Lifelong Learning Programme

Application and selection procedures
Call 2013 (EAC/S07/12)

Instructions for completing the Application Form and its attachments

Multilateral Projects, Networks, Accompanying Measures

Version 1, 28 September 2012

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1. ABOUT THE CALL, THE APPLICATION PROCEDURE AND THE SELECTION PROCEDURE

1.1 Presentation and organisation of these Instructions

In the framework of the Lifelong Learning Programme (LLP) the Executive Agency uses electronic submissions for all applications of the 2013 Call.

The LLP Application Form is designed to be used for more than 25 Actions that are **centralised** (submitted and selected at a European rather than a national level). The form uses definitions that are applicable to users in very different fields seeking funding for very different types of activities.

The purpose of this document is to offer guidance on the **content of the Application Form**, the application procedure and the rules that must be respected. It does not replace the specific *"eForm User Guide"* that is aimed at providing guidance on the technical aspects of completing and submitting the eForm, including details of the eForm Technical Helpdesk to answer any technical questions that applicants may have. This eForm User Guide has been published separately: http://eacea.ec.europa.eu/eforms/index_en.php

These detailed instructions follow the same order as the Application Form itself. Applicants who do not refer to these notes or who do not follow the instructions and guidance in them, risk submitting an incomplete or incorrect application, and therefore significantly reducing the chances of their application being successful.

This introduction includes general information regarding the application package contents and submission, detailed information on the assessment grids that will be used by the experts to evaluate the project proposals as well as a summary of the selection process.

1.2 Key innovations Call 2013

1.2.1 The participation of National Agencies in Multilateral Projects, Networks and Accompanying Measures

The LLP Guide Part Ia[1] states:

1.D Who can participate?:

"The LLP National Agencies as well as their staff are not eligible for any action of the Lifelong Learning Programme unless explicitly provided for. The legal entities hosting the LLP National Agencies can participate exclusively in actions managed through the Commission procedure".

3.B. b. Exclusion criteria for applicants

"The legal entities hosting the LLP National Agencies take all appropriate measures to document the absence of any kind of possible conflict of interest and double funding".

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[1] http://ec.europa.eu/education/llp/doc/call13/part1_en.pdf

Applications involving bodies that host National Agencies must provide, in Section F of the application form, a statement that describes and clarifies the separation of managerial responsibility with the National Agency and measures taken to avoid conflict of interest and double-funding. If the application is successful a formal declaration, may be required to confirm the statement included in the application form before a grant agreement is proposed. If the statement is not provided or if the arrangements are not as described, the partner concerned or the application may be declared ineligible.

1.2.2 All Grant Agreements for EU funds will change as of January 2013

The Financial Regulation of the European Commission is currently being revised with the aim of simplifying procedures thus facilitating access to EU funds by beneficiaries. As a result of this revision, a new Financial Regulation will be applicable as of 1 January 2013. Consequently, the financial guidelines and clauses of the grant agreements used for selected projects managed by the EACEA are currently being modified.

To summarise the main changes relevant to projects submitted under the LLP Call 2013:

1. Payment deadlines: the introduction of single payment deadlines (30/60/90). This means that:
    - The Pre-financing will be paid within 30 days instead of 45 days;
    - Payments that are subject to the submission of a report will be made within 60 days instead of 90 days.

2. Interest or profit resulting from a pre-financing payment for a grant is no longer to be taken into account for the calculation of the EU grant.

3. Financial guarantees are no longer requested for grants lower than or equal to 60.000 €.

4. Eligible costs – VAT: not recoverable VAT will be eligible except for activities of public authorities in Member States.

5. No profit rule (Receipts to be taken into account for the no profit principle): The notion of receipts shall be limited to income generated by the action/work programme and financial contributions from third parties specifically assigned to the financing of eligible costs. It does not include financing contributions used by the beneficiary to cover costs other than eligible costs.

In addition, as of 2013, the Executive Agency has introduced new rules for the final financial reporting. For all successful projects with a grant for an action of more than 60.000€, but less than 750.000€, the beneficiary will be required, as part of the Grant Agreement, to submit, in support of the final payment of the project, an "Audit Certificate on Final Financial Report – Type I", produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

For grants for an action of or more than 750.000 €, when the cumulative amounts of request for payment is at least 325.000 €, the "Audit Certificate on Final Financial Report – Type II" should be used.

More information about the procedure and the format to be followed can be found in the "Guidance Notes":

http://eacea.ec.europa.eu/about/eacea_documents_register_en.php#audit

1.2.3 New countries preparing to participate in the LLP

The Former Yugoslav Republic of Macedonia and Serbia are now participating countries[2] in the Lifelong Learning Programme. This means that organisations in these countries are eligible to participate both as partners and as applicants in the relevant centralised actions of the 2013 call for proposals.

The Call for proposals states that Montenegro, Albania, and Bosnia and Herzegovina may become eligible to participate in the Lifelong Learning Programme Call 2013 as LLP participating countries, **provided that the formal steps for participation for each country are completed in due time.** As a result, the eForm already anticipates their participation.

Applicants are encouraged to consider including partner organisations from these countries in their activities, but care should be taken to ensure that the project remains eligible and viable in case the formalities are not completed in time (see paragraph 1.6 New Countries below).

1.3 Contents of the Application Package

The Application Package consists of the following elements and must be downloaded from the website of the Executive Agency (http://eacea.ec.europa.eu/llp/funding/2013/call_lifelong_learning_2013.php)

eForm (administrative and general information):

Part A: Identification of the applicant and other organisations participating in the project (administrative information)

- A.1. Organisation
- A.2 Person responsible for the management of the application (contact person)
- A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Part B: Description of the project (general information)

- B.1 Summary of the project
- B.2 Lifelong Learning Programme Objectives and Priorities addressed
- B.3 Dates and languages
- B.4 Summary budget

[2] The Memorandum of Understanding was signed on 21 December 2011 with Serbia, and with the Former Yugoslav Republic of Macedonia on the 21 May 2012.

Attachments:

1. Detailed description of the project (word document)

Part C. Organisations and activities

Part D. Project characteristics

Part E. Impact, dissemination and exploitation, sustainability

Part F. Action or programme specific information

Part G. Work plan and work packages

Parts H and I: Third country participation (where applicable)

List of Associated Partners (where applicable)

2. Detailed budget tables and Workplan/Workpackages summary chart (excel tables)

Standard Excel tables containing details of all planned expenditure (including Third country participation) and revenues as well as a Gantt chart summarising the work packages.

3. Declaration of Honour by the Legal Representative of the Applicant Organisation (PDF, TIFF, JPEG)

4. Legal Entity Form (Applicant Organisation only) (PDF, TIFF, JPEG)

If any of the above parts of the application package are not submitted, not complete or not signed, the application may not be accepted. The Third country participation section and the list of the Associated Partners are optional and need to be included only where they are relevant to the application.

1.4 Deadlines and submission of the Application Package

Deadlines

Sub Programmes: Comenius, Leonardo da Vinci, Erasmus, Grundtvig (Multilateral projects, Networks and Accompanying Measures)	**31 January 2013** **(12:00 noon Central European Time)**
Transversal Programme: Key Activity 1 (Multilateral projects and Networks) Key Activity 2 (Multilateral projects, Networks and Accompanying Measures) Key Activity 3 (Multilateral projects and Networks) Key Activity 4 (Multilateral projects)	**28 February 2013** **(12:00 noon Central European Time)**

A complete application consists of the following:

One original Application Package (eForm and its four attachments as described in section 1.2 above). For all actions this package is to be submitted online following the instructions in sections 2 and 3 of this document and the eForm User Guide. No back-up copies are required.

Once the eForm including the four compulsory annexes has been submitted, a reference number is automatically generated on the eForm. In addition, a notification message will be sent by email to the contact person of the applicant organisation (or coordinating organisation, if applicable) to the address indicated in the eForm. Please ensure that the presentation of the package conforms to the instructions printed in the Call for Proposals, notably:

- The application should be completed electronically by computer and submitted online (no paper, no handwritten submissions, or submissions completed using a typewriter will be accepted).
- The eForm version must include the following compulsory attachments:

    1) Detailed description of the project (word document);
    2) Detailed budget tables and Work plan/Work packages summary chart (excel tables);
    3) a scanned version of the Declaration of Honour (duly completed and signed by the legal representative of the applicant organisation. Only applicable for grants above 60.000 €);
    4) a scanned copy of the duly completed Legal Entity Form.

- No information or documents other than the Application Package can be sent. Any further documents will not be taken into consideration in the evaluation of the application.

- No changes to the application can be made after the application has been submitted and the deadline has expired. However, if there is a need to clarify certain administrative aspects (e.g. contact details), the applicant may be contacted for this purpose.

