

### DISCLAIMER



This document represents a template of an application form. It must not be used for real applications to a National Agency.

Please also note that the sections and questions presented below may ultimately differ from the electronic application form made available to applicant organisations.

We strongly advice check the questions carefully when filling in real application.

## Guidelines

Please have a look at the following information about the application KA204 Strategic Partnerships for adult education :

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: . If a section is marked with this sign: , this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage. Under the Submission Summary page, you can access information about all submissions you made with this application form.
- You can find more information in the [\[https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guide+lines\]](https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guide+lines)
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency**. You can find their contact details here. <http://ec.europa.eu/programmes/erasmus-plus/contact>

This application form consists of the following main sections:

- **Context:** This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal. Unless otherwise specified in the Programme Guide, the receiving National Agency must be located in the country of the applicant organisation.
- **Participating Organisations:** This section asks for information about the applicant organisation and about other participating organisations involved as partners in the project. The organisation included in the application, needs to be registered in order to receive a Participant Identification Code (PIC) through the [Participant Portal](http://ec.europa.eu/education/participants/portal). <http://ec.europa.eu/education/participants/portal>  
The PIC is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+



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actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.

- **Project Description:** This section asks for information about the stages of the project which should include: preparation, implementation and follow-up.
- **Preparation:** This section asks for information about preparation that you plan to do before the actual project activities take place.
- **Management:** This section asks for information about the activities related to the management of the project, including project management meetings between partner organisations.
- **Implementation:** This section asks about your plans for the implementation of the project, such as monitoring activities, plans for handling of risks, etc.
- **Intellectual Outputs:** This section asks for detailed information about Intellectual Outputs, if you are planning to include any in your project. Only Strategic Partnerships supporting Innovation may apply for dedicated funding for Intellectual Outputs.
- **Multiplier Events:** This section asks for information about Multiplier Events. Funding under this category may be requested only if your project plans to produce Intellectual Outputs that can be disseminated through the Multiplier Events.
- **Learning, Teaching, Training Activities:** This section asks for information about the Learning, Teaching and Training Activities, if you are planning to include any in your project.
- **Special costs:** In this section, in case you are asking EU grant for Exceptional costs and Special Needs costs you will need, additionally to the amount of EU grant, to provide description and justification.
- **Follow-up:** This section asks for information about the expected impact of your project, as well as dissemination and evaluation activities you plan to carry out.
- **Budget Summary:** This section will provide an overview of the budget of your project and the EU grant you request.
- **Project Summary:** In this section you are asked to provide a summary of your project.
- **Annexes:** In this section, you will need to attach relevant documents needed for the completion of your application.
- **Checklist:** This section will help you double-check if your application is ready for submission.

### Context

Programme	Erasmus+
Key Action	Cooperation for Innovation and the Exchange of Good Practices
Action	Strategic Partnerships
Action Type	KA204 Strategic Partnerships for adult education
Main objective of the project	
Call	2018



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Round	1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	[21 March, 2018 12.00 am Brussels, Belgium Time
Language used to fill in the form	
Project Title	
Project Title in English	
Project Acronym	
Project Start Date (dd-mm-yyyy)	
Project Total Duration	From 12 to 36 months
Project End Date (dd-mm-yyyy)	
National Agency of the Applicant Organisation	

For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

## Participating Organisations

Please note, the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal. <http://ec.europa.eu/education/participants/portal>



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### (Role of Organisation)

Role	<i>Applicant Organisation or Partner Organisation</i>
PIC	
Legal name (National language)	<i>Prefilled after entered the PIC</i>
Legal name	<i>Prefilled after entered the PIC</i>
Acronym	
National ID (if applicable)	<i>Prefilled after entered the PIC</i>
Department (if applicable)	
Address	<i>Prefilled after entered the PIC</i>
Country	<i>Prefilled after entered the PIC</i>
P.O. Box	<i>Prefilled after entered the PIC</i>
Postal Code	<i>Prefilled after entered the PIC</i>
CEDEX	<i>Prefilled after entered the PIC</i>
City	<i>Prefilled after entered the PIC</i>
Website	<i>Prefilled after entered the PIC</i>
Email	
Telephone	<i>Prefilled after entered the PIC</i>
Fax	<i>Prefilled after entered the PIC</i>

