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ERASMUS+ SPORT · KA182-SPO · MOVE

Mobility for an Active and Green Future Project Handbook

What is KA182, how do you apply, how is it implemented? A practical guide told through the MOVE project's experience in Sofia.

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MOVE · ERASMUS+ KA182

Contents

Mobility for an Active and Green Future Project Handbook

This handbook introduces the Erasmus+ KA182 Mobility of Sport Staff action and shares the experience of the MOVE project with sport organisations in our city. Click a heading to go to that section.

01	What is Erasmus+?	3
02	What is KA182?	4
03	Grassroots sport and activity types	5
04	Key rules and grant categories	6
05	A KA182 project, step by step	7
06	How is the grant used?	8
07	Before, during and after the mobility	9
08	MOVE: Mobility for an Active and Green Future	10
09	Snapshots from the field	11
10	What we learned in Sofia	12
11	After the mobility: what we did	13
12	Visibility and dissemination	14

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Coordinator: International Active Cities Association · **Host:** Footura Association, Sofia

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SECTION 1

What is Erasmus+?

Erasmus+ is the European Union's programme for education, training, youth and sport. With a budget of €26.2 billion for 2021–2027, it has roughly twice the resources of the previous period (European Commission 2026).

The programme covers six fields: higher education, vocational education and training, school education, adult education, youth and sport. In sport, its aim is **to develop the European dimension in sport**.

Programme priorities

Priority	What it means in sport
Inclusion and diversity	Opening sport to people with disabilities, older people, women and people with fewer opportunities
Environment and climate	Eco-friendly facilities and events, green travel
Digital transformation	Sport management and training with digital tools
Participation in democratic life	Active citizenship and volunteering through sport

Source: European Commission, erasmus-plus.ec.europa.eu; Erasmus+ Programme Guide 2026



Evening field session during MOVE.

Three key actions

Key Action 1 (KA1): Learning mobility of individuals. KA182 is its sport strand.

Key Action 2 (KA2): Cooperation partnerships between organisations (in sport, e.g. KA210 and KA220).

Key Action 3 (KA3): Support to policy development and cooperation.

Türkiye is a third country associated to the programme with full participation in Erasmus+. In Türkiye, the programme is managed by the **Turkish National Agency** (Centre for EU Education and Youth Programmes), under the Directorate for EU Affairs of the Ministry of Foreign Affairs. KA182 applications are submitted to the National Agency.

ISBN Number: 978-625-96892-5-8

SECTION 2

What is KA182?

KA182 is the Erasmus+ action for the mobility of sport staff. It supports coaches, trainers, managers and volunteers working in grassroots sport organisations to learn at a sport organisation in another European country.

The aim is not to train athletes but to build **the capacity of sport staff and the organisation**. Participants cannot take part as athletes.

Who can apply?

- Organisations active in grassroots sport
- Other sport organisations, provided they benefit grassroots sport

What does it aim for?

- Strengthening the role of sport in healthy lifestyles, social inclusion and equality
- Good governance, integrity and sustainability in sport
- Promoting active, environmentally friendly lifestyles and active citizenship
- Building European networks among coaches and sport staff

Source: National Agency Project Implementation Guide; Erasmus+ Programme Guide 2026



Field session with a coach from a local frisbee club in Sofia.

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SECTION 3

Grassroots sport and activity types

> **Grassroots sport:** Regular, non-professional physical activity practised by people of all ages for health, educational and social purposes. (National Agency Project Implementation Guide)

1. Job shadowing

2–14 days. The participant observes daily work at the host organisation on site: training sessions, events and management processes. Ideal for seeing many good practices in a short time. MOVE used this format.

2. Coaching or training assignment

7–45 days. The participant actively coaches or trains at the host organisation, sharing their own knowledge while learning new methods. A longer, deeper experience.

Who can take part?

Coaches, trainers, managers and other sport staff employed by or volunteering for a grassroots sport organisation. The participant's link to the sending organisation must be documented.

Source: Erasmus+ Programme Guide 2026



Functional training session in the park.

What do evaluators look at?

