



**EUROPEAN COMMISSION**  
Employment, Social Affairs and Inclusion DG  
Resources, Communication  
**Information Technologies**

# **SWIM**

## **End User Manual**

Date: 13/02/2019  
Version: 5.4  
Authors: Wim NAHON, Fuada LANI, Angela RACANATI  
Revised by: Wojciech KORYCKI, Angela RACANATI  
Reference Number: SWIM-MAN-048  
Software version: 10.5.17

## **TABLE OF CONTENTS**

|                                                                                                                             |           |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>1. Introduction</b> .....                                                                                                | <b>5</b>  |
| <b>1.1. Definition</b> .....                                                                                                | <b>5</b>  |
| <b>1.2. Disclaimer</b> .....                                                                                                | <b>5</b>  |
| <b>1.3. Using EU Login authentication</b> .....                                                                             | <b>6</b>  |
| 1.3.1. Creating a personal EU Login account .....                                                                           | 6         |
| 1.3.2. Resetting a forgotten EU Login password .....                                                                        | 9         |
| <b>2. SWIM home page</b> .....                                                                                              | <b>12</b> |
| <b>3. Creating a grant application for a current call for proposals</b> .....                                               | <b>14</b> |
| <b>4. Following up on your grant applications and grant agreements</b> .....                                                | <b>18</b> |
| <b>4.1. Accessing the list of your grant applications and grant agreements</b> .....                                        | <b>18</b> |
| <b>4.2. Grant applications section</b> .....                                                                                | <b>21</b> |
| <b>4.3. Grant agreements section</b> .....                                                                                  | <b>24</b> |
| <b>4.4. Managing editors</b> .....                                                                                          | <b>25</b> |
| 4.4.1. Inviting people to become an editor for a specific grant application or grant agreement .....                        | 26        |
| 4.4.2. Accepting (or rejecting) an invitation to become an editor for a specific grant application or grant agreement ..... | 28        |
| 4.4.3. Removing editors from a grant application or grant agreement .....                                                   | 30        |
| <b>5. Working with your grant applications</b> .....                                                                        | <b>32</b> |
| <b>5.1. Completing and submitting a grant application</b> .....                                                             | <b>34</b> |
| <b>5.2. Detailed section descriptions</b> .....                                                                             | <b>40</b> |
| 5.2.1. Applicant .....                                                                                                      | 41        |
| 5.2.2. Co-Applicants .....                                                                                                  | 42        |
| 5.2.3. Affiliated Entities.....                                                                                             | 46        |
| 5.2.4. Associate Organisations.....                                                                                         | 48        |
| 5.2.5. Third Parties .....                                                                                                  | 51        |
| 5.2.6. Operational and financial capacity .....                                                                             | 52        |
| 5.2.7. Action .....                                                                                                         | 57        |
| 5.2.8. Annexes.....                                                                                                         | 59        |
| 5.2.9. Budget.....                                                                                                          | 61        |
| <b>5.3. Obtaining a printable version of a grant application</b> .....                                                      | <b>78</b> |
| <b>5.4. Deleting a grant application</b> .....                                                                              | <b>82</b> |
| <b>5.5. Archiving a grant application</b> .....                                                                             | <b>83</b> |
| <b>6. Working with your grant agreements</b> .....                                                                          | <b>86</b> |
| <b>6.1. Creating and submitting amendment requests</b> .....                                                                | <b>87</b> |
| 6.1.1. Creating and submitting a budget amendment request .....                                                             | 87        |

|                                                                                            |            |
|--------------------------------------------------------------------------------------------|------------|
| 6.1.2. Creating and submitting a participants amendment request .....                      | 95         |
| 6.1.3. Creating and submitting a combined budget and participants amendment request .....  | 104        |
| <b>6.2. Creating and submitting a further pre-financing / interim payment request.....</b> | <b>112</b> |
| <b>6.3. Filling out and submitting the final technical implementation report .....</b>     | <b>117</b> |
| <b>6.4. Filling out and submitting an annual report .....</b>                              | <b>124</b> |
| <b>6.5. Creating and submitting the final financial statement .....</b>                    | <b>128</b> |

## Document History

| Version | Date       | Comment                                         | By                 |
|---------|------------|-------------------------------------------------|--------------------|
| 1.0     | 10/05/2007 | Final Version                                   | Adolfo DE LORENZO  |
| 1.1     | 14/02/2008 | Added chapters                                  | Adolfo DE LORENZO  |
| 1.2     | 12/03/2008 | Major revision                                  | Riccardo RONCORONI |
| 1.3     | 10/07/2008 | Added chapters                                  | Adolfo DE LORENZO  |
| 1.4     | 30/07/2009 | Updating                                        | Riccardo RONCORONI |
| 2.0     | 27/04/2010 | Adapted to new look & feel                      | Wim NAHON          |
| 2.1     | 13/01/2011 | PROMIS Update                                   | Fuada LANI         |
| 3.0     | 24/11/2011 | Update to new look & feel of the software       | Wim NAHON          |
| 3.1     | 23/08/2012 | Updated to new look & feel                      | Wim NAHON          |
| 4.0     | 08/04/2013 | Updated to new Multi-beneficiary version        | Wim NAHON          |
| 4.1     | 11/09/2013 | Updated to new version with ECAS authentication | Wim Nahon          |
| 4.2     | 20/05/2014 | Removed old authentication method               | Wim Nahon          |
| 5.0     | 07/10/2014 | Updated to SWIM release 10.0.4                  | Wim Nahon          |
| 5.1     | 27/03/2015 | Updated to SWIM release 10.0.4                  | Wim Nahon          |
| 5.2     | 05/05/2015 | Include new ECAS look & feel                    | Wim Nahon          |
| 5.3     | 12/10/2017 | Update EU Login                                 | Angela Racanati    |
| 5.4     | 11/01/2019 | Release 10.5.17                                 | Angela Racanati    |
| 5.4     | 13/02/2019 | Amendment note                                  | AR                 |



## **1. INTRODUCTION**

### **1.1. Definition**

SWIM (Subventions Web Input Module) is the electronic system developed by the DG Employment, Social Affairs and Inclusion whose objective is to manage effectively its calls for proposals and the ensuing grant agreements.

At the grant application stage, SWIM allows the applicants to fill out and to submit the application form and the estimated budget.

During the action execution period, the beneficiary uses SWIM to:

- create and submit budget amendment requests
- create and submit participants amendment requests
- create and submit declarations of costs already incurred to be joined to a request for further pre-financing/interim payments, if these payments are foreseen in the grant agreement.

After the action closing date, the beneficiary uses SWIM to submit the final financial statement as well as the final technical implementation report.

In order to be taken into consideration, those electronically submitted documents must also be printed, signed and sent to the Commission together with an official letter and the other documents specified in the call for proposals and/or the grant agreement.

The purpose of this manual is to describe the technical features and functionalities of SWIM and to enable thus users to create, edit and submit electronically the above mentioned documents.

**The legal and financial rules as well as the practical procedure to be respected are established in the call for proposals' documents and/or in the grant agreement.**

### **1.2. Disclaimer**

The information contained in this manual is for guidance only and is a description on how to use the SWIM application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

### 1.3. Using EU Login authentication

SWIM uses EU Login as unique authentication method. EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password.

This section describes:

- [how to create a personal EU Login account](#)
- [how to reset a forgotten EU Login password](#)

\*\*\*\*\*

**Important notice!**

As the old authentication method based on the application number has been deactivated.  
Please contact [empl-swim-support@ec.europa.eu](mailto:empl-swim-support@ec.europa.eu) to solve the issue.

\*\*\*\*\*

#### 1.3.1. *Creating a personal EU Login account*

Follow this procedure to create a personal EU Login account:

1. **Go to the EU Login account creation screen by [clicking here](#).**

The following screen is displayed:

**Create an account**

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

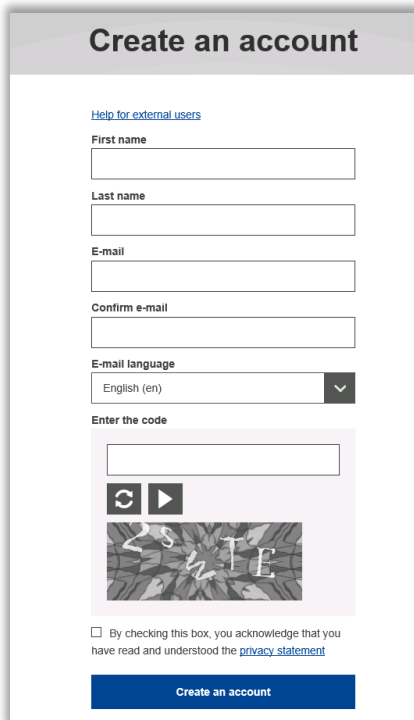
E-mail language  
English (en)

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

2. Fill out the fields as indicated above and click the *Create an account* button.

The following screen is displayed:



**Create an account**

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language  
English (en) ▼

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

**Create an account**

A confirmation email is sent to the mail box you indicated in the *Create an account* screen:

Dear xxx,

You have been registered in EU Login.

Your email address is [xxx.yyy@gmail.com](mailto:xxx.yyy@gmail.com).

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=nracaang&resetCode=Nes7A7R7hA52LBKdTJ3oVDsxPKBCUIsJRg2Alt3oN9W>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

3. Click the link in the e-mail message above.

The **New password** screen is displayed:

4. Choose and confirm your EU Login password and then click the **Submit** button.

The screen confirming the password change is displayed:

5. Click the **Proceed** button.

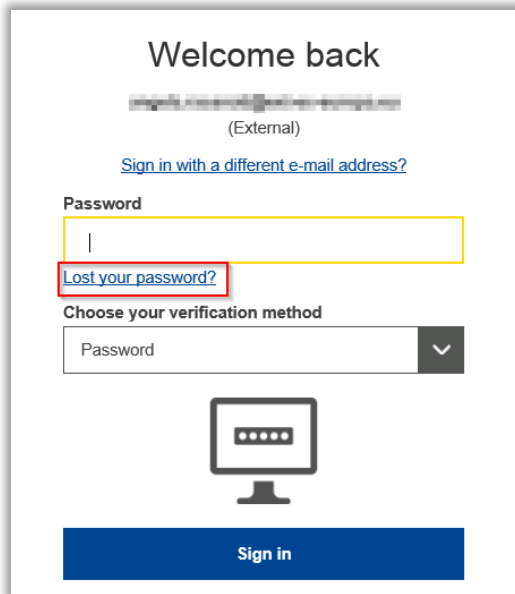
The **Successful login** screen is displayed:

This screen confirms that you now dispose of a valid personal EU Login account. You can now close the browser session or click the **Logout** link.

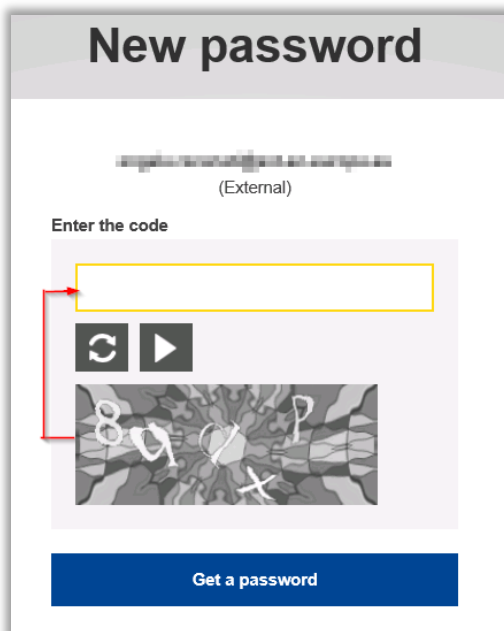
### 1.3.2. Resetting a forgotten EU Login password

Follow this procedure to reset your EU Login password:

1. **On the EU Login screen, click the link *Lost your password?*:**

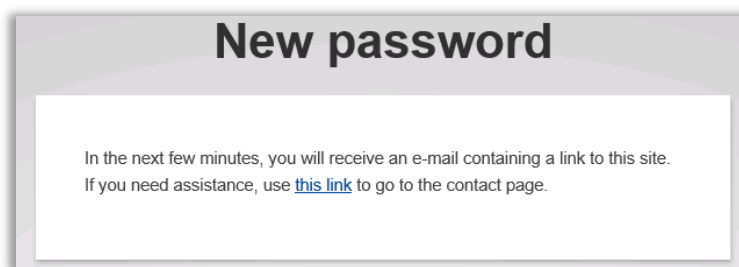


2. **You will be asked to enter the security code displayed in the frame:**



3. **Enter the displayed code and click the *Get a password* button.**

The following screen is displayed:



An email has been sent to your mailbox.

4. **Go to your e-mail account and open the e-mail message entitled *EU Login Password Initialisation*.**

Dear xxx,

You have requested a reset of your EU Login password. You can do this by following the link below, preferably immediately - but a maximum of 24 hr after this message was sent. You should therefore follow the link before 30/08/2017 17:05 GMT+02:00.

[https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=nracaang&resetCode=XyiluZzZS3f2o2pyjLsP551xzPrABCN2oQ4DnV2QXzI4&loginRequestId=ECAS\\_LR-5314863-495J2IDi9S5WoHTSkOBUnjI0BXLZxfCj7zKsW6RvSiJWrCfvAolQO2M2mzl8WMD5Md3CVFftzGzIWDNY1jXjD0-Jj71zxYb8yrVTezQzffztHa-tVrpyTKN3HIPO24KELInFlpqnskJXnLGsyHEtYAk3Qe&service=https%3A%2F%2Fwebgate.ec.europa.eu%2Femployment\\_social%2Fdefis%2FdefisEvaluations%2Fcall%2Flist.do](https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=nracaang&resetCode=XyiluZzZS3f2o2pyjLsP551xzPrABCN2oQ4DnV2QXzI4&loginRequestId=ECAS_LR-5314863-495J2IDi9S5WoHTSkOBUnjI0BXLZxfCj7zKsW6RvSiJWrCfvAolQO2M2mzl8WMD5Md3CVFftzGzIWDNY1jXjD0-Jj71zxYb8yrVTezQzffztHa-tVrpyTKN3HIPO24KELInFlpqnskJXnLGsyHEtYAk3Qe&service=https%3A%2F%2Fwebgate.ec.europa.eu%2Femployment_social%2Fdefis%2FdefisEvaluations%2Fcall%2Flist.do)

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click here.

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

If this message was delayed or for some other reason you are unable to complete the rest of the process within 24 hr, please return here to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.

Sent to you by EU Login automated password reset service

5. **Click (or copy) the link in the e-mail message.**

The **New password** screen is displayed:

Please choose your new password.

(External)

New password

Confirm new password

**Submit**

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !#\$%&()\*+,-./:;<=>?@[\\^\_`{|}~

Examples: hzJDj\$WeST jsD8CLIEaQ bnnzExXt3R

[\[Generate other sample passwords\]](#)

6. **Enter and confirm your new password. Then click the *Submit* button.**

The following screen is displayed:

**!** Your EU Login password was successfully changed.

Click **Proceed** below to continue

**Proceed**

7. **Click the *Proceed* button.**

The **Successful login** screen is displayed.

## 2. SWIM HOME PAGE

Use the following URL to access the SWIM home page:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

The SWIM home page is displayed:

The page contains the following links:

| Link                    | Description                                                                                                                              |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Manual                  | Click this link to open the SWIM manual in PDF format                                                                                    |
| FAQ                     | Click this link to access a list of frequently asked questions about SWIM.                                                               |
| Privacy statement       | Click this link to display a statement providing information on data protection procedures followed by European Commission services.     |
| Grants on EUROPA        | Click this link to open the European Commission's web page for Grants, Funds and Programs, organized by EU policy.                       |
| Search                  | Click this link to access the Search page of the European Commission's website ( <a href="http://www.europa.eu">www.europa.eu</a> ).     |
| Legal notice            | Click this link to open the web page providing general information on data protection (disclaimer, copyright, personal data protection). |
| Language drop-down list | Select another supported language from the drop-down list, if required.                                                                  |



The page also contains the following main sections:

| <b>Section</b>                                            | <b>Description</b>                                                                                                                                                                                                    |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Follow-up of your grant applications and grant agreements | Use this section to log in and to access the list of grant applications and grant agreements linked to your EU Login account. Refer to <a href="#">Following up on your grant applications and grant agreements</a> . |
| Current calls for proposals                               | Use this section to create a new application for a current call for proposals. Refer to <a href="#">Creating a grant application for a current call for proposals</a> .                                               |

### 3. CREATING A GRANT APPLICATION FOR A CURRENT CALL FOR PROPOSALS

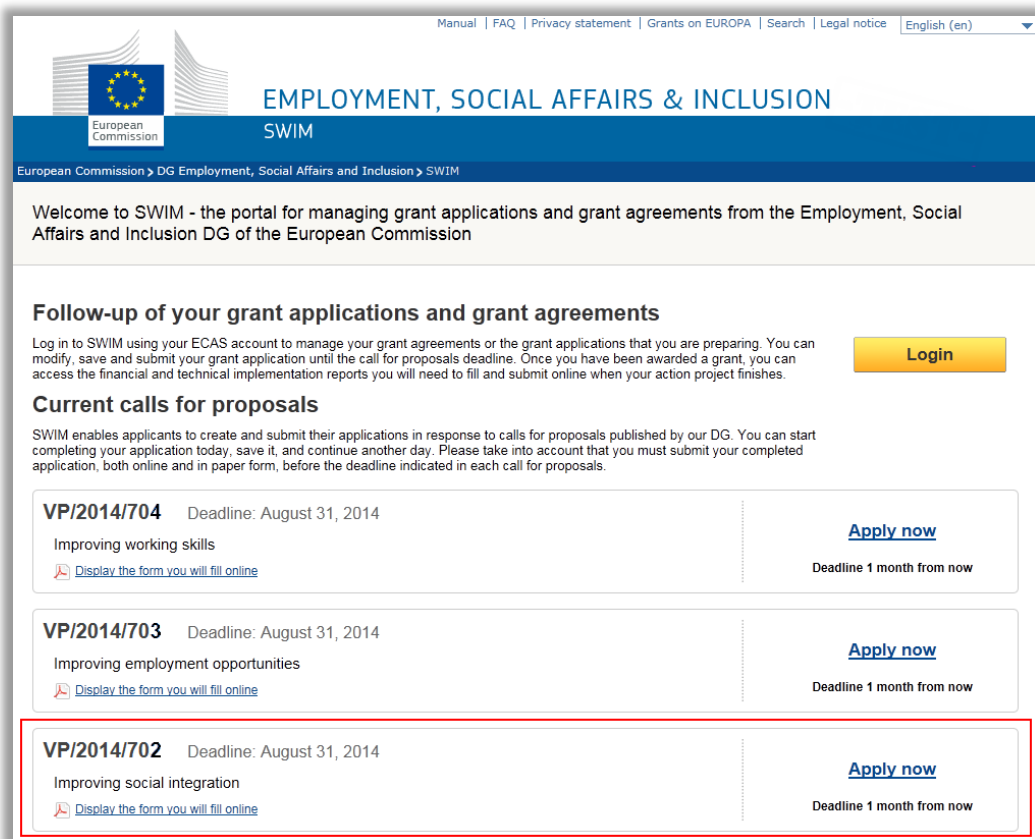
**Note:** SWIM uses EU Login as unique authentication method. You need a personal EU Login account in order to create a new grant application. If you do not have a personal EU Login account yet, please create one first. Refer to [Creating a personal EU Login account](#).

1. Use the following URL to access the SWIM home page:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

2. On the SWIM home page, look for the required call in the section *Current calls for proposals*.

In the screenshot below, there are three current calls for proposals. In this example, we create an application for the third call:

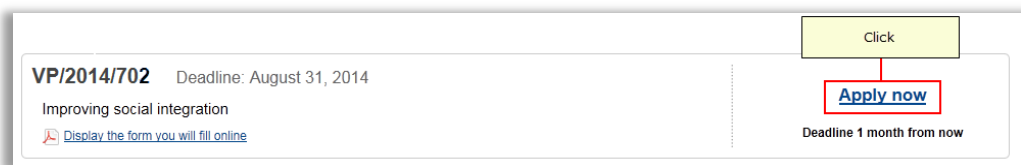


The screenshot shows the SWIM portal home page. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and a language dropdown set to English (en). Below this is the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. A breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM'. The main heading is 'Welcome to SWIM - the portal for managing grant applications and grant agreements from the Employment, Social Affairs and Inclusion DG of the European Commission'. Below this, there is a section for 'Follow-up of your grant applications and grant agreements' with a 'Login' button. The 'Current calls for proposals' section lists three calls, each with a title, deadline, and an 'Apply now' button. The third call, 'VP/2014/702 Improving social integration', is highlighted with a red border. Each call also includes a link to 'Display the form you will fill online' and a note that the deadline is '1 month from now'.

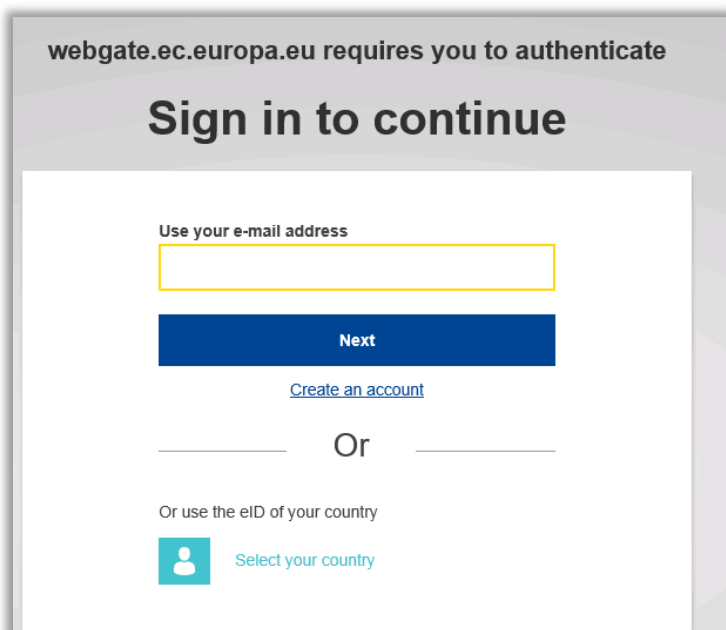
The following elements are available for each current call for proposals:

- Call reference in **VP/YYYY/XXX** format, where **YYYY** is the year indication and **XXX** is a sequential number
  - Title of the call for proposals
  - Deadline for submitting applications, displayed as a date
  - Link **Check the form you will fill online**
  - Link **Apply now**
  - Deadline for submitting applications displayed as a number of days, weeks or months. This indication is displayed in red, if the submission deadline is very close.
3. If required, click the link **Check the form you will fill online** to open the form in PDF format in a separate browser window.

4. Click the *Apply now* link on the right to create a grant application for the required call for proposals.



The *EU Login Authentication* screen is displayed:

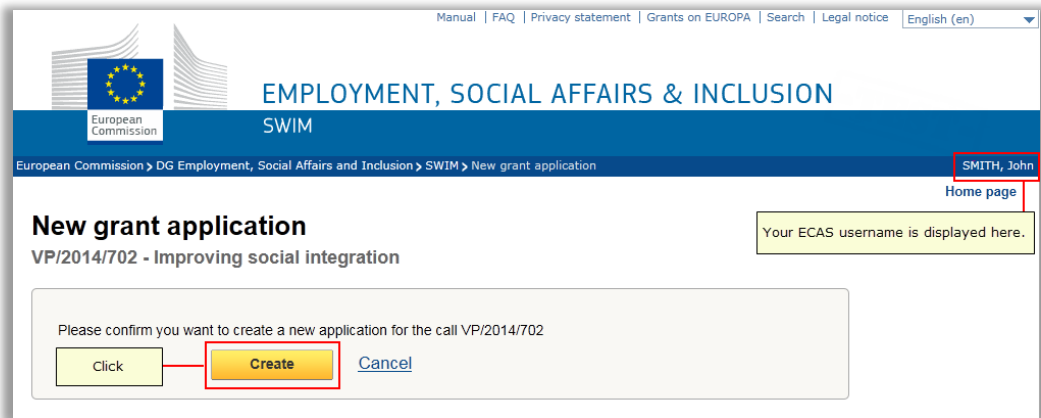


5. Enter your EU Login e-mail address and your EU Login password (after clicking on the Next button).

**Notes:**

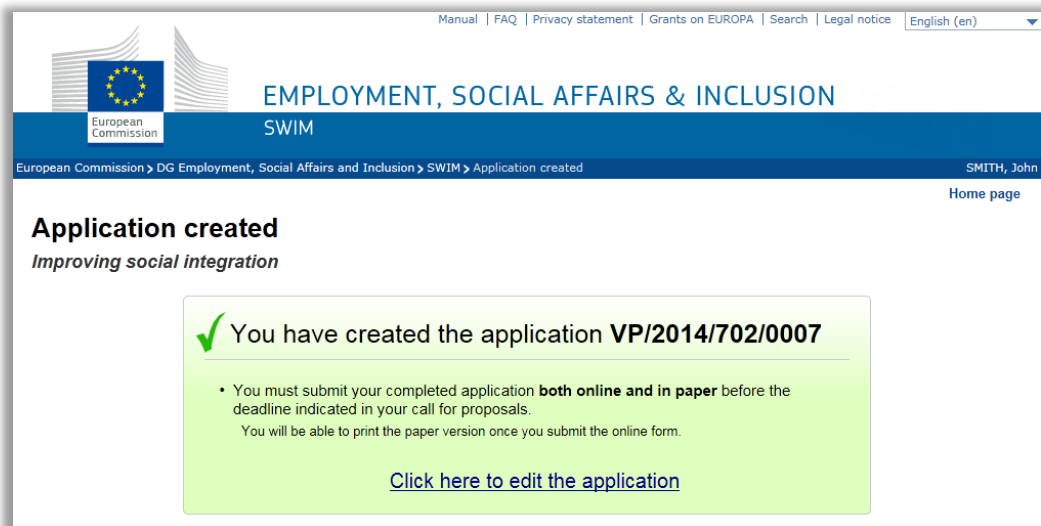
- If you do not have an EU Login account yet, please create it first. Refer to [Creating a personal EU Login account](#).
- If you dispose of an EU Login account, but forgot your password, refer to [Resetting a forgotten EU Login password](#).

The **New grant application** screen is displayed:



6. Click the **Create** button.

The **Application created** screen is displayed:



7. Click the link **Click here to edit the application**.

A blank **Application form** is displayed for your new application:

The screenshot shows the 'Grant application form' interface. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application'. The user's name 'SMITH, John' is visible in the top right. A secondary navigation bar contains links: 'Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page'. The main heading is 'Grant application form' with the application reference 'VP/2014/702/0007' and the purpose 'Improving social integration'. A deadline notice states 'The deadline is on August 31, 2014'. A red warning box indicates 'Editing (not valid)' and provides a link to 'See validation errors'. A horizontal menu lists various categories: Applicant, Co-Applicants, Affiliated Entities, Associate Organisations, Third Parties, Oper. and finan. capacity, Action, Annexes, and Budget. Below this menu are 'Save' and 'Submit' buttons. The section 'A.1 APPLICANT ORGANISATION' contains a detailed instruction paragraph. Below the instruction are several form fields: 'A.1.1 Name of the organisation \*' (text input, max 250 characters), 'A.1.2 Abbreviation' (text input, max 50 characters), 'A.1.3 Departments' (text area), 'A.1.4 Type of organisation \*' (dropdown menu, 'Select one'), 'A.1.5 Address \*' (text input, max 100 characters), 'A.1.6 Postal code \*' (text input, max 15 characters), 'A.1.7 City \*' (text input, max 50 characters), and 'A.1.8 Country \*' (dropdown menu, 'Select one'). A yellow callout box points to the 'A.1.3 Departments' field with the text: 'Fill out the application form as explained in the section Working with a grant application further in the manual.'

The procedure to complete this form is explained in section [Working with your grant applications](#).

## 4. FOLLOWING UP ON YOUR GRANT APPLICATIONS AND GRANT AGREEMENTS

To follow up on your grant applications and grant applications, you must log into SWIM and access the list of grant applications and grant agreements linked to your EU Login account. From that list, you can select a grant application or grant agreement and start working with it.

### 4.1. Accessing the list of your grant applications and grant agreements

Follow this procedure to access the list of grants and applications assigned to your EU Login account.

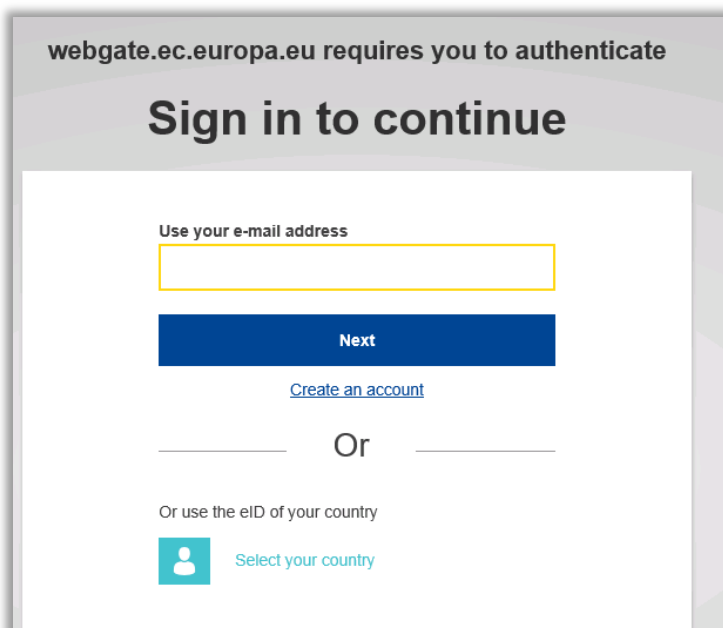
1. Use the following URL to access the SWIM home page:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

2. Click the **Login** button in the section **Follow-up of your grant applications and grant agreements**.



The **EU Login Authentication** screen is displayed:



3. Enter your EU Login e-mail address and your EU Login password (after clicking on the Next button).

**Notes:**

- If you do not have an EU Login account yet, please create it first. Refer to [Creating a personal EU Login account](#).

The screen **Your grant applications and grant agreements** is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

Current calls for proposals | Home page

### Your grant applications and grant agreements

#### GRANT APPLICATIONS

**Our second project for improving social integration**  
Improving social integration  
Submitted  
Editors: You are the only editor of this application | [Manage editors](#)  
VP/2014/702/0002  
Deadline 1 week from now  
July 31, 2014 at 23:59 CET

**Our first project for improving social integration**  
Improving social integration  
Not submitted  
Editors: You are the only editor of this application | [Manage editors](#)  
VP/2014/702/0001  
Deadline 1 week from now  
July 31, 2014 at 23:59 CET

[Show 3 outdated applications](#)

#### GRANT AGREEMENTS

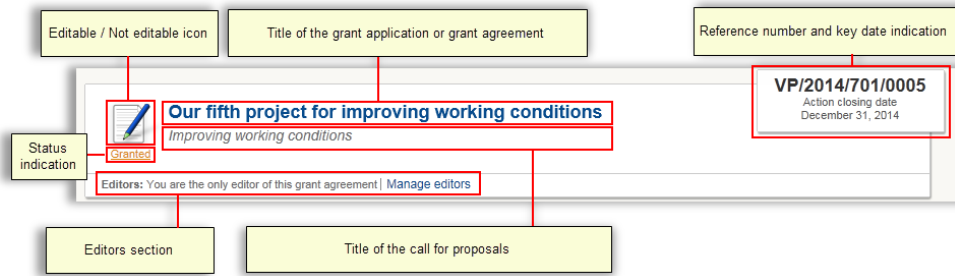
**Our fifth project for improving working conditions**  
Improving working conditions  
Granted  
Editors: You are the only editor of this grant agreement | [Manage editors](#)  
VP/2014/701/0005  
Action closing date  
December 31, 2014

**Our second project to improve working conditions**  
Improving working conditions  
Granted  
Editors: You are the only editor of this grant agreement | [Manage editors](#)  
VP/2014/701/0002  
Action closing date  
December 31, 2014



It contains two sections:

- [Grant applications](#) assigned to your EU Login account
- [Grant agreements](#) to your EU Login account

For each grant application or grant agreement, the following elements are listed:



The following table describes these elements:

| Element                                               | Description                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status indication                                     | Refer to the detailed sections below for an overview of the different status indications.                                                                                                                                                                                                                                                                                 |
| Editable/Not editable icon                            | <p>If the grant application or grant agreement is editable, the following icon is displayed:</p>  <p>If the grant application or grant agreement is not editable, the following icon is displayed:</p>  |
| Title of the grant application or grant agreement     | The title of the grant application or grant agreement is displayed as a link. Click this link to start working with the grant application or grant agreement.                                                                                                                                                                                                             |
| Title of the call for proposals                       | The title of the call for proposals is displayed in italics.                                                                                                                                                                                                                                                                                                              |
| Grant application or grant agreement reference number | <p>The grant application or grant agreement reference number has always the following format: <b>VP/YYYY/CCC/XXXX</b>, where:</p> <ul style="list-style-type: none"> <li>• <b>YYYY</b> = the indication of the year</li> <li>• <b>CCC</b> = the indication of the call for proposals</li> <li>• <b>XXXX</b> = the sequential number of the application</li> </ul>         |
| Key date indication                                   | The key date is an important date in the lifecycle of the grant application or grant agreement.                                                                                                                                                                                                                                                                           |
| Editors section                                       | This section allows managing the editors linked to this grant application or grant agreement. For a detailed description, refer to <a href="#">Managing editors</a> .                                                                                                                                                                                                     |

The following sections provide a detailed description of the grant applications and grant agreements sections.



