



INCLUSION EDUCATION



**A FOREIGN
EXPERIENCE
FOR EVERYONE**

**HOW TO INCLUDE PARTICIPANTS
WITH FEWER OPPORTUNITIES IN
INTERNATIONAL EDUCATIONAL
PROJECTS**



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This publication was originally developed by the [Czech National Agency for International Education and Research](#), the national authority responsible for implementation of the Erasmus+ and European Solidarity Corps programmes in Czechia. The adaptation has been undertaken by [SALTO Inclusion and Diversity \(Education and Training\)](#) with the explicit consent of the authors. Original publication: [Zahraniční zkušenost pro každého](#), PDF, 236 kB.

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A foreign experience for everyone

How to include participants with fewer opportunities in international educational projects

[Erasmus+](#) and [European Solidarity Corps](#) are EU programmes that support education, training, youth and sport. Their main goal is to provide opportunities for people of all ages to learn, grow and experience new things through learning mobility and cooperation. To support projects that promote social inclusion and aim at improving the outreach to people with fewer opportunities, both programmes provide a variety of support mechanisms, such as additional financial support, preparatory visits, simpler project formats, online and hybrid activities etc.

The following set of examples of participants with fewer opportunities was developed by the [Czech National Agency for International Education and Research](#), the national authority responsible for implementation of the Erasmus+ and European Solidarity Corps programmes in Czechia. The adaptation was undertaken by [SALTO Inclusion and Diversity \(Education and Training\)](#) with the explicit consent of the authors (original publication: [Zahraniční zkušenost pro každého](#), PDF, 236 kB).

By using short scenarios featuring participants with fewer opportunities, the set of examples endeavours to clearly demonstrate how inclusion support as one of the key inclusive mechanisms of the Erasmus+ and the European Solidarity Corps programmes, can be used to the indisputable benefit of participants and organisations. The goal of this set of examples is also to explain the specific situations in which inclusion support can be a clearly beneficial part of a given project.

The following set of examples is by no means an exhaustive list, but only an outline of the issues at hand. If you are considering using inclusion in your project and need more specific advice, please contact your [National Agency \(NA\)](#) and consult the [Erasmus+](#) or the [European Solidarity Corps](#) programme guide. Additional information and useful resources are also available on the official websites of [SALTO Inclusion and Diversity \(Education and Training\)](#) and [SALTO Inclusion and Diversity \(Youth\)](#).

If you are considering submitting a project application in one of the programmes administered by your NA, this guide should present you with a variety of options, ranging from how to incorporate inclusion in your project to who can be considered an individual with fewer opportunities.



Glossary of Inclusive Mechanisms

- Inclusion support for organisations is additional funding for organisations in the amount of 125 EUR per participant. It is based on unit cost.
- Inclusion support for participants is additional funding for participants in the amount of 100% of eligible costs. It is based on real cost.
- Top-up is additional funding provided to higher education students to supplement their existing resources and support international mobility activities.
- Inclusion support under the European Solidarity Corps Programme is contribution to costs incurred by organisations related to reinforced mentorship (additional support provided to volunteers with fewer opportunities to help them successfully participate and complete their projects) and participation of young people with fewer opportunities. It is based on unit costs.
- Exceptional costs refer to additional funding for unforeseen expenses or special needs arising during project implementation. They are based on real cost.
- Preparatory visits are short trips to plan and organise activities before the main project begins. The aim is to ensure better preparedness of persons with fewer opportunities for the mobility.

For exact amounts and funding rules for each year for all categories, please consult the [Erasmus+ Programme Guide](#) and the [European Solidarity Corps Programme Guide](#).

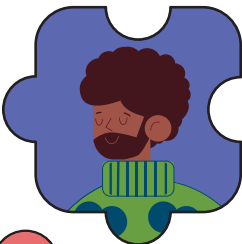


Examples including participants with fewer opportunities in international educational projects



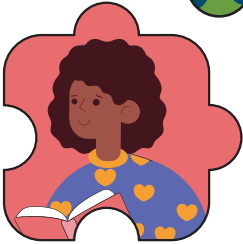
European Solidarity Corps

- ▶ a female volunteer facing economic barriers
- ▶ a male volunteer facing educational barriers
- ▶ a female solidarity project implementor with a disability



Erasmus+ Youth

- ▶ a female youth exchange participant with a health disadvantage
- ▶ a female youth exchange participant with an accompanying person
- ▶ a male youth exchange participant facing socio-economic disadvantages
- ▶ a female participant in the mobility of youth workers with a sensory impairment



