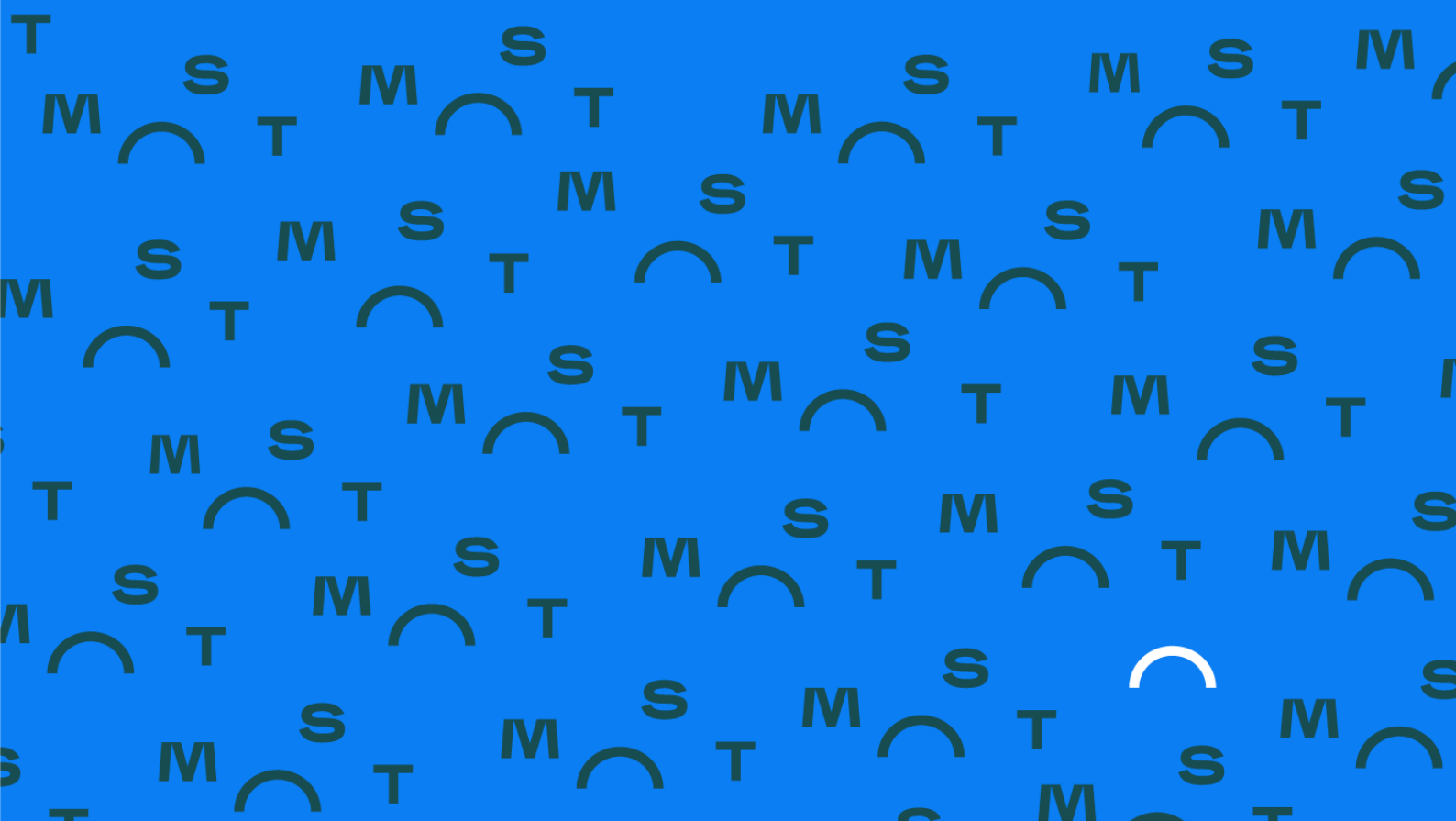


MOST

APPLICATION GUIDELINES

EU4Belarus: MOST IV -
Ongoing Call for Mobilities



Funded by
the European Union



GOETHE
INSTITUT Implemented
by Goethe-Institut

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About MOST IV

MOST IV is fostering professional exchanges between citizens of Belarus and their colleagues in EU countries. MOST IV aims to support Belarusian professionals, based both in Belarus and abroad, to improve their competencies, connect with their counterparts in the EU, and build sustainable partnerships.

