



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

SAVJETI ZA
ISPUNJAVANJE
ERASMUS+ PRIJAVNOG
OBRASCA ZA
KRATKOROČNE
PROJEKTE MOBILNOSTI
U PODRUČJU
OBRAZOVANJA
ODRASLIH:

KA122-ADU

**Cjeloživotno učenje
za kvalitetniji život
i sigurnije zaposlenje**

Erasmus+
Obogaćuje živote, širi vidike.

Obrazovanje odraslih

ec.europa.eu/erasmus-plus

EUROPSKA UNIJA

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TEME



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REGISTRACIJA U EU LOGIN SUSTAV

KAKO DOBITI OID BROJ?

ISPUNJAVANJE [PRIJAVNOG OBRASCA](#)

DODATNI SAVJETI

NAPOMENA:

Sadržaj prijavnog obrasca i primjera u ovoj prezentaciji je ilustrativne prirode. Prijavitelji su odgovorni za sadržaj i točnost podataka u svojim projektnim prijavama.

OTKUD POČETI?



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VAŽNO!

- PROUČITE [VODIČ KROZ PROGRAM ERASMUS+ ZA 2024.](#)
- PROUČITE WWW.AMPEU.HR, **KORACI ZA SUDJELOVANJE 2024.**

Koraci za sudjelovanje 2024.



Prije projekta

Prijava projekta

Provedba projekta

Diseminacija i korištenje rezultata

PRIJAVA NA ERASMUS+ PLATFORMU: REGISTRACIJA U EU LOGIN SUSTAV



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- KAKO BISTE MOGLI REGISTRIRATI ORGANIZACIJU ILI ADMINISTRIRATI PODATKE POTREBAN VAM JE EU LOGIN
- PROČITAJTE KAKO KORAK PO KORAK IZRADITI EU LOGIN RAČUN: [EU Login - European Commission Authentication Service](#)

SAVJET:

Unesite generičku e-mail adresu vaše organizacije i sačuvajte podatke za pristup

This website uses cookies. [Click here to learn more.](#) Close this message

EU Login
One account, many EU services

English (en)

[Create an account](#) [Login](#)

Create an account

[Help for external users](#)

First name
I

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

[Create an account](#) [Cancel](#)

KAKO DOBITI OID BROJ?

Za prijavu je nužna registracija organizacije i dobivanje OID broja putem Sustava za registraciju organizacija (ONLINE REGISTRATION SYSTEM - ORS)

Registracija se obavlja samo jednom i nije ju potrebno ponavljati pri eventualnim budućim prijavama projekata, a vrijedi u svim područjima provedbe programa Erasmus+.

Prije nego što zatražite OID za vašu organizaciju, provjerite da ga već ne posjedujete u [tražilici organizacija](#).

Sve o načinu registracije pročitajte u [uputama](#) Europske komisije.

Kada ste dobili OID broj, možete započeti s ispunjavanjem online prijavnog obrasca!



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Search for an Organisation ?

ORGANISATION REGISTRATION FOR ACTIONS MANAGED BY NATIONAL AGENCIES

To submit an application, you will need an Organisation ID. Organisations that have already participated in an Erasmus+ or European Solidarity Corps action use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC in the Advanced search feature below).

IS YOUR ORGANISATION ALREADY REGISTERED?

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual and Culture Executive Agency (EACE). For certain actions, you must apply through the National Agencies and, for others, through Education, Audiovisual and Culture Executive Agency (EACE) Funding & tender opportunities portal.

SEARCH FOR YOUR ORGANISATION

Q E1026... Search

Search results
1 Organisations found

Active filters:
Reset all

Last Minute Erasmusovci
Business name : Last Minute Erasmusovci - Country : Croatia - City : Zagreb
Organisation ID : E102 - Registration number : 6546 - VAT number : 23

ISPUNJAVANJE PRIJAVNOG OBRASCA



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• prijavni obrazac za ispunjavanje projektnog prijedloga možete pronaći na stranici [Opportunities for Erasmus+](#) dostupan je uređivanje prije nego je podnesen sve do konačnog roka 20. veljače 2024. u podne po briselskom vremenu

SAVJET:

Zbog mogućih eventualnih poteškoća u radu online sustava, ne čekajte zadnji dan za podnošenje prijave!

Opportunities for Erasmus+

Filter by

You can filter your content but you must login to be able to apply

Status

All Open Upcoming

Fields

All Adult Education

Vocational Education and Training

School Education Higher Education

Youth Sport

Key Actions

Learning Mobility of Individuals

Cooperation among organisations and institutions

Open Calls

Accredited projects for mobility of learners and staff in adult education (KA121-ADU)

This action supports adult education providers and other organisations active in the field of adult education that want to organise learning mobility activities for learners and staff in adult education. Applicant organisations must hold a valid Erasmus accreditation in the field of adult education.

Submission deadline : 20-02-2024 12:00:00 (Brussels time)

Remaining days : 29

Apply

Short-term projects for mobility of learners and staff in adult education (KA122-ADU)

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

Submission deadline : 20-02-2024 12:00:00 (Brussels time)

Remaining days : 29

Apply

SAVJET:

Provjerite jeste li odabrali ispravan obrazac (oznaka za kratkoročne projekte mobilnosti u području obrazovanja odraslih - **KA122-ADU**)

Odabirom “**Apply**“ ulazite u prijavni obrazac

ISPUNJAVANJE PRIJAVNOG OBRASCA: UVOD



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Općenite napomene:

- prijavu nije potrebno ispunjavati prema redoslijedu u Content menu rubrici
- određeni ispunjeni dijelovi obrasca uvjetuju otvaranje novih dijelova
- obrazac automatski sprema izmjene
- uvijek možete preuzeti PDF (klikom na plavu ikonu) i prijavu ispunjavati lokalno
- nemojte podnositi prijavu sve dok niste potpuno sigurni da ste sve unijeli kako želite