Erasmus+ Vocational Education and Training

- ▶ a pupil with facing economic barriers
- ▶ a pupil at risk of early school leaving
- ▶ a pupil with a disability



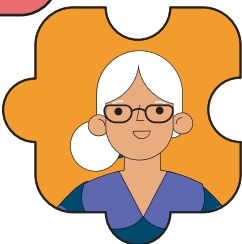
Erasmus+ School Education

- ▶ a female pupil facing cultural barriers
- ▶ a female teacher limited by a specific diet



Erasmus+ Higher Education

- ▶ a female student with a disability
- ▶ a female student facing socio-economic barriers
- ▶ study of a specific field/work/professional athletes etc.



Erasmus+ Adult Education

- ▶ a person with incomplete education

European Solidarity Corps



 **Barrier**

 **Barrier mitigation tool**

 **Financing**

Volunteering



Julia, a volunteer from Italy, would love to join the project. She has six siblings and her family is facing economic issues. In order for her to spend the winter working on a project in the Giant Mountains in Czechia, she needs winter clothes and a pair of boots, which she doesn't own. The organisation can ask for exceptional costs for the purchase of winter equipment, thus enabling Julia to participate in the project.

economic

purchase of winter clothes

In the European Solidarity Corps programme, the organisation can apply for the „exceptional costs“ budget item. In case the organisation has not applied for the granting of exceptional costs, it can ask the NA staff for an amendment.

The organisation can apply to the NA within 12 months from the commencement of the project period for additional funds to be used for these purposes. The costs must be efficient and economical.

Volunteering

The organisation would love for **Igor**, from Ukraine, to get involved with the project, but he has concentration issues creating educational barriers. The organisation will use its „inclusion support“ in order to dedicate more time to Igor compared to other volunteers and plan activities based on his needs and abilities.



Barrier

educational barriers, social barriers



Barrier mitigation tool

reinforced mentorship



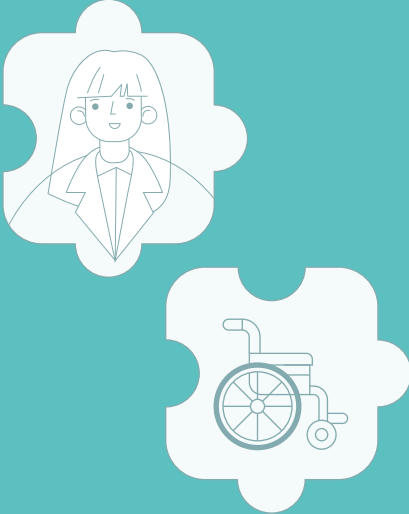
Financing

In the European Solidarity Corps programme, within the „Inclusion Support“ budget item.

Another option is „exceptional costs“ which the organisation applies for in the grant request or, in the case of volunteering projects only, within 12 months from the commencement of the project period. Exceptional costs can be requested if the necessary costs for the inclusion of youth with fewer opportunities cannot be covered by the „inclusion support“ budget item by at least 80 %. Budget items cannot be combined concurrently.

Solidarity Project

Anna is one of the members from the solidarity project team, which prepares workshops for secondary school students. Anna moves around using a wheelchair. Having access to exceptional costs, that would cover the lending of wheelchair accessible vehicle which would safely get her to those workshops, would help the team a lot.



 **Barrier**

 **Barrier mitigation tool**

 **Financing**

disability

ensuring transportation for the wheelchair user

In the European Solidarity Corps programme, „exceptional costs“ can apply both to members of the implementation team and to the target population¹. In both cases exceptional costs must be justified and calculated in the project application and subsequently approved by the NA.

¹Exceptional costs can be provided not only for young people with fewer opportunities who are target group of the project but also for those who are members of the group implementing the project, but this only refers to Solidarity Projects.

Eliza would love to participate in the youth exchange activity in France, since she is very interested in it and she can speak some French. The only thing preventing her from participating is her chronic inflammation of the colon. Her medical condition requires certain hygienic standards and privacy. Eliza needs to be sure that she will be accommodated in a single bedroom with her own bathroom.

As requested by the partner organisation, the receiving organisation will provide Eliza with a room meeting the required standard. That room is twice as expensive as the rooms where other participants will be accommodated. To cover these costs, it is possible to apply for support for the real costs of inclusion which need to be documented in the final report with accounting documents.

health disadvantage

higher standard accommodation (single room, room with a private bathroom, etc.)