Operating Period: October 2024 – spring 2027

Eligibility Criteria

1. **Citizenship**
Applicants must be citizens of Belarus (residents of Belarus or any other country)
2. **Age**
Applicants must be at least 18 years old
3. **Being a professional**
Applicants must be working in one of the six sectors covered by the programme (see below)
4. **Mobility duration**
The mobility project can last between 3 and 90 days
5. **Destination**
The mobility project must be conducted in one or several EU countries different from the applicant's country of residence
6. **Application deadline**
Applications must be submitted at least 3 months prior to the expected start date of the mobility.

MOST IV covers the following six professional sectors:

- **Society** (civil society, human rights and media)
- **Culture** (cultural and creative industries, tourism)
- **Business** (SMEs, innovative businesses including IT)
- **Education** (non-formal and non-academic, including lifelong learning)
- **Health and care** (care professions and medicine)
- **Sustainability** (e.g. organic culture, environmental protection, sustainable energy management).

For more details about the program rules and eligibility criteria, please refer to the information provided below.

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Who can apply?

- You must be a citizen of Belarus
- You must be at least 18 years old
- You can be a resident of Belarus or any other country
- You must be a professional working in one of the above-mentioned six sectors
- You can participate in up to two mobilities under MOST IV (only one mobility if you have participated in the previous phases of the MOST programme)

Who can't apply?

- The program supports only professional mobility and does not support student exchanges or student internships.
- Mobilities are full-time activities and may not be implemented along with other activities (fellowships, mobilities granted by other programs, jobs, etc.)
- The same mobility may not be funded by two different programs. Double funding of the same expense is prohibited.
- Individuals and employees of institutions falling under EU Foreign Affairs Council Conclusions on Belarus and consecutive sanctions on individuals and entities are not eligible.
- You may only submit one application at a time. You can reapply on the open call, whether for the same or another mobility, only after having received the results of the assessment of your previous application.

Types of Applications

1. Individual applications

- As an individual applicant, you are solely responsible for the entire process, including the application submission, communication with the MOST program, implementation of the mobility, and the submission of both narrative and financial reports.

2. Group application

- A group application involves several people applying for a common mobility for the purpose of pursuing similar objectives, developing a common project, or joining their complementary skills (e.g. musicians in an orchestra).
- Group size: Up to five applicants may apply together.
- Applicant selection: If the presence of all members isn't essential, applicants will be asked to select one or a few representatives to participate in the mobility, who will then share the outcomes with the group.
- Eligibility: All group members must be Belarusian citizens.
- Submission process: A single application and budget are submitted for the entire group. However, each participant must provide a CV and any other required supporting documents.

- Group leader: A group leader must be appointed: She/he will be the account holder on the Goethe Application Portal and act as the primary contact person for communication with the MOST program.
- The group leader will also be responsible for the submission of the narrative and financial reports.

Which mobilities can be supported?

1. Purpose of mobility

Your mobility must promote professional growth and the establishment of partnerships. It should be proactive, such as giving a presentation at an event rather than just attending. Possible objectives include (your mobility may pursue more than one objective):

- Establishing professional partnerships
- Developing a common project
- Presenting your work or marketing your services
- Learning about important developments in your sector and delivering keynote presentations about your own practice to a large audience
- Doing a study tour or an exchange visit
- Receiving training
- Doing an internship
- Other objectives supporting your integration into European-wide professional networks.

2. Duration of mobility

You can apply for different formats of mobilities of a length of up to 90 days (including traveling days):

- Short-term mobilities (up to 14 days)
- Long-term mobilities (from 15 to 90 days)
- Multi-stop mobilities (participants can visit up to three different EU countries and are allowed a maximum of three trips away from home, over a period of a maximum of one year)

3. Format of mobility

- Study tours and exchange visits provide an opportunity to delve into a particular topic, exchange professional experience, and work on joint projects with one or more EU-partners.
- Training sessions or internships are particularly suitable for vocational training supporting specialization or professional development. Hard but also relevant soft skills can be improved under this format of mobility.
- Online mobilities do not foresee travel but allow online participation in an event taking place or being organised in EU countries. For this mobility format, only the registration fee for the event is covered.