Criterion	Points
Relevance and impact: needs, objectives, contribution to the organisation and grassroots sport	30
Design and implementation: programme, participant selection, preparation, logistics, safety	40
Follow-up: transferring learning to the organisation, dissemination, sustainability	30

At least 60 points overall and half the points in each criterion are required (Erasmus+ Programme Guide 2026).

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SECTION 4

Key rules and grant categories

Topic	Rule
Deadlines	12 February (optional second round: 1 October), 12:00 Brussels time
Project duration	3–18 months
Number of participants	Up to 10 per project (excluding preparatory visits and accompanying persons)
Job shadowing	2–14 days
Coaching or training assignment	7–45 days
Not eligible	Course format; participants taking part as athletes
Number of applications	One application per round; organisations funded in round 1 cannot apply in round 2
Assessment	Relevance and impact 30 · Design and implementation 40 · Follow-up 30; at least 60 points and half in each criterion

Source: Erasmus+ Programme Guide 2026

Grant categories

Category	Amount / rule
Organisational support	€350 / participant
Individual support	€84–191 per day depending on country group; 70% after day 15. MOVE applied €118/day for Bulgaria (application form)
Travel	Unit cost by distance band; up to 2 travel days, up to 6 for green travel
Preparatory visit	€680 / person, up to 2 people
Language support	€150, only if Online Language Support (OLS) cannot be used
Inclusion support and exceptional costs	Based on real costs

Source: Erasmus+ Programme Guide 2026; National Agency Project Implementation Guide

ISBN Number: 978-625-96892-5-8

SECTION 5

A KA182 project, step by step

1. **Identify the need.** Pin down where your organisation needs to grow: inclusive events, eco-friendly organisation, coaching methods.
2. **Find a host organisation.** Contact a European sport organisation that is strong in this area and draft the programme together.
3. **Set up the project team.** At least 5 people: legal representative, project planner, financial officer, project organiser, project reporter. The financial officer cannot take another role.
4. **Write the application yourself.** Consultancy firms may not be used and activities cannot be delegated to third parties.
5. **Prepare.** Enter participant and programme details in TURNAPortal at least two months before the mobility. Do not spend before the National Agency's check is complete.
6. **Carry out the mobility.** Document the activity with the daily programme, signature lists, photos and observation notes.
7. **Follow up.** Each participant completes their own report in the Beneficiary Module. Each receives a Certificate of Attendance with their name, learning outcomes and dates.
8. **Disseminate and report.** Share results through seminars, posts and letters; submit the final report with supporting evidence.

Source: National Agency Project Implementation Guide



Frisbee equipment during a field visit.

> **Note:** Any subcontracting must be reported in the Beneficiary Module. Failing to do so is a serious breach of the quality standards.

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SECTION 6

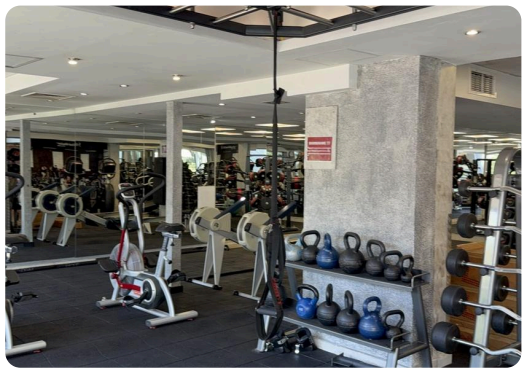
How is the grant used?

The grant is based on unit costs: for most categories you prove that the activity took place rather than submitting invoices. Each category still has its own rules.

Category	How is it used?
Organisational support	Covers participant preparation, monitoring and support during the mobility, special arrangements that raise quality, and recognition of learning outcomes. Its management cannot be delegated to third parties.
Travel	One of three methods is chosen and written into the participant agreement: paying the amount to the participant, the organisation buying the ticket, or reimbursing the participant. Tickets are bought directly from the airline or an authorised office; no event agencies.
Green travel	Travel counts as green if more than half the distance is by bus, train or car-sharing; the participant signs a declaration of honour. Sustainable transport is mandatory for distances under 500 km.
Individual support	Covers accommodation, meals and local transport. It is either paid to the participant or spent by the organisation on their behalf. Services are bought directly from authorised providers.
Exceptional costs	Financial guarantees and expensive travel are covered at 80% of real costs; visas, residence permits, health certificates, vaccinations and the exit fee at 100%. They must have been requested in the application.
Inclusion support	Real costs for the extra needs of participants with fewer opportunities; eligibility is proven with documents.
Preparatory visit	Two people per organisation; if two go, one must be a participant with fewer opportunities. The signature list is attached to the final report.