In the Erasmus+ programme it is possible to apply for „inclusion support“. The organisation can claim the 125 EUR unit cost to cover the easier organisation of the mobility of participants with fewer opportunities. In addition to that, costs directly linked to participants with fewer opportunities can be covered as real costs, up to 100%. The request must be justified and approved by the NA.



Barrier

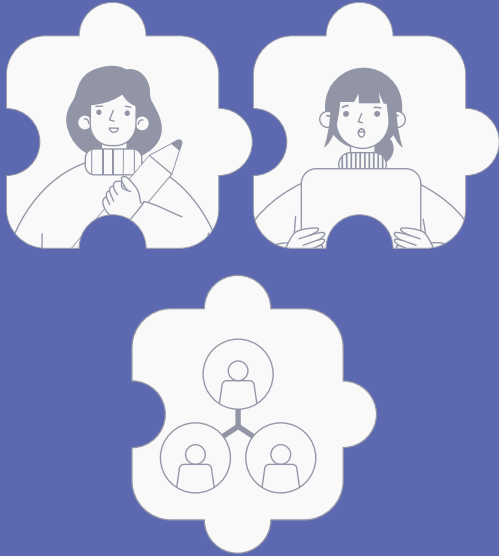


Barrier mitigation tool



Financing

Youth Exchange



Margit and Lenka are Roma secondary school students. They are 16 years old and their parents don't want to let them go on youth exchange to Slovakia on their own, because they're worried about their safety. The receiving organisation would gladly include these two girls in the exchange in order to support participant diversity. That is why it will make an agreement with the girls' parents and allow the mother of one of them to take on the role of an accompanying person. Costs of her participation can be covered as unit cost (travel and individual support for subsistence) or as real cost from inclusion support for participants.



Barrier

cultural difference



Barrier mitigation tool

accompanying person



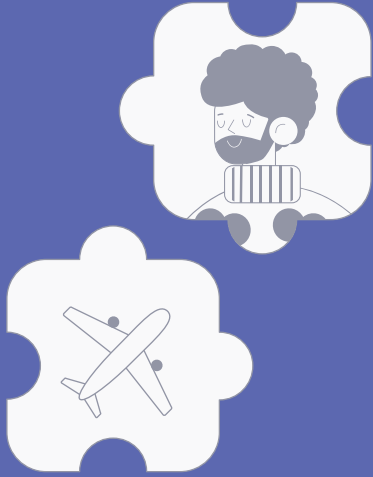
Financing

In the Erasmus+ programme it is possible to apply for „inclusion support“. The organisation can claim the 125 EUR unit cost per participant to cover the costs for Margit and Lenka, participants with fewer opportunities. In addition to that, additional costs directly linked to participants with fewer opportunities can be covered as real costs up to 100%. The request for real cost must be justified and approved by the NA.

Youth Exchange

Milan has never been abroad. He has never organised an airplane flight on his own and he doesn't know how to choose and buy a plane ticket. That is why the sending organisation will make all the arrangements and buy the tickets for him. The organisation is doing it while discussing it with Milan, so that he can learn something new.

At the same time the organisation representatives will prepare him for the trip, explaining to him all the things that he will have to do at the airport/station and what awaits him there. Together they will go through the programme of his stay and agree on how to support him during the exchange itself, so that he feels comfortable and gets fully involved. On the day of his trip, Milan knows what to do, how the trip is going to look like and he is looking forward to it. The organisation devoted more time to Milan than it would have to other non-disadvantaged participants. For this it gets 125 EUR in compensation.



Barrier



Barrier mitigation tool



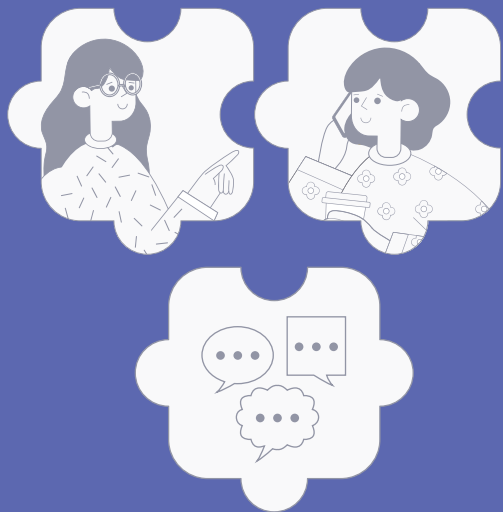
Financing

economic, social disadvantage

organisation of travel and purchase of travel tickets by the sending organisation

In the Erasmus+ programme it is possible to apply for „inclusion support“. The organisation can claim the 125 EUR unit cost to cover the easier organisation of the mobility.

