility of Individuals)
- The "topics" filter: select a specific topic, such as "Disabilities - special needs" (6,055), "Disability" (1,667)

If you select all these topics, you will find 7,408 projects, and therefore many partners involved. When you click on a project and scroll down, you will find the coordinator's details as well as the involved partners, including their address, partner type, website, and phone number.



Engaging with various networks fosters knowledge exchange and best practices while also providing another way to find partners who share your organisation's goals and mission.

**EUPartnerSearch Platform**

This free service, offered by private individuals, helps users find European partners for Erasmus+ projects. There are no filters specifically related to disability or participants with fewer opportunities. There are currently 2,663 registered organisations and 634 projects. For the partner search, you can apply a few filters such as the type of Action (we recommend selecting the KA1 programmes), country and type of organisation. You will then find a short description of the organisation, country, programme strand, and all practical information to contact the relevant person.

### **Word of mouth is always the best way!**

Start both internal and external research to find partners for your mobility project or activities.

- Use existing collaborations for new mobility projects.
- Ask reliable and trusted partners for recommendations of their reliable partners.
- Reach out to transnational partners you may know through other collaborations that may be interested in your ideas.
- Revisit old contacts collected during past transnational activities or networks you may have participated in, and reactivate them.



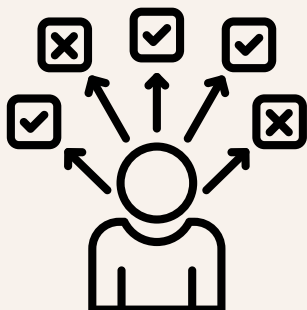
Some examples of networks involving some of the PRIME partners are:

- **Caravan2000 Network**: Focuses on promoting the rights and inclusion of people with disabilities.
- **EASPD (European Association of Service Providers for Persons with Disabilities)**: Advocates for high-quality services supporting social inclusion across Europe.
- **Make it Inclusive Network (MAKE IT HAPPEN project)**: Empowers organisations to share resources and strategies for effective inclusion practices.
- **Inclusion Europe Network**: Works towards advancing the rights of PWID and their families throughout Europe

# SELECT transnational partners: What makes a good partnership?

There are several **criteria** to consider when selecting your ideal partner.

PR.I.M.E. suggests the following; however, each organisation should adapt the criteria to its own needs, mission, and goals.



- Interest in working with the target groups.
  - Previous experiences related to:
    - socio-pedagogical work with the selected target groups
    - flexibility when dealing with any challenges and barriers of the target group that may arise during mobility
    - experience as an applicant or partner in mobility programmes such as ERASMUS+ or ESC
  - Travel distance, accessibility of the destination, and related travel financial and time considerations.
- 
- Availability of public resources (such as website, project documents) that demonstrate the quality of previous cooperation, work with target groups or results from previous mobilities.
  - Sufficient and available staff for the implementation of the mobility (professional, motivated, experienced), including substitution in case of absence, particularly pedagogical and social worker staff experienced with the target groups.
  - Flexibility in terms of planning and implementation periods.
  - Capacity to provide adapted internal and external programmes and agendas (for example, internships for VET mobilities or suitable volunteering activities for ESC mobilities).
  - Good local networking by the partner to secure external internships, specifically for VET mobilities.
- 
- Low or easily manageable language barriers for collaboration (important for both accompanying persons and participants).
  - Opportunities to teach the foreign language easily, combined with intercultural training.
  - Availability of suitable and barrier-free accommodation/hosting organisations for participants and accompanying persons.
  - Good additional services, such as:
    - Suitable group rooms (for leisure activities, meetings, seminars)
    - Offers for mutual intercultural activities
    - Orthopaedic and medical aids for special disabilities
    - Available therapeutic and medical services
    - Additional services such as laundry or Wi-Fi
- 
- Short local distances (for shopping, services, hosting).
  - Accessible public transport for all activities.
  - Accommodation suitable for the needs of both the participants and accompanying persons.
  - Genuine professional interest and commitment, beyond the scope of economic gain – this is essential.
  - Mutual exchange of participants – encouraging exchanged between sending and hosting partners promotes better understanding of roles and expectations from both sides.

Make a priority list of the criteria for your partner selection. Keep in mind that probably no partner will fulfil all your criteria!