ISPUNJAVANJE PRIJAVNOG OBRASCA:

1. CONTEXT



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Application form

Form ID: KA122-ADU-837BE79D

Title : TEST
Applicant : Last Minute Erasmusovci
Programme : Erasmus+ - Call : 2024 Round 1 - Action type : Short-term projects for mobility of learners and staff in adult education (KA122-ADU)



28 days left | **DRAFT** | Not Submitted



Content menu

Context

All

- Context
- Participating Organisations (2) ^
- Applicant - Last Minute Erasmusovci
- Supporting Organisations (1) ^
- Test testić organizacija
- Background
- Project objectives (1)
- Activities (3) ^
- Group mobility of adult learners (2)
- Job-shadowing (1)
- Courses and training (1)
- Budget (8) ^
- Organisational Support (4)
- Travel (4)
- Individual Support (4)
- Linguistic Support (1)
- Course fees (1)
- Preparatory visits (3)
- Inclusion Support (4)
- Exceptional costs

Welcome to the application form for Short-term projects for mobility of learners and staff in adult education (KA122-ADU)

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

Field of application

Adult Education

Project title *

TEST

Project title in English *

TEST

Project start date (dd/mm/yyyy) *

01/06/2024

Project duration *

18 months

Project end date (dd/mm/yyyy) *

30/11/2025

National Agency of the applicant organisation *

HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

Language used to fill in the form *

Croatian

For further details about the available Erasmus+ National Agencies, please consult the following page [List of National Agencies](#).

Rules on number of participations: according to the Erasmus+ Programme Guide, within a period of any five consecutive call years, an organisation can receive a maximum of three grants for short-term projects in the same field (adult education, school education, or vocational education and training). Grants received in the 2014-2020 period do not count towards this limit.

If you would like to participate in Erasmus+ each year, please consider applying for an accreditation.

- ako neka rubrika u Content meniju nije u potpunosti ispunjena, sustav je označava s **X**, a ako je sve ispunjeno označena je **zelenom kvačicom**
- dijelovi koji imaju znak ^ znače da ih morate dodatno raširiti za unos (imaju podrubrike)
- rubrike koje imaju oznaku * obavezno se ispunjavaju

- odaberite jezik na kojem ćete ispunjavati prijavu - možete pisati na hrvatskom i na engleskom jeziku
- upišite naziv projekta na hrvatskom i engleskom jeziku
- odredite datum početka projekta klikom ikone kalendara (od 1.6 do 31.12.2024., trajanje do 18 mjeseci)
- odaberite šifru hrvatske nacionalne agencije (HR01)

ISPUNJAVANJE PRIJAVNOG OBRASCA:

2. PARTICIPATING ORGANISATIONS



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✓ Participating Organisations 2 i

Scroll to ← →

Applicant organisation

Organisation ID *

E

Legal name

Last Minute Erasmusovci

Country

Croatia

Actions



My organisation plans to work with other supporting organisations that are not going to host our participants, but are going to help with the implementation of activities. *

Yes

Supporting Organisations 1

A supporting organisation is an organisation assisting your 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 your organisation. The supporting organisation can only act under the supervision of your organisation.

Your organisation remains ultimately responsible for the results and quality of implemented activities, and for ensuring that contributions of supporting organisations must comply with the Erasmus quality standards.

Important note: if you are considering working with a supporting organisation, make sure that you understand very well the concept of 'core tasks'. If you receive a project grant, then this grant is for your organisation. A supporting organisation can assist you with practicalities, but it cannot take over the running of the project, it cannot take in the drafting of the application, it cannot have access to any Erasmus+ IT system, etc. Breaching the rules on core tasks is a serious offence and can result in your project being terminated or your grant reduced.

Hosting organisations that provide learning content and mentoring to your participants are not considered supporting organisations, unless they are at the same time supporting you in your other project management activities.

Please identify the planned supporting organisations here. You can use an Organisation ID to fill in all the information instantly, or you can provide the needed information manually.

Organisation ID

Legal name

Test testić organizacija

Country

Austria

Actions



+ Add Supporting Organisation with OID

+ Add Supporting Organisation without OID

How are the supporting organisations going to help with the implementation of your project ? *

Lorem ipsum



- upišite OID prijavitelja i podatci koje ste unijeli na ORS će automatski biti uneseni
- Supporting organisations - a/p

ISPUNJAVANJE PRIJAVNOG OBRASCA:

2. PARTICIPATING ORGANISATIONS



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Klikom na **strelicu** ^ u dijelu Participating organisations otvaraju vam se 2 dodatna polja za svaku organizaciju zasebno: **Applicant organisation details i Supporting organisation (alp)**.

- *Applicant organisation details:*

Applicant Organisation details

Last Minute Erasmusovci
Organisation ID: ... Country: Croatia

Associated persons
Please complete this information about key persons in your organisation who will be implementing the project.
The **legal representative** is the person with authorisation to represent the organisation in legal agreements and contracts.
The **Primary contact person** is the first contact point for everything that has to do with implementation of mobility activities. You can also add other contact persons.
If needed, one person can have more than one role. For example, a legal representative can also be the primary contact person. However, you need to name at least two different persons to make sure it is always possible to contact the organisation even if one of them is not available.
Please note that information related to Associated Persons will automatically be transferred to your National Agency but is not available in PDF.

Ivan Ivic
Email Address: Ivan.Ivic@gmail.com - Role(s): Legal representative

Test Testic
Email Address: test.testic@gmail.com - Role(s): Primary contact person

+ Add associated person Add from my contacts

U odnosu na prethodne rokove, ne upisuju se podaci o organizaciji primateljici (hosting organisation)!

