



# Taith

# International Learning Exchange Programme for Wales

## 2023 Core Programme Guide

Version 2: 10 March 2023



# Taith Core Programme Guide

## Contents

Glossary.....	3
1. Taith Core Programme Guide .....	5
2. Overview of Taith .....	5
2.1 Our aims.....	6
2.2 Our commitments .....	6
2.3 Understanding the funding Pathways .....	6
2.4 Additional support from Sector Organising Bodies .....	7
3. Understanding the funding rules for Taith and reciprocity.....	7
3.1 Funding rules.....	7
3.2 Reciprocity.....	7
3.3 Eligible destination countries and territories .....	8
4. Eligibility – who can apply / participate in the programme.....	9
5. Before you apply .....	15
5.1 Capacity .....	15
5.2 Completing the application .....	15
6. What happens once an application is submitted.....	16
6.1 Assessment procedure .....	16
6.2 Funding decision .....	17
6.3 Notification of outcome .....	18
7. What happens when your application is successful.....	18
7.1 Exchange of Grant Agreement Letter .....	18
7.2 Payment of grant funding.....	18
7.3 Project management and reporting.....	19
7.4 Safeguarding .....	19
7.5. Checks and audits .....	20
8. Appeals and complaints .....	20
8.1 Appeals .....	20
8.2 Complaints .....	20
Annex 1 – Country / territory group categories .....	21
Annex 2 – Inclusion support in Taith .....	22
Annex 3- Additional information on Safeguarding procedures .....	24

# Glossary

---

**Adult Education** Adult education is the provision of formal, non-formal and informal learning for adults, to enable them to develop knowledge, skills and competencies, to retrain, or to refresh/update their knowledge in a particular field.

---

**Application deadline** The final date and time by which all application forms and calculation tools must be submitted to the Taith team for assessment.

---

**Applying organisation** The organisation in Wales submitting an application for funding to Taith. An applying organisation may apply either individually or on behalf of a consortium, which includes other organisations involved in the project.

---

**Beneficiary** When approved for project funding, the applying organisation becomes a beneficiary of the grant funding and is responsible for signing the Grant Agreement.

---

**Consortium** Two or more Welsh organisations working collaboratively to develop and deliver a project or an activity within a project.

---

**Disadvantaged participant** Learner, student or young person participant(s) who are classified as disadvantaged by meeting one or more of the Taith criteria and will be eligible for additional financial support. See Annex 2 of the Programme Guide for more details.

---

**Eligible activity** An activity that meets the criteria set out in the Taith Programme Guide.

---

**Eligible costs** The amount of grant related to the delivery of project activities.

---

**Eligible organisation** An organisation that is able to apply for Taith funding.

---

**Final report** A compulsory report that all beneficiaries need to submit to Taith at the end of the project.

---

**Formal learning** Any learning that takes place during an organised or structured learning programme.

---

**Funding call** The period of time during which applications for funding can be submitted.

---

**Further Education** Further education is general education provided to students or learners over the age of 16 who are no longer of compulsory school age. Further education includes provision which is not compulsory secondary education nor forms part of higher education and can include vocational provision.

---

**Grant** The funding awarded by Taith to a successful applying organisation.

---

**Grant Agreement** The written agreement between Taith and the beneficiary detailing the terms and conditions of the funding award in line with the application form which will have been assessed to be fundable and approved for funding by the relevant committee.

---

**Grant rates** Fixed rates that are available for different eligible costs.

---

**Higher Education** Higher education is tertiary education which does not amount to further education (but can be delivered by further education providers). It generally leads to a specified qualification at level 4-8.

---

---

**Informal learning** Learning that takes place outside of organised or structured learning programmes and no learning support is present. Sometimes referred to as experiential or incidental learning.

---

**Interim report** A compulsory report that all beneficiaries need to submit to Taith at a specified point during the project's lifetime.

---

**International Learning Exchange Programme Ltd (ILEP)** ILEP delivers Taith as the programme executive and is a wholly owned subsidiary company of Cardiff University.

---

**Inward mobility** Participants from eligible sending organisations who come to Wales to participate in a Taith-funded activity or programme.

---

**International** In the context of Taith, any country outside the United Kingdom.

---

**Month** In calculating the amount of Taith grants, a month is equal to 28 days.

---

**Non-formal learning** Learning that takes place outside of any organised or structured learning programme, but some learning support is present.

---

**Outward Mobility** Participants from eligible organisations in Wales participating in Taith supported activities at receiving organisations outside the UK (or in exceptional circumstances only, outside of Wales at receiving organisations in the rest of the UK).

---

**Participant** An individual undertaking a physical/virtual or blended international mobility in a Taith funded project.

---

**Partner organisation** A generic term for any organisation formally involved in a Taith funded project, where there is a project relationship or interaction. Can include those organisations identified as applying organisation, coordinator, receiving organisation or sending organisation, as well as others involved in the delivery of the project.

---

**Partnership** A formal agreement between two or more organisations to participate in a Taith funded project and engage in joint activities and learning experiences.

---

**Pre-financing** An advanced payment intended to provide the beneficiary with funding to be able to start project activities.

---

**Project** Agreed activities organised and designed to meet clear objectives and outcomes.

---

**Project budget** The total sum of money allocated to agreed activities within a Taith funded project.

---

**Receiving organisation** When individuals or groups participate in a physical mobility through Taith, they will be hosted by a receiving organisation. This organisation can also often be referred to as host or international partner organisation. Eligible receiving organisations are defined in the sector specific Pathway Programme Guides.