- Hybrid or other formats you may imagine within the rules of the program. Such mobilities could aim at several objectives. However, they must not be longer than 90 days and must be closely related to your professional sector.

When can I travel?

- This is a permanent call for mobility project proposals with no intermediate application deadlines.
- The MOST IV program will operate from October 2024 to spring 2027.
- Your mobility project can last from 3 to 90 days, including travel days.
- Applications must be submitted at least 3 months before the expected start of the mobility.

Table 1 Duration of single steps

1	Application submission day	At least 3 months prior to the planned start date of the mobility
2	Evaluation process of application	Up to 5 weeks after submitting the application
3	Preparation of the grant agreement	Up to 2 weeks (additional time may be required for visa arrangements; duration depends on the quality of your submitted information)
4	Signing of the grant agreement by all parties	Up to 1 week (You may begin implementing your mobility only after the grant agreement has been signed)
5	Payment of the first tranche	Within 30 days after signing the grant agreement
7	Implementation of mobilities	Approximately until April 2027
8	Financial report and first narrative report	Must be submitted within two weeks after the end of the mobility project
9	Process of payment of the second tranche	Up to 30 days after approval of the financial and narrative report
10	Second narrative report	Must be submitted 6 months following the mobility

Which countries can I visit?

The target countries of MOST are the countries of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

The country of destination (where the mobility is implemented) must be different from the applicant's country of residence. Example: Volha is a resident of Warsaw (Poland), she cannot go on a mobility to Krakow. However, she can choose as country of destination any of the other 26 European Union Member States.

Who prepares my mobility?

- It is your responsibility to establish ties and, if applicable, make the necessary agreements with a host/partner(s) in an EU country (up to 10 host organisations per mobility),
- You should prepare your plan of activities (work plan) and arrange your itinerary in order to design your mobility; it is advisable to associate your EU-partner(s) to this process. Clear justification should be provided for each day in the work plan.

What can I do if I have no contacts in the EU?

We can help you by providing several ideas and suggestions for your mobility, including potential opportunities with EU partners. To receive our assistance, please email us with the following:

1. **Motivation Letter** (providing as many detailed information as possible about yourself, your career plans, your professional objectives, and what you expect from a professional mobility to the EU).
2. **CV:** Attach your CV to the email.
3. Send your email to infomobility@goethe.de indicating the word "Matchmaking" in the subject line.

What expenses can be funded by a mobility grant?

- International travel between the beneficiary's homebase and the destination country (only public transport, i.e. bus/train/flight in economy class)
- Transportation in the destination country (in economy class only)
- Costs of stay or "per diems" (covering accommodation, meals, local travel within the city(ies) of destination, including travel to and from the airport). For details on how to calculate per diems, see the section below.
- Registration fees (conference or convention registration fee) or tuition fee (for training);
- Visa fee;
- Additional travel required for obtaining a visa in the following situations (must be agreed upon in advance with MOST):
 - When you will receive the visa in Moscow or St. Petersburg
 - When you need to travel from your home base to another city in Belarus where the embassy is located.
- Health insurance (for the period of your mobility)
- If you have special needs related to a disability, additional expenses will be funded
- Other expenses considered necessary for the success of a mobility may be funded. It may include:
 - extra luggage cost
 - printing leaflets or business cards to support the promotion or networking efforts, etc.
 - supporting materials (supplies needed for work).

Important. Grant beneficiaries are responsible for paying the applicable taxes directly associated with the receipt of the grant.

MOST mobility grants are payable only in Euro. Beneficiaries indicating bank accounts in currencies other than Euro for the payment of their grant must cover the additional expense resulting from currency conversion.

What expenses cannot be funded by a mobility grant?

- Expenses for individual transport (car rental, taxi, gas, parking, tolls, car insurance, wear and tear)
- Tickets in business or first class
- Expenses for local transport in the destination city already covered by “per diems” (e.g. city public transport, transfer from airport)
- Expenses which were not indicated in the mobility budget submitted with the application
- Expenses which are not directly related to the mobility (gifts, leisure...)
- Expenses which are already covered by other grants and programs
- Expenses incurred before the signing of the grant agreement
- Expenses for mobilities which have already taken place.