Golden rule: Participants may not be charged for anything, such as participation fees, visas, residence permits or the exit fee; these are covered by the grant.

Tip: For Turkish citizens departing from Türkiye, a Turkish Airlines discount code can be generated via TURNAPortal.



Sport facility visited during the field programme.

Source: National Agency Project Implementation Guide

ISBN Number: 978-625-96892-5-8

SECTION 7

Before, during and after the mobility

Before

- Publish the call for participants openly on TURNAPortal; answer applications as accepted, reserve or rejected.
- Enter participant and partner details in TURNAPortal at least two months in advance.
- Plan the programme directly with the host, without intermediaries.
- Prepare language skills; participants take the OLS English test via EU Academy.
- Arrange health, travel, liability and accident insurance.
- Sign an agreement with each participant covering dates, venue and payment arrangements.
- Prepare an activity programme that defines learning outcomes.
- Appoint a contact person for monitoring and mentoring, and set an emergency protocol.

During

- Run the activity in line with the application and programme; get National Agency approval for changes.
- Participants do not leave the venue during programme hours.
- Cultural visits not in the programme take place outside activity hours.
- Document activities with photos and video; comply with data protection rules.
- Keep signature lists up to date every day.
- Never pay subcontractors in cash; bank transfer only.
- On the last day, review learning outcomes together with all partners.

After

- Each participant completes their own report in the Beneficiary Module. Funds can be reclaimed from those who do not.
- Give participants a Certificate of Attendance with their name, learning outcomes and dates.
- In the final report, describe the host, days and hours, activity content, learning outcomes and working language in detail.
- Keep supporting documents in the project file.
- Disseminate results and upload them to the Project Results Platform.



Project team: at least 5 people

Legal representative	Leads the team and represents the organisation
Project planner	Partner contact, participant preparation, learning outcomes
Financial officer	Budget and cash management; cannot hold another role
Project organiser	Travel, accommodation, meals and safety
Project reporter	Reporting, monitoring, dissemination, visibility

Source: National Agency Project Implementation Guide

ISBN Number: 978-625-96892-5-8

SECTION 8 · CASE STUDY

MOVE: Mobility for an Active and Green Future

Project number	2025-1-TR01-KA182-SPO-000303889
Activity	Job shadowing, 5 working days
Place and dates	Sofia, Bulgaria · 14–20 August 2026
Participants	9 sport managers, trainers, coaches and mentors
Host	Footura Association

Programme

15 August	Good practice: two coaches presented their clubs and disciplines; opening meeting, organisation presentations, NGO visits
16 August	Eco-friendly sport practices and a "Green sport facilities" session; "Sport and social inclusion projects" workshop
17 August	Free cultural day
18 August	"Sport and active citizenship" workshop, designing a joint sport event; seminar on managing community-based sport organisations
19 August	Eco-friendly event planning, participant reports, dissemination action plan, overall evaluation

Source: MOVE Programme



Frisbee practice in the park



Evening field session



Summer and NGO Fair Fest

ISBN Number: 978-625-96892-5-8

SECTION 9

Snapshots from the field

A selection from the series shared on the association's Instagram account during the mobility.



Outdoor group exercise



Street games and a painted play area



Meeting local NGOs at the Summer and NGO Fair Fest



Event planning on site

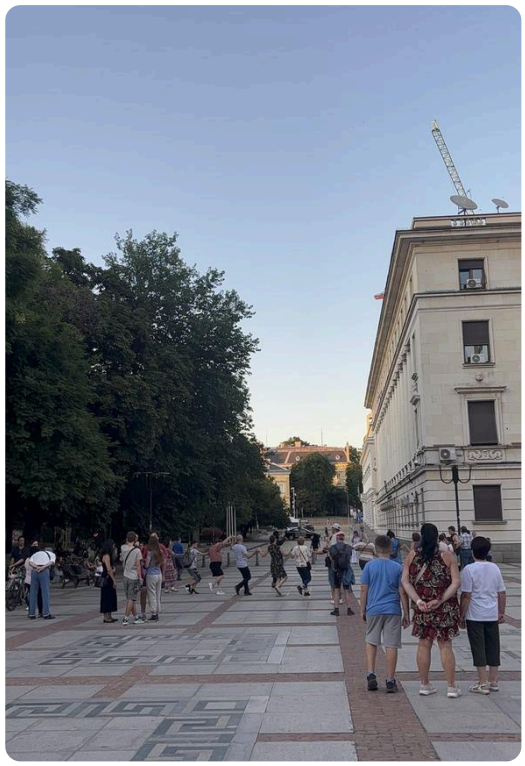
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SECTION 10

What we learned in Sofia

- **Sport does not always need new facilities.** Well-designed parks, squares and natural areas become places where everyone can move.
- **Low-cost sports open the door.** Frisbee and pilates bring different age groups together with little equipment.
- **Culture gets people moving.** Folk music in the square draws everyone, young and old, into dancing.
- **Simplicity is sustainable.** Natural surfaces, repaired equipment, plastic-free events and facilities close to public transport.
- **Gaps teach lessons too.** Accessibility for people with disabilities, lighting and energy efficiency are things we must build into our own models from the start.

Source: MOVE Participant Observation Report



Open-air gathering in a city square in Sofia.



Outdoor community sport event.

Tips for success

- Write the programme day by day with the host and keep the times clear.
- Collect observation forms from participants after the mobility and ask the host for an evaluation.
- Keep photos, signature lists and links in one evidence folder.
- Plan dissemination from the start: seminars, online sessions, official letters, press.

ISBN Number: 978-625-96892-5-8

SECTION 11

After the mobility: what we did

After returning from Sofia, we first reviewed the experience as a team, then shared it beyond our association.

9 SEPTEMBER 2026

Online evaluation meeting

Participants shared their field visits, sport practices and learning outcomes from Sofia; the dissemination plan was discussed.

22 AND 25 SEPTEMBER 2026

Public experience seminars

Two online seminars were led by participants. People from outside the association also attended, and one young attendee said they would like to volunteer with us.

SEPTEMBER 2026

Observation reports

Two reports were prepared: one from participant observation forms and one from the host organisation's evaluation.

5 OCTOBER 2026

Second dissemination meeting

The seminars were reviewed; work on the video, website and strategy document was planned.

OCTOBER 2026

Open access at the National Library

The project handbook and the Active and Green City Strategy Guide, both published with ISBNs, were uploaded in Turkish and English to the EYDES (Accessible Digital Barrier-Free Library) platform of the National Library of Türkiye, Ministry of Culture and Tourism, and are freely available to all researchers and stakeholders.
millikutuphane.gov.tr/page/eydesx



Ivan Vazov National Theatre, Sofia.

Project outputs

Strategy document
Recommendations for sustainable and inclusive sport that our city can adopt.

"We Asked on the Street" video
A short street-interview video about movement and sport.

Project handbook
A practical guide explaining KA182 and sharing the MOVE experience.

Social media and press
Instagram posts, a press release and an information letter to institutions.

ISBN Number: 978-625-96892-5-8

SECTION 12

Visibility and dissemination

Project results should not stay with the participants. Every KA182 project should pass on what was learned within the organisation and to local stakeholders.

- Experience seminars led by participants
- Online evaluation and sharing meetings
- Official information to municipalities and clubs
- Social media, website and press release
- Lasting outputs such as the strategy document, video and handbook
- Open access to the ISBN publications on the National Library's EYDES platform
- Upload to the Erasmus+ Project Results Platform

> All materials must carry the EU emblem and the statement "Co-funded by the European Union". Missing visibility can lead to grant reductions.

Source: Erasmus+ Programme Guide 2026



MOVE participants at the closing in Sofia.

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