



AZIONE CHIAVE 2

COOPERAZIONE PER L'INNOVAZIONE E LO SCAMBIO DI BUONE PRATICHE

Partenariati Strategici per l'Istruzione e Formazione Professionale (VET)

Indicazioni per la compilazione dell'e-Form KA202

CALL 2016

PREMESSA

Obiettivo di questo strumento è fornire un supporto tecnico agli organismi nella compilazione dell'**e-Form KA202 - KA2 - Cooperation for innovation and Exchange of Good Practices - Strategic Partnership for vocational education and training** del Programma Erasmus+.

Si tratta di uno strumento soggetto ad aggiornamenti periodici ed è quindi importante verificare che la versione che si sta utilizzando sia quella in vigore.

Si ricorda che le indicazioni fornite di seguito non sostituiscono in alcun modo i documenti ufficiali reperibili sul sito dell'Agenzia **www.erasmusplus.it** dei quali è indispensabile prendere visione per una corretta compilazione dell'e-Form.

In particolare si rimanda a: **ERASMUS+ Technical guidelines for completing application e-Forms** (versione in vigore)



A. General Information

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit;
- Participating organisation(s): this section asks for information about the applicant organisation and about other participating organisations involved as partners in the project;
- Description of the project: this section asks for information about the stages of the project which should include: preparation, implementation and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Project Summary: In this section you should describe in a compact way your project's rationale, objectives and how you intend to achieve these.
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant organisation is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form electronically.

For more information on how to fill in this a

- i campi grigi si compilano automaticamente in base alle informazioni inserite nell'URF
- i campi rosa sono obbligatori
- i campi gialli sono facoltativi

B. Context

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for vocational education and training
Main objective of the project	novità Call 2016: selezionare dal menù a tendina "Development of innovation" oppure "Exchange of good practices"
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-03-2016 12:00:00
Language used to fill in the form	selezionare dal menù a tendina la lingua utilizzata per compilare l'e-Form

B.1. Project Identification

Project Title	
Project Acronym	
Project Start Date (dd-mm-yyyy)	inserire dal dropdown calendar una data compresa tra 01-09-2016 e 31-12-2016
Project Total Duration (Months)	la durata deve essere compresa tra 12 e 36 mesi
Project End Date (dd-mm-yyyy)	le attività non possono terminare oltre il 31.08.2019
Applicant Organisation Full Legal Name (Latin characters)	

Form hash code: 206EB51DB46C0B61
Form has not been submitted yet

EN

utilizzare il tasto "Validate" per verificare l'avvenuta compilazione dei campi obbligatori e la correttezza dei dati inseriti

Validate



Form hash code



206EB51DB46C0B61

B.2. National Agency of the Applicant Organisation

Identification

IT01 (ITALIA) *selezionare dal menù a tendina l' Agenzia Nazionale del paese sede dell' Applicant Organisation*

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

http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm



C. Priorities

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

selezionare almeno una priorità dal menù a tendina; si possono scegliere **max 3 priorità!**

Please select **other** relevant horizontal or sectoral priorities according to the objectives of your project.

Please comment on your choice of priorities.



D. Participating organisation(s)

D.1. Applicant Organisation

PIC	se si possiede già un PIC valido non è necessario richiederne uno nuovo. Dopo l'inserimento premere il tasto "check PIC"; se il PIC è corretto i campi in grigio si autocompilano
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
Region	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	inserire, se possibile, indirizzo PEC
Telephone 1	
Telephone 2	
Fax	

N.B.
eventuali modifiche relative ai dati che compariranno automaticamente premendo il tasto **CHECK PIC** potranno essere apportate nel Portale del Partecipante

D.1.1. Profile

Type of Organisation	selezionare dal menù a tendina; qualora non fosse presente la tipologia di appartenenza, selezionare "Other"
Is your organisation a public body?	il campo si compila automaticamente in base alle informazioni inserite nell'URF
Is your organisation a non-profit?	il campo si compila automaticamente in base alle informazioni inserite nell'URF

D.1.2. Background and Experience

Please briefly present your organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

Form hash code: 206EB51DB46C0B61

Form has not been submitted yet



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

Have you participated in a European Union granted project in the 3 years preceding this application?

se si seleziona "Yes" dal menù a tendina, si apre la tabella sottostante dove inserire le informazioni richieste

Please indicate:

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

D.1.3. Legal Representative

il nominativo del Rappresentante Legale **deve** coincidere con quello della persona indicata nella Declaration of Honour

