



## EUROPEAN COMMISSION

Directorate-General for Education and Culture

Lifelong learning: horizontal policy issues and 2020 strategy

**Lifelong learning: 2020 strategy**

# GRANT REQUEST

**CALL FOR PROPOSALS EAC/44/2010**  
**“CALL FOR PROPOSALS FOR A NETWORK ON EVIDENCE-BASED POLICY AND  
PRACTICE IN EDUCATION AND TRAINING”**  
**DEADLINE FOR APPLICATIONS: 15 OCTOBER 2010**

The grant request is made up of 4 parts:

- Part 1: the application form;
- Part 2 : the “Budget Breakdown” composed of the overall budget and activity-based- budget(s) forms;
- Part 3 : “Declarations”
- Part 4: the “Information concerning the applicant” form.

These 4 parts must be sent together to the following address by 15 October 2010 at the latest:

**Gordon CLARK**  
**Head of Unit**  
**Lifelong learning: 2020 strategy (A.1)**  
**DG Education and Culture**  
**MADO- 9/14**  
**B-1049 – BRUSSELS**

**THE AGREEMENT TO BE SIGNED IS BASED ON THE CONTENTS OF THIS  
GRANT REQUEST FORM.**

**PLEASE DO NOT MAKE ANY MODIFICATIONS TO THE PRESENTATION OF  
THIS FORM!**

**TYPE OF APPLICATION**

The present application concerns the development of a network of knowledge brokerage initiatives to promote evidence-based policy and practice in education and training.

**1. DETAILS OF THE APPLICANT****1.1 Exact name of the body applying for the grant (the contract shall be issued in this name)**

Name:

Address:

Town:

Post code:

Region:

Country:

Telephone: (       )

Fax:

E-mail:

**1.2 Address for correspondence, if different from 1.1:**

Name:

Address:

Town:

Post code:

Region:

Country:

Telephone: (       )

Fax:

E-mail:

**1.3 Legal status of the applicant:****1.5 Person in charge of the administration of the project**

Surname:

First name(s):

Title (position):

Telephone: (       )

Fax: (       )

E-mail:

**1.6 Person in charge of the finances**

Surname:

First name(s):

Title (position):

Telephone: (       )

Fax: (       )

E-mail:

**1.7 Person authorised to sign the agreement**

Surname:

First name(s):

Title (position):

Telephone: (       )

Fax: (       )

E-mail:

## **1.8 Applicant's bank details**

*Please download and fill in the "Financial Identification form" mentioned in Part IV.*

## **2. COMMENCEMENT AND COMPLETION DATES** *(please take note that the eligible period of the call, in principle, runs from December 2010 to February 2013)*

- *Please indicate the period for which the grant is requested, including any preparatory work and time required for completion of the projects.*
- *Also take into consideration the time needed to receive justification documents for financial transactions.*

**The activities will run from ..... to .....**

### **3. ESTABLISHMENT AND DEVELOPMENT OF A EUROPEAN NETWORK TO SUPPORT EVIDENCE-BASED POLICY AND PRACTICES IN EDUCATION AND TRAINING**

#### **DETAILED DESCRIPTION**

(in this part, explain the overall strategic goals you intend to achieve and the priorities on which your activities are based)

## Activity No.

*Please provide a detailed work programme including time schedule*

### 3.1. TITLE OF PROJECT

*Please give the title of the planned project*

### 3.2. DATE AND PLACE OF THE PROJECT

scheduled date(s):

country and town in which the event will be held:

### 3.3. BODIES PARTICIPATING IN THE ORGANISATION OF THE PROJECT

*Please give basic details of any body participating in the organisation of the project and describe their role.*

### 3.4. TARGET GROUP(S)

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

- National implementation structures (including policy and decision makers)
- Practitioners
- Providers
- Social partners
- 'Civil society' representatives
- Learners
- Other (please specify): \_\_\_\_\_

### 3.5. DETAILED DESCRIPTION OF THE PROJECT

Please describe the content of the planned project and join the programme (if available, otherwise a draft).