## 4.2. Grant applications section

This section focuses on the **Grant applications** section in the screen **Your grant applications and grant agreements** and **grant agreements**:

The screenshot displays the 'Your grant applications and grant agreements' page. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, and Legal notice, along with a language dropdown set to English (en). The page header includes the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. The breadcrumb trail shows 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The main heading is 'Your grant applications and grant agreements'. Below this, a section titled 'GRANT APPLICATIONS' contains a list of applications. A yellow callout box states: 'The grant agreements shown can still result in a grant agreement.' The first application, 'Our second project for improving social integration', is marked as 'Submitted' and has a status box that says: 'This application has been submitted on time. The European Commission will evaluate it and may award a grant.' The second application, 'Our first project for improving social integration', is marked as 'Not submitted' and has a status box that says: 'This application has not yet been submitted and can still be edited. If it is submitted before the deadline, the European Commission will evaluate it and may award a grant.' At the bottom of the list, there is a link 'Show 3 outdated applications' and a callout box that says: 'Click this link to add the outdated grant applications to the display.'

### Description:

By default, only the applications that can still result in a grant agreement are displayed.

The following status indications are possible:

- **Submitted:** The application was submitted before the submission deadline, but the European Commission did not yet decide whether a grant will be awarded or not. In the screenshot above, **VP/2014/702/0002** is an example of a submitted application. You may click the title link to display the **Application submitted successfully** screen:

The screenshot displays the 'Application submitted successfully' page. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, and Legal notice, along with a language dropdown set to English (en). The page header includes the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. The breadcrumb trail shows 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application'. The main heading is 'Application submitted successfully'. Below this, the text reads: 'Dear applicant, You submitted your grant application VP/2014/702/0002 on 17/07/2014 11:39:33. Therefore no additions or changes can be made to the electronic version of your application.. You can click the following link to view the printable version (which will no longer show any "not valid" watermark)..'. A link 'Printable version of your application' is highlighted with a red box. A yellow callout box next to the link says: 'Click this link, if you want to print (again) your submitted application form.'

Apart from printing again the application form you submitted, you cannot perform any action for this grant application, until the European Commission decided to award a grant or not. You may click the link **Your grant applications and grant agreements** to return to the previous screen.

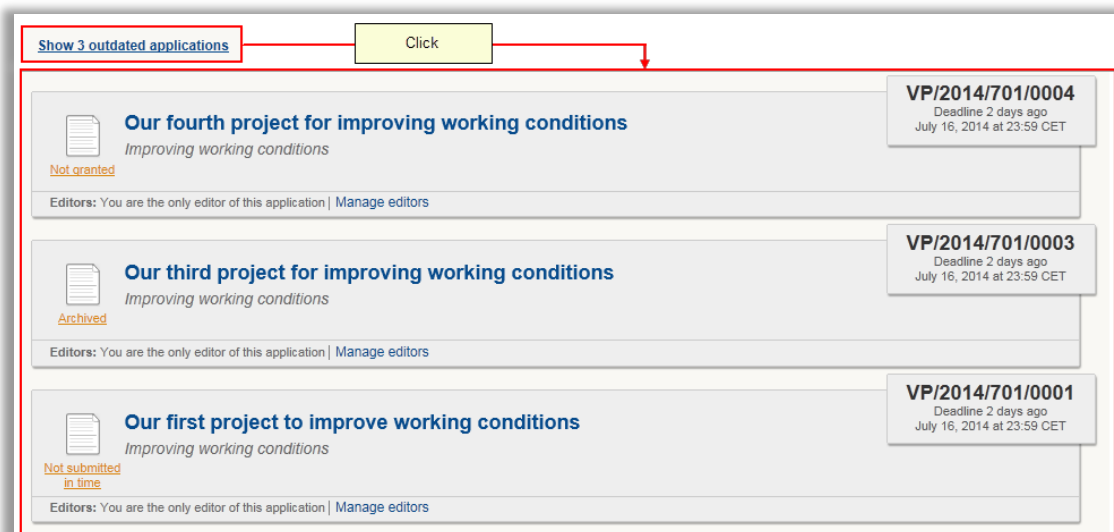
- **Not submitted:** The application has not yet been submitted (example: **VP/2014/702/0001** in the screenshot above). You may click the title link to access the **Grant application form**, in order to fill it out and submit it before the submission deadline:



Refer to [Completing and submitting a grant application](#) for a detailed description. You may click the link **Your grant applications and grant agreements** to return to the previous screen.

4. **Click the link *Show outdated applications*.**

The applications assigned to your EU Login account, which can no longer result in a grant agreement, are added to the **Grant applications** section:



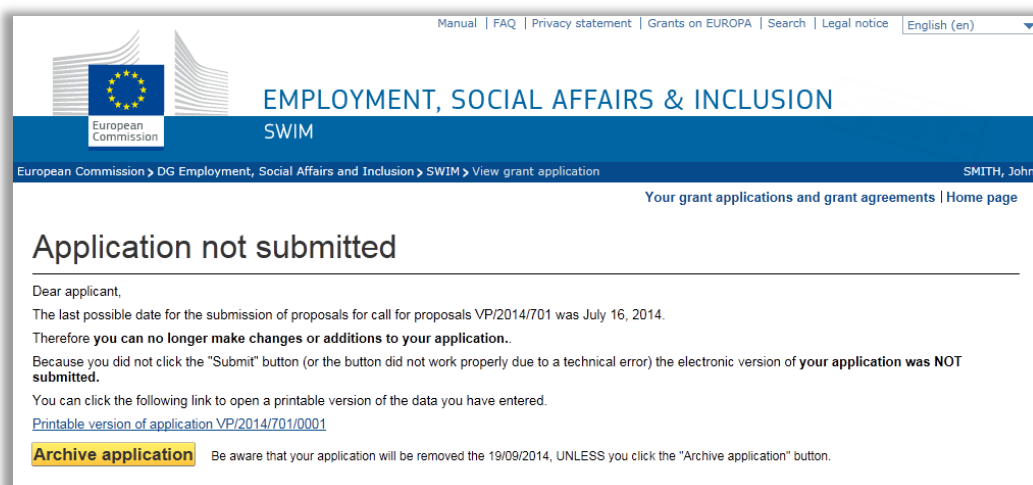
The following status indications are possible for the outdated applications:

- **Not granted:** The grant application has been submitted before the submission deadline, but the European Commission decided not to award a grant. In the screenshot above, **VP/2014/701/0004** is an example of an application not selected for granting. If you click the title link, the **Application submitted successfully** page will be displayed:



You can print the application form or click the link ***Your grant applications and grant agreements*** to return to the previous screen.

- **Not submitted in time:** The grant application was not submitted before the submission deadline. In the screenshot above, **VP/2014/701/0001** is an example of a grant application that was not submitted in time. The European Commission will therefore not consider it for a grant. When you click the title link, the following screen is displayed:



Applications that were not submitted in time remain on the system for a limited period only. They will be removed automatically, unless the applicant requests them to be archived. Refer to [Archiving a grant application](#). You can archive the application, print the application form or click the link ***Your grant applications and grant agreements*** to return to the previous screen.

- **Archived:** The application has not been submitted before the submission deadline and has therefore not been considered by the Commission. The applicant has requested to archive the data. The application will therefore not be deleted from the system. In the screenshot above, **VP/201/701/0001** is an example of an archived application. When you click the title link, the following screen is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission  
**EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**  
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application SMITH, John

Your grant applications and grant agreements | Home page

## Application not submitted

Dear applicant,

The last possible date for the submission of proposals for call for proposals VP/2014/701 was July 16, 2014.

Therefore **you can no longer make changes or additions to your application.**

Because you did not click the "Submit" button (or the button did not work properly due to a technical error) the electronic version of **your application was NOT submitted.**

You can click the following link to open a printable version of the data you have entered.  
[Printable version of application VP/2014/701/0003](#)

You have requested to archive your application. Your data will not be removed.




You can print the application form or click the link ***Your grant applications and grant agreements*** to return to the previous screen.

### 4.3. Grant agreements section

This section contains all grant agreements assigned to your EU Login account:

GRANT AGREEMENTS

Ongoing grant agreements

|                                                                                                                                                                                                                                                                                                                                     |                                      |                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------|
|  <p><b>Our fifth project for improving working conditions</b><br/> <i>Improving working conditions</i></p> <p>Granted</p> <p>Editors: You are the only editor of this grant agreement   <a href="#">Manage editors</a></p>                       | <input type="button" value="Click"/> | <p><b>VP/2014/701/0005</b><br/>         Action closing date<br/>         December 31, 2014</p> |
|  <p><b>Our second project to improve working conditions</b><br/> <i>Improving working conditions</i></p> <p>Granted</p> <p>Editors: You are the only editor of this grant agreement   <a href="#">Manage editors</a></p>                         |                                      | <p><b>VP/2014/701/0002</b><br/>         Action closing date<br/>         December 31, 2014</p> |
|  <p><b>The right to collective bargaining for public safety workers</b><br/> <i>INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE</i></p> <p>Granted</p> <p>Editors: You are the only editor of this grant agreement   <a href="#">Manage editors</a></p> |                                      | <p><b>VP/2011/001/0036</b><br/>         Action closing date<br/>         June 30, 2012</p>     |

Closed grant agreement

The status indication is always ***Granted***.

Click a title link to access the **Grant agreement follow-up** page for the matching grant agreement:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page

SMITH, John

Your grant applications and grant agreements | Home page

## Grant agreement follow-up page

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286  
Our fifth project for improving working conditions  
From Aug 1, 2014 To Dec 31, 2014

The sections below provide access to the actions available during the life-cycle of the grant agreement.  
The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

### Technical and financial reports

#### Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.  
You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

Final technical implementation report [Edit](#)

Invalid draft report

#### Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

#### Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance.  
This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

### Grant agreement documents

This section contains the options pertaining to the financial follow-up of your grant agreement. Only the options that are relevant in the current state of your grant agreement are active. Documents generated by means of these options must be printed, signed and sent by registered post to the European Commission.

- Original submitted grant application form [View PDF](#)
- The last accepted version of the estimated budget [View PDF](#)

#### Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

[New request](#)

[Top](#)

The grant agreement state determines which options are available in this screen. Refer to the procedures in [Working with your grant agreements](#).

## 4.4. Managing editors

An editor is a person whose EU Login account has been linked to a grant application or grant agreement in SWIM. The person who creates an application is the first editor of that grant

application and the resulting grant agreement. He/she has access to the **Application form** for the grant application and to the **Grant agreement follow-up page** for the resulting grant agreement.

Furthermore, this initial editor can send an e-mail message to other persons inviting them to become an editor of the grant application or grant agreement as well. If the other person accepts, he or she will have the same edit rights as the original editor to perform actions for the grant application or grant agreement. (He or she can even invite additional editors or remove existing editors.)

This section describes:

- [How an editor can send e-mail messages inviting additional people to become an editor](#)
- [How a person can accept \(or reject\) such an invitation](#)
- [How an editor can be removed from a grant application or grant agreement](#)

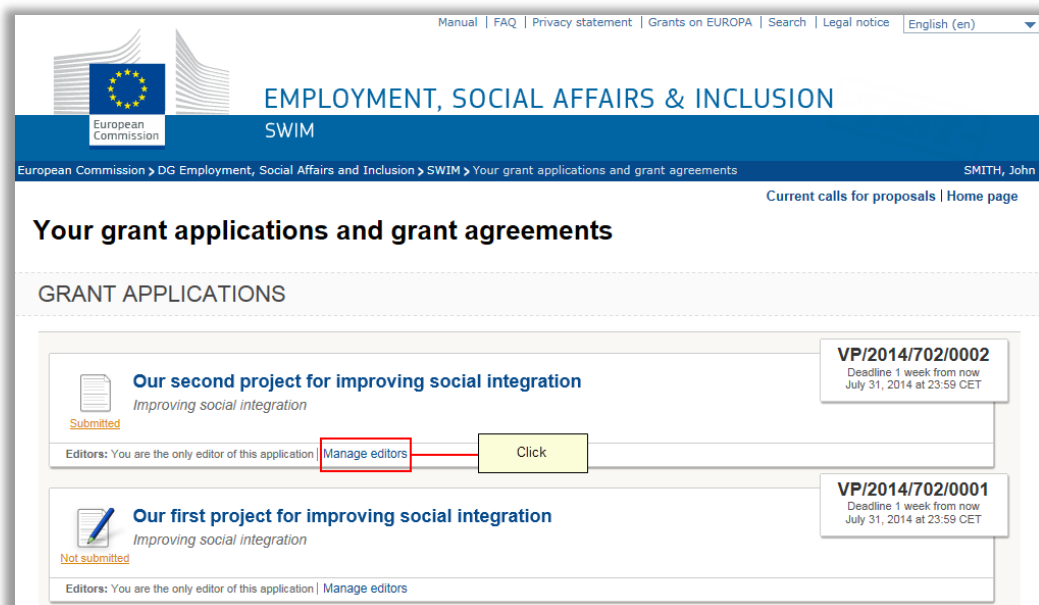
#### 4.4.1. Inviting people to become an editor for a specific grant application or grant agreement

Perform this procedure if you want to invite other people to become editor of a grant application or agreement for which you are an editor yourself:

##### 1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant applications](#).

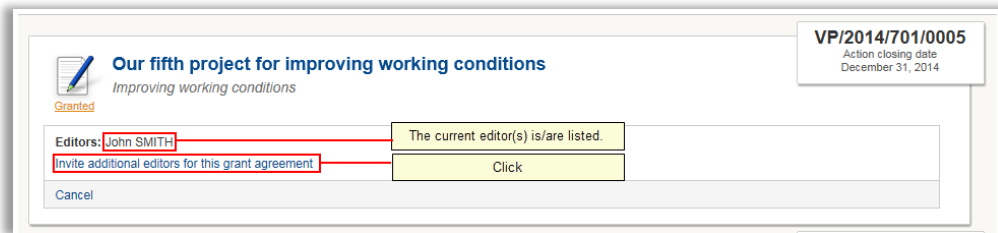
The list of **Your grant applications and grant agreements** is displayed:



The screenshot displays the SWIM (System for Work Item Management) interface. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below the header, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user's name 'SMITH, John' is visible in the top right corner. The main content area is titled 'Your grant applications and grant agreements' and includes a sub-section 'GRANT APPLICATIONS'. Two application cards are shown: 'Our second project for improving social integration' (Submitted) and 'Our first project for improving social integration' (Not submitted). Each card includes a 'Manage editors' link, which is highlighted with a red box in the first card, and a 'Click' button. Deadlines for both applications are listed as 'Deadline 1 week from now July 31, 2014 at 23:59 CET'.

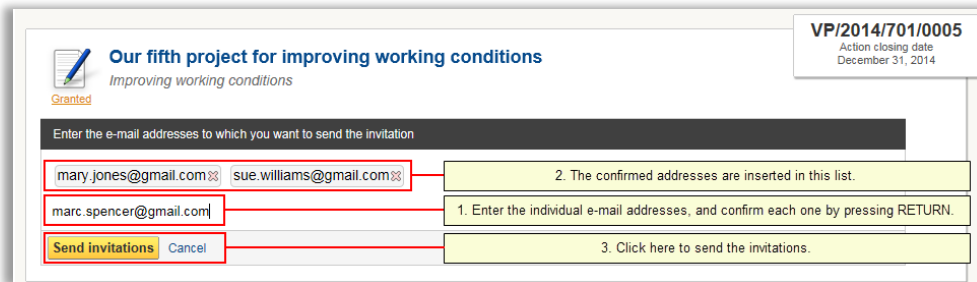
##### 2. Click the link **Manage editors** for the grant application or grant agreement for which you want to invite other people as editor.

The following screen is displayed:



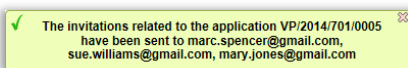
3. Click the link *Invite additional editors for the application*.

The following screen is displayed:



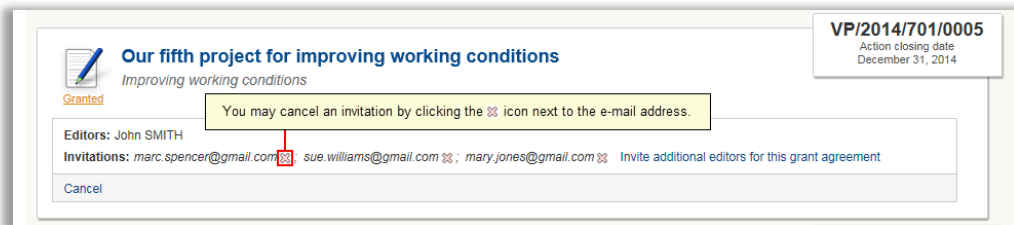
4. Enter the e-mail addresses and click the button *Send invitations*.

The following message is displayed:



5. You may now click the link *Manage editors* again.

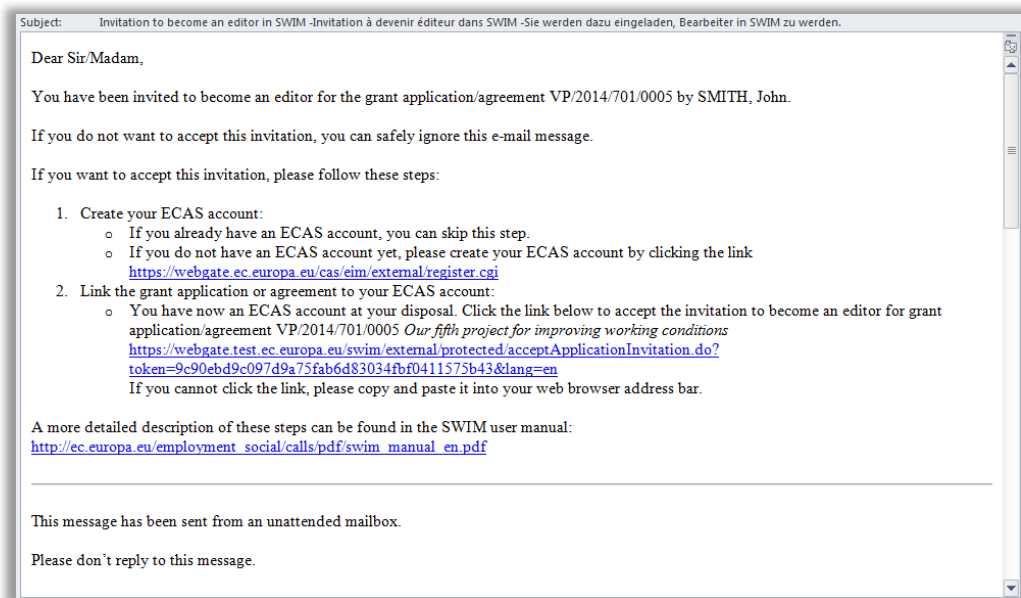
The following screen is displayed:



You may cancel one or more invitations by clicking the icon, as shown above.

#### 4.4.2. Accepting (or rejecting) an invitation to become an editor for a specific grant application or grant agreement

If you are invited to become an editor of an existing grant application or grant agreement, you will receive an e-mail message with the subject **Invitation to become an editor in SWIM**. This e-mail message contains the following text:



These instructions are explained below.

#### 1. **Create an EU Login account, if required.**

Click the link <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>, and follow the instructions. For a detailed description, refer to [Creating a personal EU Login account](#).

#### 2. **Click the link in step 2 and provide your EU Login email address and password.**

The following screen is displayed:



#### 3. **Click the link *Click here to continue*.**



The list of your grant applications and grant agreements is displayed. The grant application or grant agreement, for which you have accepted to become an editor, is listed:

The screenshot displays the SWIM (System for Work Incentives Monitoring) interface. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user's name 'JONES, Mary' is visible in the top right corner. The main heading is 'Your grant applications and grant agreements'. Under the 'GRANT APPLICATIONS' section, it states 'There are no grant applications associated with your user account.' The 'GRANT AGREEMENTS' section lists one agreement: 'Our fifth project for improving working conditions' with the subtitle 'Improving working conditions' and a 'Granted' status. A callout box points to the title link with the text 'Click this link to access the grant agreement follow-up page.' Another callout box points to the agreement details with the text 'You accepted to become an editor for this grant agreement.' A third callout box points to the agreement ID 'VP/2014/701/0005' and the closing date 'December 31, 2014'. At the bottom, the editors list includes 'John SMITH' and 'Mary JONES', with a callout box stating 'Your name has been added to the list of editors.' and a 'Manage editors' link.

In the screenshot above, you have become an editor of a grant agreement.

4. **You may now click the title link to access the grant agreement follow-up page (or grant application form) and to start your work.**

Refer to the following sections:

- [Working with your grant applications](#)
- [Working with your grant agreements](#)

#### 4.4.3. Removing editors from a grant application or grant agreement

Perform this procedure if you want to remove editors from a grant application or a grant agreement for which you are an editor yourself:

##### 1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

The screenshot shows the SWIM portal interface. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and a language dropdown set to English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below the header, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user's name 'SMITH, John' is visible in the top right corner. The main content area is titled 'Your grant applications and grant agreements' and is divided into two sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'. Under 'GRANT APPLICATIONS', there are two entries: 'Our second project for improving social integration' (Submitted) and 'Our first project for improving social integration' (Not submitted). Both have a 'Manage editors' link. Under 'GRANT AGREEMENTS', there is one entry: 'Our fifth project for improving working conditions' (Granted). This entry has a 'Manage editors' link and a 'Click' button. A yellow callout box points to the 'Manage editors' link, stating: 'These are currently the two editors for this grant agreement: John SMITH (who opened this session) and Mary JONES.'

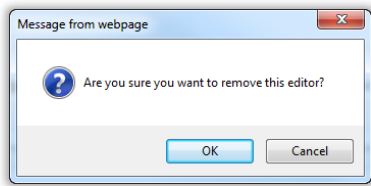
##### 2. Click the link **Manage editors** for the grant application or grant agreement for which you want to remove editors.

The following screen is displayed:

The screenshot shows a dialog box titled 'Our fifth project for improving working conditions' (Granted). It displays the current editors: 'John SMITH' and 'Mary JONES', each with a small 'x' icon next to their name. A yellow callout box points to the 'x' icon next to 'Mary JONES', stating: 'Click the x icon next to the user to remove him/her as editor.' Below the editor list, there is an 'Invitations' section with the text 'Invite additional editors for this grant agreement' and a 'Cancel' button.

##### 3. Click the **x** icon next to the user you want to remove as editor for this application.

The following confirmation is displayed:



4. **Click *OK* to confirm.**

**Notes:**

- You may remove your own user name from the list of editors. As a result, the grant application or agreement will disappear from the list.
- However, it is not possible to remove your own user name, if you are the only editor listed for the grant application or grant agreement.

## 5. WORKING WITH YOUR GRANT APPLICATIONS

You can only perform actions to the grant applications that are assigned to your EU Login account, i.e. for which you are an editor. These applications are available in the **Grant applications** section of the list of **Your grant applications and grant agreements**. Refer to [Accessing the list of your grant applications and grant agreements](#).

The **Grants applications** section in the list of **Your grant applications and grant agreements** may look as follows:






The screenshot displays the 'Your grant applications and grant agreements' page. At the top, there is a header for 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM' and a navigation breadcrumb: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user 'SMITH, John' is logged in. The page title is 'Your grant applications and grant agreements' with a link to 'Current calls for proposals | Home page'.

The main content area is titled 'GRANT APPLICATIONS' and contains a list of six applications. A yellow callout box states: 'In this example, the **Grant applications** section contains a grant application for each possible status indication.'

| Status                | Title                                               | Subtopic                     | Reference        | Deadline                                               |
|-----------------------|-----------------------------------------------------|------------------------------|------------------|--------------------------------------------------------|
| Submitted             | Our second project for improving social integration | Improving social integration | VP/2014/702/0002 | Deadline 1 week from now<br>July 31, 2014 at 23:59 CET |
| Not submitted         | Our first project for improving social integration  | Improving social integration | VP/2014/702/0001 | Deadline 1 week from now<br>July 31, 2014 at 23:59 CET |
| Not granted           | Our fourth project for improving working conditions | Improving working conditions | VP/2014/701/0004 | Deadline 6 days ago<br>July 16, 2014 at 23:59 CET      |
| Archived              | Our third project for improving working conditions  | Improving working conditions | VP/2014/701/0003 | Deadline 6 days ago<br>July 16, 2014 at 23:59 CET      |
| Not submitted in time | Our first project to improve working conditions     | Improving working conditions | VP/2014/701/0001 | Deadline 6 days ago<br>July 16, 2014 at 23:59 CET      |

Each application entry includes a status icon, the title, subtopic, reference number, and deadline. Below each entry, it says 'Editors: You are the only editor of this application | Manage editors'.

The actions you can perform on a listed grant application depend on the grant application status:

| Grant application status                                                                                                                      | Description and available actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Submitted</p>  <p>Submitted</p>                           | <p>A grant application has the status <b>Submitted</b>, if it is linked to a current or closed call for proposals and the European Commission did not take a decision yet to award a grant or not. You can perform the following action for your grant applications with the <b>Submitted</b> status indication:</p> <ul style="list-style-type: none"> <li>• <a href="#">Obtain a printable version</a></li> </ul> <p>Refer to the detailed section below.</p>                                                                                          |
| <p>Not submitted</p>  <p>Not submitted</p>                   | <p>A grant application has the status <b>Not submitted</b>, if it is linked to a current (ongoing) call for proposals and it has not yet been submitted. You can perform the following actions for your grant applications with the <b>Not submitted</b> status indication:</p> <ul style="list-style-type: none"> <li>• <a href="#">Complete and submit the grant application</a></li> <li>• <a href="#">Delete the grant application</a></li> <li>• <a href="#">Obtain a printable version</a></li> </ul> <p>Refer to the detailed sections below.</p> |
| <p>Not granted</p>  <p>Not granted</p>                      | <p>A grant application has the status <b>Not granted</b>, if it was correctly submitted and the European Commission decided not to award a grant. You can perform the following action for your grant applications with the <b>Not granted</b> status indication:</p> <ul style="list-style-type: none"> <li>• <a href="#">Obtain a printable version</a></li> </ul> <p>Refer to the detailed section below.</p>                                                                                                                                         |
| <p>Archived</p>  <p>Archived</p>                           | <p>A grant application has the status <b>Archived</b>, if it was archived by one of the editors. You can perform the following action for your grant applications with the <b>Archived</b> status indication:</p> <ul style="list-style-type: none"> <li>• <a href="#">Obtain printable version</a></li> </ul> <p>Refer to the detailed section below.</p>                                                                                                                                                                                               |
| <p>Not submitted in time</p>  <p>Not submitted in time</p> | <p>A grant application has the status <b>Not submitted in time</b>, if it is linked to a closed call for proposals and it was not submitted before the submission deadline. You can perform the following actions for your grant applications with the <b>Not submitted in time</b> status indication:</p> <ul style="list-style-type: none"> <li>• <a href="#">Obtain a printable version</a></li> <li>• <a href="#">Archive the grant application</a></li> </ul> <p>Refer to the detailed sections below.</p>                                          |

## 5.1. Completing and submitting a grant application

A grant application can be completed and submitted, if it has the [Not submitted](#) status. Follow this procedure to complete and submit such a grant application:

### 1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of *Your grant applications and grant agreements* is displayed:

#### Notes:

- If the application you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).
  - If the application does not yet exist, you must create it first. Refer to [Creating a grant application for a current call for proposals](#).
- ### 2. Click the title link of the required application.

The application form is displayed:

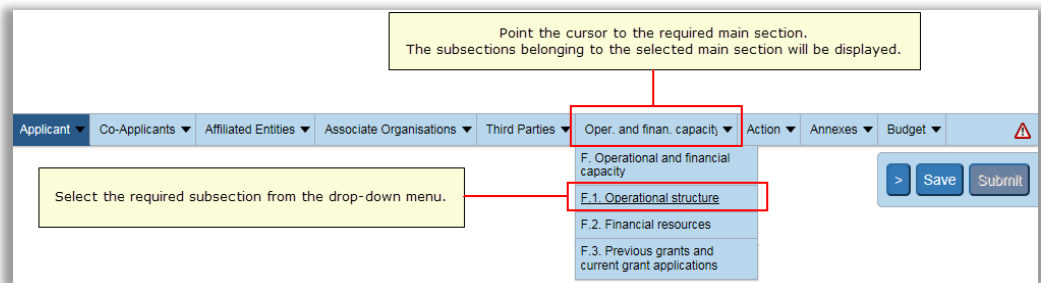
### 3. Verify the available elements.

The following elements are available:

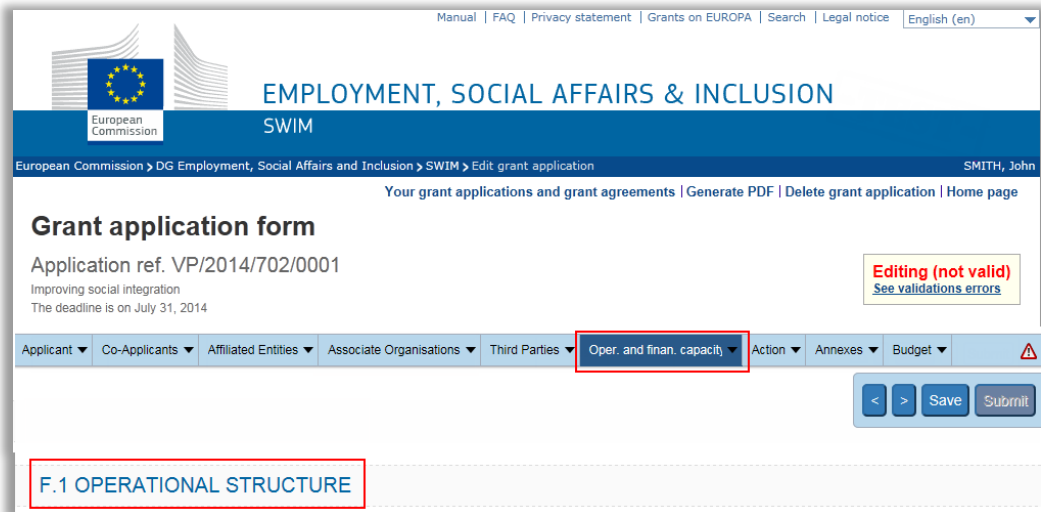
- **Links:**
  - **Your grant applications and grant agreements:** Click this link to return to the list of *Your grant applications and grant agreements*.
  - **Generate PDF:** Click this link to obtain a PDF version of the application form with the current settings.
  - **Delete grant application:** Click this link to delete the current application. Refer to [Deleting a grant application](#).
  - **Home page:** Click this link to return to the [SWIM home page](#).
- **Grant application and call for proposals details:** This section contains the grant application reference (*VP/YYYY/CCC/XXXX*), the call for proposals title and the application submission deadline.
- **Grant application status indication:** This section displays the current status of the application. This can either be:

- **Editing (not valid):** The grant application form contains errors or is missing information. Click the link **See validation errors** to display the errors that are preventing your grant application from being valid.
  - **Editing (valid):** The grant application can be submitted because all mandatory fields have been filled out.
  - **Main sections:** The main sections are displayed on the navigation bar. You may click a main section to display the subsections that belong to it.
  - **Subsection:** By default, the first subsection (**Applicant organisation**) of the first main section (**Applicant**) is displayed. The subsections contain mandatory and optional text fields as well as drop-down lists. They can be filled out by the applicant with information regarding their proposed project in order to submit their grant application.
4. **Use the navigation bar to select the main section and subsection you want to fill out.**

In the following screenshot, the **Operational structure** subsection from the **Operational and financial capacity** main section is selected:



The application form displays the selected main section and subsection:






5. **Fill out the subsections as required:**
- Fill out mandatory fields (marked by the red asterisk).
  - Fill out optional fields (not marked by the red asterisk) if you dispose of relevant information.
  - Select one of the predefined entries from the available drop-down lists.
6. **Save your application form regularly using the buttons on the right of the navigation bar.**

The following buttons are available:





- Click  to save the current form data and return to the previous main section
- Click  to save the current form data and go to the next title.
- Click  to save the current form data and remain on the current main section

The **Submit** button will become active, if the form has been completely filled out.

**Note:**

Do not use the navigation buttons of your browser, as this action will disconnect you from SWIM and you will lose all data you had already entered in your application form.

7. **Complete all main sections and subsections as required.**

A more detailed description can be found in the following sections:

- [Applicant](#)
- [Co-Applicants](#) (optional, may not be available for all calls for proposals)
- [Affiliated Entities](#) (optional, may not be available for all calls for proposals)
- [Associate Organisations](#) (optional, may not be available for all calls for proposals)
- [Third Parties](#) (optional, may not be available for all calls for proposals)
- [Operational and financial capacity](#)
- [Action](#)
- [Annexes](#)
- [Budget](#)

Once all sections of the SWIM application form have been properly completed, the grant application status on the top left side of the screen changes to **In edition (Valid)**, meaning the application form can be submitted, and the button **Submit** is active:



**Note:**

The status indication remains **Not valid**, if you did not fill out one or more mandatory fields and/or if the budget you defined is not valid. In this case the link **See validation errors** is available at the top of the screen:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

## EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

### SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

### Grant application form

Application ref. VP/2014/702/0001  
Improving social integration  
The deadline is on July 31, 2014

Click **Editing (not valid)**  
See validations errors

OR

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

> Save **Submit**

The **Submit** button is not active.