Upišite podatke o osobama odgovornima za projekt (barem dvije osobe): o zakonskom zastupniku i kontakt osobi

Podatke unosite odabirom ikone Add associated person.
Podaci se mogu editirati i brisati

ISPUNJAVANJE PRIJAVNOG OBRASCA:

2. PARTICIPATING ORGANISATIONS



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- *Supporting organisations (a/p):*

✓ Participating Organisations 1 i

Supporting Organisations

A supporting organisation is an organisation assisting your 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.

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Important note: if you are considering working with a supporting organisation, make sure that you understand very well the concept of 'core tasks'. If you receive a project grant, then this grant is for your organisation. A supporting organisation can assist you with practicalities, but it cannot take over the running of the project, it cannot take part in the drafting of the application, it cannot have access to any Erasmus+ IT system, etc. Breaching the rules on core tasks is a serious offence and can result in your project being terminated or your grant reduced.

Hosting organisations that provide learning content and mentoring to your participants are not considered supporting organisations, unless they are at the same time supporting you in your other project management activities.

Please identify the planned supporting organisations here. You can use an Organisation ID to fill in all the information instantly, or you can provide the needed information manually.

Organisation ID	Legal name	Country	Actions
	Test testić organizacija	Austria	✖ ✎

+ Add Supporting Organisation with OID + Add Supporting Organisation without OID

How are the supporting organisations going to help with the implementation of your project ? *

Lorem ipsum



Upišite podatke o osobama odgovornima za projekt (barem dvije osobe): o zakonskom zastupniku i kontakt osobi

**Podatke unosite odabirom ikone Add associated person.
Podaci se mogu editirati i brisati**

Completed	✎	+	✖	⌵
Completed	✎	+	✖	⌵

Prema dosadašnjem iskustvu, u sektoru obrazovanja odraslih organizacije su samostalno povodile projekte.

ISPUNJAVANJE PRIJAVNOG OBRASCA:

3. BACKGROUND



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✓ Background ⓘ

In this section you should answer the question: "Who are you as an organisation?"

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context'. It can be adult education, vocational education and training, or school education.

The following information is completed based on the information linked to your organisation identification number (OID):

Is the organisation a public body? Yes No

Is the organisation a non-profit? Yes No

Type of organisation *

Non-governmental organisation/association

Does your organisation provide any formal or informal learning programmes relevant for this application? *

Yes


Please briefly present your organisation.

i. What are your organisation's main activities? What kind of learning programmes is your organisation offering? If your organisation is providing more than one educational programme, please specify which of those programmes belong to the field of this application. *

Lorem ipsum

ii. Please describe the people attending learning activities at your organisation. What are their profiles and age groups? In particular, please mention if you are regularly working with participants with fewer opportunities, and how? *

Lorem ipsum

- 
- **upiшите vrstu institucije i informaciju pruža li formalne ili neformalne programe učenja iz područja prijave (padajući izbornik)**
 - **opiшите koje glavne aktivnosti i programe organizacija provodi, ako djelujete u više područja usredotočite se na one koje pripadaju području općem, nestrukovnom obrazovanja odraslih**
 - **opiшите polaznike (profil i dobna struktura, ukoliko redovito radite s polaznicima s manje mogućnosti, opisati na koji način) - usredotočiti se na odrasle polaznike**

VAŽNO! U ovom dijelu predstavljate svoju organizaciju, njezino iskustvo i relevantnost u području obrazovanja odraslih.

ISPUNJAVANJE PRIJAVNOG OBRASCA:

3. BACKGROUND



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Prijava mora biti koherentna cjelina i sve u njoj mora tvoriti kontekstualno jasnu i preglednu cjelinu!

What is the size of your organisation in terms of number of learners and staff? If your organisation is working in more than one field of education and training, please only include learners and staff in the field of this application. ⓘ

Number of learners *

Number of teaching staff *

Number of non-teaching staff *

Past Participation

Types of projects identified in the organisation's past participation record


Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects

Newcomer organisation
 Yes No

Less experienced organisation
 Yes No

First time applicant
 Yes No

Would you like to make any comments or add any information to the summary of your organisation's past participation?

- 
- **koliko godina iskustva imate u provođenju programa u području obrazovanja odraslih**
 - **navedite broj polaznika, nastavnog i nenastavnog osoblja**
 - **informacije o prethodnom sudjelovanju u programu / radi li se o organizaciji koja je nova u programu, o manje iskusnoj organizaciji ili pak o organizaciji koja se prvi put prijavljuje - (sustav automatski ispunjava podatke prema OID-u koji ste upisali)**
 - **u dijelu prijave u kojem vas traži da dodate komentar na prethodno sudjelovanje u Erasmus+ programu, dodajte nekoliko rečenica o svakom projektu u kojem ste sudjelovali kako bi se vidjele koristi programa Erasmus+, ali i potreba da se nastavi s provedbom međunarodnih projekata**

SAVJET:
Nemojte koristiti kratice jer ono što se čini jasno i logično vama, ne mora biti jasno vanjskom ocjenjivaču.

ISPUNJAVANJE PRIJAVNOG OBRASCA:

3. PROJECT OBJECTIVES



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Project objectives 1 ⓘ

What are the most important needs and challenges your organisation is currently facing? How can an Erasmus+ mobility project help improve your organisation for the benefit of all of its learners? Please illustrate your answers with concrete examples. *

Please complete...

The field is mandatory.

Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners.



Opišite vaše stvarne obrazovne potrebe i izazove s kojima se susrećete, a koji su temelj vašeg projekta. Opišite kako E+ projekt može poboljšati vašu organizaciju na korist svih polaznika. Odgovore potkrijepite primjerima.