---

**Schools** For the purposes of Taith, a school is defined as a Local Authority maintained school providing general or vocational education to children and young people aged 4-19.

---

**Sending organisation** Organisations registered and operating outside the UK who send participants to be hosted in Wales during a physical mobility. Eligible sending organisations are defined in the sector specific Pathway Programme Guides

---

**Staff** A person employed by, or working for an applying organisation, whether on a professional or voluntary basis.

---

**Subsistence** Funding available to cover living expenses, which can include accommodation, food and local transportation, whilst on a physical mobility.

---

---

**Youth** Youth work and youth support provision enables young people to develop holistically, working with them to facilitate their personal, social and educational development, and to enable them to develop their voice, influence and place in society – helping them to reach their full potential.

---

**Vocational Education & Training** The Vocational Education and Training sector provides a wide range of courses/skills that help students or learners to develop knowledge, skills and/or competencies which are directly relevant to specific occupations or employment. It can encompass both vocational qualifications and work-based training.

---

# 1. Taith Core Programme Guide

**This guide is for organisations and individuals to discover more about Taith, how the programme works and who is eligible to apply for, and receive, funding.**

It contains all the information that organisations need to get involved. Accompanying this Core Programme Guide, we have specific Pathway Programme Guides, which provide detail about the individual Taith Funding Pathways, including eligible activities, costs and sector specific information.

**Please note** that the 2023 Programme Guide applies to applications submitted to, and projects funded from, Taith 2023 funding calls only. Please ensure you are reading this guide alongside the correct Pathway specific Programme Guide for the funding call you are applying/have received funding for.

## 2. Overview of Taith

Taith is a Welsh Government funded programme enabling people in Wales to study, train, volunteer and work all over the world, while allowing organisations in Wales to invite international partners and learners to do the same here in Wales.

Taith aims to give participants of all ages and from all backgrounds across Wales the chance to benefit from international opportunities. The four-year programme will involve international exchanges for learners, young people, volunteers, researchers and staff across the education and youth sectors, ranging from a number of days to a year in length.

Taith is available for young people, learners and staff in the following sectors in Wales:

- Schools
- Youth
- Further Education, Vocational Education and Training
- Adult Education
- Higher Education

## 2.1 Our aims

Taith has five main objectives:

1. To deliver an inclusive, all-Wales programme to get more people involved in international exchanges, to broaden the horizons and confidence of young people, learners and staff at all levels in Wales, give them life-enhancing opportunities and support them to become ambitious, capable learners throughout their lives.
2. To promote collaborations between Welsh and international organisations that enable two-way learning exchanges to benefit everyone involved, build international links, and support the education sectors, including youth and adult education.
3. To encourage ambitious, innovative and creative activities that represent the best in international education exchanges and collaboration.
4. To raise the international profile of Wales as an open, outward-looking and globally responsible nation, committed to building on its legacy of international partnerships and relations.
5. To help deliver Welsh Government priorities in transforming international engagement and developing the best in international education and youth sectors through sustainable actions that benefit current and future generations in Wales.

## 2.2 Our commitments

Because we want Taith to benefit everyone involved and the wider community, we are committed to:

- improving access for people with disabilities, additional learning needs, under-represented groups, and people from disadvantaged backgrounds;
- promoting the Welsh language and culture to participants visiting Wales as well as showcasing Wales to the world;
- encouraging sustainable travel in line with the Wellbeing of Future Generations Wales Act commitments to act as a globally responsible nation.

[Read more about our Programme Strategy](#)

## 2.3 Understanding the funding Pathways

Taith has two funding pathways:

### Pathway 1 – Mobility of participants

This pathway supports the physical, virtual and blended outward and inward mobility of individuals or groups of individuals, providing opportunities for flexible short and long-term mobilities to learn, work or volunteer abroad. This Pathway is open to applicants from organisations across all Taith sectors. Detailed information on eligible activities, eligible costs and project durations for each sector can be found in the Pathway 1 Programme Guide.



## Pathway 2 – Partnership & strategic collaboration

This pathway supports the development of international collaborative projects led by educational and training organisations in Wales. This Pathway is open to organisations in the Schools, Youth, FE/VET and Adult Education sectors. Detailed information on eligible activities, eligible costs and project durations can be found in the Pathway 2 Programme Guide.

### 2.4 Additional support from Sector Organising Bodies

Taith funding has been awarded to several organisations to establish Sector Organising Bodies. Their role is to support organisations in their sectors to engage with Taith opportunities, on our behalf. The Sector Organising Bodies are organisations who have expertise in international learning exchanges and direct experience of the sectors Taith supports. Their role is to help to ensure wide engagement, encourage and provide support for organisations in developing applications and partnerships, and, where applicable, promote cross-sector working. For further information and contact details for the Sector Organising Bodies, please refer to the Taith [website](#).

## 3. Understanding the funding rules for Taith and reciprocity

### 3.1 Funding rules

The following funding rules apply for all sectors and all pathways:

- Taith is open for applications from organisations regulated or registered in, and operating from, Wales, unless otherwise stated in the eligibility criteria for the sector.
- Individuals cannot apply directly for funding.
- Participants do not need to be UK nationals.
- Taith will not fund activities already funded through other national or international funding programmes.
- Reciprocity is encouraged and additional funding can be applied for to support this.

### 3.2 Reciprocity

Taith funds eligible organisations in Wales to undertake outward mobilities and participate in strategic collaborations. The principles of reciprocity and shared learning are central to Taith and we therefore have additional grant funding available which applying organisations can request to fund international partner activity.



