



EUROPEAN COMMISSION
Directorate-General for Education and Culture

Lifelong Learning Programme

CALL FOR PROPOSALS EAC/42/2010

European Policy Network on School Leadership

APPLICATION FOR A FRAMEWORK PARTNERSHIP AGREEMENT

Decision no 1357/2008/EC
of the European Parliament and of the Council

INTRODUCTION

Before completing the application forms, please make sure you have read these notes together with the Terms of Reference of the Call.

The Commission will not consider applications which do not provide all the information and documents requested.

Applications which do not comply with the eligibility criteria will not be considered for evaluation.

Please pay particular attention to the financial rules. Any costs presented in the budget which do not comply with the financial part of Terms of Reference will be considered as ineligible and will not be taken into account when calculating the support to be awarded.

Please keep to the format provided and follow the page order. If you need to include more information, do it by way of an annex, although annexes are not to be used as a substitute for completing the appropriate sections in the form. The form is available on the Internet at the following address:
http://ec.europa.eu/dgs/education_culture/calls/grants_en.html

Send 1 (one) copy of your application, unbound, and 3 (three) additional copies, bound.

DEADLINE FOR SUBMISSION OF PROPOSALS:

15 October 2010 (date of postmark)

All envelopes should be clearly marked:

**“CALL FOR PROPOSALS EAC/42/2010
Policy Networks”**

address:

Mr Adam Pokorny

Head of Unit

DG Education and Culture, Unit B2

MADO 14/04

B-1049 Brussels

Acknowledgement of receipt

This page will be returned to you once the Commission has received your application. Please therefore complete the information below clearly:

Full Legal Name of applicant organisation:	
Title of the action:	
Street & N°:	City:
Postcode:	Country:
Tel: +	Fax: +
E-mail:	
Contact person:	

Reserved for the Commission:

We acknowledge receipt of your application within the framework of the Call for Proposals EAC/42/2010.

Reference:

Please use this reference number in all communication.

CHECKLIST

Please use this checklist to ensure that you attach all of the necessary documents and sign below. Applications failing to supply the necessary documents will be considered as ineligible. Please make sure that all signatures and stamps required have been included.

- Acknowledgement of receipt
- Checklist
- Declaration

Application form

Information on the applicant organisations

- Copy of all documents officially establishing the applicant organisation, together with any subsequent amendments. This/these document(s) must mention the full legal title, the official registered number, the official registered address, the date and place of registration of the applicant organisation.
- Copy of the statutes (articles of incorporation/association) (if different from above).
- Proofs that the person named as legal representative is the statutory legal representative of the applicant organisation. Where a different person is mentioned in the application to be authorised to sign any agreement with the Commission, a letter of proxy, signed by the Statutory Legal Representative.
- If applicable: a copy of the VAT registration for the applicant organisation. If the VAT is not deductible and cannot be recovered by the applicant, please specify and give evidence.

Information on the financial capacity of the applicant organisation

- The profit and loss accounts of the coordinating organisation, together with the balance sheet for the last financial year for which the accounts have been closed. If this is not possible, other documentation attesting the financial capacity is required.
- the bank details form completed by the beneficiary and certified by the bank (original signatures required)
- the legal entity form.

Information on the operational capacity of the applicant organisation

- CVs of the lead person within each institution, showing their relevant professional experience.
- List of projects already undertaken *in a relevant field* by the applicant organisation and partners.
- Letters of commitment

Work Plans and budgets

- Overall Work Plan 2011 - 2014
- Overall Budget (2011-2014)
- Specific Work Plan 2011 - overview
- Specific Work Plan 2011 - work packages
- Budget 2011

Name of legal representative:

Position in the organisation:

Signature of legal representative:

Date:.....

I – Declaration

I, the undersigned,, authorised to represent the applicant, hereby request from the Commission a grant of €¹ with a view to implementing the action / work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and that the applicant has not received or applied for any other Community funding to carry out the action / work programme which is the subject of this grant application.

I certify on my honour that the applicant is not in one of the situations which would exclude it from receiving Community grants and accordingly declare that the applicant:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, is not the subject of proceedings concerning those matters, and is not 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;
- is not guilty of grave professional misconduct proven by any means which the authorising officer responsible can justify;
- has fulfilled all its obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which it is established and with those of the country of the authorising officer responsible and those of the country where the action / work programme is to be implemented;
- 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;
- is not currently subject to an administrative penalty for having been found guilty of serious misrepresentation in supplying the information required by the authorising officer's department, or for failing to supply such information, or for having been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to a procurement procedure or another grant award procedure financed by the Community budget;
- is not subject to a conflict of interest;
- is not guilty of misrepresentation in supplying the information required by the authorising officer's department or of failing to supply this information.