Budite konkretni pri opisivanju potreba svoje organizacije. Dobro je provesti analizu potreba i opisati važne rezultate anketa, upitnika ili praćenja razvoja polaznika.

Opišite nedostatke u primjerice vještinama osoblja, potrebe polaznika koje su u skladu s ciljevima i prioritetima programa Erasmus+, a sve kako biste **postaviti** cilj zbog kojeg idete na mobilnost. Dakle, raspisujete stvarnu situaciju i potrebu kako bi ocjenjivač mogao vidjeti cijelu sliku situacije u kojoj se nalazite i koju biste poboljšali kroz provedbu projekta mobilnosti.

NAPOMENA:

Vrlo je važno logički i koherentno prikazati potrebe organizacije zbog kojih se želite prijaviti na Erasmus projekt, ciljeve koje planirate ostvariti ovim projektom i aktivnosti koje će dovesti do toga.

ISPUNJAVANJE PRIJAVNOG OBRASCA:

3. PROJECT OBJECTIVES



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Please define the objectives your organisation wants to achieve by implementing this Key Action 1 mobility project. Your objectives should be concrete, realistic, and should represent a real benefit for your organisation and its learners.

List of objectives
Number of objectives : 1

Objective 1 Incomplete

Question	Text
Title What do you want to achieve? *	<input type="text" value="Please complete..."/> 200
Explanation Which needs and challenges described in the previous question are addressed by this objective, and how? *	<input type="text" value="Please complete..."/> 1000
Measuring success How are you going to evaluate if the objective has been reached? *	<input type="text" value="Please complete..."/> 1000

→ Jasno povežite cilj s identificiranom potrebom

→ Odredite mjerljive indikatore, njihove početne vrijednosti i te kako ćete mjeriti ostvarenje cilja.



- Odredite ciljeve koje vaša organizacija želi ostvariti kroz provedbu KA1 projekta mobilnosti.
- **SMART** ciljevi:
- **konkretni,**
- **mjerljivi,**
- **ostvarivi,**
- **relevantni**
- **vremenski definirani**

ISPUNJAVANJE PRIJAVNOG OBRASCA:

3. PROJECT OBJECTIVES



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

Please select on the list up to three topics addressed by your project



Odrediti teme koje će se promovirati projektom (max. 3):

Democracy, participation, and European values

Awareness about the European Union

Democracy and inclusive democratic participation

European identity, citizenship and values

Human rights and rule of law

ISPUNJAVANJE PRIJAVNOG OBRASCA:

4. ACTIVITIES



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Ako kombinirate ili dodajete aktivnosti to činite klikom na +

Iako možda ne znate otkud vam je partner, morate upisati zemlju.

SAVJET:

Pokušajte odrediti skupinu zemalja u koju idete i na taj način osigurati da vam budžet bude dostatan za provedbu aktivnosti.

Label	Value
Activity type *	Select an activity
Number of participants *	0
Average duration for participants (in days) *	0
Number of accompanying persons *	0,00
Average duration for accompanying persons (in days) *	0,00
Total Grant (EUR) *	0,00 €

U rubrici Activities unosite **samo vrste aktivnosti**. Ostali podaci se automatski povlače iz pripadajućih podrubrika.

Svaka aktivnost generira podrubriku istog naziva u koju upisujete:

- državu u koju ćete ići
- broj sudionika
- trajanje u danima (ne ubrajajući dane puta)
- broj osoba u pratnji (za grupne mobilnosti)
- trajanje u danima (za osobe u pratnji)
- broj sudionika s manje mogućnosti i dr.

ISPUNJAVANJE PRIJAVNOG OBRASCA:

4. ACTIVITIES



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Izgled podrubrike za grupnu mobilnost:

Mobility flow ID	Destination country	Number of participants	Duration (in days)	Number of accompanying persons	Duration for accompanying persons (in days)	Actions
GROUP-01	Slovenia	2	10	1	10	Go to ✖
GROUP-02	Belgium	6	4	1	4	Go to ✖
Total		8	14	2	14	

Mobility flow ID	Destination country	Number of participants	Participants with fewer opportunities	Blended mobility	Sustainable means of transport (green travel)
GROUP-01	Slovenia	2	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GROUP-02	Belgium	6	5	<input type="checkbox"/>	<input type="checkbox"/>
Total		8	6		

+ Add

Odabirom + dodajete broj aktivnosti (u ovom slučaju 2 su grupne mobilnosti, u Sloveniju i Belgiju)

Ispunite prazna polja.

Trajanje unosite bez dana putovanja!

Unesite broj sudionika s manje mogućnosti, ako ih planirate.

Ukoliko provodite kombinirane mobilnosti i putujete tzv. zelenim putovanjem (autobusom, vlakom ili car pooling), označite kvačicom.

Kombinirana mobilnost: kombinacija fizičke mobilnosti i virtualne komponente koja omogućuje suradničko učenje / timski rad putem interneta.

ISPUNJAVANJE PRIJAVNOG OBRASCA:

4. ACTIVITIES



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Izgled podrubrike za grupnu mobilnost:

Description

Please describe your plans for Group mobility of adult learners. If you plan to organise more than one activity of this type, your answers should cover all of the planned activities. ?

Please describe the planned content and profiles of participants in Group mobility of adult learners. *

Lorem ipsum

Please briefly describe the expected learning outcomes: what are the participants going to learn as a result of Group mobility of adult learners. *

Learning outcomes of mobility activities must be recognised after the activity, as defined in the Erasmus quality standards. You can use Europass Mobility as a standardised recognition tool.