### Profile

Type of Organisation	
Is your organisation a public body?	<i>Prefilled after entered the PIC</i>
Is your organisation a non-profit?	<i>Prefilled after entered the PIC</i>

### Accreditation

Accreditation Type	<i>Prefilled after entered the PIC</i>
Accreditation Reference	<i>Prefilled after entered the PIC</i>



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### Associated Person (Organisation Name)

Role	LR – Legal Representative CP – Contact Person
Preferred Contact	
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone	

Same Address as Organisation

Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	

### Background and Experience

*[Available for applicant organisation]*

Please briefly present your organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

*[Available for partner organisation]*

Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

*[Max 5000 characters]*

*[Available for organisations from programme countries]*



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What are the activities and experience of the organisation in the areas relevant for this project?  
What are the skills and/or expertise of key persons involved in this project?

*[Max 5000 characters]*

*[Available for organisations from partner countries ]*

What are the activities and experience of the organisation in the areas relevant for this project?  
What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

*[Max 5000 characters]*

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

*[Yes/No]*

*[The next section is available if the answer to the above question is “Yes”.]*

Please indicate:

EU Programme	
Year	
Project Identification or Contract Number	
Applicant/Beneficiary Name	

## Participating Organisations Summary

### Applicant Organisation

PIC	Legal name	Country
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

### Partner Organisations

Id	PIC	Legal name	Country
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>



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### Project Description

#### Priorities

Please select the most relevant horizontal or sectorial priority according to the objectives of your project.

If relevant, please select up to two additional priorities according to the objectives of your project.

Please comment on your choice of priorities.

*[Max 5000 characters]*

### Project Description

Please explain the context and the objectives of your project as well as the needs and target groups to be addressed.

Why should this project be carried out transnationally?

*[Max 5000 characters]*

What results are expected during the project and on its completion?

*[Max 5000 characters]*

In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?

*[Max 5000 characters]*

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a Strategic Partnerships project?

*[Max 5000 characters]*

How will the tasks and responsibilities be distributed among the partners?

*[Max 5000 characters]*

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

*[Max 5000 characters]*



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Please select up to three topics addressed by your project.

### Participants

Please briefly describe how you will select and involve participants in the different activities of your project?

*[Max 5000 characters]*

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

*[Yes/No]*

*[The next 3 questions and their corresponding fields for answers are available only if the answer to the above question is "Yes".]*

How many participants would fall into this category?

Which types of situations are these participants facing?

How will you support these participants so that they will fully engage in the planned activities?

*[Max 5000 characters]*

Please describe briefly how and in which activities these persons will be involved

*[Max 5000 characters]*

### Preparation

Please describe what will be done in preparation by your organisation/group and by your partners/group before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.

*[Max 5000 characters]*





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### Management

#### Funds for Project Management and Implementation

Funds for "Project Management and Implementation" are provided to all Strategic Partnerships based on the number of participating organisations and duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. A partnership may receive a maximum of 2750 EUR of "Project Management and Implementation cost" per month.

Organisation role	Grant per organisation and per month	Number of organisations	Grant
Coordinator	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Partner	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation".

*[Max 5000 characters]*

#### Transnational Project Meetings

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will they take place and what will be the goal?

*[Max 5000 characters]*

Please specify the funds requested to organise the planned Transnational Project Meetings.

#### Transnational Project Meetings Details

Id	<i>[Generated by the system]</i>
Meeting Title	
Leading Organisation	
Country of Venue	



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### Transnational Project Meetings Flows

Id	<i>[Generated by the system]</i>
Sending Organisation	
Country of the Sending Organisation	
No. of Participants	
Distance Band <a href="#">Hyperlink to distance calculator</a>	
Grant per Participant	<i>refilled [Read only]</i>
Grant	<i>refilled [Read only]</i>

### Transnational Project Meetings Summary

Id	Leading Organisation	Meeting Title	Country of Venue	No. of Participants	Grant
<i>refilled [Read only]</i>	<i>refilled [Read only]</i>	<i>refilled [Read only]</i>	<i>refilled [Read only]</i>	<i>refilled [Read only]</i>	<i>refilled [Read only]</i>
Total					<i>refilled [Read only]</i>

### Project Management

*[The following question and field are available if "Main objective of the project" = "Development of Innovation"]*

How will you ensure proper budget control and time management in your project?