- Please note the date and time of the online submission for your Programme/Action. Applicants are STRONGLY advised to submit their application well in advance of the deadline and to keep proof of the safe arrival of the application in the system.

- If you experience any technical problems during the submission, please contact the eForm Technical Helpdesk immediately (eacea-helpdesk@ec.europa.eu)

- If you have questions on the content of the eForm and the Annexes, please contact the helpdesk for the action concerned:
  http://eacea.ec.europa.eu/llp/funding/2013/call_lifelong_learning_2013.php#helpdesk

1.5 Key documents

Applicants will need to refer to the following documents in order to prepare their proposal and complete their eForm:

1.5.1 General Call for Proposals 2013

All core documentation has been published by DG EAC and is available from the following link:
http://ec.europa.eu/education/llp/official-documents-on-the-llp_en.htm

- **Legal Base (2007-2013)**

  - [**Decision 1720/2006/EC of the Parliament and of the Council of November 15 2006**
    (OJ L 327 of 24.11.06, p.45).]

  The Decision provides, among other things, definitions of terms, and a short overview of the various Actions of the Programme. Applicants will need to ensure that their application is related to and justified in terms of various objectives presented in the decision. Some are of a general nature and some are specific to the sub-programmes / key activities.

- **Official announcement of the Call for Proposals** 2013, includes the following documents:

  - **Strategic Priorities**

    This document specifies the objectives and priorities for each part of the programme. Applicants must justify their application against the published objectives and priorities, and therefore applicants should study the priorities for their part of the programme very closely before finalising the application.

  - **LLP Guide : Part I - General provisions**

    This text provides the complete funding framework including rules relating to project budgets, explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on the different eligibility, exclusion and selection criteria that are applied to each application through the selection procedure.

  - **LLP Guide : Part IIa - Sub-Programmes and Actions**

    This document explains the objectives, eligible participants and types of activities for each part of the programme as well as any Action-specific rules on eligibility. Applicants will need to include statements relating their application to the operational and specific objectives presented in this document.

  - **LLP Guide : Part IIb - Explanations by action**

    This document is an essential planning tool for applicants as it contains details for each type of action relating to minimum partnership, maximum grant and duration, detailed eligibility criteria as well as clear descriptions of which activities each part of the programme is designed to fund. It also contains the award criteria relating to each part of the programme.

1.5.2 Frequently Asked Questions (FAQs)

The Agency publishes the answers to questions that are frequently asked by potential applicants. It is very important for applicants to refer to these regularly to ensure that they benefit from clarification that has been asked for by other applicants and provided by the Commission or Agency. These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information. The FAQs include clarification on eligibility and interpretations / clarification of aspects of the official (legal) documentation. The FAQs will be updated regularly until the deadline for submission.

http://eacea.ec.europa.eu/llp/funding/2013/call_lifelong_learning_2013.php#faq

1.6 New countries

Albania, Bosnia and Herzegovina, and Montenegro may become eligible to participate, as of 2013, in the Lifelong Learning Programme, provided that the Memoranda of Understanding have been signed with these countries. In order to prepare for their involvement in the Call 2013, the eform already anticipates their participation.

Applicants are advised to ensure that the minimum eligible number of partner organisations and countries in an LLP application does not depend on the participation of partners in these countries. For this transition year it is advisable to avoid an application being coordinated by an organisation in one of these countries.

If the formalities are not completed before a decision has been taken, the Agency will work with successful project partnerships to ensure that, where possible, activities may still be supported, notably by applying the provisions laid out for Third Country participation.

Participation of the above mentioned countries will be limited to the centralised actions of the sectoral sub-programmes Comenius, Erasmus, Leonardo da Vinci and Grundtvig and of the Transversal programme of the Lifelong Learning Programme.

1.7 Priorities are exclusive

Where priorities are given in the LLP General Call for Proposals for the action concerned one of them must be satisfactorily addressed for a proposal to be eligible. Applications that do not address satisfactorily priorities where they exist, will not be considered for funding. Additionally, once all applications have been assessed, the Call for proposals allows for the possibility to ensure a balanced coverage of priorities. This could mean selecting an eligible application that is above the quality threshold that addresses a priority that other higher quality applications do not address adequately.

Priorities have been published for all actions, except for Accompanying Measures and Erasmus Academic Networks.

1.8 Third country participation

1.8.1 Background and context

Article 14(2) of the Decision establishing the Lifelong Learning Programme[3] (LLP) states that:

> *"Up to 1 % of the allocations of the Lifelong Learning Programme may be used to support the participation in partnership, project and network actions organised under the Lifelong*

[3] Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning, OJ L327/45 of 24 November 2006.

Learning Programme of partners from third countries which do not participate in the Lifelong Learning Programme under the provisions of Article 7."

This section outlines the rules relating to the participation of organisations in third countries.

1.8.2 Purpose of opening the LLP to international cooperation

The purpose of including Participation of third country organisations in the LLP is to help the programme attain the objectives set out in Article 1 of the Decision. The key statement of these objectives can be found in Article 1(2), where it is stated that the programme shall "contribute through lifelong learning to the development of the Community as an advanced knowledge-based society".

The primary purpose of cooperating with third countries in the framework of the LLP is therefore not to provide assistance and support to the countries concerned – this vital objective of EU policy is addressed essentially by the Union's external cooperation activities – but to underpin the process of improving the quality of education and training within Europe. Naturally, if the quality enhancement process can be two-way and the networking opportunities mutually beneficial, this will be more conducive to productive cooperation and generating the highest possible added value for all involved.

1.8.3 Actions open to third country participation

The table below outlines the Sub-programmes and actions which are included in the measures for third countries.

Sub-programme	Links to detailed information Guide to the programme 2012 - Explanations on the actions
Comenius	Multilateral projects
	Multilateral networks
Erasmus	Multilateral projects
	Multilateral networks
Leonardo da Vinci	Multilateral projects (Development of innovation)
	Multilateral networks
Grundtvig	Multilateral projects
	Multilateral networks
Transversal Programme	**Links to detailed information Guide to the programme 2013 – Explanations on the actions**
KA 1 Policy	KA1 Networks Multilateral projects (Roma) Multilateral networks (Roma)
KA 2 Languages	Multilateral projects (New materials / online courses / awareness raising)
	Multilateral networks
KA3 ICT	Multilateral projects
	Multilateral networks
KA4 Valorisation	Multilateral projects

1.8.4 Third countries eligible to participate and geographical priorities

The provisions and priorities are set out in the LLP Guide Part 1, Section 1.C.

Organisations in any third country outside the LLP participating countries may participate in a project if the applicant can justify the participation in the terms outlined in the LLP Guide:

> "projects and networks are at liberty in their applications to make a case for including partners **from other countries where the organisations concerned have demonstrably important expertise to share with their European counterparts**. In all instances the involvement of partners from third countries must be justified in terms of **the value added to experience within the European countries** participating in the programme".

This therefore underlines the importance of Third country participation enhancing the experience of the rest of the consortium in the project and the impact on the LLP participating countries.

Any country is eligible to participate, but the Programme Guide encourages applications including organisations in the following countries:

Definition from the LLP Guide	List of countries
Countries identified in Article 7 as being eligible to participate in the LLP in the future under certain circumstances, but for which the relevant agreements have not yet been concluded[4]	Montenegro, Albania, and Bosnia-Herzegovina.
Countries addressed by the European Union's Neighbourhood Policy and Russia	Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, the Occupied Palestinian Territory, Syria, Tunisia and Ukraine, Russia and Kosovo[5].
Countries identified by the EU as being of particular priority in the context of developing a strategic policy dialogue in education and training or multilingualism	Australia, Brazil, Canada, China, India, Israel, Japan, Mexico, New Zealand, South Africa, South Korea, USA

1.8.5 Practical implementation

Application and selection

Applicants may request involvement of partners from third countries, as **an additional option** in an otherwise normal application proposed by organisations from LLP countries. Please note:

- For applicants wishing to involve third countries, Parts H and I of the "Detailed Description of the project” must be completed. This contains a description of the proposed partners, their activities, the cost and the added value of their involvement. In addition, Part A of the eForm should be completed with data for each third country partner.

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[4] Organisations in Albania, Montenegro and Bosnia Herzegovina will be able to participate as full LLP partners as soon as the formal procedures have been completed with the signature of the Memorandum of Understanding. Applicants should refer to section 1.6 of this document for further advice.

[5] This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ opinion on the Kosovo Declaration of Independence.

- The main LLP proposal must be eligible (notably with respect to the minimum number of partners in LLP countries as specified in the LLP Guide Part IIb: http://ec.europa.eu/education/llp/actions_en.htm) and must be of sufficient quality to be selected according to the procedures presented in Section 1.9 below.
- The main application should not include activities taking place in a Third country (partnership meetings, conferences with LLP country partners' participation, etc.), unless the exceptional need for these events can be demonstrated in the LLP proposal.
- The involvement of third countries is an additional option to the main LLP proposal and as such should clearly contribute to the added value of the project as a whole.

