



# Call for submissions

LANGUAGES AT THE HEART OF LEARNING

## OPEN PROJECT PROPOSAL

Submission form



### Professional learning communities

Applicants may wish to consult their national authorities (national delegate representing their country on the Governing Board of the ECML) for advice on submissions: [www.ecml.at/memberstates](http://www.ecml.at/memberstates)).

- Please note:
- Some sections of this form will have to be completed in both project languages.
  - Only fully completed forms will be considered.
  - 🍏 Applicants using a Mac are recommended to use Mac's Preview function to complete the form and export the completed version to a pdf.

#### The proposed project is submitted by

(Applicants must be living and working in a [member state](#) of the ECML)

Name (surname, first name)

Country of employment

#### Proposed project languages

Language 1

Language 2

#### Proposed project title (in both project languages)

The title should be short, clear and simple

Language 1

Language 2

#### Primary focus of project work

- development (new, innovative tools such as training modules, guidelines, toolkits)
- mediation (communicating, disseminating and adapting the results of ongoing and concluded ECML projects so that they can be implemented at national, regional or local level)

Link to video presentation of proposed project (optional, max. 5 min.)

Deadline for submissions: **1 May 2015** (please return the completed form to [call@ecml.at](mailto:call@ecml.at))

You are asked to fill in information relating to the following sections:

- A Coordinator and team
- B Project outline
- C Project description
- D Project management plan

## A COORDINATOR AND TEAM

### A1 PROJECT COORDINATOR

Applicants of open project proposals will be expected to act as project coordinators.

#### PERSONAL INFORMATION

Surname

First name(s)

Gender

female  male

Address for correspondence:  
house number, street name

Postcode, city, country

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone

E-mail

Nationality

#### PROFESSIONAL INFORMATION

Name of employer

Position currently held and main  
activities

Affiliation with relevant educational  
networks/associations

List names of the networks/associations and his/her function in these networks.

## LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s)

(Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages.](#))

Self-assessment

Understanding

Speaking

Writing

Language

Listening

Reading

Spoken  
interaction

Spoken  
production

Written  
production


## PROJECT EXPERIENCE (max. 100 words)

Titles and sponsors of a maximum of three of your major projects. Please specify your role in these projects and make reference to the project results (project publication, website, etc).

## EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 100 words each)

Please outline your practical experience and professional expertise.

Publications (List a maximum of three relevant publications.)

**REFERENCES SUPPORTING YOUR APPLICATION**

Please provide names and e-mail addresses of two professionals (experts in the field, ECML Governing Board member, etc.) who can be contacted to support your application.

1.

2.

## A2 PROJECT TEAM MEMBERS

The ECML requires three experts in addition to the coordinator to form a project team. Team members should, as far as possible, reflect a range of relevant professional expertise, a balance of language profiles and geopolitical spread from within the ECML member states.

In exceptional cases, applications from non-member states as team members can be accepted (with a maximum of one project team member from a non-member state).

### Team member 1 – Website correspondent ([view details](#))

Surname

First name(s)

Country of employment

Address for correspondence:  
house number, street name

Postcode, city, country

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone

E-mail

Nationality

Name of employer and position  
currently held

### EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 80 words each)

Please outline his/her practical  
experience and professional expertise.

Affiliation with relevant educational  
networks/associations

List names of the networks/associations and his/her function in these networks.

## LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s)

(Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages](#))

Self-assessment

Understanding

Speaking

Writing

Language

Listening

Reading

Spoken  
interaction

Spoken  
production

Written  
production


## CONTRIBUTION TO THE PROJECT (max. 80 words each)

Explain briefly the envisaged contribution of the proposed team member.

Explain briefly his/her expertise in moderating and updating websites (please indicate website references).

## Team member 2 – Second language documentalist ([view details](#))

Surname

First name(s)

Country of employment

Address for correspondence:  
house number, street name

Postcode, city, country

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone

E-mail

Nationality

Name of employer and position  
currently held

### EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 80 words each)

Please outline his/her practical  
experience and professional expertise.

Affiliation with relevant educational  
networks/associations

List names of the networks/associations and his/her function in these networks.

## LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s)

(Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages](#))

Self-assessment Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written production
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## CONTRIBUTION TO THE PROJECT (max. 80 words each)

Explain briefly the envisaged contribution of the proposed team member.

Explain briefly his/her expertise to draft texts in the second language of the project. Please give references to published texts.



## Team member 3 – Communications person ([view details](#))

Surname

First name(s)

Country of employment

Address for correspondence:  
house number, street name

Postcode, city, country

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone

E-mail

Nationality

Name of employer and position  
currently held

### EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 80 words each)

Please outline his/her practical  
experience and professional expertise.

Affiliation with relevant educational  
networks/associations

List names of the networks/associations and his/her function in these networks.

## LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s) (Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages](#))

Self-assessment Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written production
<input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
<input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
<input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
<input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

## CONTRIBUTION TO THE PROJECT (max. 80 words each)

Explain briefly the envisaged contribution of the proposed team member.

Explain briefly his/her expertise in communicating information to a wider public as well as to the target groups of the proposed project.

## B PROJECT OUTLINE

### B1 PROJECT DURATION: 2-4 YEAR PROJECTS ARE POSSIBLE. WHICH TIMEFRAME DO YOU WISH TO APPLY FOR?

- 2-year project starting in the year:  (Please tick only one)
- 3-year project starting in the year:
- 4-year project from 2016-2019

### B2 ARE YOU REQUESTING A FELLOWSHIP? – [view details](#)

- Yes (Please specify the role of the fellow under D2.)
- No

### B3 ACTIVE ASSOCIATE PARTNERS (optional)

Give the name(s) of the partner(s) (and his/her institution(s) supporting the project, if applicable) who have confirmed active involvement in the project. Indicate their role in and contribution (financial or 'in kind') to the project.