More information on reciprocal funding can be found in the Pathway 1 and 2 Programme Guides.

It is important to understand the terminology in relation to outbound and inbound mobilities and a short summary is provided below:

- **The applying organisation** is the organisation in Wales applying for funding to Taith.
- **The receiving organisation** is the international partner organisation which will host participants from the applying organisation, or act as an international partner in a strategic collaboration.
- **The sending organisation** is an organisation registered and operating outside the UK who sends participants to be hosted by the applying organisation as part of an inward mobility.

Applying organisations in Wales who are awarded Taith funding will be responsible for ensuring they have appropriate agreement(s) in place with the receiving organisations before project activity or outward mobilities take place. Sending organisations will be required to have appropriate agreement(s) in place with the applying organisations in Wales before any inward mobility takes place. Applicants within Schools, Youth, Adult Education, FE and VET do not have to use the same receiving and sending organisations. For HE, the general expectation is that there is outward flow for every inward flow to Wales for any one international partner. Beneficiaries may not accept inward participants from a partner where there is no intention to send outward students throughout the course of the project.

### 3.3 Eligible destination countries and territories

The Taith programme is open to all countries in the world, but travel advice provided by the UK government's [Foreign, Commonwealth and Development Office \(FCDO\)](#) must be adhered to. Taith will not fund travel to countries/regions where the FCDO advises against foreign travel. Where circumstances change in a country to which beneficiaries are planning a mobility, leading to FCDO advice against foreign travel, the beneficiary must make alternative arrangements such as rearranging the mobilities to a different destination country. Prior to making any amendments, beneficiaries should get in touch with the Taith Executive to discuss/agree.

Destination countries are grouped into the following categories based on the relative cost of living in each country:

- **Group 1 (Higher cost of living)**
- **Group 2 (Medium cost of living)**
- **Group 3 (Lower cost of living)**

See [Annex 1](#) – country group categories for further information and a full list of country groupings.



## 4. Eligibility – who can apply / participate in the programme

Applying organisations must have demonstrable, recent, experience of delivering activity within the sector to which they are applying and be recognised as an education/learning provider within that sector.

Sector	Eligible applying organisations criteria	Eligible receiving organisations criteria	Eligible sending organisations (inward mobilities) criteria
All sectors		<p>- Any public or private organisation active in the labour market or in the fields of education, training, youth/adult education/vocational education &amp; training/higher education.</p> <p>For example, such an organisation can be:</p> <ul style="list-style-type: none"> <li>- a public or private, a small, medium, or large enterprise (including social enterprises);</li> <li>- a public body at local, regional, or national level;</li> <li>- a social partner or other representative of working life, including chambers of commerce, craft/professional associations, and trade unions;</li> <li>- a research institute;</li> <li>- a foundation;</li> <li>- a school/institute/educational centre (at any level, from primary school to upper secondary education, and including vocational education);</li> <li>- a not-for-profit organisation, association, non-governmental organisation (NGO);</li> <li>- a body providing career guidance, professional counselling, and information services (schools, youth and HE only).</li> </ul>	
Schools	- Any school funded or maintained by a local authority and registered in, and operating from, Wales, providing general	School(s) providing general education at pre-primary, primary or secondary level, recognised and regulated by	Schools and consortia registered and operating outside the UK and the British Overseas Territories can

	<p>or vocational education to children and young people aged 4 – 19 years and inspected by ESTYN;</p> <ul style="list-style-type: none"> <li>- Any of the 22 Welsh local authorities; or</li> <li>- A consortium which comprises a single lead organisation applying on behalf of several schools. The consortium must include at least one named school, funded and maintained by a local authority and registered in, and operating from, Wales, and may also include local or regional authorities, school coordinating bodies or a social enterprise or other organisations with a role in the field of school education. All members of the consortium must be regulated or registered in, and operating from, Wales, and any schools in the consortium must be funded or maintained by a local authority and registered in, and operating from, Wales. Consortium partners must be agreed and named at the point of application.</li> </ul>	<p>competent authorities of the country within which the school is registered;</p>	<p>send eligible participants to be hosted in Wales.</p> <p>Sending organisations can be:</p> <ul style="list-style-type: none"> <li>- School(s) providing general or vocational education to children and young people aged 4 – 19 years, recognised by competent authorities of the country within which the school is registered; or</li> <li>- Local, regional or national public authorities, coordination bodies and other organisations with a role in the field of school education; or</li> <li>- A consortium of organisations/providers, as defined above, in the field of school education. All members of such a consortium must be registered and operating outside the UK and the British Overseas Territories.</li> </ul>
<p><b>Youth</b></p>	<p>Organisations and groups regulated or registered in, and operating from, Wales working in the field of youth including:</p> <ul style="list-style-type: none"> <li>- Public bodies at local, regional or national level;</li> <li>- Non-governmental organisations, social enterprises and not-for-profit organisations, including but not limited to registered charities and charitable incorporated associations, community interest companies, companies limited by guarantee;</li> <li>- A consortium of organisations/providers which comprises a single lead organisation applying on behalf of two or more other youth services providers in the</li> </ul>	<p>Any public or private organisation active in the labour market or in the fields of education, training and youth, recognised or regulated by competent authorities of the country within which the organisation provider is operating and incorporated and/or domiciled.</p>	<p>Youth organisations registered and operating outside the UK and the British Overseas Territories can send eligible participants to be hosted in Wales.</p> <p>Sending organisations can be organisations, registered with the relevant regulatory body/bodies, working in the field of youth including:</p> <ul style="list-style-type: none"> <li>- Public bodies at local, regional or national level; and</li> <li>- Non-governmental organisations, social enterprises and not-for-profit organisations.</li> </ul>

