

LEONARDO DA Vinci Programme

GRANT APPLICATION 2006

This form is for use by all bodies wishing to obtain financial support under the Call for proposals : *Call for Proposals Leonardo da Vinci EAC-/33/2006*

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This proposal presents a project addressing **ONE** of the following subjects (indicate which):

Transnational partnerships **X**

Transnational cooperation platforms

Interinstitutional actions

Project acronym: ECVET-Exercise and Fitness

Grant applications must be drawn up in one of the official EU languages, using this form (please use one single language throughout the whole application). Please note that only typed applications will be considered.

Applicants must submit

**1 Original and 3 complete hard copies including all the annexes,
plus 1 electronic version of the grant application**

by the deadline of 31th August2006.

Applications shall be submitted as follows:

- By **post**, date as indicated by the postmark, to the following address:

European Commission
Call for Proposals DG EAC/33/2006
"Award of grants for the promotion and coordination of projects to develop credit systems for vocational education and training (ECVET)"
Tour Madou- Bureau 07/09
Place Madou, 1
1210 Bruxelles

- By **courier-service**, date of deposit slip, or **brought in person**, date as receipt by 17.00 latest (Brussels time), against a signed & dated receipt, to the following address:

Call for Proposals DG EAC/33/2006
"Award of grants for the promotion and coordination of projects to develop credit systems for vocational education and training (ECVET)"
MADO 7/16
1 Rue de Genève
B- 1140 Bruxelles

Applications sent by fax or e-mail will not be accepted.

Application sent on forms from previous years shall not be accepted.

No change to the proposal can be made after the application has been submitted.

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Application and selection procedure

Before filling in the forms, please read the following:

- The text of the call for proposals.
- The Explanatory Note that is attached to this form.

Please keep in mind the following when filling in the application form:

- The form must be completed in the working language of the consortium which must be one of the official languages of the European Union.
- The application must be type-written or word processed using a computer, character size 11 pt minimum.
- The original application must bear the original signature of the person legally authorised to sign on behalf of the co-ordinating institution and the original stamp of this institution.
- The signed bound original and 3 copies thereof must be sent in the same envelope.

-
- All applications will be acknowledged within 20 working days.
 - In accordance with standard Commission practice, the information provided in your application may be used for the purposes of evaluation of the eLearning Programme. The relevant data protection regulations will be respected.
 - Applications will be judged against the eligibility, selection and award criteria set out in the Call for proposals.
 - Before sending your application, please read and fill in the final checklist.

Any questions relating to this Call for proposals should be addressed to the address mentioned above or to the following mailbox:

EAC-A3-Ldv-33-06@cec.eu.int

Since each proposal should involve a number of bodies ("co-beneficiaries"), one application is to be submitted per applicant ("co-ordinating institution") on behalf of all bodies involved ("consortium"). The application must be submitted in the working language of the consortium.

Note: throughout this document and the accompanying forms the term 'project' is used to refer to those set of actions described in the proposal that will be carried out to address the objectives of the Call for Proposals and for which Community funding is being requested

Checklist

All questions have been answered	
Each page has been numbered, including the annexes	
The budget is indicated in Euro and checked for calculation errors	
The original application has been signed by the legal representative of the co-ordinating institution	
All necessary annexes have been attached	
The original and 3 copies thereof are being sent to the address indicated on the first page plus electronic version (diskette or CD-ROM)	

1. DETAILS OF THE BODY MAKING THE APPLICATION

1.1 Exact name of the body applying for the grant (Co-ordinating institution)

Name : SkillsActive
Address : Castlewood House, 77-91 Oxford Street,
Town : London Post code: WC1A 1PX
Region : London
Country : UK
Telephone : (0044) 20 7632 2000 Fax: (0044) 20 7632 2001
E-mail : skills@skillsactive.com
Website : www.skillsactive.com

1.2 Person authorised to sign the agreement (Legal representative)

Surname : Studd First name(s): Stephen
Department : CEO
Title (position) : Chief Executive
Telephone : (0044) 20 7632 2007 Fax: (0044) 20 7632 2001
E-mail : Stephen.studd@skillsactive.com

1.3 Person in charge of the project (Co-ordinator):

Name : John Thorpe – SkillsActive
Title (position) : Head of Qualifications and Skills
Address : Castlewood House, 77-91 Oxford Street,
Town : London Post code: WC1A 1PX
Region : UK11 London
Country : UK
Telephone : (0044) 20 7632 2038 Fax: (0044) 20 7632 2001
E-mail : john.thorpe@skillsactive.com

1.4 Legal status of the applicant:

Public Private Semi-public

Please attach the applicant body's articles of association, and the legal entity form as Appendix 5. If applicable, attach also the profit and loss account, and the balance sheet for the last financial year (see point 7.2 of the call for proposal).

1.5 Person in charge of finance

Surname : Ellis First name(s): Martin
 Department : Finance
 Title (position) : Head of Finance
 Telephone : (0044) 20 7632 2006 Fax: (0044) 20 7632 2001
 E-mail : martin.ellis@skillsactive.com

1.6 Type of applicant body

Please select the relevant categories below:

- National authority
- Regional authority
- Local authority

Educational establishment:

- technical/vocational secondary
- secondary art education
- non-university higher education
- university
- adult education
- open/distance learning

Associations:

National

**European/
international**

- | | | |
|---|--------------------------|--------------------------|
| establishments/ teachers in VET | <input type="checkbox"/> | <input type="checkbox"/> |
| specialised in adult education | <input type="checkbox"/> | <input type="checkbox"/> |
| specialised in integration of disabled people | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify): Sector Skills Council.....X

- Chambers of commerce
- Chambers of Crafts
- European economic interest grouping
- Private sector organisation
- Other (please specify)

2. OTHER BODIES PARTICIPATING IN THE PROJECT (CO-BENEFICIARIES)

Please provide below the basic information concerning any other bodies taking part in the project. (Type of body: see point 1.6; further information is to be provided as part of the reply to question 10 below.)

Participating institution No 2 (P2)

- Name : De Fitness Organisatie SFCV
- Legal status : Not for Profit
- Type of body : **ASS1** - Not for Profit National Association
- Department : N/A
- Address : Driebeekstraat 21
- Town : Gentbrugge Post code: B-9050
- Region : BE21
- Country : Belgium
- Contact person : Surname: Pierar First Name: Christian
- Function : Director
- Telephone : (0032) 9 232 50 36 Fax: (0032) 9 232 50 37
- E-mail : noem@pi.be
- Website : <http://www.fitnessorg.be>

Participating institution No 3 (P3)

- Name : European Observatoire of Sport and Employment (EOSE)
- Legal status : Not for profit
- Type of body : **ASS2** -European organisation
- Department : N/A
- Address : 1, Rue des Feuillants
- Town : Lyon Post code: 69001
- Region : FR71 - Rhone-Alpes
- Country : France
- Contact person : Surname: Beccarini First Name: Corrado
- Function : Treasurer
- Telephone : (0033) 4 37 43 15 75 Fax: (0033) 4 37 43 09 88
- E-mail : eosesec@eose.org
- Website : www.eose.org

Participating institution No 4 (P4)

- Name : Université Claude Bernard Lyon 1 (UCBL)
- Legal status : Public
- Type of body : **EDU.4** -Educational establishment - University
- Department : Pôle Universitaire de la Forme
- Address : 27-29 bd du 11 Novembre 1918
- Town : Villeurbanne Cedex Post code: 69622
- Region : FR71 - Rhone-Alpes
- Country : France
- Contact person : Surname: Chiocci First Name: Claude

- | | | |
|--|--|--|
| | | |
|--|--|--|
- Function : Pedagogical responsible
 - Telephone : (0033) 472 437 120 Fax: (0033) 472 437 119
 - E-mail : chiocci@univ-lyon1.fr
 - Website : <http://deust-forme.univ-lyon1.fr/>

Participating institution No 5 (P5)

- Name : BSA Akademie
- Legal status : Private
- Type of body : **EDU.4** -Educational establishment - University
- Department : N/A
- Address : Hermann Neuberger Sportschule, Gebaeude BSA
- Town : Saarbruecken Post code: D-66123
- Region : DEC
- Country : Germany
- Contact person : Surname: Marx First Name: Johannes
- Function : Director
- Telephone : (0049) 68 03 994 400 Fax: (0049) 68 03 994 410
- E-mail : j-marx@bsa-akademie.de
- Website : <http://www.bsa-akademie.de/>

Participating institution No 6 (P6)

- Name : Institute of Coaching and Sport Education (ICSE)
- Legal status : Public
- Type of body : **EDU.4** -Educational establishment - University
- Department : N/A
- Address : Alkotas u.44.
- Town : Budapest Post code: 1123
- Region : HU01
- Country : Hungary
- Contact person : Surname: Petrovic First Name: Ladislav
- Function : Director
- Telephone : (0036) 487 92 88 Fax: (0036) 356 59 66
- E-mail : Laci@ice.hupe.hu
- Website : <http://www.icse.hu/english.html>