The main LLP application will be assessed with the assistance of external experts, against the 8 published award criteria following the procedures laid out in section 1.9 below. The optional "third country" part of the LLP proposal will be assessed separately by the experts against an additional, specific award criterion for international cooperation:

9. International cooperation (where applicable). Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money.

A minimum quality threshold has been set at >2 out of 5. The score achieved for the 9th Award criterion will not be added to the score achieved by the main LLP application.

Consequently, the results of the selection for the Actions concerned could reflect any of the following situations:

- An application with third country participation
    - could achieve a high score against the 8 main award criteria for the substantive (LLP) project and a high score in the third country part. As a result the LLP part could be accepted and the Third country part could be accepted if there is funding available.
    - could achieve a high score against the 8 main award criteria for the substantive (LLP) project and a low score in the third country part (< 2/5). As a result the LLP part could be accepted depending on the funding available and the Third country part would be rejected.
    - could achieve a low score against the 8 main award criteria for the substantive (LLP) project and a high score in the third country part. In this scenario the whole proposal will be rejected.
- An LLP application with no third country participation could be accepted, rejected or placed on a reserve list according to the scores achieved against the 8 main award criteria.

There is therefore no specific advantage or disadvantage in opting for the possibility to include partners in third countries as the deciding factor in the selection is the quality of the main (LLP) application. Please note: no organisation may appear in a single application more than once (organisations in third countries may not appear both as an associated partner and as a Third Country partner).

Allocation of funds for third country participation to projects and networks

The maximum amount available for the substantive (LLP) project remains unchanged.
The maximum grant allowed for a project/network will increase in cases where third country participation is foreseen. The maximum additional allowable amount for third country participation in a project / network is fixed at €25,000. If a project/network wishes to involve more than one partner from a third country, the maximum grant of €25,000 still applies.

Please note:
A grant allocated to third country participants can only be used for the activities of these participants (no part of it may be used by the partners in the LLP participating countries). If the activities of third country participants are not realised or only partly realised, the final Third Country grant awarded will be reduced accordingly. Under no circumstances may Third Country partners use the grant awarded for LLP country partners. Similarly, the LLP country partners cannot use the grant awarded to Third Country partners.

A simplified budget table must be completed following the general schema outlined below. Please note that not all budget headings are eligible for organisations in third countries.

Budget heading	**Comments**
Staff costs	Applicants should base the third country staff budget on real daily staff cost rates. Staff costs may not exceed the normal costs for each staff category in the country concerned. Staff costs must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). Under no circumstances may the daily rate exceed the following maximum amounts: • Staff category 1 (maximum amount EUR 450/day) • Staff category 2 (maximum amount EUR 300/day) – University Professors • Staff category 3 (maximum amount EUR 250/day) • Staff category 4 (maximum amount EUR 125/day)
Travel	Real cost for travel to the LLP participating countries and within the home country
Subsistence	Maximum eligible daily subsistence rates for the destination country of the trip (update of 4 July 2012). Please note that the subsistence rates in the link below are only applicable for third countries. For subsistence rates for LLP countries, please refer to LLP Guide 2013, Part I – General Provisions, table 5b, page 46. http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiems_201207.pdf
Equipment	not eligible for 3rd country participants
<u>Subcontracting</u>	not eligible for 3rd country participants
Other costs	based on real costs
Indirect costs	eligible on the same basis as for the other organisations (up to a max 7% of total direct
Maximum grant	€25.000 per project
Maximum co-financing	75% of total eligible costs for third country participation

1.9 The Award Criteria, Assessment Grids and Scoring Mechanism

Below you will find the **Award Criteria** that will be used by external experts to evaluate the quality of each eligible application. The selection is conducted via peer review, and each application is assessed by at least 2 external experts who must reach a consensus on the scoring as well as the comments that are sent as feedback to each applicant. Applicants are **strongly advised** to take into account the award criteria published in the Call (Part IIb – Explanations by action) when preparing the information requested in the application and should ensure that their application covers each criterion adequately.

The Assessment Grids shown below have been designed in strict coherence with the provision for award criteria for the different actions published in the LLP Guide : Part IIb - Explanations by action. These will be used by the experts assessing the applications submitted to the Executive Agency under the Lifelong Learning Programme general Call for Proposals 2013. For each award criterion, the assessment grids list a number of points that the evaluators assessing the submitted applications will be asked to address and comment upon. The list of points to be addressed in the assessment is however not to be considered as exhaustive and, when writing the comments for a specific award criterion, evaluators will be free to address any other issue they feel relevant.

Experts will use a **rating scale** from 0 to 5 points to assess each award criterion. Scores are defined as follows:

0: No evidence:	fails to include a minimum amount of evidence to enable the criterion to be evaluated
1: Very weak:	addresses the criterion but with significant or many weaknesses
2: Weak:	addresses the criterion but with some weaknesses
THRESHOLD	
3: Acceptable:	addresses the criterion satisfactorily
4: Good:	addresses the criterion with some aspects of high quality
5: Very good:	addresses the criterion with all aspects of high quality

The total score for the application is the sum of the scores given to the 8 main award criteria. The maximum total points that a proposal may obtain is 40.

The assessment grids also show the thresholds (minimum number of points) that an application must attain to be considered for funding. Failure to reach the threshold in any criterion (> 2 points) or in the total score (> 24 points) will exclude the application. It is therefore important that applicants ensure that their application complies fully with each of the award criteria.

For Erasmus multilateral projects, **Knowledge Alliances** only, each award criterion has a different weighting (See Assessment grid 2).

Following the assessment of all proposals, a decision will be made to finance the projects receiving the highest scores based on their quality, as reflected in the award criteria, and achieving a balanced coverage of the priorities as explicitly stressed in the Call for proposals (Strategic priorities). A reserve list may also be drawn up.

Once the selection procedure is completed, applicants will receive as feedback, in addition to the total score of their application, comments and a score for each award criterion. For easier understanding, the total score will be communicated to applicants in %.

Third country participation (no impact on the selection results):

The score achieved for the 9th award criterion "Third country participation" will not be added to the total score of the 8 main award criteria. This award criterion is assessed separately from the main application and has no effect on the total score given by the experts. For the third country participation to be accepted it must achieve a score of > 2 points of this criterion.

Assessment grids and Feedback form:

1) Assessment grid 1, applying to the following programmes / actions:

1. Comenius (Multilateral Projects and Networks)
2. Erasmus (Multilateral Projects [with the exception of Knowledge Alliances] and Networks)
3. Leonardo da Vinci (Multilateral Networks)
4. Grundtvig (Multilateral Projects and Networks)
5. Transversal programme: Key Activity 1 (Roma Multilateral projects and Roma Networks), Key Activities 2 and 3 (Multilateral Projects and Networks) and Key Activity 4 (Multilateral Projects)

2) Assessment grid 2, applying to the following action:

Erasmus (Multilateral Projects: Knowledge Alliances)

2) Assessment grid 3, applying to the following action:

Leonardo da Vinci (Multilateral Projects – Development of Innovation)

3) Assessment grid 4, applying to the following programmes / actions:

1. Comenius (Accompanying Measures)
2. Erasmus (Accompanying Measures)
3. Leonardo da Vinci (Accompanying Measures)
4. Grundtvig (Accompanying Measures)
5. Transversal programme: Key Activity 1 (Policy Networks), Key Activity 2 (Accompanying Measures)

4) Feedback form: that will be sent to applicants with the comments of the evaluators.

5) Feedback form for Erasmus Multilateral Projects - Knowledge Alliances: that will be sent to applicants with the comments of the evaluators.