*[Max 5000 characters]*

*[[The following question and field are available if "Main objective of the project" = "Development of Innovation"]*

How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

*[Max 5000 characters]*

*[The following question and field are available if "Main objective of the project" = "EXCHANGES OF PRACTICES"]*

How will the monitoring of the project activities be carried out and by whom?



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[Max 5000 characters]

*[The following question and field are available if "Main objective of the project" = "Development of Innovation"]*

How will you evaluate to which extent the project reached its results and objectives?

What indicators will you use to measure the quality of the project's results?

[Max 5000 characters]

*[The following question and field are available if "Main objective of the project" = "EXCHANGES OF PRACTICES"]*

How will you assess the success of your project?

[Max 5000 characters]

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

[Max 5000 characters]

## Implementation

Please explain how the results will be achieved.

[Max 5000 characters]

How will you communicate and cooperate with your partners?

[Max 5000 characters]

Have you used or do you plan to use eTwinning, School Education Gateway or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

[Max 5000 characters]



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*[The next section is available if, in the Context, “Main objective of the project” = INNOV\_DEV - DEVELOPMENT OF INNOVATION]*

### Intellectual Outputs

Do you plan to include intellectual outputs in your project?

*[Yes/No]*

*[The next subsections in “Intellectual Outputs” are available if the answer to the above question is “Yes”.]*

In case you plan to include Intellectual Outputs please describe them here.

### Intellectual Output Details

Id	<i>[Generated by the system]</i>
Output Title	
Output Description (including: elements of innovation, expected impact and transferability potential)	
Output Type	
Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology.	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Languages	
Media	
Leading Organisation	
Participating Organisations	



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### Intellectual Output Budget

Please specify the staff resources which you need to produce the Intellectual Output.

Id	<i>[Generated by the system]</i>
Organisation	
Country of the Organisation	
Category of Staff	
No. of Working Days	
Grant per Day	<i>Prefilled [Read only]</i>
Grant	<i>Prefilled [Read only]</i>

*[Available if categories "Managers" or "Administrative staff" have been encoded]*

Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and implementation grant.

*[Max 5000 characters]*

### Intellectual Output Summary

Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/ Researchers	Technicians	Youth Workers	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

Id	Leading Organisation	Output Title	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total			<i>Prefilled [Read only]</i>



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*[Visible if main objective = Development of Innovation and Intellectual Output has been encoded]*

### Multiplier Events

Do you plan to include Multiplier Events in your project?

*[Yes/No]*

*[The next subsections in “Multiplier Events” are available if the answer to the above question is “Yes”.]*

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project Management and Implementation.

### Multiplier Event Details

Id	<i>[Generated by the system]</i>
Event Title	
Country of Venue	
Event Description	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Intellectual Outputs Covered	
Leading Organisation	
Participating Organisations	

### Multiplier Event Budget

Id	<i>[Generated by the system]</i>
Organisation	
Country of the Organisation	<i>Prefilled [Read only]</i>
Local Participants	
Foreign Participants	
Grant per Local Participant	<i>Prefilled [Read only]</i>
Grant per Foreign Participant	<i>Prefilled [Read only]</i>
Grant	<i>Prefilled [Read only]</i>



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### Multiplier Event Summary

*[Summary table]*

Id	Leading Organisation	Event Title	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total			<i>Prefilled [Read only]</i>

SAMPLE



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### Learning, Teaching, Training Activities

Do you plan to include transnational learning, teaching or training activities in your project?

[Yes/No]

*[The next sections for “Learning, Teaching, Training Activities” are available if the answer to the above question is “Yes”.]*

### Background Information

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

[Max 5000 characters]

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.

[Max 5000 characters]

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?

