Mobility for learners and staff in adult education

This action supports adult education providers and other organisations active in the field of adult education that want to organise learning mobility activities for adult learners and education staff.

The action is open to a very diverse range of organisations, such as adult education schools and learning centres; civil society, non-governmental and volunteering organisations; counselling centres, libraries, museums, cultural, community and social centres; as well as other organisations working for persons with disabilities, senior citizens, persons at the risk of poverty or social exclusion, etc.

A wide range of activities are supported, including individual and group mobility of adult learners, job shadowing and professional development courses for staff, invited experts, and other activities as explained below.

Adult learners can include any persons benefitting from activities and services provided by organisations active in adult education. Projects can organise activities focusing on citizenship, learning about Europe, community services, volunteering, intergenerational exchanges, critical thinking, active aging, etc.

The participating organisations should actively promote inclusion and diversity, environmental sustainability, digital education, as well as civic engagement and participation through their activities. They should do so by using the specific funding opportunities provided by the Programme for these purposes, by raising awareness among their participants, by sharing best practices, and by choosing appropriate design for their activities.

Objectives of the Action

This action aims to provide learning opportunities to individuals and to support internationalisation and institutional development of adult education providers and other organisations active in the field of adult education. The action will contribute to the implementation of the Skills Agenda and to the creation of the European Education Area. Specifically, the objectives of this action are:

- Strengthening the European dimension of teaching and learning
- promoting values of inclusion and diversity, tolerance, and democratic participation
- promoting knowledge about shared European heritage and diversity
- supporting development of professional networks across Europe
- Improving the quality of formal, informal and non-formal adult education in Europe for key competences as defined by the EU framework (2018), including basic skills (literacy, numeracy, digital skills) and other life skills
- extend and diversify adult education offer through professionalisation of educators and building capacity of adult education providers
- simplifying the implementation and accessibility of high quality teaching and learning programmes in all forms of adult education, and making them relevant to the needs of
individual and the society at large

- building the capacity of adult education providers to carry out high quality mobility projects
- raising the participation of adults of all ages and socio-economic background in adult education, especially by fostering participation of organisations working with disadvantaged learners, small adult education providers, newcomers to the Programme and less experienced organisations, as well as community-based grassroots organisations

**How to access Erasmus+ mobility opportunities?**

Adult education providers and other organisations active in adult education can apply for funding in two ways:

- **Short-term projects for mobility of learners and staff** – these projects provide applicants with an opportunity to organise various mobility activities over a period of six to eighteen months. Short-term projects are the best choice for organisations applying to Erasmus+ for the first time, or for those that wish to organise only a limited number of activities.
- **Accredited projects for mobility of learners and staff** – these projects are open only to organisations holding an Erasmus accreditation in the field of adult education. This special funding strand allows accredited organisations to regularly receive funding for mobility activities that contribute to the gradual implementation of their Erasmus Plan. Erasmus accreditations are open to all organisations that seek to organise mobility activities on a regular basis. Previous experience in the Programme is not required to apply. To find out more about this opportunity, please read the chapter of this guide on Erasmus accreditation in the fields of adult education, vocational education and training, and school education.

In addition, organisations can join the Programme without submitting an application by:

- **Joining an existing Erasmus mobility consortium** led by an accredited consortium coordinator in their country that is accepting new members in their consortium.
- **Hosting participants from another country**: any organisation can become a host for participants coming from a partner organisation abroad. Becoming a hosting organisation is a valuable experience and a good way to create partnerships and learn more about the Programme before applying yourself.

**Setting up a project**

The applicant organisation is the key actor in a Key Action 1 project. The applicant drafts and submits the application, signs the grant agreement, implements the mobility activities, and reports to their National Agency. The application process for both short-term projects and Erasmus accreditations focuses on the needs and plans of the applicant organisation.

Mobility activities in a mobility project can be outgoing and incoming. Most types of available activities are outgoing mobility activities. This means that the applicant organisation will act as a sending organisation: it will select participants and send them to a hosting organisation abroad. In addition, there are special types of activities that allow applicant organisations to invite experts, teachers and educators in training to their organisation. The purpose of incoming activities is not to create two-way exchanges, but rather to bring in persons who can help develop and internationalise the applicant organisation.