Assessment grid 1

Applicable to the following programmes / actions:

Comenius	Multilateral Projects
	Multilateral Networks
Erasmus	Multilateral Projects (with the exception of Knowledge Alliances)
	Multilateral Networks
Leonardo da Vinci	Multilateral Networks
Grundtvig	Multilateral Projects
	Multilateral Networks
KA 1 Policy	Roma Multilateral Projects Roma Multilateral Networks
KA 2 Languages	Multilateral Projects Multilateral Networks
KA3 ICT	Multilateral Projects Multilateral Networks
KA4 Valorisation	Multilateral Projects

	Award Criteria	Score	Threshold
1	**RELEVANCE**		
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 for the action concerned, at least one of them must be satisfactorily addressed.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The application clearly falls within the scope of the sectoral programme / key activity in which it has been submitted. ➢ Objectives and results of the application are clearly described, realistic and appropriate. ➢ The application clearly addresses one of the priorities for the action (if applicable). ➢ Problems / challenges addressed by the application are clearly described, and the proposed solutions are appropriate.		
2	**QUALITY OF THE WORK PROGRAMME**		
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Appropriate methodology for achieving the objectives stated in the application. ➢ Adequate and clear scheduling of activities to achieve the results proposed, including appropriate		

	outputs and milestones to allow project progress to be monitored. ➢ The work programme and project organisation ensure efficient, balanced and transparent co-operation during the project work.		
3	**INNOVATIVE CHARACTER**		
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Demonstration that the field of operation has been sufficiently explored to guarantee that the project is offering something new. ➢ Clear and convincing description of how the application offers something new to learners / user-groups and / or their educators and / or decision-makers in terms of learning opportunities, skills development, access to information, etc., - by adapting / transferring existing processes or products to new target groups / sectors / countries, or - by developing brand new solutions. ➢ If the application is based on a previous project, significant innovative added value compared to the previous project results is demonstrated.		
4	**QUALITY OF THE CONSORTIUM**		
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The consortium possesses the skills and competences required to ensure that the work programme can be undertaken efficiently, effectively and professionally. ➢ There is an appropriate distribution of tasks and a balanced implication of different partners in the implementation of the work programme, taking into account the complementary competencies, the nature of the activities and the countries involved.		
5	**EUROPEAN ADDED VALUE**		
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Clear demonstration that the issues addressed need a European-level approach. ➢ There are visible benefits accruing from the collaboration of organisations across national borders including concrete opportunities for: - trans-national, interdisciplinary, trans-sectoral etc. benefits; - transfer of knowledge and experience. ➢ The results of the project are exploitable in several European countries. ➢ The project includes activities that will result in the conditions being met for the effective generalisation / customisation of results (where appropriate). ➢ Linguistic and cultural issues have been appropriately addressed.		
6	**THE COST-BENEFIT RATIO**		
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	**… / 5**	**> 2 points**

	Points to be addressed in the assessment (non-exhaustive list): ➢ There is a consistency between the work programme and the budget; all aspects of the budget are clearly related to justified activities in the work programme. ➢ The budget provides for adequate resources (personnel, equipment, travel, financial, etc.) necessary for success, it is neither overestimated nor underestimated. ➢ The application demonstrates overall an efficient and effective use of resources to implement the project and value for money.		
7	**IMPACT**		
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Target groups are clearly identified and project results adequately address their needs. ➢ The application demonstrates a clear and concrete contribution – in terms of its impact on the target groups – to achieving the objectives of the sectoral programme / key activity, of the Lifelong Learning Programme and of relevant Community policies referred to in the Call. ➢ The foreseeable impact of the project on the target groups is significant.		
8	**QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)**		
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The application includes a plan for the exploitation / dissemination of results with appropriate and adequate resources that: - clearly identifies interested sectors and end users, and their needs - ensures consultation and involvement of end users in the project life - demonstrates clear activities throughout the project to ensure that the results / benefits will be spread throughout and beyond the consortium. ➢ The exploitation plan includes measures to ensure that the benefits will endure beyond the life of the project and assures sustainability of project results.		
	Total (points)	**… / 40**	**> 24 points**
	Total (%)	**… %**	**> 60 %**

9	**WHERE APPLICABLE: PARTICIPATION OF ORGANISATIONS FROM THIRD COUNTRIES**		
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Clear description of the added value for Europe of involving the third country partner(s). ➢ Relevant knowledge and experience from the third country partner(s) that is complementary to the remainder of the consortium. ➢ Good quality description of the activities/work package (s) of the third country partner(s). ➢ Appropriate impact on the target groups and on the dissemination strategy of the project. ➢ Demonstration of an efficient and effective use of resources and value for money.		

Assessment grid 2

Applicable to the following programme / action:

Erasmus Multilateral projects (Knowledge Alliances)

Erasmus			Multilateral Projects (Knowledge Alliances)		
	Award Criteria	**Score**	**Threshold**	*Weighting:*
1	**RELEVANCE**			*Weighting: 7,5%*
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 - Strategic priorities 2013 for the action concerned, at least one of them must be satisfactorily addressed.	**… / 5**	**> 2 points**	
	Points to be addressed in the assessment (non-exhaustive list): *Weighting: 7,5% - multiply received points by 0,6* ➢ The application clearly falls within the scope of the Erasmus Knowledge Alliances. ➢ Problems / challenges addressed by the application are clearly identified. ➢ The goal and the expected results of the project are coherent and consistent with the objectives of Knowledge Alliances; they are clearly described, realistic and appropriate.			
2	**QUALITY OF THE WORK PROGRAMME**			*Weighting: 12,5 %*
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.	**… / 5**	**> 2 points**	
	Points to be addressed in the assessment (non-exhaustive list): *Weighting: 12,5 % - multiply received points by 1* ➢ The quality, relevance and coherence of a set of activities that complement each other logically, the approaches set out in the work programme and the expected results; ➢ The overall planning, organisation and allocation of work between the different partners is clear and appropriate to achieving the goals of the project; ➢ The proposed outputs and milestones are appropriate to allow project progress to be monitored. ➢ The work programme and project organisation ensure efficient, balanced and transparent co-operation during the project work.			

<table>
<tr><td></td><td colspan="3"></td><td></td></tr>
<tr><td>3</td><td>INNOVATIVE CHARACTER</td><td></td><td></td><td>Weighting: 20%</td></tr>
<tr><td></td><td>The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.</td><td>… / 5</td><td>> 2 points</td><td></td></tr>
<tr><td></td><td colspan="3">Points to be addressed in the assessment (non-exhaustive list):

Weighting: 20% - multiply received points by 1,6

➢ The project provides innovative solutions to clearly identified needs, including innovative learning and teaching methods;
➢ The innovative nature of the partnership and of the approaches to cooperation between the partners.</td><td></td></tr>
<tr><td>4</td><td>QUALITY OF THE CONSORTIUM</td><td></td><td></td><td>Weighting: 25%</td></tr>
<tr><td></td><td>The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.</td><td>… / 5</td><td>> 2 points</td><td></td></tr>
<tr><td></td><td colspan="3">Points to be addressed in the assessment (non-exhaustive list):

Weighting: 25% - multiply received points by 2

➢ The combined skills, recognised expertise and competences of the partnership;
➢ A strong partnership with an appropriate mix of academia and business partners;
➢ The proposed partnership is in line with the goals of the action; the relevance and value of each partner is demonstrated;
➢ The workload and allocation of activities demonstrates the commitment and involvement of all partners.</td><td></td></tr>
<tr><td>5</td><td>EUROPEAN ADDED VALUE</td><td></td><td></td><td>Weighting: 7,5%</td></tr>
<tr><td></td><td>The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.</td><td>… / 5</td><td>> 2 points</td><td></td></tr>
</table>

	Points to be addressed in the assessment (non-exhaustive list): *Weighting: 7,5% - multiply received points by 0,6* ➢ The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated. ➢ There are visible benefits accruing from the collaboration of organisations across national borders including opportunities for: - trans-national, interdisciplinary, trans-sectoral etc. benefits; - transfer of knowledge and experience. ➢ The results of the project are exploitable in several European countries.			
6	**THE COST-BENEFIT RATIO**			*Weighting: 10%*
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	**… / 5**	**> 2 points**	
	Points to be addressed in the assessment (non-exhaustive list): *Weighting: 10% - multiply received points by 0,8* ➢ The project demonstrates value for money in terms of the activities planned relative to the budget foreseen; ➢ The budget reflects the division of labour amongst the partner organisations. ➢ The budget provides for adequate resources (personnel, equipment, travel, financial, etc.) necessary for success, it is neither overestimated nor underestimated. ➢ Expected leverage of additional, non-EU resources.			
7	**IMPACT**			*Weighting: 10 %*
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	**… / 5**	**> 2 points**	
	Points to be addressed in the assessment (non-exhaustive list): *Weighting: 10 % - multiply received points by 0,8* ➢ Expected impact of the project activities of/on the approaches, learning methods, partner organisations and target groups concerned are clearly defined and measures are in place to ensure that this impact is achieved; ➢ Expected impact on the partnership members beyond the project; changes in attitudes and working methods leading to new collaborations between HEI and businesses;			
8	**QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)**			*Weighting: 7,5 %*
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	**… / 5**	**> 2 points**	

	Points to be addressed in the assessment (non-exhaustive list): *Weighting: 7,5 % - multiply received points by 0,6* ➢ Expected impact on non-partnership members through dissemination activities; changing attitudes and working methods of other organisations and individuals leading to new collaborations between academia and businesses; ➢ The application includes a plan for the exploitation / dissemination of results with appropriate and adequate resources that: - clearly identifies interested sectors and end users, and their needs - ensures consultation and involvement of end users in the project life - demonstrates clear activities throughout the project to ensure that the results / benefits will be spread throughout and beyond the consortium. ➢ The exploitation plan includes measures to ensure that the benefits will endure beyond the life of the project and assures sustainability of project results.			
	Total (points)	**… / 40**	**> 24 points**	
	Total (%)	**… %**	**> 60 %**	

9	**Where applicable: Participation of organisations from Third Countries**		
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Clear description of the added value for Europe of involving the third country partner(s). ➢ Relevant knowledge and experience from the third country partner(s) that is complementary to the remainder of the consortium. ➢ Good quality description of the activities/work package (s) of the third country partner(s). ➢ Appropriate impact on the target groups and on the dissemination strategy of the project. ➢ Demonstration of an efficient and effective use of resources and value for money.		

