



SUPERHERO LAB

ERASMUS+ STARTER GUIDE

Passport to Erasmus+ for
Kindergarten Educators



Consortium

In a consortium, one organization applies on behalf of multiple institutions. This could be, for example, a municipal authority or a social organization representing several childcare centers within a city or defined region.

The process is similar to individual accreditation. After approval, the consortium leader manages and distributes funding to member institutions.

However, administrative effort is higher, as funds must be allocated across different organizations.



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01

**HOW TO USE THE
ERASMUS+
PROGRAMME GUIDE**

01

HOW EARLY CHILDHOOD EDUCATION INSTITUTIONS CAN USE THE ERASMUS+ PROGRAMME GUIDE

Before starting the application process, it is essential to determine which type of application is most suitable.

There are **three main ways to apply for ERASMUS+ funding**:

- Short-term projects
- Individual accreditation
- Consortium applications

[For detailed information, please refer to the presentations provided by your responsible National Agency.](#)

Short-Term Projects

Short-term projects are suitable for individual institutions or organizations with only a few facilities that wish to use ERASMUS+ occasionally or at longer intervals.

These projects can be applied for multiple times. For more details, consult the materials from your National Agency.

Individual Accreditation

This option is designed for organizations with multiple institutions that intend to use ERASMUS+ regularly for staff training.

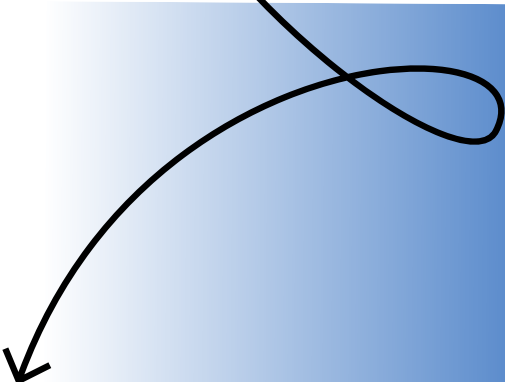
The organization submits one centralized application covering all affiliated childcare centers. Once accreditation is approved by the National Agency, no further full applications are required. Instead, funding for planned activities can be requested through a simplified procedure.



02

**THE ERASMUS+
PLAN**

02



THE ERASMUS+ PLAN

Required for Accreditation and Consortia

Your National Agency may require an ERASMUS Plan as part of the application. This document outlines:

- Strategic objectives
- Educational approach
- Implementation strategy
- Long-term operational and financial sustainability
- Continuity of activities
- A development outlook for 3–5 years

Sample applications are typically provided by National Agencies.

Note: The authors of this guide have over 10 years of experience as consortium coordinators supporting early childhood education organizations.

All information reflects the ERASMUS+ programme status as of 2026. Regulations may change annually, so always consult your National Agency for the latest updates.

We wish you success with your application and valuable international experiences across Europe.

03



P R E P A R A T I O N

03

PREPARATION

1

Organizational Approval

Ensure that the organization's leadership has approved participation.

2

Internal Alignment

Regardless of whether you pursue accreditation or join a consortium, it is advisable to internally define and agree upon the ERASMUS Plan. This provides a strategic framework for the medium term.

3

Staffing

Ensure sufficient staff (at least two people) are assigned to manage the application process.

Applications are typically due in February each year, and there is only one deadline annually. Plan for backup staff to avoid missing submission deadlines.

4

OID Registration

Does your organization have an OID (Organization ID)? This EU registration number is mandatory for applications.

If not, it must be requested—see your National Agency's guidance.

5

OID for Consortia

Even when joining a consortium, your organization (and possibly each individual childcare center) may need an OID.

6

External Support

If possible, seek advice from experienced ERASMUS+ participants.

Be aware: paid consultancy support is not permitted. Applicants must declare that no paid assistance was used.



04

FINDING PARTNERS

04

FINDING PARTNERS

To carry out training or job shadowing, you need European partners.
You can use the official platform:

<https://school-education.ec.europa.eu/en>

- Set your preferred language
- Apply filters to refine your search
- Review available courses and providers

If joining a consortium, consult the consortium leader, who may already have established partnerships.

