

International Programme

APPLICATION: International Programme

This document is for advisory purposes only. Please complete the form online. The link was sent to you by e-mail and you can also find it on [our website](#).

Submission deadline: 31 March 2022

1 Call for projects:

Project title:	xx
Education sector	Multiple choice
Project start (day/month/year):	31.03.2022
Project duration in months	xx
Project end (day/month/year):	Will be completed automatically

The maximum duration of projects funded under the programme is 24 months for grants of CHF 15,000, CHF 30,000, CHF 60,000 and CHF 100,000. Projects with grants of more than CHF 100,000 may not exceed 48 months.

2 Applying institution

Name of the institution, type of institution, legal form, street, P.O. Box, postal code/city or town, canton, telephone, e-mail, website, business tax ID number (UID)

More information: <https://www.uid.admin.ch/>

3 Correspondence

Official correspondence address, official correspondence language (German, French, Italian)

Contact person (project coordinator)

Form of address, title, function, first name, surname, function, department/field, preferred correspondence language, e-mail, telephone

The project coordinator has experience with the following cooperation funding instruments (multiple choice):

- Movetia International Pilot Programme

- 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
- Other programmes for international collaboration in education/youth work, e.g. a European Council or university network programme

Authorised signatory

Form of address, title, function, first name, surname, department/field, preferred correspondence language, e-mail, telephone

4 Bank details

Private accounts are not accepted

Bank details

Name or title of account, name of bank, street, postal code/city or town, IBAN, payment note, if applicable

5 Partner institutions

Name of institution, type of institution, legal form, street, P.O. Box, postal code, country, e-mail, website

6 Collaboration

Members of the project team

Please justify the choice of partner institution(s) (e.g. areas of activity and experience on the part of the participating institution(s) as well as the competencies of the involved participants who are relevant for this project).

Partnership agreement

We need a current and signed partnership agreement valid for the project duration for each partner institution. You can use our linked template (partnership agreement) or your own document.

The document should describe the responsibilities, roles, activities and own work by the individual participating partner institutions in the partnership agreement. Ideally, it will show that the participating institutions will act as equal partners.

The partnership agreement is not intended to be a hindrance for your project. We would be pleased to advise you.

7 Context and description of the project

Context

Please select the programme objectives to which your project will mainly contribute.

- Development of new international partnerships / strengthening of international partnerships (international networking and capacity development)
- Development or strengthening of Swiss partnerships (capacity development in Switzerland for international education cooperation)
- International exchange of knowledge and experience among institutions
- Establishment of (new) forms of international collaboration
- Strengthening of skills and networks of Swiss employees and experts in order to structure international education collaboration at your institution
- Securing or strengthening the quality of work, activities and practices of the participating institutions
- Implementation of innovative approaches in education
- Strengthening of the visibility, positioning and reputation of the participating institutions or of their education offering
- Development of joint (quality) standards
- Development of national or international standards/benchmarks
- Strengthening of the visibility, positioning and reputation of the Swiss education system (e.g. degrees)

Please indicate whether your project involves one or more of the following themes. (These themes are part of the general priorities of education/youth policy in Switzerland for 2021-2024).

- Digitalisation
- Sustainable development
- Equal opportunity

Project description

Describe the key points of your project and explain why your project should be funded by this programme (3,000 characters).

- Motivation and reasons for the project; e.g. relation to needs and challenges of the participating institutions, the sector or the education system, the target groups and/or the three general political priorities;
- Concrete objectives and results of the project; relation of the project objectives to the programme objective selected above
- Which target group(s) are addressed
- Contribution of the international (and, where applicable, national) cooperation to the achievement of the project objectives

If applicable: Please select up to three types of results (outputs) that you wish to achieve with the project.

- Joint 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:

8 Implementation of the project

Work packages

Please describe the activities you will use to achieve your project objectives as well as the budgeted costs. Do not forget to include project management (incl. project evaluation), the transfer of knowledge and public relations activities. You can also divide the project into multiple work packages. However, we recommend a maximum of five work packages.

Work packages (more than one possible)

- Title/designation, objectives/expected results (500 characters)
- Measures/activities (500 characters)
- Responsibilities/milestones, duration & location (500 characters)
- How and with which indicators will you review the quality of implementation and the achievement of the objectives that have been set (e.g. self-evaluation, number of and types of participants in events, etc.)? (2,000 characters)
- Number and profile of the participants (500 characters)

Swiss staff costs 1)

Foreign staff costs 1)

Travel costs (travel, accommodations, stays)
2)

Other material costs

Total costs

1) Based on gross wages actually paid to employees, plus employer contributions. However, the maximum is CHF 800 per person and day. Staff costs include overhead.

2) Based on the actual costs, but not more than CHF 500 per trip within and CHF 1,300 outside of Europe. For trips of less than six hours train travel should be used. Direct flights should be booked for air travel.

Management

If you would like to submit additional information about project planning (activities, schedule and milestones), please use the template linked below or your own document.

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)? (2,000 characters)

If applicable

What will you do to ensure your project is implemented in a manner that offers equal opportunities and/or sustainably?

(2,000 characters)

9 Project funding

Third-party funding

Do you intend to apply for funding for your project from other sources (foundations, public entities< sponsors, etc.) in addition to Movetia? Yes/No

Movetia subsidy:

Fixed funding amount of CHF 15,000, CHF 30,000, CHF 60,000 or CHF 100,000 per project. However, it is also possible to apply for grants of more than CHF 100,000. These grants do not have a fixed amount.

Prerequisite: The selected amount 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 work:

Work that participating institutions will contribute to the project, e.g. self-funded work hours (including volunteer work), funds from university teaching development funds or travel subsidies from the participating institutions.

Funding

Amount in CHF

Own work by Swiss institutions

Own work by foreign institutions

Funds requested from Movetia

Estimated portion of the Movetia amount that will go to institutions/people abroad

10 Impact and dissemination

What long-term impact are you aiming for with the project?

What beneficial impact do you expect from the project after the project ends on your or any participating institutions and beyond, i.e. on Switzerland/your region and other relevant areas?

How will you ensure that the impact is as sustainable as possible (e.g. planned follow-up and implementation measures)?

(2,000 characters)

Dissemination of project activities and results

Please answer this question if you have not yet written anything about the work packages.

How (in what form), via which channels and how often will you report on the project activities and results (before, during and after)? What is your target group?

Form of communication/channel, channels/frequency (attach documents, if necessary)

11 Summary

Please describe the key content of the project (objectives of the project; description of the activities and – if applicable – the output 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 (media releases, print documents, website, presentations, etc.) in the event of a positive funding decision. (1,000 characters)

12 Declaration

In order to submit this application in a legally valid manner, you must complete the following steps:

1. Download PDF
2. Print PDF
3. Sign PDF
4. Scan PDF
5. Upload PDF

13 Comments/feedback on the application form