Assessment grid 3

Applicable to the following programme / action:

Leonardo da Vinci Multilateral Projects (Development of Innovation)

	Award Criteria	Score	Threshold
1	RELEVANCE		
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 for the action concerned, at least one of them must be satisfactorily addressed.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The application clearly falls within the scope of the sectoral programme / key activity in which it has been submitted. ➢ Objectives and results of the application are clearly described, realistic and appropriate. ➢ The application clearly addresses one of the priorities for the action. ➢ Problems / challenges addressed by the application are clearly described, and the proposed solutions are appropriate.		
2	QUALITY OF THE WORK PROGRAMME		
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Appropriate methodology for achieving the objectives stated in the application. ➢ Adequate and clear scheduling of activities to achieve the results proposed, including appropriate outputs and milestones to allow project progress to be monitored. ➢ The work programme and project organisation ensure efficient, balanced and transparent co-operation during the project work.		
3	INNOVATIVE CHARACTER		
	The action will provide something new in terms of learning opportunities, skills development, access to information, etc as well as innovative solutions to actual identified needs of the target groups. It will achieve this by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.	**… / 5**	**> 2 points**

	Points to be addressed in the assessment (non-exhaustive list): ➢ Demonstration that the field of operation has been sufficiently explored to guarantee that the project is offering something new. ➢ Clear and convincing description of how the application offers something new to learners / user-groups and / or their educators and / or decision-makers in terms of learning opportunities, skills development, access to information, etc. by developing brand new solutions. ➢ If the application is based on a previous project, significant innovative added value compared to the previous project results is demonstrated.		
4	**QUALITY OF THE CONSORTIUM**		
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The consortium possesses the skills and competences required to ensure that the work programme can be undertaken efficiently, effectively and professionally. ➢ There is an appropriate distribution of tasks and a balanced implication of different partners in the implementation of the work programme, taking into account the complementary competencies, the nature of the activities and the countries involved.		
5	**EUROPEAN ADDED VALUE**		
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Clear demonstration that the issues addressed need a European-level approach. ➢ There are visible benefits accruing from the collaboration of organisations across national borders including concrete opportunities for: - trans-national, interdisciplinary, trans-sectoral etc. benefits; - transfer of knowledge and experience. ➢ The results of the project are exploitable in several European countries. ➢ The project includes activities that will result in the conditions being met for the effective generalisation / customisation of results (where appropriate). ➢ Linguistic and cultural issues have been appropriately addressed.		
6	**THE COST-BENEFIT RATIO**		
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ There is a consistency between the work programme and the budget; all aspects of the budget are clearly related to justified activities in the work programme. ➢ The budget provides for adequate resources (personnel, equipment, travel, financial, etc.) necessary for success, it is neither overestimated nor underestimated. ➢ The application demonstrates overall an efficient and effective use of resources to implement the project and value for money.		
7	**IMPACT**		
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	**… / 5**	**> 2 points**

	Points to be addressed in the assessment (non-exhaustive list): ➢ Target groups are clearly identified and project results adequately address their needs. ➢ The application demonstrates a clear and concrete contribution – in terms of its impact on the target groups – to achieving the objectives of the sectoral programme / key activity, of the Lifelong Learning Programme and of relevant Community policies referred to in the Call. ➢ The foreseeable impact of the project on the target groups is significant.		
8	**QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)**		
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The application includes a plan for the exploitation / dissemination of results with appropriate and adequate resources that: - clearly identifies interested sectors and end users, and their needs - ensures consultation and involvement of end users in the project life - demonstrates clear activities throughout the project to ensure that the results / benefits will be spread throughout and beyond the consortium. ➢ The exploitation plan includes measures to ensure that the benefits will endure beyond the life of the project and assures sustainability of project results.		
	Total (points)	**… / 40**	**> 24 points**
	Total (%)	**… %**	**> 60 %**

9	**WHERE APPLICABLE: PARTICIPATION OF ORGANISATIONS FROM THIRD COUNTRIES**		
	Third country participation adds value to the grant application, the activities proposed for the third country partner(s) are appropriate and the budget required for this purpose represents good value for money	**… / 5**	**> 2 points**
	➢ *Points to be addressed in the assessment (non-exhaustive list):* ➢ Clear description of the added value for Europe of involving the third country partner(s). ➢ Relevant knowledge and experience from the third country partner(s) that is complementary to the remainder of the consortium. ➢ Good quality description of the activities/work package (s) of the third country partner(s). ➢ Appropriate impact on the target groups and on the dissemination strategy of the project. ➢ Demonstration of an efficient and effective use of resources and value for money.		

Assessment grid 4

Applicable to the following programmes / actions:

Comenius	Accompanying Measures
Erasmus	Accompanying Measures
Leonardo da Vinci	Accompanying Measures
Grundtvig	Accompanying Measures
KA 2 Languages	Accompanying Measures
KA 1 Policy	Networks

	Award Criteria	Score	Threshold
1	**RELEVANCE**		
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where priorities are given in the LLP General Call for Proposals 2011-2013 for the action concerned, at least one of them must be satisfactorily addressed.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The application clearly falls within the scope of the sectoral programme / key activity in which it has been submitted. ➢ Objectives and results of the application are clearly described, realistic and appropriate. ➢ The application clearly addresses one of the priorities for the action (if applicable). ➢ Problems / challenges addressed by the application are clearly described, and the proposed solutions are appropriate.		
2	**QUALITY OF THE WORK PROGRAMME**		
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget. The work programme includes specific measures for evaluation of processes and deliverables.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Appropriate methodology for achieving the objectives stated in the application. ➢ Adequate and clear scheduling of activities to achieve the results proposed, including appropriate outputs and milestones to allow project progress to be monitored. ➢ The work programme and project organisation ensure efficient, balanced and transparent co-operation during the project work.		
3	**INNOVATIVE CHARACTER**		
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and	**… / 5**	**> 2 points**

	transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.		
	Points to be addressed in the assessment (non-exhaustive list): ➢ Demonstration that the field of operation has been sufficiently explored to guarantee that the project is offering something new. ➢ Clear and convincing description of how the application offers something new to learners / user-groups and / or their educators and / or decision-makers in terms of learning opportunities, skills development, access to information, etc., - by adapting / transferring existing processes or products to new target groups / sectors / countries, or - by developing brand new solutions. ➢ If the application is based on a previous project, significant innovative added value compared to the previous project results is demonstrated.		
4	**QUALITY OF THE CONSORTIUM**		
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The consortium possesses the skills and competences required to ensure that the work programme can be undertaken efficiently, effectively and professionally. ➢ There is an appropriate distribution of tasks and a balanced implication of different partners in the implementation of the work programme, taking into account the complementary competencies, the nature of the activities and the countries involved		
5	**EUROPEAN ADDED VALUE**		
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Clear demonstration that the issues addressed need a European-level approach. ➢ There are visible benefits accruing from the collaboration of organisations across national borders including concrete opportunities for: - trans-national, interdisciplinary, trans-sectoral etc. benefits; - transfer of knowledge and experience. ➢ The results of the project are exploitable in several European countries. ➢ The project includes activities that will result in the conditions being met for the effective generalisation / customisation of results (where appropriate). ➢ Linguistic and cultural issues have been appropriately addressed.		
6	**THE COST-BENEFIT RATIO**		
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ There is a consistency between the work programme and the budget; all aspects of the budget are clearly related to justified activities in the work programme. ➢ The budget provides for adequate resources (personnel, equipment, travel, financial, etc.) necessary for success, it is neither overestimated nor underestimated. ➢ The application demonstrates overall an efficient and effective use of resources to implement the project and value for money.		
7	**IMPACT**		

	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ Target groups are clearly identified and project results adequately address their needs. ➢ The application demonstrates a clear and concrete contribution – in terms of its impact on the target groups – to achieving the objectives of the sectoral programme / key activity, of the Lifelong Learning Programme and of relevant Community policies referred to in the Call. ➢ The foreseeable impact of the project on the target groups is significant.		
8	**QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)**		
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.	**… / 5**	**> 2 points**
	Points to be addressed in the assessment (non-exhaustive list): ➢ The application includes a plan for the exploitation / dissemination of results with appropriate and adequate resources that: - clearly identifies interested sectors and end users, and their needs - ensures consultation and involvement of end users in the project life - demonstrates clear activities throughout the project to ensure that the results / benefits will be spread throughout and beyond the consortium. ➢ The exploitation plan includes measures to ensure that the benefits will endure beyond the life of the project and assures sustainability of project results.		
	Total (points)	**… / 40**	**> 24 points**
	Total (%)	**… %**	**> 60 %**

Feedback form

Applicants will receive feedback on their application in the following format, which includes – in addition to the total score – comment and score for each award criterion.

	Award Criteria	Score	Threshold
1	**RELEVANCE**	**… / 5**	**> 2 points**
	Comments:		
2	**QUALITY OF THE WORK PROGRAMME**	**… / 5**	**> 2 points**
	Comments:		
3	**INNOVATIVE CHARACTER**	**… / 5**	**> 2 points**
	Comments:		
4	**QUALITY OF THE CONSORTIUM**	**… / 5**	**> 2 points**
	Comments:		
5	**EUROPEAN ADDED VALUE**	**… / 5**	**> 2 points**
	Comments:		
6	**THE COST-BENEFIT RATIO**	**… / 5**	**> 2 points**
	Comments:		
7	**IMPACT**	**… / 5**	**> 2 points**
	Comments:		
8	**QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)**	**… / 5**	**> 2 points**
	Comments:		
	Total (points)	**… / 40**	**> 24 points**
	Total (%)	**… %**	**> 60 %**

If applicable:

9	**PARTICIPATION OF ORGANISATIONS FROM THIRD COUNTRIES**	**… / 5**	**> 2 points**
	Comments:		

Feedback form
Erasmus Multilateral Projects Knowledge Alliances

	Award Criteria	Score	Threshold	Weighting
1	**RELEVANCE**	**… / 5**	**> 2 points**	*Weighting: 7,5%*
	Comments: *Weighting: 7,5% - multiply received points by 0,6*			
2	**QUALITY OF THE WORK PROGRAMME**	**… / 5**	**> 2 points**	*Weighting: 12,5 %*
	Comments: *Weighting: 12,5 % - multiply received points by 1*			
3	**INNOVATIVE CHARACTER**	**… / 5**	**> 2 points**	*Weighting: 20%*
	Comments: *Weighting: 20% - multiply received points by 1,6*			
4	**QUALITY OF THE CONSORTIUM**	**… / 5**	**> 2 points**	*Weighting: 25%*
	Comments: *Weighting: 25% - multiply received points by 2*			
5	**EUROPEAN ADDED VALUE**	**… / 5**	**> 2 points**	*Weighting:7,5%*
	Comments: *Weighting:7,5% - multiply received points by 0,6*			
6	**THE COST-BENEFIT RATIO**	**… / 5**	**> 2 points**	*Weighting: 10%*
	Comments: *Weighting: 10% - multiply received points by 0,8*			
7	**IMPACT**	**… / 5**	**> 2 points**	*Weighting: 10%*
	Comments: *Weighting: 10 % - multiply received points by 0,8*			
8	**QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS)**	**… / 5**	**> 2 points**	*Weighting: 7,5 %*
	Comments: *Weighting: 7,5 % - multiply received points by 0,6*			
	Total (points)	**… / 40**	**> 24 points**	
	Total (%)	**… %**	**> 60 %**	

If applicable:

9	**PARTICIPATION OF ORGANISATIONS FROM THIRD COUNTRIES**	**… / 5**	**> 2 points**
	Comments:		

Specific questions addressed to experts assessing the applications

1) Is the application clearly addressing the action to which it is submitted?

Yes: ☐ **No:** ☐

Explanation:

If the answer is no, indicate whether the application is clearly addressing another action:

Yes: ☐ name: …………………………..

No: ☐

2) The action has published priorities and the application <u>does not</u> address the priority/ies indicated in section B.2 of the application form.

True: ☐☐

Explanation:

3) Transversality of activity: <u>Only for Key Activity 2 and 3</u>

The application complies with the requirement for Key Activity 2 and 3 that at least 2 LLP sub-programmes are addressed, in terms of beneficiaries / users / target groups.

Yes: ☐**No:** ☐

Explanation:

4) Competence of consortium in target language(s): only for KA2 Languages Multilateral projects concerned with the development of pedagogical materials for the learning of specific languages

- For target languages recognised (i.e. used / spoken as national, regional/minority languages) in participating (eligible) countries: at least 1 organisation established in the eligible country where the target language is recognised must be present in the consortium.

  Yes: ☐**No:** ☐

  Explanation:

- For languages that have the status of a national, regional or minority language of a country that is not eligible to participate in the LLP: at least 1 organisation that teaches the language(s) concerned, established in one of the countries eligible to participate in the LLP.

  Yes: ☐**No:** ☐

  Explanation:

1.10 Summary of the selection procedure

In order to be considered for funding, applications need to conform to the Eligibility Criteria, Exclusion Criteria and Selection Criteria presented in Lifelong Learning Programme Guide – General provisions, Part 1:

http://ec.europa.eu/education/llp/doc/call13/part1_en.pdf

The 2-stage procedure has been established to ensure that only applications that have been pre-selected will be asked to submit the documentation required to complete the process of issuing contracts.
The table below summarises how the selection procedure incorporates the analysis of each of the Criteria across the 2 stages.

Stage 1 **Selection**	**Deadline 31/01/2013** **Sub Programmes**	**Deadline28/02/2013** **Transversal Programme**
	Submit 1 original application package: **eForm and** **Attachments:** 1. Detailed description of the project (word) 2. Detailed budget tables and Workplan/Workpackages summary chart (excel) 3 Declaration of Honour by the Legal Representative of the Applicant Organisation (PDF, TIFF, JPEG) 4 Legal Entity Form (Applicant Organisation only) (PDF, TIFF, JPEG)	
Eligibility check	**Please see Call for Proposals Part IIa: country, applicants, applications** Date of submission, minimum partnership, signature of the legal representative of the applicant organisation, correct application form and submission procedure, duration of the activity, complete application package, co-financing requirements, language of the application. Applications that do not conform to the minimum criteria at this stage cannot be considered further. These applicants will receive an explanation in writing of the reasons for ineligibility.	
Exclusion criteria	The Declaration of Honour must be completed where required (boxes ticked, amount of grant request provided and consistent with the rest of the application package) and must carry the signature of the legal representative of the applicant organisation as specified in the application form itself. The Declaration of Honour should only be signed and submitted by applicants who apply for grants higher than EUR 60 000. The total grant amount indicated in the Declaration must correspond with this indicated in the eForm (section B.4) and in the budget tables in annex.	
Evaluation of application against Award Criteria and Selection Criteria (Technical capacity)	Each application is assessed in two steps using a **peer review** process: • **First step**: independent assessment by 2 experts giving their comments and a score based on the award criteria published in the Call. • **Second step**: both experts agree a common position on the score and prepare a single consolidation form (feedback to the applicant) according to the award	

	criteria. If the two experts cannot agree then the application is assessed by a third expert. The score is reached in accordance with the scoring grid presented in Section on the Award Criteria, Assessment Grids and Scoring Mechanism. In the context of the award criteria relating to the Quality of the Consortium and the Work Programme, experts also give a view on the operational capacity of the participating organisations using the information provided in Section C of the attachment "Detailed description of the project" (General description of each organisation, the role of each organisation in the proposed project and the skills and experience of key staff). The information provided in this part of the application replaces the need for CVs of key staff.	
Third countries participation	Where applicants include the participation of organisations from 3rd countries, their application for 3rd country participation is assessed separately from the main LLP application on the basis of the 9th award criterion) and has no effect on the total score given by the experts. See section on Third countries participation.	
Selection decision	A decision will be made to finance the projects receiving the highest scores based on their quality as reflected in the standard award criteria and achieving a balanced coverage of the priorities. The approval of applications that include 3rd country participation may include or exclude the proposed 3rd country participation depending on the quality of the application and the budgets available. A reserve list may also be drawn up.	
Publication/Notification of results	All applicants are notified in writing of the results of the selection procedure. The Agency publishes the list of projects that are eligible and that could potentially be approved for co-funding on its website after all applicants have been notified individually.	
Stage 2 **Contractualisation**	**Sub Programmes** **Probable date: July**	**Transversal Programme** **Probable date: July**
Complete documentation	Applicants have **10 working days** to provide all annexes required to complete the process of preparing contracts. If the notification falls during the holiday period the deadline may be extended. Applicants are strongly advised to ensure that partner organisations are consulted very early in order to be familiar with their contractual obligations if the application is selected. Note in particular that the acceptance of an application is based, among other issues, on the assessment of the quality of the consortium, the quality of the work programme and the cost-benefit ratio. All three elements require the active contribution of the individual partners. In all instances the complete set of documents must be correctly submitted no later than 1 month before the start date of the project (unless a prior approval is obtained from the Executive Agency): **All shortlisted applicants** Multi-beneficiary Grant Agreement: **Letter of Mandate** with original/scanned or electronic signature from each of the organisations involved in the consortium (one for each partner in the consortium).	