Participating institution No 7

- Name : Institute of Leisure and Amenity Management Ireland Ltd (ILAM)
- Legal status : Not for profit
- Type of body : ASS1. – Employer Body
- Department : N/A
- Address : The Old Barracks Main Street
- Town : Clane Post code: N/A
- Region : IEO21 - Co Kildare
- Country : Ireland
- Contact person : Surname: Fisher First Name: Kilian
- Function : CEO
- Telephone : (00353) 45 86 12 01 Fax: (00353) 45 89 31 95
- E-mail : kilian@ilamireland.ie

- Website : <http://www.ilamireland.ie>

Participating institution No 8 (P8)

- Name : Scuola Italiana Aerobica e Fitness (SIAF)
- Legal status : Private
- Type of body : Vocational Training Organisation
- Department : N/A
- Address : Casella Postale 6284 (P.O. Box 6284)
- Town : Roma Post code: I-00195
- Region : IT4
- Country : Italy
- Contact person : Surname: Adami First Name: Paolo
- Function : Director
- Telephone : (0039) 637 352 328 Fax: (0039) 637 207 17
- E-mail : p.adami@fiaf.it
- Website : <http://www.fiaf.it>

Participating institution No 9 (P9)

- Name : Escola Superior De Desporto De Rio Maior (ESDRM)
- Legal status : Public
- Type of body : **EDU.4** -Educational establishment - University
- Department : N/A
- Address : Rua Jose Pedro Ines Canades, Lote 1
- Town : Rio Maior Post code: 2040-326
- Region : PT13
- Country : Portugal
- Contact person : Surname: José First Name: Rodrigues
- Function : Director
- Telephone : (00351) 243 99 92 81 Fax: (00351) 243 99 92 89
- E-mail : jrodrigues@esdrm.pt
- Website : <http://www.esdrm.pt>

Participating institution No 10 (P10)

- Name : Instituto Nacional de las Cualificaciones (INCUAL)
- Legal status : Public
- Type of body : National Qualification Authority
- Department : N/A
- Address : Rafael Calvo 18
- Town : Madrid Post code: 28010
- Region : ES3
- Country : Spain
- Contact person : Surname: Arbizu Echavarri First Name: Francisca Maria
- Function : Director
- Telephone : (0034) 626 247 232 Fax: (0034) 913 106 635
- E-mail : francisca.arbizu@mec.es
- Website : http://www.mec.es/educa/incual/ice_incual.html

Participating institution No 11 (P11)

- Name : Personal Training School (PTS)
- Legal status : Private
- Type of body : Vocational Training Organisation
- Department : Health and Fitness School
- Address : PO Box 3448
- Town : Stockholm Post code: 510369
- Region : SE01
- Country : Sweden
- Contact person : Surname: Bergstrom First Name: Alan
- Function : Owner
- Telephone : (0046) 8 545 444 18 Fax: (0046) 8 303 040
- E-mail : info@pt-school.com
- Website : <http://www.pt-school.com>

Participating institution No 12 (P12)

- Name : European Health and Fitness Association (EHFA)
- Legal status : Not for Profit
- Type of body : **ASS.2** - European Association
- Department : N/A
- Address : 1 New Market Street
- Town : Clitheroe Post code: BB7 2JW
- Region : UKD4 - North West England
- Country : United Kingdom
- Contact person : Surname: Pilkington First Name: Allan
- Function : President/CEO
- Telephone : (0044) 1200 427 232 Fax: (0044) 1200 429 384
- E-mail : allan.pilkington@ehfa.eu
- Website : www.ehfa.eu

Participating institution No 13 (P13)

- Name : Central YMCA Qualification (CYQ)
- Legal status : Not for Profit
- Type of body : Awarding Body
- Department : N/A
- Address : 112 Great Russell Street
- Town : London Post code: WC1B 3NQ
- Region : UKL1 - London
- Country : United Kingdom
- Contact person : Surname: Marnoch First Name: Jean-Ann
- Function : Executive Director
- Telephone : (0044) 20 7343 1802 Fax: (0044) 20 7436 2687
- E-mail : j.marnoch@cyq.org.uk
- Website : <http://www.cyq.org.uk/>

Participating institution No 14

- Name : Register of Exercise Professionals (REPs)
- Legal status : Not for Profit
- Type of body : Professional Register
- Department : N/A
- Address : 8-10 Crown Hill
- Town : Croydon Post code: CRO 1RZ
- Region : UKL1
- Country : United Kingdom
- Contact person : Surname: Collins First Name: Cliff
- Function : Registrar
- Telephone : (0044) 20 8686 6464 Fax: N/A
- E-mail : info@reps-uk.org
- Website : <http://www.exerciseregister.org/>

Please insert additional entries if required.

PARTNERS (CO-BENEFICIARIES) MUST PROVIDE SIGNED MANDATES GIVING POWER OF ATTORNEY TO THE APPLICANT (CO-ORDINATOR). APPLICANTS MUST SUBMIT THE ORIGINAL MANDATES WITH THE GRANT APPLICATION. A COPY OF THE MODEL MANDATE IS AVAILABLE WITH THE MODEL GRANT AGREEMENT PROVIDED AT <http://www.eac.cec.eu.int/finances/transactions/subventions/subventions.html>



3. PROJECT TITLE

Please give the title of the project in not more than 2 lines, preceded by the acronym.

Project acronym: *please indicate in the header at the top of each page (eg MYPROJECT)*

Project title: ECVET-Fitness

4. SUBJECT

Please indicate the subject of your proposal on the first page of this application.

4.1. SUMMARY OF THE PROPOSED PROJECT

Please identify clearly, in the box provided, the following aspects of your project: Objectives, Target groups, Main activities, Expected results and outputs, as well as the name and the contact details of the co-ordinating institution and the name of the co-beneficiaries for the proposed project. Maximum 1 page. Font Times New Roman (or similar) size 11 minimum.

If your application is successful, this summary will be used as the description of your project and will therefore be part of your contract.

It may also be used for other information purposes. You are therefore kindly requested to formulate it very carefully and to provide this summary **in English or French**.

To facilitate the processing of applications, applicants are also kindly requested to send this summary and information requested in electronic format (see front page, diskette or preferably on a CD-ROM containing an electronic version of the grant application is required).

Proposed project summary (to be used for publishing)

Project acronym: **ECVET-Fitness**

Objectives:

The ECVET-Fitness project will build on the results of Eurofit-qst. This new project has one main goal.

The goal is to develop test, pilot and implement a European credit system for qualifications within the EQF framework in the fitness sector which map to the emerging ECVET structure proposed by the European Commission.

The specific aims of the project are to consolidate within EHFA a lasting Transnational Partnership which will:

- ensure that the credit system developed for Health and Fitness is fit for purpose fitting within the EQF and having synergy and compatibility with the rest of SPORT. (WP3)
- design, develop and test a vocational credit system compatible with ECVET and the EQF for training programmes within the Fitness Sector at the European level. (WP4)
- test, pilot and implement the credit system alongside the EHFA accreditation system, developed in the Eurofit-qst project, within partner countries compatible with the emerging Common Quality Assurance Framework including extending EREPS in new partner countries. (WP5)

Approach:

The partnership as a whole is made up of a diverse group of organisations from the sports and active leisure sector including a National Qualifications Authority, Employers, training providers, Awarding Bodies, Research organisations and Professional Registers at National and European level who are all members of the EHFA Group either leading or supporting one or other of the lead groups including the Employers Network, EREPS and the Training Committee.

The project will consist of a management group which will be the promoter (SkillsActive) and representatives from the European Organisations EHFA as the project Coordinator and EOSE as the European Research Organisation. The methodology proposed for the project is that developed by SkillsActive, the Promoter, having managed a number of trans-national projects, and consists of quarterly partner meetings over two days where much of the development work is undertaken in sub groups based on the work packages. EOSE will lead the work package which will undertake the research. INCUAL as the Spanish National Authority will lead the work package which will develop and test the tools and framework for the ECVET. CYQ will lead the work package related to piloting and accrediting the framework. This work will be supported by additional sub group meetings should they be required.

The partnership is very experienced mix of organisations in the area of trans-national cooperation working for a number of years within a number of European Associations including European Health and Fitness Association, European Association of Sports Employers, The European Network of Sport Education and Employers. Within these associations there have been a wide range of initiatives and projects undertaken mainly on a voluntary basis.

Expected results:

1. A tested methodology for the transparent development and accreditation of a European Credit system for the Fitness Sector
2. A report on the research related to best practice and wider examples of ECVET in other sectors
3. A report on the testing of the process developed for ECVET in the Fitness Industry
4. A report on the piloting of ECVET in the Fitness Industry in at least two countries
5. A section of the EHFA website dedicated to ECVET
6. A guidance document for training providers on how to develop ECVET Fitness Programmes

5. PROJECT COMMENCEMENT AND COMPLETION DATES (DAY/MONTH/YEAR)

Please indicate the period for which the grant is requested, including any preparatory work and time required for completion of the final product financed by the grant.

Start date: 01/12/2006

End date: 30/11/2007

Duration in months: twelve months.

