Swiss Programme for Erasmus+
Call for Projects 2024

Funding Application for Cooperation Projects under the Swiss Programme for Erasmus+

1. Call for projects

|  |  |
| --- | --- |
| Project type: | Select a project type. |
| Erasmus+ Call for projects |  |
| Erasmus+ Topic ID | \_\_\_\_\_ |
| Erasmus+ Project title | \_\_\_\_\_ |
| Project title |  |
| Erasmus+ project acronym |  |
| Education sector | \_\_\_\_\_ |
| Project start according to EU application | TT.MM.JJJJ |
| Project duration in months | \_\_\_\_\_ |
| Project end | TT.MM.JJJJ |

1. Project Coordination, Partner Institutions and Cooperation Agreement
	1. Applying Institution

|  |  |
| --- | --- |
| Applying institution | \_\_\_\_\_ |
| Legal form | \_\_\_\_\_ |
| Address | \_\_\_\_\_ |
| Website | \_\_\_\_\_ |
| Enterprise Identification Number (UID) | \_\_\_\_\_ |
| Institution type | Select a type. |

* 1. Contact Person (Project Coordinator)

|  |  |
| --- | --- |
| Salutation, title | \_\_\_\_\_ |
| First name, last name | \_\_\_\_\_ |
| Role | \_\_\_\_\_ |
| Department/faculty | \_\_\_\_\_ |
| Institution | \_\_\_\_\_ |
| Address | \_\_\_\_\_ |
| Email | \_\_\_\_\_ |
| Phone | \_\_\_\_\_ |
| Preferred correspondence language | Select. |

The project coordinator already has experience with the following cooperation funding instruments:

|  |  |
| --- | --- |
| Funding programme | Project management or participation |
| Movetia international (pilot) programme | Select. |
| Erasmus+ or Swiss Programme for Erasmus+: Strategic partnership, cooperation partnership; knowledge alliances, alliances for sector-specific skills, innovation alliances, capacity development, Erasmus Mundus, Jean Monnet | Select. |
| Other programmes for international collaboration in education/youth work, e.g. a European Council or university network programme | in programme:\_\_\_\_\_ |

* 1. Authorised Signatory

|  |  |
| --- | --- |
| Salutation, title | \_\_\_\_\_ |
| First name, last name | \_\_\_\_\_ |
| Role | \_\_\_\_\_ |
| Department/faculty | \_\_\_\_\_ |
| Institution | \_\_\_\_\_ |
| Address | \_\_\_\_\_ |
| Email | \_\_\_\_\_ |
| Phone | \_\_\_\_\_ |
| Preferred correspondence language | Select. |

* 1. Partner Institutions

|  |  |
| --- | --- |
| Name of the coordinating institution (EU application) | \_\_\_\_\_ |
| Address | \_\_\_\_\_ |
| Legal form | \_\_\_\_\_ |
| Website | \_\_\_\_\_ |
| Contact person (Title, Role, First name, Last name, Department/faculty) | \_\_\_\_\_ |
| Institution type | Select a type. |

[+for each partner institution > list all ‘full partners’]

* 1. Collaboration

### Members of the Project Team

Describe who is involved in the Swiss project in an essential way (e.g. in terms of securing institutional commitment).

How do all the institutions and people involved (including the applicant) add value to the project? Which persons are involved in the project? Please provide reasons for the composition of the project team (fields of activity and experience of the institution/s involved as well as the competencies of the actors involved that are relevant for this project).

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| max. 3000 characters |

### Confirmation of Cooperation

Please provide evidence of participation and involvement in the European project in the form of a written confirmation from the project coordinator, including a description of the role and activities of your institution.

1. Project Description and Relevance

**Describe the Erasmus+ project as a whole** (need, objectives, planned results, methodology, duration, expected impact). Please also submit a copy of the complete project application submitted by the project coordinator.

**→ Please note that the information you provide in this application must match the Erasmus+ project proposal (EU project) submitted at European level. A qualitative assessment of your application will be made based on the information provided in this form.**

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| max. 3000 characters |

**Describe your project and explain why the project should be funded by this programme.** The information should **only concern the Swiss participation** (sub-project). Therefore, focus on the need, objectives, activities and planned results in relation to Switzerland:

* What are the needs for the project? What are the needs and challenges of the institution(s) involved, the sector or the education system, the target groups?
* What are the objectives, activities and planned results of the project?
* Which target group(s) are addressed?