	Mono-beneficiary Grant agreement: Original **Letter of Intent** from each organisation involved in the consortium (one for each partner in the consortium). Only applicable to Erasmus Networks and unilateral projects. **Financial Identification form** (applicant organisation only) This must be either signed by the bank concerned or accompanied by a recent bank statement. http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm **Statutes of the Applicant Organisation** (applicant organisation only) Applicant organisations that do not have the status of a "Public Body" according to their National Legislation or as defined in Article B.7 of the Annex to the LLP Decision http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:327:0045:0068:en:PDF should also submit the following documents: **Financial Capacity Form** A financial capacity form will only be requested, where applicable, for applications with a grant requested higher than 60.000 €. A copy of the certified Balance Sheet and Profit and Loss Accounts for the last two years in accordance with national law.
Additional information on Other EU grants	Additional information on financial support of EU programmes in the past will be requested before the end of the contractualisation to ensure the absence of double funding for the same project. For the current Call for proposals, organisations may participate in several applications at the same time but the same project may not be co-financed under two separate parts of the Programme or in different programmes. If the Agency discovers an involvement that has not been declared, the matter will be investigated and may lead to the elimination of one or all related applications.
Finalisation of documentation check	Applications are complete: all annexes required have been submitted correctly and duly signed. Applications that are incomplete or incorrectly submitted at the end of this period cannot be considered further.
Selection criteria (Financial Capacity)	The analysis is completed by Agency Staff based on documents provided by the applicants who have passed to Stage 2. This may result in the need for applicant organisations that do not have the status of a public body and without sufficient financial capacity as a private organisation to provide a Financial Guarantee to the value of the pre-financing payment(s). Financial guarantees are no longer requested for grants equal to or lower than 60.000 €.
Notification - contractualisation	The Agency will issue a Grant Agreement for successful applicants who have correctly submitted the documentation required for Stage 2. The date of issue will depend on the amount of time taken to submit the documentation listed above. The Agency may cancel the offer of a Grant Agreement for selected applicants who pass to phase 2 but who fail to submit the required documentation.
Grant Agreements and terminology used	Please note that the standard grant agreements and Model mandate letters of the Agency are currently under revision due to the entry into force of the new Financial Regulation and its Rules of Application as from 01 January 2013.

	For information updates and for the publication of the new draft grant agreements and model mandate letters, please visit our website: http://eacea.ec.europa.eu/llp/funding/2013/call_lifelong_learning_2013.php

2. THE APPLICATION PACKAGE - THE E-FORM

For all actions, Multilateral projects, Networks, Accompanying Measures, applications must be submitted by eForm.

The eForm is an Adobe development and applicants should ensure that they can install Adobe version 8.1.5 or higher on the computer they will be using to complete the application form. The form is downloaded onto a local computer and completed remotely. Once the text is ready and the attachments are linked to the application, it has to be submitted using an internet connection.

The eForm is constructed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed. Full details of these are available in the **eForm User Guide,** which is published alongside the eForm.

Please, note that, **all fields marked with * are obligatory**.

2.1. Cover page of the application form

Programme	LIFELONG LEARNING PROGRAMME Centralized
Sub-programme * :	Drop down list
Call for proposals	**DG EAC/S07/12**
Action * :	Drop down list
Sub-action * :	N/A except Erasmus and KA2 Multilateral Projects only: drop down list
Deadline for submission	Automatic based on choices above. The submission facility will be blocked once the deadline has passed
Project title * :	Choose a title that will be meaningful to someone who knows nothing about the content of the
Project acronym * :	The acronym must not exceed 7 characters. It can contain letters (Latin characters only), numbers and common punctuation marks.
Language used to complete the form * :	Drop down list: EU official languages only

Nine fields appear on the cover page of the eForm. The **programme** will be automatically filled with 'Lifelong Learning Programme Centralized', then, you have to select a **sub-programme** and an **action** from the drop down list. For all the actions, except *Erasmus Multilateral Projects* and *KA2 Multilateral projects*, the field **sub-action** is non-applicable, and it will be filled in automatically.

If you have selected *Erasmus Multilateral Projects*, please note that the field sub-action corresponds to the Erasmus priorities. You must choose one of the following priorities:

1. Increasing attainment levels and strengthening the social dimension of higher education
2. Improving the quality and relevance of higher education, including through cooperation between HEIs and the labour market
3. Strengthening quality through mobility and cross-border cooperation
4. Knowledge Alliances
5. Improving governance and funding

If you have selected *KA2 Multilateral Projects* as an action, you must choose one of these priorities:

1. Awareness raising
2. Awareness raising and development of new materials and/or on-line courses
3. Development of new materials and/or on-line courses

The **deadline for submission** will appear automatically based on choices made. You should choose a project **title** that will be meaningful to someone who knows nothing about the content of the project and an **acronym**. The **acronym** must not exceed 7 characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

The language used to complete the form must be an official EU language and must be a language that is understood by all the members of your consortium. The application form must be completed in **one language** only. Do not provide information on individual Partners in various languages as the experts selected to assess your application will not necessarily be able to understand the various languages used.

2.2. Participation 3rd country partners (optional)

☒ *This application includes participation and budget for third country partner(s)*

If your application includes the participation of Third Country Partner(s), you need to tick the box above. A specific summary budget for these partners will appear in the section B.4 and you have to fill it in. You have also to complete information for third country partner(s) using the function "Add organisation".

Only enter third country partner(s) once all other partners have been recorded. Please note that the form automatically pushes the third country partner(s) to the end of the summary list of partner organisations; thus given them the highest partner numbers.

2.3. Part A. Identification of the applicant and other organisations participating in the project

The applicant organisation has to complete the following sections:
- A.1 Organisation: please note that the **Erasmus University Charter** number has to be filled for the Erasmus applicant organisation only;
- A.2 Person responsible for the management of the project (contact person): the **«contact person»** of the applicant organisation is the person responsible for the daily management, coordination and monitoring of the project activities as well as for the submission of reports on activities and outcomes. The contact person is the person in the applicant organisation who can be contacted apart from the Legal representative.
- A.3 Person authorised to represent the organisation in legally binding agreements (legal representative): the person identified as legal representative of the applicant organisation must also sign the **Declaration of Honour** and the **Legal Entity Form**.

Please note that:

- The number allocated to each organisation (P1, P2, etc) should be used where required, throughout the form and its annexes. It is advisable to proceed in the following order:
    - complete all partner data in the eForm to obtain all "Pn" numbers,
    - complete the annex 2 "Detailed budget tables and Workplan/Workpackages summary chart" (excel tables),
    - complete the budget part of the eForm (section B.4).

- Where applications are made from single organisations only the applicant organisation sheet should be completed (Check the Lifelong Learning Guide Part IIb to identify the minimum partnership requirement http://ec.europa.eu/education/llp/doc/call13/fiches_en.pdf).

- Where an application is made by a **European Organisation** (e.g. an EEIG or an association with member organisations in several eligible countries), the member making the application should tick applicant organisations and the other members taking part in the project should each complete a sheet for partner organisations.

  A European Organisation or association that has member bodies in at least the minimum number of eligible countries is considered to be an eligible consortium / network if

  (a) the member bodies themselves satisfy the eligibility criteria.

  (b) the members bodies are actively participating in the action/project (they should be visible in their own right in the work programme).

  (c) each member body has a legal identity (in other words has a formal status that is registered with the relevant authorities in the country concerned) all other eligibility criteria also apply.

- For Erasmus multilateral projects, **Knowledge Alliances** only, at least one Higher Education Institution and at least one enterprise must be full partners in the partnership.

If such an organisation does not cover the minimum number of eligible countries or if the minimum of active partners is not obtained, the consortium would need to include eligible organisations in other eligible countries to participate in the action/project.

If the organisation or association includes member bodies in countries that are not eligible to participate or have not finalised the formal steps to fully participate in the programme, these member bodies will be considered as associate (silent/ineligible) or third country partners. For associate partners, no part of the costs associated with that body can be considered as eligible.

Part A: Identification of the applicant and other organisations participating in the project.

This part must be completed separately for each organisation participating in the project.

A.1 Organisation

By default, Part A always starts with the applicant organisation, identified as "P1". This is the only organisation record that cannot be deleted.

