



**A. General Information**

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit;
- Participating organisation(s): this section asks for information about the applicant organisation and about other participating organisations involved as partners in the project;
- Description of the project: this section asks for information about the stages of the project which should include: preparation, implementation and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Project Summary: In this section you should describe in a compact way your project's rationale, objectives and how you intend to achieve these;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant organisation is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form electronically;

For more information on how to fill in this application form, you can read the e-Forms Guideline.

**B. Context**

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Field	Strategic Partnerships for adult education
Call	2014
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	30-04-2014 12:00:00
Language used to fill in the form	

**B.1. Project Identification**

Project Title	
Project Acronym	
Project Start Date (dd-mm-yyyy)	
Project Total Duration (Months)	
Project End Date (dd-mm-yyyy)	
Applicant Organisation Full Legal Name (Latin characters)	



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Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06  
Adobe Reader Version: 11.007

Form hash code



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**B.2. National Agency of the Applicant Organisation**

Identification

For further details about the available Erasmus+ National Agencies, please consult the following page:

[http://ec.europa.eu/education/erasmus-plus/national-agencies\\_en.htm](http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm)

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**C. Participating organisation(s)**

**C.1. Applicant Organisation**

PIC	<input type="text"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>
P.O. Box	<input type="text"/>
Post Code	<input type="text"/>
CEDEX	<input type="text"/>
City	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Fax	<input type="text"/>

**C.1.1. Profile**

Type of Organisation	<input type="text"/>
Is your organisation a public body?	<input type="text"/>
Is your organisation a non-profit?	<input type="text"/>

**C.1.2. Background and Experience**

Please briefly present your organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

Form hash code: 99EC24FC5DBE19CA



[Redacted area]

What are the activities and experience of your organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

[Redacted area]

Have you participated in a European Union granted project in the 3 years preceding this application?

[Redacted area]

C.1.3. Legal Representative

Title	[Yellow box]
Gender	[Red box]
First Name	[Red box]
Family Name	[Red box]
Department	[Yellow box]
Position	[Red box]
Email	[Red box]
Telephone 1	[Red box]

If the address is different from the one of the organisation, please tick this box

C.1.4. Contact Person

Title	[Yellow box]
Gender	[Red box]
First Name	[Red box]
Family Name	[Red box]
Department	[Yellow box]
Position	[Red box]
Email	[Red box]
Telephone 1	[Red box]



Erasmus+

Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06

Adobe Reader Version: 11.007

If the address is different from the one of the organisation, please tick this box

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Form hash code: 99EC24FC5DBE19CA

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**C.2. Partner Organisation**

PIC	<input type="text"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>
P.O. Box	<input type="text"/>
Post Code	<input type="text"/>
CEDEX	<input type="text"/>
City	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Fax	<input type="text"/>

**C.2.1. Profile**

Type of Organisation	<input type="text"/>
Is the partner organisation a public body?	<input type="text"/>
Is the partner organisation a non-profit?	<input type="text"/>

**C.2.2. Background and Experience**

Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

Form hash code: 99EC24FC5DBE19CA



[Redacted text box]

What are the activities and experience of the partner organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

[Redacted text box]

Has the partner organisation participated in a European Union granted project in the 3 years preceding this application?

[Redacted text box]

**C.2.3. Legal Representative**

Title

[Yellow text box]

Gender

[Redacted text box]

First Name

[Redacted text box]

Family Name

[Redacted text box]

Department

[Yellow text box]

Position

[Redacted text box]

Email

[Redacted text box]

Telephone 1

[Redacted text box]

If the address is different from the one of the organisation, please tick this box

**C.2.4. Contact Person**

Title

[Yellow text box]

Gender

[Redacted text box]

First Name

[Redacted text box]

Family Name

[Redacted text box]

Department

[Yellow text box]

Position

[Redacted text box]

Email

[Redacted text box]

Telephone 1

[Redacted text box]

If the address is different from the one of the organisation, please tick this box



Erasmus+

Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06  
Adobe Reader Version: 11.007

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Form hash code: 99EC24FC5DBE19CA

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**D. Description of the Project**

What is the rationale of this project, in terms of objectives pursued and needs to be addressed?

In what way is the project innovative and/or complementary to other projects already carried out?