Other options include:

- Platforms provided by National Agencies
- Existing town twinning partnerships

Be creative, there are many ways to find suitable partners.



05



05

TIME MANAGEMENT

1

Application Preparation

Plan sufficient time—especially for your first application (approx. 40 hours).

You can save and resume your application at any time.

Important steps:

- Enter your organization's OID
- Provide details of authorized signatories and project managers
- Download and sign the Declaration of Honour (must be signed in blue ink)
- Upload the signed document

2

Participant Planning

Identify how many staff members intend to participate. Exact dates are not required at this stage.

3

Partners

Partners do not need to be confirmed yet.

4

Cost Planning

Estimate total costs:

- Travel
- Accommodation
- Course fees

Compare these with expected ERASMUS+ funding. Participants may need to contribute financially.

5

Timeline

If partners are not yet identified, allow **4–6 months** for search and agreements

6

Deadlines

Funding calls are typically in **February each year** across Europe.

Tip: Draft your responses in a Word document first. This allows collaboration and easier editing before transferring content into the application system. 

06

**INFORMATION &
COMMUNICATION**

06

INFORMATION & COMMUNICATION

- **Inform staff early about opportunities (subject to funding approval)**
- **Collect written registrations with full personal data**
- **Provide regular updates**
- **Organize an information session to explain the process**



07

**IMPLEMENTATION
PREPARATION**

07

1

Start Planning

- Inform participants
- Coordinate timelines
- Confirm partners

Ensure partner organizations also have an OID.

IMPLEMENTATION PREPARATION

Once funding is approved

2

Preparation Measures

Plan language and cultural preparation (if applicable)

3

Travel Documents

Participants must ensure their documents remain valid for the entire trip. Check at least **3–4 months in advance**.

4

Participant Agreements

Prepare individual agreements, including funding arrangements.

5

Insurance

Participants must be adequately insured:

- Health
- Accident
- Liability

These costs can be covered by ERASMUS+ funding.

Recommend private travel cancellation insurance, otherwise participants may bear cancellation costs and must repay funding.

6

Medication

Ensure sufficient medication supply and carry documentation if required.

7

Emergency Contacts

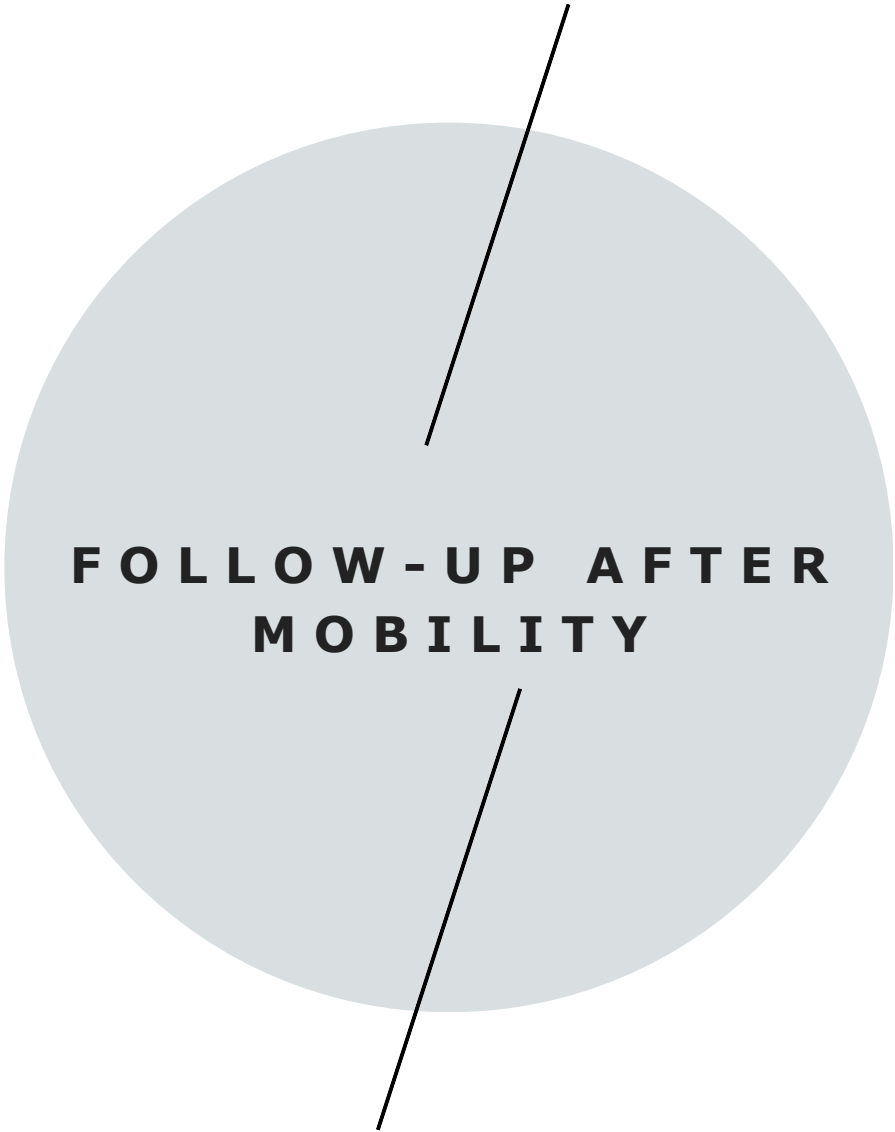
Participants should carry contact details from their home country