Lorem ipsum

After the activities have taken place, how are you going to evaluate the learning outcomes of Group mobility of adult learners. *

Lorem ipsum

To which project objectives will Group mobility of adult learners contribute? *

Objective 1 : Lorem ipsum

How did you find or how are you going to find hosting organisations for Group mobility of adult learners? *

What kind of organisations are you consider as hosting organisations for these activities?

lorem ipsum

Please select the thematic areas covered by the planned group activities of learners. *

Please select...

Development of key competences Inclusion and diversity



Pažljivo odgovorite na sva postavljena pitanja, ovdje leži kvaliteta vašeg projekta!

- opis aktivnosti treba biti detaljan i strukturiran
- opišite očekivane ishode učenja i način njihovog priznavanja
- opišite kako ćete evaluirati ishode učenja provedenih mobilnosti
- povežite mobilnost s ciljem (označite kvačicom kojem cilju doprinosi)
- opišite kako ćete pronaći hosting organizaciju za provedbu aktivnosti (to može biti organizacija iz vaše postojeće baze kontakata, s kojom imate već iskustvo rada, a partnera možete potražiti i putem opcije [Partner search](#) na EPAL platformi.
- odaberite 1-5 tematskih područja kojima mobilnost doprinosi:

Please select the thematic areas covered by the planned group activities of learners. *

Development of key competences

Digital transition in education and training

Environmentally sustainable and responsible practices

Inclusion and diversity


Participation in democratic life

Financijska potpora

Paušalni troškovi po sudioniku



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

ORGANIZACIJSKA POTPORA	PUTOVANJE	POJEDINAČNA POTPORA																																				
<p>Troškovi pripreme (pedagoška, međukulturalna itd.), praćenje sudionika tijekom mobilnosti, oprema za kombinirane (virtualne) mobilnosti, diseminacija rezultata...</p> <p>Namijenjena i organizaciji pošiljateljici i organizaciji primateljici (osim kod tečajeva).</p> <p>100 EUR</p> <ul style="list-style-type: none"> - mobilnost osoblja - tečajevi i treninzi - pozvani stručnjak - primljeno nastavno osoblje koje se osposobljava <p>125 EUR</p> <ul style="list-style-type: none"> - grupna mobilnost <p>350 EUR (200 EUR nakon 100-tog sudionika)</p> <ul style="list-style-type: none"> - odrasli polaznik u individualnoj mobilnosti - mobilnost osoblja – praćenje rada ili poučavanje i osposobljavanje <p>500 EUR</p> <ul style="list-style-type: none"> - odrasli polaznik u dugoročnoj mobilnosti 	<p>Doprinos za troškove povratnog putovanja sudionika, uključujući osobe koje putuju kao pratnja.</p> <p style="text-align: center;"></p> <table border="1"> <thead> <tr> <th>Udaljenost km</th> <th>Zeleno putovanje (EUR)</th> <th>Standardno putovanje</th> </tr> </thead> <tbody> <tr> <td>10-99</td> <td>56</td> <td>28</td> </tr> <tr> <td>100-499</td> <td>285</td> <td>211</td> </tr> <tr> <td>500-1999</td> <td>417</td> <td>309</td> </tr> <tr> <td>2000-2999</td> <td>535</td> <td>395</td> </tr> <tr> <td>3000-3999</td> <td>785</td> <td>580</td> </tr> <tr> <td>4000-4999</td> <td>1188</td> <td>1188</td> </tr> <tr> <td>8000 i više</td> <td>1735</td> <td>1735</td> </tr> </tbody> </table> <p>Udaljenost se izračunava kalkulatorom udaljenosti koji podupire Europska komisija.</p> <p>Podnositelj prijedloga mora navesti zračnu udaljenost jednosmjernog putovanja za izračun iznosa kojim će se financirati povratno putovanje.</p>	Udaljenost km	Zeleno putovanje (EUR)	Standardno putovanje	10-99	56	28	100-499	285	211	500-1999	417	309	2000-2999	535	395	3000-3999	785	580	4000-4999	1188	1188	8000 i više	1735	1735	<p>Troškovi izravno povezani s boravkom sudionika i osoba u pratnji tijekom aktivnosti.</p> <p>Najviše 2 dodatna dana za standardno putovanje i 6 dana u slučaju putovanja prema načelima okolišne održivosti (<i>green travel</i>). Izračun temeljem kategorije sudionika i lokaciji zemlje organizacije primateljice (3 grupe zemalja).</p> <table border="1"> <thead> <tr> <th></th> <th>Grupa 1</th> <th>Grupa 2</th> <th>Grupa 3</th> </tr> </thead> <tbody> <tr> <td>Osoblje</td> <td>191</td> <td>169</td> <td>148</td> </tr> <tr> <td>Odrasli polaznici</td> <td>127</td> <td>110</td> <td>93</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Nakon 15 dana aktivnosti 70% iznosa potpore. - Detaljnije o zemljama u pojedinoj grupi naći ćete u Vodiču kroz program Erasmus+. 		Grupa 1	Grupa 2	Grupa 3	Osoblje	191	169	148	Odrasli polaznici	127	110	93
Udaljenost km	Zeleno putovanje (EUR)	Standardno putovanje																																				
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Kalkulator udaljenosti:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Iznos pojedinačne potpore u području obrazovanja odraslih je objavljen na mrežnoj stranici Agencije:

https://www.ampeu.hr/files/Iznosi-potpore-za-sudionike-u-podru%C4%8Dju-obrazovanja-i-osposobljavanja_2023-11-29-135937_uwac.pdf