### 3.6 PARTICIPANTS AND SPEAKERS

Please specify separately for participants and speakers :

- their expected number
- their status
- the country where they are based

### 3.7. FINANCING FROM THE EUROPEAN COMMUNITY

Has an application been made or accepted for support for these activities under any Community programme or initiative?

If yes, please indicate:

Programme:

Contract date (day/month/year):     /     /

Contract number:

sum of the grant requested or awarded: €

Applications will only be valid if accompanied by an estimated budget breakdown for the activities in question. The "Budget Form" (part II) should be used, together with the relevant instructions.

### DO NOT MODIFY THE FORMULATION OF THE QUESTIONS

#### General instructions

- The overall budget is divided into several separate activity-based budgets (where applicable).
- The budget should cover the entire period of the grant.
- All amounts should be provided in euros.
- Please adhere strictly to the format provided in the tables.
- After filling in the form, please use the checklist at annex IV to ensure compliance.

#### I. Overall budget (total of the activity-based budget(s))

Type of costs	Costs ( EUR )
1. Staff costs (where applicable)	
2. Travel and subsistence	
3. Equipment and materials	
4. Sub-contracting, consultancy and other external services	
5. Conferences and seminars	
6. Other direct costs	
<b>TOTAL</b> (identical to the total in Table 2)	

Sources	Amounts ( EUR )	%
1) Grant requested from the Commission		
2) Self-financing		
3) Support from public (national, regional, etc.) sources, provided specifically for this project		
4) Support from the private sector or foundations, provided specifically for this project		
5) Other sources		
<b>TOTAL</b> (identical to the total in Table 1)		100 %

#### Specification for Table 2

- If income is indicated under headings 3), 4), or 5), please specify the source and amount envisaged.

## II. Activity-based budget(s)

An expenditure budget must be presented **separately** for each activity

### Activity No.

Type of costs	Costs ( EUR )	
1. Staff costs (where applicable)		
2. Travel and subsistence		
3. Equipment and materials		
4. Sub-contracting, consultancy and other external services		
5. Conferences and seminars		
6. Other direct costs		
7. Indirect costs		
TOTAL		
Grant requested from the Commission (check in call for proposals, if compatible with the limits)	Amount (EUR)	%

### DETAILS FOR TABLE 1

Details for table 1.1. : Staff costs - Distribution of staff costs (where applicable)

All costs in euros Staff by category (*) :	Total		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)			
Staff Category 2(*)			
Staff Category 3(*)			
Staff Category 4(*)			
<b>Total (identical to item 1 of table 1)</b>			

(\*) Please refer to the International Standard Classification of Occupations (ISCO):  
<http://www.ilo.org/public/english/bureau/stat/isco/isco08/index.htm>  
<http://www.ilo.org/public/english/bureau/stat/isco/draftpdf.htm>

**Details for table 1.2 : Travel and subsistence** (in connection with the **preparation** of the activities planned)\*

Purpose of journey	Number of return journeys (a)	Average travel costs per return journey (EUR) (b)	Average subsistence costs per day (EUR) (c)	Number of days' subsistence (d)	Total cost (a x b)+(c x d)
Total identical to heading 2 in Table 1					EUR

(\*) Table 1.2 should only cover travel and subsistence costs in connection with the preparation of the activities planned. For the actual activities planned (e.g. conferences and seminars), please use Table 1.5.

**Details for table 1.3 : Equipment and materials\***

Description	Number of items	Cost of purchase or rent (EUR)	Usage rate %	Depreciation rate %	Total cost
Total identical to heading 3 in Table 1					EUR

(\*) In the case of purchase of hardware costing over EUR 1,000 per item, please indicate the depreciation rate.

**Details for table 1.4 : Sub-contracting, consultancy and other services**

For activities subcontracted to others, you have to fill in the subcontracting heading in table 1, while providing at the same time the necessary documentation, details, declaration and justifications (see rules for subcontracting in the call for proposals).

**Details for table 1.5: Distribution of Direct costs of Conferences and Seminars**

For each subheading, please provide details in the corresponding table below.

