



'Youth in Action' Programme

Application for:
Action 4.3 – Training and Networking
Multi-Measure projects
Version valid as of 1 January 2010

Please fill in all relevant sections of this application. It is compulsory to annex ALL documents requested in the check list. Please consult the Programme Guide to find all the information you need to lead your project and to fill in this application form.

Part I. Project identification and summary

Project number	
<i>To be filled in by the Executive Agency or the National Agency</i>	<i>Postmark/Date of receipt</i>

Name of the applicant	
<i>Please indicate the name and acronym of the applicant organisation/group.</i>	

Title of the project
<i>Please give a short title to the project.</i>

Type and number of Activities	
<i>Please indicate the type and the number of Activities for which you are submitting this application.</i>	
Activities	Number of Activities ¹
<input type="checkbox"/> 1. Job shadowing	
<input type="checkbox"/> 2. Feasibility visit	
<input type="checkbox"/> 3. Evaluation meeting	
<input type="checkbox"/> 4. Study visit	
<input type="checkbox"/> 5. Partnership-Building Activity	
<input type="checkbox"/> 6. Seminar	
<input type="checkbox"/> 7. Training course	
<input type="checkbox"/> 8. Networking	

¹ Your proposal may combine between 2 and 5 Action 4.3 Activities.

Duration of the project²	
<i>Please indicate the total duration of the project from preparation to evaluation.</i>	
Start date of the project: (date when the first costs incur) ___ / ___ / ___	End date of the project: (date when the last costs incur) ___ / ___ / ___

² Maximum duration of the project: between 3 and 18 months.



Part II. Applicant

A. Details of the applicant

Name	_____		
Street address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____
Email	_____	Website	_____
Telephone	_____	Telefax	_____

Person authorised to sign the contract on behalf of the applicant (legal representative)

Family name (Ms/Mr)	_____	First name	_____
Position/function	_____		

Person in charge of the project (contact person)

Family name (Ms/Mr)	_____	First name	_____
Position/function	_____		
Email	_____		
Telephone	_____	Telefax	_____

B. Profile of the applicant

Type and status	<input type="checkbox"/> Non profit/non governmental organisation	<input type="checkbox"/> Public body	<input type="checkbox"/> Informal group of young people	
	<input type="checkbox"/> Body active at European level in the youth field (ENGO)	<input type="checkbox"/> Other – please specify:		
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> European/International

Please give a short description of your organisation/group (regular activities, member of, etc.) and describe your competencies and motivation to complete the proposed project.

Eligible promoters must have already received a grant for different projects on at least three previous occasions. Please specify funding received in these occasions.

Part III. Activities – general information

A. Information about the planned Activities

Please give general information about the Activities you plan to organise. Your proposal may combine between 2 and 5 Action 4.3 Activities.

Type of Activity	Number of participants	Venue(s)
1.		
2.		
3.		
4.		
5.		
<i>TOTAL of participants</i>		

B. List of partner promoters involved³

Activity	Name of partner promoter	Country
1.		
2.		
3.		
4.		
5.		

³ *If more space is needed, please add rows.*



Part IV. Project description

The points below are intended to serve as a guide for your description of the proposed Activities. The information that is requested will be very important in the selection process, and later for the running of the project.

If more space is needed, please extend boxes.

Objectives and priorities:

Please explain the context, the origin and the objectives of your project and in which way it meets the objectives and the priorities of the Youth in Action Programme.

Partnership and theme:

Please indicate:

- how you found the other promoter(s), how you established an efficient partnership, and how the partner(s) will cooperate and be involved in the project,
- the theme(s) of the project.

Part V. Budget**ALL ITEMS IN EUROS**

For further information please consult the Programme Guide for the overview of funding rules and the lump sum/scales of unit costs. Please note that the Executive Agency and the National Agencies may modify the amounts indicated in the grant request according to the funding rules of the Programme Guide.

A. Grant requested from the Youth in Action Programme

	Amount requested from the Youth in Action Programme	Amount granted (to be filled in by the Executive Agency or the National Agency)
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Activity 5		
Total grant		

B. Co-financing

	Amount
Own resources	
Other contributions to this project (please specify each source):	
Total of co-financing	

Did your organisation/group apply for/receive an EU operating grant for the current year? Yes No

If so, please specify the contract number:



Part VII. Signature of the legal representative

The applicant undertakes to inform the Executive Agency or the National Agency of all changes affecting the activities as described in this form.