Reminder: the signature of the agreement is expected in the last quarter of 2006.

Activities are expected to start between the 01/12/2006 and the 01/03/2007.

6. PROJECT TARGET GROUP(S)

*Please specify the target group(s) of the project for which the grant is being requested, i.e.
1- the category or categories of **institution or organizations** who stand to benefit directly or indirectly from the project even if they do not participate in it directly.
2- the category or categories of **persons** who stand to benefit directly or indirectly from the project even if they do not participate in it directly*

Institutions and organizations: providers, sponsors and other key actors:

- Government and administration at national, regional or local level
- Authorities from the VET sector:
 - responsible for the professional certifications (diplomas, certificates ...)
 - responsible for system of VET providers
 - services specialized on the elaboration of VET programmes
 - services specialized on the elaboration of professional certifications
 - inspection services for VET
 - VET providers (initial, continuing ...)
 - Chambers of commerce
 - Chambers of Crafts
 - Professional bodies
 - Financing bodies
 - Social partners (trade unions etc)
 - The research community
 - Bodies implicated in mobility

Learners:

- Pupils
- Students
- Adult learners
- Workers
- The unemployed
- Persons with special needs
- Citizens in general

Support staff:

- Administrative staff in VET, including headmasters
- Administrative staff working with professional training for adults
- Inspectors
- Advisors

Policy:

- Political decision-makers/administrative staff at national level
- Political decision-makers/administrative staff at regional level
- Political decision-makers/administrative staff at local level

Providers, sponsors and other key actors:

Providers

Others (please specify):

- European Sports Bodies.....
-
-

.....

7. EUROPEAN UNION MEMBER STATES PARTICIPATING IN THE PROJECT

- | | | |
|--|--|---|
| <input type="checkbox"/> AT (Austria) | <input checked="" type="checkbox"/> FR (France) | <input type="checkbox"/> MT (Malta) |
| <input checked="" type="checkbox"/> BE (Belgium) | <input type="checkbox"/> GR (Greece) | <input type="checkbox"/> NL (Netherlands) |
| <input type="checkbox"/> CY (Cyprus) | <input checked="" type="checkbox"/> HU (Hungary) | <input type="checkbox"/> PL (Poland) |
| <input type="checkbox"/> CZ (Czech Republic) | <input type="checkbox"/> IE (Ireland) | <input checked="" type="checkbox"/> PT (Portugal) |
| <input checked="" type="checkbox"/> DE (Germany) | <input checked="" type="checkbox"/> IT (Italy) | <input checked="" type="checkbox"/> SE (Sweden) |
| <input type="checkbox"/> DK (Denmark) | <input type="checkbox"/> LT (Lithuania) | <input type="checkbox"/> SI (Slovenia) |
| <input type="checkbox"/> EE (Estonia) | <input type="checkbox"/> LU (Luxembourg) | <input type="checkbox"/> SK (Slovakia) |
| <input checked="" type="checkbox"/> ES (Spain) | <input type="checkbox"/> LV (Latvia) | <input checked="" type="checkbox"/> UK (United Kingdom) |
| <input type="checkbox"/> FI (Finland) | | |

8. OTHER COUNTRIES PARTICIPATING IN THE PROJECT

The countries of the European Economic Area (Iceland, Liechtenstein and Norway), Bulgaria, Romania and Turkey can participate in the present call for proposals. Institutions or establishments from these countries are eligible as co-ordinating institution or co-beneficiaries for the types of proposals covered by this form.

- BG (Bulgaria)
- IS (Iceland)
- LI (Liechtenstein)
- NO (Norway)
- RO (Romania)
- TR (Turkey)

9. FINANCIAL SUPPORT FROM THE EUROPEAN COMMUNITY:

Organisations are not entitled to receive more than one grant from the Commission for the action covered by this application and will therefore withdraw any application for any other grant from the Commission should this application be successful, or will withdraw this application should any other application be successful.

Has the proposal, or any aspect thereof or any larger project to which it may belong, already been supported in the past by the European Community?

No

Yes. Please specify the programme, date, type of activity (e.g. preparatory visit) and, if possible, contract number(s):

Is this proposal, or any aspect thereof or any larger project to which it may belong, currently being supported under eLearning or some other European Union programme?

No

Yes. Please specify the programme(s) and provide details in the budgetary form Table 2 'Overview of income' – Point b) 'European Union: other programmes or actions'.

10. DETAILED PROJECT DESCRIPTION

*Please attach as **Appendix 1** a detailed description of your project. This should be drawn up in accordance with the relevant instructions in the explanatory note annexed to this form. Applicants are asked to reply to all questions and in the order in which they are asked, to facilitate processing of the application by the Commission.*

11. BUDGET

*Applications will only be eligible if accompanied by an estimated budget breakdown for the proposed project in question. The attached budget form should be used for this purpose and the relevant instructions followed carefully. All amounts must be stated in euro. The budget estimate thus completed and additional figures required for certain parts of the budget form should be attached as **Appendix 2**.*

12. DECLARATION

The declaration must be provided by the applicant and all the other co-beneficiaries as in appendix 6. This declaration must be signed by the person legally authorised to sign on behalf of the organisation concerned. Each organisation must submit a separate declaration:

13. ANNEXES TO THE APPLICATION

The following annexes form an integral part of the application and must be included:

Annex 1	Grant Request Form
Appendix 1	Detailed project description (based on the attached explanatory note related to question 10 of this application form) Work Plan
Appendix 2	Budget Breakdown Form
Appendix 3	Financial capacity
Appendix 4	Financial Identification Form http://europa.eu.int/comm/budget/execution/ftiers_en.htm
Appendix 5	Legal entity Identification Form http:// europa.eu.int/comm/budget/execution/legal_entities_fr.htm
Appendix 6	Declaration
Appendix 7	Curriculum vitae of the key persons involved in the project (preferably based on the European CV format ¹)
Appendix 8	Checklist for submission of documents
Annex 2	Contract model

¹ <http://europass.cedefop.eu.int/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>

EXPLANATORY NOTE 1

HOW TO APPLY FOR A GRANT UNDER THE CALL FOR PROPOSALS

A. General information

1. Introduction

Community grants are intended as an incentive to undertake projects which would not be feasible without Community support. They operate on the co-financing principle. The grant does not normally, therefore, fully cover the cost of the project concerned, and the applicant body must generally be in a position to contribute from its own resources and/or find other sources of financing.

Under no circumstances may the Community grant give rise to an overall profit.

This note has been drawn up in order to inform applicants/beneficiaries. However, the legal basis for grants remains the agreement drawn up between the Commission and the co-ordinating institution. In all cases, the agreement takes precedence over this note.

Please note that the Commission reserves the right to determine the eligible points in the budget which can be covered by the grant that it makes.

2. Acceptability conditions for applications

Applications must be submitted on the official application forms. These are the grant application form and the budget form, the latter to be submitted as appendix 2 of the grant application form.

Applications from natural persons will not be accepted.

The deadlines indicated in this call for proposals must be respected.

Applications will initially be screened for eligibility, and then assessed on content quality and value for money; technical and financial capacities (see points 7.1 and 7.2 of the call for proposals), according to a clear procedure established by the Commission services. Each budget item must be justified by the content of the proposal.

The Commission reserves the right to reject without justification late, incomplete, incorrectly completed unsigned or wrongly addressed applications. Obviously, submission of the completed grant application form in no way guarantees acceptance of the application by the Commission.

3. Eligibility of expenditure

To be considered as eligible costs of the action, costs must satisfy the following general criteria:

- they must be connected with the subject of the agreement and they must be provided for in the estimated budget annexed to it;
- they must be necessary for performance of the action covered by the agreement;
- they must be reasonable and justified and they must accord with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- they must be generated during the lifetime of the action;
- they must be actually incurred by the co-ordinator or the co-beneficiaries, be recorded in their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- they must be identifiable and verifiable.

The co-ordinator's or the co-beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

a) Eligible direct costs

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out in the paragraph above, are identifiable as specific costs directly linked to performance of the action and which can therefore be booked to it directly. In particular, the following direct costs are eligible provided that they satisfy the criteria set out in the paragraph above:

- the cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the co-ordinator's or the relevant co-beneficiary's usual policy on remuneration;
- travel and subsistence allowances for staff taking part in the action, provided that they are in line with the co-ordinator's or the relevant co-beneficiary's usual practices on travel costs or do not exceed the scales approved annually by the Commission on subsistence allowances;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the co-ordinator or the relevant co-beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs entailed by other contracts awarded by the co-ordinator or the co-beneficiaries for the purposes of carrying out the action, provided that the conditions laid down in Article II.9 of the agreement are met;
- costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction, etc.), including the costs of any financial services (especially the cost of financial guarantees).

b) Eligible indirect costs (administrative costs)

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action (direct costs are related to the following headings of the budget form: 1 Staff; 3 Travel, accommodation and subsistence; 4 Conferences/seminars/workshops; 5 Production/dissemination/information; 6 Other costs), is eligible under indirect costs (2 “General expenditure” heading of the budget form), representing the co-ordinator's or the co-beneficiaries' general administrative costs which can be regarded as chargeable to the action/project.

