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MOBILITY GRANTS PROGRAM

for staff members in vocational training

Guide for a project submission

(05/11/2021)



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GENERAL INFORMATION

ÉDUCATION INTERNATIONALE PRESENTATION



Éducation
internationale



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[Éducation internationale](#) is a non-profit cooperative comprised of Quebec's French and English school service centres and school boards. Since 2001, we have brought them together, supported and represented them with the aim to open Quebec's school network to the international stage. Éducation internationale is mandated by the *Ministère de l'Éducation du Québec* to internationalize Quebec's school service centres network and to coordinate the international promotion of vocational training in Quebec.

Éducation internationale offers different services:

- [Échanges azimut](#): Exchange programs and mobility grants for students, graduates, and school staff.
- [Québec métiers d'avenir](#): A turnkey service for the international promotion of vocational training in Quebec and support for international students in their study project.
- [Développement international](#): Export of Quebec's expertise in education.

GRANTS PROGRAM

OBJECTIVES

The objectives of the program are the following:

- Allow teachers, professional staff and management staff to enrich their knowledge, experience and practices, both disciplinary and pedagogical.
- Align their teaching methods with international standards.
- Promote the transfer of expertise.
- Develop intercultural sensitivity.
- Establish partnerships between schools and identify places of study and internship for Quebec students.

This program helps school service centres, school boards and government institutes achieve their goals regarding the internationalization of education while supporting a training offer well aligned with international standards.



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PROGRAM FUNDING



The *Ministère de l'Éducation du Québec* mandated Éducation internationale to manage this program. The program annual budget is \$85,000.

TARGET AUDIENCE

This program is aimed at school service centres, school boards and government schools wishing to set up mobility projects for teachers, professional staff or management staff. A maximum of 40% of the program budget will be reserved for the last two categories mentioned above.

This program is intended to fund projects for one or more participants. If individuals were to participate, it would be important to highlight the added value of a group project versus an individual project.

DEFINITIONS

Teacher

Anyone employed by a school service center, school board or government school and whose main occupation is teaching students, under the provisions of the Education Act (RSQ, c. I -133).

Professional staff

Anyone who provides advice and support to workers in schools and educational services relating to the implementation, development and evaluation of study programs, classroom management and didactics.

Management staff

Anyone responsible for the management, from both an administrative and pedagogical point of view, of all the programs and resources of schools and educational services in order to promote the success of all students, in accordance with the Educational Act and the responsibilities defined by the school service center or school board.

AMOUNT OF THE GRANT AND LENGTH OF THE PROJECT

The funding allocated shall be used exclusively to pay for participants' travel, accommodation, and food outside of Quebec.

according to the number of days devoted to the completion of the internship (note: in general, the program will take into account one day of travel for the outward journey and one day for the return).

The maximum amounts awarded per participant are as follows:

- From 7 to 14 days: \$ 2 500.
- 15 days and more: \$ 3 000.

Éducation internationale may choose to allocate lesser amounts.

In the event that the mobility project is the subject of a request for leave for professional activities, the allocation of an allowance does not exempt the participant from obtaining the required authorizations from the school service center, the school board or the government institute that employs them, in accordance with the terms and conditions of the collective agreements in place.

ELIGIBILITY CRITERIA

You must ensure your project is eligible before submitting a grant application for the program. Mere participation in fairs, seminars or conventions, the project will not be eligible. However, it can be included in the project if it is carried out as part of other eligible activities.

The following activities are eligible:

- Act as a teacher or guest speaker in courses, seminars or workshops for students or teachers in vocational training centres outside of Quebec.
- Carry out targeted development activities and gain greater insight into other models, practices and innovative tools in one's area of specialization in order to build expertise.

The other eligibility conditions are as follows:

- The stay must last at least 7 days (number of days devoted to carrying out the project) and must be completed by August 31 at the latest.
- For group projects, the presence of each participant must be justified.
- The project must take place outside of Quebec; Canadian provinces or territories are eligible on the same basis as other countries.
- The application must be completed, signed, and include the fully completed application form and supporting documents.

To help you check your eligibility and identify the documents required when submitting an application, you will find a grid entitled *Eligibility checklist* at the end of this guide.