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| max. 3000 characters |

Please select the most appropriate thematic category:

Select a topic.

If applicable, please select the educational policy objective(s) to which your project will contribute (multiple choice):

|  |  |  |
| --- | --- | --- |
| Joint federal and cantonal education policy goals | [ ]   | In the area of compulsory schooling, the school starting age, compulsory education, the length of education levels, and transitions have been standardised and the objectives have been consolidated (basic skills in particular). |
| [ ]   | 95% of all 25-year-olds have an upper secondary qualification. |
| [ ]   | University entry without exams with a baccalaureate is secured for the long term. |
| [ ]   | Tertiary offer profiles have been enhanced |
| [ ]   | Measures have been defined to reduce the number of university dropouts. |
| [ ]   | Across the entire educational system, entries, transfers and re-entries are encouraged and supported through information and advice. |
| [ ]   | The educational system addresses the latest challenges of the digitalised workplace and society in a forward-looking manner. |
| [ ]   | Exchanges and mobility are integrated into the educational system and encouraged across all levels. |

**Relevance** of the project to the cantonal and federal education goals: Explain to what extent this project contributes to achieving the federal and/or cantonal education and youth policy goals ([Joint federal and cantonal education policy goals 2019](https://www.sbfi.admin.ch/sbfi/de/home/dienstleistungen/publikationen/publikationsdatenbank/s-n-2019-4/s-n-2019-4e.html); [ERI dispatch 2021-2024](https://www.fedlex.admin.ch/eli/fga/2020/866/de), [Youth policy goals related to education](https://www.kinderjugendpolitik.ch/themen-und-grundlagen/definitionen/kinder-und-jugendpolitik-im-ueberblick))

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| max. 3000 characters |

1. Project Implementation
	1. Activities

List below all measures/activities (work packages) with which you intend to achieve the project objectives. Please describe the activities as well as the budgeted costs of Swiss participation (without EU funding contribution) in a plausible way. Please keep in mind the transfer of knowledge and dissemination activities. You can also divide the project into multiple work packages.

*Note: Personnel costs are the amounts effectively paid up to a maximum of CHF 800 per day (incl. employer's contribution).*

|  |
| --- |
| **Project management (mandatory) Work package (WP) 1** |
| **Project management and coordination** |
| Brief description (objectives, measures/activities, responsibilities, number and profile of participants, duration & location, milestones, expected results, indicators to assess the quality and relevance of the activities, contribution to achieving the intended impact): |
|
| Text |
|  | **Costs (max. 20% of the total costs)** | **From Movetia** |
| Personnel costs Switzerland | e.g. 1000 | e.g. 600 |
| Travel costs (travel, accommodation, stay) |  |  |
| Other material costs |  |  |
|  |  |  |
| **Total costs for WP 1** | **Total CHF** |  |
| Share of total project costs  | xx% |

|  |
| --- |
| **Dissemination (mandatory) Work package (WP) x** |
| **Dissemination: knowledge transfer and public relations work** |
| Brief description (objectives, measures/activities, responsibilities, number and profile of participants, duration & location, milestones, expected results, indicators to assess the quality and relevance of the activities, contribution to achieving the intended impact): |
|
| Text |
|  | **Costs** | **From Movetia** |
| Personnel costs Switzerland |  |  |
| Travel costs (travel, accommodation, stay) |  |  |
| Other material costs |  |  |
|  |  |  |
| **Total costs for WP x** | **Total CHF** |  |
| Share of total project costs  | xx% |

|  |
| --- |
| **Work package (WP) x** |
| **Title PT x** |
| Brief description (objectives, measures/activities, responsibilities, number and profile of participants, duration & location, milestones, expected results, indicators to assess the quality and relevance of the activities, contribution to achieving the intended impact): |
|
| Text |
|  | **Costs** | **From Movetia** |
| Personnel costs Switzerland |  |  |
| Travel costs (travel, accommodation, stay) |  |  |
| Other material costs |  |  |
|  |  |  |
| **Total costs for WP x** | **Total CHF** |  |
| Share of total project costs  | xx% |

[+ additional work packages]

* 1. Implementation

Provide a timetable with milestones of the project implementation with all work packages. Use the ‘[Project Planning template](https://www.movetia.ch/fileadmin/user_upload/Dokumente/Allgemein/Europ%C3%A4ische_Kooperation/2024/Movetia_Cooperation_EN_Template_Project-planning_2024.xlsx)’ or your own document for this purpose.

Additionally:

* If applicable: How will participants at teaching/learning and training activities be selected and how will they be prepared (e.g. interculturally, linguistically, task-based, organisationally, how to handle difficult situations)?

|  |
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| max. 2000 characters |

* If applicable: What will you do to ensure your project is implemented in an environmentally friendly way and/or in a manner that offers equal opportunities?

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| max. 2000 characters |

1. Project Budget

**Movetia subsidy for Cooperation Partnerships:**

Target amounts of CHF 15,000, CHF 30,000, CHF 60,000, CHF 100,000 or CHF 150,000 per project (please select the target amount of funding requested).

**Movetia subsidy for Innovation Alliances, Centres of Vocational Excellence, and European Universities**:
No fixed target amount defined. However, you will have to respect the instrument specific rules.

**Prerequisite**: The selected subsidy covers a maximum of 60% of the project costs (i.e. at least 40% of the funds come from you and/or other third parties).

**Own resources**: Resources that your institution contributes to the project, e.g. self-financed working hours (including volunteer work), funds from the university's teaching development fund or travel funds from your institution.

Submit a detailed budget. Use the ['Budget Form template](https://www.movetia.ch/fileadmin/user_upload/Dokumente/Allgemein/Europ%C3%A4ische_Kooperation/2024/Movetia_Cooperation_EN_Budget_2024.xlsx)’ (Appendix) for this purpose. Alternatively, a self-designed detailed budget can be used in which the costs are broken down by work packages and cost type. It must also clearly indicate which costs are to be covered by Movetia funds. For more information on budgeting, see 2.5-2.7).

* 1. Financial Planning

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| --- | --- |
| **Total costs of all work packages [CHF]:**  | **\_\_\_\_\_** |
| **Funding** | **\_\_\_\_\_** |
| Contributions by Swiss applicant institution [CHF]: | \_\_\_\_\_ |
| Third-party funding: | \_\_\_\_\_ |
| **Funds requested from Movetia [CHF]:** | **\_\_\_\_\_** |
| Proportion of the requested Movetia funds to the "Total costs of all work packages" (may not exceed 60%): | \_\_\_\_\_% |
| **Total funding [CHF]:** | **\_\_\_\_\_** |
|  |  |
| **Requested funding in EU project (EUR):** | **\_\_\_\_\_** |
| Number of participating institutions from a programme country (full partner): | \_\_\_\_\_ |
| Average EU funding per full partner: | \_\_\_\_\_ |

* 1. Declaration of Third-Party Funding (If Applicable)

Description and amount

|  |
| --- |
| \_\_\_\_ |

1. Impact and Dissemination

If applicable: Please select up to three types of results you will produce with the project

|  |  |
| --- | --- |
| [ ]  | Prototype of a teaching/learning/training activity (e.g. course, project, competition)  |
| [ ]  | Joint follow-on project (e.g. application), institutionalised cooperation, memorandum of understanding |
| [ ]  | Documents for instructors, e-learning elements, video tutorial, toolbox, pool of materials |
| [ ]  | Concept for course education/study, teaching plan, assessment procedure, institutional inclusion measures, recognition procedure, internationalisation measures, qualification framework, etc. |
| [ ]  | Thematic tool kit, inventory of good practices |
| [ ]  | Report, study, specialist publication |
| [ ]  | Position paper, political recommendations |
| [ ]  | Software, web app, online teaching/learning platforms, digital tools, etc |
| [ ]  | Artistic products (e.g. exhibition, music, film, etc.) |
| [ ]  | Other: | \_\_\_\_ |

**Dissemination of project activities and results**

How (in what form), via which channels and how often will you report on the project activities and results (before, during and after)? Which target group(s) are you addressing? Focus on the activities with relevance for Switzerland and explain the relevance for Switzerland.

|  |
| --- |
| max. 2000 characters |

**Which impacts do you aim to achieve after the end of the project?**

After the end of the project, what beneficial impacts do you expect on your, or any participating institutions and beyond, i.e. on Switzerland/your region and other relevant areas? Distinguish between national, regional, local and individual impacts.

How will you ensure that the impact is as sustainable as possible (planned follow-up and implementation measures, integration of the results into regular work)?

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| max. 2000 characters |

1. Summary

Please describe the key content of the project (objectives of the project; description of the activities and – if applicable – the results you want to use to achieve the objectives; expected impact of the project over the funding period).

The following summary will be used in this form for all communication measures by Movetia (media releases, print documents, website, presentations, etc.) in the event of a positive funding decision.

|  |
| --- |
| max. 1000 characters |

1. Declaration on honour

**To be signed by the person lawfully authorised to enter into legally binding commitments on behalf of the applicant organisation.**

**I, the undersigned,**

submit a request to Movetia for funding for the activities specified in this application form.

**I declare that:**

* to the best of my knowledge, all of the information contained in this application is correct.
* the organisation that I represent has adequate legal capacity to participate in the call for the submission of proposals.

EITHER

The organisation that I represent has the financial and operational capacity to carry out the planned activity or programme

OR

The organisation that I represent is considered a “public entity” and can prove this status, if necessary; specifically: It offers learning opportunities and

* either (a) has received at least 50% of its annual revenues from public sources over the past two years;
* or (b) it is controlled by public entities or their representatives

I am aware that identical or similar applications will be subjected to a special evaluation in order to prevent the risk of double financing. Movetia reserves the right to not finance identical or similar applications.

I have been authorised by my organisation to sign funding applications on its behalf.

**I confirm that:**

the organisation that I represent:

* is not in bankruptcy or insolvency proceedings and that its affairs in this respect are not being settled in court; that it has not concluded any agreements with creditors, that it has not suspended its business activities, that it is not the subject of any proceedings in this respect and that it is not in any similar situation resulting from similar proceedings based on national laws or regulations;
* has not been convicted of a criminal offence in a legally binding judgement in connection with its professional conduct;
* has not been found guilty of a major breach of professional conduct that can be attributed to funds provided by Movetia;
* has met its obligations with respect to the payment of social insurance contributions or taxes in accordance with the statutory provisions of the country where it was established or where the funding agreement will be implemented;
* is not the subject of a legally binding judgement due to fraud, corruption, participation in a criminal organisation or another illegal activity.

**I am aware that:**

* the organisation that I represent will not receive funds if it turns out that during the funding process one of the above confirmed statements was not true, or in the following situations:
* in the case of a conflict of interests (for family, personal or political reasons or on the basis of national, economic or other interests shared with an organisation or an individual who is directly or indirectly involved in the funding process);
* in the case of false statements provided in connection with the information requested by Movetia as a prerequisite for participation in the funding process, or if such information is not provided.

If this application is approved, Movetia is authorised to publicise the name and address of this organisation, the subject of the funding, the amount awarded and the funding rate.

**I am aware that the organisation that I represent may be subject to administrative and financial penalties if it provides false declarations or if it is determined that is does not meet its contractual obligations in accordance with a previous agreement or with a funding process.**

**Signature**

I, the authorised signatory, confirm that the information contained in this application is true to the best of my knowledge.

|  |  |
| --- | --- |
| Place, date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Surname: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Function: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Name of the applicant organisation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Stamp |  |

Please send the **project application along with the documents that must be included with it, only by email** to:

Select an education level

Check list

* All fields have been completed.
* The project application has been completed in the following languages: German, French, Italian or English.

**Documents that must be included (attachments):**

Please note that in addition to this project application, additional attachments must be included in order for your project to be approved. Please contact us immediately if it is not possible to submit the following attachments on time.

* **Copy of the complete project application** which was submitted by the coordinator to the national agency or the European Education and Culture Executive Agency (EACEA)
* **Copy of the grant award notification:** Written notification from the national agency or EACEA of the acceptance of the project (if such notice is not provided before the application deadline, your application will be reviewed, but the agreement cannot be issued until the official notification is available).
* **Written confirmation from the project coordinator** that the Swiss partner institution can participate in the project
* **Activity plan** of the EU project (project timetable) and of the Swiss activities
* **Detailed budget**
* **“Legal entity” form** (“private institution” or “public-sector institution”) (not applicable for projects that are submitted by tertiary level institutions)
* **“Bank details” form**

**Private institutions must also submit the following:**

* Commercial register extract or by-laws
* Income statement
* Closing balance sheet

Detailed information about Swiss participation in European projects can be found at [www.movetia.ch](https://www.movetia.ch/en/).