I have been informed that, under the Financial Regulation of 25 June 2002 applicable to the general budget of the European Communities, applicants found guilty of misrepresentation may be subject to administrative and financial penalties in accordance with the conditions laid down

¹ see section IX.B 4

in that Regulation. The administrative penalties consist of being excluded from all contracts or grants financed from the Community budget for a maximum of five years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant. This period may be extended to ten years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations may also receive financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

Surname / first name:

Title or position in the applicant organisation:

Signature and official stamp of applicant:

Date:

Processing your grant application will involve the recording and processing of personal data (such as names, addresses, CVs, etc.). This data will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 . Unless otherwise stated, the replies to the questions in this form and the personal data requested are necessary in order to evaluate your grant application and they will be processed solely for that purpose [and, if need be, for other relevant purposes to be specified] by [body appointed to take charge of data processing]. On request, you may obtain access to your personal data and you may correct any inaccurate or incomplete personal data. For any question relating to the processing of your personal data, you may contact [body appointed to take charge of data processing]. You are entitled to contact the European Data Protection Supervisor about the processing of your personal data at any time.

You are informed that, to ensure that the Communities' financial interests are protected, your personal data may be communicated to internal audit services, the European Court of Auditors, the body specialising in financial irregularities or the European Anti-Fraud Office (OLAF).

The data of applicants in any of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation¹ may be included in a central exclusion database and communicated to designated persons in the Commission, the other institutions, agencies, authorities and bodies referred to in Article 95(1) and 95(2) of the Financial Regulation. This also applies to those with power of representation, decision-making power or powers of control in respect of such applicants. Following a request to the Commission's Accounting Officer, anyone registered in the database is entitled to be informed of the data recorded about them.

Ila – Information on the applicant organisation

Name of the applicant (full legal title of the organisation):	
Legal status (public entity, commercial company, association, foundation etc):	
Website:	
Statutory legal representative (name and function)	
Authorised signatory for the agreement (if different, name and function)	
Address of Registered Office	
Street N°:	
Post code:City: Country:	
Tel: Fax: E-Mail:	
Correspondence Address (if different from legal address)	
Street.....N°:	
Post code:City:Country:	
Tel: Fax: E-Mail:	
Contact Person	
Contact Person Surname and Forename:	
Contact Person Function:	
Tel (office):	Fax:
Tel (mobile):	E-mail:

Subsidies granted by a European institution in the last three years and requests for subsidy in progress (in this case, specify "in progress" in the column "year of contribution") (<i>if the support is granted, the applicant must inform the Commission</i>)			
Name of EU Programme	Title and reference of project	Year of contribution	Amount (€)

Brief description of the activities of the applicant organisation. (<i>further information on the applicant organisation, publications or activity reports can be inserted in appendix</i>):

IIb – Information on partner organisations

(Please fill in one sheet for each organisation)

Name (full legal title of the organisation/company):	
Legal status (public entity, commercial company, association, foundation etc):	
Website:	
Address	
Street N°:	
Post code:City: Country:	
Tel: Fax: E-Mail:	
Contact Person Surname and Forename:	
Contact Person Function:	
Tel (office):	Fax:
Tel (mobile):	E-mail:

Brief description of the activities of the applicant organisation. (further information on the applicant organisation, publications or activity reports can be inserted in appendix):

III – Financial identification of the applicant organisation

Please use the form corresponding to the financial identification of the applicant according to the country where the organisation is established.

The correct form **must be downloaded from the website**

http://ec.europa.eu/budget/info_contract/ftiers_en.htm

Check that all the data included in this form are consistent with the official documents sent.

LEGAL ENTITIES

PRIVATE COMPANIES & NON-PROFIT ORGANISATIONS

TYPE OF COMPANY	<input type="text"/>														
NAME(S)	<input type="text"/>														
	<input type="text"/>														
	<input type="text"/>														
	<input type="text"/>														
ABBREVIATION	<input type="text"/>														
OFFICIAL ADDRESS (Head Office)	<input type="text"/>														
POSTAL CODE	<input type="text"/>					<input type="text"/>					<input type="text"/>				
CITY	<input type="text"/>														
COUNTRY	<input type="text"/>														
VAT	<input type="text"/>														
PLACE OF REGISTRATION	<input type="text"/>														
DATE OF REGISTRATION	<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="text"/>		
REGISTRATION N°	<input type="text"/>														
PHONE	<input type="text"/>										FAX <input type="text"/>				
E-MAIL	<input type="text"/>														
CONTACT PERSON	<input type="text"/>														

SPECIMEN:
PLEASE
DOWNLOAD
ORIGINAL FORM

This "Legal entity" form should be filled in and returned together with:

* A copy of any official document (e.g. official gazette, register of companies etc...) showing the company's name and official address, as well as the registration number given to it by the national authorities;

* A copy of the VAT registration document if applicable, and if the VAT number does not appear on the official document referred to above.

