Please fill in the following fields. The Executive Board will decide about your travel scholarship within a month after the deadline. Make sure you answer all questions properly so that the evaluators can get the full picture of your plans.

For any questions please contact us: email: info@science-on-stage.eu, phone: +49 (0)30-40006740.

**Prerequisites:**

* **Both the host teacher and the guest teacher must be active school teachers (e.g. pre-primary, primary, secondary, high school). University teachers are not eligible.**
* **Host teacher and guest teacher have attended a Science on Stage festival as delegates, paying delegates or paying guests. Open Day guests do not have the possibility to apply for a travel scholarship.**

|  |  |
| --- | --- |
| **Teacher 1 – Host teacher****Name**     **Surname**     **Address**     **Country**     **Email**     **Phone**     **School name and address**     **Type of school – please specify (e.g. pre-primary, primary, secondary, high school)**      | **Teacher 2 - Guest teacher****Name**     **Surname**     **Address**     **Country**     **Email**     **Phone**     **School name and address**     **Type of school – please specify (e.g. pre-primary, primary, secondary, high school)**      |

**We apply for the following deadline:**

[ ]  15th March

[ ]  15th June

[ ]  15th September

[ ]  15th December

**We met each other at** (e.g. Science on Stage festival 2017):

**Meeting place**

Where do you want to meet each other (e.g. school, ... , ...)?:

**Meeting time**

When approximately will be your meeting?:

If you want to meet twice, please hand in a second application form **after the first visit took place**. Thank you! The second visit must happen **in another year** than the first exchange.

**Travel costs**

If you don´t know them yet, please estimate the costs:

**Reimbursement of travel costs**

* Science on Stage Europe can refund up to 300€ per exchange (travel costs for one person). We only accept tickets (second class, economy class) and receipts for the journey to the host country and back (neither entrance fees nor any other fees). Reimbursement of taxi receipts only in exceptional cases.
* To refund the travel costs it is necessary to send the original tickets and receipts and personal bank details to the Science on Stage Europe office. In case of e-tickets please save the boarding passes in PDF form or, if you use a smartphone app, take a screenshot of your boarding pass/ticket.

In order to be reimbursed for the travel costs, host teacher and guest teacher are asked to write a short report (including photos) about the teacher exchange, which will be published on Science on Stage Europe’s online channels.

**Project**

**Project title:**

**Project abstract (max 700 characters including spaces):**

**Subjects involved:**

**Description of the common plans (max 3,000 characters including spaces). Please include the following in the description:**

1. Short agenda of the project.
	1. What kind of preliminary work will be done before the travel exchange? (Please specify, e.g. experiments with and without students, presentations, models)

* 1. What work will be completed during the meeting?

* 1. What work will be completed by each teacher after the travel exchange (e.g. sharing the outcomes through a report, apply for joint project, further exchange, etc.)?

1. Who will be involved in the project in addition to the collaborative teachers (e.g. students) and what will their role be?

1. Why is the personal meeting necessary rather than other means of communication (e.g. email, Skype, etc.)?

1. What expertise does each teacher have on the proposed project?

1. What are the objectives/aims of the exchange?

1. What are the expected outcomes/deliverables of the exchange?

**Please make sure you answered all questions properly before sending in your application!**