[Max 5000 characters]





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In case you plan to include learning, teaching or training activities please encode them here.

### Learning, Teaching, Training Activity Details

Id	<i>Prefilled [Read only]</i>
Field	
Activity Title	
Activity Type	
Activity Description (including profile of participants per organisation, goals and results of the activity)	
Country of Venue	
Duration (days)	
Duration (months)	
Leading Organisation	
Participating Organisations	

### Learning, Teaching, Training Activities Flows

Id	<i>[Generated by the system]</i>
Organization	
Country	
Country of Venue	
No. of Participants	
No. of Accompanying Persons	
Total No. of Participants and accompanying persons	

### Learning, Teaching, Training Activities Budget

#### Travel

Distance Band	
No. of Participants <i>(Only participants requiring a Travel Grant including accompanying persons)</i>	
Grant per Participant	<i>Prefilled [Read only]</i>
Total Travel Grant	<i>Prefilled [Read only]</i>

Request Exceptional cost for expensive travel.

*[Yes/No]*

*[The next section is available if the answer for the above question is "Yes".]*

#### Exceptional Costs for Expensive Travel

Description and Justification	<i>[Max 5000 characters]</i>
No. of Participants <i>(Participants and accompanying persons are eligible under conditions described in the programme guide)</i>	
Grant (EUR) <i>(Up to 80% of eligible costs)</i>	

#### Individual Support

*(For all duration fields: Additional individual support for up to two travel days may be requested if participants are required to travel on the day before or after the activity.)*

No. of Participants <i>(only participants requiring Individual Support Grant)</i>	
Duration per Participant (months) <i>(Additional individual support for up to two travel days may be requested if participants are required to travel on the day before or after the activity)</i>	
Duration per Participant (days) <i>(Additional individual support for up to two travel days may be requested if participants are required to travel on the day before or after the activity)</i>	
Grant per Participant	<i>Prefilled [Read only]</i>
Total <i>(for Participants)</i>	<i>Prefilled [Read only]</i>
No. of Accompanying Persons	
Duration per Accompanying Person (days)	
Grant per Accompanying Person	<i>Prefilled [Read only]</i>
Total <i>(for Accompanying Persons)</i>	<i>Prefilled [Read only]</i>
Total Individual Support Grant	<i>Prefilled [Read only]</i>



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### Linguistic Support

No. of Participants <i>(Only Participants requiring a Linguistic Support Grant. Not eligible for accompanying persons.)</i>	
Grant per Participant	<i>Prefilled [Read only]</i>
Total Linguistic Support Grant	<i>Prefilled [Read only]</i>

### Learning, Teaching, Training Flow Summary

Id	Organisation/Country	Distance Band	Duration (days/months)	No. of Participants	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

### Activity Budget

Budget Items	Grant
Travel	<i>Prefilled [Read only]</i>
Exceptional Costs for Expensive Travel	<i>Prefilled [Read only]</i>
Individual Support	<i>Prefilled [Read only]</i>
Linguistic Support	<i>Prefilled [Read only]</i>
Total	<i>Prefilled [Read only]</i>

### Learning, Teaching, Training Activity Summary

Id	Leading Organisation	Activity type	Field	No. of Participants	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total					<i>Prefilled [Read only]</i>



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### Special Costs

#### Special Needs Support

Id	<i>[Generated by the system]</i>
Organisation	
Country of the Organisation	
No. of Participants With Special Needs	
Description and Justification	
Grant (EUR)	

#### Exceptional Costs

Id	<i>[Generated by the system]</i>
Organisation	
Country of the Organisation	
Description and Justification	
Grant (EUR)	



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### Follow-up

#### Impact

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

*[Max 5000 characters]*

What is the desired impact of the project at the local, regional, national, European and/or international levels?

*[Max 5000 characters]*

How will you measure the previously mentioned impacts?

*[Max 5000 characters]*

#### Dissemination and Use of Projects Results

You are requested to make plans for the dissemination of your project results. Please provide answers to the questions below.

What will be the target groups of your dissemination activities inside and outside your partnership? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

*[Max 5000 characters]*

Which activities will you carry out in order to share the results of your project beyond your partnership?