Mobility projects for youth workers



Jana and Hanka are youth workers working in the deaf club. They would love to participate in the youth workers training activity in Germany. However, they will need someone to translate everything to Czech sign language. The sending organisation will get them the person who can translate from German to Czech sign language. That may be a tough task, but it will be a successful one in the end. The interpreter's lodging and travel expenses will be covered from the inclusion support costs.



Barrier

sensory impairment



Barrier mitigation tool

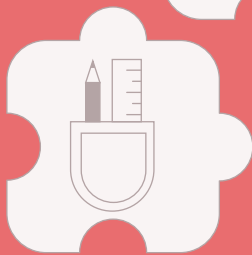
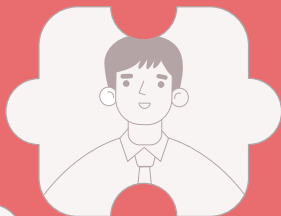
interpreting into sign language



Financing

In the Erasmus+ programme it is possible to apply for the „inclusion support“. The organisation can claim the 125 EUR unit cost per participants to cover the Jana and Hanka costs (inclusion support for organisations). Additional costs directly linked to participants with fewer opportunities can be covered as real costs up to 100% (inclusion support for participants). Costs associated with participation of accompanying person (the interpreter) can be paid from individual support as contribution to unit cost (travel and individual support for subsistence) or as real cost from inclusion support for participants. The request for real cost must be justified and approved by the NA.

Erasmus+ vocational education and training



Barrier



Barrier mitigation tool



Financing

Professional Traineeship



Jan's father, who raises **Jan** on his own, used to be a successful businessman. Due to various circumstances, he is no longer as successful as he used to be, so he and his son are hardly making ends meet. Jan would love to participate in the Erasmus+ foreign traineeship programme through his school, but he knows that his father would have a hard time paying for the work uniform which is mandatory for the traineeship.

Jan's school can help him because it applied for inclusion support within the Erasmus+ project. The school can purchase the work uniform Jan needs from those costs – thus making sure that Jan does not miss out on the opportunity to participate in the foreign traineeship due to his family's financial difficulties.

economic

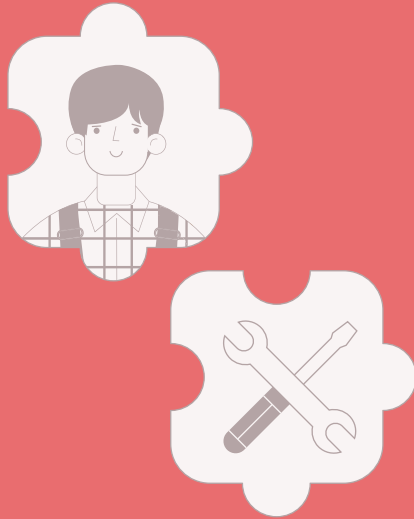
purchase of workwear/essential work tools

In the Erasmus+ programme, „inclusion support” comes as a unit contribution (inclusion support for organisations) or a real cost contribution (inclusion support for participants). In case of inclusion support for participants, it is possible to use eligible costs up to 100% of real costs. The request must be approved by the NA.

Professional Traineeship

Peter is in the first year of secondary vocational school, but he's very eager to start working full-time. Instead of going to classes, he sometimes works part-time to earn some extra money, which then reflects in numerous unexcused absences and lower grades. The school would gladly include a student like Peter in foreign traineeships, but educators are not sure if Peter would be motivated enough to complete the traineeship.

The costs of external career counselling are covered out of the costs for inclusion support that the school applied for in the Erasmus+ project application. This will help identify pupils in a similar situation to Peter's, it will help motivate them to complete the traineeship abroad and it will explain the benefits that a traineeship can bring for future employment on the labour market. Furthermore, that will help to adapt the course of the traineeship to Peter's and perhaps other pupils' needs and it will prepare them for the trip.



Barrier

barriers associated with education and vocational training systems, pupils at risk of early school leaving



Barrier mitigation tool

intensified mentoring, adapting the programme to pupil's individual needs



Financing

In the Erasmus+ programme, the „inclusion support” comes as a unit contribution (inclusion support for organisations) or a real cost contribution (inclusion support for participants). In case of inclusion support for participants, it is possible to use eligible costs up to 100% of real costs. The request must be approved by the NA.