How to calculate per diems?

Per diems are daily subsistence allowances that may be reimbursed for mobilities carried out outside the normal place of residence. The per diem is a maximum fixed flat-rate covering accommodation, meals, and local travel, including travel to and from the airport.

- Per diems are calculated based on the number of nights spent at the place of mobility.
- Per diems for EU countries are based on the fixed rates provided in the table below.
- For long journeys from the home base to the place of mobility, maximum one additional per diem may be covered by the programme.
- When crossing EU borders, participants may start their mobility 1 day earlier than originally planned, with 1 additional day of per diem covered for the first country of entry in the EU.
- If accommodation is provided by EU partners or event organizers or paid from a participation fee, a 50% deduction from the per diem must be applied.
- For mobilities longer than 14 nights in one country, a living allowance will be paid from the 15th night onward, calculated as follows: EU per diem x 0.25 x number of nights in the destination country.

Example 1

Zmicier goes on a 60-night mobility to Bulgaria.
The applicable EU per diem rate for Bulgaria is 167 EUR.

Calculation: $167 \times 14 (=2.338) + 167 \times 46 \times 0,25 (=1.920,50) = 4.258,50$.

Example 2

Volha goes on a multi-stage mobility with 5 nights in France and 10 nights in Poland – 15 nights in total.

Also, she comes from Belarus to Vilnius airport – because of that she will start her mobility 1 day earlier and add 1 unit of per diems in Lithuania.

The applicable EU per diem rate for France is 268 EUR, for Poland – 170 EUR and for Lithuania – 163 EUR.

Calculation: $268 \cdot 5 + 170 \cdot 10 + 163 \cdot 1 = 3.203$ EUR

Table 2. EU per diem rates

EU Member States	Per diem in Euro (€)		EU Member States	Per diem in Euro (€)
Austria	228		Italy	212
Belgium	239		Latvia	168
Bulgaria	167		Lithuania	163
Croatia	179		Luxembourg	261
Czech Republic	177		Malta	229
Cyprus	208		Netherlands	236
Denmark	282		Poland	170
Estonia	187		Portugal	192
Finland	259		Romania	171
France	268		Slovak Republic	172
Germany	216		Slovenia	197
Greece	189		Spain	205
Hungary	169		Sweden	275
Ireland	247			

Evaluation of applications

Your application will go through two stages of assessment. The first assessment will enable to verify whether your application meets the technical criteria:

- Eligibility of the applicant, target country, and mobility format;
- Correctly completed application form and upload of all required documents.

If compliant with the technical criteria, your application will be forwarded to a jury composed of three high-level independent Belarusian experts specialized in your professional sector, who will evaluate it based on established selection criteria (Annex 2).

You will receive an email regarding the outcome of your application at the email address provided in your Goethe Application Portal account.

Reporting

Within two weeks after completing the mobility, beneficiaries are required to submit two reports: the **First Narrative Report** and the **Financial Report**, including the necessary supporting documents. Beneficiaries will receive the balance of their funding amount (up to 20%) only after submission and approval of these reports.

1) **The First Narrative Report** is being submitted via Goethe Application Portal and consists of:

- Description of the activities implemented and results achieved
- Attachments: text of presentation delivered at an international event, a minimum of 3 pictures demonstrating activities during the mobility project, pictures of the business cards of the new partners met. If available: videos and social media posts demonstrating some activities during the mobility.

1) **Financial report** consists of:

- Completed template in Excel indicating planned and actual expenses
- Supporting documents for each category of expenses:
 - for the real costs (e.g. registration fee): proof of expenditure (invoice and proof of payment);
 - for the costs of stay (per diems): proof that the mobility occurred and lasted the number of days foreseen (e.g. boarding passes/train tickets/passport stamps, written statements from EU-hosts confirming the Beneficiaries' presence, local receipts or invoices in the destination country in the name of the Beneficiary).

2) Second Narrative Report

Participants have to provide a second narrative report six months after their mobility. This report should update on developments and achievements resulting from the mobility, including the sustainability of partnerships established.

Templates for the narrative and financial reports will be provided along with the grant agreement.