8

Documentation

- Certificates for courses
- Confirmation documents for job shadowing

08



**FOLLOW-UP AFTER
MOBILITY**

08

FOLLOW-UP AFTER MOBILITY

1

Evaluation

Conduct interviews with participants:

- What was achieved?
- What impact does it have on their work and the organization?

2

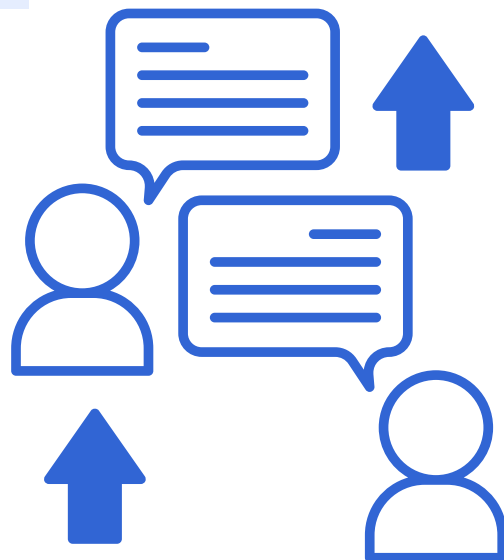
Reporting

Enter data into the Mobility Tool for funding settlement.