	<p>field of youth. All members of such a consortium must be regulated or registered in, and operating from, Wales. Consortium partners must be agreed and named at the point of application.</p> <p>Organisations working in the field of youth, which are not regulated or registered in Wales but operate on a UK wide basis, with demonstrable, recent, experience of delivering activity in Wales, may also be eligible to apply provided they meet the following criteria:</p> <ul style="list-style-type: none"> <li>- Satisfactory evidence is submitted to demonstrate:</li> <li>- how the proposed programme activity will benefit Wales and</li> <li>- that the intended participants are either (i) for outward mobility, participants who are undertaking learning activity in Wales, or (ii) for inward mobility, the participants will be undertaking learning activity in Wales.</li> </ul>		
<p><b>Adult Education</b></p>	<p>Any organisation regulated or registered in, and operating from, Wales providing formal and non-formal adult education, including:</p> <ul style="list-style-type: none"> <li>- Local and regional public authorities, coordination bodies and other organisations registered and operating from Wales with a role in the field of adult education.</li> <li>- Non-governmental organisations, social enterprises and not-for-profit organisations, including but not limited to registered charities and charitable incorporated associations, community</li> </ul>	<p>Any public or private organisation delivering adult education recognised and regulated by competent authorities of the country within which the provider is operating and incorporated and/or domiciled;</p>	<p>Adult education providers regulated or registered and operating outside the UK and the British Overseas Territories can send eligible participants to be hosted in Wales.</p> <p>Sending organisations can be:</p> <ul style="list-style-type: none"> <li>- Any public, or private organisation, registered with the relevant regulatory body/bodies, delivering adult education; or</li> <li>- National or regional co-ordinating bodies overseeing the provision of adult education.</li> </ul>

	<p>interest companies, companies limited by guarantee;</p> <ul style="list-style-type: none"> <li>- Consortium of organisations/providers, which comprises a single lead organisation applying on behalf of two or more adult education providers, in the field of adult education. All members of the consortium must be regulated or registered in, and operating from, Wales. Consortium partners must be agreed and named at the point of application.</li> </ul> <p>Organisations working in the field of Adult Education, which are not regulated or registered in Wales but operate on a UK wide basis, with demonstrable, recent, experience of delivering activity in Wales, may also be eligible to apply provided they meet the following criteria:</p> <ul style="list-style-type: none"> <li>- Satisfactory evidence is submitted to demonstrate:</li> <li>- how the proposed programme activity will benefit Wales and</li> <li>- that the intended participants are either (i) for outward mobility, participants who are undertaking learning activity in Wales, or (ii) for inward mobility, the participants will be undertaking learning activity in Wales.</li> </ul>		
<p><b>FE</b></p>	<ul style="list-style-type: none"> <li>- Any public or private organisation regulated or registered in, and operating from, Wales active in the field of further education, and which offers a range of courses at different levels within the Credit and Qualifications Framework for Wales, leading to accredited qualifications;</li> </ul>	<p>Any public or private organisation delivering further education, recognised and regulated by competent authorities of the country within which the provider is operating and incorporated and/or domiciled;</p>	<p>Further Education and Vocational Education &amp; Training providers registered and operating outside the UK and the British Overseas Territories can send eligible participants to be hosted in Wales.</p> <p>Sending organisations can be:</p>



	<ul style="list-style-type: none"> <li>- National, regional or local co-ordinating bodies operating within Wales and overseeing the provision of further education;</li> <li>- Consortium of organisations/providers, which comprises a single lead organisation applying on behalf of two or more further education providers, in the field of further education. All members of the consortium must be regulated or registered in, and operating from, Wales. Consortium partners must be agreed and named at the point of application.</li> </ul>		<ul style="list-style-type: none"> <li>- Any public, or private organisation, registered with the relevant regulatory body/bodies, delivering vocational education and training; or</li> <li>- National or regional co-ordinating bodies overseeing the provision of education or training in the field of vocational education and training.</li> </ul>
<b>VET</b>	<p>Any public or private organisation regulated or registered in, and operating from, Wales active in the field of vocational education &amp; training, which offer a range of courses, leading to accredited qualifications, including:</p> <ul style="list-style-type: none"> <li>- National co-ordinating bodies operating within Wales and overseeing the provision of education or training in the field of vocational education and training;</li> <li>- Companies and other public or private organisations hosting, training or otherwise working with learners and apprentices in vocational education and training;</li> <li>- Consortium of organisations, which comprises a single lead organisation applying on behalf of several vocational education and training providers, in the field of vocational education &amp; training. All members of the consortium must be regulated or registered in, and operating from, Wales. Consortium partners must</li> </ul>	<p>Any public or private organisation active in the field of vocational education and training recognised and regulated by competent authorities of the country within which the provider is operating and incorporated and/or domiciled;</p>	<p>Further Education and Vocational Education &amp; Training providers registered and operating outside the UK and the British Overseas Territories can send eligible participants to be hosted in Wales.</p> <p>Sending organisations can be:</p> <ul style="list-style-type: none"> <li>- Any public, or private organisation, registered with the relevant regulatory body/bodies, delivering vocational education and training; or</li> <li>- National or regional co-ordinating bodies overseeing the provision of education or training in the field of vocational education and training.</li> </ul>