*[Max 5000 characters]*

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

*[Max 5000 characters]*

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

*[Max 5000 characters]*

How will you ensure that the project's results will remain available and will be used by others?

*[Max 5000 characters]*



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If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

*[Max 5000 characters] [Optional]*

### Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

*[Max 5000 characters]*

SAMPLE



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### Budget Summary

#### Project Budget Summary

Budget items	Grant
Project Management and Implementation	<i>Prefilled [Read only]</i>
Transnational Project Meetings	<i>Prefilled [Read only]</i>
Intellectual Outputs	<i>Prefilled [Read only]</i>
Multiplier Events	<i>Prefilled [Read only]</i>
Learning, Teaching Training Activities	<i>Prefilled [Read only]</i>
Special Needs Support	<i>Prefilled [Read only]</i>
Exceptional Costs	<i>Prefilled [Read only]</i>
Total Grant	<i>Prefilled [Read only]</i>

#### Transnational Project Meetings

Id	Meeting Title	No. of participants	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

#### Intellectual Outputs

Id	Output Title	Category of staff	No of working days	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total			<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

#### Multiplier Events

Id	Event Title	Country of Venue	No of Local Participants	No of Foreign Participants	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total			<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

#### Learning, Teaching Training Activities

Id	Activity type	Total Travel	Grant for	Total Individual	Total Linguistic	Grant
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		Grant	Exceptional Costs for Expensive Travel	Support Grant	Support Grant	
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>

### Special Needs Support

Id	Description and Justification	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>

### Exceptional Costs

Id	Description and Justification	Grant
<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>	<i>Prefilled [Read only]</i>
Total		<i>Prefilled [Read only]</i>

### Budget per Organisations

Organisation	<i>Prefilled [Read only]</i>
Name of Organisation	<i>Prefilled [Read only]</i>
Country of Organisation	<i>Prefilled [Read only]</i>
Grant	<i>Prefilled [Read only]</i>

### Budget Details per Organisations (Organisation Legal Name)

Budget items	Grant
Project Management and Implementation	<i>Prefilled [Read only]</i>
Transnational Project Meetings	<i>Prefilled [Read only]</i>
Intellectual Outputs	<i>Prefilled [Read only]</i>
Multiplier Events	<i>Prefilled [Read only]</i>
Learning, Teaching Training Activities	<i>Prefilled [Read only]</i>
Special Needs Support	<i>Prefilled [Read only]</i>
Exceptional Costs	<i>Prefilled [Read only]</i>
Total Grant	<i>Prefilled [Read only]</i>





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### Project summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. The summary will be publicly available in case your project is awarded.

In view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.

*[Max 5000 characters]*

*[The following question and answer are available if language used in application is not English]*

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

*[Max 5000 characters]*



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### Annexes

The maximum number of all attachments is 10 and the maximum total size is 10240 KB.  
Please download the Declaration of Honour, print it, have it signed by the legal representative and attach.

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	

Please attach the timetable for the project activities and outputs using the template provided

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	

Please attach any other relevant documents.

File Name	<i>[Allowed file types: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS, CDOC, DDOC, BDOC.]</i>
File Size (KB)	



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### Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. Once signed it must be scanned and annexed to this application form.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
  - In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
  - The organisation I represent has the adequate legal capacity to participate in the call for proposals.
- EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its 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 it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:



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The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information. In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:

Date (dd-mm-yyyy):

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):



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### Checklist

Before submitting your application form to the National Agency, please make sure that

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established.  
Currently selected NA is: *[code and name of NA]*.

Please also keep in mind the following:

*[For applications with applicant plus one or more partners]*

Mandates of each partner to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant and each partner must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - "Information for applicants").

*[For applications with grant higher than 60000 EUR]*

The grant exceeds 60 000 EUR. If the applicant organisation is not a public body or an international organisation, please do not forget to upload the necessary documents to give proof of your financial capacity in the Participant Portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).



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### Data Protection Notice

#### PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to the Regulation on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, currently Regulation (EC) No 45/2001. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement associated with this form: [http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm)

I agree with the Data Protection Notice

SAMPLE