PROJECTS IN THE CONSTRUCTION FIELD, HEALTH SERVICES OR ANY HIGH-RISK SECTOR

Projects in the construction and health sectors are subject to stricter conditions in order for the project to be eligible.

- Projects in the construction sector must comply with Quebec norms, and not only with the norms of the region or the country where it takes place.
- Projects in the health sector must comply with the medical acts permitted by the medical profession in Quebec and not only the standards of practice in the country where it takes place.

Any project that includes a high-risk component must apply the safety standards in force in Quebec.

INSURANCES

Each participant in the project must be covered by valid medical insurance. Furthermore, the institution should have public liability insurance that covers professional acts that will be performed by their staff members once on location.

DESCRIPTION AND TIPS FOR COMPLETING THE SUPPORTING DOCUMENTS

The following appendixes must be sent together with the application form.

APPENDIX I: SCHEDULE

You should indicate the activities you are planning to carry out and the partners you will meet during the project. This document will help you explain concretely and precisely the activities you plan to carry out. This will show the rigour with which you organized your project while at the same time reflecting your motivation to carry it out.

APPENDIX II: BUDGET OUTLINE

The use of the budget sheet is mandatory and must be completed on a computer in Canadian dollars. You must detail all the planned expenses before, during and after the stay (e.g. transport, living expenses, insurance, communications), as well as all your sources of income (e.g. contribution from the school, fundraising, grants).

Make sure your budget balance is \$ 0.

APPENDIX III: LETTER OR EMAIL OF SUPPORT FROM PARTNER-S

Grant applications must be accompanied by a letter or email of support from the partner-s outside of Quebec. It must contain the following information: name and position of the person responsible for the partner, dates of the project and main activities to be carried out.

The letter can be written in French or English at the convenience of the partner. It must be translated into French or English if it is written in any other language and must be submitted via our “drop box” along with the other documents.

SUBMISSION OF A PROJECT AND SELECTION

DEADLINES

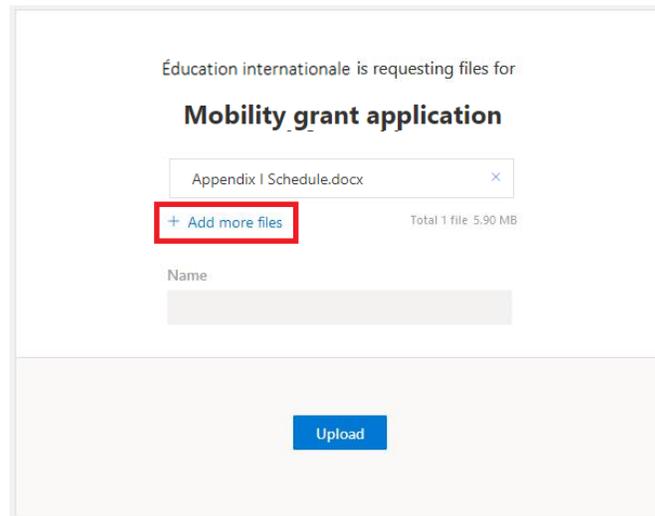
You will find the application deadlines on our website: echanges-azimut.com. Applications that are submitted after the deadlines will not be processed.

Please note that no grant will be awarded retroactively. You must therefore submit your application before undertaking the project and before the deadlines.

SUBMITTING YOUR APPLICATION

The signed application form as well as all supporting documents must be sent to Éducation internationale via the “drop box” available on [our website](#).

The “drop box” allows you to upload all your documents at once. To do so, once in the “drop box” all you need to do is click on “Add more files”, select the first document and repeat the same operation for each of your documents.



The screenshot shows a web interface for uploading files. At the top, it says "Éducation internationale is requesting files for" followed by "Mobility grant application" in bold. Below this, there is a file upload area with a text box containing "Appendix I Schedule.docx" and a close button (X). A red box highlights a button labeled "+ Add more files". To the right of this button, it says "Total 1 file 5.90 MB". Below the file list, there is a "Name" label and an empty text input field. At the bottom of the interface, there is a blue "Upload" button.