The applicant allows the European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies to make available and use all data provided in this application form for the purposes of managing and evaluating the Youth in Action Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Agency (National or Executive) in charge of the management of their application. For projects selected at national level, data subjects may lodge a complaint against the processing of their personal data with the authority in charge of data protection in their country at any time. For projects selected at European level, complaints may be lodged with the European Data Protection Supervisor at any time.

The applicant undertakes to inform the promoters and participants in its project on the provisions and practices regarding data protection applied under the Youth in Action programme.

Applicant

Name:

Legal representative

Name in capital letters:

Place:

Signature:

Date:

Part VIII. Declaration on honour

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

I, the undersigned, hereby request a grant from the Youth in Action Programme of EUR to implement the action covered by this grant application

I certify that all information contained in this application, including project description, is correct to the best of my knowledge and am aware of the content of the annexes to the application form.

I confirm that my organisation/group has the financial and operational capacity to complete the proposed project.

I confirm that my organisation/group has taken the appropriate measures to ensure the protection and safety of participants involved in the project.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Union⁴, grants may not be awarded to applicants who are in any of the following situations:

(a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) if they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) if following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

(g) if, on the date of the grant award procedure, they are subject to a conflict of interest;

(h) if, on the date of the grant award procedure, they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information.

I confirm that neither I nor the organisation/group for which I am acting as legal representative are in any of the situations described above, and am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the Commission/the Agency to publish on its internet site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded and the rate of funding of the costs of the approved work programme.

By signing this application form, I accept all the conditions set out in the Youth in Action Programme Guide, published on the websites of the European Commission, the National Agencies and the EACEA.

Place:

Date (day/month/year):

Signature:

Stamp of the applicant (if available):

Name in capital letters:

Position/function:

⁴ Council Regulation N° 1605/2002 (OJ L248 of 16/09/2002), Commission Regulations N° 2342/2002 (OJ L357 of 31/12/2002) and N° 1248/2006 (OJ L227 of 17/08/2006). These can be consulted in the Official Journal online at <http://eur-ex.europa.eu/JOIndex.do>.

Check list

Before returning this application form to the Executive Agency or to the National Agency, please check the following:

❖ The application must include the following documents:

- the present **application form**, duly completed and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant (signatures required in Parts VII and VIII of this form), together with the **Preliminary agreements** of all partner promoters, duly completed and signed in original. Please note that Preliminary agreements can be provided in the form of fax (when submitting the application) on the condition that they are complemented by originals that must be received by the NA before the Evaluation Committee takes place.

- timetable of the planned activity

❖ Additional mandatory documents for grant requests **exceeding €25 000**:

In accordance with the provisions of the Financial Regulation applicable to the general budget of the European Communities, all applicant promoters – with the exception of public bodies and informal groups of young people – to EU funding exceeding € 25 000 must submit, together with their application form, the following financial documents:

- the **profit and loss accounts** of the applicant,
and
- the **balance sheet** for the last financial year for which the accounts have been closed.

The objective is to permit an assessment of the financial capacity of the applicant promoters. Please note there is no specific form to submit the information outlined above.

❖ Additional mandatory documents for projects submitted at **National level only**⁵:

- only for non-gouvernemental organisations**: an extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- only for public bodies**: a legal resolution or decision or other official document established in respect of the public body;
- only for informal groups of young people**: a copy of the group representative's **identity card or passport**.

⁵ These documents do not have to be provided if the applicant has already submitted them in occasion of a previous application under the Youth in Action Programme; on the condition that no changes have been occurred in the meantime.

❖ Additional mandatory documents for projects submitted at **European level only**:

- the **legal entities** sheet duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (individual/private companies/public entities). Please note that complementary justification documents are required according to the applicant's status, as specified in each type of form. (This sheet can be downloaded from the European Commission's website: http://ec.europa.eu/budget/execution/legal_entities_en.htm#en_es_fr)
- the **financial identification sheet** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant and certified by the bank (original signatures required). Please fill in the form relating to the country in which the bank is located, even if the applicant organisation is officially registered in another country. (This sheet can be downloaded from the European Commission's website: http://ec.europa.eu/youth/program/financial_identification_en.html)