**Name of the partner** (surname, first name), **institution** (if applicable), **country** and **role in project**

<input type="text"/>	<input type="checkbox"/> financial <input type="checkbox"/> 'in kind'
<input type="text"/>	<input type="checkbox"/> financial <input type="checkbox"/> 'in kind'
<input type="text"/>	<input type="checkbox"/> financial <input type="checkbox"/> 'in kind'

### B4 COHERENCE WITH CLOSED PROJECTS

Does your project relate to (but not overlap with) any of the [closed project proposals outlined in the Call for submissions](#)?

- Yes, project(s) entitled
- No

## C PROJECT DESCRIPTION

### C1 WHAT IS YOUR PROJECT ABOUT? (max. 40 words each, in both project languages)

This information should be short, clear and simple.

Language 1

Language 2

### C2 WHICH TARGET AUDIENCE WILL BE INVOLVED IN PROJECT ACTIVITIES?

Teachers (Please tick a maximum of two)

Teacher educators

Decision makers – please specify:

Networking professionals in language education, e.g. representatives of associations – please specify:

Others – please specify:

### C3 WHAT IS THE RATIONALE FOR THE PROJECT?

(max. 180 words each, in both project languages)

Summary of the main ideas of the proposed project (for examples see the brochure of the ECML's 2012-2015 programme or individual project websites).

Language 1

Language 2

#### C4 WHAT IS INNOVATIVE ABOUT YOUR PROJECT?

(max. 150 words each, in both project languages)

Language 1

Language 2

**C5 HOW DOES THE PROJECT ALIGN TO QUALITY EDUCATION IN EUROPE AS WELL AS TO NATIONAL DEVELOPMENTS?** (max. 150 words each, in both project languages)

Make reference to the work of the Council of Europe, of other European institutions and to national priorities in language education.

Language 1

Language 2

## C6 WHAT ARE THE ENVISAGED OUTPUTS AND OUTCOMES OF THE PROJECT?

Indicate **desired project outputs and outcomes** and explain how the team will carry out the production process in complementarity to the project action plan (D2). You will be asked to provide indicators of achievement linked to these outputs and outcomes in the self-evaluation plan (D4). Please note: if you propose “mediation” as primary focus of the project work, please skip *a) key project outputs* and only complete *b) key project outcomes*.

**a) Key project outputs**, e.g. online pdf publication, interactive presentation ( in both project languages)

Project outputs and the main steps to be taken in order to produce these outputs

Language 1


Language 2




**b) Key project outcomes**, e.g. impact in practice, envisaged changes (in both project languages)

Project outcomes and the main steps to be taken in order to produce these outcomes

Language 1


Language 2


**C7 USE OF THE INTENDED OUTPUTS AND OUTCOMES IN PRACTICE?**

(max. 100 words each, in both project languages)

Who will benefit from the project? In what way? Give one specific example. Please note: if you propose “mediation” as primary focus of the project work, answer only in relation to intended outcomes.

Language 1

Language 2

**C8 WHY SHOULD THE ECML CHOOSE YOUR PROJECT? (max. 100 words)**

# D PROJECT MANAGEMENT PLAN

## D1 ENVISAGED FUNDED ACTIVITIES: WHAT FORMAT WILL YOUR PROJECT TAKE?

(see [FAQ – Organisation format](#))

2-year project:  Option A

Option B

Option C (Please specify under D2)

(Please tick only one option)

3-year project:  Option A

Option B

Option C (Please specify under D2)

4-year project:  Option A

Option B

Option C (Please specify under D2)

## D2 ACTION PLAN

Please complete the section below detailing all foreseen events and activities, outputs and outcomes for the relevant years of the project, referring to the project format selected above and the respective types of event (see [FAQ – Organisation format](#)).

For each ECML funded event and other project-related activity the plan should indicate the intended outputs and outcomes, and the envisaged participants' profile for the ECML workshop.

Year	Activity types and expected outputs and outcomes of the activity (with reference to C6)
<b>2016</b>	
ECML funded event(s)	<input type="text"/>
Other project related activities	<input type="text"/>
<b>2017</b>	
ECML funded event(s)	<input type="text"/>
Other project related activities	<input type="text"/>

**2018**

ECML funded event(s)

Other project related activities

**2019**

ECML funded event(s)

Other project related activities

**D3 PROJECT WORKSHOP**

**Focus of the workshop**

(Please tick a maximum of two boxes)

- Development of concepts and materials
- Piloting
- Training and professional development
- Dissemination, communication
- Other – please specify:

**Profile of participants**

The [national nominating authorities](#) of the member states select the most appropriate participant from their countries according to a given profile provided by the project team. Please give an outline of the profile of participants targeted:

Professional background

Experience, competences required

Expected involvement/tasks before, during and after the event

**In which way will the participants benefit from the workshop?**

Envisaged outputs of the workshop for the participants

Envisaged outcomes of the workshop for the participants

**D4 SELF-EVALUATION PLAN**

Please elaborate how the implementation of the action plan, the outputs and the outcomes of the project will be evaluated by the team. Please note: if you propose “mediation” as primary focus of the project work, focus on intended outcomes only.

Key project actions to evaluate

Indicators of achievement



## D5 PLAN FOR PROJECT COMMUNICATION AND PROMOTION

Please give an outline of your communication strategy during and after the project to ensure the promotion of project results to the target groups involved in the project activities and to the wider professional community.

What to promote


How to promote