# GET IN TOUCH with a new partner

From your research, select a few suitable candidates.



Prepare a short presentation or profile of your organisation and the desired type of cooperation you are seeking (include target group description, necessary contents, duration, and other important factors). This will be helpful for the first contact.

Steps you may follow:

- Follow or join informal networks that deal with inclusive mobilities, such as those described above.



- Attend onsite and online webinars organised by National Agencies or SALTO Youth for inclusion.
- Send a short request to the selected organisations, asking if they are interested in a transnational collaboration and exchanges for your target groups.

- Keep your key information as short as possible.
- Ask to be connected with the appropriate person responsible for transnational collaborations or mobility of participants.
- If any contacted organisation shows interest, examine your main selection criteria during the next stage.
- Organise a call or an online meeting to discuss in further detail.

- Select one or more suitable partners for your new collaboration, or widen the search if needed to find other suitable partners.



## Partnership agreement or Bilateral contract

When creating a partnership, it is important to establish clear agreements for the collaboration. Even if it is not compulsory or if the programme does not provide a template for this, it is strongly recommended to establish a Partnership Agreement between organisations.

The Partnership Agreement (or Bilateral Contract) is a formal document signed by both parties once your project is funded. You will find further information regarding the Partnership Agreement in Chapter 2 'Before Mobility'.

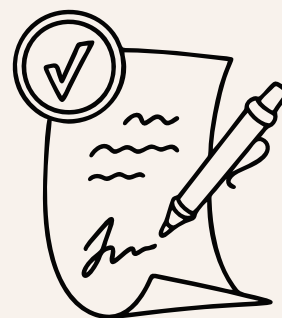
When selecting your partner, make sure to clarify all questions, concerns, issues, and expectations, since many of these will be included in the Partnership Agreement.

The agreement between partners should cover the following aspects:

- A preamble, with a short description of the partners, the reasons for their collaboration, and their shared targets and goals.
- The main subject of the agreement – i.e. collaboration for the implementation of mobility projects abroad for people with disabilities.
- An overall timetable, including possible periods and dates.
- The definition of roles (hosting/sending) and the resulting main tasks of each party.
- Main contact persons in each partner organisation.
- Expected costs and regulations between the partners, including financial transfers and responsibilities.

The agreement may also cover clear definitions of additional or individual aspects of the partnership:

- The preparatory visit.
- Special medical, therapeutic, or other services adapted to the needs as required by participants with disabilities.
- Regulations for the accompanying person, including their roles and tasks during the collaboration.
- Specification of the target groups, including the types of disabilities or disadvantages.
- Maximum and minimum number of participants for each mobility.
- The funding programme (such as ERASMUS+) and its specific regulations or requirements.
- Flexibility and handling of individual details, such as the mobility periods, number of participants, or types of activities.
- Agreements on dissemination during the collaboration, such as the official release of documents, newsletter or press releases.
- Role and definition of any special annexes, such as an Accessibility Plan or Green Plan.



You may also wish to discuss the role of any other significant organisation that will contribute to the collaboration processes.

These discussions will facilitate the preparation of the Partnership Agreement.

Some suggestions to reinforce the partnership:

- Organise a **PREPARATORY VISIT** to become familiar with the hosting organisation (as referred to above). More details on how to organise this can be found in Chapter 2.
- Organise **JOB SHADOWING** mobility projects to share methods and good practices with professionals from other countries.
- Participate in **TRAINING** on Inclusion, which may help you acquire technical knowledge and be fully prepared before the mobility.
- Contact staff working on **NEWCOMERS' SEMINARS**, since they can offer advice and support.