Implementation of all activities supported under this Action must follow the Erasmus quality standards. The Erasmus quality standards cover concrete implementation practices for project tasks such as selection and preparation of participants, definition, evaluation and recognition of learning
outcomes, sharing of project results, etc. To read the full text of the Erasmus quality standards, please visit the following link at the Europa website: https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-vet-adults-schools.

Language learning is an important part of every mobility project: beneficiary organisations should provide their participants with language learning support before and during the mobility activities. For this purpose, Erasmus+ funds the Online Language Support platform which is free and open for use by all Erasmus+ participants.

**How to find partners for your mobility activities?**

Erasmus+ provides various tools and opportunities to find partners for your mobility activities:

- Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for [available Training and Cooperation Activities](https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-vet-adults-schools). You should also visit the website of your National Agency regularly to stay informed about their activities and events.

**Horizontal dimensions**

All mobility projects should integrate the following dimensions common to the whole Erasmus+ programme.

**Inclusion and diversity**

In line with the Erasmus quality standards, organisations that receive support from the Programme must ensure that they offer mobility opportunities in an inclusive and equitable way, to participants from all backgrounds. The selection of learners that will take part in project activities should take into account key factors such as motivation, merit, as well as personal development and learning needs of the participants. Similarly, selection of staff participants should ensure that benefits of their professional development are available to all learners in the organisation.

Throughout the preparation, implementation and follow-up of mobility activities, the sending and hosting organisations should involve the participants in key decisions to ensure maximum benefits and impact for each participant.

Beneficiaries and other participating organisations that provide education and training are encouraged to actively create and facilitate mobility opportunities, for example by establishing mobility windows in their academic calendar and defining standard re-integration steps for returning participants.

**Environmentally sustainable and responsible practices**

In line with the Erasmus quality standards, organisations that receive support from the Programme must promote environmentally sustainable and responsible behaviour among their participants,
raising the awareness about the importance of acting to reduce or compensate for the environmental footprint of mobility activities. These principles should be reflected in the preparation and implementation of all Programme activities, especially by using specific funding support provided by the Programme to promote sustainable means of travel. Organisations providing education and training should integrate these principles in their everyday work, and should actively promote a change of mind-set and behaviour among their learners and staff.

**Digital transformation in education and training**

In line with the Erasmus quality standards, the Programme supports all participating organisations in incorporating the use of digital tools and learning methods to complement their physical activities, to improve the cooperation between partner organisations, and to improve the quality of their learning and teaching. In addition, participants can benefit from Digital Opportunity Traineeships: mobility activities allowing them to acquire digital skills and letting staff build their capacity to train, teach and complete other tasks with the help of digital tools. Such activities can be organised with any of the available mobility formats.

**Participation in democratic life**

The programme aims to help the participants discover the benefits of active citizenship and participation in democratic life. Supported mobility activities should reinforce participatory skills in different spheres of civic society, as well as development of social and intercultural competences, critical thinking and media literacy. Wherever possible, projects should offer opportunities for participation in democratic life, social and civic engagement through formal or non-formal learning activities. They should also improve participants’ understanding of the European Union and the common European values, including respect for democratic principles, human dignity, unity and diversity, intercultural dialogue, as well as European social, cultural and historical heritage.

**Development of key competences**

The programme supports life-long development and reinforcing of key competences needed for personal development and fulfilment, employability, active citizenship and social inclusion. Participating organisations should offer training and learning activities adapted to the specific needs of learners, helping them to achieve economic independence and dismantling barriers they face in education and social contacts.

**Activities**

This section presents the types of activities that can be supported by Erasmus+ funds, both as part of short-term projects and accredited projects.

For any activity, additional support can be provided for persons accompanying participants with fewer opportunities. Accompanying persons can be supported for whole or part of the activity’s duration.

**Staff mobility**

**Eligible activities**

- Job shadowing (2 to 60 days)
- Teaching or training assignments (2 to 365 days)
- Courses and training (2 to 30 days, maximum 10 days of course fees per participant)
In addition to physical mobility, all staff mobility activities can be blended with virtual activities. The minimum and maximum durations specified above apply to the physical mobility component.

Implemented activities must fulfil the following qualitative requirements:

**Job shadowing**: participants can spend a period of time at a hosting organisation in another country with the aim of learning new practices and gathering new ideas through observation and interaction with peers, experts or other practitioners in their daily work at the hosting organisation.