	<p>be agreed and named at the point of application.</p> <p>Organisations working in the field of Vocational Education and Training, which offer a range of courses, leading to accredited qualifications, which are not regulated or registered in Wales but operate on a UK wide basis, with demonstrable, recent, experience of delivering activity in Wales, may also be eligible to apply provided they meet the following criteria:</p> <p>Satisfactory evidence is submitted to demonstrate:</p> <ul style="list-style-type: none"> <li>- how the proposed programme activity will benefit Wales; and</li> <li>- that the intended participants are either (i) for outward mobility, participants who are undertaking learning activity in Wales, or (ii) for inward mobility, the participants will be undertaking learning activity in Wales.</li> </ul>		
<p><b>Higher Education</b></p>	<ul style="list-style-type: none"> <li>-Any Welsh higher education institution (HEI), regulated or funded by the Higher Education Funding Council for Wales (HEFCW);</li> <li>-A higher education provider, whose courses have been specifically designated for the purposes of being eligible for student support, and operates in Wales.</li> </ul>	<p>HE provider recognised or regulated by the relevant national competent authorities or regulatory body/bodies of the country within which the HE provider is operating and incorporated and/or domiciled (including overseas campuses operated by a Welsh HEI);</p>	<p>Higher Education providers registered with the relevant regulatory body/bodies and operating outside the UK and the British Overseas Territories, can send eligible participants to be hosted in Wales.</p> <p>Eligible participants are expected to be hosted at the Welsh applying organisation. The applying organisation may arrange for the participant to be hosted by a third party, in exceptional circumstances.</p>

## 5. Before you apply

### 5.1 Capacity

#### Operational capacity

All applying organisations must possess the necessary professional competencies and be able to allocate appropriate resources and staffing, proportionate to the scale of their Taith project.

#### Financial capacity

All applying organisations must demonstrate they have a stable and sufficient source of income to maintain eligible activities throughout the period during which the Taith project is being carried out.

Taith may carry out financial capacity checks, including but not limited to:

- A review of latest accounts on Companies House or the Charity Commission, where relevant.
- A review of the organisation's most recent management accounts.
- A review of the organisation's governing documents to confirm that the organisation can receive the funding, the name on bank account matches and other checks, where relevant.
- A check of credit reference agency records where appropriate.
- A review of the organisation's current bank statements showing the closing balance.

### 5.2 Completing the application

To apply for funding from the Taith programme, applying organisations must use the relevant Pathway application form accessed via the Taith [website](#).

The application form asks for narrative responses on a range of questions including a project overview, details about planned project activities, project and financial management, and alignment to the Taith programme objectives, all related to the specific Taith Pathway.

Alongside the application form, applying organisations will be required to complete the grant calculation tool, which will calculate the total grant requested based on the various activities applied for. Information on the grant rates for all Pathways sector specific Programme Guides.

We recommend downloading the available resources designed and created to support organisations with their application. These can be found on the Taith [website](#) and include the qualitative questions and assessment criteria, a step-by-step application guide and pre-recorded information on completing the application form. All applicants are encouraged to complete the qualitative application sections offline, and then copy and paste them into the online application form. This will enable applicants to work through the sections of their application in their own time, without any of the risks associated with working online.

Organisations can only submit one application per sector for each Pathway funding call. If an applying organisation submits more than one application to the same sector pathway in the same call, it will not be possible to merge multiple applications and Taith will ask the applying organisation to select which of the applications they wish to proceed.

The deadlines for Pathway funding calls can be found on the Taith website, or on the current version of each Pathway Programme Guide.

## 6. What happens once an application is submitted

### 6.1 Assessment procedure

All applications will be assessed through a **two-stage application process**:

**Stage 1** – Eligibility and financial capacity checks.

**Stage 2** – An external assessment of the application against the published assessment criteria, outlined in the relevant Pathway Programme Guide.

Taith will provide feedback to all applicants. An appeals process will be available to unsuccessful applicants (see [section 8.1](#) of this Programme Guide).

#### **Stage 1 – Eligibility and financial capacity checks**

Applications at Stage 1 will be examined by Taith, who will check that each application:

- Is submitted by an eligible applying organisation no later than the advertised pathway call deadline
- Is submitted by an organisation with a verified legal entity status, sufficient financial capacity to deliver the proposed project and the required policies and procedures in place

Any application that fails to meet the eligibility and financial capacity checks will not proceed to Stage 2 of the assessment process. An applying organisation that fails to meet the eligibility checks at Stage 1 is entitled to appeal. The process for this is outlined in the 'appeals' section of the Programme Guide.



## Stage 2 – Qualitative assessment

At Stage 2, applications will be assessed by two external, independent assessors. Each application will undergo:

- A qualitative assessment, to assess the extent to which the application meets the Taith programme objectives and assessment criteria.
- A validation of the planned project activities against eligible activities and costs.

## 6.2 Funding decision

The list of applications deemed eligible for funding will be considered by the relevant Taith Funding Committee. The purpose of the Committee is to scrutinise the robustness of the assessment process and to provide assurance on the recommendations to the ILEP Ltd Board of Directors that the assessment has been conducted in a manner that is fair and transparent. Committee membership consists of an ILEP Ltd Director, the Chair of the Taith Advisory Board and an independent expert.

The Funding Committee have the option to agree or reject the recommendations which are then presented to ILEP Ltd Board of Directors for final agreement.

Inclusivity and accessibility are a strategic focus for Taith and as such, we will be looking to fund as many and as wide a range of organisations as possible. Our aim will be, where possible, to fund all organisations who pass the assessment process and are thus considered to be fundable.