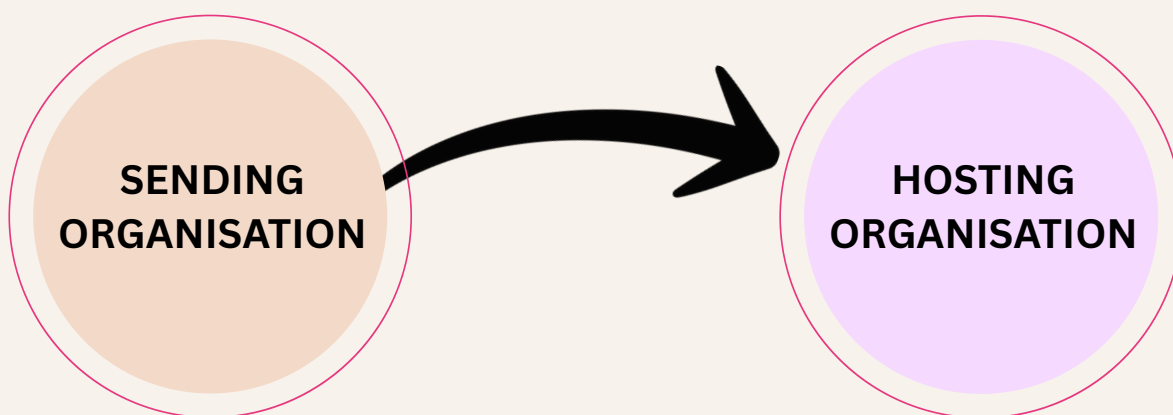


# Definitions for the Collaboration (roles, tasks, and responsibilities)

A clear definition of the main aspects of collaboration is essential. These definitions should also form part of the Partnership Agreement (see Chapter 2).

The Definition of the tasks of each partner relates to the roles that the collaborating organisations may hold. These roles may change during the collaboration if both partners wish to send their participants abroad. In addition to their specific responsibilities, both parties must contribute to certain common tasks.

The roles typically are:

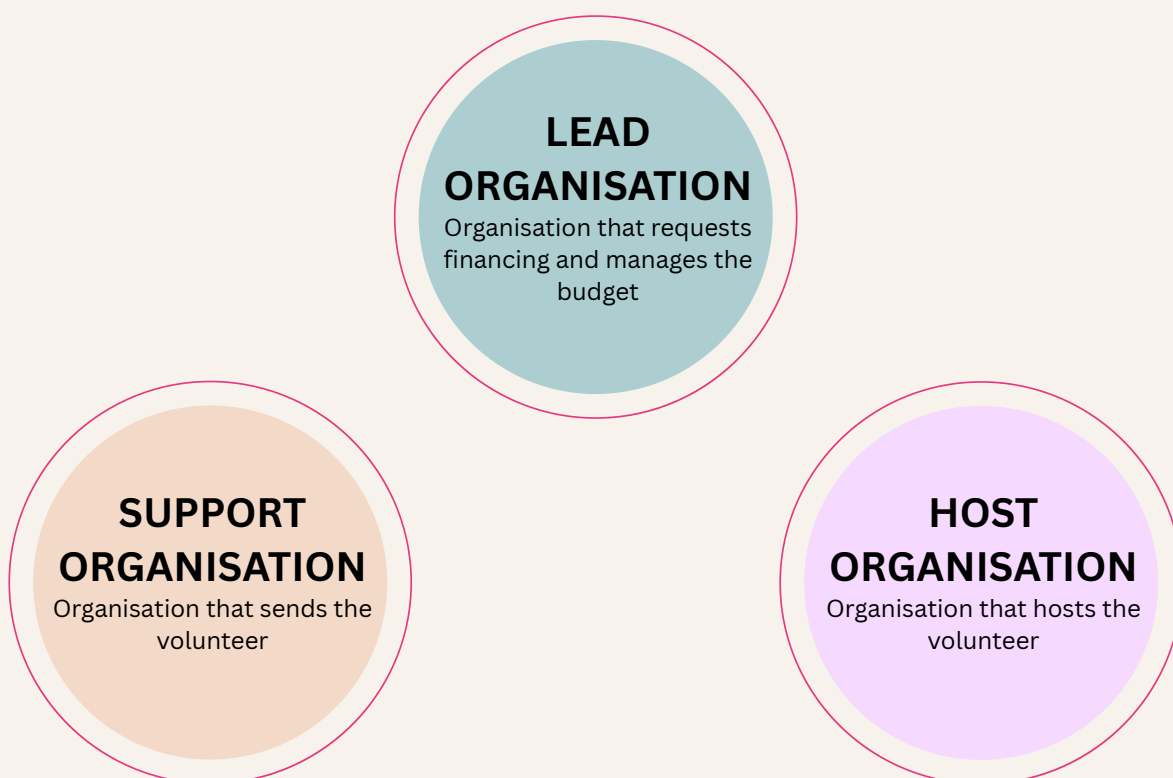


This applies to the **YOUTH** field (youth exchanges and mobility of youth workers) and **ADU** and **VET** fields.