**Teaching or training assignments**: participants can spend a period of time teaching or providing training to learners at a hosting organisation in another country, as a way to learn through completing their tasks and exchanging with peers.

**Courses and training**: participants can benefit from a structured course or a similar kind of training provided by qualified professionals, based on a pre-defined learning programme and learning outcomes. The training must involve participants from at least two different countries and must allow participants to interact with other learners and with the trainers. Entirely passive activities such as listening to lectures, speeches or mass conferences are not supported.

The training must include a clear transnational component, for example by fostering learning interaction between participants from two different countries and by integrating other elements of transnational transfer of practices, such as strong involvement of adult education staff from the hosting country to interact with and demonstrate their practices to colleagues coming from abroad.

The content of courses and training must be relevant for professional skills of the participating staff and the objectives of the project or accreditation.

For example, supported activities can include courses and training organised by public institutions or volunteer organisations, activities organised as part of an exchange of practices between organisations in different countries, as well as commercially available courses and training. Entirely passive activities such as listening to lectures, speeches or mass conferences are not supported. Conferences and similarly titled events can be considered for funding only if participants spend most of their time in structured training, workshops, practical exercises, exchange of practices with colleagues, or other forms of active learning.

Applicants should be aware that all course providers are entirely independent from the Erasmus+ programme and are acting as service providers in a free market. The choice of courses and training is therefore a responsibility of the beneficiary organisation. The following [quality standards](#) are available as support to guide the applicants in their choice.

**Eligible participants**

Eligible participants include teachers, trainers, and all other non-teaching experts and staff in adult education.

Eligible non-teaching staff includes staff working in adult education, either in adult education providers (e.g. management staff, Erasmus+ coordinators, etc.) or in other organisations active in adult education (e.g. volunteers, counsellors, Erasmus+ coordinators, policy coordinators in charge of adult education, etc.).

Participants must be working in the sending organisation, or must be regularly working with the sending organisation to help implement the organisation’s core activities (for example as external trainers, experts, or volunteers).
In all cases, the tasks that link the participant to the sending organisation must be documented in a way that allows the National Agency to verify this link (for example with a work or volunteer contract, task description, or a similar document). The National Agencies shall establish a transparent and consistent practice on what constitutes acceptable working relationships and supporting documentation in their national context.

**Eligible venues**

Activities must take place abroad, in an EU Member State or in a third country associated to the Programme.

**Documentation of learning outcomes**

Requirements for documentation of learning outcomes are established in the Erasmus quality standards and further elaborated in the project grant agreement.

Before the mobility activity, the sending organisation, hosting organisation, and the participant must agree on a learning agreement (or a similar document) specifying the participant’s expected learning outcomes. For courses and training, a course programme can be used in place of a learning agreement.

After the activity, the participant’s achieved learning outcomes must be recognised by issuing a Europass Mobility or a similar document. The beneficiary organisation must keep a copy of the issued document as proof of having completed the activity.

**Learner mobility**

**Eligible activities**

- Group mobility of adult learners (2 to 30 days, at least two learners per group)
- Short-term learning mobility of adult learners (2 to 29 days)
- Long-term learning mobility of adult learners (30 to 365 days)

In addition to physical mobility, all learner mobility activities can be blended with virtual activities. The minimum and maximum durations specified above apply to the physical mobility component.

Implemented activities must fulfil the following qualitative requirements:

**Group mobility of adult learners:** a group of adult learners from the sending organisation can spend time in another country to benefit from innovative learning organised through cooperation between the sending and hosting organisations (purchase of commercially available training services is not supported). Activities may include a combination of various formal, informal and non-formal learning methods and techniques, such as peer learning, work-based learning, volunteering, and other innovative approaches. Qualified trainers from the sending organisation must accompany the learners for the entire duration of the activity and take part in the implementation of the learning programme. The content of group mobility activities should focus on key competences of adult learners or the inclusion and diversity, digital, environmental sustainability and participatory dimensions of the programme.

**Short-term learning mobility of adult learners:** adult learners can spend a period abroad at a hosting organisation to improve their knowledge and skills. An individual learning programme must be defined for each participant. The learning programme may include a combination of various formal, informal and non-formal learning methods.
Long-term learning mobility of adult learners: adult learners can spend a longer period abroad at a hosting organisation to improve their knowledge and skills. An individual learning programme must be defined for each participant. The learning programme may include a combination of various formal, informal and non-formal learning methods.