DATE :	STAMP
NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE	
SIGNATURE	

IV – Legal entity form for the applicant organisation

Please use the form corresponding to the legal form of the applicant organisation according to the country where the company is established. The forms must be downloaded from the website

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm?submenuheader=0

The applicant must check that all the data included in this form are coherent with the official documents sent.

LEGAL ENTITIES

PRIVATE COMPANIES & NON-PROFIT ORGANISATIONS

TYPE OF COMPANY	
NAME(S)	
ABREVIATION	
OFFICIAL ADDRESS (Head Office)	
POSTAL CODE	
CITY	
COUNTRY	
VAT	
PLACE OF REGISTRATION	
DATE OF REGISTRATION D D M M Y Y Y Y	
REGISTRATION N°	
PHONE	
E-MAIL	
CONTACT PERSON	
FAX	

SPECIMEN:
PLEASE
DOWNLOAD
ORIGINAL FORM

This "Legal entity" form should be filled in and returned together with:

** A copy of any official document (e.g. official gazette, register of companies etc...) showing the company's name and official address, as well as the registration number given to it by the national authorities;*

** A copy of the VAT registration document if applicable, and if the VAT number does not appear on the official document referred to above.*

DATE :	STAMP
NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE	
SIGNATURE	

V- Information on the applicant organisation's financial capacity

Tick the relevant box for the applicant organisation:

- The applicant is a **commercial company**; therefore the applicant has enclosed its complete annual accounts for the last two years.
- The applicant is a **non-profit organization**; therefore the applicant has enclosed its complete annual accounts for the last year.
- The applicant is a **public law body** and requests to be exempted from the verification of its financial capacity.
- The applicant certifies through the declaration of honour that it has the operational and financial capacity to implement the action to be granted (Application form I).

A – NON-PROFIT ORGANISATIONS ONLY

I – Information to be extracted from the Balance Sheet

Formation expenses:

Capital and reserves²:

Total balance sheet ³:

II – Information to be extracted from the Profit and Loss Account

Turnover:

Depreciation⁴:

Operating profit or loss⁵:

Total expenses⁶:

Profit or loss for the financial year after tax:

² Capital and reserves = Equity capital (called up shared capital + share premium account). The figure is part of the liabilities side

³ Balance sheet total = total assets side = total liabilities side

⁴ The depreciation allowance is recorded in the operating expenses

⁵ Operating Profit is the difference between the Operating Income (excluding financial and extraordinary income) and the Operating Expenses (excluding financial and extraordinary charges). Please indicate whether this amount is positive (« + ») or negative (« - »).

⁶ Total expenses = total of operating expenses, financial charges, extraordinary charges and taxation charges.

B – COMMERCIAL COMPANIES ONLY

Attention: ONLY the three first lines must be filled in for 3 years as far as the information is available

	N	N-1	N-2
Profit or loss for the financial year after tax			
Depreciations			
Dividends			

Equity	
Total Balance Sheet	
Currents Assets	
Liabilities	

Total eligible costs of the 2011 activities	
Amount requested for the 2011 activities	
Other funds already obtained for the 2011 activities (other than this)	
Number of years/months of the 2011 activities	

Name of the Applicant's legal representative:.....

Date and signature :

VI - Information on the partnership's operational capacity

Please describe your human and technological resources:

Please describe your experience in the field of this Call:

Please supply CVs of the lead person within each partner institution, showing their relevant professional experience.

Please supply a list of projects already undertaken in a relevant field by the applicant organisation and partners.

Please supply a letter of commitment to this project from each partner organisation.

VII- Indicative Overall Budget (2011-2014)

Please indicate in outline the budget for the duration of the Framework Agreement and the amount you plan to request to the Commission for actions taking place in each of the years 2012, 2013 and 2014.

Any grants for these years will be the subject of further annual applications.

Reminder: Costs incurred by organisations not included in the partnership are not eligible for co-funding from the European Union.