They may not include any eligible direct costs.

Indirect costs are not eligible where the co-ordinator or the co-beneficiaries already receive an operating grant from the European Commission.

Computer equipment is considered as indirect costs.

Ineligible costs

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the co-ordinator or the co-beneficiaries can show that they are unable to recover it;
- costs declared by the co-ordinator and/or the co-beneficiaries and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Commission;
- computer equipment (which should be included in the general expenditure section);
- contributions in kind (land, immovable property whether in its entirety or in part, durable capital goods, raw material, unpaid charity work by a private individual or corporate body).

4. Grant agreement

If a grant is awarded, it is governed by an agreement with the co-ordinating institution.

In case of multi-annual contracts a first pre-financing payment will be made at the start of the project. Following payment(s) will be subject to a periodic review and an assessment by the Commission of the progress made.

The terms of the agreement with the Commission may only be amended with the signed agreement of both parties. Verbal agreements are not valid and are therefore not binding on the Commission. Beneficiaries wishing to amend one of the terms of the agreement must apply to the Commission for approval as specified in the grant agreement. It is strongly recommended not to request more than 2 or 3 amendments.

The grant awarded by the Commission takes the form of a contribution to the total eligible estimated budget.

The amount of the grant is always established in euro and paid **in instalments**. The final amount of the grant is not calculated until the period covered by the agreement has expired, following examination by the Commission of the financial report and accounts submitted by the co-ordinating institution duly setting out actual expenditure.

5. Financial analysis of the project

The budget proposed by the co-ordinator is analysed by the Commission in order to:

- a) assess whether it is consistent with the proposal and decide whether the budget is sufficiently detailed for funding of the project to be considered;
- b) assess whether the proposed budget matches the concrete objectives / results of the project
- c) eliminate from the budget proposed by the co-ordinator any item of expenditure or operational cost which cannot be accepted according to the rules on eligible expenditure;
- d) propose, if necessary, a downward revision of some items of expenditure considered as being excessive compared to the nature of the project and/or to the volume of work that has to be implemented in order to achieve the envisaged results.

This analysis is made in accordance with the rules on eligible expenditure described in this note.

At the end of this analysis, an approved budget for the project is drawn up by the Commission. If the proposed budget is realistic and acceptable in relation to Community rules, the proposed budget and the approved budget will be identical, and the Community grant may correspond to the contractor's application. In most cases, however, the analysis will result in reductions consequent upon the application of criteria (a) to (d) above. In such cases, the proposed budget will be the subject of a downward revision so that an approved budget is obtained based solely on eligible costs and eligible or reasonable levels of expenditure compared to project objectives.

The amount of the grant will depend on the eligible cost of the project, and will be fixed in euro.

6. Establishing the amount of the grant

Once the approved budget has been defined, funding is calculated according to:

- the application: the total amount of funding may in no way be greater than the amount applied for by the contractor;
- the specified co-financing: the total amount of funding may not exceed 75 % of the approved budget. In many cases, it is likely to be fixed at an appreciably lower level;
- the policy for awarding grants defined in the content of each action;
- the available budget.

The maximum possible amount of grant, mentioned in the agreement, is always established on the basis of the eligible estimated budget. The definitive amount of the grant depends on real eligible expenditure.

7. Payments by the Commission

Grants are paid in €, generally in instalments:

- a pre-financing payment within 45 days of the signature by the Commission of the agreement and the receipt of a financial guarantee for an amount equivalent to the amount of pre-financing granted*;
 - The balance within 45 days of receipt and acceptance by the Commission of a project report and final cost breakdown.
- *: If the financial capacity is considered insufficient, the Commission may require the co-ordinating institution to lodge a financial guarantee in advance.

The amount of the pre-financing and, where applicable, the number of instalments depend on the amount of the Community grant and the nature and duration of the project.

If the amount of the pre-financing paid exceeds the final actual eligible expenditure, the recipient is asked to reimburse the excess. This can occur, in particular, where actual eligible expenditure is lower than that envisaged in the estimate of eligible expenditure for the project.

Appendix 4 ('Financial identification form') has to be stamped and signed by the bank. If the co-ordinating institution has already been paid by the EC on the bank account mentioned on appendix 4, the latter does not need to be signed and stamped by the bank. Please note that an IBAN code is compulsory for several countries (please check on appendix 4).

The bank references accompanying the application must be conserved for the period of the grant. Changes are accepted only in exceptional circumstances and may cause substantial delays in payments by the Commission to the co-ordinating institution.

8. Currency

The total budget estimate and the final cost breakdown must be quoted in euro.

Where declared expenditure in the final cost breakdown was made in national currency, it must be converted into euro by the co-ordinating institution at the exchange rate used by the co-ordinating institution's bank when converting the pre-financing paid by the Commission. A copy of the credit statement showing this exchange rate must be submitted with the final cost breakdown.

In the case of partnerships, the same rules are to be applied by the co-beneficiaries when submitting their reports to the coordinating institution.

9. Invitation of competitive bids for contracts

Where implementation of the assisted actions requires the award of procurement sub-contracts, co-ordinating institution or co-beneficiaries shall award the contract to the tender offering best value for money, that is to say to the tender offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interest. For all contracts of a value exceeding 13,800 €, (VAT or equivalent sales tax excluded) co-ordinating institution or co-beneficiaries must retain records demonstrating that appropriate competition has taken place. At least three offers must be

requested, unless it can be demonstrated that only one possible supplier exists.

Subcontracting shall be reported in the relevant budget section (Sections 4 or 5; see part B). If the nature of the subcontracting is not related with Conferences/seminars/workshops or Production/dissemination/information, the expenditure shall be reported in Other costs. The only subcontracting expenditure allowed concerns costs in accordance with the provisions of the agreement.

Subcontracting agreements must contain at least the following information:

- Subject of the subcontracting
- Dates of start and end of subcontracting
- Amount to be paid
- Detailed description of costs
- Work schedule or phases
- Payment procedures (one or more instalments)
- Penalty clause(s) in the event of non-fulfilment of the agreement or delays in the performance of work (if this is feasible or possible)

None of the basic activities of the project may be subcontracted. The partnership may not subcontract the entire management and general administration of the project and no member organisation of the partnership may subcontract the whole or the greater part of the activities which were assigned to it.

10. Report and cost breakdown

In order to obtain the final payment, a report on the project's implementation and a final cost breakdown showing total actual expenditure for the project must be submitted to the Commission using the standard final report form available on the website

http://ec.europa.eu/education/programmes/calls/3306/index_en.html

The final financial statement must include a list of all the invoices generated during the period of the project.

The transmission of incorrect or unsigned reports and/or cost breakdowns will result in rejection or correction and may cause significant delays in the release of possible payments.

11. Check – Audit

The co-ordinating institution will take all necessary measures to permit operational and/or financial monitoring, checks and audit visits by the Commission and the European Court of Auditors. These checks and audits may take place on the applicant or other co-beneficiaries institution's premises and consist of an examination of original files, accounts and originals of supporting documents. To this end, the documents in question must be kept for five years following the balance payment relating to the project and to its closure. In the case of partnerships, the coordinating institution will apply the same conditions to the co-beneficiaries.

12. Instructions for completing the Budget form

Please see Explanatory Note 3 of the Applicant Form.

13. List of Codes to be used in the Application

You will find here the codes you will have to use when filling in the application, i.e. :

- Type of institution codes
- Country codes
- Language codes
- Region codes (NUTS)

Type of Institution(*)	
EDU.1	Nursery school
EDU.2	Primary school
EDU.3	Secondary school (incl. Vocational / technical)
EDU.4	Higher education institution
EDU.5	Adult or continuing education provider
ASS.1	Non-profit association (regional/national)
ASS.2	Non-profit association (European / international)
ASS.3	Association of Universities
RES	Research institute
PUB.1	Public authority (local)
PUB.2	Public authority (regional)
PUB.3	Public authority (national)
IND	Private company (manufacturing)
SER	Private company (services)
OTH	Other type of organisation

(*) The term “Institution” is understood to mean any type of institution, establishment or organisation eligible to participate in this Action of the Leonardo Programme to which the present application form refers.

Country				Language(**)			
BE	Belgium	IS	Iceland	DA	* Danish	IS	Icelandic
D	Denmark	LI	Liechtenstein	DE	* German	NO	Norwegian
K							
DE	Germany	NO	Norway	EL	* Greek	BG	Bulgarian
G	Greece	BG	Bulgaria	EN	* English	CZ	Czech
R							
ES	Spain	CZ	Czech Republic	ES	* Spanish	EE	Estonian
FR	France	EE	Estonia	FI	* Finnish	LV	Latvian
IE	Ireland	CY	Cyprus	FR	* French	LT	Lithuanian
IT	Italy	LV	Latvia	IT	* Italian	HU	Hungarian
LU	Luxembourg	LT	Lithuania	NL	* Dutch	MT	Maltese
NL	The Netherlands	HU	Hungary	PO	* Portuguese	PL	Polish
AT	Austria	MT	Malta	SE	* Swedish	RO	Romanian
PT	Portugal	PL	Poland	GA	Irish	SI	Slovene
FI	Finland	RO	Romania	LE	Letzeburgesch	SK	Slovak
SE	Sweden	SI	Slovenia			TR	Turkish

U	United	SK	Slovak Republic		
K	Kingdom				

(**) Only the languages shown in this table are eligible “target languages” for this call.