Personal data protection

By submitting a mobility grant application, you agree for your personal data to be processed in compliance with GDPR <https://www.goethe.de/ins/It/It/dat.html> and the Laws of Germany about protection of personal data (a data protection declaration is integrated in the application form).

Application Submission

Submit your application via the [Goethe Application Portal \(GAP\)](#).

Applications can be submitted in **English, Russian, or Belarusian languages**.

Contact

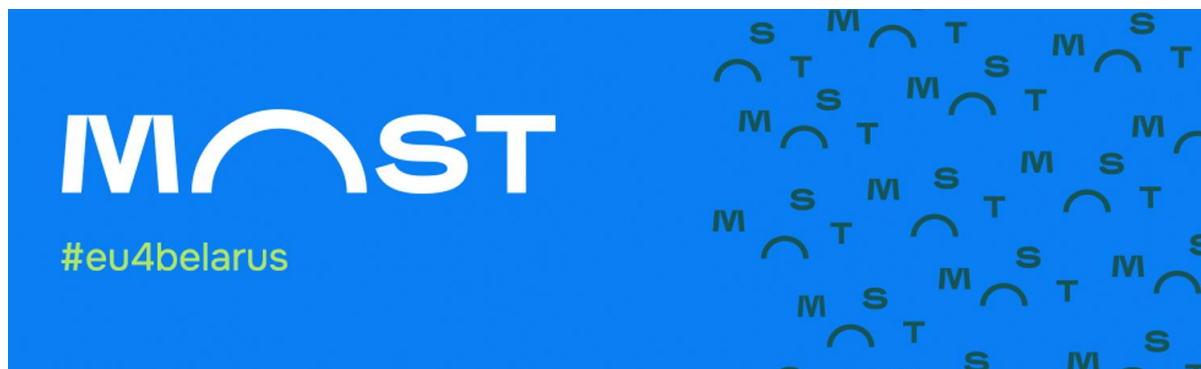
Please direct your questions regarding mobility grants to the following e-mail address:
infomobility@goethe.de.

Annexes

Annex 1. Application form

Annex 2. Selection criteria

Details about the call



MOST IV is fostering professional exchanges between citizens of Belarus and their colleagues in EU countries. MOST IV aims to support Belarusian professionals, both in Belarus and abroad, to improve their competencies, connect with their counterparts in the EU, and build sustainable partnerships.

This project is funded by the European Union and implemented by the Goethe-Institut.

Operating Period: October 2024 – spring 2027

Eligibility Criteria

1. **Citizenship:** Applicants must be citizens of Belarus (living in Belarus or any other country).
2. **Age:** Applicants must be at least 18 years old.
3. **Being a Professional:** Applicants must be working in one of the six sectors covered by the programme (see below).
4. **Mobility Duration:** The mobility must last between 3 and 90 days.
5. **Destination:** Mobility must be conducted in an EU country different from the applicant's country of residence.
6. **Application Deadline:** Applications must be submitted at least 3 months before the expected start date of mobility.

Before applying, make sure you and your group members have read the MOST IV Application Guidelines.

Details about the mobility

1. **Your professional sector***
 - Culture
 - Business

- Education
- Health & Care
- Society
- Sustainability

2. Number of participants in the mobility*

- 1
- 2
- 3
- 4
- 5

3. Purpose of mobility (you can choose several options)*

- Establish professional partnerships
- Develop a common project
- Present your work or market your services
- Learn about important developments in your sector and deliver keynote presentations about your own practice to a large audience
- Do a study tour or an exchange visit
- Receive training
- Do an internship
- Other objectives supporting your integration into European-wide professional networks.