Professional Traineeship

Vojta has been using wheelchair to get around all his life, but he is eager to go on a short-term traineeship abroad with the Erasmus+ programme. He was afraid that his disability would make the trip too expensive and prevent him from going.

With the help of his teacher and educational advisor, Vojta discovered that the organisation can receive a unit contribution of 125 EUR for the organisation of such a trip. If need be, the school can in project application request up to 100% of actual additional eligible costs, without which Vojta would not be able to complete the trip. Those can include costs for personal assistance and other costs not covered by other budget categories. The organisation can also carry out a preparatory visit to the receiving organisation in order to arrange the conditions of Vojta's stay and the course of his traineeship.



 **Barrier**

 **Barrier mitigation tool**

 **Financing**

disability

assistant, accompanying person, loan of specific assistance aid

In the Erasmus+ programme, inclusion support is provided in form of unit contribution or through unit contribution for accompanying persons. In case the unit contribution is insufficient, it is possible to use eligible costs up to 100% of real costs (the request must be approved by the NA).

For example, an accompanying person can be a medical assistant - that person is provided with a grant for travel and accommodation costs for the duration of the stay. The inclusion support contribution serves to fully cover additional financial support which is required for participants with fewer opportunities.

In case of a short-term mobilities, it is possible to reduce the minimal duration of the trip from 10 to 2 days due to a health barrier.

Erasmus+ school education



Barrier



Barrier mitigation tool



Financing

A Group Trip



Aneta is in the 7th grade and she's been part of a project organised by her school since the beginning of school year. As part of that project, participants are planning to meet in person. The first trip would be to a French school where they would spend 12 days. Aneta would love to sign up as someone who is interested in the trip, but she has her fears. Last year she went on a ski trip and had bad experiences with the staff of the chalet where she was staying. She was met with reserved and unpleasant behaviour from the staff due to her Roma origin.

We recommend Aneta to confide these concerns to the project organiser at her school. Before the trip it is possible to organise a preparatory visit to which the teacher can go, and – if she is interested – Aneta can go too. During the visit they can meet the host family that would provide lodging for Aneta during her stay, talk to them and make sure that they have no qualms about accepting Aneta into their home for 2 weeks.

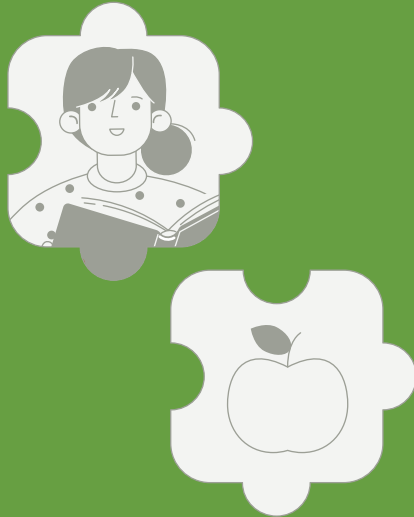
cultural difference, fear of not being accepted by the host family

Preparatory visit prior to the actual trip for school staff to go on. The participants themselves can take part in the preparatory visit in exceptional cases, but only if their participation is sufficiently justified. During the visit they can learn about their lodging options, meals etc. They can also meet the host family or check out the rooms where they would be accommodated during their trip and arrange any changes beforehand so that they feel safe and comfortable during the stay.

In the Erasmus+ programme it is possible to request a contribution for the preparatory visit. Furthermore, it is possible to ask for „inclusion support“. The inclusion support contribution serves to cover the additional financial support which is required for participants with fewer opportunities (the request must be approved by the NA).

Staff Mobility

Lucy is a teacher at a primary school which regularly organises Erasmus+ projects. The school sends its employees to job shadowing to foreign schools which helps their professional growth and enriches their teaching methods. Lucy would love to participate in it, but she's learned from her colleagues that during the trip they eat at a cafeteria, which is a problem for Lucy.



Due to health reasons, Lucy must keep her diet gluten and lactose free. The school that she would like to visit during shadowing does not have gluten and lactose free meals in their cafeteria. We can recommend Lucy to come to an agreement with the project coordinator at her school and then jointly apply for the inclusion support contribution. Together they can look at different lunch options in the vicinity of the host school – and Lucy can then go for lunch outside school grounds. The coordinating organisation enters the required sum for this in the application – based on average lunch prices at local restaurants with gluten and lactose free options on their menus. This way Lucy doesn't have to pay extra for the diet-specific meals out of her own pocket.