GREEN TRAVEL - svi koji putuju do 500 km TREBAJU odabrati green travel

Financijska potpora

Paušalni troškovi po sudioniku



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

POTPORA ZA UKLJUČIVOST	TROŠKOVI TEČAJA (upisnina/kotizacija)	JEZIČNA POTPORA	IZVANREDNI TROŠKOVI
<p>Namijenjena organizaciji: aktivnosti mobilnosti osoba s manje mogućnosti</p> <p>Paušalni trošak 125 EUR po sudioniku</p> <hr/> <p>Namijena sudioniku: stvarni troškovi 100% prihvatljivih troškova</p> <p>- dodatni troškovi sudjelovanja direktno vezani uz osobe s manje mogućnosti i njihovu pratnju (uključujući opravdane putne i životne troškove ako bespovratna sredstva za te sudionike nisu zatražena u okviru proračunskih kategorija „putovanje” i „pojedinačna potpora”).</p> <p>- može biti osigurana osoblju s manje mogućnosti koje je pratnja ili sudjeluje u pripremnom posjetu</p> <p>Pravilo za dodjelu (uključivost): prijavitelj mora obrazložiti, a nacionalna agencija odobriti zahtjev.</p>	<p>Troškovi izravno povezani s plaćanjem upisnine tečaja.</p> <p>Određuju se prema danima trajanja tečaja, a ne prema danima mobilnosti.</p> <p>Paušalni trošak 80 EUR po danu</p> <p><i>max. 800 EUR</i> po sudioniku</p> <p>NAPOMENA: samo za mobilnost osoblja (tečajevi i osposobljavanje)</p>	<p>Jezična potpora za sudionike u mobilnosti osoblja koja traje dulje od 30 dana i sudionike u mobilnosti odraslih polaznika. Potpora se isplaćuje samo ako sudionik ne može primiti mrežnu jezičnu potporu jer traženi jezik ili razina nisu dostupni.</p> <p>Paušalni trošak 150 EUR po sudioniku (samo u slučaju da potreban jezik nije dostupan putem OLS platforme)</p> <p>Nije dostupno odraslim polaznicima u aktivnosti grupne mobilnosti.</p>	<p>Troškovi pružanja financijskog jamstva ako ga zatraži nacionalna agencija.</p> <p>Visoki putni troškovi sudionika - samo ako potpora za putovanja koja se temelji na jediničnom trošku ne pokriva 70 % putnih troškova sudionika: 80% prihvatljivih troškova</p> <p>Vize i s njima povezani troškovi, boravišne dozvole, cijepljenja, liječničke potvrde: 100 % prihvatljivih troškova</p> <p>* Izvanredne troškove treba dobro opravdati u prijavnom obrascu i moraju biti odobreni od strane Nacionalne agencije.</p>

PRIPREMNI POSJETI

- Troškovi koji obuhvaćaju putne i životne troškove za sudjelovanje u pripremnom posjetu
- **680 EUR po sudioniku; najviše troje sudionika po posjetu**

Poveznica na mrežnu stranicu EU Academy:
<https://academy.europa.eu/>
(mrežna jezična potpora)

OSOBA S MANJE MOGUĆNOSTI I OSOBA U PRATNJI

Osobu u pratnji možete zatražiti:

- ako prijavljujete grupnu mobilnost (obavezno!)
- ako za polaznika mobilnosti imate osobu s manje mogućnosti

VAŽNO!

Ako ste odabrali osobu s manje mogućnosti i potrebna je pratnja za tu osobu, možete dobiti sredstava za osobu u pratnji (potpora za uključivost za organizaciju i pojedinca pojedinca).

Bit će potrebno unijeti i: Number of accompanying persons kao i Durations for accompanying persons (bez dana putovanja, njih upisujete u okviru individualne potpore).

ISPUNJAVANJE PRIJAVNOG OBRASCA:

5. BUDŽET



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

3 element(s) found

Activity type	Organisational support (EUR)	Individual support (EUR)	Travel (EUR)	Course fees (EUR)	Linguistic support (EUR)	Preparatory visits (EUR)	Inclusion support (EUR)	Total (EUR)
Group mobility of adult learners	1 000,00	8 466,00	0,00	Not applicable	Not applicable		750,00	10 216,00
Job-shadowing	700,00	1 690,00	0,00	Not applicable			0,00	2 390,00
Courses and training	100,00	382,00	0,00	160,00	Not applicable		0,00	642,00

SAVJET:
Ukoliko su podatci označeni crvenom bojom ili imaju X, provjerite ih i ispravite. **Provjerite je li vam sustav točno obračunao potporu.**

 Rubrika se sama ažurira na temelju ispunjenih podrubrika.

Važno je da provjerite točnost podataka, to je odgovornost prijavitelja.

U slučaju da mijenjate unesene podatke u prijavnom obrascu, provjerite je li sustav spremio izmjenu!

ISPUNJAVANJE PRIJAVNOG OBRASCA: 5. BUDŽET- *ORGANISATION SUPPORT*



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

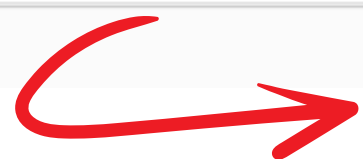
✓ Budget 4

Organisational Support

Organisational support covers various costs directly linked to the implementation of mobility activities and not covered by other cost categories.
This includes preparation (pedagogical, intercultural and other), mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, recognition of learning outcomes, sharing results and making the European Union funding visible to the public.
Please keep in mind that organisational support covers costs incurred by both sending and hosting organisations (except in the case of staff mobility for courses and training). The grant should be shared between the two organisations according to their tasks and expenses.

4 element(s) found

Mobility flow ID	Activity type	Destination country	Number of participants	Number of accompanying persons	Organisational support unit cost (EUR)	Organisational support grant (EUR)	Actions
GROUP-01	Group mobility of adult learners	Slovenia	2	1	125,00	250,00	Go to ▼
GROUP-02	Group mobility of adult learners	Belgium	6	1	125,00	750,00	Go to ▼
JOBSH-01	Job-shadowing	Greece	2	0	350,00	700,00	Go to ▼
COURS-01	Courses and training	France	1	0	100,00	100,00	Go to ▼
Total			11	2	700,00	1800,00	



Obrazac sam izračunava iznose potpore na temelju unesenih podataka!