REGION CODES (NUTS)

BE	BELGIUM
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BE1	BRUXELLES CAP. BRUSSEL HOF
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BE21	ANTWERPEN
BE22	LIMBURG
BE23	OOST-VLAANDEREN
BE24	VLAAMS BRABANT
BE25	WEST VLAANDEREN

BE31	BRABANT WALLON
BE32	HAINAUT
BE33	LIEGE
BE34	LUXEMBOURG
BE35	NAMUR

DK	DANMARK
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DK001	Københavns og Frederiksberg Kommuner
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DK002	KØBENHAVNS AMT
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DK003	FREDERIKSBORG AMT
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DK004	ROSKILDE AMT
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DK005	VESTSJÆLLANDS AMT
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DK006	STORSTRØMS AMT
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DK007	BORNHOLMS AMT
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DK008	FYNS AMT
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DK009	SØNDERJYLLANDS AMT
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DK00A	RIBE AMT
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DK00B	VEJLE AMT
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DK00C	RINGKØBING AMT
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DK00D	ÅRHUS AMT
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DK00E	VIBORG AMT
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DK00F	NORDJYLLANDS AMT
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DE	DEUTSCHLAND
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BADEN WÜRTTEMBERG	
DE11	STUTTGART
DE12	KARLSRUHE
DE13	FREIBURG
DE14	TÜBINGEN

NIEDERSACHSEN	
DE91	BRAUNSCHWEIG
DE92	HANNOVER
DE93	LÜNEBURG
DE94	WESER-EMS

BAYERN	
DE21	OBERBAYERN
DE22	NIEDERBAYERN
DE23	OBERPFALZ
DE24	OBERFRANKEN
DE25	MITTELFRANKEN

NORDRHEIN-WESTFALEN	
DEA1	DÜSSELDORF
DEA2	KÖLN
DEA3	MÜNSTER
DEA4	DETMOLD
DEA5	ARNSBERG

DE26	UNTERFRANKEN
DE27	SCHWABEN

DE3	BERLIN
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DE4	BRANDENBURG
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DE5	BREMEN
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DE6	HAMBURG
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RHEINLAND-PFALZ	
DEB1	KOBLENZ
DEB2	TRIER
DEB3	RHEINHESSEN - PFALZ

DEC	SAARLAND
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SACHSEN	
DED1	CHEMNITZ
DED2	DRESDEN
DED3	LEIPZIG

HESSEN	
DE71	DARMSTADT
DE72	GIESSEN
DE73	KASSEL

DE8	MECKLENBURG-VORPOMMERN
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GR	ELLADA
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VOREIA ELLADA	
GR11	ANATOLIKI MAKEDONIA, THRAKI
GR12	KENTRIKI MAKEDONIA
GR13	DYTIKI MAKEDONIA
GR14	THESSALIA

KENTRIKI ELLADA	
GR21	IPEIROS
GR22	IONIA NISIA
GR23	DYTIKI ELLADA

ES	ESPAÑA
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NOROESTE	
ES11	GALICIA
ES12	ASTURIAS
ES13	CANTABRIA

NORESTE	
ES21	PAÍS VASCO
ES22	NAVARRA
ES23	LA RIOJA
ES24	ARAGÓN

ES3	COMUNIDAD DE MADRID
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ES7	CANARIAS
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SACHSEN-ANHALT	
DEE1	DESSAU
DEE2	HALLE
DEE3	MAGDEBURG

DEF	SCHLESWIG-HOLSTEIN
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DEG	THÜRINGEN
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GR3	ATTIKI
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NISIA AIGAIU, KRITI	
GR41	VOREIO AIGAIO
GR42	NOTIO AIGAIO
GR43	KRITI

GR24	STEREA ELLADA
GR25	PELOPONNISSOS

ESTE	
ES51	CATALUÑA
ES52	COMUNIDAD VALENCIANA
ES53	ISLAS BALEARES

SUR	
ES61	ANDALUCIA
ES62	MURCIA
ES63	CEUTA Y MELILLA

CENTRO	
ES41	CASTILLA-LEÓN
ES42	CASTILLA- LA MANCHA
ES43	EXTREMADURA

FR	FRANCE
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FR1	ILE DE FRANCE
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BASSIN PARISIEN	
FR21	CHAMPAGNE – ARDENNE
FR22	PICARDIE
FR23	HAUTE NORMANDIE
FR24	CENTRE
FR25	BASSE NORMANDIE
FR26	BOURGOGNE

FR3	NORD - PAS DE CALAIS
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EST	
FR41	LORRAINE
FR42	ALSACE
FR43	FRANCHE-COMTE

OUEST	
FR51	PAYS DE LOIRE
FR52	BRETAGNE
FR53	POITOU-CHARENTE

IE	IRELAND
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IE011	BORDER
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IE021	DUBLIN
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IE022	MID-EAST
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IE012	MIDLAND
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SUD-OUEST	
FR61	AQUITAINE
FR62	MIDI-PYRENEES
FR63	LIMOUSIN

CENTRE-EST	
FR71	RHÔNE-ALPES
FR72	AUVERGNE

MEDITERRANEE	
FR81	LANGUEDOC-ROUSSILLON
FR82	PROVENCE-ALPES-CÔTES D'AZUR
FR83	CORSE

DEPARTEMENTS D'OUTRE-MER	
FR91	GUADELOUPE
FR92	MARTINIQUE
FR93	GUYANE
FR94	REUNION

IE023	MID-WEST
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IE024	SOUTH-EAST (IRL)
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IE025	SOUTH-WEST (IRL)
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IE013	WEST
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IT	ITALIA
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NORD OVEST	
IT11	PIEMONTE
IT12	VALLE D'AOSTA
IT13	LIGURIA

IT2	LOMBARDIA
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NORD EST	
IT31	TRENTINO-ALTO ADIGE
IT32	VENETO

IT6	LAZIO
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ABRUZZO-MOLISE	
IT71	ABRUZZO
IT72	MOLISE

IT8	CAMPANIA
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SUD	
IT91	PUGLIA

IT33	FRIULI-VENEZIA GIULIA
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IT92	BASILICATA
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IT4	EMILIA-ROMAGNA
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IT93	CALABRIA
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CENTRO	
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ITA	SICILIA
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IT51	TOSCANA
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ITB	SARDEGNA
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IT52	UMBRIA
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IT53	MARCHE
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LU	LUXEMBOURG (Grand Duché)
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NL	NEDERLAND
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NOORD-NEDERLAND	
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WEST-NEDERLAND	
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NL11	GRONINGEN
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NL31	UTRECHT
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NL12	FRIESLAND
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NL32	NOORD-HOLLAND
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NL13	DRENTHE
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NL33	ZUID-HOLLAND
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NL34	ZEELAND
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OOST-NEDERLAND	
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ZUID-NEDERLAND	
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NL21	OVERIJSEL
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NL41	NOORD-BRABANT
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NL22	GELDERLAND
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NL42	LIMBURG (NL)
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NL23	FLEVOLAND
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AT	ÖSTERREICH
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OSTÖSTERREICH	
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WESTÖSTERREICH	
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AT11	BURGENLAND
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AT31	OBERÖSTERREICH
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AT12	NIEDERÖSTERREICH
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AT32	SALZBURG
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AT13	WIEN
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AT33	TIROL
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AT34	VORARLBERG
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SÜDÖSTERREICH	
AT21	KÄRNTEN
AT22	STEIERMARK

PT	PORTUGAL
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CONTINENTE	
PT11	NORTE
PT12	CENTRO
PT13	LISBOA E VALE DO TEJO
PT14	ALENTEJO
PT15	ALGARVE

PT2	AÇORES
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PT3	MADEIRA
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FI	SUOMI / FINLAND
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MANNER-SUOMI	
FI12	ETELÄ-SUOMI
FI13	ITÄ-SUOMI
FI14	VÄLI-SUOMI

FI15	POHJOIS-SUOMI
FI16	UUSIMAA (SUURALUE)

FI2	ÅLAND
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SE	SVERIGE
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SE01	STOCKHOLM
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SE06	NORRA MELLANSVERIGE
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SE02	ÖSTRA MELLANSVERIGE
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SE07	MELLERSTA NORRLAND
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SE04	SYDSVERIGE
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SE08	ÖVRE NORRLAND
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SE0A	VÄSTSVERIGE
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SE09	SMÅLAND MED ÖARNA
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UK	UNITED KINGDOM
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NORTH EAST	
UKC1	TEES VALLEY AND DURHAM
UKC2	NORTHUMBERLAND, TYNE AND WEAR