Please note that the difference between group and individual activity formats is not based on travelling and accommodation arrangements, but rather on requirements for collective or individual learning programmes, as described below under ‘Documentation of learning outcomes’. Accordingly, a different level of organisational support is provided for group and individual activities, as defined in the funding rules presented at the end of this chapter. The group mobility format is recommended for simple activities that make use of existing resources and content, while individual formats are better suited for activities that require specific investment from the sending and receiving organisations (including in cases where several participants will be travelling and staying together).

Eligible participants

Eligible participants are learners benefitting from adult education programmes or activities at the sending organisation.

When selecting participants, all projects should aim for an inclusive and balanced mix of participant profiles and significant involvement of participants with fewer opportunities, in line with the objectives of the action.

Eligible venues

Activities must take place abroad, in an EU Member State or in a third country associated to the Programme.

Group mobility of adult learners must take place at the hosting organisation. Exceptionally, activities can take place at another venue in the country of the hosting organisation, if justified by the content and quality of the activity. In this case, travel of participants from the hosting organisation to the venue will not be considered as a transnational mobility activity. Additional funds therefore cannot be requested for this purpose.

In addition, group mobility of adult learners can take place at a seat of an Institution of the European Union if the activity is organised at or in cooperation with an EU institution.

Documentation of learning outcomes

Requirements for documentation of learning outcomes are established in the Erasmus quality standards and further elaborated in the project grant agreement.

Individual mobility activities: before the activity, the sending organisation, hosting organisation, and the participant must agree on a learning agreement (or a similar document) specifying the participant’s expected learning outcomes. After the activity, the participant’s achieved learning outcomes must be recognised by issuing a Europass Mobility or a similar document. The beneficiary organisation must keep a copy of the issued document as proof of having completed the activity.

Group mobility activities: a learning programme must be defined for the whole group (individual learning agreements are not required). After the activity, beneficiary organisation must keep the learning programme and a participants list (including accompanying persons) as proof of having completed the activity.
Other supported activities

Eligible activities

- Invited experts (2 to 60 days)
- Hosting teachers and educators in training (10 to 365 days)

Implemented activities must fulfil the following qualitative requirements:

Invited experts: organisations can invite trainers, teachers, policy experts or other qualified professionals from abroad who can help improve the teaching, training and learning at the receiving organisation. For example, invited experts may provide training to the receiving organisation’s staff, demonstrate new teaching methods or help transfer good practices in organisation and management.

Hosting teachers and educators in training: applicant organisations can host teachers in training who want to spend a traineeship period abroad. The hosting organisation will receive support to set up the activity, while the travel and individual support for the participant should be provided by their sending institution (which may apply for Erasmus+ funding for this purpose).

Eligible participants

Invited experts can be any persons from another EU Member State or third country associated to the Programme, who can provide expertise and training relevant for the needs and objectives of the organisation that invites them.

Hosting teachers and educators in training is available for participants who are enrolled in or recently graduated from a teacher education programme (or a similar kind of education programme for trainers or educators) in another EU Member State or third country associated to the Programme.

Eligible venues

Preparatory visits can take place in EU Member States and third countries associated to the Programme.

The venue for invited experts and teachers in training is always the beneficiary organisation (including consortium members).

Documentation of learning outcomes

For invited experts, the learning programme that the expert will deliver must be agreed with the hosting organisation before the activity. After the activity, the beneficiary organisation must keep the executed learning programme as proof of having completed the activity.

For hosted teachers and educators in training, requirements described for individual learner mobility activities are applicable.

Preparatory visits

What is a preparatory visit?

A preparatory visit is a visit to a prospective hosting organisation by staff from the sending
organisation with the purpose of better preparing a learner or staff mobility activity.

**When can a preparatory visit be organised?**

Each preparatory visit must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities.

For example, preparatory visits can be organised to better prepare mobility of participants with fewer opportunities, to start working with a new partner organisation, or to prepare longer mobility activities.

Preparatory visits can be organised in preparation for any type of learner or staff mobility, except ‘courses and training’.

**Who can take part in a preparatory visit?**

Preparatory visits can be carried out by any persons eligible for staff mobility activities and involved in the organisation of the project.