Barrier

health barrier – gluten free diet, lactose free diet, food allergies etc.



Barrier mitigation tool

reimbursement for diet-restricted food



Financing

In the Erasmus+ programme it is possible to apply for „inclusion support“. The inclusion support contribution serves to cover the additional financial support which is required for participants with a physical, mental or health disadvantage, including the reimbursement of the more expensive diet during their stay abroad (the request must be approved by the NA).

Erasmus+ higher education



Barrier



Barrier mitigation tool



Financing

Studying Abroad



Margaret is a university student who has been paralyzed on the left side of her body ever since she was a child. She also has problems with her eye sight.

That is why she can't be sufficiently independent in making her own meals, doing housework and taking care of personal hygiene and other daily activities. Studying at university in her home town was a huge challenge, but studying abroad?

An unimaginable thing at first. Eventually Margaret learned that she could receive financial support for all her specific needs which she stated in the application and supported with a medical report. Finally, she could go and study abroad – and not just on her own, but with her assistant whom she needs for daily help and without whom she would not be able to go on Erasmus+. The coordinator from the receiving university helped her find accommodation at a dormitory near the school with barrier-free access.

disability

reimbursement for personal assistance, barrier-free accommodation

As part of the Erasmus+ programme from the „inclusion support” budget category participants are given a top-up amount as per their request in order to cover as many additional costs related to their trip as possible. The participants are entitled to up to 100% of eligible costs, the request must be justified by the applicant and approved by the NA.

The organisation can use the 125 EUR contribution to unit costs (inclusion support for organisations) to cover increased costs associated with such a trip (e.g. pre-trip assistance to help find suitable accommodation, a specific educational plan, increased administrative burden etc).

Studying Abroad

Anna is a university student and has four siblings. Her mom is still on maternity leave and her dad works as a teacher at a local primary school. Given their financial situation, the family receives child allowance for Anna from the state. Anna works part-time at a cafe, but due to her demanding studies she doesn't have the time to work there every day and earn enough to go and study abroad, which she'd like to do very much. Luckily, a solution was found – Anna submitted the child benefit certificate and received a top-up amount in addition to her standard scholarship, allowing her to go abroad and pay for other higher expenses associated with staying abroad.



Barrier

socio-economic

Barrier mitigation tool

a top-up amount to cover essential participation costs

Financing

Students are given a monthly top-up (250 EUR) in addition to their standard scholarship. In case of a short-term trip the top-up is based on the number of days (up to 14 days 100 EUR; from 14 to 30 days 150 EUR). Students are also entitled to travel expenses according to the distance calculator supported by the European Commission.

Blended intensive programme

Josef is a Czech student, who studies at a technical university and at the same time works for a foreign private IT company based in Prague. He wouldn't want to lose his job, but he would love to go on Erasmus and experience studying abroad. However, going away for at least two months would mean losing his job at the IT company where he's currently working. A solution was found and he went on a two-week trip to a university in Berlin. He joined the students there, then completed the remaining part of the course and graduated online from the Czech Republic.



Barrier

studying a specific field/studying and working at the same time/professional athletes, etc.



Barrier mitigation tool

the possibility to go abroad for a shorter period and complete the rest of the activity online



Financing

Students receive standard grant according to the number of days spent abroad. Students are not entitled to financial support for online activity.



Barrier



Barrier mitigation tool



Financing

Mobility of persons with fewer opportunities enrolled at school



Martin hadn't finished secondary school and it was difficult to find a qualified job without a completed education. Luckily, he came across an organisation working with adults who left school early. Thanks to that organisation Martin was able to go on a month-long learning mobility abroad where he gained new skills, knowledge and international IT experience. After he had returned, he completed his graduation exam and now works as IT support for a modern organisation. As part of his learning programme abroad, he was reimbursed for travel, accommodation and other subsistence costs. Additionally, his organisation received funding for organisational and inclusion support for preparation of Martin's mobility and support during the mobility.

Persons with differing cognitive abilities/persons with a low level of education/persons with a low level of digital skills

financial support

As part of trips in the adult education sector standard funding for travel, stay and other costs intended for persons with fewer opportunities (individual support, organisational support and inclusion support for organisation) is provided. Additionally, costs directly linked to participants with fewer opportunities and their accompanying persons (Inclusion support for participants) can be requested. In case the organisation has not requested inclusion support costs for participants at the application stage, it can ask the NA to transfer part of the funds to Inclusion support for participants during the implementation of the project.



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