SOUTH WEST(UK)	
UKK1	GLOUCESTERSHIRE, WILTSHIRE AND NORTH SOMERSET
UKK2	DORSET, SOMERSET
UKK3	CORNWALL AND ISLES OF SCILLY
UKK4	DEVON

YORKSHIRE AND THE HUMBER	
UKE1	EAST RIDING AND NORTH LINCOLNSHIRE

WEST MIDLANDS	
UKG1	HEREFORD & WORCESTERSHIRE, WARWICKSHIRE

UKE2	NORTH YORKSHIRE
UKE3	SOUTH YORKSHIRE
UKE4	WEST YORKSHIRE

EAST MIDLANDS	
UKF1	DERBYSHIRE, NOTTINGHAMSHIRE
UKF2	LEICESTERSHIRE, RUTLAND, NORTHAMPTONSHIRE
UKF3	LINCOLNSHIRE

EASTERN	
UKH1	EAST ANGLIA
UKH2	BEDFORDSHIRE AND HERTFORDSHIRE
UKH3	ESSEX

UKG2	SHROPSHIRE, STAFFORDSHIRE
UKG3	WEST MIDLANDS

NORTH WEST (UK)	
UKD1	CUMBRIA
UKD2	CHESHIRE
UKD3	GREATER MANCHESTER
UKD4	LANCASHIRE
UKD5	MERSEYSIDE

LONDON	
UKI1	INNER LONDON
UKI2	OUTER LONDON

WALES	
UKL1	WEST WALES AND THE VALLEYS
UKL2	EAST WALES

SOUTH EAST (UK)	
UKJ1	BERKSHIRE, BUCKINGHAMSHIRE, OXFORDSHIRE
UKJ2	SURREY, EAST AND WEST SUSSEX
UKJ3	HAMPSHIRE, ISLE OF WIGHT
UK55	GREATER LONDON
UKJ4	KENT

SCOTLAND	
UKM1	NORTH EASTERN SCOTLAND
UKM2	EASTERN SCOTLAND
UKM3	SOUTH WESTERN SCOTLAND
UKM4	HIGHLANDS AND ISLANDS

UKN	NORTHERN IRELAND
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IS	ISLAND
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LI	LIECHTENSTEIN
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NO	NORGE
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NO01	OSLO OG AKERSHUS
NO02	HEDMARK OG OPPLAND
NO03	SØR-ØSTLANDET
NO04	AGDER OG ROGALAND

NO05	VESTLANDET
NO06	TRØNDELAG
NO07	NORD-NORGE

BG	BĀLGARIJA
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BG1	SOFIA STOLITSA
BG2	SEVERNA BĀLGARIJA

BG3	YUZHNA BĀLGARIJA
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CZ	ČESKĀ REPUBLIKA
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CZ01	PRAHA
CZ02	STŘEDNI ČECHY
CZ05	SEVEROVÝCHOD
CZ06	JHOVÝCHOD

CZ03	JIOZĀPAD
CZ04	SEVEROZĀPAD
CZ07	STŘEDNI MORAVA
CZ08	OSTRAVSKO

EE	EESTI
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CY	KYPROS
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LV	LATVIJA
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LT	LIETUVA
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HU	MAGYARORSZĀG
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HU01	KŐZĒP-MAGYARORSZĀ
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HU05	ĒSZAK-MAGYARORSZĀG
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HU02	KÖZÉP-DUNÁNTÚL
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HU06	ÉSZAK-ALFÖLD
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HU03	NYUGAT- DUNÁNTÚL
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HU07	DÉL-ALFÖLD
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HU04	DÉL- DUNÁNTÚL
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MT	MALTA
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PL	POLSKA
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PL01	DOLNOŚLASKIE
PL02	KUJAWASKO-POMORSKIE
PL03	LUBELSKIE
PL04	LUBUSKIE
PL05	ŁÓDZKIE
PL06	MAŁOPOLSKIE
PL07	MAZOWIECKIE
PL08	OPOLSKIE

PL09	PODKARPACKIE
PL0A	PODLASKIE
PL0B	POMORSKIE
PL0C	ŚLASKIE
PL0D	ŚWIETOKRZYSKIE
PL0E	WARMIŃSKO-MAZURSKIE
PL0F	WIELKOPOLSKIE
PL0G	ZACHODNIOPOMORSKIE

RO	ROMÂNIA
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RO01	NORD-EST
RO02	SUD-EST
RO05	VEST
RO06	NORD-VEST

RO03	SUD
RO04	SUD-VEST
RO07	CENTRU
RO08	BUCUREȘTI

SI	SLOVENIJA
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SK	SLOVENSKÁ REPUBLIKA
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SK01	BRATISLAVSKÝ KRAJ
SK21	TRNAVSKÝ KRAJ
SK22	TRENČIANSKY KRAJ
SK23	NITRIANSKY KRAJ

SK31	ŽILINSKÝ KRAJ
SK32	BANSKOBYSTRICKÝ KRAJ
SK41	PREŠOVSKÝ KRAJ
SK42	KOŠICKÝ KRAJ

EXPLANATORY NOTE 2

QUESTION 10 OF THE GRANT APPLICATION FORM

DETAILED PROJECT DESCRIPTION

Applicants are asked to set out their reply to question 10 of the grant application form in accordance with the structure given below, responding to the specific points in the same order and using the same numbering. Please take into account the suggested length.

A. Objectives, activities envisaged, results and outputs anticipated (suggested length: 2 pages excluding points A.8 and A.9)

- A.1 Give a clear description of the topic your project is addressing
- A.2 Give justifying grounds for the project and specify its main objectives
- A.3 Demonstrate how the proposal meets in an effective way the general and specific aims of this call
- A.4 Justify the added value of the project against prior achievements of European Cooperation in the field concerned, and in particular within the ‘Copenhagen Process’
- A.5 Give a clear description of the types of activity which are the subject of the grant application and the anticipated results.
- A.6 Specify the target group(s) identified by the proposal, its (their) needs, and the way in which the target group(s) can expect to draw benefit from the project's results.
- A.7 Describe the added value offered by the project in the perspective of consistent quality assurance policy and practice developments in VET within and across countries..
- A.8 Indicate, whenever appropriate, the main concepts, methodological and organisational approaches which will be used
- A.9 Provide clear indications on how it is envisaged to disseminate and facilitate the transfer and exploitation of projects’ results at political and practical levels, and how it is planned to ensure further sustainable cooperation and effective follow-up of the project results.

B. Partnership composition, contribution and communication

- B.1 Provide for the co-ordinating institution and each of the other co-beneficiary institutions in the project, the following information; please indicate using the same numbering as in your reply to question 2:
 - **expertise, competencies and legitimacy** of the institution in the field covered by the project and experience in co-operation at local, regional, national and trans-national level. Indicate experience both in content and project organisation. Please, provide a short C.V. of core participants- attached as **Appendix 7**. Please indicate after the Full Name of each person, his or her function within the organisation and within the

project, as well as the percentage of working time that she or he would allocate to the project;

- the **specific task(s)** to be assigned to each co-beneficiary within the project;
- **number of personnel** (in absolute numbers **and** expressed in person-months) expected to be **involved in the project**.

B.2 Specify how effective co-operation and communication will be ensured between the partner institutions, the main working language to be used, and the specific arrangements envisaged for resolving any conflicts which may arise between the partners (e.g. contracts between the partners).

B.3 In addition to the formal partner institutions, list any other institutions which will participate actively in the project without receiving support from the *Leonardo da Vinci* grant: please use the scheme of point 2 of the application form and add information on previous participation in Community programmes, as partner or co-ordinator, during the past three years.

C. **Project approach and organisation**

C.1 Describe the methods which will be used and developed.

C.2 Provide a detailed work plan, preferably in the form of the table provided in Appendix 1, giving dates, activities and expected results and outputs.

- a) Divide the project into relevant **stages or work packages** which you envisage in order to achieve the project results and outputs identified.
- b) Provide an **overall work plan** using the table format showing within each stage described in point C.2 a), what **activities** the partnership will undertake, which **partner(s)** will be responsible for each stage, **how many** persons (person / days or person / months) each activity will require and the duration in months of these activities.
- c) Please include a Gant chart of your project.

D. **Evaluation and dissemination (suggested length: 2 pages)**

D.1 What measures do you envisage in order to **monitor and evaluate** the project and its impact? Indicate in the work plan (point C.2) when each of these measures will be carried out and the indicators of results and outputs.

D.2 Describe the means by which the project intends to **test and evaluate** its results and outputs.

D.3 Describe the arrangements planned for **publication and dissemination** of results and experiences of the project. In particular, describe how the partners will contribute to the process of disseminating results. Specify dissemination networks that could make the materials easier to access and obtain for the target group(s) across Europe.

D.4 Describe the main dissemination activities and strategy, and explain how this will ensure that results will be used as regards the target group(s), the target sector(s) and potential users, and how the wider community will be involved.

D.5 Describe how you the wider community of practitioners and stakeholders will be involved in the exploitation of the project results, knowledge and experience.

