

HOW TO APPLY FOR EUROPEAN UNION FUNDING TO ATTEND A TEACHERS' COURSE IN THE UK

ERASMUS PLUS: KEY ACTION 1 – MOBILITY OF INDIVIDUALS.

PERIOD: 1 JUNE 2017 – 31 DECEMBER 2018

ERASMUS+ DEADLINE: 2 FEBRUARY 2017

Only one deadline for the whole year.

GUIDELINES FOR TEACHERS

Schools and consortia can apply for Erasmus+ funding. Individual teachers cannot apply for funding.

1. Select one or several of International Study Programmes' Courses in the period 1 June 2017 – 31 December 2018 from our website: www.international-study-programmes.org.uk (All ISP teachers' courses are eligible for funding.)

Pre-register on the course(s) by sending an email to Discover@International-Study-Programmes.org.uk.

A place will then be reserved for you/ your colleagues on the course(s) until you let us know whether or not you can definitely attend.

(If your school would like a tailor-made course for a group of teachers, please ask us to prepare proposals.)

2. A representative of your school or college will need to:
 - a) Register your school in the Erasmus+ Participant Portal in order to obtain a Personal Identification Code (PIC) number for your school: www.erasmusplus.org.uk/registering-your-organisation
 - b) By 1 FEBRUARY 2017 submit an online application in your own language.

You will need to download and use the application form on your Erasmus+ National Agency's website. Link to Erasmus+ National Agencies: http://ec.europa.eu/programmes/erasmus-plus/contact_en

Your school can use ISP's information about the course objectives and content (sent to you when you pre-register and also available at www.international-study-programmes.org.uk) to complete the application. It is recommended to quote the specific course title and course provider (International Study Programmes: PIC 947018276), as our organisation and courses are well known to the Erasmus+ national agencies.

Take particular note of pages 64-70 of the Erasmus+ Programme Guide (especially award criteria) http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf

In your school's Erasmus+ application you will need to include details of a European Development Plan for your school and a Project. There needs to be a clear link between your and your colleagues' attendance at course(s) in the UK and your school's European Development Plan and Project.

It is also important to indicate that the teaching ideas and materials acquired on the course will not only be used to enhance each participant's own lessons, but will also be disseminated to colleagues at workshops which you will conduct after your course(s), so that a large number of students will benefit.

Please ask for suggestions for possible project titles connected to ISP courses.

Funding Rules (pages 68-70 of the Erasmus+ Programme Guide) indicate maximum grants per person:

Course fees	70 Euro per day. Maximum 700 Euro.
Individual support (subsistence i.e. accommodation & meals)	80-160 Euro per day - fixed by National Agency
Organisational support	350 Euro
Travel (varies according to travel distance)	eg.500-1999 km: 275 Euro

The combined funding for course fee and accommodation & meals should be sufficient for all ISP courses.

3. As soon as your school hears whether the application for funding has been successful, please let us know that you & your colleagues will definitely attend your chosen course(s) (quoting teachers' names, course dates, course locations & course titles) or that you will not be able to attend.
Please do not book flights until your course has been reconfirmed.

Teachers are also welcome to attend International Study Programmes' courses paying with their own or other funds.