Kategorije u budžetu koje su u potpunosti ili djelomično ispunjene. Ispunjavanje je intuitivno - upisujete broj (npr. polaznika mobilnosti ili dana puta), kvačicom označavate primjenu nekog načela (npr. zelenog putovanja), potražujete dodatan trošak (npr. za izvanredni trošak za skupo putovanje ili potražujete dodatne troškove u okviru potpore za uključivost) i sl.

Prilikom ispunjavanja ovog dijela prijave, predlažemo da konzultirate **Vodič za Erasmus+**, str. 138. - 142.



✓ Budget 8

- Organisational Support 4
- Travel 4
- Individual Support 4
- Linguistic Support 1
- Course fees 1
- Preparatory visits 3
- Inclusion Support 4
- Exceptional costs

ISPUNJAVANJE PRIJAVNOG OBRASCA:

6. QUALITY STANDARDS



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Content menu

- Individual Support (4)
- Linguistic Support (1)
- Course fees (1)
- Preparatory visits (3)
- Inclusion Support (4)
- Exceptional costs
- ✗ Quality Standards**
- ✗ Follow-up
- ✗ Project Summary

✗ Quality Standards

[Scroll to](#) [←] [→] [↻]

[Subscribing to Erasmus Quality Standards](#)

To apply for a Key Action 1 mobility project, your organisation must subscribe to the quality standards described above and accept to be evaluated based on those standards. Please read the following statements carefully and confirm your agreement:

I have read and understood the above quality standards

I understand and agree that these quality standards will be used as part of the criteria for evaluation of my project at final report stage

Pažljivo pročitati na što se obvezujete u provedbi vašeg projekta i označiti obje izjave.

Erasmus standardi kvalitete obuhvaćaju konkretne korake za provedbu projektnih zadaća, kao što su odabir i priprema sudionika, utvrđivanje, vrednovanje i priznavanje ishoda učenja, dijeljenje rezultata projekta itd. Glavni principi Erasmus programa koje potvrđujete provoditi u svojim projektima: UKLJUČIVOST I RAZNOLIKOST, DIGITALNA TRANSFORMACIJA, OKOLIŠ I BORBA PROTIV KLIMATSKIH PROMJENA I SUDJELOVANJE U DEMOKRATSKOM ŽIVOTU, ZAJEDNIČKE VRIJEDNOSTI I GRAĐANSKI ANGAŽMAN.

ISPUNJAVANJE PRIJAVNOG OBRASCA:

7. FOLLOW UP



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Ovaj dio prijave se odnosi na učinak projekta, diseminaciju i evaluaciju aktivnosti koje planirate provesti:

✓	Quality Standards	
✗	Follow-up	
✗	Project Summary	
✗	EU Values	
✗	Annexes	
✗	Checklist	

- Objasnite kako će vaša organizacija doprinijeti standardima kvalitete.
 - **Savjet:** konkretno opišite i potkrijepite primjerima
- Opišite projektni tim, podjelu zadataka i uloge u timu, pozicije u organizaciji i za što su stručni članovi tima (ne pisati imena).
 - **Savjet:** Objasnite kako ćete osigurati provedbu projekta u slučaju promjene djelatnika u organizaciji
- Opišite kako ćete integrirati rezultate provedene mobilnosti u svakodnevni rad svoje organizacije.
 - razradite diseminaciju na razini ustanove, kako ćete prenijeti znanje u svojoj organizaciji (prezentacije, radionice , ...)
- Opišite na koji način će vaša organizacija dijeliti rezultate provedenih mobilnosti izvan organizacije: s drugim organizacijama i javnosti te kako osigurati vidljivost izvora financiranja (EU)
 - <https://www.ampeu.hr/erasmus/koraci-za-sudjelovanje-3/diseminacija-i-koristenje-rezultata-2>
- [EPALE - Elektronička platforma za obrazovanje odraslih](#)

EPALE video upute za korištenje platforme - [poveznica](#)

ISPUNJAVANJE PRIJAVNOG OBRASCA:

8. PROJECT SUMMARY



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Ako projekt bude odobren ovo će biti objavljeno na Diseminacijskoj platformi stoga budite jasni i točni.

Zašto ste se prijavili?

Ukratko ponovite motiv za vaš projekt, koje su vam potrebe i problemi koji ste planirali riješiti ovim projektom.

Što želite postići provedbom projekta?

Ukratko ponovite postavljene ciljeve projekta. Što želite postići, koje potrebe iz želite riješiti...

Koje rezultate očekujete da će vaš projekt postići?

Napišite kako ćete širiti vijest o provedbi projekta, njegovim rezultatima, o programu Erasmus+, kako ćete prenijeti stečena znanja kolegama unutar i izvan vaše organizacije... To možete učiniti preko medija, društvenih mreža, stranicama organizacije, skupovima, prezentacijama itd. Budite realni i jasni.



NAPOMENA:

Ukoliko prijavu pišete na hrvatskom, sustav vas traži prijevod svakog odgovora iz rubrike Project summary na engleski jezik. (OBAVEZNO!)

ISPUNJAVANJE PRIJAVNOG OBRASCA:

9. EU VALUES



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Content menu

- Preparatory visits (3)
- Inclusion Support (4)
- Exceptional costs
- ✓ Quality Standards
- ✓ Follow-up
- ✓ Project Summary
- ✗ EU Values** ←
- ✗ Annexes (0)
- ✗ Checklist

✗ EU Values ⓘ

...equality between women and men prevail.