Click this link to display the validation errors:

### Errors - Application ref. VP/2014/702/0001

**A. Applicant**

**A.1. Applicant organisation** Click the links to access directly the section needing correction.

A.1.7 City This field must be filled in. Missing mandatory field

**Budget**

|                             |                                                                                                                                                 |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Total revenue of the action | <span style="border: 1px solid red; padding: 2px;">Error! The computed amount is not valid, please review the fields used to compute it.</span> |
| Income                      | <span style="border: 1px solid red; padding: 2px;">Error! The computed amount is not valid, please review the fields used to compute it.</span> |
| Union Grant                 | <span style="border: 1px solid red; padding: 2px;">Error! The computed amount is not valid, please review the fields used to compute it.</span> |
| Total Income                | <span style="border: 1px solid red; padding: 2px;">Error! The computed amount is not valid, please review the fields used to compute it.</span> |

**Income**

|                                     |                                                                                                                                                 |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Income (T)                    | <span style="border: 1px solid red; padding: 2px;">Error! The computed amount is not valid, please review the fields used to compute it.</span> |
| Revenue generated by the action (R) | <span style="border: 1px solid red; padding: 2px;">This field must be filled in.</span>                                                         |
| Union grant (S = T - C - R)         | <span style="border: 1px solid red; padding: 2px;">Error! The computed amount is not valid, please review the fields used to compute it.</span> |

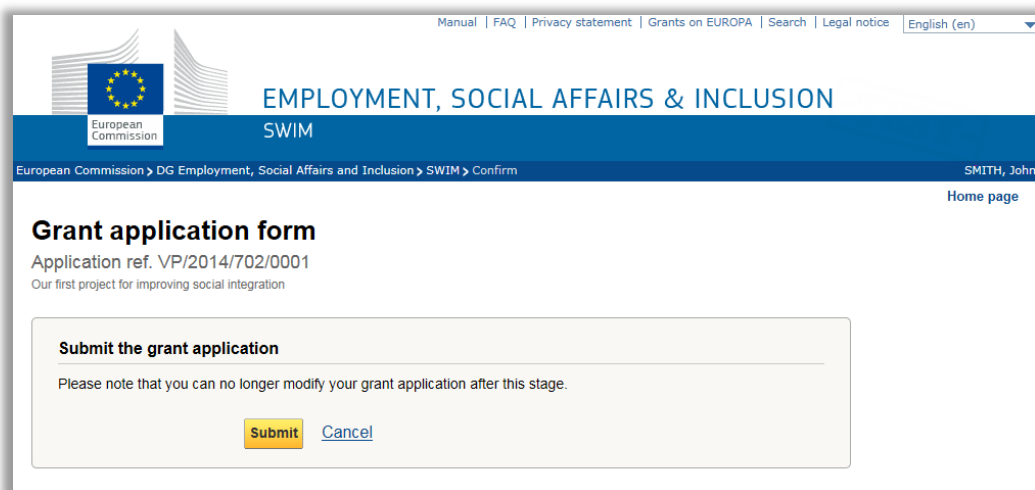
Please check that you do not exceed the maximum percentage for Union funding established in the call for proposals. Based on the figures already filled in for the previous items, the percentage of the total eligible costs you are requesting is

Errors in the budget

You may click the required link to directly access the section needing correction.

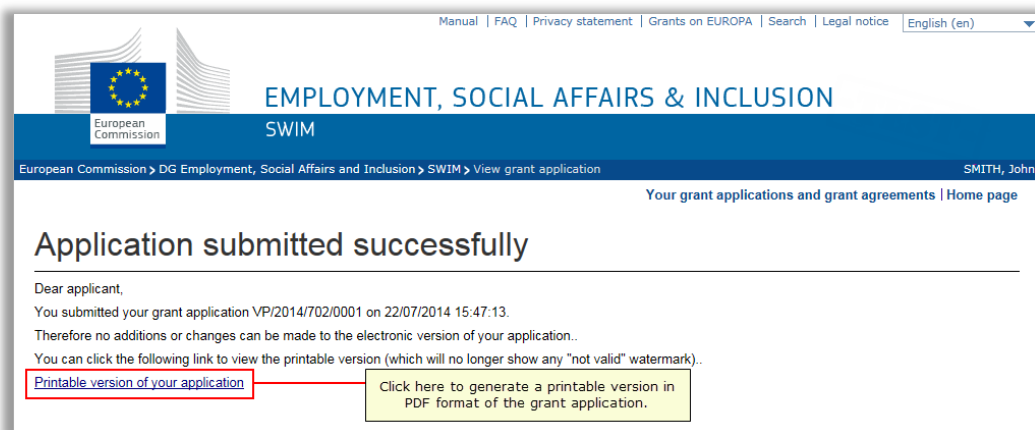
8. **Once you are sure that your application is complete and you do not want to perform any more changes, click the *Submit* button.**

The **Submit grant application** screen is displayed:



9. Click the **Submit** button.

The screen **Grant application submitted successfully** is displayed:



**Important:**

After being submitted electronically, the grant application form must also be printed out, signed and sent by post to the responsible unit, as specified in the Call for Proposals.

10. Click the link **Printable version of your grant application**.

The PDF version of your completed grant application form will be opened in a separate browser window. The first page of the print-out looks as follows:

|                                                                                   |                            |                                                                           |
|-----------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------|
|  | <b>European Commission</b> | <b>EUROPEAN COMMISSION</b><br>DG Employment, Social Affairs and Inclusion |
|                                                                                   | Directorate name           | Unit name                                                                 |

|                     |                                     |
|---------------------|-------------------------------------|
| Call for proposals: | <b>Improving social integration</b> |
| Reference:          | <b>VP/2014/702</b>                  |
| Budget Heading:     | <b>04.03 02 01</b>                  |

**GRANT APPLICATION FORM**  
Application reference: **VP/2014/702/0001**

#### 11. Perform following actions outside SWIM:

- Save this file on your local system.
- Print the file.
- Fill out the **Signature** section on the paper version.  
The signature section looks as follows:

|                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|
| Signature                                                                                                            |
| <hr/>                                                                                                                |
| <b>H: Signature of the legal representative</b>                                                                      |
| Warning : Failure to sign by the lead applicant, will entail the Commission to automatically reject the application. |
| H.1 Name                                                                                                             |
| H.2 Date and place                                                                                                   |
| H.3 Signature                                                                                                        |

- Send it to the address you find in the text of the Call for Proposals.  
This concludes the general procedure to fill out and submit an application.

## 5.2. Detailed section descriptions

Refer to the sections below for a detailed description of the different main sections of the application form. The following main sections can be available:

- [Applicant](#)
- [Co-Applicants](#) (optional, may not be available for all calls for proposals)
- [Affiliated Entities](#) (optional, may not be available for all calls for proposals)
- [Associate Organisations](#) (optional, may not be available for all calls for proposals)
- [Third Parties](#) (optional, may not be available for all calls for proposals)
- [Operational and financial capacity](#)
- [Action](#)
- [Annexes](#)
- [Budget](#)

### 5.2.1. Applicant

The tables below provide an overview of the subsections and fields available on the **Applicant** main section.

#### **Applicant Organisation subsection**

| <b>Field</b>                                    | <b>Description/Remarks</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>M.L.</b> |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Name of the organisation                        | Fill out the name of your organisation                                                                                                                                                                                                                                                                                                                                                                                        | 250         |
| Abbreviation                                    | This abbreviation will be used in other main sections                                                                                                                                                                                                                                                                                                                                                                         | 50          |
| Departments                                     | Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). In case of several departments, click 'Add Department' button and enter one department for each line. A department can be removed by deleting the relative line. | 300         |
| Type of organisation                            | Select an entry from the pre-defined drop-down list.                                                                                                                                                                                                                                                                                                                                                                          | -           |
| Address                                         | Enter your organisation's street address and number                                                                                                                                                                                                                                                                                                                                                                           | 100         |
| Postal code                                     | Enter the postal code.                                                                                                                                                                                                                                                                                                                                                                                                        | 15          |
| City                                            | Enter the city name.                                                                                                                                                                                                                                                                                                                                                                                                          | 50          |
| Country                                         | Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible for the call for proposals.                                                                                                                                                                                                                                                                    | -           |
| Telephone                                       | Be sure to include the national prefix, e.g. +32 for Belgium.                                                                                                                                                                                                                                                                                                                                                                 | 30          |
| Fax                                             | Contrary to previous SWIM versions, this field is no longer mandatory.                                                                                                                                                                                                                                                                                                                                                        | 30          |
| E-mail address                                  | Enter a valid e-mail address                                                                                                                                                                                                                                                                                                                                                                                                  | 100         |
| Registration number                             | Enter your organisation's registration number.                                                                                                                                                                                                                                                                                                                                                                                | 40          |
| VAT number                                      | Enter your organisation's VAT number.                                                                                                                                                                                                                                                                                                                                                                                         | 15          |
| Web site                                        | Be sure to include the references http:// or https:// The content of this field will be displayed as link in our systems. Please be sure that it points to a real website.                                                                                                                                                                                                                                                    | 100         |
| Legal entity form                               | It is required to fill out the Legal entity form for the applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.                                                                                                                                                                                                                  | -           |
| Financial identification form                   | It is required to fill out the Financial identification form for the applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.                                                                                                                                                                                                      | -           |
| Declaration on honour                           | It is required to fill out the Declaration on honour for the applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.                                                                                                                                                                                                              | -           |
| 3 supplementary spaces for additional documents | Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.                                                                                                                                                                                                                                                                                         | -           |

(M.L. = max. length as number of characters)

### Legal Representative subsection

| Field          | Remarks                                                                                                                    | M.L. |
|----------------|----------------------------------------------------------------------------------------------------------------------------|------|
| Title          | Select the required entry from the drop-down list.                                                                         | -    |
| Surname        | Enter the surname of your organisation's legal representative.                                                             | 100  |
| Forename       | Enter the forename of your organisation's legal representative.                                                            | 50   |
| Gender         | Select the required entry from the drop-down list.                                                                         | -    |
| Function       | Select the required entry from the drop-down list. If you do not find the required function, select the entry <b>Other</b> | -    |
| Other function | Enter the function, if you could not find it in the <b>Function</b> drop-down list.                                        | 100  |
| Telephone      | Be sure to include the national prefix, e.g. +32 for Belgium.                                                              | 30   |
| Fax            | Contrary to previous SWIM versions, this field is no longer mandatory.                                                     | 30   |
| E-mail address | Enter the e-mail address of your organisation's legal representative.                                                      | 100  |

(M.L. = max. length as number of characters)

### Person responsible for managing the action subsection

| Field          | Remarks                                                                                                                    | M.L. |
|----------------|----------------------------------------------------------------------------------------------------------------------------|------|
| Title          | Select the required entry from the drop-down list.                                                                         | -    |
| Surname        | Enter the surname of the person responsible for managing the action.                                                       | 100  |
| Forename       | Enter the forename of the person responsible for managing the action.                                                      | 50   |
| Gender         | Select the required entry from the drop-down list.                                                                         | -    |
| Function       | Select the required entry from the drop-down list. If you do not find the required function, select the entry <b>Other</b> | -    |
| Other function | Enter the function, if you could not find it in the <b>Function</b> drop-down list.                                        | 100  |
| Telephone      | Be sure to include the national prefix, e.g. +32 for Belgium.                                                              | 30   |
| Fax            | Contrary to previous SWIM versions, this field is no longer mandatory.                                                     | 30   |
| E-mail address | Enter the e-mail address of the person responsible for managing the action.                                                | 100  |

(M.L. = max. length as number of characters)

#### 5.2.2. Co-Applicants

In the **Co-Applicants** main section, the applicant must provide information regarding the co-applicants involved in the project.

**Note:** If a call for proposals does not allow the definition of co-applicants, the **Co-Applicants** main section will be missing on the navigation bar.

Follow the procedure below to add a new co-applicant:

1. Access the **Co-Applicants** main section.
2. Click the button **Add a new co-applicant** to display the co-applicant definition fields:

**Grant application form**

Application ref. VP/2014/704/0002

Improving work The deadline

**Editing (not valid)**  
[See validation errors](#)

Applicant ▾ **Co-Applicants** ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾

---

**B CO-APPLICANTS INVOLVED IN THE ACTION**

A co-applicant is any organisation with legal personality which is actively involved in the implementation of the action and which declares costs. Co-applicants must comply with the eligibility and selection criteria as set out in the call for proposals. Note that public entities without an independent legal personality (ex. most national, regional, local authorities, ministries, some public universities) must be indicated as departments of the applicant/co-applicant which must be the authority with the legal personality (ex. country, region).

**B.1 Co-Applicants**  
Please fill out one form per Co-Applicant.

**NEW CO-APPLICANT**

**1 / B.1.1 Name of the organisation \***

Max. 250 characters.

**1 / B.1.2 Abbreviation**

Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

**1 / B.1.3 Departments**

Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities).  
Separate the "Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). Separate the names with a comma.

**1 / B.1.4 Type of organisation \***

Enter the abbreviation of the name of your organisation. Max. 50 characters.

**1 / B.1.5 Address \***

Max. 100 characters.

**1 / B.1.6 Postal code \***

Max. 15 characters.

**1 / B.1.7 City \***

Max. 50 characters.

**1 / B.1.8 Country \***

**1 / B.1.9 Telephone \***

Please include also national prefix. Max. 30 characters.

**1 / B.1.10 Fax**

Please include also national prefix. Max. 30 characters.

**1 / B.1.11 E-mail address \***

Max. 100 characters.

**1 / B.1.12 Registration number**

Max. 40 characters.

**1 / B.1.13 VAT number**

Max. 15 characters.

**1 / B.1.14 Web site**


Max. 100 characters.

*Continued on next page*

Continued from previous page

**1 / B.1.15 Legal entity form \***


Please [click here](#) to download the 'Legal entity form'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.

Attach a file:  Max 15MB  

---

**1 / B.1.16 Mandate \***


Please [click here](#) to download the template of 'Mandate model'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.

Attach a file:  Max 15MB  

---

**1 / B.1.17 Declaration on honour \***

Please [click here](#) to download the template of 'Declaration on honour'. Please save it on your computer and complete it on the official letterhead paper of the applicant organisation. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.

Attach a file:  Max 15MB  

---

**1 / B.1.18 Letters of commitment (as specified in the call)**

Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.

Attach a file:  Max 15MB

---

**1 / B.1.19 Supplementary space for additional documents (if needed)**

Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.

Attach a file:  Max 15MB

---

**1 / B.1.20 Supplementary space for additional documents (if needed)**

Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.

Attach a file:  Max 15MB

---

**1 / B.1.21 Supplementary space for additional documents (if needed)**

Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.

Attach a file:  Max 15MB

[Add a new co-applicant](#) Click this button to declare an additional co-applicant.

The table below provides an overview of the available co-applicant definition fields:

| Field                    | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                       | M.L. |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Name of the organisation | Enter the co-applicant's organisation name.                                                                                                                                                                                                                                                                                                                                                                                   | 250  |
| Abbreviation             | If provided, this abbreviation will be used on other main sections.                                                                                                                                                                                                                                                                                                                                                           | 50   |
| Departments              | Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). In case of several departments, click 'Add Department' button and enter one department for each line. A department can be removed by deleting the relative line. | 300  |
| Type of organisation     | Select an entry from the pre-defined drop-down list.                                                                                                                                                                                                                                                                                                                                                                          | -    |
| Address                  | Enter the co-applicant's street address and number.                                                                                                                                                                                                                                                                                                                                                                           | 100  |
| Postal code              | Enter the co-applicant's postal code.                                                                                                                                                                                                                                                                                                                                                                                         | 15   |
| City                     | Enter the co-applicant's city.                                                                                                                                                                                                                                                                                                                                                                                                | 50   |
| Country                  | Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible as co-applicant for the call for proposals.                                                                                                                                                                                                                                                    | -    |



| Field                                           | Remarks                                                                                                                                                                                                             | M.L. |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Telephone                                       | Be sure to include the national prefix, e.g. +32 for Belgium.                                                                                                                                                       | 30   |
| Fax                                             | Contrary to previous SWIM versions, this field is no longer mandatory.                                                                                                                                              | 30   |
| E-mail address                                  | Enter the co-applicant's e-mail address.                                                                                                                                                                            | 100  |
| Registration number                             | Enter the co-applicant's registration number.                                                                                                                                                                       | 40   |
| VAT number                                      | Enter the co-applicant's VAT number                                                                                                                                                                                 | 15   |
| Web site                                        | Be sure to include the references http:// or https:// The content of this field will be displayed as link in our systems. Please be sure that it points to a real website.                                          | 100  |
| Legal entity form                               | It is required to fill out the Legal entity form for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.     |      |
| Mandate                                         | It is required to fill out the Mandate for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.               | -    |
| Declaration on honour                           | It is required to fill out the Declaration on honour for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system. | -    |
| Letters of commitment                           | It is required to fill out the Letter of commitment for the co-applicant organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.  | -    |
| 3 supplementary spaces for additional documents | Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.                                                                               | -    |

(M.L. = max. length as number of characters)

3. **Fill out the fields as required and click the *Save* button.**
4. **Click the button *Add a new co-applicant* to declare an additional co-applicant and repeat these steps for all co-applicants to be added.**
5. **If required, use the *Edit* link to edit an existing co-applicant or the *Delete* button to delete it:**

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

### Grant application form

Application ref. VP/2014/704/0002  
Improving working skills  
The deadline is on July 31, 2014

Editing (not valid)  
[See validations errors](#)

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

#### B CO-APPLICANTS INVOLVED IN THE ACTION

A co-applicant is any organisation with legal personality which is actively involved in the implementation of the action and which declares costs. Co-applicants must comply with the eligibility and selection criteria as set out in the call for proposals. Note that public entities without an independent legal personality (ex. most national, regional, local authorities, ministries, some public universities) must be indicated as departments of the applicant/co-applicant which must be the authority with the legal personality (ex. country, region).

**B.1 Co-Applicants**  
Please fill out one form per Co-Applicant.

UNION OF CONSTRUCTION ALLIED TRADES ⚠

Click if required. Edit Delete

Add a new co-applicant

### 5.2.3. *Affiliated Entities*

In the ***Affiliated Entities*** main section, the applicant must provide information regarding the entities affiliated to the applicant organisation or to one of the co-applicants, and involved in the project.

**Note:** If a call for proposals does not allow the definition of affiliated entities, the ***Affiliated Entities*** main section will be missing on the Navigation bar.

Follow the procedure below to add a new affiliated entity:

1. **Access the *Affiliated Entities* main section and click the button *Add new affiliated entity*.**

The ***parent organisations*** drop-down list is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission  
EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

### Grant application form

Application ref. VP/2014/704/0002  
Improving working skills  
The deadline is on July 31, 2014

Editing (not valid)  
See validation errors

Applicant ▼ Co-Applicants ▼ **Affiliated Entities** ▼ Associate Organisations ▼ Third Parties ▼ Oper. and finan. capacity ▼ Action ▼ Annexes ▼ Budget ▼

< > Save Submit

#### C AFFILIATED ENTITIES

Guidelines for the affiliated entities

**C.1 Affiliated Entities**  
Please, add only the affiliated entities participating in the action

Add a new affiliated entity

Select the parent organisation for the new affiliated entity: TUC  
TUC  
UNION OF CONSTRUCTION ALLIED TRADES

Add Cancel

The drop-down list contains the names (or abbreviations when defined) of the applicant and co-applicant organisations.

2. **Select the required parent organisation and click the *Add* button.**

The affiliated entity definition fields are displayed:

NEW AFFILIATED ENTITY Delete

1 / C.1.1 Parent organisation \* TUC

1 / C.1.2 Name of the affiliated entity \*  
Max. 250 characters.

1 / C.1.3 Legal or capital link with the parent organisation \*

Please provide supporting documents to demonstrate the legal or capital link with the co-applicant organisation. (Please read the financial guidelines for more information: e.g. statutory list of members as part of reports approved by governance bodies, the list of controlled companies in audited consolidated accounts, the balance sheet or the deeds of establishment to prove ownership or partnership, etc. ) Only one file can be uploaded. In case you have several documents, include them in a Zip file and upload it by using the Browse button

Attach a file: Max 15MB

1 / C.1.4 Letters of commitment (as specified in the call)

Please click [here](#) to download the template of 'Letter of Commitment'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.

Attach a file: Max 15MB

Add a new affiliated entity

Click this button to declare an additional affiliated entity.

The table below provides an overview of the available affiliated entity definition fields:

| Field               | Remarks                                                                                                                                                        | M.L. |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Parent organisation | This field contains the name (or abbreviation) of the selected parent organisation. You may select however another entry from the drop-down list, if required. | -    |

| Field                                              | Remarks                                                                                                                                                                                                            | M.L. |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Name of the affiliated entity                      | Enter the name of the affiliated entity.                                                                                                                                                                           | 250  |
| Legal or capital link with the parent organisation | It is required to provide a document demonstrating the legal or capital link to the parent organisation. If the field is mandatory (marked with the red asterisk), you should upload the document into the system. | -    |
| Letters of commitment                              | It is required to fill out the Letter of commitment for the affiliated entity. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system.         | -    |

(M.L. = max. length as number of characters)

3. **Fill out the fields as required and click the *Save* button.**
4. **Click the button *Add a new affiliated entity* to declare an additional affiliated entity and repeat these steps for all affiliated entities to be added.**
5. **If required, use the *Edit* link to edit an existing affiliated entity or the *Delete* button to delete it:**

#### 5.2.4. *Associate Organisations*

In the ***Associate Organisations*** main section, the applicant must provide information regarding the associate organisations involved in the action. Associate organisations participate in the action on a no-cost basis. They are not considered to be participants to a grant agreement concluded with the European Commission.

**Note:** If a call for proposals does not allow the definition of associate organisations, the ***Associate Organisations*** main section will be missing on the navigation bar.

Follow the procedure below to add a new associate organisation:

1. Access the **Associate Organisations** main section and click the button **Add new associate organisation**.

The associate organisation definition fields are displayed:

The screenshot shows the 'Grant application form' interface for 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION' (SWIM). The application reference is 'VP/2015/750/0002'. A navigation bar at the top includes links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and English (en). The main header identifies the European Commission and the SWIM system. Below the header, there are navigation tabs for Applicant, Co-Applicants, Affiliated Entities, Associate Organisations (selected), Third Parties, Oper. and finan. capacity, Action, Annexes, and Budget. A 'Save' and 'Submit' button is visible. The main content area is titled 'D ASSOCIATE ORGANISATIONS' and contains instructions: 'Organisations which participate in the action on a no-cost basis. Such organisations are not considered to be participants to a grant agreement concluded with the European Commission.' and 'D.1 Associate Organisations Please fill out one form per associate organisation'. A red box highlights the 'Add a new associate organisation' button. Below this, a 'NEW ASSOCIATE ORGANISATION' form is displayed with fields for: 1 / D.1.1 Name of the organisation (Max. 250 characters), 1 / D.1.2 Abbreviation (Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.), 1 / D.1.3 Type of organisation (Select one), 1 / D.1.4 Address (Max. 200 characters), 1 / D.1.5 Postal code (Max. 15 characters), 1 / D.1.6 City (Max. 50 characters), 1 / D.1.7 Country (Select one), and 1 / D.1.8 Letters of commitment (as specified in the call). A file upload section for 'Attach a file' (Max. 10MB) is also present. A second red box highlights the 'Add a new associate organisation' button at the bottom of the form, with a callout box stating 'Click this button to declare an additional associate organisation.'

The table below provides an overview of the available associate organisation definition fields:

| Field                    | Remarks                                                                                                                                                                                                         | M.L. |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Name of the organisation | Enter the name of the associate organisation.                                                                                                                                                                   | 250  |
| Abbreviation             | If provided, this abbreviation will be used on other main sections.                                                                                                                                             | 50   |
| Type of organisation     | Select an entry from the pre-defined drop-down list.                                                                                                                                                            | -    |
| Address                  | Enter the street address and number of the associate organisation                                                                                                                                               | 100  |
| Postal code              | Enter the postal code of the associate organisation.                                                                                                                                                            | 15   |
| City                     | Enter the city of the associate organisation.                                                                                                                                                                   | 50   |
| Country                  | Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible as associate organisations for the call for proposals.                           | -    |
| Letters of commitment    | It is required to fill out the Letter of commitment for the associate organisation. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system. | -    |

(M.L. = max. length as number of characters)

2. Fill out the fields as required and click the *Save* button.
3. Click the button *Add a new associate organisation* to declare an additional associate organisation and repeat these steps for all associate organisations to be added.
4. If required, use the *Edit* link to edit an existing associate organisation or the *Delete* button to delete it:

### 5.2.5. Third Parties

In the **Third Parties** main section, the applicant must provide information regarding the third parties involved in the action. Third parties are entities other than beneficiaries, affiliated entities and associate organisations, which provide a cash contribution to the implementation of the action, but are not actively involved in it.

**Note:** If a call for proposals does not allow the definition of third parties, the **Third Parties** main section will be missing on the navigation bar.

Follow the procedure below to add a new third party:

1. Access the **Third Parties** main section and click the button **Add new third party**.

The third party definition fields are displayed:

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

## Grant application form

Application ref. VP/2015/750/0002  
Operating grants  
The deadline is on April 15, 2015

Editing (not valid)  
[See validations errors](#)

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ **Third Parties ▾** Oper. and finan. capacit ▾ Action ▾ Annexes ▾ Budget ▾

< > Save Submit

### E THIRD PARTIES

Entities, other than beneficiaries, affiliated entities and associate organisations, which provide a cash contribution to the implementation of the action but are not actively involved in it.

#### E.1 Third Parties

Please fill out one form per organisation

**Add a new third party**

#### NEW THIRD PARTY

Edit Delete

**1 / E.1.1 Name of the organisation \***  ⚠  
Max. 250 characters.

**1 / E.1.2 Abbreviation**   
Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

**1 / E.1.3 Type of organisation \***  ⚠  
Enter the abbreviation of the name of your organisation. Max. 50 characters.

**1 / E.1.4 Address \***  ⚠  
Max. 200 characters.

**1 / E.1.5 Postal code \***  ⚠  
Max. 15 characters.

**1 / E.1.6 City \***  ⚠  
Max. 50 characters.

**1 / E.1.7 Country \***  ⚠

**1 / E.1.8 Letters of commitment (as specified in the call) \***

Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer and complete it. Then attach it to your application by clicking the **Browse** button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call. Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer, complete it and return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.

**Attach a file:**  ⚠

**Add a new third party** Click this button to declare an additional third party.

The table below provides an overview of the available third party definition fields:

| Field                    | Remarks                                                                                                                                                                                              | M.L. |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Name of the organisation | Enter the name of the third party.                                                                                                                                                                   | 250  |
| Abbreviation             | If provided, this abbreviation will be used on other main sections.                                                                                                                                  | 50   |
| Type of organisation     | Select an entry from the pre-defined drop-down list.                                                                                                                                                 | -    |
| Address                  | Enter the street address and number of the third party.                                                                                                                                              | 100  |
| Postal code              | Enter the postal code of the third party.                                                                                                                                                            | 15   |
| City                     | Enter the city of the third party.                                                                                                                                                                   | 50   |
| Country                  | Select an entry from the pre-defined drop-down list. If a country is missing, organisations from that country are not eligible as third parties for the call for proposals.                          | -    |
| Letters of commitment    | It is required to fill out the Letter of commitment for the third party. If the field is mandatory (marked with the red asterisk), you should scan the completed form and upload it into the system. | -    |

(M.L. = max. length as number of characters)

2. **Fill out the fields as required and click the *Save* button.**
3. **Click the button *Add a new third party* to declare an additional third party and repeat these steps for all third parties to be added.**
4. **If required, use the *Edit* link to edit an existing third party or the *Delete* button to delete it:**

The screenshot shows the 'Grant application form' interface. At the top, it displays the application reference 'VP/2015/750/0002' and the deadline 'April 15, 2015'. A navigation bar includes tabs for 'Applicant', 'Co-Applicants', 'Affiliated Entities', 'Associate Organisations', 'Third Parties', 'Oper. and finan. capacity', 'Action', 'Annexes', and 'Budget'. The 'Third Parties' tab is active. Below the navigation bar, there are navigation arrows and 'Save' and 'Submit' buttons. The main section is titled 'E THIRD PARTIES' and contains a description: 'Entities, other than beneficiaries, affiliated entities and associate organisations, which provide a cash contribution to the implementation of the action but are not actively involved in it.' Underneath, it says 'E.1 Third Parties' and 'Please fill out one form per organisation'. There is a section for 'NEW THIRD PARTY' with a yellow box that says 'Click if required.' and a red-bordered box containing 'Edit' and 'Delete' buttons. At the bottom left, there is an 'Add a new third party' button.

### 5.2.6. *Operational and financial capacity*

In the main section ***Operational and financial capacity***, the applicant must provide the details of the applicant and co-applicant organisations. The tables below provide an overview of the subsections and fields available on this main section.



## Operational structure

| Field                                                               | Remarks                                                                                                        | M.L.  |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------|
| Main objectives and activities                                      | Provide information about the main objectives and activities of the applicant and co-applicant organisations.  | 10000 |
| Administrative structure of each applicant organisation             | Provide information about the administrative structure of the applicant and co-applicant organisations.        | 10000 |
| Members of each applicant organisation                              | Provide information about the members of the applicant and co-applicant organisations.                         | 10000 |
| Staff employed by each applicant organisation in the relevant field | Provide information about the members of the applicant and co-applicant organisations.                         | 10000 |
| Experience of similar projects                                      | Provide information about the experience of similar projects for the applicant and co-applicant organisations. | 10000 |

(M.L. = max. length as number of characters)

## Financial resources

| Field                                                                             | Remarks                                                                                                                            | M.L.  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------|
| Usual sources of finance of each applicant organisation                           | Provide information about the usual sources of finance for the applicant and co-applicant organisations.                           | 10000 |
| Turnover or equivalent for the last financial year of each applicant organisation | Provide information about the turnover or equivalent for the last financial year for the applicant and co-applicant organisations. | 10000 |
| Any other information demonstrating financial capacity                            | You may provide other information demonstrating the financial capacity of the applicant and/or co-applicant organisations.         | 10000 |

(M.L. = max. length as number of characters)

## Previous grants and current grant applications

This subsection contains three tables allowing the declaration of previous grants, current action grant applications and current operating grants:

### F.3 PREVIOUS GRANTS AND CURRENT GRANT APPLICATIONS

#### F.3.1 Previous Action Grants

(1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

| Applicant organisation | European institution, service responsible and programme | Agreement no. | Year of the award | Title of the action | Amount of the grant (in EUR) |
|------------------------|---------------------------------------------------------|---------------|-------------------|---------------------|------------------------------|
| Select one             |                                                         |               | Select one        |                     |                              |

Add line

#### F.3.2 Action Grant applications in the current year

Has your organisation presented or does it intend to submit other applications for support in the current year to Commission services or to other Union institutions/Agencies? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and no. of agreement if applicable and the state of play of your application).

| Applicant organisation | European institution, service responsible and programme | Title of the action | Grant obtained? | Estimated amount of the grant (in EUR) |
|------------------------|---------------------------------------------------------|---------------------|-----------------|----------------------------------------|
| Select one             |                                                         |                     | Select one      |                                        |

Add line

#### F.3.3 Operating grants

Have any of the applicant organisations applied for or obtained an operating grant from the European Commission or any other Union institution?

| Applicant organisation | European institution, service responsible and programme | Agreement no. | Title of the action | Estimated amount of the grant (in EUR) | Start date | End date |
|------------------------|---------------------------------------------------------|---------------|---------------------|----------------------------------------|------------|----------|
| Select one             |                                                         |               |                     |                                        |            |          |

Add line

### Previous Action Grants

Follow this procedure do declare previous action grants:

#### 1. Access the *Previous Action Grants* table.

By default the table contains one empty line:

**F.3.1 Previous Action Grants**  
 (1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

| Applicant organisation | European institution, service responsible and programme | Agreement no. | Year of the award | Title of the action | Amount of the grant (in EUR) |
|------------------------|---------------------------------------------------------|---------------|-------------------|---------------------|------------------------------|
| Select one             |                                                         |               | Select one        |                     |                              |

Add line
Use this line to declare the first previous Union grant.

The following table lists the available fields:

| Field                                                   | Remarks                                                                                                    | M.L. |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------|
| Applicant organisation                                  | Select the required Applicant or Co-Applicant organisation name (or abbreviation) from the drop-down list. | -    |
| European institution, service responsible and programme | Enter the name of the responsible service and programme related to the action grant                        | 100  |
| Agreement number                                        | Enter the agreement number linked to the action grant.                                                     | 50   |
| Year of the award                                       | Select the year of the action grant from the drop-down list.                                               | -    |
| Title of the action                                     | Enter the title of the action linked to the action grant.                                                  | 250  |
| Amount of the grant (in EUR)                            | Enter the amount of the action grant (amount between 1 and 10 000 000 euro).                               | -    |

(M.L. = max. length as number of characters)

2. **Fill out the fields as required and click the *Save* button.**

The line may now look as follows:

**F.3.1 Previous Action Grants**  
(1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

| Applicant organisation                                                                                                                                                                                                                                                                   | European institution, service responsible and programme | Agreement no. | Year of the award | Title of the action | Amount of the grant (in EUR) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------|-------------------|---------------------|------------------------------|
| TUC                                                                                                                                                                                                                                                                                      | DG EMPL                                                 | VS/2014/1234  | 2014              | Sample title        | 45000.00                     |
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; padding: 2px 5px; margin-right: 10px;">Add line</div> <div style="border: 1px solid yellow; padding: 2px 10px; flex-grow: 1;">Click this button to declare an additional Union grant.</div> </div> |                                                         |               |                   |                     |                              |

3. **If required, click the *Add new line* button to declare an additional previous grant.**

4. **Repeat this procedure, until you have declared all previous action grants as required.**

**Notes:**

- You may declare up to 99 lines in this table.
- If you want to remove a redundant line, remove all information from it and click the ***Save*** button. The line will be removed.