E. Other information (suggested length: 1 page)

Here you can include other information that you might find relevant (you can refer to the award criteria)

EXPLANATORY NOTE 3

BUDGET

A. Introduction

This note provides information to applicants concerning the financial procedure and the rules for eligibility of costs and guidance on how to complete Appendix 2 (Budget) of the application form.

The budget breakdown as set out in the form will, upon acceptance by the Commission's services, be annexed to the agreement drawn up between the Commission and the co-ordinating institution and will be an integral part of that agreement.

For all amounts over 1 500 €, details of the calculation method must be annexed when submitting the application and the final cost breakdown.

Please complete the financial overview tables in the first page. Make sure that your application form includes both the financial overview and the detailed budget tables (Appendix 2).

B. Financial procedure

1. **Presentation of financial data by the applicant**

For the presentation of the budget, a distinction is made between the following main categories of expenditure (see section D below for details):

1. staff costs
2. travel and subsistence
3. equipment and materials
4. subcontracting, consultancy and other external services
5. conferences and seminars
6. other direct costs (here especially follow-up costs)
7. general (indirect) costs

2. **Financial analysis of proposals**

The *budget proposed* by the applicant is analysed by the Commission in order:

- a) to assess whether it is sufficiently clear and detailed;
- b) to verify whether expenditure and receipts are in balance;
- c) to assess whether the proposed budget is appropriate for achieving the concrete objectives / results of the project;
- d) eliminate any item of expenditure or operational cost which cannot be accepted according to the rules on eligible expenditure;
- e) to propose, if necessary, a downward revision of some items of expenditure, where these are considered excessive compared to the nature of the project and/or to the volume of work to be implemented in order to achieve the planned results.

This analysis is made in accordance with the rules on eligible expenditure described in these notes.

At the end of this analysis, an *approved budget* for the project is drawn up by the Commission.

3. Calculation of the grant and payments

Once the approved budget has been established for the project, the grant to be awarded is calculated on the following basis:

- the total amount of the grant funding may not exceed the amount requested by the applicant;
- the grant may not normally exceed 75% of the approved budget (in most cases, it is likely to be fixed at an appreciably lower level);
- the grant may not have the purpose or effect of producing a profit for the beneficiary;
- the policy for awarding grants under the specific measure of the Leonardo da Vinci Programme;
- the available budget.

The grant agreement specifies the total approved budget for the project, the maximum amount of the grant and the percentage this represents of the approved budget. The final amount of the grant awarded is calculated after approval by the Commission of the final report on the implementation of the project. It is calculated by applying the grant percentage specified in the agreement to the actual approved expenditure on the project, and can never exceed the maximum amount set in the agreement.

This grant is normally paid in two instalments: pre-financing of 60% paid following signature by the beneficiary and the Commission of the grant agreement, and the balance of 40% following acceptance of the Commission of the final report. If the final amount of the grant is lower than that set out in the grant agreement, the difference will be deducted from the balance payment or, if it is in excess of 20% of the original grant amount, must be reimbursed to the Commission by the beneficiary.

C. Rules on Eligibility of costs

1. General Principles

The contractor (project coordinator) must ensure that:

- all costs presented are necessary for the performance of the project and are not unnecessarily high;
- no member organisation of the project partnership may derive a profit from financial assistance awarded by the European Community;
- each item of expenditure is only included under one heading.

All costs must be actual expenses, except for lump sums allowed under these rules. At the end of the project, all expenditure, except for items based on lump sums and any general (indirect) costs (maximum 7%), must be justified by receipted invoices or equivalent documents. The documentary justification for staff costs takes the form of timesheets, salary slips, bank statements, employment contracts, etc.

VAT may be included as an item of expenditure if it represents a final cost and is not recoverable under the national VAT system.

2. Eligible costs

Costs incurred by member organisations of the partnership are eligible if they:

- are directly connected with the project and are provided for in the approved budget;
- are necessary for performance of the project;
- are reasonable and justified and they must accord with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- have been generated during the lifetime of the project as defined in the grant agreement;
- have been actually incurred by the beneficiary and recorded in his accounts or tax documents and are identifiable and verifiable.

3. Ineligible costs

The following items of costs are not eligible and should therefore not be included under any headings in the budget:

- return on capital;
- debts and the debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- contributions in kind;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared and borne in connection with another project or work programme receiving a Community grant;
- excessive or reckless expenditure;
- entertainment or representation expenses;
- replacement costs of persons involved in the project;

- expenses for travel to or from countries other than those participating in the Leonardo da Vinci programme, unless explicit prior authorisation is granted in writing by the Commission;
- external co-financing involving real estate.

D. Principles applied to the different categories and types of costs

1. Staff costs

Staff costs refer to any payment made to a person attached to a member organisation of the partnership or working on a regular or recurrent basis for the project (regardless of his or her status). Staff costs must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). A list of the occupations included in each of these ISCO categories is given in Appendix 4.

Staff costs will be calculated on the basis of the actual daily salary/fees of the employee/service provider, multiplied by the number of days to be spent on the project. This calculation may include, if necessary, all the normal charges paid by the employer, such as social security contributions and related costs, but must exclude any bonus, incentive and profit-sharing arrangements or running costs. Staff costs may not exceed the normal costs for each staff category in the country concerned. In any case, the maximum amounts provided in the Appendix 5 apply unless explicit explanation of using higher rates is provided when submitting the application.

2. Travel and subsistence costs

Only travel and subsistence directly related to the project and concerning precise and clearly identifiable activities related to the operation of the project will be considered eligible. Travel and subsistence costs for conference or seminar participants or speakers must be recorded in Table 1.5, not in Table 1.2.

Travel and insurance costs are based on the actual costs incurred. The most economical fares must be used. Several travel agencies should be contacted in order to obtain the best possible prices.

Rail travel (first class if the participant prefers and if this is allowed by the institution concerned) must be used for journeys of up to 400 kilometres, except in an emergency or where a sea crossing is involved.

For journeys of more than 400 kilometres (or less where a sea crossing is involved or in an emergency), air travel may be used. Apex tickets or special fares must be used as far as possible. Air travel costs higher than an economy class fare are not allowed.

The cost of travel by car will be eligible, provided it is calculated according to the following conditions:

- a) private car or taxi: the amount to be considered eligible is limited to the cost of one equivalent first class rail fare (regardless of how many people are travelling in the car)
- b) hired car (class A except where more than two persons are travelling, in which case maximum class B may be used): the actual costs will be eligible. However, a hired car may only be used if no other suitable transport is available.

Normal travel insurance costs will be eligible.

Travel costs incurred outside the countries participating in the Socrates programme are not eligible, unless explicit prior authorisation is granted by the Commission.

Accommodation and subsistence costs are eligible provided:

- they are indispensable and reasonable, taking into consideration the place of the stay;
- they are calculated in accordance with the internal regulations of the partner concerned;

they do not exceed the maximum amounts per person detailed in the table below:

Country	Maximum in EUR	Country	Maximum in EUR
BE Belgium	150	IS Iceland	183
DK Denmark	179	LI Liechtenstein	174
DE Germany	127	NO Norway	171
GR Greece	113	BG Bulgaria	157
ES Spain	141	CZ Czech Republic	214
FR France	130	EE Estonia	129
IE Ireland	165	CY Cyprus	100
IT Italy	130	LV Latvia	174
LU Luxembourg	143	LT Lithuania	126
NL The Netherlands	148	HU Hungary	136
AT Austria	122	MT Malta	86
PT Portugal	143	PL Poland	227
FI Finland	156	RO Romania	185
SE Sweden	157	SI Slovenia	148
UK United Kingdom	199	SK Slovakia	164
		TR Turkey	114

The amounts specified in this table include all costs associated with the stay in the country concerned. If there is no overnight stay, the amounts are reduced by 50%.

Within these limits, accommodation and subsistence expenses may be reimbursed on an actual or lump sum basis. However, if the internal regulations of the institution of the person making the journey impose a lower limit than the amounts in the above table, these lower amounts must be used.

3. Costs related to the purchase, leasing or rental of hardware and equipment

The costs relating to the acquisition of hardware and other equipment, whether by purchase, leasing or rental, is eligible only if it is strictly necessary for carrying out the project.

The decision to lease, rent or purchase must be based on the least expensive method. At least two suppliers must be contacted in order to obtain the most economic terms.

In the case of rental or leasing, the cost of any buy-out option at the end of the lease or rental period is ineligible.

The installation, maintenance and insurance costs of eligible hardware and equipment are also eligible, but are limited to the proportional use of the equipment for the project.

Where the purchase of hardware and equipment is allowed, the whole of the costs for the reference period will be considered as eligible, but adapted according to the percentage of use within the scope of the project.

