

APPLICATION

(PART A–D to be completed by the sending institution)

PART A – GENERAL INFORMATION:

a) GENERAL INFORMATION Zvolte položku.

- The type of application: Application for Inclusion Support
- Select the type of mobility:
 - Teaching stay
 - Training

b) INFORMATION ABOUT THE SENDING INSTITUTION

- Name of the sending institution: Mendel University in Brno
- Project number:
- Erasmus code (ECHE)/accreditation number: CZ BRNO02

PART B – PERSONAL DETAILS OF THE PARTICIPANT

- Full name:
- E-mail:
- Phone number/mobile number:

PART C – MOBILITY DETAILS

- Name of the receiving institution/organization:
- Erasmus ECHE code of the receiving institution (if applicable):
- Exact planned start and end dates of the mobility:
- Total number of days on mobility:

PART D – BUDGET

Requested grant (in EUR):

Comments on the revised grant amount (may also be submitted as an attachment to this application):

I confirm that the participant has been selected for the above-mentioned mobility and that the information provided in this application is, to the best of my knowledge, true and accurate.

Name and signature of the institutional coordinator:

Date:

(PART E–F to be completed by the participant)

PART E – INFORMATION ON PARTICIPANT'S SPECIFIC NEEDS

- Holder of ZTP card: YES NO

- Please describe your specific needs in more detail (e.g., mobility issues, whether you need a permanent assistant/nurse or occasional help, etc.):

PART F – OVERVIEW OF THE PARTICIPANT'S REQUESTED COSTS

1. Requested cost:

Requested amount for cost no. 1:

2. Requested cost:

Requested amount for cost no. 2:

3. Requested cost:

Requested amount for cost no. 3:

4. Requested cost:

Requested amount for cost no. 4:

5. Requested cost:

Requested amount for cost no. 5:

6. Requested cost:

Requested amount for cost no. 6:

Link to GDPR regulations of the sending institution: <https://mendelu.cz/en/about-the-uni/public-notice-board/information-about-personal-data-processing/>

Requested grant by the participant IN TOTAL (in EUR):



ATTACHMENTS *(Check)*

medical report

photocopy of the ZTP card

Required mobility

documentation

a letter of acceptance confirming that the host institution is aware of the participant's health condition

Name and signature of the participant:

Date:

PART G – Supplementary Information

Application for inclusion support:

- The increase is intended for both students and staff of the university.
- The amount of financial support represents 100 % of the actual costs related to the participant's disability.
- Inclusion financial support is intended to assist participants who would not be able to travel for mobility due to their disability without additional financial support.
- The goal of inclusion support is to cover the increased costs resulting from the participant's disability.

- Examples of eligible costs:
 - barrier-free accommodation (difference in the price of required above-standard accommodation compared to regular – e.g., a barrier-free room near the receiving institution);
 - medical care (regular visits to doctors in the Czech Republic or abroad, rehabilitation, physiotherapy, etc. – the necessity for regular medical care must be indicated in the medical report, which you attach to the application);
 - assistance services (indicate the hourly rate of the assistant and the required number of hours of service);
 - specially adapted study materials;
 - food in the case of specific dietary requirements;
 - transportation (difference in price between regular transportation and required above-standard transportation to the place of stay and locally during the mobility);
 - delivery services;
 - sending oversized packages (transport of medical materials, etc.);
 - psychotherapeutic/therapeutic services abroad.

- Required attachments:
 - medical report (substantiates the claim for the requested costs);
 - copy of the ZTP card (if the participant has one);
 - acceptance letter (confirming the receiving institution's understanding of the participant's health condition).

- Participant's obligations:
 - use the allocated funds for approved cost;
 - keep financial documents/invoices and submit them to the coordinator after the mobility for final settlement;
 - return unused funds after the mobility and final settlement.

Process of applying for inclusion support/unit contribution:

- 1) The participant must go through a selection process for mobility at their university and inform them of the need for additional financial support.
- 2) The participant fills out the application available on the National Agency website/their home university website. The participant fills in parts E – F.
- 3) He/she submits the relevant required attachments (documents/certificates).
- 4) The Erasmus+ program coordinator at the university reviews the information provided by the participant and the required certificates to check whether the requested costs are justified. The budget review is also performed if necessary.
- 5) Approval of the application.
- 6) Signing the participant agreement, including the approved increased scholarship.
- 7) Depending on the type of application, the participant may or may not be required to keep financial documents.