Once you have uploaded all your documents, you must enter your full name and click on « Upload ».

We will confirm the reception of each application by email in the days following the submission. If you do not receive a confirmation, please contact us.

Incomplete applications or non-eligible applications may not be processed. Therefore, please make sure that your application is complete and that your project is eligible before submitting it.

HOW TO SUBMIT A WELL-ORGANISED APPLICATION

Here is some practical advice that will help you submit a better application to the screening committee:

- Fill out the forms on your computer and use digital signatures to submit them. If you are not able to do so, send the form without the signature as well as the scanned copy of the full form with your handwritten signatures.
- Use the supporting documents provided by Éducation internationale. Other types of documents will not be accepted.
- Rename the supporting documents using the titles indicated in this form (try to avoid unclear file names, e.g.: a series of numbers or letters that are generated automatically after a scan).
- Avoid merging different supporting documents in a single file.
- Make sure the documents you submit, especially scanned documents, are of good quality, preferably in colour, readable and the right way up (rotate them if necessary).

EVALUATION CRITERIA AND PROJECT SELECTION

All applications will be evaluated according to the following criteria:

Project description	<ul style="list-style-type: none">• The presentation of the partner.• Selecting and clearly presenting the professional activities that will be carried out.• Innovative nature of the project.
Description of professional or training objectives	<ul style="list-style-type: none">• Clarity and realism of the objectives.• Links with the participant's professional experience.• Relevance of the project.• The description of the skills, abilities and aptitudes that will be developed within the framework of the project.
Link between the project and the school's plan of action	<ul style="list-style-type: none">• Degree of awareness of the school's plan of action and relevance of the project in relation to it.• Expected benefits for the participant, the school and Quebec.
Pre-departure activities	<ul style="list-style-type: none">• Description of the Intercultural, educational and language courses, training and workshops organized, if applicable.• Quality of the research and preparation of the logistics.
Project schedule	<ul style="list-style-type: none">• Clarity of the project schedule.• List of activities and competencies developed.• Distinction between practical and theoretical activities.• Presentation of the work schedule.
Financial planning	<ul style="list-style-type: none">• Budget balance and planning.• Preciseness and realism.• Compliance with the amount requested.

ALLOCATING THE GRANT

You will receive confirmation via email of the acceptance or rejection of your application about six weeks after the deadline.

PROJECT REPORT

The project report must be completed, signed, and submitted to Éducation internationale within **60 days** of the completion of the project. Projects ending after July 15 have until **September 15** to submit their report. The report form is available on our website: echanges-azimut.com.

The final report will have to be sent along with **three appendices**:

- [Appendix I](#): The project's actual schedule.
- [Appendix II](#): Budget outline, adjusted to reflect the actual expenses and income sources.
- **Appendix III**: Proof of purchase of transportation for each participant (names and amount paid must appear on the document provided).
- **Appendix IV**: Testimonies, photos, videos (optional)

You do not have to send the receipts along with the report. However, we recommend that you keep the original of all your receipts for a period of seven years, in case more information is required.

CONTACT DETAILS

For more information about the grant program, visit our website echanges-azimut.com or contact us at boursesmobilite@education-internationale.com.

ELIGIBILITY CHECKLIST

Use this checklist to make sure your project is eligible and to verify that your application is complete before submitting it.

The application is submitted before the start of the project and before the application deadline.	
Every section of the application form is filled out.	
The application form is signed.	
Every participant is covered by valid medical and liability insurance.	
<p>Activities include:</p> <ul style="list-style-type: none"> • An intervention within the framework of courses, seminars or workshops offered to students, teachers, or staff of vocational training establishments abroad <p>or</p> <ul style="list-style-type: none"> • An activity of prospecting and appropriating innovative models, practices, and tools in the participant's field of specialization in order to enrich their expertise. 	
In the case of collective projects, the activities, objectives and the project program justify the presence of each participant.	
The duration of the project is at least 7 days (number of days devoted to carrying out the project).	
The project is completed by August 31 of the current school year.	
The project schedule is detailed.	
The budget balances to \$ 0.	
A letter or email of support from the partner-s is submitted.	



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