In the **ADU** and **VET** fields, the involvement of a **SUPPORTING** or **INTERMEDIARY ORGANISATION** may be useful for newcomers or specific activities. However, your organisation, as the applicant, must retain responsibility for the core tasks and activities of the project. When selecting a **SUPPORTING ORGANISATION**, we recommend you ensure they are active in the labour market or education field, and that they have **experience with PWIDs**. The role of a **SUPPORTING ORGANISATION** may include providing support or facilitating the organisation of activities, logistics and work placements for learners with disabilities.

For **KA1 mobility projects** in ADU or VET, where **SUPPORTING ORGANISATIONS** may be involved alongside the Hosting and Sending Organisations, it is advisable to consult the "Guidance for working with supporting organisations" document.

On the other hand, in **EUROPEAN SOLIDARITY CORPS (ESC)** mobilities, since organisations must be accredited depending on their role, the following roles are recognised:



It is possible for the Support or Host Organisation to also be the Lead Organisation.

## PROJECT MANAGEMENT

Once you submit your application, you will need to wait a few months to receive the results of the selection procedure from the National Agency.

Once you have received notification of your project's approval, you may begin working on the topics covered in the NEXT CHAPTER.

However, we would also like to provide you with some general tips regarding **PROJECT MANAGEMENT** during the implementation phase.

If your project is approved, the National Agency will send you the **Convention** or **Grant Agreement** to sign. You will also gain access to the online platform for managing the project, called the BENEFICIARY MODULE.

The **Beneficiary Module** can be found on the same platform where you filled out and applied for your project, but in a different section.

The European Commission has created [a guide to help beneficiaries navigate the technical aspects of the Beneficiary Module](#).

This will serve as your official tool for managing your project.

In addition to the Beneficiary Module, there are several other tools, **mainly digital**, that can help you manage your project. These tools can support regular monitoring and evaluation mechanisms that can assess the impact of financial measures on enhancing inclusion outcomes and programme effectiveness.

At a financial control level, as advised earlier, organisations should maintain detailed records of expenditures, receipts, and financial transactions related to inclusion measures. This ensures that funds are used responsibly and contribute directly to supporting the needs of participants with disabilities throughout their mobility experience.

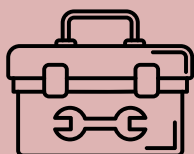


You can access the [PR.I.M.E. Online Training about Digital Tools for Project Management](#) on our YouTube channel.

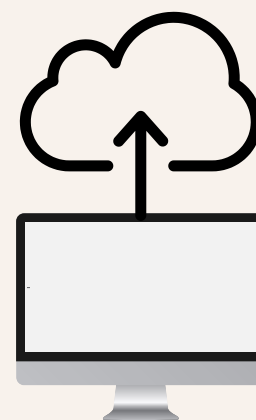
You can also find the material here:

- [Project management](#)
- [PM Tools](#)

Since one of the Programme's Priorities is related to **DIGITAL TRANSITION**, you can refer to the digital tools you will use, not only during the implementation, but also in the overall management of your project.



The EU provides [guidelines for project management](#) which are available on its website.



# GREEN TIPS



When writing your application and managing your project, it is advised to adopt a sustainable approach.

Some GREEN TIPS for managing your project include:

- Keep your work digital: it facilitates collaboration with your partners and reduces paper consumption
- Save energy: turn off lights and technological devices when not in use
- Adopt regular green habits: use reusable cups and bottles, avoid disposables wherever possible
- Plan online meetings where appropriate: meetings with partners can alternate between face-to-face ones and online, where necessary



Here you can find more tips on keeping your office work more sustainable and eco-friendly:



[Click here for 20 tips to improve business eco-friendliness.](#)



['The Green Office Guide'](#) – How to run a more cost-effective and environmentally sustainable office' produced by Resource Efficient Scotland – Europe & Scotland, European Regional Development Fund Investing in a Smart, Sustainable and Inclusive Future.



['Green Office Handbook'](#) – A practical guide to running a more cost-effective and environmentally sustainable office (Let's Lead the Way)', produced by Bremen Overseas Research and Development Association (BORDA) Afghanistan in cooperation with the National Environment Protection Agency (NEPA) and the United Nations Environment Programme (UNEP).