Taith funding is finite, and it is likely that there will be funding calls where the value of successful, 'fundable' applications exceeds the available allocated budget. Where there is not sufficient budget to fully fund all applications, Taith may adopt an approach to reduce the funding across successful organisations on an equitable basis. If requests for funding significantly exceed the available budget, then Taith may adopt an alternative funding model such as a ranking list or similar.

Whilst Taith aims to be as accessible and inclusive as possible, there will always be a requirement for applying organisations to pass the specific Pathway quality thresholds, and not all applications will be successful. Taith is committed to providing feedback and support to organisations who are unsuccessful to enable and encourage them to submit future applications.

Please refer to the relevant Pathway Programme Guide for further information on the funding available, including maximum application values.

## 6.3 Notification of outcome

Following the ILEP Ltd Board of Directors consideration and approval of the Funding Committee's recommendations, all applicants will be informed of their application outcome via an email from Taith within four months of the application deadline. For successful applicants, this email will be followed with further information and resources, including the project's Grant Agreement letter.

# 7. What happens when your application is successful

## 7.1 Exchange of Grant Agreement Letter

Successful applying organisations will receive a Grant Agreement letter from Taith, which will provide the detail of the terms and conditions of the funding award. Grant Agreement letters and accompanying schedules will be issued and signed by the applying organisation's legal representative as well as the Chief Financial Officer (or equivalent)

As soon as the Grant Agreement letter is signed by both parties, the applying organisation becomes a 'beneficiary' and project activities and spend against the grant award can commence.

The award of a grant in a given funding call does not establish an entitlement for future rounds.

## 7.2 Payment of grant funding

Depending on the Taith Pathway and the project duration, awarded projects may have different payment schedules. Apart from the initial pre-financing payment, further payments or recoveries will be made subject to Taith's approval of requested interim reports and final reports as specified in the Grant Agreement.

An initial pre-financing payment will be transferred to the beneficiary within 30 business days of the date of the grant agreement letter being countersigned (subject to satisfactory financial capacity checks). Initial financing is intended to provide the beneficiary with the cashflow to commence activities.

Taith funding must not have the purpose or effect of producing a profit for the beneficiary and must only be used for the purposes of delivering eligible activities, specific to the project, as defined in the project Grant Agreement letter. A grant from Taith must therefore not be used to fund the core running costs of an organisation, where these are not directly related to the delivery of international learning exchanges.

## 7.3 Project management and reporting

Beneficiaries are accountable for the implementation of the project and for the use of funds received from Taith. Beneficiaries should therefore ensure that project management procedures are in place which enable them to manage the project and the funding appropriately. To support beneficiaries in this, Taith will provide resources and support to enable beneficiaries to track, manage and report on their project and funding.

### Beneficiary reports

All beneficiaries will need to report on their project activities and funding. It will be a requirement of the grant award that project information is updated monthly, to enable Taith to see progress and spend. There will be additional requirements for interim and end of project reports. All beneficiaries will be provided with full details of reporting expectations in advance of any report requests.

### Participant/Beneficiaries reports

Participants/Beneficiaries who undertake an individual/group mobility activity under Pathway 1 may be required to complete a pre-departure survey and complete and submit a final survey at the end of their mobility.

## 7.4 Safeguarding

All applying organisations have a responsibility to safeguard the welfare of participants who are under the age of 18 and at-risk adults, in accordance with the [Social Services and Wellbeing \(Wales\) Act 2014](#) (and accompanying safeguarding guidance) [Working Together to Safeguard People](#), and [Keeping Learners Safe \(Guidance for local authorities and governing bodies on arrangements for safeguarding children\)](#). The [Wales Safeguarding Procedures](#) can help organisations to understand and apply the duties set out in the legislation and guidance. All education settings in Wales have a legal duty to ensure that children have access to a safe learning environment. It is important that education settings are clear about how they continue to meet their statutory duties for safeguarding children and young people when making arrangements for foreign exchange visits.

Applying organisations also need to consider the relevant legislation governing safeguarding in the country/territory to which they send any participants, and where appropriate, incorporate this into their processes/procedures.

It is a requirement for all organisations participating in the Taith programme to have the following in place:

- An up-to-date safeguarding policy
- A code of conduct
- A clear mechanism for reporting any safeguarding concerns
- A named individual with responsibility for safeguarding

Successful applying organisations who plan to run activities (including virtual exchanges) involving under 18-year-olds or at-risk adults will be required to complete a safeguarding

checklist and must have plans and procedures covering these activities. The safeguarding checklist will be sent out as part of the grant award process. For more details see Annex 3.

## 7.5. Checks and audits

Taith beneficiary organisations may be selected for assurance check audits undertaken by the Taith Programme Executive. The assurance check audits will vary in scope and scale, according to the type of check performed and will be undertaken to ensure that the management of the awarded grant funding is compliant, and within the terms and conditions of the Grant Agreement and the programme rules.

# 8. Appeals and complaints

## 8.1 Appeals

An appeal is defined as a request to review a decision which has been taken by Taith where it is considered by the applicant of the appeal that the published programme procedures have not been followed.

An appeal can only be submitted by an applying organisation (the person or organisation submitting a grant application to Taith), where the applicant of the appeal can provide evidence of an administrative error on Taith's part or where published procedures have not been adhered to. Where this is not the case, please refer to the Taith Complaints procedure.

Information that was not included in the original application form cannot be considered for appeal.