- **1.5. A - Organisation costs**  
Such as rent of rooms, rent or purchase of materials, interpretation booths, local transport

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (a x b)
			EUR

- 1.5. B - Travel and subsistence costs of participants and speakers

Purpose of journey	Number of return journeys (a)	Average travel costs per return journey(EUR) (b)	Average subsistence costs per day (EUR) (c)	Number of days' subsistence (d)	Total cost (a x b)+(c x d)
					EUR

- 1.5. C – Interpreters

Description (Interpretation from / into languages)	Number of interpreters (a)	Number of days (b)	Average costs per day (EUR) (c)	Total cost (a x b x c)
From:                    into:				
From:                    into:				
From:                    into:				
				EUR

1.5. D – Speakers' fees

Number of speakers (a)	Number of days (b)	Average costs per day (EUR) (c)	Total cost (a x b x c)
			EUR

**TOTAL costs of conferences and seminars:**

Total identical to heading 5 in Table 1 EUR

**Details for table 1.6 : Other direct costs**

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (a x b)
			Total identical to heading 6 in Table 1 <span style="border: 1px solid black; padding: 2px 20px;">EUR</span>

**Total costs for activity no.:**

## Part III Declarations

If you estimate that you are not able to sign the four declarations, please comment

### A. Declaration on the information in the application form

"I the undersigned hereby declare the information in this application form (sections 1, 2 and 3) to be true to the best of my knowledge and belief. The competent authorities of all the bodies participating in the project referred to in the application have given their agreement in writing to the content of the application as submitted."

### B. Declaration on articles 93 and 94 of the Financial Regulation<sup>1</sup>

"I the undersigned hereby declare that the applicant is not in a situation described in articles 93 and 94 of the Financial Regulation"

### C. Declaration on the operational capacity

"I the undersigned hereby declare that the applicant has the operational capacity to complete the proposed activities".

### D. Declaration on publication of information

"I the undersigned hereby agree with the publication of the information mentioned under point 11 of the Call for Proposals EAC/44/2010"

Name and title, in block capitals, of the person authorised to sign the contract	
Surname:	
Name:	
Title (position):	
Place:	Date:

Signature : \_\_\_\_\_

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<sup>1</sup> Article 114 (2) of the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation stipulates:

2. Grants may not be awarded to applicants who are, at the time of a grant award procedure, in one of the situations referred to in Articles 93 and 94.

Applicants must certify that they are not in one of the situations listed in Article 93

### **Article 93**

1. Candidates or tenderers shall be excluded from participation in procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have 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;
- (f) they are currently subject to an administrative penalty referred to in Article 96 (1).

Points (a) to (d) of the first subparagraph shall not apply in the case of purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

2. Candidates or tenderers shall certify that they are not in one of the situations listed in paragraph 1. However, the contracting authority may refrain from requiring such certification for very low value contracts, as specified in the implementing rules.

For the purpose of the correct application of paragraph 1, the candidate or tenderer, whenever requested by the contracting authority, must:

- a) where the candidate or tenderer is a legal entity, provide information on the ownership or on the management, control and power of representation of the legal entity,
- b) where subcontracting is envisaged, certify that the subcontractor is not in one of the situations referred to in paragraph 1.

3. The implementing rules shall determine the maximum period during which the situations referred to in paragraph 1 give rise to the exclusion of candidates or tenderers from participation in a procurement procedure. The maximum period shall not exceed 10 years.

### **Article 94**

A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in Article 93(1), for this procurement procedure.

## **Part IV**

## **Information concerning the Applicant**

### **1. The Applicant's details**

Please go to [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm), choose the language and legal status of the Applicant, download the appropriate Legal Entity form, fill it in and attach it to this form.

Please note that you must also attach proof of legal status, VAT number and/or photocopy of ID card/passport as detailed in the form you have downloaded and filled in.

### **2. The Applicant's bank account**

Please go to [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm), choose the language and country of the Applicant, download the appropriate Financial Identification form, fill it in according to the instructions contained in the web page and attach it to this form.

Please note that you must have this form also signed or stamped by the Applicant's bank.

I certify that I have provided the information requested, filling in the two forms downloaded from the internet and providing the proof to accompany the two forms.

Date:

SIGNATURE: