



Education and Culture DG

Lifelong Learning Programme

Application Form

Call: 2010

Leonardo da Vinci - Transfer of Innovation

Form version: 2.7 / Adobe Reader version used: 9

A. GENERAL INFORMATION

Before completing this application form, please read the relevant sections in the 2010 Call for Proposals published by the European Commission and by your National Agency and the Lifelong Learning Programme Guide for 2010 which contain additional information e.g. the specific priorities for that year. Links to these documents and further information can be found on the Lifelong Learning Programme website:

http://ec.europa.eu/education/llp/doc848_en.htm

and on your National Agency website, whose address is available upon selecting the National Agency in the field below.

This application form should be completed by the applicant of the proposed Transfer of Innovation project, in cooperation with the planned partners. The application must be submitted to the National Agency of the country of the applicant by 26-02-2010. Use the "Eligibility Checklist" in section F below in this application form.

In accordance with standard European Commission practice, the information provided in your application form may be used by the Commission to evaluate the Lifelong Learning Programme. The relevant data protection regulations will be respected.

B. SUBMISSION

B.1. CONTEXT

Programme	LIFELONG LEARNING PROGRAMME
Sub-programme	LEONARDO DA VINCI
Action	LEONARDO DA VINCI Transfer of innovation
Deadline	26-02-2010
Application language	
Project duration	

B.2. PROJECT IDENTIFIERS

Project title	
Project acronym	
Applicant name	
Form hash code	 7BC5DFAD3369A104



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B.3. NATIONAL AGENCY

Identification

Postal address

Email address

Helpdesk

Website

B.4. SUMMARY

Limit 3000 characters, should be provided in EN, FR or DE.

The summary will be used as the general description of your project throughout the evaluation procedure and, should the proposal be successful, as the published abstract of the project. It must summarise the key issues covered in your proposal, notably:

- The reason for the project (the main problem being tackled)
- The main aims and objectives of the projects
- The characteristics of the consortium that will implement the proposal
- A general description of the tangible and intangible outcomes
- The impact envisaged

B.5. PARTNERS

Number of partners



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C. ACTORS IDENTIFICATION

C.1. INSTITUTION / ORGANISATION

Partner number

P0

C.1.1. ORGANISATION

Role	
Full legal name (national language)	
Full legal name (latin characters)	
Acronym	
National id	
Type of organisation	
Commercial orientation	
Scope	
Legal status	
Economic sector	
Size (staff)	
Legal address	
Postal code	
City	
Country	
Region	
Telephone 1	
Telephone 2	
Fax	
Email	
Website	



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C.1.2. CONTACT PERSON

Title	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
<input checked="" type="checkbox"/> Same address as the organisation	
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

DRAFT



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C.1.3. PERSON AUTHORISED TO LEGALLY COMMIT THE PARTICIPANT (LEGAL REPRESENTATIVE)

Title	
First name	
Family name	
Department	
Position	
<input checked="" type="checkbox"/> Same address as the organisation	
Telephone 1	
Telephone 2	
Mobile	
Fax	
Email	

C.1.4. OBJECTIVES AND ACTIVITIES OF THE ORGANISATION

General description of the organisation: size, scope of work, areas of specific expertise and competence in relation to the project proposed. Limit: 1000 characters.

Role of the participant organisation in the proposed project. Limit: 1000 characters.

Skills and expertise of key staff involved in the project. Limit: 5000 characters.

C.1.5. BACKGROUND/EXPERIENCE



Please indicate similar or related projects funded by the LLP programme and/or its former programmes or funded by other similar programmes in the last five years.

Year	Programme	Type of activity	Agreement number	Organisation	Title of the project	Website

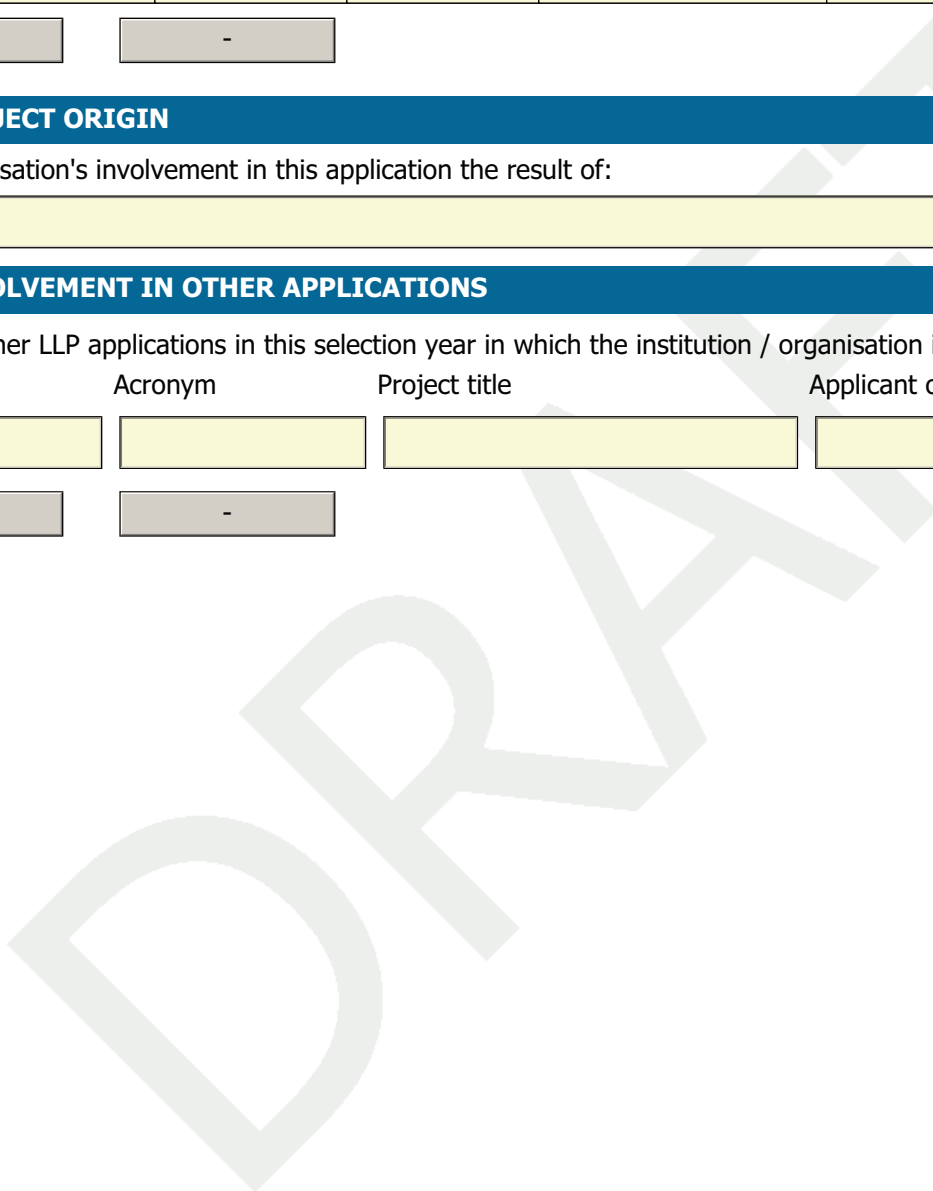
C.1.6. PROJECT ORIGIN

Is the organisation's involvement in this application the result of:

C.1.7. INVOLVEMENT IN OTHER APPLICATIONS

Details of other LLP applications in this selection year in which the institution / organisation is involved:

Project type	Acronym	Project title	Applicant organisation





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C.2. INSTITUTION / ORGANISATION

Partner number

P1

C.2.1. ORGANISATION

Role	
Full legal name (national language)	
Full legal name (latin characters)	
Acronym	
National id	
Type of organisation	
Commercial orientation	
Scope	
Legal status	
Economic sector	
Size (staff)	
Legal address	
Postal code	
City	
Country	
Region	
Telephone 1	
Telephone 2	
Fax	
Email	
Website	



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C.2.2. CONTACT PERSON

Title	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
<input checked="" type="checkbox"/> Same address as the organisation	
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

DRAFT



C.2.3. PERSON AUTHORISED TO LEGALLY COMMIT THE PARTICIPANT (LEGAL REPRESENTATIVE)

Title

First name

Family name

Department

Position

Same address as the organisation

Telephone 1

Telephone 2

Mobile

Fax

Email

C.2.4. OBJECTIVES AND ACTIVITIES OF THE ORGANISATION

General description of the organisation: size, scope of work, areas of specific expertise and competence in relation to the project proposed. Limit: 1000 characters.

Role of the participant organisation in the proposed project. Limit: 1000 characters.

Skills and expertise of key staff involved in the project. Limit: 5000 characters.

C.2.5. BACKGROUND/EXPERIENCE



Please indicate similar or related projects funded by the LLP programme and/or its former programmes or funded by other similar programmes in the last five years.