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

D.1.4. Contact Person

si consiglia di individuare una persona **diversa** dal Rappresentante Legale

Title

Gender

First Name



Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box



il Partenariato deve essere composto da **almeno 3 organismi** provenienti da **3 Paesi diversi** del Programma

D.2. Partner Organisation

PIC

inserire il **PIC** dell'organismo partner

Full legal name (National Language)

[Grey input field]

Full legal name (Latin characters)

[Grey input field]

Acronym

[Yellow input field]

National ID (if applicable)

[Grey input field]

Department (if applicable)

[Yellow input field]

Address

[Grey input field]

Country

[Grey input field]

Region

[Grey input field]

P.O. Box

[Grey input field]

Post Code

[Grey input field]

CEDEX

[Grey input field]

City

[Grey input field]

Website

[Grey input field]

Email

[Yellow input field]

Telephone 1

[Grey input field]

Telephone 2

[Grey input field]

Fax

[Grey input field]

D.2.1. Profile

Type of Organisation

selezionare dal menù a tendina; qualora non fosse presente la tipologia di appartenenza, **selezionare "Other"**

Is the partner organisation a public body?

il campo si compila automaticamente in base alle informazioni inserite nell'URF

Is the partner organisation a non-profit?

il campo si compila automaticamente in base alle informazioni inserite nell'URF

D.2.2. Background and Experience

Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

[Large pink input area for background and experience]

Form hash code: 206EB51DB46C0B61



Form has not been submitted yet



[Redacted area]

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

[Redacted area]

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

[Redacted area]

D.2.3. Legal Representative

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

D.2.4. Contact Person

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box



D.3. Partner Organisation

nel formulario compaiono per default l'applicant + 2 partner (numero minimo!)
La funzione Add Partner consente di aggiungerne altri

PIC

inserire il PIC dell'organismo partner

Full legal name (National Language)

Full legal name (Latin characters)

Acronym

National ID (if applicable)

Department (if applicable)

Address

Country

Region

P.O. Box

Post Code

CEDEX

City

Website

Email

Telephone 1

Telephone 2

Fax

D.3.1. Profile

Type of Organisation

selezionare dal menù a tendina; qualora non fosse presente la tipologia di appartenenza,
selezionare "Other"

Is the partner organisation a public body?

il campo si compila automaticamente in base alle informazioni inserite nell'URF

Is the partner organisation a non-profit?

il campo si compila automaticamente in base alle informazioni inserite nell'URF



D.3.3. Background and Experience

Please briefly present the partner organisation (e.g. its type, size, scope of work, areas of specific expertise, specific social context and, if relevant, the quality system used).

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

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

D.3.4. Legal Representative

Title	<div style="background-color: #fff3cd; height: 24px;"></div>
Gender	<div style="background-color: #f8d7da; height: 24px;"></div>
First Name	<div style="background-color: #f8d7da; height: 24px;"></div>
Family Name	<div style="background-color: #f8d7da; height: 24px;"></div>
Department	<div style="background-color: #fff3cd; height: 24px;"></div>
Position	<div style="background-color: #f8d7da; height: 24px;"></div>
Email	<div style="background-color: #f8d7da; height: 24px;"></div>
Telephone 1	<div style="background-color: #f8d7da; height: 24px;"></div>

If the address is different from the one of the organisation, please tick this box

D.3.5. Contact Person

Title	<div style="background-color: #fff3cd; height: 24px;"></div>
Gender	<div style="background-color: #f8d7da; height: 24px;"></div>
First Name	<div style="background-color: #f8d7da; height: 24px;"></div>
Family Name	<div style="background-color: #f8d7da; height: 24px;"></div>
Department	<div style="background-color: #fff3cd; height: 24px;"></div>



Position	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>

If the address is different from the one of the organisation, please tick this box



E. Description of the Project

What is the rationale of this project, in terms of objectives pursued and needs and target groups to be addressed? Why should this project be carried out transnationally?

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

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never previously been involved in a similar project? How will the tasks and responsibilities be distributed among the partners?

How will cooperation and communication happen among all project partners and with other relevant stakeholders? What will be the purpose and frequency of the transnational project meetings and who will participate in them?

What are the most relevant topics addressed by your project?

selezionare un topic dal menù a tendina (max 3 topic!)

What results are expected during the project and on its completion? Please provide a detailed description of the expected results (if they are not listed in intellectual outputs, multiplier events or learning, training, teaching activities).

E.1. Participants



Approximately, how many persons will benefit indirectly from or will be target of the activities organised by the project? (i.e. participants for whom a specific grant is not foreseen, such as local participants in multiplier events, or other types of events, etc.)

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

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

se si seleziona "Yes" dal menù a tendina, compilare i campi sottostanti

How many participants (out of the total number) would fall into this category?

indicare il numero delle persone svantaggiate che si intende coinvolgere

Which types of situations are these participants facing?

selezionare dal menù a tendina la tipologia di svantaggio

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



F. Preparation

Please describe what will be done in preparation by your organisation and by your partners before the actual project activities take place, e.g. administrative arrangements, etc.

F.1. Project Management

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

How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.

What are your plans for handling project risks (e.g. conflict resolution processes)?

Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?



G. Implementation

Please elaborate on the methodology you intend to apply in your project. Please also 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".

[Empty text box for methodology and project activities]

Please provide detailed information about the activities that your project will organise and elaborate on the methods you intend to use.

novità Call 2016: questa sezione deve essere coerente con quanto indicato nel **Timeline for the project** disponibile su <http://www.erasmusplus.it>

G.1. Intellectual Outputs



sezione presente **solo** per Partenariati Strategici il cui obiettivo è "**Development of innovation**"

Do you plan to include intellectual outputs in your project?

se si seleziona "Yes" dal menù a tendina, compilare la tabella sottostante

When filling in the Intellectual outputs section, please specify the leading and the participating organisations under each output that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.). This will allow for specifying the corresponding costs in the specific section of the budget.

Output Identification	O1
Output Title	
Output Description	
Please describe the tasks leading to the production of the intellectual output and the applied methodology	novità Call 2016: illustrare le attività preparatorie alla realizzazione del prodotto e la metodologia
Start Date (dd-mm-yyyy)	inserire dal dropdown calendar la data di avvio di sviluppo del prodotto
End Date (dd-mm-yyyy)	inserire dal dropdown calendar la data conclusiva di realizzazione del prodotto
Languages	selezionare dal menù a tendina la lingua in cui il prodotto sarà disponibile
Media(s)	selezionare dal menù a tendina la tipologia di supporto su cui il prodotto sarà realizzato
Activity Leading Organisation	
Participating Organisations	

clickare **Add Output**
per **aggiungere IO**

clickare **Remove Output**
per **eliminare IO**



G.2. Multiplier Events

Do you plan to include Multiplier Events in your project?

se si seleziona "Yes" dal menù a tendina, compilare la tabella sottostante

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.

Event Identification	E1
Event Title	
Country of Venue	
Event Description	
Start Date (dd-mm-yyyy)	inserire data di avvio
End Date (dd-mm-yyyy)	inserire data di conclusione
Intellectual Outputs Covered	selezionare dal menù a tendina l'IO oggetto dell'evento moltiplicatore
Activity Leading Organisation	
Participating Organisations	

Event Identification	E2
Event Title	
Country of Venue	
Event Description	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Intellectual Outputs Covered	
Activity Leading Organisation	
Participating Organisations	

↙
cliccare Add Event
per aggiungere ME

↙
cliccare Remove Event
per eliminare ME



G.3. Learning/Teaching/Training Activities

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

se si seleziona "Yes" compilare i campi sottostanti

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?

[Empty text box for added value]

Please describe each of the learning, teaching or training activities you intend to include in your project:

Activity No.	C1
Fields	selezionare dal menù a tendina l'ambito prevalente del progetto
Activity Type	selezionare le attività realizzabili nell'ambito prescelto
Activity Description	
No. of Participants	inserire il numero totale dei partecipanti (includere persone con bisogni speciali e accompagnatori)
Participants with Special Needs (out of total number of Participants)	inserire solo il numero dei partecipanti con bisogni speciali
Accompanying Persons (out of total number of Participants)	inserire 0 se non sono previsti
Duration (days)	
Duration (months)	
Participating Organisations	
	<input type="button" value="+"/> <input type="button" value="-"/> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 10px;"> cliccare per aggiungere o eliminare l'organismo coinvolto </div>

Activity No.	C2
Fields	
Activity Type	
Activity Description	
No. of Participants	
Participants with Special Needs (out of total number of Participants)	
Accompanying Persons (out of total number of Participants)	
Duration (days)	
Duration (months)	
Participating Organisations	

cliccare Add Activity per aggiungere Attività

cliccare Remove Activity per eliminare attività



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?



H. Follow-up

H.1. Impact

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

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

How will you measure the previously mentioned impacts?

H.2. 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.

To whom will you disseminate the project results inside and outside your organisation? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

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?

What kind of dissemination activities do you intend to carry out and through which channels?

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.



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

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.)

H.3. 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?



I. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

I.1. Project Management and Implementation **la tabella si autocompila in base alle informazioni fornite nella sezione D**

PIC of Organisation	Role of Organisation	Name of the Organisation
	Applicant Organisation	
	Partner Organisation	
	Partner Organisation	
		Total Grant Requested

I.2. Transnational Project Meetings

PIC of Sending Organisation	Total No. of Meetings	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
	3	2	100 - 1999 km	575.00	1150.00
				Total	1150.00

le distanze di viaggio devono essere calcolate utilizzando il distance calculator della Commissione europea (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

I.3. Intellectual Outputs **la tabella si apre solo per Partenariati Strategici "Development of innovation" che hanno scelto di realizzare IO (sezione G.1)**

Which concrete participating organisations' staff resources are you planning to use in the production of outputs that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.)?

PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
	O1	Teachers/Trainers/Researchers	Italy	5	214.00	1070.00
				Total	Total	

si attiveranno tante righe quanti sono gli organismi coinvolti nella realizzazione degli IO

**I.4. Multiplier Events**la tabella si apre **solo** per Partenariati Strategici "**Development of innovation**" che hanno scelto di realizzare **ME (sezione G.2)**

PIC of Organisation	Event Identification	Country of Venue	No. of Local Participants	Grant per Local Participant	No. of Foreign Participants	Grant per Foreign Participant	Grant Requested
	E1		1	100.00	5	200.00	1100.00
Total			1	Total	5	Total	1100.00

si attiveranno tante righe quanti sono gli organismi coinvolti nella realizzazione di ME

I.5. Learning/Teaching/Trainingla tabella si apre **solo** per Partenariati Strategici che hanno scelto di realizzare **attività di mobilità transnazionale****I.5.1. Travel**

PIC of Organisation	Activity No.	Activity Type	No. of Participants (including accompanying persons)	Distance Band	Travel Grant per Participant	Grant Requested
	C1	Long-term teaching or training assignments	20	100 - 1999 km	275.00	5500.00
	C2	Short-term joint staff training events	10	100 - 1999 km	275.00	2750.00
Total			30		Total	8250.00



I.5.2. Individual Support

vi rientrano le spese relative a vitto, alloggio, assicurazione, trasporti locali e quelle relative agli accompagnatori

Long-term Learning/Teaching/Training Activities

PIC of Organisation	Activity No.	Activity Type	Country of Destination	Duration per Participant (months)	No. of Participants (without accompanying persons)	Grant per Participant	Duration per Accompanying Person (months)	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
	C1	Long-term teaching or training assignments			20	5544.00		3	5544.00	127512.00
Total					20			3		127512.00

inserire totale partecipanti senza accompagnatori

inserire solo accompagnatori

Short-term Learning/Teaching/Training Activities

PIC of Organisation	Activity No.	Activity Type	Duration per Participant (days)	No. of Participants (without accompanying persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
Total					Total			Total	

I.5.3. Linguistic Support

la sezione si apre solo solo se è prevista una long term mobility (2-12 mesi)

Total				20	Total	3000.00
-------	--	--	--	----	-------	---------



I.5.4. Exceptional Costs (Overseas Countries and Territories Travel Costs)

novità Call 2016: da compilare solo se è previsto il coinvolgimento di partecipanti provenienti da **Regioni ultraperiferiche e da Paesi e Territori d'oltremare**

PIC of Organisation	Activity No.	Activity Type	No. of Participants (including accompanying persons)	Purpose and description of Costs	Grant requested (up to 80% of eligible costs)
Total				Total	

I.6. Special Needs

da compilare solo se è previsto il coinvolgimento di persone diversamente abili nelle attività progettuali, inclusi partecipanti con **bisogni speciali e accompagnatori in mobilità transnazionale**

PIC of Organisation	No. of Participants With Special Needs	Description	Grant Requested
	3	specificare la tipologia di spesa	
Total			

I.7. Exceptional Costs

vi rientrano le spese relative alla **sottoscrizione di contratti di subappalto o all'acquisto di beni e servizi** e i costi relativi alla **garanzia fideiussoria, qualora richiesta**

Total			
-------	--	--	--



Erasmus+

Application Form

Call: 2016

KA2 - Cooperation for Innovation and the Exchange of Good Practices
Strategic Partnerships for vocational education and training

PIC of Organisation	Description of Cost Item	Grant Requested (75% of Total)
	specificare la tipologia di spesa	
	Total	

N.B. va indicato il 75% dell'importo del totale richiesto

Please provide any further comments you may have concerning the above entered budget.