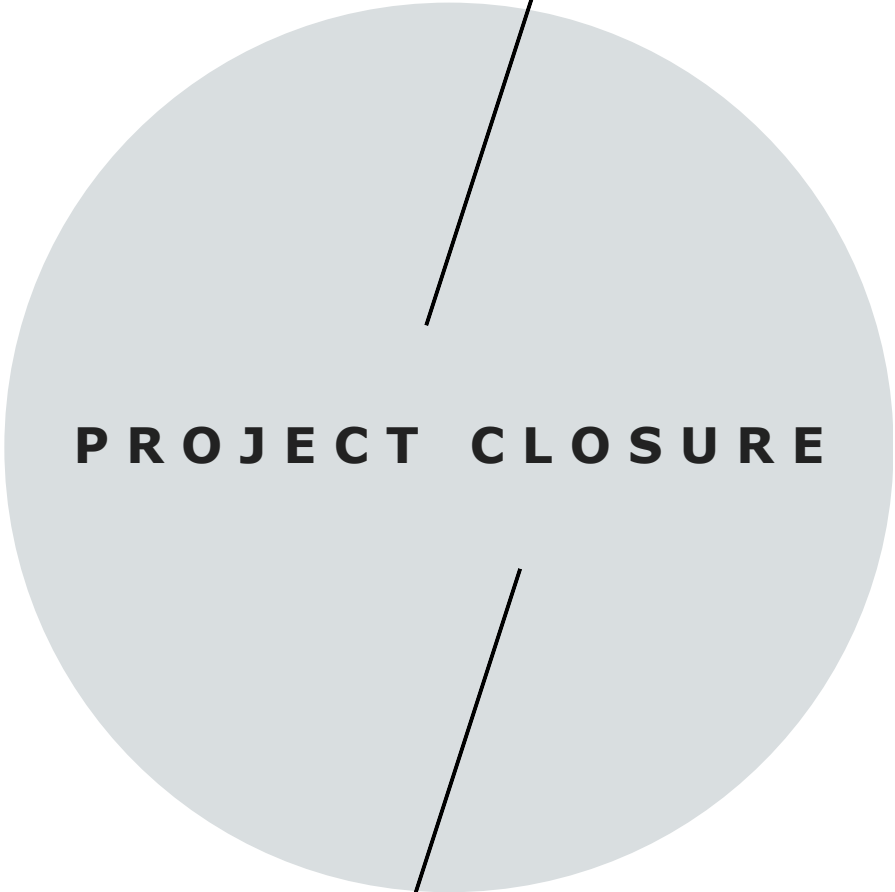
3

Internal Review

Summarize results and conduct a joint evaluation with management.

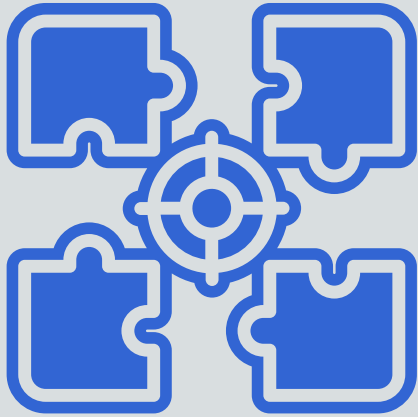


09



PROJECT CLOSURE

09



Resources

- [The Erasmus+ Beneficiary Module](#)
- [Erasmus+ website](#) 

PROJECT CLOSURE

1 Final Report

Prepare and submit the final report and financial statement.

2 Future Cooperation

Decide whether to continue working with existing partners.

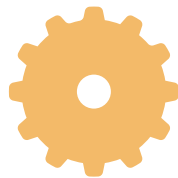
3 Reflection

Organize a follow-up meeting with participants to gather feedback and future needs.

4 Strategic Development

Plan the future of international activities:

- Expand partnerships
- Develop long-term collaborations



ABOUT THE SUPERHERO LAB

Engaging Children as Scientists to Explore Sustainability

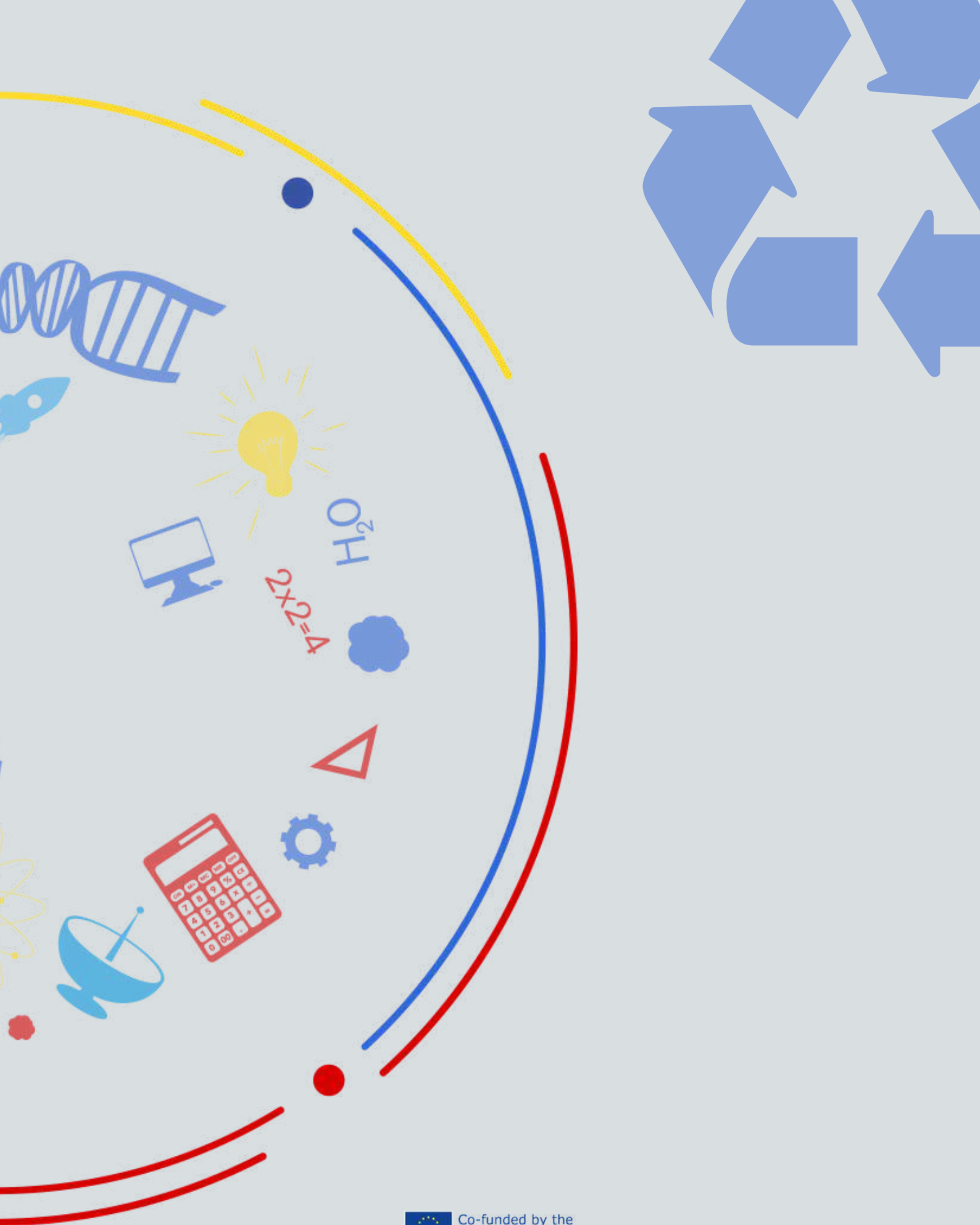
The Superhero Lab Project is an Erasmus+ partnership that brings together dedicated organizations from Lithuania, Sweden, Germany, Austria, Slovenia, and Greece. United by a commitment to sustainability education, these partners believe that children learn best about sustainability through hands-on activities, which allow for meaningful exploration and personal engagement with the topic.

However, fostering sustainability isn't just about children; it also requires that we support teachers with resources and opportunities to explore sustainability education. Under the Superhero Lab framework, we've created a range of materials and learning experiences to empower teachers alongside their young students.

Partners:

- Die Brücke, kindergarten teacher training organization from Germany;
- Primera - Zentrum für pädagogische Fortbildung Wien, teacher training association from Austria;
- GoINNO, developer of STEM activities for educators from Slovenia;
- K&R Education, teacher training organization from Sweden;
- E-School, accredited VET provider from Greece;
- Šiauliai, local government from Lithuania;
- Žiedelis, kindergarten from Lithuania.

Associated kindergartens: Zwergenland (Germany), Schmetterling (Austria), Solkan (Slovenia), The 21st Kindergarten of Larissa (Greece), Kindergarten of Stefanovouno (Greece), Rockaden Landskrona (Sweden).



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www.superherolab.eu