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never been previously involved in a similar project?

How will cooperation and communication happen among all project partners and with other relevant stakeholders? What will be the purpose and frequency of the transnational project meetings and who will participate in them?

What are the most relevant priorities addressed by your project?

What are the most relevant topics addressed by your project?

What results are expected during the project and on its completion? Please provide a detailed description of the expected results (if they are not listed in intellectual outputs, multiplier events or learning, training, teaching activities).



**E. Preparation**

Please describe what will be done in preparation by your organisation and by your partners before the project activities take place.

**E.1. Project Management**

How will you ensure proper budget control and time management in your project?

How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.

What measures are foreseen to handle project risks (e.g. conflict resolution processes, etc.)?

Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?



**F. Implementation**

Please describe the activities that your project will organise. Please provide detailed information in particular about the project activities that will be supported from the grant for Project Management and Implementation.

What target groups do you address in your activities plan?

**F.1. Involvement of Participants With Fewer Opportunities**

Does your project involve participants facing situations that make their participation more difficult?



**F.2. Project Activities**

**F.2.1. Intellectual Outputs**

**F.2.2. Multiplier Events**

**F.2.3. Learning/Teaching/Training Activities**

Do you foresee the inclusion of learning, teaching or training activities in your project?

[Redacted area]



**G. Follow-up**

**G.1. Impact**

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

How will you measure the previously mentioned impacts?

**G.2. Dissemination and Use of Projects' Results**

You are requested to elaborate dissemination plans. Please provide answers to the questions below.

To whom will you disseminate the project results inside and outside your organisation? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

Who will be responsible for the dissemination activities within your partnership and which specific expertise has it in this area? How many resources will you make available to allow for the proper implementation of your dissemination plans?

What kind of dissemination activities do you intend to carry out (relevance) and through which channels?



Erasmus+ promotes an open access requirement for all materials produced through its projects. In the case your project is producing intellectual outputs/ tangible deliverables, please describe if and how you intend to promote the free access for the public, through the internet, to a digital form thereof. In case a limitation should be foreseen for the use of the open licence, please specify the reasons, extent and nature of this limitation.

How will you ensure that the project's results will remain available and/or will be used by others?

If relevant, please provide any other meaningful information deemed necessary to give a comprehensive overview of your dissemination plans.

### G.3. Sustainability

What are the activities and results that are planned to be maintained after the end of the EU funding including the needed resources to sustain them?



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<b>Application Form</b> Call: 2014 KA2 – Cooperation and Innovation for Good Practices
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Form Version: 1.06  
Adobe Reader Version: 11.007

**H. Budget**

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

**H.1. Project Management and Implementation**

PIC of Organisation	Role of Organisation	Name of the Organisation	Grant Requested
Total			

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, IN CASE OF PROJECTS INVOLVING MORE THAN 10 PARTICIPATING ORGANISATIONS, THE GRANT SUPPORT FOR PROJECT MANAGEMENT AND IMPLEMENTATION WILL BE LIMITED TO THE AMOUNT EQUIVALENT TO 10 PARTICIPATING ORGANISATIONS (1 COORDINATING AND 9 PARTNER ORGANISATIONS) FOR THE PROJECT DURATION.

**H.2. Transnational Project Meetings**

PIC of Organisation	Total No. of Meetings	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
Total					

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR TRANSNATIONAL PROJECT MEETINGS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 23.000 € PER PROJECT PER PERIOD OF 12 MONTHS. FOR SHORTER PROJECT DURATIONS, THE MAXIMUM AMOUNT WILL BE REDUCED PROPORTIONALLY TO THE ACTUAL PROJECT DURATION IN NUMBER OF MONTHS.

**H.3. Intellectual Outputs**

Which concrete participating organisations' staff resources are you planning to use in the production of outputs that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.)?

PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
Total					Total	

Form hash code: 99EC24FC5DBE19CA

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Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06  
Adobe Reader Version: 11.007

H.4. Multiplier Events

PIC of Organisation	Event Identification	No. of Local Participants	Grant per Local Participant	No. of Foreign Participants	Grant per Foreign Participant	Grant Requested
Total			Total		Total	

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR MULTIPLIER EVENTS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 30.000 € PER PROJECT REGARDLESS OF ITS DURATION.