Form hash code: 206EB51DB46C0B61

Form has not been submitted yet

EN



J. 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+ dissemination 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.

In view of further publication on the Erasmus+ dissemination 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.

[Empty text area for project summary]

Please provide a translation in English.

[Empty text area for translation]

N.B.
IN CASO DI APPROVAZIONE
questa sezione sarà visibile sull'Erasmus+ Project Results Platform
<http://ec.europa.eu/programmes/erasmus-plus/projects/>
SI RACCOMANDA UNA TRADUZIONE ACCURATA



Erasmus+

Application Form

Call: 2016

KA2 - Cooperation for Innovation and the Exchange of Good Practices
Strategic Partnerships for vocational education and training

Form hash code: 206EB51DB46C0B61

Form has not been submitted yet

EN



J.1. Summary of participating organisations

la tabella si i autocompila in base alle informazioni inserite nelle sezioni precedenti

PIC of Organisation	Name of the Organisation	Country of the Organisation
Total number of participating organisations		



Erasmus+

Application Form

Call: 2016

KA2 - Cooperation for Innovation and the Exchange of Good Practices
Strategic Partnerships for vocational education and training

J.2. Budget Summary

la tabella si autocompila in base ai valori inseriti nelle diverse sezioni di budget

PIC of Organisation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities				Special Needs	Exceptional Costs	Total
				Travel	Individual Support	Linguistic Support	Exceptional Costs (Overseas Countries and Territories Travel Costs)			
	1150.00	1070.00	1100.00						3320.00	
				5500.00	127512.00	3000.00			136012.00	
				2750.00					2750.00	
Total	1150.00	1070.00	1100.00	8250.00	127512.00	3000.00			142082.00	
Project Management and Implementation									24000.00	

J.2.1. Project Total Grant

Grant Calculated

in questa sezione comparirà il contributo totale calcolato automaticamente sulla base delle informazioni inserite nelle sezioni precedenti dell'e-Form

Form hash code: 206EB51DB46C0B61

Form has not been submitted yet

EN



K. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key Action 2 application form.
- 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.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
 - the Declaration of Honour signed by the legal representative mentioned in the application.
 - the mandates of each partner to the applicant signed by both parties (recommended).
 - the timeline for the project activities and outputs using the template provided.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.

i template del partner mandate e del timeline for the project activities sono disponibili su <http://www.erasmusplus.it>



L. 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 Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation 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 selected 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.
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

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 (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/eplu-link-eforms-privacy_en.htm



M. Declaration of Honour

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

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:

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:	N.B. deve coincidere con quello riportato nella sez. D.1.3. Legal Representative
Signature:	firma originale del Rappresentante Legale
National ID number of the signing person (if requested by the National Agency):	NON richiesto da IT01
Stamp of the applicant organisation (if applicable):	timbro (se disponibile)

Print Declaration of Honour

il Rappresentante Legale dell' Applicant Organisation indicato nella sezione D.1.3. deve stampare la DoH, **compilarla a mano e firmarla**. La DoH firmata deve essere scansionata e allegata come **annex (sezione N)** prima dell'invio on line dell'application form.

N.B. Il mancato invio della DoH firmata dal Rappresentante Legale rende l'application inleggibile

N.B. una volta stampata, la DoH riporterà un hash code diverso da quello dell' Application!



O. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

O.1. Data Validation

Validation of compulsory fields and rules

dopo aver verificato la completezza e la correttezza delle informazioni inserite **validare l'e-Form e premere il tasto Submit online**



Validate

O.2. Standard Submission Procedure

Online submission (requires internet connection)



Submit online

O.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

O.4. Submission Summary

This form has not been submitted yet.

O.5. Form Printing

Print the entire form

dopo l'invio comparirà una stringa contenente le seguenti informazioni:
**ORA D'INVIO dell'e-Form HASH CODE; STATO DELL'INVIO (Yes/No);
RISULTATO DELL'INVIO E NUMERO IDENTIFICATIVO DELLA SUBMISSION**
N.B.
Le seguenti segnalazioni di errore nella submission, **LOCAL-01: Adobe Reader security enabled e/o LOCAL-02: Network connection error**, sono da imputare esclusivamente a impostazioni locali del PC e della connessione Internet

dopo l'invio online è possibile **stampare** e conservare agli atti una copia dell'e-Form



Print Form

In caso di problemi tecnici nell'invio dell'E-FORM
attenersi alle indicazioni della
**ERASMUS+ Technical guidelines for completing
application e-Forms (versione in vigore)**
<http://www.erasmusplus.it>