Where the purchase of hardware or equipment is allowed, eligible expenditure is calculated as follows:

- a) for the purpose of calculating depreciation, hardware and equipment will be considered as having a life expectancy of three years where the purchase price exceeds 1,000 EUR;
- b) costs per annum will be calculated on the basis of a depreciation factor of 33.33%, adjusted to the percentage use in the project concerned. For example, the allowable cost in year one for a piece of equipment worth 10,000 EUR, which is used 50 % for the project, amounts to $10,000 \times 33.33\% \times 50\% = 1,666$ EUR. In the second year of the project, eligible costs will also be 1,666 EUR if the percentage use of the hardware or equipment remains the same. If the hardware or equipment is not planned to be used for the project in the second year, then no cost (depreciation or otherwise) will be considered eligible in that second year;
- c) where the total value of the hardware or equipment does not exceed 1,000 EUR, the full purchase value will be allowed as eligible expenditure for the relevant year, adjusted to the percentage use in the project;
- d) depreciation or purchase costs will not be eligible if the hardware or equipment was purchased prior to the start of the period of eligible expenditure indicated in the contract, except in the cases of renewed projects where the depreciation costs were allowed as eligible expenditure for the previous contractual year.

4. Cost of subcontracting, consultancy and commissioning other outside experts

If the beneficiary has to conclude procurement contracts in order to carry out the project and the corresponding costs are included in one of the headings of eligible costs according to the estimated budget, he/she shall seek competitive tenders from potential contractors and award the contract to the most economically advantageous bid, in other words the bid offering the best price/quality ratio; in doing so he/she shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests.

Any amount paid to an outside body, which is not part of a member organisation of the partnership and which carries out specific and limited work for the project, must be charged to the heading "Subcontracting costs". This includes work such as translation, interpretation and printing, carried out by bodies outside the partnership organisations.

Such expenditure may only be allowed if the staff of the member organisations of the partnership do not have the skills required for the performance of the work concerned. In order to be eligible, the subcontracting must have been fully described in the application. If no subcontracting was foreseen in the application, prior written approval from the Commission needs to be obtained if the proposed costs of the subcontracting will exceed EUR 10,000 (VAT or equivalent sales tax excluded).

The only subcontracting expenditure allowed concerns costs in accordance with the provisions of the Agreement. Subcontracting Agreements must contain at least the following information:

- subject of the subcontracting
- dates of start and end of subcontracting
- amount to be paid
- detailed description of costs
- work schedule or phases
- payment procedures (one or more instalments)

- penalty clause(s) in the event of non-fulfilment of the agreement or delays in the performance of work (if this is feasible or possible).

None of the basic activities of the project may be subcontracted, in order not to distort the partnership concept. Thus the beneficiary may not subcontract the entire management and general administration of the project and no member organisation of the partnership may subcontract the whole or the greater part of the activities, which were assigned to it.

If the beneficiary calls on the services of an outside expert (i.e. a person not on the payroll of the organisations involved in the project) as a consultant, the costs are eligible subject to the conditions mentioned above, provided that they are strictly necessary for the performance of the project and are reasonable in amount. The consultant's fees should not normally exceed EUR 400 per day (VAT excluded). All the costs directly connected with sub-contracting must be declared under this budget heading, whatever their nature (for example, travel costs). The costs of an independent consultant working full-time or frequently for the project should normally be registered under Staff costs and not under subcontracting.

For translations, only expenditure directly related to translations from and into the official languages of the countries formally participating in the Socrates Programme is eligible, unless explicit prior written authorisation is granted by the Commission. Translation costs may not be higher than the market prices in the country where the translation is done.

The costs of subcontracting may not exceed an amount of 30% of the total eligible costs of the project. Any amount declared in excess of this limit will not be eligible.

5. Conferences and Seminars

Table 1.5 must include all expenditure relating to conferences and seminars covered by the grant or part of the project for which a grant is being requested. If several events are planned, table 1.5 must be completed for each event.

Table 1.5 B: the terms of chapter 2 also apply to the item "Travel and subsistence costs of participants and speakers".

Table 1.5 C: the maximum eligible rate is 550 euros/day/interpreter. Two interpreters maximum per day, per language are eligible (or maximum three interpreters if more than six languages are to be used).

Table 1.5 D: the number of days should include preparation time where applicable.

6. Other direct costs

Other direct costs, not covered by those indicated above, may be allowed, provided they are:

- necessary for the performance of the project
- reasonable in amount
- fully documented and clearly itemised in the application
- not indicated under another category or item of expenditure.

Specific items of expenditure eligible under this heading include:

- the hiring of conference halls or training premises, provided that it is strictly necessary for achieving the objectives of the project;

- costs incurred in producing, translating and publishing documents, when those activities are performed by one of the member organisations of the partnership;
- communication costs (e.g. connection to the Internet) in duly justified cases for projects where activities require very intensive use of communications.
- Cost for any follow-up activities (except staff costs)

7. General (indirect) costs

This heading refers to general costs related to project management, such as:

- communication costs (postage, fax, telephone, mailing, etc.)
- infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out, in proportion to the use of these premises by the project
- office supplies
- photocopies.

The costs involved in reproducing documents and publishing are included under the budget item “Subcontracting costs” or “Other costs”, as the case may be.

The item “General costs” may not cover staff costs or any other costs already declared for another item.

The indirect costs incurred in carrying out the action may be eligible for flat rate funding fixed at not more than 7% of the total eligible direct costs. (ie of the total of headings 1 to 6 of Table 1).

E. Staff categories

According to the International Standard Classification of Occupations_(ISCO-88 (COM)):

STAFF CATEGORY 1

- 100 Legislators, senior officials and managers
- 110 Legislators and senior officials
- 111 Legislators and senior government officials
- 114 Senior officials of special-interest organisations
- 120 Corporate managers
- 121 Directors and chief executives
- 122 Production and operation managers
- 123 Other specialist managers
- 130 Managers of small enterprises
- 131 Managers of small enterprises

STAFF CATEGORY 2

- 200 Professionals
- 210 Physical, mathematical and engineering science professionals
- 211 Physicists, chemists and related professionals
- 212 Mathematicians, statisticians and related professionals
- 213 Computing professionals
- 214 Architects, engineers and related professionals

- 220 Life science and health professionals
- 221 Life science professionals
- 222 Health professionals (except nursing)
- 223 Nursing and midwifery professionals
- 230 Teaching professionals
- 231 College, university and higher education teaching professionals
- 232 Secondary education teaching professionals
- 233 Primary and pre-primary education teaching professionals
- 234 Special education teaching professionals
- 235 Other teaching professionals
- 240 Other professionals
- 241 Business professionals
- 242 Legal professionals
- 243 Archivists, librarians and related information professionals
- 244 Social science and related professionals
- 245 Writers and creative or performing artists
- 246 Religious professionals
- 247 Public service administrative professionals

STAFF CATEGORY 3

- 300 Technicians and associate professionals
- 310 Physical and engineering science associate professionals
- 311 Physical and engineering science technicians
- 312 Computer associate professionals
- 313 Optical and electronic equipment operators
- 314 Ship and aircraft controllers and technicians
- 315 Safety and quality inspectors
- 320 Life science and health associate professionals
- 321 Life science technicians and related associate professionals
- 322 Health associate professionals (except nursing)
- 323 Nursing and midwifery associate professionals
- 330 Teaching associate professionals
- 331 Primary education teaching associate professionals
- 332 Pre-primary education teaching associate professionals
- 333 Special education teaching associate professionals
- 334 Other teaching associate professionals
- 340 Other associate professionals
- 341 Finance and sales associate professionals
- 342 Business services agents and trade brokers
- 343 Administrative associate professionals
- 344 Customs, tax and related government associate professionals
- 345 Police inspectors and detectives
- 346 Social work associate professionals
- 347 Artistic, entertainment and sports associate professionals

STAFF CATEGORY 4

- 400 Clerks
- 410 Office clerks
- 411 Secretaries and keyboard-operating clerks

- 412 Numerical clerks
- 413 Material-recording and transport clerks
- 414 Library, mail and related clerks
- 419 Other office clerks
- 420 Customer services clerks
- 421 Cashiers, tellers and related clerks
- 422 Client information clerks

F. Labour Cost by profile

Labour Cost by Profile per day – Euro

Country	Manager / Cat 1	Researcher/teacher/trainer / Cat 2	Technical / Cat 3	Administrative / Cat 4
Austria	391	295	214	177
Belgium	353	293	233	182
Denmark	448	374	298	232
Finland	332	231	187	157
France	394	320	208	159
Germany	378	318	251	193
Greece	198	165	132	103
Iceland	308	275	231	148
Ireland	343	336	328	328
Italy	517	273	195	161
Lichtenstein	394	315	239	189
Luxembourg	383	319	255	198
Netherlands	373	318	247	193
Portugal	171	147	105	71
Spain	248	218	163	114
Sweden	480	399	322	249
United Kingdom	408	375	258	186
Cyprus	264	227	137	94
Czech Republic	81	75	56	41
Estonia	70	62	43	30
Hungary	119	102	75	42
Lithuania	60	50	37	26
Latvia	65	52	41	27
Malta	128	106	86	62
Poland	123	100	75	54
Romania	72	54	41	26
Slovenia	198	171	137	86
Slovak Republic	65	56	44	36
Bulgaria	28	24	18	13
Norway	456	384	309	233

Turkey	109	57	44	28

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