For more information on appeals please see the relevant pages on the Taith website <https://www.taith.wales/appeals-and-complaints/>

## 8.2 Complaints

A complaint is defined as a dissatisfaction with a service provided directly by Taith. If the complaint is about a service provided by a beneficiary or co-beneficiaries organisation that are in receipt of funding from the programme, please follow the beneficiary or co-beneficiary organisation's complaints procedure before submitting a complaint to Taith. A complaint can be made to Taith at any time during the application or at each stage of the project process.

For more information on the Taith complaints procedure please see the relevant pages of the Taith website <https://www.taith.wales/appeals-and-complaints/>

# Annex 1 – Country / territory group categories

Successful applications will receive funding towards delivering international mobilities, including subsistence grants for participants to cover the costs of living in a destination country.

Destination countries are classified into three country groups based on their relative cost of living. For the duration of the mobility, participants will receive the relevant subsistence amount (calculated as a day rate), depending on the total mobility duration and destination country.

Applying organisations are asked at the application stage to specify the total number of anticipated mobilities per destination country and are grouped into the following three categories:

- **Group 1 (Higher cost of living)**
- **Group 2 (Medium cost of living)**
- **Group 3 (Lower cost of living)**

Wales (for the purposes of inward mobility) and the UK (in instances where domestic mobility is permitted) will be classified as Group 1 countries to reflect the higher cost of living in the United Kingdom.

A full classification for each country or region is found below:

Group 1 (Higher cost of living countries/territories)	Group 2 (Medium cost of living countries/territories)	Group 3 (Lower cost of living countries)	
Australia	<i>Antarctica and Oceania (not otherwise listed)</i>	Albania	Malaysia
Austria	<i>Africa (not otherwise listed)</i>	Algeria	Mauritius
Bahamas	<i>Asia (not otherwise listed)</i>	Argentina	Mexico
Barbados	<i>Central America (not otherwise listed)</i>	Armenia	Moldova
Belgium	<i>South America (not otherwise listed)</i>	Azerbaijan	Mongolia
Canada	<i>Europe (not otherwise listed)</i>	Bangladesh	Montenegro
Denmark	Bahrain	Belarus*	Morocco
Finland	Belize	Bolivia	Myanmar
France	Cambodia	Bosnia And Herzegovina	Nepal
Guernsey	Côte d'Ivoire	Botswana	Nicaragua
Hong Kong	Croatia	Brazil	North Macedonia
Iceland	Cuba	Bulgaria	Pakistan
Ireland	Cyprus	Cameroon	Paraguay
Israel	Czech Republic	Chile	Peru
Japan	Estonia	China	Philippines
Jersey	Ethiopia	Colombia	Poland
Luxembourg	Germany	Costa Rica	Romania
Macao	Greece	Dominican Republic	Russia*
Netherlands			

New Zealand Norway Qatar Seychelles Singapore Sweden Switzerland United Arab Emirates United Kingdom United States	Italy Jamaica Kuwait Latvia Lebanon Maldives Malta Namibia Nigeria Oman Palestine Panama Portugal Puerto Rico Senegal Slovakia Slovenia South Africa South Korea Spain Taiwan Trinidad And Tobago Uruguay	Ecuador Egypt El Salvador Fiji Georgia Ghana Honduras Hungary India Indonesia Iran Iraq Kazakhstan Kenya Kosovo Lithuania	Rwanda Serbia Somalia Sri Lanka Syria Tanzania Thailand Tunisia Turkey Uganda Ukraine Uzbekistan Venezuela Vietnam Zambia Zimbabwe
---	---	--	---

\* International mobility activities with these countries are excluded from Taith 2023 call for applications.

## Annex 2 – Inclusion support in Taith

Taith is committed to improving access to international mobility for people with disabilities, additional learning needs, and those from disadvantaged backgrounds. We understand that access to sufficient funding to cover the cost of a mobility can be a major barrier for participation in international opportunities. The funding offered through Taith is set at a level that aims to remove the majority of financial barriers. The Taith grant model also includes additional financial support for disadvantaged participants (learners, students and young people) and for participants, including staff, with additional learning needs and disabilities. Information on grant rates and the funding available can be found in the relevant Pathway Programme Guides.

### 1. Disadvantaged participants

Definitions of disadvantaged participants have been outlined per relevant sector.

Participants who meet one or more of the following criteria will be classified as disadvantaged and will be eligible for additional financial support:

### Higher Education:

- Students with an annual household income of £25,000 or less.
- Students receiving Universal Credit or income-related benefits because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
- Students who are care experienced.<sup>1</sup>
- Students who have caring responsibilities.
- Estranged students (as defined by Student Finance Wales).
- Refugees and asylum seekers.

### FE, VET and Adult Education:

- Learners with an annual household income of £25,000 or less.
- Learners receiving Universal Credit or income-related benefits because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
- Learners who are care experienced.<sup>1</sup>
- Learners who have caring responsibilities.
- Refugees and asylum seekers.

### Schools:

- Pupils with an annual household income of £25,000 or less.
- Pupils who are eligible for means tested free school meals.
- Pupils who are care experienced.<sup>1</sup>
- Pupils who have caring responsibilities.
- Refugees and asylum seekers.

### Youth

- Young people with an annual household income of £25,000 or less.
- Young people receiving Universal Credit or income-related benefits because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
- Young people who are care experienced.<sup>1</sup>
- Young people who have caring responsibilities.
- Refugees and asylum seekers.

## 2. Participants with additional learning needs and disabilities

---

<sup>1</sup> This refers to anyone who has been or is currently in care or from a looked after background at any stage of their life, no matter how short, including adopted children who were previously looked after or those who access the Care Experienced Bursary in other parts of the UK.