Exceptionally, learners who will take part in long-term learning mobility and participants with fewer opportunities in any type of activity can take part in preparatory visits for their activities.

A maximum of three persons can take part in a preparatory visit, and a maximum of one preparatory visit can be organised per hosting organisation.

**Where can preparatory visits take place?**

Preparatory visits take place at the premises of the prospective hosting organisation, or any other venue where mobility activities are planned to take place. Rules applicable to venues of staff and learner mobility activities apply also to preparatory visits linked to those activities.

**Short-term projects for mobility of learners and staff in adult education**

Short-term projects for mobility of learners and staff are a straightforward and simple way to benefit from Erasmus+. Their purpose is to allow organisations to set up a few activities in an easy way and to gain experience in the Programme.

In order to stay simple, short-term projects include a limit on the number of participants and the duration of the project. The format is open only to individual organisations and not to consortium coordinators. Accredited organisations cannot apply for short-term projects since they already have permanent access to Erasmus+ funding.

The application for short-term projects includes a list and description of activities that the applicant organisation plans to organise.

**Eligibility criteria**

**Eligible organisations: who can apply?**

The following organisations are eligible to apply:
• Organisations providing formal, informal and non-formal adult education
• Local and regional public authorities, coordination bodies and other organisations with a role in the field of adult education

Organisations holding an Erasmus accreditation in adult education cannot apply for short-term projects.

**Eligible countries**

Applicant organisations must be established in an EU Member State or in a third country associated to the Programme Country.

**Where to submit an application?**

Applications are submitted to the National Agency of the country where the applicant organisation is established.

**Application deadlines**

Round 1 (for all National Agencies): **20 February at 12:00:00 (midday Brussels time)**

Round 2: National Agencies may decide to open a second deadline (Round 2). In this case, the National Agency will inform the applicants through its website. For Round 2 applicants have to submit their applications by **1 October at 12:00:00 (midday Brussels time)**.

**Project start dates**

Projects can choose the following start dates:

- Round 1: between 1 June and 31 December of the same year
- Round 2 (if open): between 1 January and 31 May of the following year

**Project duration**

From 6 to 18 months

**Number of applications**

Per selection round, an organisation may apply for only one short-term project in the field of adult education.

Organisations that receive a grant for a short-term project under the first round of applications may not apply for the second round of the same call for proposals.

Within a period of any five consecutive call years, organisations may receive a maximum of three grants for short-term projects in the field of adult education. Grants received in the 2014-2020 period do not count towards this limit.

**Eligible activities**

All types of activities for adult education. For a detailed list and rules, see section ‘Activities’.

To be eligible, applications must include at least one staff or learner mobility activity.
**Project scope**

An application for a short-term project can include a maximum of 30 participants in mobility activities.

Preparatory visits and participation of accompanying persons will not count towards this limit.

**Supporting organisations**

A supporting organisation is an organisation assisting a beneficiary organisation in practical aspects of project implementation that do not concern core project tasks (as defined in the Erasmus quality standards).

Any organisation active in education and training can become a supporting organisation. The role and obligations of supporting organisations must be formally defined between them and the beneficiary organisation. The supporting organisation acts under the supervision of the beneficiary organisation, who remains ultimately responsible for the results and quality of implemented activities. All contributions of supporting organisations must comply with the Erasmus quality standards.

Hosting organisations that provide learning content and mentoring to the beneficiary organisation’s participants are not considered supporting organisations, unless they are at the same time supporting the beneficiary in other project management tasks that are normally performed by the sending organisation.

**Award criteria**

Submitted applications will be assessed by assigning points out of a total of 100, based on the below criteria and weightings. To be considered for award, applications must pass the following thresholds:

- At least 60 out of the total 100 points, and
- At least half of the maximum points in each of the three award criteria categories

**Relevance (maximum score: 20 points)**

The extent to which:

- the applicant’s profile, experience, activities and target population of learners are relevant for the field of adult education
- the project proposal is relevant for the objectives of the action
- the proposal is relevant for the respect and promotion of shared EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, as well as fighting any sort of discrimination.
- the project proposal is relevant for the following specific priorities:
  - supporting newcomers and less experienced organisations
  - supporting participants with fewer opportunities

**Quality of project design (maximum score: 50 points)**

The extent to which:

- the proposed project objectives address the needs of the applicant organisation, its staff and
learners in a clear and concrete way
• the proposed activities are appropriate for the achievement of the project objectives
• there is a clear work plan for each of the proposed activities
• the project incorporates environmentally sustainable and responsible practices
• the project incorporates the use of digital tools (particularly EPALE) and learning methods to complement their physical mobility activities, and to improve the cooperation with hosting partner organisations

Quality of follow-up actions (maximum score: 30 points)
The extent to which:

• the applicant has clearly defined the tasks and responsibilities for delivery of activities in accordance with Erasmus quality standards
• the applicant has proposed concrete and logical steps to integrate the results of mobility activities in the organisation’s regular work
• the applicant has proposed an appropriate way of evaluating the project outcomes
• the applicant has proposed concrete and effective steps to make the results of the project known within the applicant organisation, to share the results with other organisations and the public, and to publicly acknowledge the European Union funding

Accredited projects for mobility of learners and staff in adult education
Organisations holding an Erasmus accreditation in adult education can apply for funding as part of a special funding strand open only for them. Applications are based on the previously approved Erasmus Plan, so a detailed list and description of the planned activities is not required. Instead, the applications focus on estimating the budget needed for the next set of activities.

Eligibility criteria
Eligible organisations: who can apply?
Applicants must hold a valid Erasmus accreditation in adult education on the project start date.

Mobility consortium
Organisations holding an Erasmus accreditation for mobility consortium coordinators must apply for the mobility consortium format.

List of mobility consortium members must be provided as part of the application and must include at least one member organisation in addition to the coordinator.

Any organisation meeting the eligibility criteria for Erasmus accreditation in the same field can become a member of a mobility consortium. All planned consortium member organisations must be from the same EU member state or a third country associated to the Programme as the mobility consortium coordinator.

Consortium members are not required to have an Erasmus accreditation.

Organisations taking part in a mobility consortium can receive funding from a maximum of two Key Action 1 grant agreements in the field of adult education under the same Call for proposals.
Therefore, adult education organisations that receive a grant for a short-term project or an accredited project can additionally take part in only one adult education mobility consortium as member organisations. Other organisations can take part in up to two mobility consortia.

**Where to submit an application?**

Applications are submitted to the National Agency of the country where the applicant organisation is established.

**Application deadline**

**20 February at 12:00:00 (midday Brussels time)**

**Project start date**

1 June of the same year

**Project duration**

All accredited projects will have an initial duration of 15 months. If justified, beneficiaries can request a prolongation of their project to a total duration of 24 months. Prolongations will be made after 12 months of implementation, unless otherwise decided by the National Agency.

**Number of applications**

Accredited organisations may apply only once per selection round.

**Available activities**

All types of activities for adult education. For a detailed list and rules, see section ‘Activities’.

To be eligible, applications must include at least one staff or learner mobility activity.

**Project scope**

The number of participants that can be included in accredited projects is not limited, apart from any limitations defined at the budget allocation stage.

**Budget allocation**

The quality of the applicant’s Erasmus Plan has been assessed at the accreditation application stage and therefore no qualitative assessment will take place at budget allocation stage. All eligible grant application will receive funding.

The awarded grant amount will depend on a number of elements:

- the total budget available for allocation to accredited applicants
- the requested activities (including the estimated budget required to implement them)
- the basic and maximum grant
- the following allocation criteria: applicant’s performance, policy priorities, and geographical balance (if applied by the National Agency)

Detailed rules on basic and maximum grant, scoring of the allocation criteria, weighting of each
criterion, the allocation method, and the budget available for accredited projects will be published by the National Agency ahead of the call deadline.

**What are the funding rules?**

The following funding rules will apply for short-term projects and accredited projects for mobility of learners and staff in adult education.

Different budget categories are independent from each other: for any individual participant, the beneficiary can request all eligible unit contributions or only some of them (if the rest of the costs are covered in a different way). Funds received from Erasmus+ can be supplemented by the beneficiary organisation itself, by other EU funds, donations, or through participant contributions. In case the beneficiary requests participant contributions, they must remain in line with the relevant provisions of Erasmus quality standards. In particular, such contributions must not create barriers to inclusion of participants with fewer opportunities.

**Budget category - Organisational support**

**Eligible costs and applicable rules**

Costs directly linked to the implementation of the project that are not covered by other cost categories.

For example: preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for project implementation, virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.