4. Duration of mobility*

- Short-term mobilities (up to 14 days)
- Long-term mobilities (from 15 to 90 days)
- Multi-stop mobilities (visit up to three different EU)

5. Format of mobility*

- Study tours and exchange visits
- Training sessions or Internships
- Online mobilities
- Hybrid or other formats

6. Mobility Details*

- Destination Country (you have to choose one of 27 EU countries)
- Start Date
- End Date

Add Destination Country (you can add one of 27 EU countries)

Applicants details

1. **First name in Latin script as written in passport***

2. **Last name in Latin script as written in passport***

3. **Phone number (Please include the country code)**

4. **Email address***

5. **Country you are currently residing in***

6. **Address, street and number***

7. **Postcode***

8. **Region/City***

9. **Age***
 - 18-25
 - 26-35
 - 36-45
 - 46-55
 - > 55

10. **Gender identity***
 - Male
 - Female
 - Non-binary
 - I prefer not to say

11. **Have you been discriminated or suffered political repression?***
 - Yes
 - No

If yes, please explain

12. Have you participated in a MOST mobility before, including previous stages of MOST in 2015-2020 or MOST+ in 2022-2024?*

- Yes
- No

If yes, please provide the date(s) of such mobility(ies)

13. Please provide information about your position and workplace*

(Where possible, link to the respective webpages)

14. Provide information about your type of work*

- Unemployed
- Self-employed
- Private sector
- Public sector
- NGO
- Retired

15. Describe the added-value of the mobility to your professional activity and your career plan.*

16. Please provide links to your social media or other links which can help us to make a verification.

17. Describe your level of knowledge of the language of the country of your mobility or how you expect to communicate with your host/partner(s)*

18. Will you need a visa to go to your destination country?*

- Yes
- No

18. How did you learn about MOST IV?*

- I just did an online research on scholarship options
- I saw a publication on the MOST Facebook page
- I saw a publication on the MOST Instagram

- I saw a publication on MOST Telegram channel
- I saw a publication on MOST YouTube channel
- I have participated in the programme before
- The programme was recommended by friends / colleagues
- I saw the information on the Goethe-Institut website
- I attended an information session organised by MOST
- I got recommendations from my colleagues
- I attended an event, where I heard (saw, got a flyer) about MOST
- I saw a publication on another website/media platform/social media account

19. Upload here your CV (a one/two-page document with a summary of your personal information, relevant education and professional experience)*

20. You can add up to 4 other group members as co-applicants here.

Details about your event or host organisation

Event or host organisation

1. Name event or host organisation*

2. Link to the website of the organisation and/or programme of the event*

3. Name of your contact person at the host organisation

4. Upload invitation letter

Upload here the invitation letter from your host organisation or the speaker confirmation letter. It can be either a formal email or a signed invitation letter and must include: a brief description of the organisation or the event, the name of the applicant (and each group member if group mobility), a brief description of the collaboration with the applicant, the duration of the mobility.

5. Add one more host organisation

Estimated budget of your mobility

1. Upload completed budget form (.xls or .xlsx format)*

Please complete the budget plan for your mobility using our templates: for group applications or for individual applications

2. **Please repeat here the total amount of your mobility project***
(Calculated amount in Euro)

Motivation and objectives

1. **Describe here the objectives of your mobility and the expected results***

2000 characters remaining

2. **Describe why you selected this particular host organisation or the event?***

1000 characters remaining

3. **Please explain how the mobility will allow you to achieve the objectives indicated above. Elaborate on why it is important that you travel and that you stay in the destination for the requested duration in order to achieve this.***

Importance of travel for achieving objectives

2000 characters remaining

4. **What steps have you undertaken to prepare your mobility project (activities, group meetings in case of group mobility, exchanges with the EU-host / event organiser...)? Provide here your day-to-day plan of activities during your mobility.***

Preparation and daily activity plan for mobility project

2000 characters remaining

5. **What long-term effects of the mobility do you expect? Explain how you plan to reach them.***

Expected long-term effects of mobility and plan to achieve them

1000 characters remaining

6. **Do you plan to share the experience gained during your mobility with your professional community, upon your return?***

1000 characters remaining

Self declaration

- I understand that I will be entitled to the mobility grant only if I satisfy all the conditions stated in the Application Guidelines.
- I confirm that I have not received any other funding to carry out the proposed action subject to this application.
- I confirm that in case of multiples submissions with different funding organisations, I will declare immediately any other such funding that I will receive for the implementation of the action subject to this application.
- I confirm that I have prepared this application without direct involvement of the staff responsible for the selection process.
- I declare that I am not currently employed by the Goethe-Institut, institutions of the European Union or have any family member who are involved in the selection process.
- To the best of my knowledge no actual, potential, or perceived conflict of interest* exists.*A conflict of interest shall be deemed to arise where the impartial and objective exercise of the functions of any person implementing the project is compromised.
- In case I am selected as beneficiary of a mobility grant, I undertake to notify MOST IV immediately if any changes regarding my application and participation in the programme occur.
- I declare that the EU has not imposed restrictive measures against me.
- I declare that I have not been previously excluded from EU funded projects or subject to financial penalty by the European Union.
- I declare that I have read and understood the MOST IV application guidelines.
- I declare that I have completed the application form in good faith, and to the best of my knowledge, all information included in my application is exact.
- For group applications: I confirm that this Self Declaration applies to every member of my group.

