


# 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.

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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 [Content](#) 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
  - KA120-VET - Erasmus Accreditation for mobility of learners and staff in vocational education and training
  - KA120-ADU - Erasmus Accreditation for mobility of learners and staff in adult education
  - 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?

**Content menu** <

All Red marks

Context

Applicant Organisation

Alliance Mondiale de la Jeunesse France (E10000176)

**Background**

Erasmus Plan: Objectives

Erasmus Plan : Activities

Erasmus quality standards

Erasmus Plan: Management

Annexes

**Background** ⓘ

← → ↺

This is a very important section. Giving informative and precise answers will let the persons assessing your application understand your context and your plans. Writing a good background will also help you when answering questions in the second part of the application.

Please keep in mind that the Programme is open to many kinds of organisations all over Europe. This application is designed to address all of them. Because of that, some questions may seem obvious or unnecessary to you. Even if it seems so, it is still very important that you give clear and precise answers. Make sure to read the questions carefully and to address all sub-questions. If some sub-questions are not relevant for your organisation, state so explicitly.

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' and can be adult education, vocational education and training, or school education.

**Organisation Profile**

The following information is completed based on the information linked to your organisation identification number (E10000176):

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 \*

## 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.

Type of Organisation \*

Higher education institution (tertiary level)

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. \*

curriculum

ii. What profiles and ages of learners do you work with? \*

Students

iii. How many years of experience does your organisation have implementing these learning programmes? \*

5

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 \*

400

Number of teaching staff \*

40

Number of non-teaching staff \*

5

### 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

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
Youth mobility (KA105)	1	0	0	0
Strategic Partnerships for youth (KA205)	0	0	3	2
Mobility of higher education students and staff supported by external policy funds (KA171-HED)	0	0	1	0

☐ 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)

Scroll down to **Strategic Documents** in the detail screen.

Read the text related to strategic documents.

For further information on how to add annexes, please see the Wiki page: [Annexes in applications](#)

#### Strategic Documents

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.

### Content menu

All

Red marks

✓ Context

✓ Applicant Organisation

● Alliance Mondiale de la Jeunesse France (E10000176)

✓ Background

✗ Erasmus Plan: Objectives

✗ Erasmus Plan : Activities

✗ Erasmus quality standards

✗ Erasmus Plan: Management

✗ Annexes

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## Related Articles

- [Activities in KA122 applications](#)
- [Add 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](#)
- [My Contacts](#)
- [Opportunities](#)
- [Participating Organisations in applications](#)
- [Project objectives in KA122 applications](#)
- [Sharing an application form](#)
- [Submission History in applications](#)
- [Submitting an application form](#)