Taith is committed to being inclusive to everyone and reducing barriers to participation for those with physical, mental or health related conditions. The programme will therefore offer funding for participants with a disability and/or additional learning needs of up to 100% of actual costs for support directly related to their additional needs.

This may include aspects such as: preparatory visits to carry out risk assessments and ensure the placement has the necessary access and support in place; to fund additional staff members to support participants; and/or to pay for equipment/adjustments/resources necessary for participation. Further detail around preparatory visits can be found in the eligible activities section of the Programme Guide.

## Annex 3- Additional information on Safeguarding procedures

The following areas must be considered as part of an applying organisation's safeguarding procedures:

### Planning

- Completion of risk assessments and, where appropriate, the local authority notified of the visit.
- Discussion with partner organisations to understand their safeguarding policies and procedures, and to put measures in place to ensure participants' safety during the activity, at all times.
- Where participants are staying with host families, the safeguarding procedures supporting the process of identifying and engaging these families must be shared in writing and deemed satisfactory by the applying organisation's safeguarding lead.
- Accompanying adults must be fully briefed on the safeguarding measures prior to the activity starting, including the procedures and referral pathway in the event of an incident.
- Where feasible and appropriate a preparatory visit should be arranged.
- Where applying organisations are planning activities which involve over 18-year-olds, from Wales, interacting with under 18-year-olds or at-risk adults from partner organisations abroad, an agreement must be reached with the partner organisation as to appropriate safeguarding measures. These measures must be shared with participants to ensure their understanding and adherence, and any requirements implemented.

### Accompanying adults

- All accompanying adults (staff and otherwise) engaged in regulated activity with under 18-year-olds and at-risk adults as part of any planned activities (including



virtual exchanges) must undergo an enhanced disclosure and barring service (DBS) check.

- The ratio of accompanying adults to learners must be agreed with consideration given to the age of the learners, if any learners have additional needs or require specific support, the nature of the activities, the experience of the accompanying adults, the duration of the activity and any overnight stays.
- All accompanying adults must be made aware of their roles and responsibilities prior to the commencement of activities.
- Safe recruitment procedures are in place to carefully screen applicants (staff and volunteers).
- There is appropriate support for all accompanying adults, including undertaking mandatory induction and safeguarding training.
- Accompanying adults are aware of any known health conditions the participants may have, including any medication.
- All accompanying adults have detailed information about the emergency contact details for all participants who are under 18 years old or at-risk adults.

### **Participants with disabilities and / or additional learning needs**

- Safeguarding measures must take into account any participants under 18 years old and at-risk adults who are disabled or have additional learning needs and, where appropriate, additional measures implemented to ensure the safety and wellbeing of participants.

### **Information for parents/ carers/ guardians**

- Information including the mobility itinerary, details of the activities that learners will be undertaking, and emergency contact numbers should be shared with parents/carers/guardians prior to the commencement of any activities.
- Information detailing how welfare concerns or instances of abuse can be reported and how these will be managed should be shared with parents/carers/guardians prior to the commencement of any activities.
- Expectations regarding behaviour of learners (code of conduct) have been communicated to parents/carers/guardians and participants, prior to the commencement of any activities.

### **Host families (where applicable)**

Every reasonable step must be taken to ensure the safety and well-being of participants when they stay with host families. Selection and management of host families is crucial to ensuring the safety and protection of those under 18 years old and at-risk adults.

#### **Procedures for selecting host families:**

- The applying organisation must ensure that the partner organisation has a procedure in place to assess the suitability of homestays and obtain confirmation in writing. The safeguarding lead within the applying organisation must sign this procedure off as satisfactory.
- The selection of host families must include police checks (where possible), self-declaration forms (where applicable), code of conduct, house rules, home visit checks, verification of family structure and suitability of sleeping arrangements.
- Selection procedures must be communicated to parents/carers/guardians and their written agreement obtained to confirm that they are happy with the plans in place
- Families and learners should be carefully matched with consideration given to gender, diet, religious belief, and additional needs.

#### **Accommodation during visit:**

- All participants must have their own bed in a room of someone of their own gender, or a separate bedroom.
- All participants must have privacy whilst dressing, washing, and using toilet facilities.
- There must be contingency measures in place should a learner need to change accommodation away from the planned host family, for any reason.

#### **Guidance for participants/host families:**

- All participants must be provided with specific guidance on how to report risks or situations which make them feel uncomfortable, if they are worried about something that happens to them when staying with a host family, or if another participant raises concerns with them. This should include name and contact details for the Designated Safeguarding Lead, or equivalent.
- Participants and host families must be provided with the emergency contact number and have been fully briefed of the procedures should problems arise. Any report that is made must be dealt with immediately and in line with agreed procedures.

#### **Reporting of safeguarding concerns**

- The applying organisation must ensure that there is someone suitably experienced/qualified on call 24 hours a day for the duration of any overseas mobility in case of emergency.
- Any report that is made must be dealt with immediately and in line with agreed procedures.
- There is a process for recording all safeguarding incidents/allegations/concerns. This should include those that do not meet the threshold requiring the safeguarding lead to be alerted
- All safeguarding incidents must be communicated to Taith via email to [office@taith.wales](mailto:office@taith.wales).

## Visas and immigration

Immigration and visas to and from Wales are subject to the rules issued by the UK government. It is the responsibility of the beneficiary to manage and implement any visa/immigration-related support processes for their participants.



Taith.cymru

Taith.wales

