Background in KA120 and KA122 applications



The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

- Before you start
- Steps
 - o 1. Open "Background"
 - o 2. Fill in Background details
 - 3. Check and confirm "Past Participation" if any
 - 4. Strategic Documents (only for KA120)
 - 5. Example of a completed "Background" section
- Related Articles

The Background section of the application form is used to clarify "Who are you as an organisation?".

If you are applying on behalf of a larger organisation with multiple departments or sections, or as a consortium, 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 displayed in the Cont ext section of your application form. It can be Adult education, Vocational education and training, or School education.

Our example below shows how to complete the Background section using an Erasmus Accreditation for mobility of learners and staff in adult education (KA120-ADU) application form.



Take note

Questions or fields may vary depending on the action you apply for. Please read the onscreen information carefully to complete the relevant fields and sections

This page is relevant for:

- Erasmus+ Call year 2023
 - KA120-SCH Erasmus Accreditation for mobility of learners and staff in school education
 - o KA120-VET Erasmus Accreditation for mobility of learners and staff in vocational education and training
 - o KA120-ADU Erasmus Accreditation for mobility of learners and staff in adult education
 - o KA122-SCH Short-term projects for mobility of learners and staff in school education
 - KA122-VET Short-term projects for mobility of learners and staff in vocational education and training
 - KA122-ADU Short-term projects for mobility of learners and staff in adult education

Before you start

• Context and Participating Organisations section in the application form must be complete

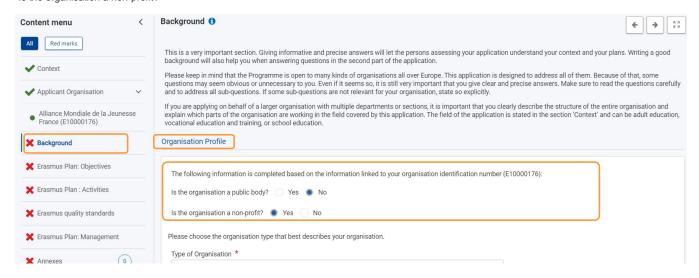
Steps

1. Open "Background"

Click on Background in the content menu. The Background screen opens.

Initial information on your organisation is prepopulated from the organisation profile, retrieved from your organisations OID entered under the Participating Organisations in applications section, and cannot be changed, including:

- Is the organisation a public body?
- Is the organisation a non-profit?



2. Fill in Background details

2.1. Fill in "Type of Organisation"

If the Type of Organisation is not prefilled, select it from the available drop-down list.

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 Please choose the organisation type that best describes your organisation. Type of Organisation * Does your organisation provide any formal or informal learning programmes relevant for this application? * Type of Organisation * Accreditation, certification or qualification body Counselling body European grouping of territorial cooperation European or international public body Foundation Group of young people active in youth work Higher education institution (tertiary level) Large enterprise Local Public body National Public body National Youth Council Non-governmental organisation/association Organisation or association representing (parts of) the sport sector Public service provider Regional Public body Research Institute/Centre School/Institute/Educational centre - Adult education School/Institute/Educational centre - General education (pre-primary level) School/Institute/Educational centre - General education (primary level)

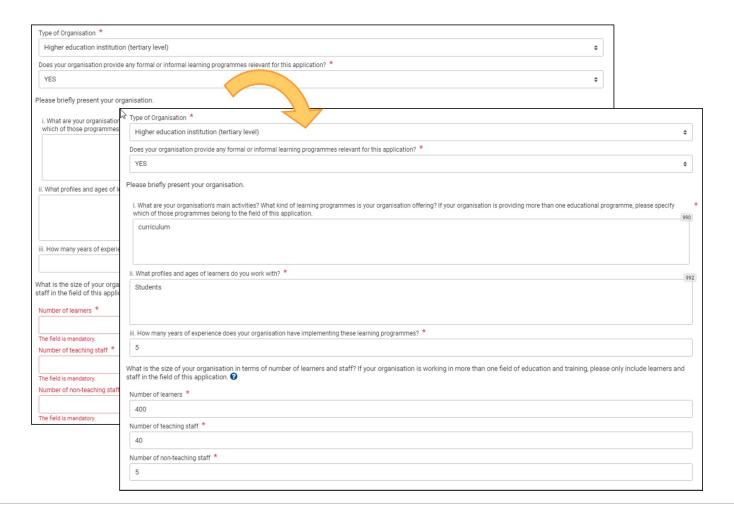
2.2. Provide additional information on your organisation

Complete all other required information in the section, such as main activities of your organisation, number of learners, teaching and non-teaching staff.