Year	Programme	Type of activity	Agreement number	Organisation	Title of the project	Website

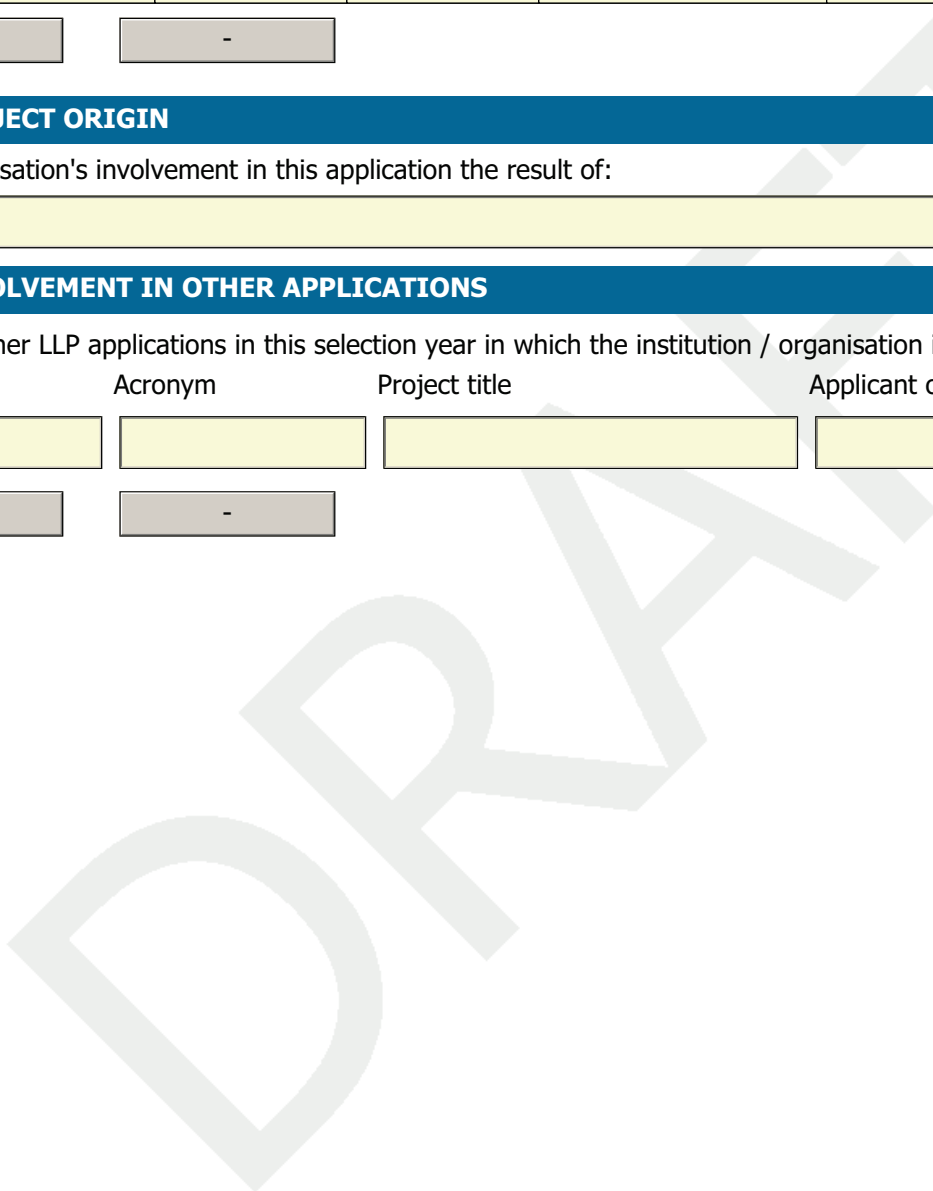
C.2.6. PROJECT ORIGIN

Is the organisation's involvement in this application the result of:

C.2.7. INVOLVEMENT IN OTHER APPLICATIONS

Details of other LLP applications in this selection year in which the institution / organisation is involved:

Project type	Acronym	Project title	Applicant organisation





C.3. INSTITUTION / ORGANISATION

Partner number

P2

C.3.1. ORGANISATION

Role	
Full legal name (national language)	
Full legal name (latin characters)	
Acronym	
National id	
Type of organisation	
Commercial orientation	
Scope	
Legal status	
Economic sector	
Size (staff)	
Legal address	
Postal code	
City	
Country	
Region	
Telephone 1	
Telephone 2	
Fax	
Email	
Website	



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C.3.2. CONTACT PERSON

Title	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
<input checked="" type="checkbox"/> Same address as the organisation	
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

DRAFT



C.3.3. PERSON AUTHORISED TO LEGALLY COMMIT THE PARTICIPANT (LEGAL REPRESENTATIVE)

Title

First name

Family name

Department

Position

Same address as the organisation

Telephone 1

Telephone 2

Mobile

Fax

Email

C.3.4. OBJECTIVES AND ACTIVITIES OF THE ORGANISATION

General description of the organisation: size, scope of work, areas of specific expertise and competence in relation to the project proposed. Limit: 1000 characters.

Role of the participant organisation in the proposed project. Limit: 1000 characters.

Skills and expertise of key staff involved in the project. Limit: 5000 characters.

C.3.5. BACKGROUND/EXPERIENCE



Please indicate similar or related projects funded by the LLP programme and/or its former programmes or funded by other similar programmes in the last five years.

Year	Programme	Type of activity	Agreement number	Organisation	Title of the project	Website

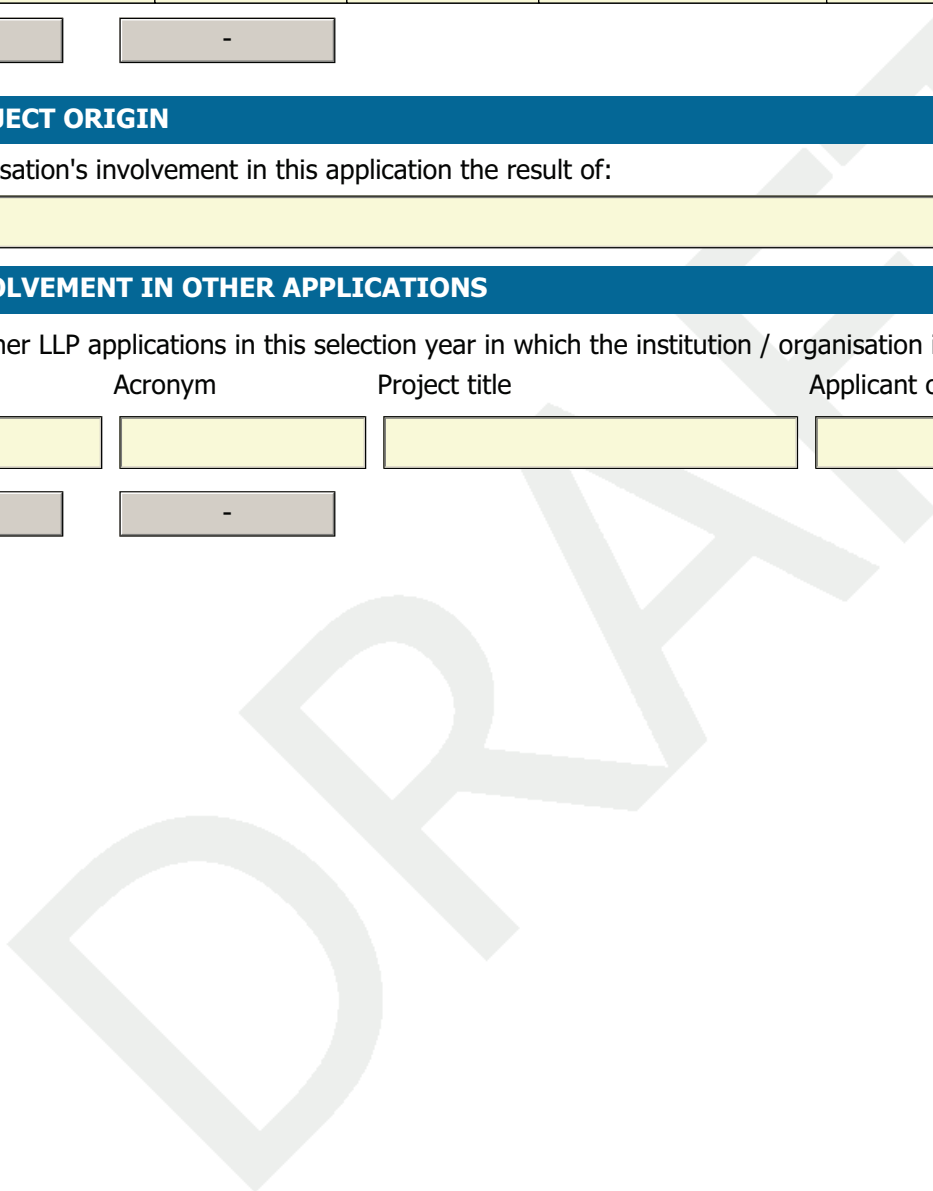
C.3.6. PROJECT ORIGIN

Is the organisation's involvement in this application the result of:

C.3.7. INVOLVEMENT IN OTHER APPLICATIONS

Details of other LLP applications in this selection year in which the institution / organisation is involved:

Project type	Acronym	Project title	Applicant organisation





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D. PRESENTATION OF THE PROPOSAL

D.1. GENERAL INFORMATION

Before completing this form, please read the relevant sections in the Lifelong Learning Programme Guide 2010 and the 2010 Call for Proposals published by the European Commission and by your National Agency, which contain additional information on closing dates, National Agency addresses to which the application must be sent, and specific priorities for that year. Links to these documents and further information can be found on the Lifelong Learning Programme website:

http://ec.europa.eu/education/llp/doc848_en.htm

This application form should be completed by the applicant of the proposed Transfer of Innovation project, in cooperation with the planned partners. The application must be submitted to the National Agency of the country of the applicant by 26 February 2010. Please check on the website of the responsible National Agency in which form and to which address the application must be submitted. Use the "Eligibility check-list" in section X.X below before sending your application.

D.2. RELEVANCE TOWARDS THE OBJECTIVES OF THE PROGRAMME AND THE PRIORITIES OF THE CALL FOR PROPOSALS

Please select from the following, the strategic issues that your proposal addresses within the Programme. Select only those that are relevant to your planned activities and, for each one selected, provide a concise explanation of the way(s) in which the issue is addressed in your plans. Please note that only the relevant Leonardo da Vinci priorities are listed below.

D.2.1. PROGRAMME GENERAL OBJECTIVES

Which objective(s) of the Programme does your proposal address? (Please refer to the Call for Proposals 2010 and the LLP Guide 2010)

- To support participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development, employability and participation in the European labour market (LEO-SpObj-a)
- To support improvements in quality and innovation in vocational education and training systems, institutions and practices (LEO-SpObj-b)
- To enhance the attractiveness of vocational education and training and mobility for employers and individuals and to facilitate the mobility of working trainees (LEO-SpObj-c)

D.2.2. PROGRAMME OPERATIONAL OBJECTIVES

Which of the following operational objectives does your proposal address? Please tick at least one of the boxes (Please refer to the Call for Proposals 2010 and the LLP Guide 2010 for further clarification).

- To improve the quality and to increase the volume of mobility throughout Europe of people involved in initial vocational education and training and in continuing training, so as to increase placements in enterprises to at least 80.000 per year by the end of the LLP (LEO-OpObj-1)
- To improve the quality and to increase the volume of co-operation between institutions or organisations providing learning opportunities, enterprises, social partners and other relevant bodies throughout Europe (LEO-OpObj-2)
- To facilitate the development of innovative practices in the field of vocational education and training other than at tertiary level, and their transfer, including from one participating country to others (LEO-OpObj-3)
- To improve the transparency and recognition of qualifications and competences, including those acquired through non-formal and informal learning (LEO-OpObj-4)
- To encourage the learning of modern foreign languages (LEO-OpObj-5)
- To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning (LEO-OpObj-6)



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D.2.3. EUROPEAN PRIORITIES OF LEONARDO DA VINCI

Which priority in the Call for Proposals 2010 does your proposal address? (Please indicate only one priority)

- Transparency and recognition of competences and qualifications (LEO-TraInno-1)
- Developing the quality and attractiveness of VET systems and practices (LEO-TraInno-2)
- Developing the skills and competences of VET teachers, trainers and tutors (LEO-TraInno-3)
- Develop Vocational Skills considering the labour market needs - 'New Skills for New Jobs' (LEO-TraInno-4)

D.2.4. CONTRIBUTION TO NATIONAL PRIORITIES

Which national priorities (if published on the website of the National Agency) does your proposal address?

Please explain how you will address these specific national priorities.

D.2.5. HORIZONTAL ISSUES

Which of the following issues does your proposal address directly?, Please tick at least one of the boxes:

- Promoting an awareness of the importance of cultural and linguistic diversity within Europe, as well as of the need to combat racism, prejudice and xenophobia
- Cultural and linguistic diversity
- Fight against racism and xenophobia
- Making provision for learners with special needs, and in particular by helping to promote their integration into mainstream education and training
- Promoting equality between men and women and contributing to combating all forms of discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation



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Equal opportunities men and women

Sexual discrimination, orientation

Racial or ethnic origin

Age

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D.3. PROJECT DESCRIPTION

Total numbers of partners including applicant	Total number of countries involved:	Total project costs, Euro	Total Community grant requested, Euro
3	0	0.00	0.00

D.3.1. WHY IS THIS PROJECT NECESSARY?

Explain the rationale of and background to the project by describing the problems or needs that it seeks to address (current situation in the countries involved, previous or preparatory work in the domain, the results of any needs analysis undertaken). Outline the main (published) indicators that illustrate these needs and include references to any declared national or European political priority in this area if relevant.

[Empty text box for project necessity explanation]

D.3.2. AIMS AND OBJECTIVES

Define the concrete aims and objectives of the project and describe the ways in which the situation set out under the needs analysis will be changed and addressed by the project. Then show how these aims and objectives are linked to the European priorities of the call selected under section C.2.3.

[Empty text box for aims and objectives]





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D.3.3. TYPE OF TRANSFER

Import / Export

FROM

TO

The transfer of innovation is:

Please explain the type of transfer and how your proposal implements the Transfer of Innovation from a (1) sectoral, (2) geographical and (3) any other perspective. Limit: 2500 characters.

D.3.4. INNOVATIVE RESULT(S) ON WHICH THE PROJECT IS BASED

Is the project based on similar or related projects funded by the LLP Programme and/or its predecessors and/or other similar programmes or initiatives in the last five years?

Does this proposal seek to exploit other existing materials?

Describe the innovative content or result/s your project is based upon:

- Describe the nature of the result/s on which this proposal is based (please refer to D.3.3 if appropriate).
- Describe the rationale behind choosing the above result/s as basis for this proposal
- How does your proposal use the result/s?
- What is the added value of your proposal compared to the previous project(s) (listed above)?

If the initial developer of the chosen result/s is not part of the current partnership, please provide a clear description of the relationship that the current partnership will establish with the initial developer. Limit: 5000 characters.



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[Empty orange box for application details]

Please enclose two copies of any product/s (produced or in course of production within the previous project(s) which will be used as a basis for the current proposal! Where possible electronic copies should be provided rather than hard copies (CD-ROM, links to websites).

D.3.5. PEDAGOGICAL MATERIALS

In case the proposal seeks to adapt and transfer pedagogical materials for learners or teaching staff, please:

a) describe the international state of the art and summary of limitations of existing pedagogical materials in this area. Limit: 2500 characters.

[Empty yellow box for answer a)

b) describe the methodological / didactic approaches on which the products will be based (c) outline the measures that will be adopted for testing the materials on target users. Limit: 2500 characters.

[Empty yellow box for answer b)

c) indicate how the planned project will contribute concretely to enhance the diversity of languages in its different activities, if applicable. Limit: 2500 characters.

[Empty yellow box for answer c)

D.3.6. QUALITY OF THE CONSORTIUM

Please present the consortium as a whole and describe its structure, functioning and experience in transnational cooperation and the rationale behind the distribution of activities in the consortium. Limit: 2500 characters.

[Empty orange box for consortium description]

Specify how effective cooperation and communication will be ensured between the partner institutions, and the specific arrangements envisaged for resolving any conflicts which may arise between the partners, identify where relevant, the allocation of tasks to third parties (external to the consortium itself) and explain why these tasks cannot be undertaken within the consortium. Limit: 2500 characters.



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D.3.7. EUROPEAN ADDED VALUE

Describe the benefits anticipated from the implementation of the proposal at an European level rather than at national or regional one. Limit: 2500 characters.

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D.4. METHODOLOGY AND WORKPLANS

Please give an overall description of the methodology and work plan in the project. Limit: 5000 characters + attachments, graphics = one A4 page.

D.4.1. WORK PACKAGES

Provide one table per work package (use the table below) and if needed add sub-tasks under each work package. Please add as many work packages as you require, including one for the management of the consortium.

Note: The work package/s on dissemination and exploitation of results should also be provided here! They should fit with the key outputs in section D.4.3.

Work package number	1			
Work package title	Start month	End month	Costs (euro)	Package leader (indicate legal name of the relevant partner)

Work package aims. Limit: 2500 characters.

Description of activities. Limit: 2500 characters.

Description of methodological / pedagogical framework (where relevant). Limit: 2500 characters.

Role and tasks of sub-contractors (if any). Limit: 2500 characters.

This work package will contribute to the achievement of the following expected result (please refer to the numbering and types of expected results in section D.4.2, respectively to the key outputs in section D.4.3)

N	Short description of result	



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D.4.2. EXPECTED RESULTS

What specific results are expected in the course of the project and on its completion? Please provide a detailed description of the expected results completing the table below

- type of result (e.g. handbook, curriculum, recognition procedure, new teaching/training method, etc.),
- target group(s) concerned (final users of the results)
- languages in which they will be available
- medium that will be used (e.g. CD-Rom, Internet, etc.),
- when they will be available,
- number of copies foreseen (if applicable)
- didactic methodology (if applicable)
- Others

Result number	1		
Short description of result			
Target group(s) / potential beneficiaries			
Language of the product		+	-
Medium that will be used		+	-
Availability (when?)			
Number of copies foreseen if applicable			
Didactical methodology (if applicable)			
Others			



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D.4.3. DISSEMINATION AND EXPLOITATION OF RESULTS

Please provide here a dissemination and exploitation plan and a timetable which clearly shows key outputs (should fit with the work package/s on dissemination and exploitation of results in section D.4.1).

Please describe how your dissemination and exploitation strategy ensures that the project results will be used with regards to the target group(s), target sector(s) and potential users such as social partners, VET policy makers etc. Please ensure that your plans for sustainability will enable the impact described in Section D.4.5 Expected Impact. Limit: 2500 characters.

Please demonstrate that the consortium has the capacity and necessary experience to carry out the dissemination and exploitation of results activities. Indicate the human and financial resources assigned to these tasks. Limit: 2500 characters.

D.4.4. QUALITY MANAGEMENT PLAN

Please provide a quality management plan: procedures, criteria and resources for monitoring and evaluation of the project; procedures, criteria and resources for internal and/or external evaluation - including quality control and testing, if applicable - of the interim and final results with regard to the needs of the target group(s) and sector(s) and of the potential end-users.

Please explain in particular how the target group/s and/or potential end-users will be involved in these activities. Limit: 2500 characters.



D.4.5. EXPECTED IMPACT

Please identify below the most suitable codes of educational field and level relevant to your target groups and sectors on which your proposal expects to have an impact.

Table with 4 columns: Educational field, Educational level, Economic sector, and two columns for '+' and '-' indicators.

Please describe the expected short term and long term impact of your proposal on (1) target groups and/or sector and (2) geographical target areas (local, regional, national, and/or European). Limit: each answer to 2500 characters.

Table with 3 columns: Impact type (Short term, Long term), Target group(s) and/or sectors, and Geographical areas (local, regional, national and/or European).

How do you intend to measure the described levels of impact achieved during the project (i.e. short-term impact)? Please describe qualitative and quantitative indicators for (1) impact on target groups/sectors and (2) on geographical areas.

1) Indicators for impact on target groups and/or sectors

Large empty text box for indicators on target groups and/or sectors.

2) Indicators for impact on geographical areas

Large empty text box for indicators on geographical areas.

Please describe (1) which aspects of your proposal (e.g. consortium, products and results, networks, etc) will be maintained after the Leonardo funding and (2) how you intend to manage them (e.g. financial and human resources, etc). In the case of products, please also specify how do you intend to sustain them (e.g. accreditation of materials, commercialisation, free of charge use etc.).

1) Aspects of the proposal which will continue after the Leonardo da Vinci funding

Large empty text box for aspects of the proposal which will continue after funding.

2) Mechanisms and resources to maintain them

Large empty text box for mechanisms and resources to maintain them.



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Please identify how your project will have a direct impact on (1) the national VET system of your country and (2) the national VET systems of your partners.

1) Expected impact on the national VET system of your country

2) Expected impact on the national VET system of your partners

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**E. BUDGET****E.1. DETAILS OF BUDGET CALCULATION**

Please justify how you have addressed the cost effectiveness in the proposed budget. Limit: 5000 characters.

E.2. STAFF

			Type of Staff											
			1. Manager			2. Researcher, teacher and / or trainer			3. Technical			4. Administrative		
Country	Overall total of working days	Overall total Staff costs	Number of working days	Cost per day	Total staff costs	Number of working days	Cost per day	Total staff costs	Number of working days	Cost per day	Total staff costs	Number of working days	Cost per day	Total staff costs
Total	0	0.00	0		0.00	0		0.00	0		0.00	0		0.00
P0	0	0.00			0.00			0.00			0.00			0.00
P1	0	0.00			0.00			0.00			0.00			0.00
P2	0	0.00			0.00			0.00			0.00			0.00

E.3. TRAVEL AND SUBSISTENCE

ESTIMATED travel and subsistence costs
All figures in Euro

Purpose of the journey	Country of destination	Partner (s)	Work package	Number of persons a	Number of days b	Daily subsistence cost per person c	Average price return journey d	Total costs aX[(bXc)+d]
Total				0	0			0.00
								0.00
Sub total		P0		0	0			0.00
Sub total		P1		0	0			0.00
Sub total		P2		0	0			0.00