Data protection declaration

- I have read the Data Protection Declaration and I agree to the processing of the data.
- I certify that all information provided is correct. I know that false statements can lead to rejection of the application or if applicable termination of contract.

Save and Submit

1. Final Remarks

Annex 2. Selection criteria

Call for proposals issued in the framework of EU4Belarus: Mobility Scheme for targeted people-to-people contacts (MOST IV), a project funded by the European Union

Selection criteria

Scoring scale

- 5 - Excellent (absolutely convincing and coherent answer, no weaknesses apparent)
- 4 - Very good (The answer is convincing and coherent, with minimal weaknesses)
- 3 - Good (The answer is convincing, despite minor shortcomings. It is coherent, but weaknesses are already apparent.)
- 2 - Not enough (The answer is convincing only to some extent; in some places it is not coherent and major weaknesses are already apparent)
- 1 - Unsatisfactory (The answer is convincing only to a very limited extent, it is only occasionally coherent, and numerous weaknesses are apparent or it is not convincing at all, or no answer or an incomplete answer was provided)

Main selection criteria		Scores
Professional relevance of mobility <i>max. 25 points</i>	Personal and professional motivation of the applicant.	Scores from 1 to 5
	How convincing is the objective of the planned mobility?	Scores from 1 to 5
	Is the mobility very likely to add value to applicant's career?	Scores from 1 to 5
	Is the mobility closely related to the applicant's professional activity?	Scores from 1 to 5
	Are the proposed mobility and its activities relevant to the applicant's professional sector, in the light of his/her CV	Scores from 1 to 5

Plausibility and feasibility of the mobility <i>max. 25 points</i>	Is the proposed mobility clearly described? Are key aspects of the mobility easily understandable?	Scores from 1 to 5
	Are the country of destination and the host/partner(s) suitable and relevant?	Scores from 1 to 5
	How well-planned and well-organised are the activities within the mobility?	Scores from 1 to 5
	Is the proposed budget accurate, plausible and realistic? Do the planned costs correspond to the mobility activities?	Scores from 1 to 5
	Will the applicant be able to communicate effectively with the host organization/partner? Can potential language barriers be overcome?	Scores from 1 to 5
Ripple effect of the mobility <i>max. 15 points</i>	Will the mobility add value to the Belarusian colleagues / professional community of the applicant?	Scores from 1 to 5
	Has the applicant explained how he/she plans to share the benefits of his/her mobility with other Belarusian professionals?	Scores from 1 to 5
	Will the mobility have a positive impact on Belarus?	Scores from 1 to 5
Sustainability <i>max. 5 points</i>	Does the applicant have a plan of follow-up activities?	Scores from 1 to 5
Affinity with MOST goals/values <i>max. 5 points</i>	Does the proposed mobility align with the overall MOST IV goals (facilitation of professional contacts between Belarusian and EU-based professionals)?	Scores from 1 to 5
Additional selection criteria		
Geography <i>max. 5 points</i>	Does the applicant reside in Belarus?	+5 points
Less demanded country of mobility <i>max. 2 points</i>	Is the desired country of mobility one of the following: Austria, Bulgaria, Croatia, Cyprus, Finland, Greece, Hungary, Ireland, Latvia, Luxembourg, Malta, Romania, Slovakia, Slovenia or Sweden?	+2 points

Previous participation in a MOST mobility <i>max. 3 points</i>	Is it a first-time applicant, who has not previously participated in MOST I, II or MOST+ mobilities?	+3 points
Lack of level-playing field <i>max. 5 points</i>	Has the applicant suffered political repression, has he/she been discriminated or treated impartially?	+5 points
Total (max. 90 points)		