*Action Grant applications in the current year*

Follow this procedure to declare action grant applications which the applicant or any of the co-applicant organisations submitted or intends to submit during the current year:

1. **Access the table *Action Grant applications in the current year*.**

By default the table contains one empty line:

**F.3.2 Action Grant applications in the current year**  
Has your organisation presented or does it intend to submit other applications for support in the current year to Commission services or to other Union institutions/Agencies? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and no. of agreement if applicable and the state of play of your application).

| Applicant organisation                                                                                                                                                                                                                                                                                      | European institution, service responsible and programme | Title of the action | Grant obtained? | Estimated amount of the grant (in EUR) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------|-----------------|----------------------------------------|
| Select one                                                                                                                                                                                                                                                                                                  |                                                         |                     | Select one      |                                        |
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; padding: 2px 5px; margin-right: 10px;">Add line</div> <div style="border: 1px solid yellow; padding: 2px 10px; flex-grow: 1;">Use this line to declare the action grant application in the current year.</div> </div> |                                                         |                     |                 |                                        |

The following table lists the available fields:

| Field                                                   | Remarks                                                                                                    | M.L. |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------|
| Applicant organisation                                  | Select the required applicant or co-applicant organisation name (or abbreviation) from the drop-down list. | -    |
| European institution, service responsible and programme | Enter the name of the responsible service and programme related to the Union grant                         | 100  |
| Title of the action                                     | Enter the title of the action linked to the Union grant.                                                   | 250  |
| Grant obtained?                                         | Select the applicable entry from the drop-down list: <b>Yes</b> , <b>No</b> or <b>Pending</b>              | -    |
| Estimated amount of the grant (in EUR)                  | Enter the estimated amount of the Union grant.                                                             | -    |

(M.L. = max. length as number of characters)

2. **Fill out the fields as required and click the *Save* button.**

The line may now look as follows:

**F.3.2 Action Grant applications in the current year**  
 Has your organisation presented or does it intend to submit other applications for support in the current year to Commission services or to other Union institutions/Agencies? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and no. of agreement if applicable and the state of play of your application).

| Applicant organisation                                                                                                                                                                                                                                                                                  | European institution, service responsible and programme | Title of the action | Grant obtained? | Estimated amount of the grant (in EUR) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------|-----------------|----------------------------------------|
| TUC                                                                                                                                                                                                                                                                                                     | DG EMPL                                                 | Sample title        | Yes             | 12000.00                               |
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 2px; margin-right: 10px;">Add line</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">Click this button to declare an additional action grant application.</div> </div> |                                                         |                     |                 |                                        |

3. **If required, click the *Add new line* button to declare an additional action grant application in the current year.**
4. **Repeat this procedure, until you have declared all action grant applications as required.**

**Notes:**

- You may declare up to 15 lines in this table.
- If you want to remove a redundant line, remove all information from it and click the **Save** button. The line will be removed.

*Operating grants*

Follow this procedure do declare operating grants obtained by the applicant or any of the co-applicant organisations:

1. **Access the table *Operating grants*.**

By default the table contains one empty line:

**F.3.3 Operating grants**  
 Have any of the applicant organisations applied for or obtained an operating grant from the European Commission or any other Union institution?

| Applicant organisation                                                                                                                                                                                                                                                                                         | European institution, service responsible and programme | Agreement no. | Title of the action | Estimated amount of the grant (in EUR) | Start date | End date |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------|---------------------|----------------------------------------|------------|----------|
| Select one                                                                                                                                                                                                                                                                                                     |                                                         |               |                     |                                        |            |          |
| <div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; padding: 2px; margin-right: 10px;">Add line</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">Use this line to declare the action grant application in the current year.</div> </div> |                                                         |               |                     |                                        |            |          |

The following table lists the available fields:

| Field                                                   | Remarks                                                                                                    | M.L. |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------|
| Applicant organisation                                  | Select the required Applicant or Co-Applicant organisation name (or abbreviation) from the drop-down list. | -    |
| European institution, service responsible and programme | Enter the name of the European institution and responsible service linked to the operating grant           | 100  |
| Agreement number                                        | Enter the agreement number linked to the operating grant.                                                  |      |
| Title of the action                                     | Enter the title of the action linked to the Union grant.                                                   | 250  |
| Estimated amount of the grant (in EUR)                  | Enter the estimated amount of the Union grant.                                                             | -    |
| Start date                                              | Enter the start date of the operating grant (in the format dd/mm/yyyy)                                     | -    |
| End date                                                | Enter the end date of the operating grant (in the format dd/mm/yyyy)                                       |      |

(M.L. = max. length as number of characters)

2. Fill out the fields as required and click the **Save** button.

The line may now look as follows:

**F.3.3 Operating grants**

Have any of the applicant organisations applied for or obtained an operating grant from the European Commission or any other Union institution?

| Applicant organisation | European institution, service responsible and programme | Agreement no. | Title of the action | Estimated amount of the grant (in EUR) | Start date | End date   |
|------------------------|---------------------------------------------------------|---------------|---------------------|----------------------------------------|------------|------------|
| TUC                    | DG EMPL                                                 | VS/2013/1234  | Sample Title        | 25000.00                               | 01/10/2013 | 01/10/2014 |

**Add line**

Click this button to declare an additional operating grant.

3. If required, click the **Add new line** button to declare an additional operating grant.

4. Repeat this procedure, until you have declared all operating grants as required.

**Notes:**

- You may declare up to 15 lines in this table.
- If you want to remove a redundant line, remove all information from it and click the **Save** button. The line will be removed.

5.2.7. Action

The table below provides an overview of the fields available on the **Action** main section.

| Field                                                | Remarks                                                                                                                                                                                                                                                                                              | M.L. |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Title                                                | Enter the action title                                                                                                                                                                                                                                                                               | 250  |
| Type of activity / subprogramme / theme              | Select the required entry from the drop-down list.<br><b>Note:</b> This field is not available for all Calls for Proposals.                                                                                                                                                                          | -    |
| Short summary of the action                          | Enter a short summary of the action.                                                                                                                                                                                                                                                                 | 2000 |
| Specific objective(s)                                | Enter a description of the specific objectives of the action.                                                                                                                                                                                                                                        | 4000 |
| Start date                                           | Enter the expected start date in the format dd/mm/yyyy. Preferably the 1 <sup>st</sup> day of the month.                                                                                                                                                                                             | -    |
| Duration of the action                               | Enter the number of months for the expected duration of the action. Max. 48 months.                                                                                                                                                                                                                  | -    |
| Implementation of the action                         | Enter a description of the way the action is going to be implemented.                                                                                                                                                                                                                                | 4000 |
| Workplan                                             | Enter a summary of the workplan.                                                                                                                                                                                                                                                                     | 4000 |
| Will you subcontract any task related to the action? | Select <b>Yes</b> or <b>No</b> from the drop-down list.                                                                                                                                                                                                                                              | -    |
| Timetable for action events                          | Fill out a line for the main events of the action: <ul style="list-style-type: none"> <li>• Start / End date: enter the date in format dd/mm/yyyy</li> <li>• Venue: Enter the place of venue (max. length 50 chars)</li> <li>• Type of event: Enter a description (max. length 200 chars)</li> </ul> | -    |

| <b>Field</b>                                                | <b>Remarks</b>                                                                                                                                                                      | <b>M.L.</b> |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Roles and responsibilities                                  | Describe the nature of the roles and responsibilities and the division of tasks between the co-applicants.                                                                          | 4000        |
| Targeted groups / sectors                                   | Indicate which groups / sectors are concerned by your action and why.                                                                                                               | 4000        |
| Transnational dimension                                     | Indicate the transnational dimension of the action.                                                                                                                                 | 4000        |
| Arrangements for evaluation / monitoring of the action      | Indicate the arrangements taken for the evaluation and the monitoring of the action.                                                                                                | 4000        |
| Added value / innovativeness of the action                  | Specify the added value / innovativeness of the action.                                                                                                                             | 4000        |
| Expected results                                            | Specify the expected results and outputs of the action.                                                                                                                             | 4000        |
| Use of results (multiplier effects and dissemination plans) | Describe how you intend to use and disseminate the results of the action.                                                                                                           | 4000        |
| Language for correspondence                                 | Select the preferred language for correspondence with the European Commission from the drop-down list. The three official working languages are listed: English, French and German. | -           |

(M.L. = max. length as number of characters)

## 5.2.8. Annexes

The **Annexes** main section of the application form may look as follows:

The screenshot displays the 'Grant application form' interface for the SWIM program. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application'. The user's name 'SMITH, John' is visible in the top right corner. The main heading is 'Grant application form', with the application reference 'VP/2014/704/0002' and the subject 'Improving working skills'. A deadline notice states 'The deadline is on July 31, 2014'. A yellow 'Select' button is present, along with a red warning box indicating 'Editing (not valid)' and a link to 'See validations errors'. A horizontal menu contains various categories: 'Applicant', 'Co-Applicants', 'Affiliated Entities', 'Associate Organisations', 'Third Parties', 'Oper. and finan. capacity', 'Action', 'Annexes' (highlighted with a red box), and 'Budget'. Below the menu are navigation buttons: '<', '>', 'Save', and 'Submit'. The 'ANNEXES' section is titled 'H ANNEXES' and contains five sub-sections, each with a description and an 'Attach a file' button (Max 15MB):

- H.1 Description of the action:** Please attach the 'Description of the action' to your application by clicking the Browse button. You should also send your 'Description of the action' by post, together with all other requested documents.
- H.2 Detailed work programme:** Please attach the 'Detailed work programme' to your application by clicking the Browse button. You should also send your 'Detailed work programme' by post, together with all other requested documents.
- H.3 Letters of commitment for associate organisations and third parties:** Please [click here](#) to download the template of 'Letter of Commitment'. Please save it on your computer and complete it. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed by the legal representative of the organisation concerned, stamped and dated, together with all other requested documents. Please include one letter for each organisation as defined in the call.
- H.4 Contracts for implementing the action:** Please [click here](#) to download the template for subcontracting. Please save it on your computer and complete it on the official letterhead paper of the applicant. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.
- H.5 Supplementary space for additional documents (if needed):** Only one file can be uploaded. In case you have several annexes, include them in a Zip file and upload it by using the Browse button.

The section lists documents that must be duly completed, signed and submitted along with the electronic application form.

There are two annex types:

- Documents for which a template is available, such as the Contracts for implementing the action. The applicant must download the model, then complete it and return it by post, according to specifications given in the call guidelines. For some calls, it may be allowed or even required to upload the completed form, so that it becomes part of the electronically submitted application;

- Documents for which there is no template available, such as the Description of the action. The applicant must create the document in an electronic format, such as Microsoft Word, and upload it in the SWIM application form. In most of the cases, these documents also have to be sent by post along with the paper version of the application form.

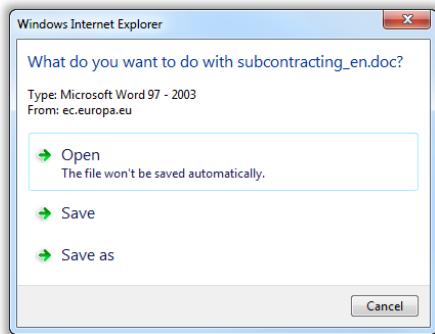
Follow this procedure to download a template and upload the completed annex in SWIM:

1. **For annexes with an available template, click the link *click here* to download this template.**

Example:



2. **Save the template on your hard disk:**

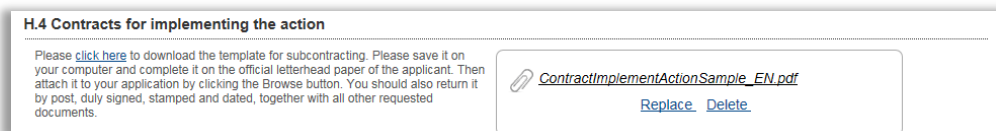


3. **Open the template on your computer and complete it.**
4. **If you want to upload the completed form, click the *Choose File* or *Browse* button (the button label depends on the browser you are using):**



5. **Browse to the required file and open it.**

The file name is displayed:



You may replace or delete the uploaded document if required.



### 5.2.9. Budget

The last main section of the SWIM application form always concerns the **Budget**, where applicants have to provide all the financial details of their project. Subtotal and total amounts at the end of each budget subsection are automatically calculated by the system when the application is saved by the applicant. Applicants can easily check the overall budget by clicking the main **Budget** option in the navigation bar:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

### Grant application form

Application ref. VP/2014/704/0002  
Improving working skills  
The deadline is on July 31, 2014

Select Editing (not valid)  
See validations errors

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

The budget summary is displayed.

#### I BUDGET

|                                                                     |             |
|---------------------------------------------------------------------|-------------|
| <b>Total cost of the action</b>                                     | <b>0.00</b> |
| <b>Total eligible costs (D + I)</b>                                 | <b>0.00</b> |
| <b>Total eligible direct costs (D)</b>                              | <b>0.00</b> |
| <b>Heading 1 - Staff costs</b>                                      | <b>0.00</b> |
| Management                                                          | 0.00        |
| Administration                                                      | 0.00        |
| Secretariat                                                         | 0.00        |
| Accounting                                                          | 0.00        |
| Other staff                                                         | 0.00        |
| <b>Total - Staff costs</b>                                          | <b>0.00</b> |
| <b>Heading 2 - Travel, accommodation and subsistence allowances</b> | <b>0.00</b> |
| Travel                                                              | 0.00        |
| Subsistence allowances (accommodation, meals, etc.)                 | 0.00        |
| <b>Total - Travel, accommodation and subsistence allowances</b>     | <b>0.00</b> |
| <b>Heading 3 - Costs of services</b>                                | <b>0.00</b> |
| Information dissemination                                           | 0.00        |
| Translations                                                        | 0.00        |
| Reproductions and publications                                      | 0.00        |
| Specific evaluation                                                 | 0.00        |
| Interpretations                                                     | 0.00        |
| External expertise                                                  | 0.00        |
| Other services                                                      | 0.00        |
| <b>Total - Costs of services</b>                                    | <b>0.00</b> |

*Continued on next page*

| <u>Heading 4 - Administration costs</u>      |                                                                                                                                                                                                                   | <i>Continued from previous page</i> |               |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------|
| Depreciation for purchase of equipment       | 0.00                                                                                                                                                                                                              |                                     |               |
| Hire of rooms                                | 0.00                                                                                                                                                                                                              |                                     |               |
| Hire of interpreting booths                  | 0.00                                                                                                                                                                                                              |                                     |               |
| Audits                                       | 0.00                                                                                                                                                                                                              |                                     |               |
| Financial services                           | 0.00                                                                                                                                                                                                              |                                     |               |
| Other administrative costs                   | 0.00                                                                                                                                                                                                              |                                     |               |
| <b>Total - Administration costs</b>          | <b>0.00</b>                                                                                                                                                                                                       |                                     |               |
| <b>Total eligible indirect costs (I)</b>     | <b>0.00</b>                                                                                                                                                                                                       |                                     |               |
| <u>Heading 5 - Overheads</u>                 |                                                                                                                                                                                                                   |                                     |               |
| <b>Total overheads</b>                       | <b>0.00</b>                                                                                                                                                                                                       |                                     |               |
| <b>Total revenue of the action</b>           |                                                                                                                                                                                                                   | <b>Error!</b>                       |               |
| <b>Income</b>                                | Error!                                                                                                                                                                                                            |                                     |               |
| <u>Income</u>                                | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">           These error messages indicate that the budget is not complete and therefore not acceptable in its current form.         </div> |                                     |               |
| Total financial contribution (own resources) |                                                                                                                                                                                                                   |                                     | Error!        |
| Revenue generated by the action              |                                                                                                                                                                                                                   |                                     | Error!        |
| Union Grant                                  |                                                                                                                                                                                                                   |                                     | Error!        |
| <b>Total Income</b>                          |                                                                                                                                                                                                                   |                                     | <b>Error!</b> |

The overall budget contains the following main headings and subheadings, common to every call for proposal:

- Heading 1: Staff costs (as displayed in the screenshot above), with the following subheadings:
  - Management
  - Administration
  - Secretariat
  - Accounting
  - Other staff
- Heading 2: Travel, accommodation and subsistence allowances
- Heading 3: Cost of services, with the following subheadings:
  - Information dissemination
  - Translations
  - Reproductions and publications
  - Specific evaluation
  - Interpretations
  - External expertise
  - Other services
- Heading 4: Administration costs, with the following subheadings:
  - Depreciation for purchase of equipment
  - Hire of rooms
  - Hire of interpreting booths
  - Audits
  - Financial services
  - Other administrative costs

- Heading 5: Overheads (limited to a maximum flat-rate of 7% of the total eligible direct costs for action grants, 0% for operating grants)
- Heading 6: Income
  - The applicant must specify the financial contribution of himself, the co-applicants and third parties
  - He must also specify any revenue expected to be generated by the implementation of the action.
  - SWIM will automatically calculate the amount of the Union grant requested based on the figures provided in the application.

**Attention:**

Headings are organised by rows (each row containing a number of fields). If one field in a row is filled out, it is mandatory to complete all other fields in the same row.

If for a heading no costs must be declared, all fields in that heading should remain empty.

*5.2.9.1. Filling out the Staff costs page*

Follow this procedure to fill out the **Staff costs** page.

1. Click the **Heading 1** link or select the **Staff costs** option from the **Budget** drop-down menu:

The screenshot shows the SWIM Grant application form interface. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, the user is logged in as 'SMITH, John' and is editing a grant application with reference 'VP/2014/704/0002'. The form is titled 'Grant application form' and includes a warning box: 'Editing (not valid) See validations errors'. A navigation menu at the bottom of the header includes 'Applicant', 'Co-Applicants', 'Affiliated Entities', 'Associate Organisations', 'Third Parties', 'Oper. and finan. capacity', 'Action', 'Annexes', and 'Budget'. The 'Budget' dropdown menu is open, showing options: 'I. Budget', 'I.1. Staff costs', 'I.2. Travel, accommodation and subsistence', 'I.3. Costs of services', 'I.4. Administration costs', 'I.5. Overheads', and 'I.6. Income'. The 'I.1. Staff costs' option is highlighted with a red box. Below the menu, the form displays a summary table:

|                                        |      |
|----------------------------------------|------|
| <b>Total cost of the action</b>        | 0.00 |
| <b>Total eligible costs (D + I)</b>    | 0.00 |
| <b>Total eligible direct costs (D)</b> | 0.00 |
| <b>Heading 1 - Staff costs</b>         |      |
| Management                             |      |
| Administration                         | 0.00 |
| Secretariat                            | 0.00 |
| Accounting                             | 0.00 |
| Other staff                            | 0.00 |
| <b>Total - Staff costs</b>             | 0.00 |

A yellow box with the text 'Select one of these links.' is positioned to the right of the 'Heading 1 - Staff costs' row. Red lines connect the 'I.1. Staff costs' option in the dropdown menu to the 'Heading 1 - Staff costs' link and the yellow box.

The **Staff costs** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application SMITH, John

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

## Grant application form

Application ref. VP/2014/704/0002  
Improving working skills  
The deadline is on July 31, 2014

**Editing (not valid)**  
[See validations errors](#)

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

### I.1 STAFF COSTS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

**Management/Coordination (transnational and national)**

| Incurred by     | Name | Name of organisation and function within the organisation | Status | Daily Salary cost | Number of days | Total                                             |
|-----------------|------|-----------------------------------------------------------|--------|-------------------|----------------|---------------------------------------------------|
| Select one      |      |                                                           |        |                   |                |                                                   |
| <b>Add line</b> |      |                                                           |        |                   |                | <b>Total cost of Management/Coordination</b> 0.00 |

**Administration/Implementation of the project**

| Incurred by     | Name | Name of organisation and function within the organisation | Status | Daily Salary cost | Number of days | Total                                                                  |
|-----------------|------|-----------------------------------------------------------|--------|-------------------|----------------|------------------------------------------------------------------------|
| Select one      |      |                                                           |        |                   |                |                                                                        |
| <b>Add line</b> |      |                                                           |        |                   |                | <b>Total cost of Administration/Implementation of the project</b> 0.00 |

**Secretarial costs**

| Incurred by     | Name | Name of organisation and function within the organisation | Status | Daily Salary cost | Number of days | Total                                       |
|-----------------|------|-----------------------------------------------------------|--------|-------------------|----------------|---------------------------------------------|
| Select one      |      |                                                           |        |                   |                |                                             |
| <b>Add line</b> |      |                                                           |        |                   |                | <b>Total cost of Secretarial costs</b> 0.00 |

**Accounting**

| Incurred by     | Name | Name of organisation and function within the organisation | Status | Daily Salary cost | Number of days | Total                                |
|-----------------|------|-----------------------------------------------------------|--------|-------------------|----------------|--------------------------------------|
| Select one      |      |                                                           |        |                   |                |                                      |
| <b>Add line</b> |      |                                                           |        |                   |                | <b>Total cost of Accounting</b> 0.00 |

**Other staff**

| Incurred by              | Name | Name of organisation and function within the organisation | Status | Daily Salary cost | Number of days | Total                                 |
|--------------------------|------|-----------------------------------------------------------|--------|-------------------|----------------|---------------------------------------|
| Select one               |      |                                                           |        |                   |                |                                       |
| <b>Add line</b>          |      |                                                           |        |                   |                | <b>Total cost of Other staff</b> 0.00 |
| <b>Total staff costs</b> |      |                                                           |        |                   |                | <b>0.00</b>                           |

Description:

- The **Staff costs** page contains a section for each budget subheading.
- Each budget subheading section contains a table with the following columns:
  - Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.
  - Name
  - Name of the organisation and function within the organisation
  - Status
  - Daily salary cost

- Number of days
  - Total
- Each table contains a single row allowing the declaration of the first staff cost item.
  - The button **Add new line** is available to add rows up to the maximum of 99 lines for each subheading.
  - Once the maximum number of rows is reached, the following message is displayed, when you point to the deactivated button: **Max. number of lines reached**.
2. **Declare a first staff cost entry by filling out the fields on an available table row.**

In the following example, a first staff cost entry was defined in the **Management/Coordination** subheading:

The screenshot shows a web interface titled "I.1 STAFF COSTS". Under the subheading "Management/Coordination (transnational and national)", there is a table with the following columns: Incurred by, Name, Name of organisation and function within the organisation, Status, Daily Salary cost, Number of days, and Total. A single row is present with the following data: Incurred by: ApplOrg, Name: John Smith, Name of organisation and function within the organisation: Applicant organisation - coordinator, Status: officer, Daily Salary cost: 500.00, Number of days: 20.00, Total: 10000.00. Below the table, there is an "Add line" button and a "Define" button. A note at the top right states "The total value is calculated by the system."

Description:


- The required organisation was selected from the **Incurred by** drop-down list.
  - The fields have been filled out:
    - Name (max. 100 characters)
    - Name of organisation (max. 1000 characters)
    - Status (max. 100 characters)
  - The fields **Daily Salary cost** and **Number of days** have fields have been filled out.
  - The **Total** field has been calculated by the system by multiplying the daily salary cost with the number of days.
3. **Click the *Add new line* button as required and define new cost entries.**

The **Management/Coordination** subheading may now look as follows:

The screenshot shows the "Management/Coordination (transnational and national)" subheading with a table containing four rows of staff cost entries. Each row has a delete icon at the end. The total cost is 37000.00.

| Incurred by                           | Name          | Name of organisation and function within the organisation | Status  | Daily Salary cost | Number of days | Total    |
|---------------------------------------|---------------|-----------------------------------------------------------|---------|-------------------|----------------|----------|
| ApplOrg                               | John Smith    | Applicant organisation - coordinator                      | officer | 400.00            | 20.00          | 8000.00  |
| ApplOrg                               | Mary Jones    | Applicant organisation - researcher                       | officer | 400.00            | 30.00          | 12000.00 |
| First Co-Applicant                    | Phil Williams | Co-applicant - coordinator                                | officer | 500.00            | 10.00          | 5000.00  |
| First Co-Applicant                    | Debra Peters  | Co-applicant - researcher                                 | officer | 400.00            | 30.00          | 12000.00 |
| Total cost of Management/Coordination |               |                                                           |         |                   |                | 37000.00 |

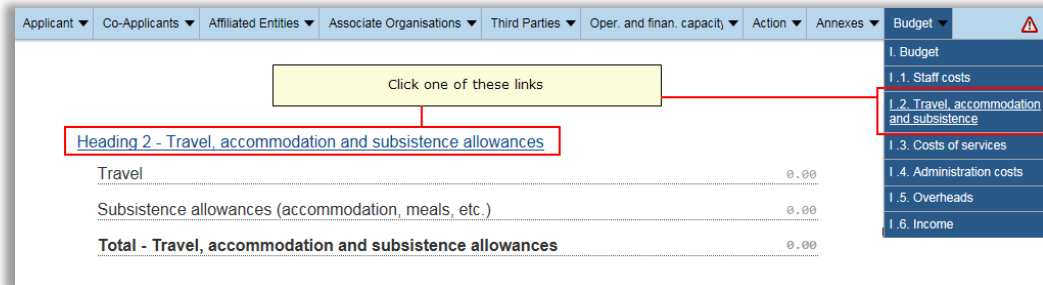
The system calculates total values.

4. **Click the  icon at the end of the row to delete this row, if required.**
5. **Repeat this procedure for all *Staff costs* subheadings.**

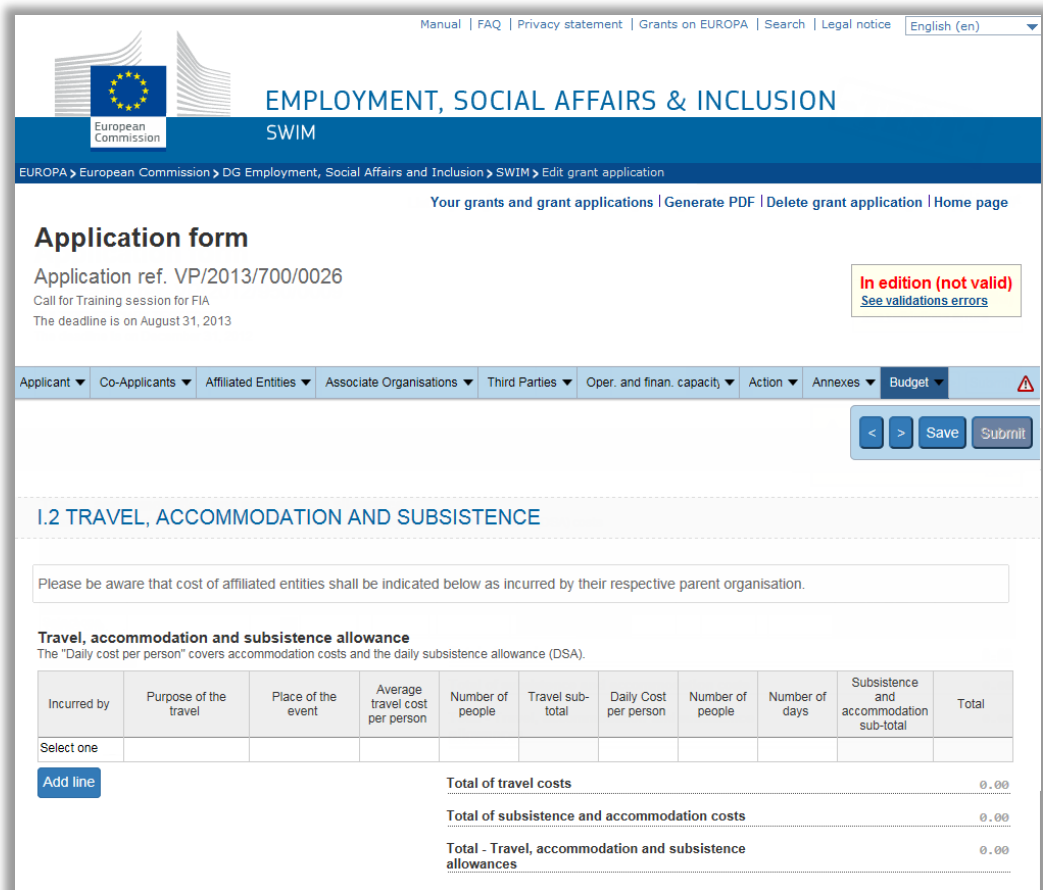
### 5.2.9.2. Filling out the Travel, accommodation and subsistence costs page

Follow this procedure to fill out the **Travel, Accommodation and subsistence costs** page.

1. Click the **Heading 2** link or select the **Travel, Accommodation and subsistence** option from the **Budget** drop-down menu:



The **Travel, accommodation and subsistence** page is displayed:



Description:

- The **Travel, Accommodation and Subsistence** page contains a single section and table.
- This table contains the following columns:
  - Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.
  - Purpose of travel
  - Place of the event

- Average travel cost per person
  - Number of people
  - Travel Subtotal
  - Daily Cost per person
  - Number of people
  - Number of days
  - Subsistence and accommodation subtotal
  - Total
- The table contains a single row allowing the declaration of the first Travel cost item.
  - The button **Add new line** is available to add rows up to a maximum of 99 rows.
  - Once the maximum number of rows is reached, the following message is displayed, when you point to the deactivated button: **Max. number of lines reached.**
2. **Declare a first travel cost entry by filling out the fields on the available table row.**

Example:

**I.2 TRAVEL, ACCOMMODATION AND SUBSISTENCE**

**Travel, accommodation and subsistence allowance**  
Please enter in "Daily cost per person" accommodation and daily subsistence allowance (DSA) costs

| Incurred by                                                     | Purpose of the travel | Place of the event | Average travel cost per person | Number of people | Travel subtotal | Daily Cost per person | Number of people | Number of days | Subsistence and accommodation subtotal | Total   |
|-----------------------------------------------------------------|-----------------------|--------------------|--------------------------------|------------------|-----------------|-----------------------|------------------|----------------|----------------------------------------|---------|
| ApplOrg                                                         | Meeting               | Brussels           | 200.00                         | 3.00             | 600.00          | 100.00                | 3.00             | 2.00           | 600.00                                 | 1200.00 |
| <b>Total of travel costs</b>                                    |                       |                    |                                |                  |                 |                       |                  |                |                                        | 600.00  |
| <b>Total of subsistence and accommodation costs</b>             |                       |                    |                                |                  |                 |                       |                  |                |                                        | 600.00  |
| <b>Total - Travel, accommodation and subsistence allowances</b> |                       |                    |                                |                  |                 |                       |                  |                |                                        | 1200.00 |

Buttons: Add line, Select, Define

Description:

- The required organisation was selected from the **Incurred by** drop-down list.
  - The fields have been filled out:
    - Purpose of travel (max. 1000 characters)
    - Place of the event (max. 100 characters)
  - The fields **Average travel cost per person** and **Number of people** have been filled out.
  - The **Travel subtotal** field has been calculated by the system by multiplying the average travel cost with the number of people.
  - The fields **Daily Cost per person**, **Number of people** and **Number of days** have been filled out.
  - The **Subsistence and accommodation subtotal** field has been calculated by the system by multiplying daily cost per person, the number of people and number of days.
3. **Click the Add new line button as required and define new cost entries.**


The **Travel costs** table may now look as follows:

**Travel, accommodation and subsistence allowance**  
Please enter in "Daily cost per person" accommodation and daily subsistence allowance (DSA) costs

| Incurred by                                                     | Purpose of the travel | Place of the event | Average travel cost per person | Number of people | Travel sub-total | Daily Cost per person | Number of people | Number of days | Subsistence and accommodation sub-total | Total   |
|-----------------------------------------------------------------|-----------------------|--------------------|--------------------------------|------------------|------------------|-----------------------|------------------|----------------|-----------------------------------------|---------|
| AppIOrg                                                         | Meeting               | Brussels           | 200.00                         | 3.00             | 600.00           | 100.00                | 3.00             | 2.00           | 600.00                                  | 1200.00 |
| AppIOrg                                                         | Meeting               | Brussels           | 200.00                         | 4.00             | 800.00           | 100.00                | 4.00             | 2.00           | 800.00                                  | 1600.00 |
| AppIOrg                                                         | Workshop              | Paris              | 300.00                         | 3.00             | 900.00           | 150.00                | 3.00             | 3.00           | 1350.00                                 | 2250.00 |
| First Co-Applicant                                              | Meeting               | Paris              | 300.00                         | 2.00             | 600.00           | 150.00                | 3.00             | 2.00           | 900.00                                  | 1500.00 |
| First Co-Applicant                                              | Workshop              | Brussels           | 200.00                         | 5.00             | 1000.00          | 100.00                | 5.00             | 3.00           | 1500.00                                 | 2500.00 |
| <b>Total of travel costs</b>                                    |                       |                    |                                |                  |                  |                       |                  |                | <b>3900.00</b>                          |         |
| <b>Total of subsistence and accommodation costs</b>             |                       |                    |                                |                  |                  |                       |                  |                | <b>5150.00</b>                          |         |
| <b>Total - Travel, accommodation and subsistence allowances</b> |                       |                    |                                |                  |                  |                       |                  |                | <b>9050.00</b>                          |         |

[Add new line](#)

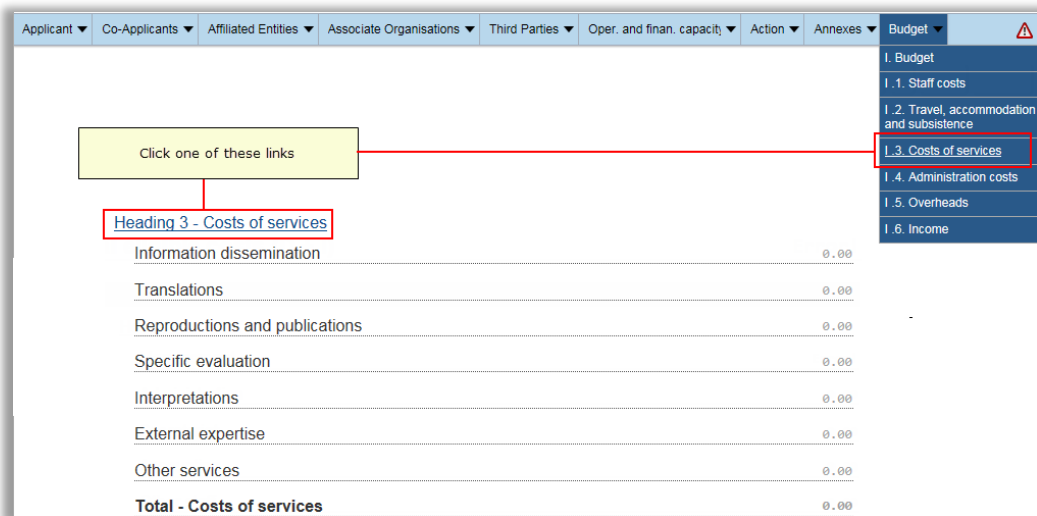
The system calculates total values.