Organisational support covers the costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The division of the received grant will be agreed between the two organisations.

**Financing mechanism:** contribution to unit costs. **Rule of allocation:** based on the number of participants.

**Amount**

100 EUR

- Per participant in staff mobility for courses and training
- Per invited expert
- Per hosted teacher or educator in training

125 EUR

Per learner group mobility.

350 EUR; 200 EUR after one hundred participants in the same type of activity

- Per participant in short-term learning mobility of adult learners
- Per participant in staff mobility for job shadowing and teaching or training assignments

500 EUR per participant in long-term learning mobility of adult learners
Budget category - Travel

Eligible costs and applicable rules

Contribution to the return travel costs of participants and accompanying persons from their place of origin to the venue of the activity.

Below 500 km, participant will, as a general rule, travel with low-emissions means of transport.

**Financing mechanism**: contribution to unit costs.

**Rule of allocation**: based on the travel distance and number of persons.

The applicant must indicate the air distance between the place of origin and the venue of the activity by using the [distance calculator](https://example.com/distance) supported by the European Commission.

### Travel distance

<table>
<thead>
<tr>
<th>Distance Range</th>
<th>Green travel</th>
<th>Non-Green travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - 99 km</td>
<td>56 EUR</td>
<td>28 EUR</td>
</tr>
<tr>
<td>100 - 499 km</td>
<td>285 EUR</td>
<td>211 EUR</td>
</tr>
<tr>
<td>500 - 1999 km</td>
<td>417 EUR</td>
<td>309 EUR</td>
</tr>
<tr>
<td>2000 - 2999 km</td>
<td>535 EUR</td>
<td>395 EUR</td>
</tr>
<tr>
<td>3000 - 3999 km</td>
<td>785 EUR</td>
<td>580 EUR</td>
</tr>
<tr>
<td>4000 - 7999 km</td>
<td>1188 EUR</td>
<td>1188 EUR</td>
</tr>
<tr>
<td>8000 km or more</td>
<td>1735 EUR</td>
<td>1735 EUR</td>
</tr>
</tbody>
</table>

Budget category - Individual support

Eligible costs and applicable rules

Costs of subsistence for participants and accompanying persons during the activity.

If necessary: subsistence costs are eligible for travel time before and after the activity, with a maximum of two travel days for participants and accompanying persons receiving non-green travel grant, and a maximum of six travel days in case of a green travel grant.

**Financing mechanism**: contribution to unit costs.

**Rule of allocation**: based on the number of persons, duration of stay and receiving country.

### Amount

<table>
<thead>
<tr>
<th>Category of participants</th>
<th>Country group 1</th>
<th>Country group 2</th>
<th>Country group 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>107 - 191 EUR</td>
<td>95 - 169 EUR</td>
<td>84 - 148 EUR</td>
</tr>
<tr>
<td>Learners</td>
<td>48 - 127 EUR</td>
<td>41 - 110 EUR</td>
<td>36 - 93 EUR</td>
</tr>
</tbody>
</table>

The above are the allowed ranges for base rates per day of activity. Within these ranges, each National Agency will decide on the exact base rates for projects under their management and will publish this information on its website.

The base rate is payable up to the 14th day of activity, (including travel days). From the 15th day, the payable rate will be equal to 70% of the base rate. Payable rates will be rounded to the nearest
whole Euro.

**Budget category - Inclusion support**

**Eligible costs and applicable rules**

**Inclusion support for organisations:** Costs related to the organisation of mobility activities for participants with fewer opportunities.

**Financing mechanism:** contribution to unit costs.

**Rule of allocation:** based on the number of participants with fewer opportunities.

**Amount**

125 EUR per participant

**Inclusion support for participants:** Additional costs directly linked to participants with fewer opportunities and their accompanying persons (including justified costs related to travel and subsistence if a grant for these participants is not requested through budget categories "Travel" and "Individual support"). Inclusion support can also be provided to staff with fewer opportunities taking on the role of accompanying persons or participating in a preparatory visit.

**Financing mechanism:** real costs.

**Rule of allocation:** the request must be justified by the applicant and approved by the National Agency.

**Amount**

100% of eligible costs

**Budget category - Preparatory visits**

**Eligible costs and applicable rules**

Costs covering travel and subsistence for participation in a preparatory visit.

**Financing mechanism:** unit costs.

**Rule of allocation:** based on the number of participants.

**Amount**

680 EUR per participant, with a maximum of three participants per visit

**Budget category - Course fees**

**Eligible costs and applicable rules**

Costs covering enrolment fees for staff mobility format ‘Courses and training’

**Financing mechanism:** contribution to unit costs.
**Rule of allocation**: based on the duration of the activity.

**Amount**

80 EUR per participant per day; an individual staff member may receive a maximum of 800 EUR in course fees within one grant agreement.

**Budget category - Linguistic support**

**Eligible costs and applicable rules**

Costs of providing language learning materials and training to participants who need to improve the knowledge of the language they will use to study or receive training during their activity.

Linguistic support is eligible for participants in the following types of activities: job shadowing, teaching and training assignments, short-term mobility of adult learners and long-term learning mobility of adult learners.

Support is payable only if the participant cannot receive Online Language Support due to unavailability of the required language or level, or due to particular barriers faced by participants with fewer opportunities. The above conditions do not apply to reinforced support provided for participants in long-term learning mobility of adult learners.

**Financing mechanism**: contribution to unit costs.

**Rule of allocation**: based on the number of participants.

**Amount**

150 EUR per participant

In addition: 150 EUR of reinforced language support per participant in long-term learning mobility of adult learners.

**Budget category - Exceptional costs**

**Eligible costs and applicable rules**

Costs for providing a financial guarantee, if the National Agency asks for it.

Expensive travel costs of participants and their accompanying persons that cannot be supported with the standard “Travel” grant due to geographical remoteness or other barriers. If awarded, the exceptional costs for expensive travel replace the travel support based on unit costs.

Visa and visa-related costs, residence permits, vaccinations, medical certifications.

**Financing mechanism**: real costs

**Rule of allocation**: the request must be justified by the applicant and approved by the National Agency. Expensive travel applies in cases where the travel support based on unit cost does not cover 70% of the travel costs of participants.
**Amount**

**Costs for financial guarantee:** 80% of eligible costs

**Expensive travel costs:** 80% of eligible travel costs

**Visa and visa-related costs, residence permits, vaccinations, medical certifications:** 100% of eligible costs

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**Footnote**

1 The definition of eligible adult education programmes and activities in each EU Member State or third country associated to the Programme will be defined by the competent National Authority and published on the website of the relevant National Agency. Education staff (teachers, trainers, educators, youth staff, etc.) or other employed adults are not considered to be adult learners in the context of this eligibility criterion unless they are at the same time participating as learners in a specific adult education programme or activity that is included in the above-mentioned definition by the competent National Authority. Adult education staff can participate in staff mobility activities described earlier in this section. Similarly, education staff working in other fields of education, training, youth and sport can participate in Erasmus+ mobility activities for staff, as described in the relevant sections of this Programme Guide.

2 Seats of the Institutions of the European Union are Brussels, Frankfurt, Luxembourg, Strasbourg, and The Hague. Activities at the EU seats will be considered as a transnational mobility and funding (as described in section ‘What are the funding rules?’) can be requested for all participants, regardless of their country of origin.

3 Recent graduates are eligible to participate up to 12 months after their graduation. In case the participants have been fulfilling obligatory civil or military service after graduation, the period of eligibility will be extended by the duration of the service.

4 The definition of eligible organisations in each EU Member State or third country associated to the Programme will be defined by the competent National Authority and published on the website of the relevant National Agency together with relevant examples.

5 Without prejudice to definitions established by the competent National Authority, please note that organisations providing vocational education and training to adult learners are typically considered to be vocational education and training providers, and not adult education providers. For further information, please consult the applicable definitions on the website of your National Agency.

6 For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will calculate the distance from Madrid to Rome (1365,28 KM) and then select the applicable travel distance band (i.e. between 500 and 1999 km).

7 In case of accompanying persons, the rates for staff apply. In exceptional cases, where the accompanying person needs to stay abroad for more than 60 days, extra subsistence costs beyond the 60th day will be supported under the budget heading "Inclusion support.”

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**Receiving country groups:**

Country group 1: Austria, Belgium, France, Denmark, Finland, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden Country group 2: Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain Country group 3: Bulgaria, Croatia, Hungary, Lithuania, Poland, Romania, Serbia, North Macedonia, Turkiye
Tagged in:

Tagged in: Adult education