Please note

The fields and questions vary according to the type of application, type of organisation, and whether you apply as an individual organisation or as a consortium.



3. Check and confirm "Past Participation" if any

Scroll down to Past Participation in the detail screen.

If your organisation has previously participated as an applicant and/or partner and/or consortium member, a list is displayed ordered by applicant and/or partner, consortium member role and action type. If no such past participation is found, an empty list is displayed.



Only for KA120: If you have past participations listed you must **check the box** to agree that the National Agency can use the information about your organisation's previous participation to assess its capacity to implement activities under this accreditation, as specified in the call for proposals.

Past Participation As Applicant As Partner or Consortium Member Number of project Number of project Number of granted projects Number of granted projects Action Type applications applications Youth mobility (KA105) 0 0 0 Strategic Partnerships for 0 2 youth (KA205) Mobility of higher education students and staff supported 0 0 0 by external policy funds (KA171-HED) I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this application, as specified in the call for proposals.

4. Strategic Documents (only for KA120)

Read the text related to strategic documents.

For further information on how to add annexes, please see the Wiki page: Annexes in applications



To complement the answers provided above, you can include relevant strategic documents to support your application.

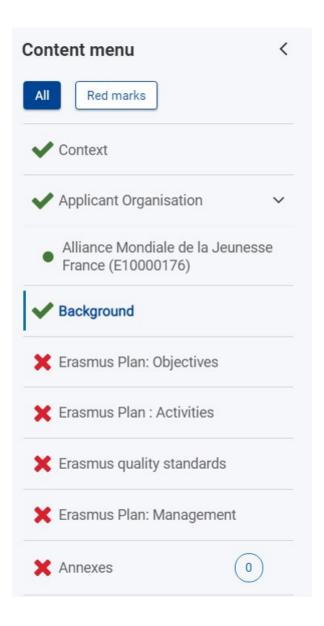
An internationalisation strategy or another kind of organisational development strategy is the most relevant type of document that you can include. The strategy can be written specifically for your Erasmus accreditation application, or it can have a more general character.

Strategic documents are not an obligatory part of your application. However, they can give useful context to explain your objectives in the Programme, especially if you plan to apply for larger amounts of financial support or a large number of participants. If you decide to attach strategic documents, make sure to explain why you have included them when answering the questions about your Erasmus Plan. Attached documents that are not explained and linked to your Erasmus Plan will not be considered as relevant by the experts assessing your application. It is also not permitted to use attachments to provide longer answers to the same questions as in the application form. In case you are not sure if one of your documents could be annexed as a strategic document, please contact your National Agency for advice.

You can attach your strategic documents here: Annexes

5. Example of a completed "Background" section

Once you have correctly completed all sections and subsections, the section is marked with a green check.





Related Articles

- Activities in KA122 applicationsAdd organisations to an application

- And organisations to an application
 Annexes in applications
 Apply for grant or accreditation
 Associated Persons in applications
 Background in KA120 and KA122 applications
 Budget in KA122 applications
 Checklist in applications

- Context in applications

- Erasmus Plan in KA120 Accreditations
 Erasmus Plan: Activities in KA120 applications
 Erasmus Plan: Objectives in KA120 applications

- Export your application form as a PDF file How to complete the application form KA120 Erasmus Accreditation application
- KA122 Short-term projects for mobility of learners and staff application
- My Applications
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- Opportunities
- Participating Organisations in applications Project objectives in KA122 applications
- Sharing an application form
- Submission History in applications Submitting an application form