4. Click the  icon at the end of the row to delete this row, if required.
5. Repeat this procedure for all required **Travel costs**.

### 5.2.9.3. Filling out the Cost of services page

Follow this procedure to fill out the **Cost of services** page.

1. Click the **Heading 3** link or select the **Costs of services** option from the **Budget** drop-down menu:




Click one of these links

[Heading 3 - Costs of services](#)

|                                  |             |
|----------------------------------|-------------|
| Information dissemination        | 0.00        |
| Translations                     | 0.00        |
| Reproductions and publications   | 0.00        |
| Specific evaluation              | 0.00        |
| Interpretations                  | 0.00        |
| External expertise               | 0.00        |
| Other services                   | 0.00        |
| <b>Total - Costs of services</b> | <b>0.00</b> |



The **Cost of services** page is displayed:



## EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

### SWIM

EUROPA > European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application

Your grants and grant applications | [Generate PDF](#) | [Delete grant application](#) | [Home page](#)

### Application form

Application ref. VP/2013/700/0026  
Call for Training session for FIA  
 The deadline is on August 31, 2013

In edition (not valid)

  
[See validations errors](#)

Applicant ▾ Co-Applicants ▾ Affiliated Entities ▾ Associate Organisations ▾ Third Parties ▾ Oper. and finan. capacity ▾ Action ▾ Annexes ▾ Budget ▾ ⚠

< > Save Submit

### I.3 COSTS OF SERVICES

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

#### Information dissemination

| Incurred by                            | Nature of costs | Quantity | Unit cost | Total |
|----------------------------------------|-----------------|----------|-----------|-------|
| Select one                             |                 |          |           |       |
| <b>Total information dissemination</b> |                 |          |           | 0.00  |

#### Translations

Total number of languages (the document is translated to), cost per page (1 page=1500 characters without blanks)

| Incurred by               | Description of documents to be translated | Languages from ... to ... | Total number of languages | Cost per page | Number of pages | Total |
|---------------------------|-------------------------------------------|---------------------------|---------------------------|---------------|-----------------|-------|
| Select one                |                                           |                           |                           |               |                 |       |
| <b>Total translations</b> |                                           |                           |                           |               |                 | 0.00  |

#### Reproductions and publications

| Incurred by                                 | Document | Number of pages | Unit cost | Total |
|---------------------------------------------|----------|-----------------|-----------|-------|
| Select one                                  |          |                 |           |       |
| <b>Total reproductions and publications</b> |          |                 |           | 0.00  |

#### Specific evaluation

| Incurred by                      | Evaluator | Cost | Total |
|----------------------------------|-----------|------|-------|
| Select one                       |           |      |       |
| <b>Total specific evaluation</b> |           |      | 0.00  |

#### Interpretations

| Incurred by                  | Meeting | Languages | Number of interpreters | Number of days | Daily cost per interpreter | Total |
|------------------------------|---------|-----------|------------------------|----------------|----------------------------|-------|
| Select one                   |         |           |                        |                |                            |       |
| <b>Total interpretations</b> |         |           |                        |                |                            | 0.00  |

#### External expertise

| Incurred by                     | Task | Number of days | Daily cost | Total |
|---------------------------------|------|----------------|------------|-------|
| Select one                      |      |                |            |       |
| <b>Total external expertise</b> |      |                |            | 0.00  |

#### Other Services

| Incurred by                      | Service | Amount | Total |
|----------------------------------|---------|--------|-------|
| Select one                       |         |        |       |
| <b>Total other services</b>      |         |        | 0.00  |
| <b>Total - Costs of services</b> |         |        | 0.00  |

Description:

- The **Costs of Services** page contains a section for each budget subheading.
  - Each budget subheading section contains a table with a number of columns describing the service. The following columns are common:
    - Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.
    - Total
  - Each table contains a single row allowing the declaration of the first service cost item.
  - The button **Add new line** is available to add up to 99 for each subheading.
  - Once the maximum number of rows is reached, the button is no longer active and the following message is displayed: **Max. number of lines reached**.
2. **Declare a first service cost entry by filling out the fields on an available table row.**

In the following example, a few cost entries were defined in each service cost subheading:

The screenshot shows a web interface for 'I.3 COSTS OF SERVICES'. At the top, there is a navigation bar with dropdown menus for 'Applicant', 'Co-Applicants', 'Affiliated Entities', 'Associate Organisations', 'Third Parties', 'Oper. and finan. capacity', 'Action', 'Annexes', and 'Budget'. Below the navigation bar are navigation buttons: '<', '>', 'Save', and 'Submit'. A warning icon is also present.

The main content area is titled 'I.3 COSTS OF SERVICES'. Below the title, there is a text box with the message: 'Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.'

The first section is 'Information dissemination'. It contains a table with the following data:

| Incurred by                            | Nature of costs | Quantity | Unit cost | Total   |
|----------------------------------------|-----------------|----------|-----------|---------|
| ApplOrg                                | Web site        | 1.00     | 2500.00   | 2500.00 |
| <b>Total information dissemination</b> |                 |          |           | 2500.00 |

Below the table is an 'Add line' button.

The second section is 'Translations'. It contains a table with the following data:

| Incurred by               | Description of documents to be translated | Languages from ... to ... | Total number of languages | Cost per page | Number of pages | Total  |
|---------------------------|-------------------------------------------|---------------------------|---------------------------|---------------|-----------------|--------|
| ApplOrg                   | Brochures                                 | English to French         | 1.00                      | 20.00         | 6.00            | 120.00 |
| ApplOrg                   | Brochures                                 | English to German         | 1.00                      | 20.00         | 6.00            | 120.00 |
| <b>Total translations</b> |                                           |                           |                           |               |                 | 240.00 |

Below the table is an 'Add line' button.

At the bottom right of the form, there is a dashed line and the text 'Continued on next page'.

*Continued*

### Reproductions and publications

| Incurring by                                | Document     | Number of pages | Unit cost | Total   |
|---------------------------------------------|--------------|-----------------|-----------|---------|
| AppiOrg                                     | Brochures EN | 600.00          | 5.00      | 3000.00 |
| AppiOrg                                     | Brochures FR | 500.00          | 5.00      | 2500.00 |
| AppiOrg                                     | Brochures DE | 500.00          | 5.00      | 2500.00 |
| <b>Total reproductions and publications</b> |              |                 |           | 8000.00 |

[Add line](#)

### Specific evaluation

| Incurring by                     | Evaluator  | Cost    | Total   |
|----------------------------------|------------|---------|---------|
| AppiOrg                          | John Smith | 2000.00 | 2000.00 |
| <b>Total specific evaluation</b> |            |         | 2000.00 |

[Add new line](#)

### Interpretations

| Incurring by                 | Meeting  | Languages | Number of interpreters | Number of days | Daily cost per interpreter | Total   |
|------------------------------|----------|-----------|------------------------|----------------|----------------------------|---------|
| AppiOrg                      | Kick-off | EN        | 2.00                   | 2.00           | 500.00                     | 2000.00 |
| AppiOrg                      | Kick-off | FR        | 2.00                   | 2.00           | 500.00                     | 2000.00 |
| AppiOrg                      | Kick-off | DE        | 2.00                   | 2.00           | 550.00                     | 2200.00 |
| <b>Total interpretations</b> |          |           |                        |                |                            | 6200.00 |

[Add line](#)

### External expertise


| Incurring by                    | Task             | Number of days | Daily cost | Total    |
|---------------------------------|------------------|----------------|------------|----------|
| AppiOrg                         | Problem analysis | 20.00          | 500.00     | 10000.00 |
| <b>Total external expertise</b> |                  |                |            | 10000.00 |

[Add line](#)

### Other Services

| Incurring by                     | Service            | Amount | Total    |
|----------------------------------|--------------------|--------|----------|
| AppiOrg                          | Additional Service | 500.00 | 500.00   |
| <b>Total other services</b>      |                    |        | 500.00   |
| <b>Total - Costs of services</b> |                    |        | 29440.00 |


Description:

- The required organisations were selected from the ***Incurred by*** drop-down list.
  - The fields have been filled out.
  - The subtotal and total fields have been calculated by the system.
3. Click the  icon at the end of the row to delete this row, if required.
  4. Repeat this procedure for all required ***Cost of services***.

#### 5.2.9.4. Filling out the Administration costs page

Follow this procedure to fill out the ***Administration costs*** page.

1. Click the ***Heading 4*** link or select the ***Administration costs*** option from the ***Budget*** drop-down menu:

Applicant ▼ Co-Applicants ▼ Affiliated Entities ▼ Associate Organisations ▼ Third Parties ▼ Oper. and finan. capacity ▼ Action ▼ Annexes ▼ Budget ▼ 

Click one of these links.


[Heading 4 - Administration costs](#)

|                                        |             |
|----------------------------------------|-------------|
| Depreciation for purchase of equipment | 0.00        |
| Hire of rooms                          | 0.00        |
| Hire of interpreting booths            | 0.00        |
| Audits                                 | 0.00        |
| Financial services                     | 0.00        |
| Other administrative costs             | 0.00        |
| <b>Total - Administration costs</b>    | <b>0.00</b> |

Budget ▼
 

- 1. Budget
- 1.1. Staff costs
- 1.2. Travel, accommodation and subsistence
- 1.3. Costs of services
- 1.4. Administration costs
- 1.5. Overheads
- 1.6. Income

The **Administration costs** page is displayed:



## EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

### SWIM

[English \(en\)](#)

EUROPA > European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Edit grant application

[Your grants and grant applications](#) | [Generate PDF](#) | [Delete grant application](#) | [Home page](#)

### Application form

Application ref. VP/2013/700/0026  
 Call for Training session for FIA  
 The deadline is on August 31, 2013

In edition (not valid)  
[See validations errors](#)

Applicant ▼ Co-Applicants ▼ Affiliated Entities ▼ Associate Organisations ▼ Third Parties ▼ Oper. and finan. capacity ▼ Action ▼ Annexes ▼ Budget ▼ ⚠

< > Save Submit

---

#### I.4 ADMINISTRATION COSTS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

##### Depreciation for purchase of equipment

| Incurred by               | Type of equipment | Estimated depreciation cost |
|---------------------------|-------------------|-----------------------------|
| Select one                |                   |                             |
| <b>Add line</b>           |                   |                             |
| <b>Total depreciation</b> |                   | 0.00                        |

##### Hire of rooms

| Incurred by                | Meeting | Number of days | Unit cost per day | Number of rooms | Total |
|----------------------------|---------|----------------|-------------------|-----------------|-------|
| Select one                 |         |                |                   |                 |       |
| <b>Add line</b>            |         |                |                   |                 |       |
| <b>Total hire of rooms</b> |         |                |                   |                 | 0.00  |

##### Hire of interpreting booths

| Incurred by                              | Meeting | Languages | Number of booths | Number of days | Unit cost per day | Total |
|------------------------------------------|---------|-----------|------------------|----------------|-------------------|-------|
| Select one                               |         |           |                  |                |                   |       |
| <b>Add line</b>                          |         |           |                  |                |                   |       |
| <b>Total Hire of interpreting booths</b> |         |           |                  |                |                   | 0.00  |

##### Audits

| Incurred by         | Auditor | Cost | Total |
|---------------------|---------|------|-------|
| Select one          |         |      |       |
| <b>Add line</b>     |         |      |       |
| <b>Total audits</b> |         |      | 0.00  |

##### Financial costs

| Incurred by                  | Nature of costs | Quantity | Unit cost | Total |
|------------------------------|-----------------|----------|-----------|-------|
| Select one                   |                 |          |           |       |
| <b>Add line</b>              |                 |          |           |       |
| <b>Total financial costs</b> |                 |          |           | 0.00  |

##### Other administrative costs

| Incurred by                             | Description | Cost |
|-----------------------------------------|-------------|------|
| Select one                              |             |      |
| <b>Add line</b>                         |             |      |
| <b>Total Other Administrative costs</b> |             | 0.00 |
| <b>Total - Administration costs</b>     |             | 0.00 |

Description:

- The **Administration costs** page contains a section for each budget subheading.
  - Each budget subheading section contains a table with a number of columns describing the service. The following columns are common:
    - Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation.
    - Total
  - Each table contains a single row allowing the declaration of the first administration cost item.
  - The button **Add new line** is available to add up to 99 rows for each subheading.
  - Once the maximum number of rows is reached, the button is no longer active and the following message is displayed: **Max. number of lines reached**.
2. **Declare a first administration cost entry by filling out the fields on an available table row.**

In the following example, a few cost entries were defined in each service cost subheading:

I.4 ADMINISTRATION COSTS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.


**Depreciation for purchase of equipment**

| Incurred by               | Type of equipment | Estimated depreciation cost |
|---------------------------|-------------------|-----------------------------|
| AppOrg                    | Laptop            | 500.00                      |
| AppOrg                    | Beamer            | 500.00                      |
| <b>Total depreciation</b> |                   | 1000.00                     |

**Hire of rooms**

| Incurred by                | Meeting  | Number of days | Unit cost per day | Number of rooms | Total   |
|----------------------------|----------|----------------|-------------------|-----------------|---------|
| AppOrg                     | Brussels | 2.00           | 500.00            | 1.00            | 1000.00 |
| AppOrg                     | Paris    | 2.00           | 500.00            | 1.00            | 1000.00 |
| <b>Total hire of rooms</b> |          |                |                   |                 | 2000.00 |

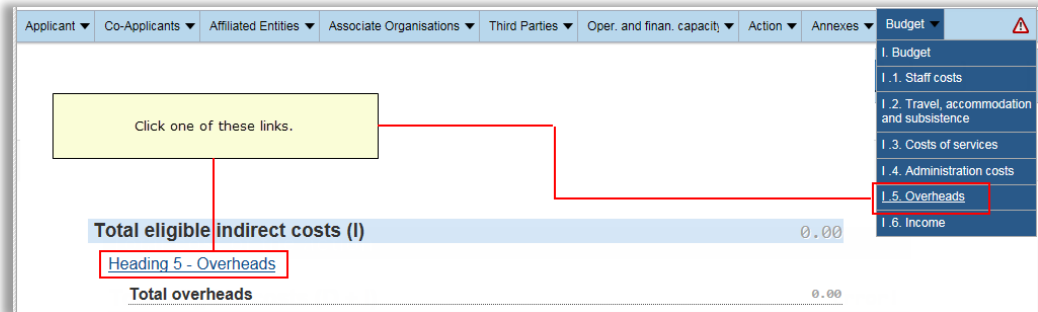
Description:

- The required organisations were selected from the **Incurred by** drop-down list.
  - The fields have been filled out.
  - The subtotal and total fields have been calculated by the system.
3. **Click the  icon at the end of the row to delete this row, if required.**
4. **Repeat this procedure for all required *Cost of services*.**

### 5.2.9.5. Filling out the Overheads page

Follow this procedure to fill out the **Overheads** page.

1. Click the **Heading 5** link or select the **Overheads** option from the **Budget** drop-down menu:



The **Overheads** page is displayed:



Description:

- The **Overheads** page contains a single section with a table composed of a number of columns:
    - Incurred by: this drop-down list contains the name (or abbreviation when available) of the applicant and each co-applicant organisation. The applicant and each co-applicant can declare their overheads.
    - Amount
  - The table contains a single row allowing the declaration of the first overheads amount.
  - The button **Add new line** is available to add rows, until all applicants and co-applicants are listed. It is not possible to declare more than one overhead line per applicant or co-applicant.
2. **Declare the required overhead entries.**

In the following example, a few overhead rows were defined:

Your grant applications and grant agreements | Generate PDF | Delete grant application | Home page

### Grant application form

Application ref. VP/2015/750/0001  
Operating grants  
The deadline is on April 30, 2015

Editing (not valid)  
[See validations errors](#)

Applicant ▼ Co-Applicants ▼ Affiliated Entities ▼ Associate Organisations ▼ Third Parties ▼ Oper. and finan. capacity ▼ Action ▼ Annexes ▼ Budget ▼

< > Save Submit

#### 1.5 OVERHEADS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

#### Applicants overheads

| Incurred by        | Amount         |
|--------------------|----------------|
| AppOrg             | 3000.00        |
| First Co-Applicant | 2800.00        |
| <b>Total</b>       | <b>5800.00</b> |


Add line

Overheads associated with the operation are limited to a maximum flat-rate of 7% of the total eligible direct costs. Taking account of the figures already filled in for the previous items, the maximum eligible amount is 5886.30

The declared overhead amount (5800) will be acceptable, as it does not exceed the calculated maximum amount (5886.30), which is 7% of the total eligible cost. (84090.00 x 7% = 5886.30)

The system calculates the total overhead amount.

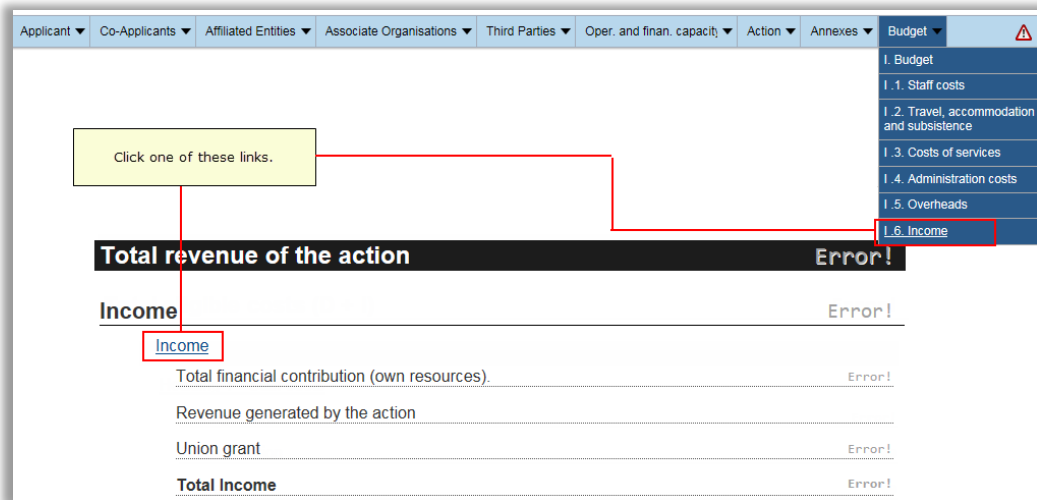
Description:

- The required organisations were selected from the **Incurred by** drop-down list.
  - The **Amount** field has been filled out for each selected organisation.
  - The total field has been calculated by the system.
3. **Click the  icon at the end of the row to delete this row, if required.**

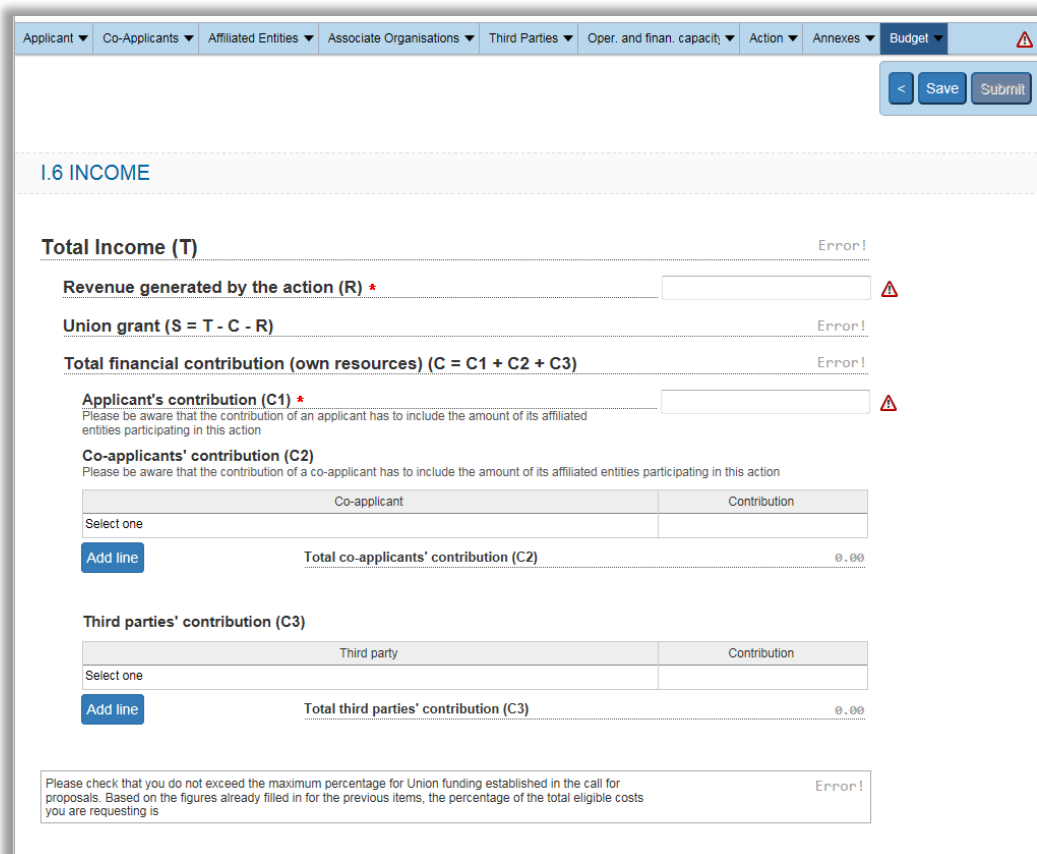
### 5.2.9.6. Filling out the *Income* page

Follow this procedure to fill out the **Income** page.

1. Click the **Income** link or select the **Income** option from the **Budget** drop-down menu:



The **Income** page is displayed:



Description:

- The **Income** page contains one field and two tables allowing to list contributions in cash:
  - Applicant's contribution: Fill in the applicant's contribution in cash.



- Table listing the co-applicants' contribution: This table allows declaring the contribution in cash for each co-applicant. You can only define a single row for each co-applicant.
- Table listing the third parties' contribution: This table allows declaring the name and the contribution in cash for up to 99 third parties.
- The **Total contribution in cash** field contains the calculated total of the three income sources listed above.
- The **Income** page contains also the following fields:
  - Revenue generated by the action: Fill in expected amount of revenue generated by the action. This amount will be deducted from the calculated Union grant.
  - Union grant: The system calculates the amount of the union grant based on the total income, contribution in cash and revenue generated by the action.
  - Total Income: The system copies the amount of the total eligible costs in this field.

2. Fill out the fields as required.

In the following example, the **Income** page has been completed:

**I.6 INCOME**

**Total Income (T)** 89976.30

**Revenue generated by the action (R) \*** 1000.00

**Union grant (S = T - C - R)** 66976.30

**Total contribution in cash (C = C1 + C2 + C3)** 22000.00

**Applicant's contribution (C1) \*** 10000.00  
Please, be aware that the contribution of an applicant has to include the amount of its affiliated entities participating in this action

**Co-applicants' contribution (C2)**  
Please, be aware that the contribution of a co-applicant has to include the amount of its affiliated entities participating in this action

| Co-applicant                                  | Contribution   |
|-----------------------------------------------|----------------|
| First Co-Applicant                            | 5000.00        |
| Second Co-Applicant                           | 2000.00        |
| <b>Total co-applicants' contribution (C2)</b> | <b>7000.00</b> |


**Third parties contribution (C3)**

| Name of co-financer third party              | Contribution   |
|----------------------------------------------|----------------|
| Belgian Federal Government                   | 2500.00        |
| Brussels Regional Government                 | 2500.00        |
| <b>Total Third parties contribution (C3)</b> | <b>5000.00</b> |

Please check that you do not exceed the maximum percentage for Union funding established in the call for proposals. Based on the figures already filled in for the previous items, the percentage of the total eligible costs you are requesting is 74.44

The arrows indicate how the system calculates the amounts and values:

- Red arrows: Total contribution in cash = Applicant contribution + Total co-applicants' contribution + Total third parties contribution = **10000.00 + 7000.00 + 5000.00 = 22000.00**
- Blue arrows: Union Grant = Total Income – Contribution in cash – Revenue generated by the action = **89976.30 – 22000 – 1000 = 66976.30**

- Green arrows: Co-financing percentage =  
Union grant / Total income =  
**66976.30 / 89976.30 = 74.44%**
3. **Check that the maximum percentage for Union funding is not exceeded.**  
This maximum percentage is defined in each call for proposals separately.
  4. **Click the  icon at the end of the row to delete this row, if required.**
  5. **Regularly click the *Save* button at the top of the screen.**

### 5.3. Obtaining a printable version of a grant application

A printable version of a grant application can be obtained for grant applications with any status indication.

- For grant applications with [Not submitted status](#), you have to click the link the **Generate PDF** link at the top of the application form:



The generated PDF will contain the NOT VALID watermark:



- For grant applications with [Submitted](#) or [Not granted](#) status, you have to click the **Printable version of your grant application** link on the **Grant application successfully submitted** screen:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application SMITH, John

Your grant applications and grant agreements | Home page

## Application submitted successfully

Dear applicant,

You submitted your grant application VP/2014/702/0002 on 17/07/2014 11:39:33.

Therefore no additions or changes can be made to the electronic version of your application..

You can click the following link to view the printable version (which will no longer show any "not valid" watermark)..

[Printable version of your application](#)

The generated PDF will be displayed:

European Commission | EUROPEAN COMMISSION  
DG Employment, Social Affairs and Inclusion

Directorate name  
Unit name

|                     |                              |
|---------------------|------------------------------|
| Call for proposals: | Improving social integration |
| Reference:          | VP/2014/702                  |
| Budget Heading:     | 04.03 02 01                  |

**GRANT APPLICATION FORM**  
Application reference: **VP/2014/702/0002**

- For grant applications with [Not submitted in time](#) or [Archived](#) status you have to click the **Printable version of your application** link on the **Application not submitted** screen:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application

Your grant applications and grant agreements | Home page

## Application not submitted

Dear applicant,

The last possible date for the submission of proposals for call for proposals VP/2014/701 was July 16, 2014.

Therefore you can no longer make changes or additions to your application.

Because you did not click the "Submit" button (or the button did not work properly due to a technical error) the electronic version of your application was **NOT submitted**.

You can click the following link to open a printable version of the data you have entered.

[Printable version of application VP/2014/701/0001](#)

**Archive application** Be aware that your application will be removed the 19/09/2014, UNLESS you click the "Archive application" button.

The generated PDF will contain the **NOT VALID** watermark:

European Commission

EUROPEAN COMMISSION  
DG Employment, Social Affairs and Inclusion

Directorate name  
Unit name

Call for proposals: **Improving working conditions**  
Reference: **VP/2014/701**  
Budget Heading: **04.03 02 01**

**GRANT APPLICATION FORM**  
Application reference: **VP/2014/701/0001**

**Form incomplete**

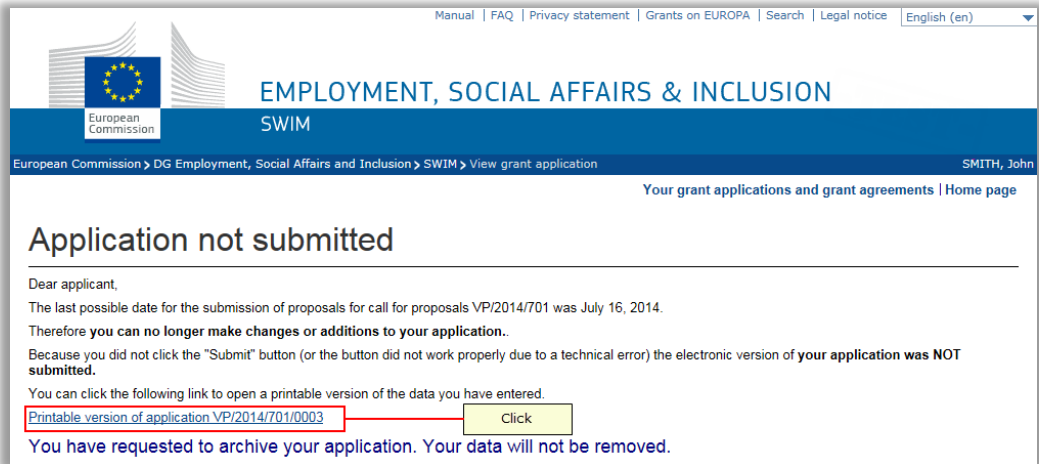
This form has not yet been filled out completely and can therefore not be submitted.

To finalise the form, you must:

1. fill in all the mandatory fields (marked with an \*)
2. verify that there are no validation errors
3. click on the "Submit" / "Done" button

Once you performed these actions, you will be able to print the finished form. The watermark "NOT VALID" will then have disappeared.

- For grant applications with [Archived status](#), you have to click the **Printable version of your grant application** link on the **Grant application not submitted** screen:



Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission | EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION | SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > View grant application | SMITH, John

Your grant applications and grant agreements | Home page

## Application not submitted

Dear applicant,

The last possible date for the submission of proposals for call for proposals VP/2014/701 was July 16, 2014. Therefore you can no longer make changes or additions to your application.

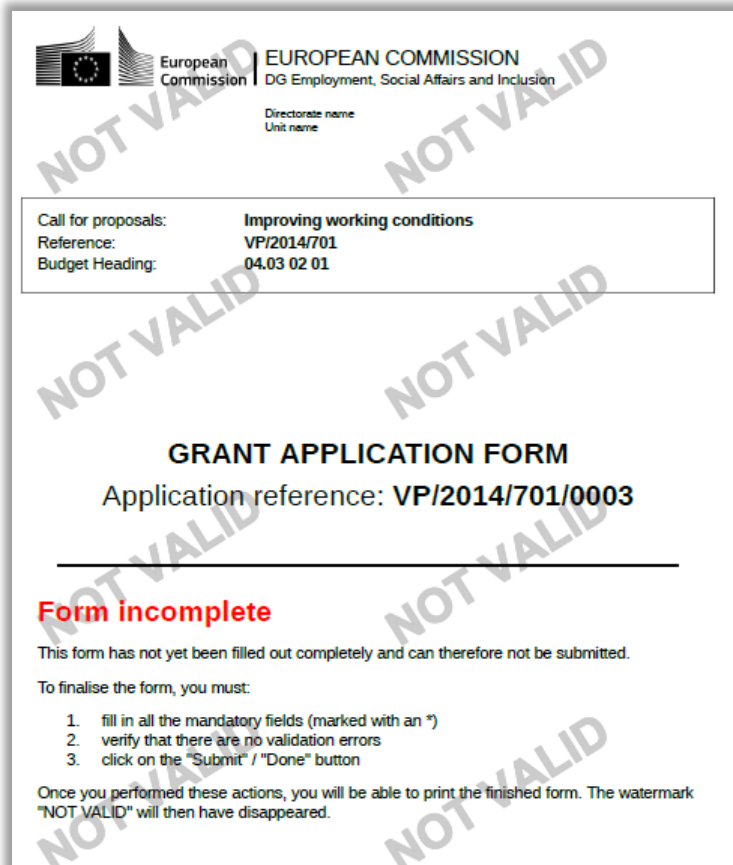
Because you did not click the "Submit" button (or the button did not work properly due to a technical error) the electronic version of your application was **NOT submitted**.

You can click the following link to open a printable version of the data you have entered.

[Printable version of application VP/2014/701/0003](#)

You have requested to archive your application. Your data will not be removed.

The generated PDF will contain the **NOT VALID** watermark:



European Commission | EUROPEAN COMMISSION  
DG Employment, Social Affairs and Inclusion

Directorate name  
Unit name

|                     |                              |
|---------------------|------------------------------|
| Call for proposals: | Improving working conditions |
| Reference:          | VP/2014/701                  |
| Budget Heading:     | 04.03 02 01                  |

## GRANT APPLICATION FORM

Application reference: **VP/2014/701/0003**

### Form incomplete

This form has not yet been filled out completely and can therefore not be submitted.

To finalise the form, you must:

1. fill in all the mandatory fields (marked with an \*)
2. verify that there are no validation errors
3. click on the "Submit" / "Done" button

Once you performed these actions, you will be able to print the finished form. The watermark "NOT VALID" will then have disappeared.

## 5.4. Deleting a grant application

A grant application can be deleted, if it has the [Not submitted](#) status. Follow this procedure to delete such a grant application:

### 1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:



**Note:** If the grant application you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

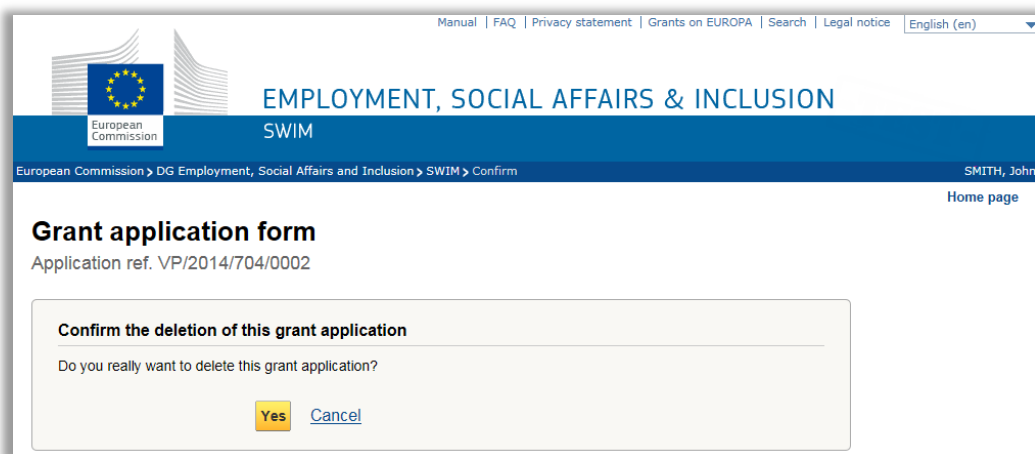
### 2. Click the title link of the grant application you want to delete.

The grant application form is displayed:



### 3. Click the link *Delete grant application*.

The following confirmation screen is displayed:



4. Click the **Yes** button to confirm the deletion of the grant application.

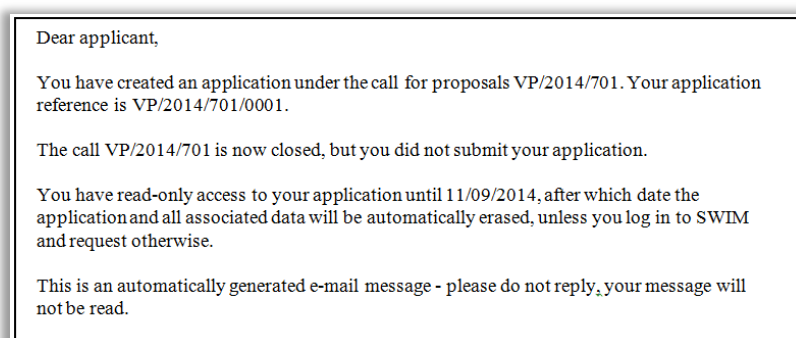
## 5.5. Archiving a grant application

A grant application can be archived, if it has the [Not submitted in time](#) status. If you archive such an application, the data you entered will not be deleted from the SWIM system, so that you may use it for future reference. If you do not archive an application, it will be removed from the SWIM system three months after the submission deadline.

### Attention!

Once an application has been removed from the SWIM system, it is impossible to retrieve its data!

You are reminded of an application not submitted in time by means of an e-mail message in the following format:



Follow this procedure to archive a grant application:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission  
**EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**  
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

Current calls for proposals | Home page

## Your grant applications and grant agreements

### GRANT APPLICATIONS

 **[Application title has not yet been entered]**  
 Improving working skills  
Not submitted

**VP/2014/704/0002**  
 Deadline 6 days from now  
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our second project for improving social integration**  
 Improving social integration  
Submitted

**VP/2014/702/0002**  
 Deadline 6 days from now  
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our first project for improving social integration**  
 Improving social integration  
Submitted

**VP/2014/702/0001**  
 Deadline 6 days from now  
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

[Show 3 outdated applications](#)

As an application that was not submitted on time can never result in a grant agreement, it is considered an **outdated application**.

2. Click the link **Show outdated applications**.

The outdated applications are added to the list of grant applications:

European Commission  
**EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**  
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

Current calls for proposals | Home page

## Your grant applications and grant agreements

### GRANT APPLICATIONS

 **[Application title has not yet been entered]**  
 Improving working skills  
Not submitted

**VP/2014/704/0002**  
 Deadline 6 days from now  
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our second project for improving social integration**  
 Improving social integration  
Submitted

**VP/2014/702/0002**  
 Deadline 6 days from now  
 July 31, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

 **Our first project to improve working conditions**  
 Improving working conditions  
Not submitted in time

**VP/2014/701/0001**  
 Deadline 1 week ago  
 July 16, 2014 at 23:59 CET

Editors: You are the only editor of this application | [Manage editors](#)

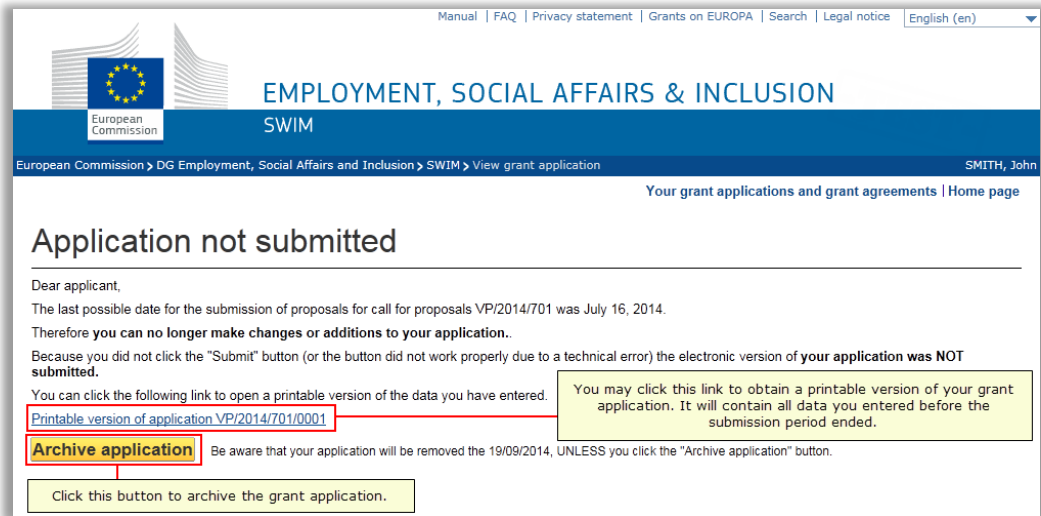
Click the title link matching the grant application you want to archive.

The submission deadline is in the past.



3. Click the title link of the grant application you want to archive.

The **Grant application not submitted** screen is displayed:



4. Click the button **Archive application**.

The following message is displayed:

***You have requested to archive. Your data will not be removed.***

As a result, you will still be able to access this follow-up screen and click the link ***Printable version...*** for future reference.

## 6. WORKING WITH YOUR GRANT AGREEMENTS

You can only perform actions to the grant agreements that are assigned to your EU Login account, i.e. for which you are an editor. You access your grant agreements from the list of **Your grant applications and grant agreements**. Refer to [Accessing the list of your grant applications and grant agreements](#).

The **Grants agreements** section in the list of **Your grant applications and grant agreements** may look as follows:

The screenshot displays the SWIM (System for Workforce Information Management) interface. At the top, the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM' are visible. The breadcrumb trail reads: 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The user name 'SMITH, John' is in the top right corner. Below the breadcrumb, there are links for 'Current calls for proposals' and 'Home page'.

### Your grant applications and grant agreements

#### GRANT APPLICATIONS

- [Application title has not yet been entered]**  
Improving working skills  
Not submitted  
Editors: You are the only editor of this application | Manage editors  
VP/2014/704/0002  
Deadline 6 days from now  
July 31, 2014 at 23:59 CET
- Our second project for improving social integration**  
Improving social integration  
Submitted  
Editors: You are the only editor of this application | Manage editors  
VP/2014/702/0002  
Deadline 6 days from now  
July 31, 2014 at 23:59 CET
- Our first project for improving social integration**  
Improving social integration  
Submitted  
Editors: You are the only editor of this application | Manage editors  
VP/2014/702/0001  
Deadline 6 days from now  
July 31, 2014 at 23:59 CET

[Show 3 outdated applications](#)

#### GRANT AGREEMENTS

This screenshot was made in August 2014.

- Our fifth project for improving working conditions**  
Improving working conditions  
Granted  
Editors: You are the only editor of this grant agreement | Manage editors  
VP/2014/701/0005  
Action closing date  
December 31, 2014  
As the action closing date is in the future, the follow-up of these grant agreements is not yet complete.
- Our second project to improve working conditions**  
Improving working conditions  
Granted  
Editors: You are the only editor of this grant agreement | Manage editors  
VP/2014/701/0002  
Action closing date  
December 31, 2014
- The right to collective bargaining for public safety workers**  
INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE  
Granted  
Editors: You are the only editor of this grant agreement | Manage editors  
VP/2011/001/0036  
Action closing date  
June 30, 2012  
As the action closing date is in the (distant) past, the follow-up of this grant agreement is (probably) complete.

Click the title link to display the **Grant agreement follow-up** screen. Once you have accessed that screen, you may be able to perform one or more of the following actions, depending on the current status of the grant agreement:

- [Creating and submitting amendment requests](#)
- [Creating and submitting further pre-financing / interim payment requests](#)
- [Filling out and submitting the final technical implementation report](#)
- [Filling out and submitting an annual report](#)
- [Creating and submitting the final financial statement](#)

## 6.1. Creating and submitting amendment requests

Beneficiaries use SWIM to create and submit amendment requests to a signed grant agreement. The following amendment request types are available:

- [Budget amendment requests](#)
- [Participants amendment requests](#)
- [Combined budget and participants amendment requests](#)

Refer to the sections below for a detailed description.

### Note:

Other types of amendment to your grant agreement, such as the extension of the duration, change of information related to the coordinator (legal entity, bank account, legal representative) cannot be requested in the current version of SWIM. Such amendment requests must be addressed directly to the European Commission. Refer to the contact details listed in article **1.6.2 Communication details of the Commission** of your grant agreement.


#### 6.1.1. *Creating and submitting a budget amendment request*

Follow this procedure to create a budget amendment request:

##### 1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The **List of your grant applications and grant agreements** is displayed:





**EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**  
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements SMITH, John

[Current calls for proposals](#) | [Home page](#)




## Your grant applications and grant agreements

### GRANT APPLICATIONS

|                                                                                                                                                                                                                 |                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|  <b>[Application title has not yet been entered]</b><br><i>Improving working skills</i><br><small>Not submitted</small>        | <b>VP/2014/704/0002</b><br><small>Deadline 6 days from now<br/>July 31, 2014 at 23:59 CET</small> |
| Editors: You are the only editor of this application   <a href="#">Manage editors</a>                                                                                                                           |                                                                                                   |
|  <b>Our second project for improving social integration</b><br><i>Improving social integration</i><br><small>Submitted</small> | <b>VP/2014/702/0002</b><br><small>Deadline 8 days from now<br/>July 31, 2014 at 23:59 CET</small> |
| Editors: You are the only editor of this application   <a href="#">Manage editors</a>                                                                                                                           |                                                                                                   |
|  <b>Our first project for improving social integration</b><br><i>Improving social integration</i><br><small>Submitted</small>  | <b>VP/2014/702/0001</b><br><small>Deadline 6 days from now<br/>July 31, 2014 at 23:59 CET</small> |
| Editors: You are the only editor of this application   <a href="#">Manage editors</a>                                                                                                                           |                                                                                                   |

[Show 3 outdated applications](#)

### GRANT AGREEMENTS

|                                                                                                                                                                                                                                      |                                      |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------|
|  <b>Our fifth project for improving working conditions</b><br><i>Improving working conditions</i><br><small>Granted</small>                       | <input type="button" value="Click"/> | <b>VP/2014/701/0005</b><br><small>Action closing date<br/>December 31, 2014</small> |
| Editors: You are the only editor of this grant agreement   <a href="#">Manage editors</a>                                                                                                                                            |                                      |                                                                                     |
|  <b>Our second project to improve working conditions</b><br><i>Improving working conditions</i><br><small>Granted</small>                         |                                      | <b>VP/2014/701/0002</b><br><small>Action closing date<br/>December 31, 2014</small> |
| Editors: You are the only editor of this grant agreement   <a href="#">Manage editors</a>                                                                                                                                            |                                      |                                                                                     |
|  <b>The right to collective bargaining for public safety workers</b><br><i>INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE</i><br><small>Granted</small> |                                      | <b>VP/2011/001/0036</b><br><small>Action closing date<br/>June 30, 2012</small>     |
| Editors: You are the only editor of this grant agreement   <a href="#">Manage editors</a>                                                                                                                                            |                                      |                                                                                     |

**Note:** If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page SMITH, John

Your grant applications and grant agreements | Home page

## Grant agreement follow-up page

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286  
Our fifth project for improving working conditions  
From Aug 1, 2014 To Dec 31, 2014

The sections below provide access to the actions available during the life-cycle of the grant agreement.  
The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

### Technical and financial reports

#### Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.  
You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

Final technical implementation report [Edit](#)

Invalid draft report

#### Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

#### Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance.  
This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

### Grant agreement documents

This section contains the options pertaining to the financial follow-up of your grant agreement. Only the options that are relevant in the current state of your grant agreement are active. Documents generated by means of these options must be printed, signed and sent by registered post to the European Commission.

- Original submitted grant application form [View PDF](#)
- The last accepted version of the estimated budget [View PDF](#)

#### Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

**New request** [Click here to create a new budget amendment request.](#)

3. Click the title **New request** button in the **Amendment Requests** section.

**Note:** If the button is not available, one or more of the following preconditions for creating a budget amendment request are not fulfilled:

- There should be no previous amendment request that has not yet been submitted.
- There should be no previous amendment request for which the revision has not been finalized (accepted or rejected).
- The action closing date must be more than one month in the future OR the Commission has allowed the late introduction of a budgetary amendment.

If you are the only beneficiary of your grant agreement, the page **Request for budget amendment** is displayed. You can then go immediately to step 5 below.

If your grant agreement has at least one co-beneficiary, the page **Select amendment type** is displayed:

4. Select the **Budget amendment** check box and click the **New Request** button.
5. The **Request for budget amendment** page is displayed:

6. Enter the reasons for the amendment request and select the **Budget** main heading.  
The budget overview page is displayed:

## Request for budget amendment

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286

Our fifth project for improving working conditions  
From Aug 1, 2014 To Dec 31, 2014

Editing Valid

Reasons Budget

< > Save Submit

### B BUDGET

**Total cost of the action** 21935.00

**Total eligible costs (D + I)** 21935.00

**Total eligible direct costs (D)** 20500.00

Heading 1 - Staff costs

|                            |                 |
|----------------------------|-----------------|
| Management                 | 9500.00         |
| Administration             | 0.00            |
| Secretariat                | 500.00          |
| Accounting                 | 0.00            |
| Other staff                | 0.00            |
| <b>Total - Staff costs</b> | <b>10000.00</b> |

Heading 2 - Travel, accommodation and subsistence allowances

|                                                                 |                |
|-----------------------------------------------------------------|----------------|
| Travel                                                          | 2000.00        |
| Subsistence allowances (accommodation, meals, etc.)             | 2000.00        |
| <b>Total - Travel, accommodation and subsistence allowances</b> | <b>4000.00</b> |

Heading 3 - Costs of services

|                                  |                |
|----------------------------------|----------------|
| Information dissemination        | 1000.00        |
| Translations                     | 0.00           |
| Reproductions and publications   | 1500.00        |
| Specific evaluation              | 0.00           |
| Interpretations                  | 0.00           |
| External expertise               | 0.00           |
| Other services                   | 0.00           |
| <b>Total - Costs of services</b> | <b>2500.00</b> |

Heading 4 - Administration costs

|                                        |                |
|----------------------------------------|----------------|
| Depreciation for purchase of equipment | 0.00           |
| Hire of rooms                          | 4000.00        |
| Hire of interpreting booths            | 0.00           |
| Audits                                 | 0.00           |
| Financial services                     | 0.00           |
| Other administrative costs             | 0.00           |
| <b>Total - Administration costs</b>    | <b>4000.00</b> |

**Total eligible indirect costs (I)** 1435.00

Heading 5 - Overheads

|                        |                |
|------------------------|----------------|
| <b>Total overheads</b> | <b>1435.00</b> |
|------------------------|----------------|

**Total revenue of the action** 21935.00

**Income** 21935.00

Income

|                                 |                 |
|---------------------------------|-----------------|
| Total contribution in cash      | 5000.00         |
| Revenue generated by the action | 0.00            |
| Union Grant                     | 16935.00        |
| <b>Total Income</b>             | <b>21935.00</b> |

It contains the following amounts:

- If this is the first request for budget modification, the amounts match the ones from the initial accepted budget, as defined in the original grant agreement.
  - If you have already defined requests for budget modification, the amounts match the ones from the most recent request, whether this request was accepted or rejected.
7. **Edit the budget as explained in the [budget section](#) and enter comments justifying the amendments.**

Please be sure not to increase the amounts, in such a way that the Union grant exceeds the value or percentage approved in the original grant agreement. The purpose of defining a budget amendment is to move the amounts to other categories without increasing the approved Union grant amount.

In the following example, costs were moved from the **Staff costs** to **Cost of services** main budget heading:

**B.1 STAFF COSTS**

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

**Management/Coordination (transnational and national)**

| Incurring by                                 | Name       | Name of organisation and function within the organisation | Status | Daily Salary cost | Number of days | Total   | Comment         |
|----------------------------------------------|------------|-----------------------------------------------------------|--------|-------------------|----------------|---------|-----------------|
| TUC                                          | John SMITH | TUC - director                                            | perm   | 500.00            | 2.00           | 1000.00 | Reduced by 1000 |
| AMED                                         | Mary JONES | AMED - coordinator                                        | perm   | 450.00            | 10.00          | 4500.00 |                 |
| UCATT                                        | Tim BURNS  | UCATT - participant                                       | perm   | 300.00            | 0.00           | 0.00    |                 |
| <b>Total cost of Management/Coordination</b> |            |                                                           |        |                   |                |         | 5500.00         |

**B.3 COSTS OF SERVICES**

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

**Information dissemination**

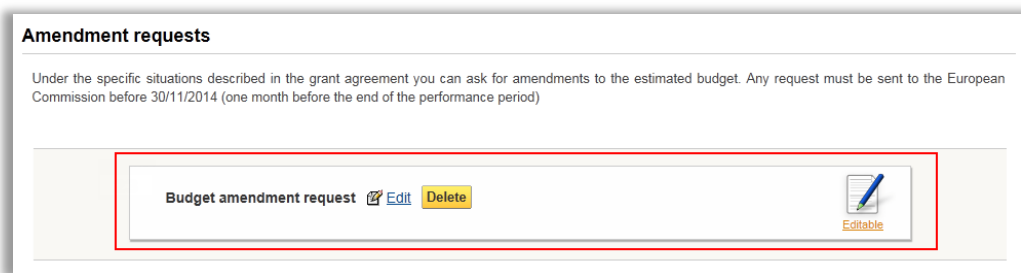
| Incurring by                           | Nature of costs           | Quantity | Unit cost | Total   | Comment           |
|----------------------------------------|---------------------------|----------|-----------|---------|-------------------|
| TUC                                    | Information dissemination | 250.00   | 2.00      | 500.00  |                   |
| UCATT                                  | Information dissemination | 250.00   | 2.00      | 500.00  |                   |
| TUC                                    | Additional line           | 250.00   | 4.00      | 1000.00 | Increased by 1000 |
| <b>Total information dissemination</b> |                           |          |           |         | 2000.00           |

As indicated above, you are encouraged to enter comments next to the modified line explaining the changes.

8. **Regularly save your request by clicking the *Save* button on the navigation bar.**
- The budget amendment request is saved by the system (but not yet submitted).
9. **You may click the link *Back to grant follow-up page*, if you want to continue your work at a later moment.**

The **Grant agreement follow-up screen** will again be displayed. The budget amendment request is displayed as follows in the **Amendment requests** section:



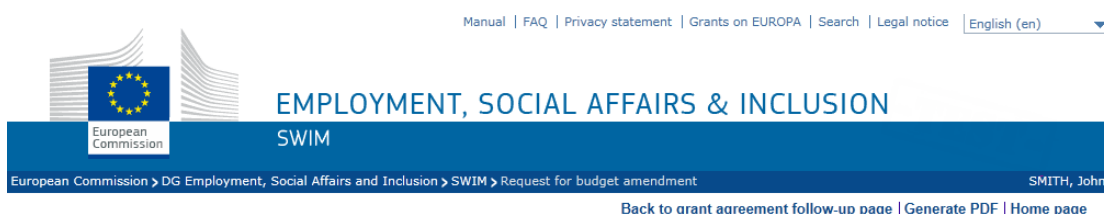


You may edit or delete the amendment request, as long as it is not submitted.

10. Click the **Edit** link to return to the **Request for budget amendment** screen.

You may again edit the amounts.

11. Click the **Submit** button in the navigation bar, once you have performed all required changes to the budget:



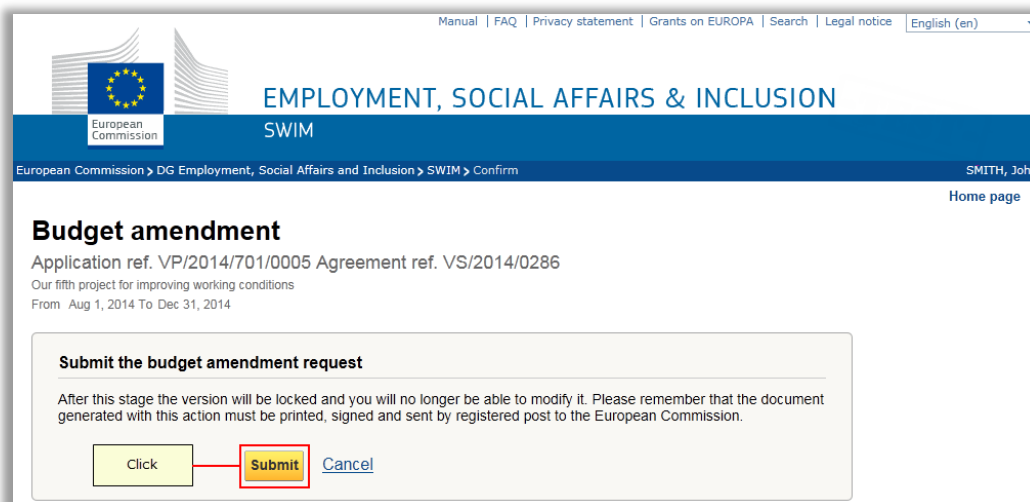
## Request for budget amendment

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286  
 Our fifth project for improving working conditions  
 From Aug 1, 2014 To Dec 31, 2014

Editing Valid



The following confirmation message is displayed:



12. Click the **Submit** button.

The **Grant agreement follow-up** page is again displayed. The budgetary amendment is now displayed as follows:

**Amendment requests**

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

13. Click the **View PDF** link or click the **Submitted** icon and print the request.

The first page of the PDF file looks as follows:

14. Fill out and sign the **Certification** section:

**Certification**

---

I, the undersigned, authorised to represent the beneficiary, certify that:

- the financial documents submitted to the Commission comply with the financial provisions of the agreement,
- the costs declared are the actual costs
- all receipts have been declared.

Name, first name:

Title or position in the organisation:

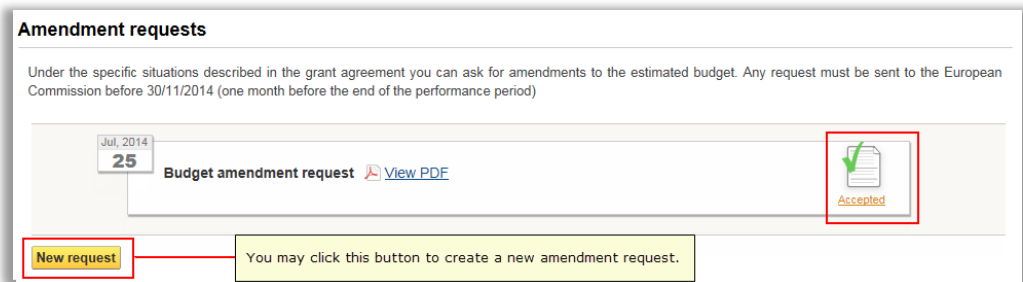
Date:

Signature and official stamp of beneficiary:

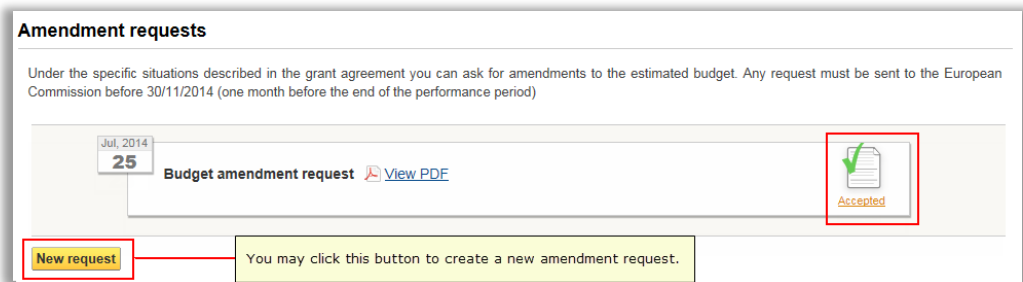
The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit at the European Commission, as specified in the grant agreement.

The Commission may accept without revision, accept with revision or reject the budget amendment request:

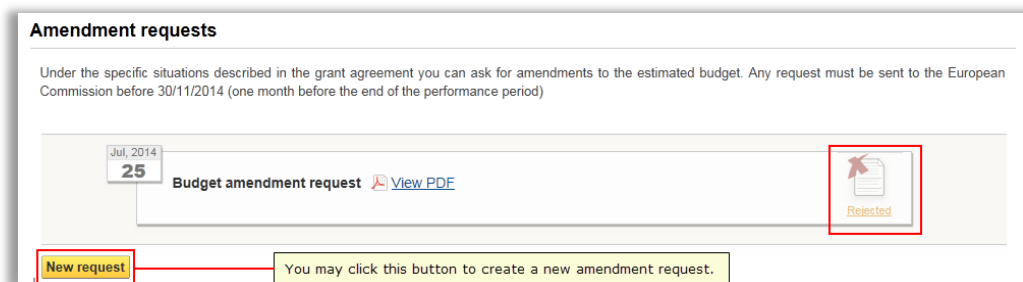
- If the budget amendment request is accepted without revision, the Commission accepts the modified budget without the creation of an amendment to the original grant agreement. The mention **Accepted** will appear next to the request:



- If the budget amendment request is accepted with revision, the Commission revises and then accepts the modified budget (with or without revising the amounts) and creates an amendment to the original grant agreement. This amendment will be sent to the beneficiary in order to be signed. Once the amendment has been signed by both parties, the mention **Accepted** will appear next to request:



- If the budget amendment request is rejected, the mention **Rejected** will appear next to the request:



If you decide to create a new request, the starting values will match the ones from the rejected request.

### 6.1.2. Creating and submitting a participants amendment request

**Note:** Creating and submitting a participants amendment request only applies to grant agreements with at least one co-beneficiary. Possible participant amendments include:

- Changing the definition fields (address, phone number, etc.) of current co-applicants and/or affiliated entities;

- Marking the end date of participation in the action of current co-applicants and/or affiliated entities;
- Adding new co-applicants and/or affiliated entities and their start date of participation in the action.

Follow this procedure to create and submit a participants amendment request:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The **List of your grant applications and grant agreements** is displayed:

The screenshot displays the 'Your grant applications and grant agreements' page in the SWIM system. The page header includes the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. The breadcrumb trail shows the user is logged in as SMITH, John. The page is divided into two main sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'.

**GRANT APPLICATIONS:**

- Application 1:** '[Application title has not yet been entered]' - Improving working skills. Status: Not submitted. Reference: VP/2014/704/0002. Deadline: 6 days from now (July 31, 2014 at 23:59 CET). Editor: You are the only editor of this application | Manage editors.
- Application 2:** 'Our second project for improving social integration' - Improving social integration. Status: Submitted. Reference: VP/2014/702/0002. Deadline: 6 days from now (July 31, 2014 at 23:59 CET). Editor: You are the only editor of this application | Manage editors.
- Application 3:** 'Our first project for improving social integration' - Improving social integration. Status: Submitted. Reference: VP/2014/702/0001. Deadline: 6 days from now (July 31, 2014 at 23:59 CET). Editor: You are the only editor of this application | Manage editors.

**GRANT AGREEMENTS:**

- Agreement 1:** 'Our fifth project for improving working conditions' - Improving working conditions. Status: Granted. Reference: VP/2014/701/0005. Action closing date: December 31, 2014. Editor: You are the only editor of this grant agreement | Manage editors. A red box highlights the title, and a yellow 'Click' button is positioned to its right.
- Agreement 2:** 'Our second project to improve working conditions' - Improving working conditions. Status: Granted. Reference: VP/2014/701/0002. Action closing date: December 31, 2014. Editor: You are the only editor of this grant agreement | Manage editors.
- Agreement 3:** 'The right to collective bargaining for public safety workers' - INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE. Status: Granted. Reference: VP/2011/001/0036. Action closing date: June 30, 2012. Editor: You are the only editor of this grant agreement | Manage editors.

**Note:** If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. **Click the title link matching the required grant agreement.**

The **Grant agreement follow-up** page is displayed:

The screenshot shows the 'Grant agreement follow-up page' in the SWIM system. The page header includes the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. The breadcrumb trail is 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page'. The user name 'SMITH, John' is in the top right corner. The page title is 'Grant agreement follow-up page' with application ref. VP/2014/701/0005 and agreement ref. VS/2014/0286. The project is 'Our fifth project for improving working conditions' from Aug 1, 2014 to Dec 31, 2014. A note states that documents generated must be printed, signed, and sent by registered post. The main section is 'Technical and financial reports', with a sub-section 'Technical implementation reports'. A button for 'Final technical implementation report' is shown with an 'Edit' link and an 'Invalid draft report' icon. Other sections include 'Further pre-financing/interim payment requests', 'Final financial statement', 'Grant agreement documents' (with links to 'Original submitted grant application form' and 'The last accepted version of the estimated budget'), and 'Amendment requests'. A 'New request' button is highlighted in the 'Amendment requests' section, with a red line pointing to a text box that says 'Click here to create a new participants amendment request.'

3. Click the title **New request** button in the **Amendment Requests** section.

**Note:** If the button is not available, one or more of the following preconditions for creating a participants amendment request are not fulfilled:

- There should be no previous amendment request that has not yet been submitted.
- There should be no previous amendment request for which the revision has not been finalized (accepted or rejected).
- The action closing date must be more than one month in the future OR the Commission has allowed the late introduction of an amendment request.

The **Select amendment type** page is displayed:

4. Select the *Participants amendment* check box and click the *New Request* button. The *Request for participants amendment* page is displayed:

5. Enter the reasons for the amendment request and select the *Co-Applicants* main heading, if you need to amend the co-applicants involved in the action.

The **Co-Applications involved in the action** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Request for participants amendment

SMITH, John

Back to grant agreement follow-up page | Generate PDF | Home page

### Request for participants amendment

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286  
Our fifth project for improving working conditions  
From Aug 1, 2014 To Dec 31, 2014

Editing Valid

Reasons ▾ Co-Applicants ▾ Affiliated Entities ▾

< > Save Submit

#### B CO-APPLICANTS INVOLVED IN THE ACTION

A co-applicant is any organisation with legal personality which is actively involved in the implementation of the action and which declares costs. Co-applicants must comply with the eligibility and selection criteria as set out in the call for proposals. Note that public entities without an independent legal personality (ex. most national, regional, local authorities, ministries, some public universities) must be indicated as departments of the applicant/co-applicant which must be the authority with the legal personality (ex. country, region).

**B.1 Co-Applicants**

Click this icon to expand the definition of the matching co-applicant

Click this link, if you need to edit the definition of this co-applicant.

Click this link, if you need to indicate an end date of participation

ASOCIATION FOR MANAGEMENT EDUCATION AND DEVELOPMENT LBG [Edit](#) [End participation](#)

UNION OF CONSTRUCTION ALLIED TRADESAND TECHNICIANS TRADE UNION [Edit](#) [End participation](#)

[Add a new co-applicant](#) Click this button if you need to add a new co-applicant that will be involved in the action.

6. Click the **Edit** link and perform the required changes to definition of an existing co-applicant.

The definition fields belonging to the selected co-applicant are displayed in edit mode:

ASOCIATION FOR MANAGEMENT EDUCATION AND DEVELOPMENT LBG [Edit](#) [End participation](#)

ASSOCIATION FOR MANAGEMENT EDUCATION AND DEVELOPMENT LBG [End participation](#)

**1 / B.1.1 Name of the organisation \*** ASSOCIATION FOR MANAGEMENT EDUCATION AND DEVEL  
Max. 250 characters.

**1 / B.1.2 Abbreviation** AMED  
Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

**1 / B.1.3 Departments**  
Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities).  
Separate the "Enter the names of the public entities that participate in the implementation of the action and that do not have a legal personality separate from a country or a region (most national, regional, local authorities, ministries, some public universities). Separate the names with a comma.

Edit the definition fields as required.

**1 / B.1.4 Type of organisation \*** Private Law Body/Non-profit/International/Employers' Organisation

Enter the abbreviation of the name of your organisation. Max. 50 characters.