H.5. Learning/Teaching/Training Activities

H.5.1. Travel

PIC of Organisation	Activity No.	Activity Type	No. of Participants	Distance Band	Travel Grant per Participant	Grant Requested
Total					Total	

H.5.2. Subsistence

Long-term Learning/Teaching/Training Activities

PIC of Organisation	Activity No.	Activity Type	Duration (months)	Country of Destination	No. of Participants	Grant per Participant	Grant Requested
Total				Total		Total	

Short-term Learning/Teaching/Training Activities

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Application Form  
 Call: 2014  
 KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06  
 Adobe Reader Version: 11.007

PIC of Organisation	Activity No.	Activity Type	Duration (days)	No. of Participants	Grant per Participant	Grant Requested
Total					Total	

#### H.5.3. Linguistic Support

PIC of Organisation	Activity No.	Activity Type	No. of Participants (without accompanying persons)	Grant per Participant	Grant Requested
Total				Total	

#### H.6. Special Needs

PIC of Organisation	No. of Participants With Special Needs	Description	Please list the activities to which this item refers to	Grant Requested
Total				

#### H.7. Exceptional Costs

PIC of Organisation	Description of Cost Item	Please list the activities to which this item refers to	Grant Requested
Total			

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE GRANT SUPPORT FOR EXCEPTIONAL COSTS WILL BE LIMITED TO A MAXIMUM AMOUNT OF 50.000 € PER PROJECT.

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**I. Project summary**

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

In view of further publication on the Erasmus+ dissemination platform, please be also aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in contract will be linked to the availability of such summary.

Please provide a translation in English.



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Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06

Adobe Reader Version: 11.007



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Form hash code: 99EC24FC5DBE19CA

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**I.1. Summary of participating organisations**

PIC of Organisation	Name of the Organisation	Country of the Organisation
Total number of participating organisations		2



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Application Form  
Call: 2014  
KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06  
Adobe Reader Version: 11.007

**I.2. Budget Summary**

PIC of Organisation	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities			Special Needs	Exceptional Costs	Total
					Travel	Subsistence	Linguistic Support			
Total										

**I.2.1. Project Total Grant**

Grant Calculated	
Grant Requested	

NOTA BENE: AS DETAILED IN THE PROGRAMME GUIDE, THE TOTAL GRANT SUPPORT FOR STRATEGIC PARTNERSHIPS IS LIMITED TO 450.000 € PER PROJECT FOR THREE YEARS. THIS MAXIMUM AMOUNT WILL BE REDUCED PROPORTIONALLY FOR PROJECTS OF A DURATION SHORTER THAN THREE YEARS.

Form hash code: 99EC24FC5DBE19CA

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### J. Checklist

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key- Action 2 application form.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each partner to the applicant signed by both parties.
  - the timeline for the project activities and outputs using the template provided.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- for projects submitted in the field of school education, vocational education and training, higher education or adult education:
  - if the duration is 24 months: the start date is 1 September 2014 and the end date 31 August 2016.
  - if the duration is 36 months: the start date is 1 September 2014 and the end date 31 August 2017.
- for projects submitted in the field of youth for the deadline of 30 April 2014:
  - the start date is between 1 September 2014 and 28 February 2015.
  - the duration is between 6 and 24 months (the latest possible end date for a project of 24 months is thus 27 February 2017).
- you have saved or printed the copy of the completed form for yourself.



### K. Data Protection Notice

#### PROTECTION OF PERSONAL DATA

The application form will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>



## L. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60.000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:





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## Application Form

Call: 2014

KA2 – Cooperation and Innovation for Good Practices

Form Version: 1.06  
Adobe Reader Version: 11.007

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place: \_\_\_\_\_ Date (dd-mm-yyyy): \_\_\_\_\_

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):

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**M. Annexes**

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
Total Size	



**N. Submission**

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

**N.1. Data Validation**

Validation of compulsory fields and rules

**N.2. Standard Submission Procedure**

Online submission (requires internet connection)

**N.3. Alternative Submission Procedure**

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

**N.4. Submission Summary**

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-07-14 12:31:43 *	Form has not been submitted yet	99EC24FC5DBE19CA	Unknown

\* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

**N.5. Form Printing**

Print the entire form