E.4. SUBCONTRACTING



ESTIMATED subcontracting costs

All figures in Euro

Subcontract	Task description	Partner(s)	Work package	Total costs
	Total			0.00
Subcontract 1				
	Sub Total	P0		0.00
	Sub Total	P1		0.00
	Sub Total	P2		0.00

E.5. EQUIPMENT

ESTIMATED equipment costs

All figures in Euro

Description	Justification	Partner(s)	Work package	Number of items a	Cost per item b	Usage rate % c	Depreciation rate % d	Total costs aXbXcXd
Total equipment costs								0.00
								0.00
Sub total		P0						0.00
Sub total		P1						0.00
Sub total		P2						0.00

E.6. OTHER

ESTIMATED other costs

All figures in Euro

	Description	Partner(s)	Work package	Total costs
	Total			0.00
1				
	Sub total	P0		0.00
	Sub total	P1		0.00
	Sub total	P2		0.00

**E.7. EXPENDITURES AND REVENUE**

Project acronym:	
LLP action:	Leonardo Da Vinci - Transfer of Innovation

ESTIMATED EXPENDITURES and REVENUE by TYPE OF COSTS and by PARTNER

All figures in Euro

	Costs								Financing									
	Direct costs						Indirect costs	Total project expenditures		Community grant requested from LLP				Other sources		Total project revenues		
	A. Staff costs	Operations				B. Total operational costs				Total direct costs (A + B)	Total indirect costs (up to 7%)	Total	%	Grant total (up to 75%)	%			Partner's own funding
		1. Travel and subsistence	2. Subcontracting (up to 30%)	3. Equipment (up to 10%)	4. Other													
%																		
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
P0	0.00	0.00	0.00	0.00	0.00	0.00		0.00								0.00		
P1	0.00	0.00	0.00	0.00	0.00	0.00		0.00								0.00		
P2	0.00	0.00	0.00	0.00	0.00	0.00		0.00								0.00		

F. ELIGIBILITY CHECKLIST

Before sending in your application form to the National Agency, the following points should be addressed in order to ensure eligibility.

- Make sure that, in addition to the electronic form of your application, you also submit a signed paper version: in section J of the application form (see below) the paper version must bear the original signature of a person authorised by the applicant organisation. The signature also confirms that your organisation is not in a situation of the exclusion criteria and that you have the necessary capacity to successfully implement your project.
- Make sure that you have used the official application form for the activity planned in the project
- Make sure that all fields in the application form where you are required to fill in have been completed.
- The form is not handwritten (except for the signature of the 'Declaration')
- Make sure that you comply with the deadline published in the call.
- Make sure that the duration of your project is not shorter than 12 months and not longer than 24 months.
- Make sure that your organisation, the applicant organisation, has the status of a legal body.
- Be sure to comply with the minimum size of the consortium, i.e. partners from at least 3 countries (including the country of the applicant), including at least one from the European Union.
- The proposal has to be written in the language which will be used among the consortium partners for the implementation of the work programme. Should the working language of the consortium not be English, French or German then the summary in the application must be in English, French or German.
- Make sure that you have filled in the budget tables in detail.
- The application must include letters of intent from the obligatory minimum number of partners. *)
- If you are not a public body and your grant request exceeds EUR 25.000, please add a copy of the official accounts for the most recent financial year for which the accounts have been closed. **)

*) Faxed or scanned versions of letters of intent can be accepted at application stage provided that at contracting stage the originals are available.



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***) Public body: For the purpose of this call, all schools and higher education institutions specified by the participating countries and all institutions or organisations providing learning opportunities which have received over 50% of their annual revenues from public sources over the last two years or which are controlled by public bodies or their representatives, are considered as public bodies."official" means accounts certified by an appropriate external body, and/or published, and/or approved by the organisations general meeting.

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G. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

<http://www.edps.europa.eu/>

H. 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,

Request from my National Agency a grant for my organisation 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.
- 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:

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 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

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.

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.



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I. SUBMISSION

I.1. DATA VALIDATION

Validation of compulsory fields and rules

I.2. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

Print the application form

I.3. ALTERNATIVE SUBMISSION PROCEDURE

Creates a file to be sent by email to the National Agency

(To be used ONLY if online submission is not available. Please see instructions about this procedure in the "Applicant Guide")

J. SIGNATURE

SIGNATURE

I, the undersigned, certify that the information contained in this Application Form is correct to the best of my knowledge.

Applicant organisation (Full legal name): _____

Place: _____ Date: _____

Name: _____

Position: _____

Signature: _____

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

Stamp (if applicable):

Make sure that you also submit within the deadline 26 February 2010 (post mark date not later than this date) a signed paper version bearing the original signature of a person authorised by the applicant organisation.