**1 / B.1.5 Address \*** THE BROADWAY 34  
Max. 100 characters.

**1 / B.1.6 Postal code \*** PE27 5BN  
Max. 15 characters.

**1 / B.1.7 City \*** ST IVES HUNTINGDON  
Max. 50 characters. *Truncated*

An overview of all field descriptions can be found in the section [Co-Applicant field descriptions](#).

- Click the **End participation** link to define the participation end date for an existing co-applicant.

The following dialog is displayed:

- Click the button **Add a new co-applicant** to define a new co-applicant and the date they start their involvement in the project.

An overview of all field descriptions can be found in the section [Co-Applicant field descriptions](#).



9. Select the ***Affiliated Entities*** main heading, if you need to amend the affiliated entities involved in the action.

The ***Affiliated Entities*** page is displayed:

The screenshot displays the 'Request for participants amendment' page. At the top, there is a header for 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM' and a navigation menu. The main content area includes application and agreement references, a date range, and a section for 'C AFFILIATED ENTITIES'. Below this section, there are two entries: 'AFFIL 1' and 'AFFIL 2', each with 'Edit' and 'Delete' buttons. A navigation bar at the bottom right contains '<' '>' 'Save' and 'Submit' buttons.

10. Perform the required changes in a similar way as described for the co-applicants.

An overview of all field descriptions can be found in the section [Affiliated entities field descriptions](#).

11. Regularly save your request by clicking the ***Save*** button on the navigation bar.

The participants amendment request is saved by the system (but not yet submitted).

12. You may click the link ***Back to grant follow-up page***, if you want to continue your work at a later moment.

The ***Grant agreement follow-up screen*** will again be displayed. The participants amendment request is displayed as follows in the ***Amendment requests*** section:

The screenshot shows the 'Amendment requests' section. It includes a description of amendment requests and a table with one entry: 'Participants amendment' with 'Edit' and 'Delete' buttons and an 'Editable' icon.

You may edit or delete the amendment request, as long as it is not submitted.

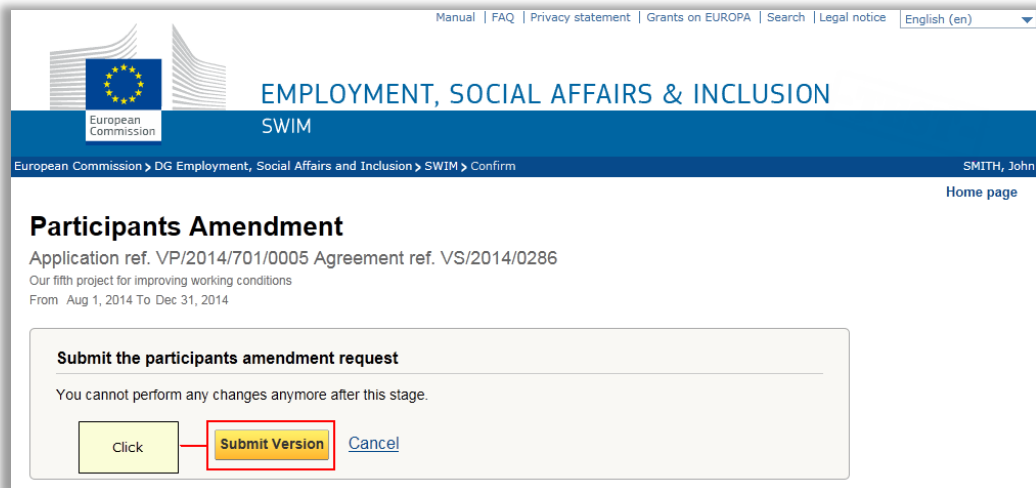
13. Click the ***Edit*** link to return to the ***Request for budget amendment*** screen.

You may perform additional changes.

- Click the **Submit** button in the navigation bar, once you have performed all required changes to the participants:

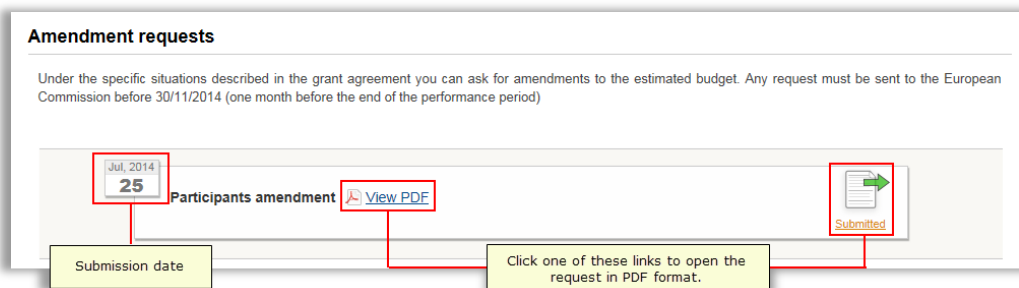


The following confirmation message is displayed:



- Click the **Submit version** button.

The **Grant agreement follow-up** page is again displayed. The amendment request is now displayed as follows:



- Click the **View PDF** link or click the **Submitted** icon and print the request.

The first page of the PDF file looks as follows:

|                                                                                   |                                     |                                                                           |
|-----------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------|
|  | <b>European Commission</b>          | <b>EUROPEAN COMMISSION</b><br>DG Employment, Social Affairs and Inclusion |
|                                                                                   | Directorate name                    | Unit name                                                                 |
| Call for proposals:                                                               | <b>Improving working conditions</b> |                                                                           |
| Reference:                                                                        | <b>VP/2014/701</b>                  |                                                                           |
| Budget Heading:                                                                   | <b>04.03 02 01</b>                  |                                                                           |

**REQUEST FOR PARTICIPANTS AMENDMENT**  
Application reference: **VP/2014/701/0005**  
Agreement referent: **VS/2014/0286**  
**SI2.679138**

**17. Fill out and sign the *Certification* section:**

|                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Certification</b></p> <hr/> <p>I, the undersigned, authorised to represent the beneficiary, certify that the information contained in this amendment is correct and complete.</p> <p>Name, first name:</p> <p>Title or position in the organisation:</p> <p>Date:</p> <p>Signature and official stamp of beneficiary:</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit at the European Commission, as specified in the grant agreement.

The Commission may accept or reject the participants amendment request:


- If the amendment request is accepted, the Commission revises and accepts the modifications and creates an amendment to the original grant agreement. This amendment will be sent to the beneficiary in order to be signed. Once the amendment has been signed by both parties, the mention **Accepted** will appear next to request:

**Amendment requests**

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Jul, 2014  
25

Participants amendment [View PDF](#)

 Accepted

**New request** You may click this button to create a new amendment request.


- If the amendment request is rejected, the mention **Rejected** will appear next to the request:

**Amendment requests**

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

Jul, 2014  
28

Participants amendment [View PDF](#)

 Rejected

**New request** You may click this button to create a new amendment request.

You will also get an official letter from the Commission explaining why the request was rejected. If you decide to create a new request, the starting values will match the ones from the rejected request.

### 6.1.3. Creating and submitting a combined budget and participants amendment request

**Note:** Creating and submitting a combined budget and participants amendment request only applies to grant agreements with at least one co-beneficiary.

Follow this procedure to create and submit a combined budget and participants amendment request:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The **List of your grant applications and grant agreements** is displayed:

The screenshot displays the SWIM (System for Work Incentives Monitoring) portal interface. At the top, there is a header for the European Commission, DG Employment, Social Affairs and Inclusion, with the SWIM logo. The main navigation bar includes the text "EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION" and "SWIM". Below this, a breadcrumb trail reads "European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements". The user's name, "SMITH, John", is visible in the top right corner, along with links for "Current calls for proposals" and "Home page".

The main content area is titled "Your grant applications and grant agreements". It is divided into two sections: "GRANT APPLICATIONS" and "GRANT AGREEMENTS".

**GRANT APPLICATIONS**

- Application 1:** [Application title has not yet been entered] *Improving working skills*. Status: Not submitted. Reference: VP/2014/704/0002. Deadline: 6 days from now (July 31, 2014 at 23:59 CET). Editors: You are the only editor of this application | Manage editors.
- Application 2:** Our second project for improving social integration *Improving social integration*. Status: Submitted. Reference: VP/2014/702/0002. Deadline: 6 days from now (July 31, 2014 at 23:59 CET). Editors: You are the only editor of this application | Manage editors.
- Application 3:** Our first project for improving social integration *Improving social integration*. Status: Submitted. Reference: VP/2014/702/0001. Deadline: 6 days from now (July 31, 2014 at 23:59 CET). Editors: You are the only editor of this application | Manage editors.

A link "Show 3 outdated applications" is located below the list.

**GRANT AGREEMENTS**

- Agreement 1:** Our fifth project for improving working conditions *Improving working conditions*. Status: Granted. Reference: VP/2014/701/0005. Action closing date: December 31, 2014. A red box highlights the title, and a "Click" button is positioned to its right. Editors: You are the only editor of this grant agreement | Manage editors.
- Agreement 2:** Our second project to improve working conditions *Improving working conditions*. Status: Granted. Reference: VP/2014/701/0002. Action closing date: December 31, 2014. Editors: You are the only editor of this grant agreement | Manage editors.
- Agreement 3:** The right to collective bargaining for public safety workers *INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE*. Status: Granted. Reference: VP/2011/001/0036. Action closing date: June 30, 2012. Editors: You are the only editor of this grant agreement | Manage editors.

**Note:** If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

3. Click the title **New request** button in the **Amendment Requests** section.

**Note:** If the button is not available, one or more of the following preconditions for creating an amendment request are not fulfilled:

- There should be no previous amendment request that has not yet been submitted.
- There should be no previous amendment request for which the revision has not been finalized (accepted or rejected).
- The action closing date must be more than one month in the future OR the Commission has allowed the late introduction of a budgetary amendment.

The **Select amendment type** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Select amendment type SMITH, John

Your grant applications and grant agreements | Home page

### Select amendment type

Select the required amendment type. Once you have selected an amendment type, you cannot change it anymore, unless you delete the current amendment request.

Participants amendment

Budget amendment

**New request**

1. Select

2. Click

4. **Select both check boxes and click the *New Request* button.**

The **Request for budget and participants amendment** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Request for budget and participants amendment SMITH, John

Back to grant agreement follow-up page | Generate PDF | Home page

### Request for budget and participants amendment

Application ref. VP/2014/701/0005 Agreement ref. VP/2014/0005

Our fifth project for improving working conditions  
From Aug 1, 2014 To Dec 31, 2014

Reasons Co-Applicants Affiliated Entities Budget

Editing (not valid)  
[See validations errors](#)

Save Submit

#### A.1 REASONS FOR AMENDMENT REQUEST

**A.1.1 Reasons for amendment request \***

Describe briefly the reasons for requesting an amendment. Max. 10000 characters.

These are the reasons for the combined amendment request...

1. Enter the reasons for the amendment request.

2. Select the **Co-Applicants** and/or **Affiliated Entities** main sections to perform the required changes to the participants.

3. Select the **Budget** main section to perform the required changes to the estimated budget.

5. **Enter the reasons for the amendment request.**
6. **Select the *Co-Applicants* and/or *Affiliated Entities* main heading to define the required changes to the participants.**  
Refer to [Creating and submitting a participants amendment request](#) for a detailed description.
7. **Select the *Budget* main heading, if you need to amend the estimated budget.**  
Refer to [Creating and submitting a budget amendment request](#) for a detailed description.

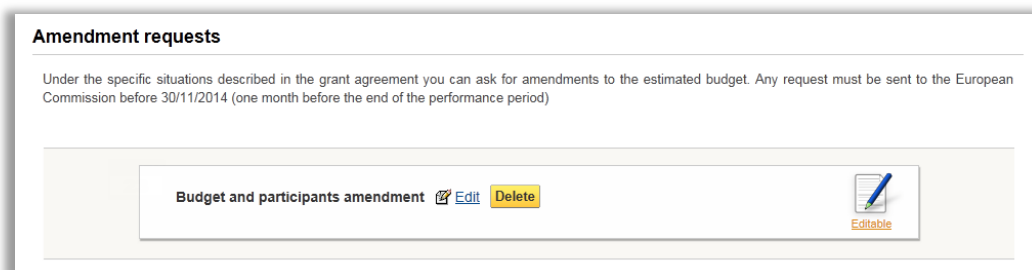
**Note:** It is advised to edit first the participants and then the budget. In that way, it is already possible to declare costs incurred by these new participants.

8. Regularly save your request by clicking the **Save** button on the navigation bar.

The amendment request is saved by the system (but not yet submitted).

9. You may click the link **Back to grant follow-up page**, if you want to continue your work at a later moment.

The **Grant agreement follow-up screen** will again be displayed. The amendment request is displayed as follows in the **Amendment requests** section:



You may edit or delete the amendment request, as long as it is not submitted.

10. Click the **Edit** link to return to the **Request for budget and participants amendment screen**.

You may perform additional changes.

11. Click the **Submit** button in the navigation bar, once you have performed all required changes:



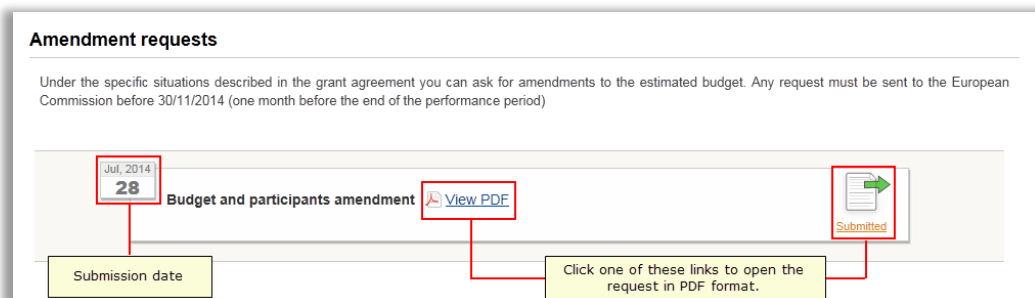
The following confirmation message is displayed:





12. Click the **Submit** button.

The **Grant agreement follow-up** page is again displayed. The budget and participants amendment request is now displayed as follows:



13. Click the **View PDF** link or click the **Submitted** icon and print the request.

The first page of the PDF file looks as follows:

|                                                                                                                                                                                                                                             |                                     |                                                                           |                     |                                     |            |                    |                 |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------|---------------------|-------------------------------------|------------|--------------------|-----------------|--------------------|
|                                                                                                                                                            | European<br>Commission              | <b>EUROPEAN COMMISSION</b><br>DG Employment, Social Affairs and Inclusion |                     |                                     |            |                    |                 |                    |
| Directorate name<br>Unit name                                                                                                                                                                                                               |                                     |                                                                           |                     |                                     |            |                    |                 |                    |
| <table border="0"> <tr> <td>Call for proposals:</td> <td><b>Improving working conditions</b></td> </tr> <tr> <td>Reference:</td> <td><b>VP/2014/701</b></td> </tr> <tr> <td>Budget Heading:</td> <td><b>04.03 02 01</b></td> </tr> </table> |                                     |                                                                           | Call for proposals: | <b>Improving working conditions</b> | Reference: | <b>VP/2014/701</b> | Budget Heading: | <b>04.03 02 01</b> |
| Call for proposals:                                                                                                                                                                                                                         | <b>Improving working conditions</b> |                                                                           |                     |                                     |            |                    |                 |                    |
| Reference:                                                                                                                                                                                                                                  | <b>VP/2014/701</b>                  |                                                                           |                     |                                     |            |                    |                 |                    |
| Budget Heading:                                                                                                                                                                                                                             | <b>04.03 02 01</b>                  |                                                                           |                     |                                     |            |                    |                 |                    |
| <p><b>REQUEST FOR BUDGET AND PARTICIPANTS AMENDMENT</b></p> <p>Application reference: <b>VP/2014/701/0005</b></p> <p>Agreement referent: <b>VS/2014/0286</b></p> <p><b>SI2.679138</b></p>                                                   |                                     |                                                                           |                     |                                     |            |                    |                 |                    |

**14. Fill out and sign the *Certification* section:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Certification</b></p> <hr/> <p>I, the undersigned, authorised to represent the beneficiary, certify that:</p> <ul style="list-style-type: none"> <li>- the financial documents submitted to the Commission comply with the financial provisions of the agreement,</li> <li>- the costs declared are the actual costs</li> <li>- all receipts have been declared.</li> </ul> <p>Name, first name:</p> <p>Title or position in the organisation:</p> <p>Date:</p> <p>Signature and official stamp of beneficiary:</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit at the European Commission, as specified in the grant agreement.

The Commission may accept or reject the amendment request:

- If the amendment request is accepted, the Commission revises and accepts the modifications and creates an amendment to the original grant agreement. This amendment will be sent to the beneficiary in order to be signed. Once the amendment has been signed by both parties, the mention **Accepted** will appear next

to request:

The screenshot shows a web interface titled "Amendment requests". Below the title is a paragraph: "Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)". Below this is a horizontal bar with a calendar icon showing "Jul, 2014" and "28". To the right of the calendar is the text "Budget and participants amendment" followed by a "View PDF" link. On the far right of this bar is a document icon with a green checkmark and the word "Accepted" below it. Below the bar is a yellow box containing the text "You may click this button to create a new amendment request." To the left of this box is a yellow button labeled "New request". A red line connects the "New request" button to the yellow box.

- If the amendment request is rejected, the mention **Rejected** will appear next to the request:

The screenshot shows the same web interface as above, but with a different status. The document icon now has a red 'X' over it and the word "Rejected" below it. The rest of the interface, including the title, paragraph, calendar, text, "View PDF" link, and the "New request" button with its associated yellow box, remains the same.

You will also get an official letter from the Commission explaining why the request was rejected. If you decide to create a new request, the starting values will match the ones from the rejected request.

## 6.2. Creating and submitting a further pre-financing / interim payment request

If the payment arrangements of the grant agreement foresee the possibility of requesting a second pre-financing payment, the beneficiary can request such a payment, if he has used at least 70% of the previous pre-financing instalment paid.

In order to prove that he has already incurred these costs, the beneficiary uses SWIM to create, submit and print a request for further pre-financing / interim payment.

**NB:** the purpose of having the pre-financing request in SWIM is purely informative for the commission. The commission accepts or rejects the pre-financing request internally and informs the beneficiary via mail. The status of the submitted pre-financing request will remain 'submitted' even if the commission decides to accept it or reject it. The information included in the pre-financing requests won't be copied in the final financial statement.

Follow this procedure to create a request for further pre-financing / interim payment:

### 1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

The screenshot displays the SWIM web interface. At the top, there is a navigation bar with links for 'Manual', 'FAQ', 'Privacy statement', 'Grants on EUROPA', 'Search', 'Legal notice', and 'English (en)'. Below this is the header for 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION' and 'SWIM'. The main content area is titled 'Your grant applications and grant agreements' and is divided into two sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'. In the 'GRANT APPLICATIONS' section, there is one entry with the title '[Application title has not yet been entered]' and the subtitle 'Improving working skills'. The status is 'Not submitted'. In the 'GRANT AGREEMENTS' section, there are two entries. The first entry has the title 'Green Placement' and the subtitle 'PARES: Partnerships between employment services'. The status is 'Granted'. The second entry has the title 'Our second project to improve working conditions' and the subtitle 'Improving working conditions'. The status is 'Granted'. Each entry includes a 'Manage editors' link and a 'Show 3 outdated applications' link. The interface also shows the user's name 'SMITH, John' and 'Current calls for proposals | Home page'.

**Note:** If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).



2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page SMITH, John

Your grant applications and grant agreements | Home page

## Grant agreement follow-up page

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557  
Green Placement  
From Dec 24, 2013 To Jun 23, 2015

The sections below provide access to the actions available during the life-cycle of the grant agreement.  
The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

### Technical and financial reports

#### Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.  
You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.  
The European Commission requests to submit an annual report on quantitative information by the end of each year of the agreement for PROGRESS calls. These reports do not need to be sent by registered post to the European Commission.  
Quantitative information is part of the mandatory sections of the final technical implementation report. However, beneficiaries of the PROGRESS grants will not need to fill in this quantitative part, as the information provided in the different annual reports will be automatically added and transferred into the final technical implementation report.

Final technical implementation report [Edit](#)

Invalid draft report

#### Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

**New request** Click this button to create a new request for further pre-financing / interim payment.

#### Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance.  
This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

#### Grant agreement documents

This section contains the options pertaining to the financial follow-up of your grant agreement. Only the options that are relevant in the current state of your grant agreement are active. Documents generated by means of these options must be printed, signed and sent by registered post to the European Commission.

- Original submitted grant application form [View PDF](#)
- The last accepted version of the estimated budget [View PDF](#)

3. Click the title **New request** button in the **Further pre-financing/interim payment requests** section.

**Note:** If the button is not available, the preconditions for creating a pre-financing request are not fulfilled:

- The current date must be more than 45 days after the grant agreement signature date.
- The current date must be before the action closing date.

The **Request for pre-financing/interim payment** page is displayed. It contains an empty budget form:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission  
**EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**  
 SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Request for pre-financing/interim payment SMITH, John

Back to grant agreement follow-up page | Generate PDF | Home page

## Request for pre-financing/interim payment

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557  
 Green Placement  
 From Dec 24, 2013 To Jun 23, 2015

Editing (not valid)  
[See validations errors](#)

Budget ▾

> Save Done

### A BUDGET

|                                        |      |
|----------------------------------------|------|
| <b>Total cost of the action</b>        | 0.00 |
| <b>Total eligible costs (D + I)</b>    | 0.00 |
| <b>Total eligible direct costs (D)</b> | 0.00 |
| <u>Heading 1 - Staff costs</u>         |      |
| Management                             | 0.00 |
| Administration                         | 0.00 |
| Secretariat                            | 0.00 |

4. Click the different **Budget Headings** to declare the costs already incurred in the implementation of the action.
5. Define a value for the **Overheads**.

The request status will change to **Valid**.

6. Click the **Save** button in the navigation bar.


The request is saved by the system (but not yet submitted).

7. You may click the link **Back to grant follow-up page**, if you want to continue your work on a different moment.

The **Grant agreement follow-up screen** will again be displayed. The pre-financing request is displayed as follows in the **Further pre-financing / interim payment** section:

**Further pre-financing/interim payment requests**

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

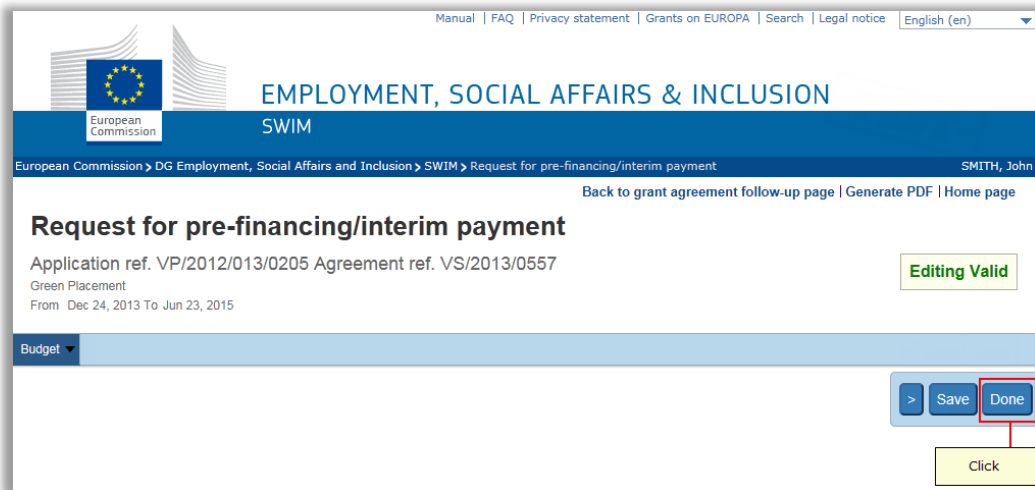
Further pre-financing/interim payment request [Edit](#) [Delete](#)  Editable

You may edit or delete the request, as long as it is not submitted.

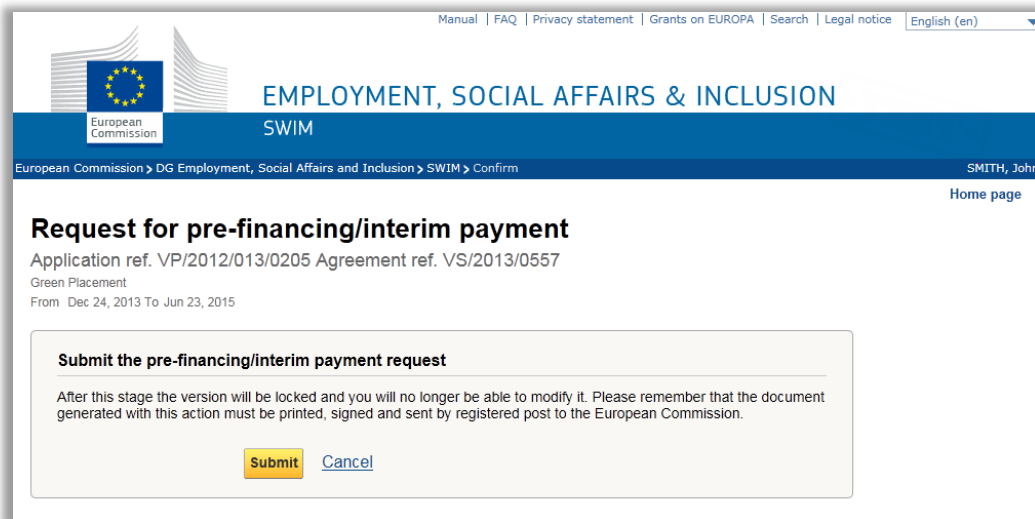
8. Click the **Edit** link to return to the **Request for pre-financing / interim payment page**.

You may continue editing the budget amounts.

9. Click the **Done** button in the navigation bar, once you have defined all costs justifying the pre-financing request:

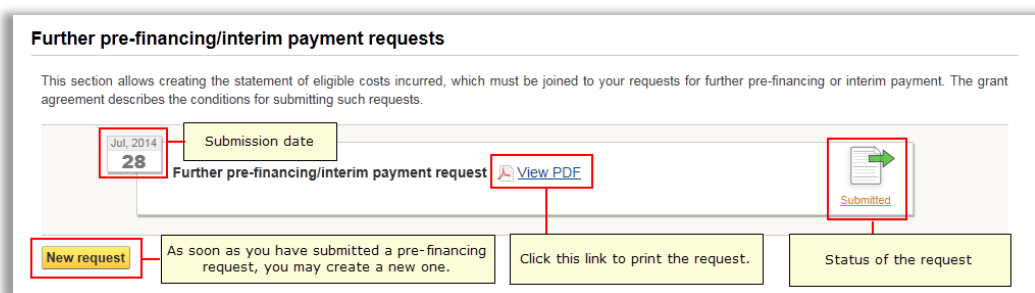


The following confirmation message is displayed:



10. Click the **Submit** button.

The **Grant agreement follow-up** page is again displayed. The further pre-financing request is now displayed as follows:



11. Click the **View PDF** link or click the **Submitted** icon and print the request.



The first page of the PDF file looks as follows:

The image shows the cover page of a Request for Pre-Financing/Interim Payment document. At the top left is the European Commission logo, consisting of the European Union flag and the text 'European Commission'. To its right, the text reads 'EUROPEAN COMMISSION' and 'DG Employment, Social Affairs and Inclusion'. Below this, it says 'Europe 2020: Employment policies' and 'Employment services, EURES'. A central box contains the following information: 'Call for proposals: PARES: Partnerships between employment services', 'Reference: VP/2012/013', and 'Budget Heading: 04.04 01 01'. The main title is 'REQUEST FOR PRE-FINANCING/INTERIM PAYMENT'. Below the title, it provides 'Application reference: VP/2012/013/0205' and 'Agreement referent: VS/2013/0557 SI2.672411'.

**12. Fill out and sign the *Certification* section:**

The image shows the 'Certification' section of the document. It is titled 'Certification' and has a horizontal line below the title. The text reads: 'I, the undersigned, authorised to represent the beneficiary, certify that:'. Below this, there are three bullet points: '- the financial documents submitted to the Commission comply with the financial provisions of the agreement,', '- the costs declared are the actual costs', and '- all receipts have been declared.'. Following the bullet points, there are four lines of text: 'Name, first name:', 'Title or position in the organisation:', 'Date:', and 'Signature and official stamp of beneficiary:'.

The request is to be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit, as specified in the grant agreement.

**6.3. Filling out and submitting the final technical implementation report**

Once the beneficiary's action comes to its end date, the final technical implementation report and the final financial statement must be sent to the Commission within the period established in the grant agreement.

The beneficiary uses SWIM to create and submit the electronic version of both documents. This section explains how to create and submit the final technical implementation report. (Please [click here](#) to browse to the section about the creation and submission of the final financial statement.)

For projects under the PROGRESS programme, the beneficiary must also fill out [annual reports](#) concerning quantitative information.

Follow this procedure to fill out and submit the final technical implementation report:

1. **Access the list of your grant applications and grant agreements.**

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:

The screenshot displays the SWIM web interface. At the top, there is a navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, Legal notice, and a language dropdown set to English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below the header, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Your grant applications and grant agreements'. The page title is 'Your grant applications and grant agreements', with links for 'Current calls for proposals' and 'Home page'. The content is divided into two sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'. Under 'GRANT APPLICATIONS', there is one entry with the title '[Application title has not yet been entered]' and subtitle 'Improving working skills'. It is marked as 'Not submitted' and has a deadline of 'VP/2014/704/0002' (July 31, 2014 at 23:59 CET). Under 'GRANT AGREEMENTS', there are two entries. The first is 'Green Placement' with subtitle 'PARES: Partnerships between employment services', marked as 'Granted', and has an action closing date of 'VP/2012/013/0205' (June 23, 2015). A red box highlights the title 'Green Placement' and a yellow box highlights a 'Click' button next to it. The second entry is 'Our second project to improve working conditions' with subtitle 'Improving working conditions', marked as 'Granted', and has an action closing date of 'VP/2014/701/0002' (December 31, 2014).

**Note:** If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

2. **Click the title link matching the required grant agreement.**

The **Grant agreement follow-up** page is displayed:

The screenshot shows the 'Grant agreement follow-up page' in the SWIM system. At the top, there is a navigation bar with the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. Below this, a breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page'. The user's name 'SMITH, John' is visible in the top right corner. The main heading is 'Grant agreement follow-up page', followed by application and agreement reference numbers: 'Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557'. The project is identified as 'Green Placement' with a period from 'From Dec 24, 2013 To Jun 23, 2015'. A note states: 'The sections below provide access to the actions available during the life-cycle of the grant agreement. The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.' The section 'Technical and financial reports' is highlighted, with a sub-section 'Technical implementation reports'. A paragraph explains the purpose: 'The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period. You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed. The European Commission requests to submit an annual report on quantitative information by the end of each year of the agreement for PROGRESS calls. These reports do not need to be sent by registered post to the European Commission. Quantitative information is part of the mandatory sections of the final technical implementation report. However, beneficiaries of the PROGRESS grants will not need to fill in this quantitative part, as the information provided in the different annual reports will be automatically added and transferred into the final technical implementation report.' At the bottom of this section, there is a button labeled 'Final technical implementation report' with an 'Edit' link next to it, which is highlighted with a red box and a red arrow pointing to a 'Click' button. To the right, there is an 'Invalid draft report' icon.

**Note:** If your grant agreement is linked to a PROGRESS call for proposals, the section also contains one or more annual report entries:

The screenshot shows the 'Quantitative information' section. It lists three annual reports: '2013 - Annual report' with 'View PDF' and 'Amend' links, '2014 - Annual report' with an 'Edit' link, and '2015 - Annual report'. Below these is the 'Final technical implementation report' with an 'Edit' link. An 'Invalid draft report' icon is visible on the right side of the section.

Refer to the chapter [Creating annual reports](#) for a detailed explanation.

3. Click the **Edit** link in the **Technical implementation report information** section.

The **Final technical implementation report** page is displayed.

It contains an empty form:

The form contains:

- The titles of the technical implementation report, displayed as tabs:
    - Qualitative information
    - Quantitative information (optional, not in the screenshot above)
    - Executive summary
    - Signature
  - The status of your technical implementation report. This can either be:
    - **Invalid draft report**, which means that your technical implementation report has not yet been submitted because it still contains errors or missing information.
    - **Valid draft report**, which means all mandatory fields of the technical implementation report (marked with the red asterisk) have been properly populated. The technical implementation report cannot yet be submitted, because the action end date is not yet reached AND/OR (for PROGRESS projects only) because one or more annual reports have not yet been submitted.
    - **Ready for submission**, which means all mandatory fields of the technical implementation report (marked with the red asterisk) have been properly populated and the technical implementation report is ready to be submitted by clicking on the **Submit** button.
4. **Fill out the *Qualitative Information* tab and its subtabs.**
- In this section you can fill the text boxes with the results, the lessons learned and dissemination of results of the project.
- In each text box you can enter the answer for the question written next to the text box.
5. **Fill out the *Quantitative Information* tab and its subtabs, if this tab is available.**
- In this section you can fill the numeric fields regarding quantitative information about the project, such the number of reports, events, etc.

6. **Fill out the *Executive Summary* tab.**

In this section the beneficiary must enter the executive summary: a short description of the action/main objectives of the action and the key results.

7. **Fill out the *Signature* tab.**

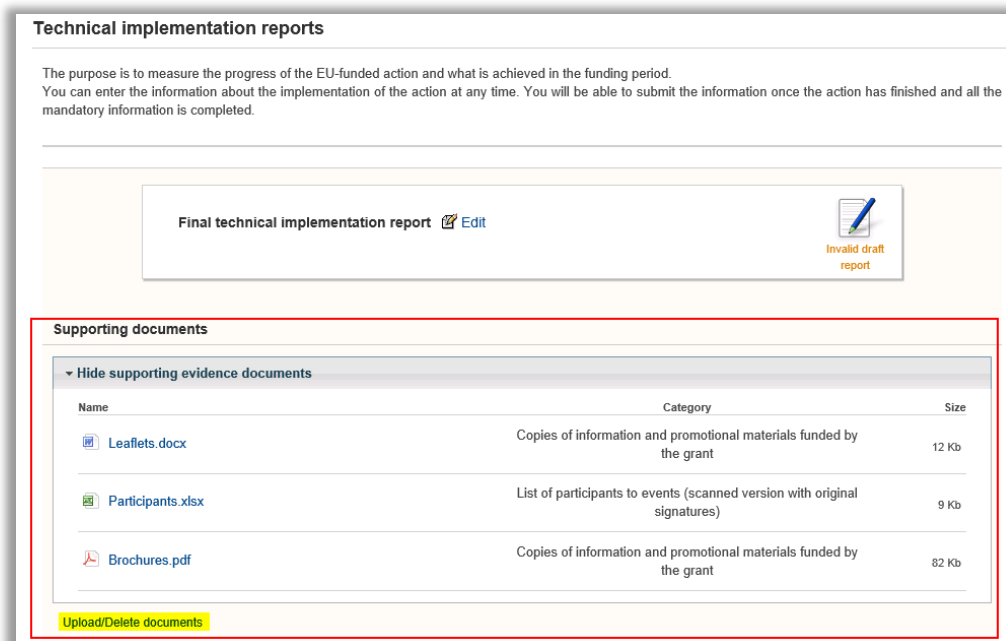
In this section the beneficiary must sign the FTIR by filling out the declaration fields.

Once all sections of the final technical implementation report have been properly completed and the action closing date has been reached, the Report status on the top left side of the screen changes to **Ready for Submission**, meaning the technical implementation report is ready to be submitted, and the **Submit** button is enabled in the navigation bar:



8. **Upload Supporting Documents**

Before submitting, supporting documents can be attached to the Final Technical Implementation Report and submitted together via SWIM. Documents can be uploaded while the FTIR is in **editable** status (*Invalid draft report*). **Allowed extension files:** .doc, .docx, .pdf, .xls, .xlsx, .jpg, .jpeg, .png, .ppt, .pptx and .zip. **Max size:** 5mb



9. **Click the *Submit* button in the FTIR.**

The following confirmation message is displayed:



**Attention:** The report and the uploaded supporting documents cannot be edited anymore, once submitted.

10. Click the **Submit** button to confirm the submission.

The *Grant agreement follow-up page* is again displayed.

The *Technical implementation report information* section looks now as follows:



11. Click the **View PDF** link to open your final technical implementation report in PDF format.

Save the report on your local system and print it. Then sign the paper version in the **Signature** section and include it in the paper dossier you will send to the Commission together with the final financial statement and all other supporting documents that must be sent to the Commission at the end of the action.

The Commission may accept, ask for additional information or reject the final technical implementation report:

- If the Commission **approves the final technical implementation report**, the information displayed in the **Technical implementation report** section is not updated. It remains as displayed in the screenshot above.
- If the Commission requests additional information, you will be warned with an official letter. On the **Grant agreement follow-up** page, the **Technical implementation reports** section will look as follows:

The screenshot shows the 'Technical implementation reports' section. It contains introductory text about the purpose of the reports and the requirement to submit annual reports. Below the text, there is a report entry for 'Jul, 2014' with a status of '28' and a 'View PDF' link. A red box highlights a 'Requested information' icon (a question mark with a green arrow) next to the report. Below the report entry, there are three callout boxes: 'New report' (highlighted with a red box), 'Click this button to create a new version of the final technical implementation report.' (pointing to the 'New report' button), and 'The status indication has changed.' (pointing to the 'Requested information' icon).

Click the **New report** button to create a new version of the report. The report will already contain the information you entered in the version for which the Commission requested additional information. You do not need to create the report from scratch. You will be able to update/upload/delete the supporting documents.

- If the Commission rejects the report, you will be warned with an official letter. On the **Grant agreement follow-up** page, the **Technical implementation reports** section will look as follows:

The screenshot shows the 'Technical implementation reports' section. It contains introductory text about the purpose of the reports and the requirement to submit annual reports. Below the text, there is a report entry for 'Jul, 2014' with a status of '28' and a 'View PDF' link. A red box highlights a 'Rejected' icon (a red X over a document) next to the report. Below the report entry, there are three callout boxes: 'New report' (highlighted with a red box), 'Click this button to create a new version of the final technical implementation report.' (pointing to the 'New report' button), and 'The status indication has changed.' (pointing to the 'Rejected' icon).

Click the **New report** button to create a new version of the report. The report will already contain the information you entered in the rejected version. You do not need to create the report from scratch. You will be able to update/upload/delete the supporting documents.

#### 6.4. Filling out and submitting an annual report

For grants awarded under the PROGRESS programme, the Commission monitors the impact of PROGRESS-supported initiatives to examine how they contribute to the programme's objectives. In this context, as stated in the PROGRESS call for proposals, the Commission asks all beneficiaries to make available to the Commission and persons authorised by it all documents or information that will allow PROGRESS performance measurement to be successfully completed.

The beneficiary is therefore invited to complete each year covered by the grant a short quantitative questionnaire (called **Annual report**) on the outputs that have been produced under his grant agreement over the course of the current year.

If the grant covers several years, for instance 2013, 2014 and 2015 as in the example displayed below, you will have to submit an annual report for each year.



This screenshot was made in July 2014. As the annual reports must be submitted before January 15<sup>th</sup> of following year, the report for 2013 has already been submitted. For this report, you may:

- Click the **View PDF** link to obtain the annual report in PDF format.
- Click the **Amend** button to change the values for a submitted report. This button remains available, until you submit the Final technical implementation report.

The entry for 2014 is already accessible. Follow this procedure to edit the annual report for 2014:

1. **Click the *Edit* link next to the 2014 Annual report.**

The **Annual report – 2014** page is displayed:



Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

European Commission

## EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Annual report SMITH, John

Back to grant agreement follow-up page | Generate PDF | Home page

### Annual report - 2014

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557  
 Green Placement  
 From Dec 24, 2013 To Jun 23, 2015

**This report must be sent before January 15, 2015.**

Submission deadline

Save Submit Save and go to next page >

**SUMMARY OF QUANTITATIVE INFORMATION** ⚠

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

Please also note that you will be requested to submit to the Commission the following quantitative performance information by 15 January. In that case the information has to cover only the outputs delivered as part of your action during the preceding calendar year (i.e., 1 January - 31 December). Such information will feed into PROGRESS Annual Performance Monitoring Report, which will be submitted to the European Parliament and the Council.

Reports ⚠ Information / promotional material / website ⚠ Training / mutual learning ⚠ Other information and communication events ⚠

Were there any **REPORTS** (which include written outputs such as reports, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced as part of your action? \*

Yes  No Required

Available quantitative information categories

For each category, indicate whether or not you have quantitative data to be reported by clicking the **Yes** or **No** option button.

2. Click the **Yes** or **No** on the different subtabs representing the quantitative information categories.

- If you select the **No** checkbox, no additional information is requested for that subtab:

**SUMMARY OF QUANTITATIVE INFORMATION** ⚠

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

Please also note that you will be requested to submit to the Commission the following quantitative performance information by 15 January. In that case the information has to cover only the outputs delivered as part of your action during the preceding calendar year (i.e., 1 January - 31 December). Such information will feed into PROGRESS Annual Performance Monitoring Report, which will be submitted to the European Parliament and the Council.

Reports Information / promotional material / website ⚠ Training / mutual learning ⚠ Other information and communication events ⚠

Were there any **REPORTS** (which include written outputs such as reports, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced as part of your action? \*

Yes  No

Select **No**, if you have no quantitative information to be reported for the selected category.

- If you select the **Yes** checkbox, additional fields will be added to be filled out:

**SUMMARY OF QUANTITATIVE INFORMATION** ⚠

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

Please also note that you will be requested to submit to the Commission the following quantitative performance information by 15 January. In that case the information has to cover only the outputs delivered as part of your action during the preceding calendar year (i.e., 1 January - 31 December). Such information will feed into PROGRESS Annual Performance Monitoring Report, which will be submitted to the European Parliament and the Council.

Reports ⚠
  Information / promotional material / website ⚠
  Training / mutual learning ⚠
  Other information and communication events ⚠

Were there any REPORTS (which include written outputs such as reports, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced as part of your action? \*  Yes  No

Select **Yes** to provide quantitative information about the reports.

**Total number of reports \***

Please provide the total number of independent written outputs, irrespective of whether they were published or not. An output produced in several languages counts as a single output.

Next please disaggregate the total number into the subcategories provided according to the written output's primary objective. A single output may fall into several categories (e.g., a study may aim at produce policy advice and at the same time to identify good practice).

Reports aimed at providing policy advice, research and analysis. \* 
 Reports aimed at identifying good practices. \*

Monitoring and assessment reports on the implementation of laws or policies. \* 
 Reports aimed at the development of appropriate statistical tools, methods and indicators. \*

**Scope of dissemination \***  Yes  No

Have the reports been actively distributed?

**Total number of material copies distributed \***

Please provide a total cumulative number for all the reports.

EU-level policy and decision-makers \* 
 National/regional/local-level policy and decision-makers \*

Social, economic/business partners \* 
 Civil society, IGOs \*

Academia, experts, think tanks \* 
 Media, Journalists \*


If the reports have been published online, please also provide the total number of their downloads by unique users \*

Select **Yes** to provide quantitative information about the reports' dissemination.

### 3. Fill out the subtabs as required.

Once the annual report is complete, the **Annual report** screen looks as follows:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

 **EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Annual report SMITH, John

[Back to grant agreement follow-up page](#) | [Generate PDF](#) | [Home page](#)

## Annual report - 2014

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557  
Green Placement  
From Dec 24, 2013 To Jun 23, 2015

The status indication is updated.

Valid draft report

The annual report has all the mandatory fields completed and is ready to be submitted.

This report must be sent before January 15, 2015.

Save Submit The Submit button is now active. < Save and go to previous page

**SUMMARY OF QUANTITATIVE INFORMATION**

Please note that quantitative performance information must be submitted in relation to all outputs delivered during the implementation of the action grant.

Please also note that you will be requested to submit to the Commission the following quantitative performance information by 15 January. In that case the information has to cover only the outputs delivered as part of your action during the preceding calendar year (i.e., 1 January - 31 December). Such information will feed into PROGRESS Annual Performance Monitoring Report, which will be submitted to the European Parliament and the Council.

Reports   Information / promotional material / website   Training / mutual learning   Other information and communication events

Were there any OTHER INFORMATION AND COMMUNICATION EVENTS (which include various seminars, conferences, round tables, networking events, etc.) organised as part of your action? \*    Yes    No

Save   Submit < Save and go to previous page

4. Click the **Submit** button.

The following confirmation message is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

 **EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION**  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Confirm SMITH, John

[Home page](#)

## Annual report

Application ref. VP/2012/013/0205 Agreement ref. VS/2013/0557  
Green Placement  
From Dec 24, 2013 To Jun 23, 2015

**Submit annual report**

This action cannot be undone. Please confirm that you want to submit your report.

Submit [Cancel](#)

5. Click the **Submit** button.

In the **Technical implementation report** section, the submitted report is now displayed as follows:

Quantitative information

2013 - Annual report [View PDF](#) Amend

2014 - Annual report [View PDF](#) Amend

2015 - Annual report

Final technical implementation report [Edit](#)

 [Valid draft report](#)

As for the other submitted annual reports, you can:

- Create a PDF version
- Amend the report, until the final technical implementation report is as well submitted.

## 6.5. Creating and submitting the final financial statement

At the end of the action, the beneficiary uses SWIM to create and submit the final financial statement of the eligible costs actually incurred in the implementation of the action. This statement must be sent to the Commission accompanying the request for the payment of the balance. Follow this procedure to create and submit the final financial statement:

### 1. Access the list of your grant applications and grant agreements.

Refer to [Accessing the list of your grant applications and grant agreements](#).

The list of **Your grant applications and grant agreements** is displayed:


The screenshot displays the SWIM interface for 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION'. The page title is 'Your grant applications and grant agreements'. It is divided into two main sections: 'GRANT APPLICATIONS' and 'GRANT AGREEMENTS'.  
Under 'GRANT APPLICATIONS', there are two entries:  
1. 'Our second project for improving social integration' (Submitted). It includes a 'Submitted' status, a 'Deadline 1 day from now July 31, 2014 at 23:59 CET', and an 'Editors' section stating 'You are the only editor of this application | Manage editors'.  
2. 'Our first project for improving social integration' (Submitted). It includes a 'Submitted' status, a 'Deadline 1 day from now July 31, 2014 at 23:59 CET', and an 'Editors' section stating 'You are the only editor of this application | Manage editors'.  
A link 'Show 3 outdated applications' is visible below these entries.  
Under 'GRANT AGREEMENTS', there is one entry:  
1. 'Our fifth project for improving working conditions' (Granted). It includes a 'Granted' status, an 'Action closing date December 31, 2014', and an 'Editors' section stating 'You are the only editor of this grant agreement | Manage editors'. A red box highlights the title link, and a yellow 'Click' button is positioned next to it.

**Note:** If the grant agreement you are looking for is not available, you can add it to your list by asking a current editor to invite you as an editor as well, refer to [Managing editors](#).

### 2. Click the title link matching the required grant agreement.

The **Grant agreement follow-up** page is displayed:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)



## EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

### SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Grant agreement follow-up page SMITH, John

Your grant applications and grant agreements | Home page

## Grant agreement follow-up page

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286  
 Our fifth project for improving working conditions  
 From Aug 1, 2014 To Dec 31, 2014


The sections below provide access to the actions available during the life-cycle of the grant agreement.  
 The documents generated with these actions must be printed, signed and sent by registered post to the European Commission.

### Technical and financial reports

#### Technical implementation reports

The purpose is to measure the progress of the EU-funded action and what is achieved in the funding period.  
 You can enter the information about the implementation of the action at any time. You will be able to submit the information once the action has finished and all the mandatory information is completed.

Final technical implementation report [Edit](#)



Invalid draft report

#### Further pre-financing/interim payment requests

This section allows creating the statement of eligible costs incurred, which must be joined to your requests for further pre-financing or interim payment. The grant agreement describes the conditions for submitting such requests.

#### Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance.  
 This financial statement will automatically contain the information of the last version of the accepted estimated budget. The beneficiary has to verify all actual costs of the action adding those missing and removing or adapting the estimations.

New statement

Click this button to create the final financial statement.

### Grant agreement documents

This section contains the options pertaining to the financial follow-up of your grant agreement. Only the options that are relevant in the current state of your grant agreement are active. Documents generated by means of these options must be printed, signed and sent by registered post to the European Commission.

- Original submitted grant application form [View PDF](#)
- The last accepted version of the estimated budget [View PDF](#)

#### Amendment requests

Under the specific situations described in the grant agreement you can ask for amendments to the estimated budget. Any request must be sent to the European Commission before 30/11/2014 (one month before the end of the performance period)

**Note:**

By default, this button becomes available after the action closing date. You may however ask the Commission to allow you to create your statement before this date. If the Commission agrees with this request, the button will become available.

3. Click the **New statement** button in the **Final financial statement** section.

The **Final financial statement** page is displayed:



# EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

## SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Final financial statement

SMITH, John

[Back to grant agreement follow-up page](#) | [Generate PDF](#) | [Home page](#)

### Final financial statement

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286  
 Our fifth project for improving working conditions  
 From Aug 1, 2014 To Dec 31, 2014

Editing Valid

Budget

> Save Submit

#### A BUDGET

|                                                                     |                 |
|---------------------------------------------------------------------|-----------------|
| <b>Total cost of the action</b>                                     | <b>21935.00</b> |
| <b>Total eligible costs (D + I)</b>                                 | <b>21935.00</b> |
| <b>Total eligible direct costs (D)</b>                              | <b>20500.00</b> |
| <u>Heading 1 - Staff costs</u>                                      |                 |
| Management                                                          | 6500.00         |
| Administration                                                      | 0.00            |
| Secretariat                                                         | 0.00            |
| Accounting                                                          | 0.00            |
| Other staff                                                         | 0.00            |
| <b>Total - Staff costs</b>                                          | <b>6500.00</b>  |
| <u>Heading 2 - Travel, accommodation and subsistence allowances</u> |                 |
| Travel                                                              | 2000.00         |
| Subsistence allowances (accommodation, meals, etc.)                 | 2000.00         |
| <b>Total - Travel, accommodation and subsistence allowances</b>     | <b>4000.00</b>  |
| <u>Heading 3 - Costs of services</u>                                |                 |
| Information dissemination                                           | 1000.00         |
| Translations                                                        | 0.00            |
| Reproductions and publications                                      | 1500.00         |
| Specific evaluation                                                 | 3000.00         |
| Interpretations                                                     | 0.00            |
| External expertise                                                  | 500.00          |
| Other services                                                      | 0.00            |
| <b>Total - Costs of services</b>                                    | <b>6000.00</b>  |
| <u>Heading 4 - Administration costs</u>                             |                 |
| Depreciation for purchase of equipment                              | 0.00            |
| Hire of rooms                                                       | 4000.00         |
| Hire of interpreting booths                                         | 0.00            |
| Audits                                                              | 0.00            |
| Financial services                                                  | 0.00            |
| Other administrative costs                                          | 0.00            |
| <b>Total - Administration costs</b>                                 | <b>4000.00</b>  |
| <b>Total eligible indirect costs (I)</b>                            | <b>1435.00</b>  |
| <u>Heading 5 - Overheads</u>                                        |                 |
| <b>Total overheads</b>                                              | <b>1435.00</b>  |
| <b>Total revenue of the action</b>                                  | <b>21935.00</b> |
| <b>Income</b>                                                       | <b>21935.00</b> |
| <u>Income</u>                                                       |                 |
| Total contribution in cash                                          | 5000.00         |
| Revenue generated by the action                                     | 0.00            |
| Union Grant                                                         | 16935.00        |
| <b>Total Income</b>                                                 | <b>21935.00</b> |

These values are copied from the last approved budget version.

The system will display the estimated budget of the action as annexed to the grant agreement (or the last amendment, if available).

4. Click the different **budget headings** to edit the values so that they match the actual costs incurred in the implementation of the action.

You can enter comments for each modification.

In the following example, the number of days was reduced for the last entry of the **Hire of rooms costs**, as indicated by the comment:

The screenshot displays the 'Final financial statement' interface for 'A.4 ADMINISTRATION COSTS'. It includes a navigation bar with the European Commission logo and 'SWIM' title. The main content area shows the application reference 'VP/2014/701/0005' and agreement reference 'VS/2014/0286'. A green 'Editing Valid' status is shown. The 'Budget' section is active, and the 'Hire of rooms' table is the focus. The table has columns for 'Incurred by', 'Meeting', 'Number of days', 'Unit cost per day', 'Number of rooms', 'Total', and 'Comment'. Two rows are visible: 'TUC' and 'AMED'. The 'AMED' row is highlighted with red boxes, showing a change in 'Number of days' from 5 to 3, with a comment 'Reduced from 5 to 3 days'. The 'Total' column for 'AMED' is updated to 1500.00. Below the table, the 'Total hire of rooms' is shown as 3000.00. A yellow box at the bottom states 'The total values are updated automatically.'

| Incurred by         | Meeting      | Number of days | Unit cost per day | Number of rooms | Total   | Comment                  |
|---------------------|--------------|----------------|-------------------|-----------------|---------|--------------------------|
| TUC                 | Meeting room | 3.00           | 500.00            | 1.00            | 1500.00 |                          |
| AMED                | Meeting room | 3.00           | 500.00            | 1.00            | 1500.00 | Reduced from 5 to 3 days |
| Total hire of rooms |              |                |                   |                 | 3000.00 |                          |

5. Edit the **Overheads** value, if this is required as a result of the values you corrected in the other budget sections.

The maximum allowable amount is displayed in the **Overheads** section:

EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION  
SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Final financial statement

### Final financial statement

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286  
Our fifth project for improving working conditions  
From Aug 1, 2014 To Dec 31, 2014

**Budget**

Back to grant agreement follow-up page | Generate PDF | Home page

Editing Valid

> Save Submit

#### A.5 OVERHEADS

Please be aware that cost of affiliated entities shall be indicated below as incurred by their respective parent organisation.

**Applicant's overheads**  
Overheads are not eligible for operating grants

| Incurred by  | Amount         |
|--------------|----------------|
| TUC          | 500.00         |
| AMED         | 800.00         |
| UCATT        | 135.00         |
| <b>Total</b> | <b>1435.00</b> |

Add line

For action grant agreements, you can define the overhead amount associated with the action up to a maximum flat-rate of 7% of the total eligible direct costs. Taking account of the figures already filled in for the other budget headings, the maximum eligible amount is: 1365.00

As the actually incurred cost of the action is lower than the costs declared in the estimated budget, it is required to reduce the Overheads amount.

6. Reduce the overheads for one or several beneficiaries, so that the total overhead amount does not exceed the maximum amount anymore.

In the following example, the overhead amount was reduced for the AMED co-beneficiary, as the cost reduction (hire of rooms) was also on their behalf:

**Applicant's overheads**  
Overheads are not eligible for operating grants

| Incurred by  | Amount         |
|--------------|----------------|
| TUC          | 500.00         |
| AMED         | 730.00         |
| UCATT        | 135.00         |
| <b>Total</b> | <b>1365.00</b> |

Add line

For action grant agreements, you can define the overhead amount associated with the action up to a maximum flat-rate of 7% of the total eligible direct costs. Taking account of the figures already filled in for the other budget headings, the maximum eligible amount is: 1365.00

The Overheads amount was reduced so that the maximum amount is no longer exceeded.

7. Access the **Income** section.



The **Income** section may now look as follows:

The screenshot shows the 'Final financial statement' form in the SWIM system. The form is titled 'A.6 INCOME' and contains several sections for reporting financial data. Key values are highlighted with red boxes:

- Revenue generated by the action (R):** 0.00
- Union grant (S = T - C - R):** 15865.00
- Total contribution in cash (C = C1 + C2 + C3):** 5000.00
- Applicant's contribution (C1):** 3000.00
- Co-applicants' contribution (C2):** 2000.00 (from AMED and UCATT)
- Third parties contribution (C3):** 0.00
- Contractual limits:**
  - The maximum amount laid down in your grant agreement is:** 16935.00
  - Union grant percentage specified in the grant agreement:** 77.21
  - Applying this percentage to the actual costs, the maximum Union grant shall be limited to:** 16108.90

The form also includes a 'Budget' dropdown, 'Save' and 'Submit' buttons, and a status indicator 'Editing Valid'.

Explanation:

The effective union grant is limited to the lower of the following two values:

- Maximum amount laid down in your grant agreement, in this example: **16935.00**
  - The percentage of the actual costs as specified the grant agreement, in this case: **16108.09**
  - The calculated Union grant is **15865.00**. As this value is below both calculated contractual limits, this final financial statement is valid.
8. **You have the right to optimize your final financial statement by reducing your own contribution (and/or the co-applicants' contribution).**

In this example, the contribution was reduced by the difference between the lowest contractual limit and the calculated Union grant: **16108.09 – 15865.00= 243.09**:

Manual | FAQ | Privacy statement | Grants on EUROPA | Search | Legal notice | English (en)

## EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION

### SWIM

European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Final financial statement
SMITH, John

[Back to grant agreement follow-up page](#) | [Generate PDF](#) | [Home page](#)

### Final financial statement

Application ref. VP/2014/701/0005 Agreement ref. VS/2014/0286

Our fifth project for improving working conditions  
From Aug 1, 2014 To Dec 31, 2014

Editing Valid

Budget ▾

>
Save
Submit

#### A.6 INCOME

**Total Income (T)** 20865.00

**Revenue generated by the action (R) \***

**Union grant (S = T - C - R)** 16108.09

**Total contribution in cash (C = C1 + C2 + C3)** 4756.91

**Applicant's contribution (C1) \***  2756.91

Please be aware that the contribution of an applicant has to include the amount of its affiliated entities participating in this action

**Co-applicants' contribution (C2)**

Please be aware that the contribution of a co-applicant has to include the amount of its affiliated entities participating in this action

| Co-applicant                                  | Contribution   |
|-----------------------------------------------|----------------|
| AMED                                          | 1000.00        |
| UCATT                                         | 1000.00        |
| <b>Total co-applicants' contribution (C2)</b> | <b>2000.00</b> |

**Third parties contribution (C3)**

| Name of co-financer third party              | Contribution |
|----------------------------------------------|--------------|
|                                              |              |
| <b>Total Third parties contribution (C3)</b> | <b>0.00</b>  |

**Contractual limits**

A.6.10 As foreseen in the grant agreement, the final Union grant shall be limited to the following amounts

A.6.11 The final Union grant may not exceed the maximum amount of the grant laid down in the grant agreement

**The maximum amount laid down in your grant agreement is** 16935.00

A.6.13 The amount of the final Union grant shall be limited to the amount obtained by applying the Union grant percentage specified in the grant agreement to the actual eligible costs

**Union grant percentage specified in the grant agreement** 77.21

**Applying this percentage to the actual costs, the maximum Union grant shall be limited to** 16108.90

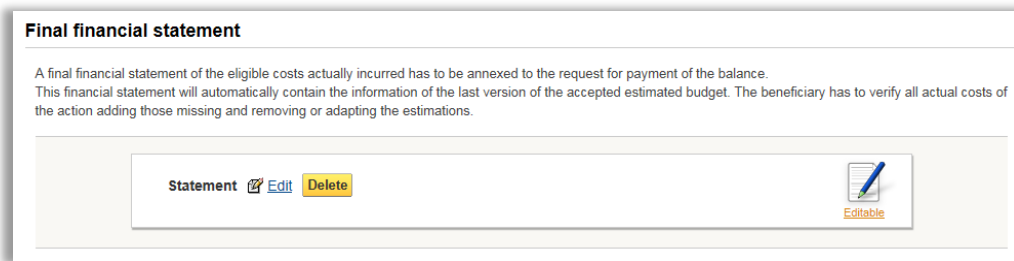
A.6.16 Please adapt accordingly the amounts of your contribution

The applicant's contribution is reduced by 243.09.

By consequence, the Union grant now equals the lowest of the contractual limits.

9. Regularly save your statement by clicking the **Save** button on the navigation bar.

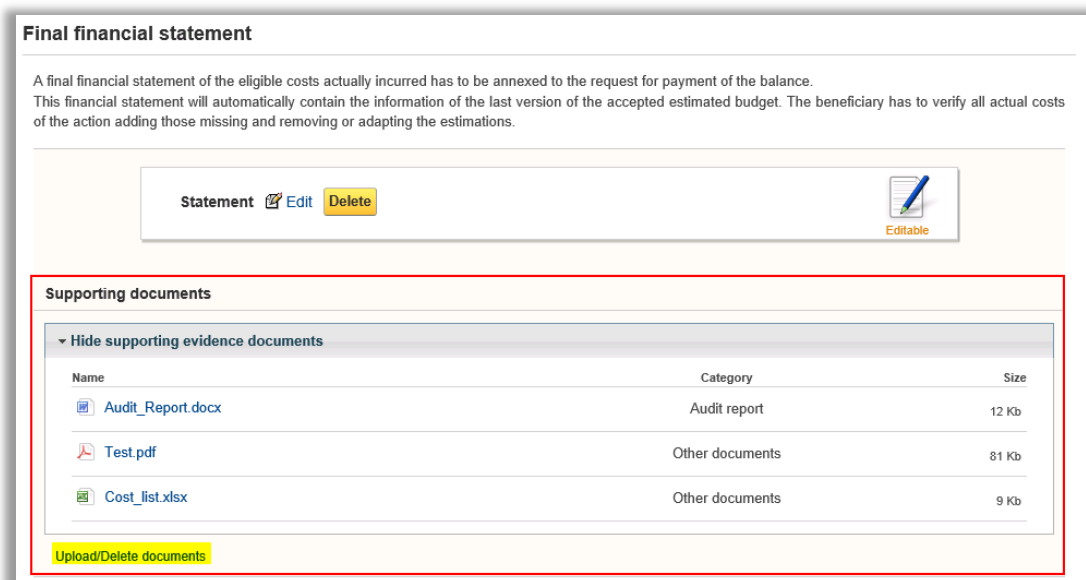
The statement is saved by the system (but not yet submitted). On the **Follow-up** page, it will be displayed as follows in the **Final financial statement** section:



You may edit or delete the final financial statement, as long as it is not submitted.

10. Upload **Supporting documents**

Before clicking the submit button, you can attach supporting documents to your FFS and submit them together via SWIM. Documents can be uploaded while the FFS is in **editable** status. **Allowed extension files:** .doc, .docx, .pdf, .xls, .xlsx, .jpg, .jpeg, .png, .ppt, .pptx and .zip. **Max size:** 5mb



11. Click the **Edit** link to return to the **Final financial statement** page.

You can again edit the budget amounts.

12. Click the **Submit** button in the navigation bar, once you have performed all required changes to the budget and the status indication has changed to **Valid**:

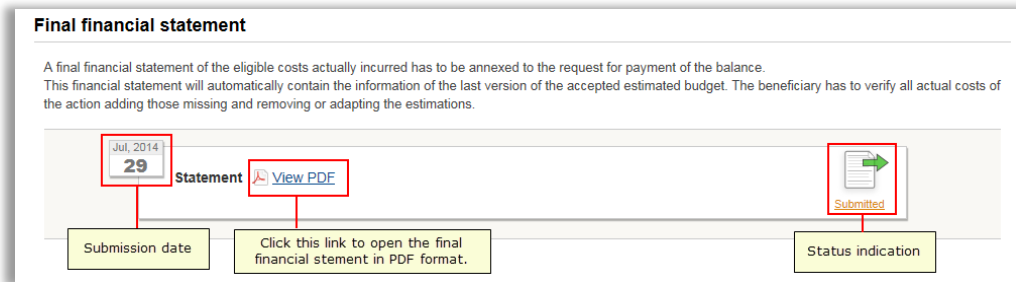
The screenshot shows the top navigation bar with links for Manual, FAQ, Privacy statement, Grants on EUROPA, Search, and Legal notice, along with a language dropdown set to English (en). The main header features the European Commission logo and the text 'EMPLOYMENT, SOCIAL AFFAIRS & INCLUSION SWIM'. The breadcrumb trail reads 'European Commission > DG Employment, Social Affairs and Inclusion > SWIM > Final financial statement'. The user 'SMITH, John' is logged in. A secondary navigation bar contains links for 'Back to grant agreement follow-up page', 'Generate PDF', and 'Home page'. The main content area is titled 'Final financial statement' and includes application and agreement references, project details, and a date range. A 'Budget' dropdown menu is visible. On the right, a green 'Editing Valid' status box is present. At the bottom right, there are buttons for '>', 'Save', and 'Submit', with the 'Submit' button highlighted by a red box. A yellow 'Click' button is located below the 'Submit' button.

The following confirmation message is displayed:

This screenshot shows the same page as above but in a confirmation state. The breadcrumb trail now includes '> Confirm'. The 'Home page' link is now visible in the top right. The main content area contains a section titled 'Submit the final financial statement' with a warning message: 'After this stage the version will be locked and you will no longer be able to modify it. Remember that the document generated with this action must be printed, signed and sent by registered post to the European Commission.' At the bottom of this section are 'Submit' and 'Cancel' buttons.

13. Click the **Submit** button.

The **Grant agreement follow-up** page is again displayed. The final financial statement is now displayed as follows:



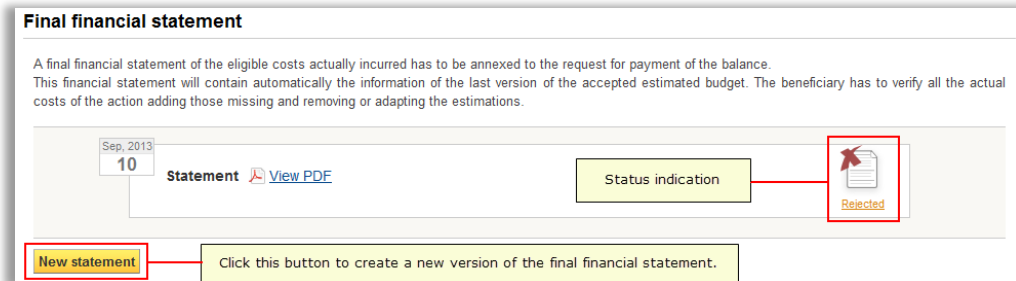
The supporting documents are also sent to the EC and cannot be edited anymore.

14. Click the **View PDF** link and print the statement.

After being submitted electronically (at the latest, within 3 months after the closing date of the action), the final financial statement must also be printed out, signed by the legal representative and be sent by post to the responsible Unit, together with the other documents accompanying the request for the payment of the balance as specified in the grant agreement.

The final financial statement will be reviewed by the Commission in order to calculate the final grant. It can be accepted, modified or rejected. In all cases, the beneficiary will be officially informed by the responsible Unit.

If the final financial statement is rejected, the mention **Rejected** will be displayed:



When you create a new final financial request, the starting values will match the ones from the rejected version moreover you will be allowed to edit/delete/upload the supporting documents.