Expenditure						
	2011	2012	2013	2014	total	
Direct Costs						<i>No decimals</i>
Staff						
Travel and subsistence						
Equipment						<i>Cannot exceed 10% of direct costs</i>
Subcontracting						<i>Cannot exceed 30% of direct costs</i>
Other						
Sub-Total Direct Costs						
Sub-total: Indirect costs						<i>Cannot exceed 7% of Total Direct Costs</i>
Total Cost						
Revenue						
	2011	2012	2013	2014	total	
Community Grant Requested						
% of total cost						<i>Cannot exceed 75% of Total Cost</i>
Own funding of the members of the partnership						
Other sources of financing						
Total Co-financing						
Total revenue						<i>Must equal Total Cost above</i>

VIII a- Specific Work Plan 2011 - overview

	Work package you will use to reach this objective <i>(for each work package, please complete a separate sheet VIIIb)</i>	
Specific objective	Work package title	Number

VIII b- Specific Work Plan 2011 - work packages

IMPORTANT: This sheet must be completed separately for each work package

Work package N°			
Work package title:			
Start Month number		End Month number	Duration in Number of months
Description of work package			
<i>Limit 2000 characters</i>			

Deliverables – outputs / products / results	
Title	
Type of outcome / product / result	
Delivery date	
Description:	
<i>Limit 500 characters</i>	

Add tables as necessary

Partners involved:	Partner	Role and tasks in the work package
Lead partner:		

Add rows as necessary

F.4 Resources required to complete work package

Indicative input of partnership staff: The total number of days per staff category should correspond with the information provided in the budget tables.

	Partner	Number of staff days ⁷				
		Category 1	Category 2	Category 3	Category 4	Total
Lead partner:						
Total						

Add rows as necessary

Tasks that will be subcontracted

Partner responsible for Sub-contract	N° days	Brief description of task

Add rows as required

Explanation of work package expenditures

Please explain and justify budget items included in the detailed budget that relate to this work package, specifically, where relevant under the headings: "travel and subsistence (of the staff of the partnership)", "equipment" and "other".

Limit 2000 characters

⁷ Staff: Category 1: Senior staff (inc. project managers); Category 2: Junior staff (inc. policy officer, project assistant etc); Category 3: Clerical staff; Category 4: Technical /Financial staff

IX – Budget Overview 2011

BUDGET ESTIMATES FOR THE ACTIVITIES FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed in balance⁸ and presented in Euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered. The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

A — ELIGIBLE COSTS ⁹	Work package 1 €	Work package 2 €	Work package 3 €	Work package 4 €	Work package 5 €	Work package 6 €	Work package 7 €	TOTAL
A.1) costs of the staff assigned to the action ¹⁰ Category 1 ¹¹ Category 2 Category 3 Category 4								
A.2) travel and subsistence costs for the staff involved in the action								
A.3) purchase cost of equipment ¹²								
A.4) costs of consumables and supplies								
A.5) costs entailed by other implementation contracts								
A.6) any other direct costs ¹³								
A.7) indirect costs of implementation ¹⁴								

⁸ Subject to possible changes in exchange rates.

⁹ Refer to the call for proposals for rules on cost eligibility.

¹⁰ Staff costs must correspond to real costs including social security contributions and other statutory wage costs. A statement must be provided detailing the qualifications of each staff member concerned, the corresponding unit cost and the number of days/months of work scheduled. Particular attention should be given to the costs of the permanent staff of public administrations. Following the 2007 revision of the detailed rules for the implementation of the Financial Regulation [Article 172a(2)(e)], salary costs of the staff of national administrations are considered eligible where they correspond to the cost of activities that the public authority concerned would not carry out if the project in question were not undertaken. On the other hand, defrayal by the Community of salary costs corresponding to activities that the public authority was already carrying out before the project was launched would generate a profit for the beneficiary, as these costs are already borne by the budgets of the state (or regional or local authorities) in the context of their ordinary activities.

¹¹ Staff: Category 1: Senior staff (inc. project managers); Category 2: Junior staff (inc. policy officer, project assistant etc); Category 3: Clerical staff; Category 4: Technical /Financial staff

¹² Equipment must be written off in accordance with the tax and accounting rules which apply to the applicants. Only the portion of the equipment's depreciation corresponding to the duration of the action is eligible.

¹³ This heading may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

¹⁴ [This figure may be determined on the basis of a flat-rate sum fixed at not more than 7% of total eligible costs, unless the call for proposals provides otherwise; not eligible if the applicant is already receiving an operating grant from the Commission during the reference period.]

BUDGET ESTIMATES FOR THE ACTIVITIES FOR WHICH A GRANT IS REQUESTED								
The budget estimates must be detailed in balance ⁸ and presented in Euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered. The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.								
TOTAL ELIGIBLE COSTS								
A.1) other non-eligible costs ¹⁵								
TOTAL COSTS								
B — FUNDING								TOTAL
B.1) expected direct revenue from the action								
B.2) contribution by the applicant and associate third parties								
B.3) contribution by other external sponsors ¹⁶								
B.4) contribution requested from the Commission ¹⁷								
B'.1) contributions allocated to any ineligible costs (point A.1)								
TOTAL FUNDING								

¹⁵ Such costs may under no circumstances be financed from Community funds.

¹⁶ Give details. Specify in particular whether these contributions are allocated to specific costs.

¹⁷ See section I - Declaration.