Article 21 of the EU Charter of Fundamental Rights: 1. Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. 2. Within the scope of application of the Treaties and without prejudice to any of their specific provisions, any discrimination on grounds of nationality shall be prohibited.

Subscribing to EU Values

I confirm that I, my organisation and the co-beneficiaries (where applicable) adhere to the EU values mentioned in Article 2 of the TEU and Article 21 of the EU Charter of Fundamental Rights ←

I understand and agree that EU Values will be used as part of the criteria for evaluation of the activities implemented under this project ←



Pažljivo pročitati i označiti obje izjave.

ISPUNJAVANJE PRIJAVNOG OBRASCA: 10. ANNEXES



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Content menu

- Preparatory visits (3)
- Inclusion Support (4)
- Exceptional costs
- ✓ Quality Standards
- ✓ Follow-up
- ✓ Project Summary
- ✓ EU Values
- ✗ Annexes (0)**
- ✗ Checklist

Annexes (0)

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

Declaration on Honour

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

[Download Declaration On Honour](#)

Documents uploaded

[+ Add Declaration On Honour](#)

File Name	File Size (kB)	Actions
-----------	----------------	---------

[Other Documents](#)

U ovaj dio prijavnog obrasca obavezno prilažete dokument naziva **Declaration On Honour (Izjava o časti)**. Izjavu o časti najprije preuzimate na svoje računalo pritiskom na ikonu Download, a nakon što je pravilno ispunite, potrebno ju je skenirati i učitati u sustav pritiskom na plavu ikonu Add Declaration On Honour.

ISPUNJAVANJE PRIJAVNOG OBRASCA: 10. ANNEXES



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Call 2024 Round 1 KA1
KA122-ADU - Short-term projects for mobility of learners and staff in adult education (KA122-ADU)
Form ID KA122-ADU-837BE79D Deadline (Brussels Time) 20 Feb 2024 12:00:00

DECLARATION ON HONOUR FOR BENEFICIARIES (DoH)

(To be filled out by the applicant and signed by its legal representative.)

I, the undersigned:  upišite ime i prezime zakonskog zatupnika

• for legal persons ^[1]: representing the following entity:

- Last Minute Erasmusovci
- Tra palih iunaka bb 10000 Zagreb Croatia  sustav sam ispunjava
- .

hereby confirm

that (subject to the additional declarations below):

- 1 — The **information** provided for the project submitted is **correct** and **complete**.
- 2 — The information concerning the legal status for my organisation is correct and complete.
- 3 — My organisation commits to comply ^[2] with the **eligibility** criteria and all other conditions set out in the call conditions — for the entire duration of the action. ^[3]
- 4 — My organisation:

10 — My organisation is aware that **false declarations** may lead to rejection, suspension, termination or reduction of the grant and to administrative sanctions (i.e. financial penalties and/or exclusion from all future EU procurement contracts, grants, prizes and expert contracts).

and acknowledge


that:

1 — Personal data submitted or otherwise collected by the EU will be subject to the [Privacy statement](#).^[9]

2 — Payments under the grant are done at consortium-level, through the coordinator, and that payments will be automatically lowered if one of the consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset in accordance with the conditions set out in the grant agreement.

24/01/2024  Datum potpisa mora biti prije isteka roka za prijavu

SIGNATURE

For the applicant
ravnatelj Ivić Ivan 

Potpis

Done in Croatian



Izjava o časti mora sadržavati potpis zakonskog predstavnika organizacije i datum potpisa. Zakonski predstavnik mora imati važeći mandat.

Moguće je, iako nije obavezno, priložiti dodatne dokumente koje smatrate relevantnima za prijavu.

ISPUNJAVANJE PRIJAVNOG OBRASCA: 11. CHECKLIST



AGENCIJA ZA
MOBILNOST I
PROGRAMME EU

Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills the eligibility criteria listed in the [Programme Guide](#).
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").

Original content and authorship

- I confirm that this application contains original content authored by the applicant organisation.
- I confirm that no other organisations or individuals external to the applicant organisation have been paid or otherwise compensated for drafting the application.

PROTECTION OF PERSONAL DATA

Please read our [privacy statement](#) to understand how we process and protect your personal data

- prijava ispunjava kriterij prihvatljivosti naveden u Vodiču kroz program Erasmus+
- sva relevantna polja su ispunjena (zelena kvačica)
- odabrali ste ispravnu nacionalnu agenciju (HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU))
- dokumenti koji dokazuju pravni status organizacije su učitani na ORS
- prijava je originalni sadržaj u vlasništvu prijavitelja koji ga je izradio

Kada ste pregledate prijavu i sigurni ste da je sve točno odaberite **SUBMIT**

Submit

PDF

JOŠ NEKOLIKO SAVJETA ZA KRAJ....



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

- prijavu možete doradivati sve dok ju ne podnesete
- pri odabiru mobilnosti pripaziti da ste odabrali upravo onu aktivnost koju ste narativno opisivali (npr. da opisujete job shadowing i da njega u mobilnostima i odaberete u aktivnostima)
- ukoliko **više** djelatnika iz iste organizacije idu na mobilnost u istu organizaciju, paziti da se ne šalju na i sadržajno istu aktivnost ili argumentirajte potrebu!)
- provjerite je li DOH potpisao zakonski zastupnik čiji mandat traje i upisan je u pripadajući registar organizacija
- ukoliko ćete imati poteškoća i ne uspijete podnijeti prijavu, javite nam se na odrasli@ampeu.hr sa detaljnim opisom problema i snimkom zaslona (ako se npr. javlja obavijest o nastaloj poteškoći)
- nakon predaje projektne prijave, na mail ćete zaprimiti obavijest o podnošenju - spremite ju.



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