Partner number P1

Role in the application Applicant Organisation

Full name of the organisation * : Should be identical to the name provided in the Organisation Statutes and in the Legal Entity Form

Full name of the organisation in Latin characters (if applicable)

Acronym * : Provide a short name that can be used in tables to identify this

Erasmus University Charter number (if applicable) Erasmus Applicant Organisations only

Status * : Drop down list

Type of organisation * : Drop down list

Department / Faculty

Registered address

Street * : *Number*

Post code * : **Town * :**

Country * : Drop down list **Region * :** Drop down list

Internet address:

Telephone 1 * : *Telephone 2* *Fax*

In the section A1, the partner numbers (P1, P2, etc) and their role in the application (Applicant Organisation, Management Coordinator, Partner or Third Country) appear automatically. You have to provide the full name of the organisation, which should be identical to the name provided in the Statutes of your organisation and in the Legal Entity Form. If the name organisation it is not in Latin characters, the full name of the organisation in Latin characters has to be filled in. Write the acronym of the organisation, and choose from the drop down list, the status and the type of organisation.

Please fill in the department/faculty, the internet address, the telephone and the registered address of your organisation (the street, number, postcode and town have to be completed and the country and region be selected from a drop down list).

A.2 Person responsible for the management of the application (contact person)

Title * : | Family name * : | First name * :

Role in the organisation * : | E-mail address * :

☐ *Check this box if the address is different from the address provided in section A.1*

In the section A.2, complete **the title, family name, first name, role in the organisation and e-mail address** of the person who is responsible for the management of the application (contact person) in your organisation. If the **«contact person»** has a different address from the registered address of the organisation, click on the box above and provide the address and telephone number.

The management coordination of the project can be undertaken by the applicant organisation or by one of the partner organisations. If a partner organisation is responsible for the management coordination of the project, click on the box below which is situated at the bottom of the section A3. A new complete part A will appear. Please fill in all the new section A1 and A2 with the data of the partner organisation coordinating the project ("Management Coordinating Organisation"). Please also note that all official communication with the project is done via the contact person of the applicant organisation. In case the partnership has a co-ordinating organisation, all communication will be done via the contact person of the management co-ordinating organisation.

☐ ***Check this box if the Coordinating Organisation is different from the Applicant Organisation***

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Title * : | Family name * : | First name * :

E-mail * :

Role in the organisation * :

☐ *Check this box if the address is different from the address provided in section A.1*

Section A.3 will have to be filled in for the applicant organisation only (it will not be displayed for other participating organisations). If the **Legal representative** has a different address from the registered address, click on the box above to access the fields necessary to provide this information.

If the application is successful, the Legal representative, will also be required to sign the Grant Agreement and other associated documents. If the application is signed by a different person, or if it is discovered in later stages of the selection or during contracting that the person identified as the Legal representative does not have the authority to sign, the application may be declared ineligible: an invalid signature could lead therefore to the rejection of the application.

Address:

Street * : Number

Post code * : Town * :

Country * : Region * :

☐ *Check this box if the organisation responsible for the management of the application/project (Management Coordinator) is different from the Applicant Organisation.*

Partner Controls

Number of partners to add 0 *Number of third countries to add* 0

Add organisation(s)

The applicant organisation has to add the **number of partners** from the LLP participating countries and the number of partners from third countries.

A new part A will be automatically generated for each partner organisation. Please fill in the new section A1 and A2 with the data of each partner organisation. A number will be allocated to each organisation (P1, P2, etc). Please note that the same numbering should be used where required, throughout the form and its annexes.

2.4. Part B. Description of the project


Part B. Description of the project

B.1 Summary of the project

For successful applications, this section will be published, as presented below, in compendia etc. You should therefore ensure that it gives a concrete overview of the work your consortium plans to undertake including:

- The reason for your project / network / study.

- Concise description of the outputs, results and / or products (including where relevant key pedagogical strategies, media used, language versions etc).

- The impact envisaged

Please indicate the language of the summary * : ○ English ○ French ○ German

*The abstract must be provided in English, French or German (Max. 2000 characters) * :*

Part B.1, **summary of the project**, invites applicants to provide key information on their application. The applicant organisation has to indicate the language of the summary, ticking one of the language boxes. The abstract must be provided in English, French or German and the word limit of 2000 characters cannot be exceeded.

For successful applications, this section will be reproduced in the form of an abstract. Applicants should therefore ensure that the text gives a concrete overview of the work the consortium plans to undertake following the structure proposed in the form.

2.5. Objectives and Priorities of the Lifelong Learning Programme

In Part B.2, applicants must provide a description that demonstrates that their application addresses the **Objectives** of the Lifelong Learning Programme (LLP) and those of the Action under which the application is made.
The **specific and operational Objectives** and the **Priorities** of each sub-programme/ action are presented in the General Call for Proposals 2013, Strategic Priorities.

For each option selected it is mandatory to provide a brief description of how the application addresses the selection made.

If your application corresponds to more than one Objective or Priority, please select only the most relevant ones. The eForm will not allow you to select an option unless you also provide an explanatory text. For priorities, you will only be able to select one priority for your project proposal.

The experts, who will assess your application, will use the responses in part to evaluate the application in terms of the Award criteria relating to "Relevance". Applicants therefore are strongly advised to ensure that they fully understand the type of activities that may be financed (See Lifelong Learning Programme Guide - Part II).

B.2 Lifelong Learning Programme Objectives and Priorities addressed

Please identify in the box below, which of the **Objectives of the Lifelong Learning Programme** this application addresses (maximum 2 choices)

*Code * :* *Description*

*Describe briefly how your project addresses this Objective (Max. 500 characters) * :*

Add an objective

Please identify in the box below, which of the **Specific Objectives of the Action** this application addresses (maximum 2 choices)

*Code * :* *Description*

*Describe briefly how your project addresses this Objective (Max. 500 characters) * :*

Add an objective

Please identify in the box below, which of the **Operational Objectives of the Action** this application addresses (maximum 2 choices)

*Code * :* *Description*

*Describe briefly how your project addresses this Objective (Max. 500 characters) * :*

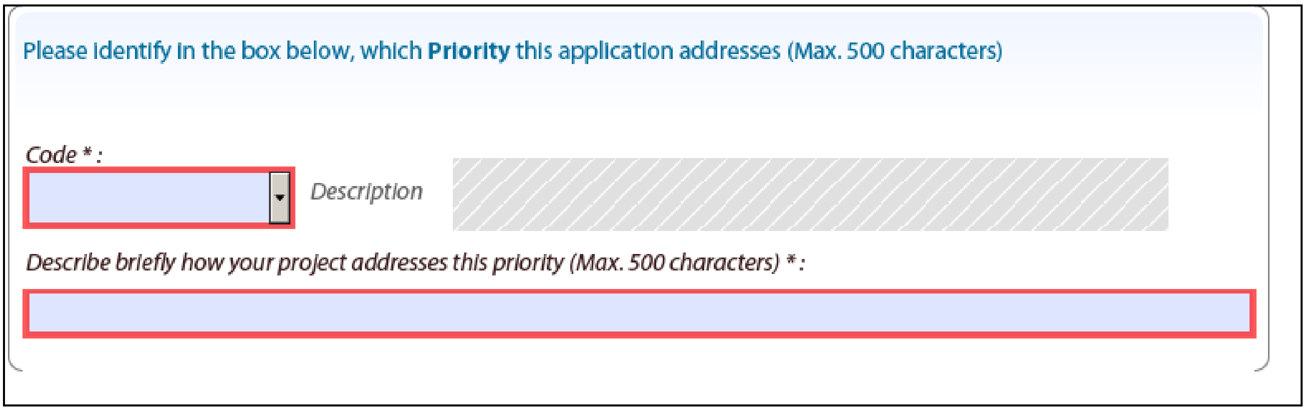
Add an objective

To be eligible for funding, all applications must address at least one of the Objectives of the Lifelong Learning Programme, at least one of the **Specific Objectives** and at least one of the **Operational Objectives**. You will be offered a **list of codes** and the corresponding descriptions, chose the code and the description will appear automatically. A description (500 characters maximum) of the ways your application addresses each objective (Objectives of the LLP/ the Specific Objectives and Operational Objectives) must be provided.

The Objectives of the LLP can be found in the Chapter 1, Article 1 from the "Decision N° 1720/2006/EC of 15 November 2006" establishing an action programme in the field of lifelong learning". The Specific Objectives and the Operational Objectives can be found in the General Call for Proposals 2011, Strategic Priorities.

Click into "Add an objective" for creating a second box. The number of choices in this section is limited to two; therefore please choose the Objectives of the LLP, the Specific Objectives and/or the Operational Objectives according to the relevance to your project. The 1st choice is considered the most relevant and the 2nd choice, the second most relevant.

Please take note, if your project does not match any of the Objectives of the LLP, and/or any of the Specific Objectives and/or any of the Operational Objectives, it is possible that the project will not be eligible for funding.

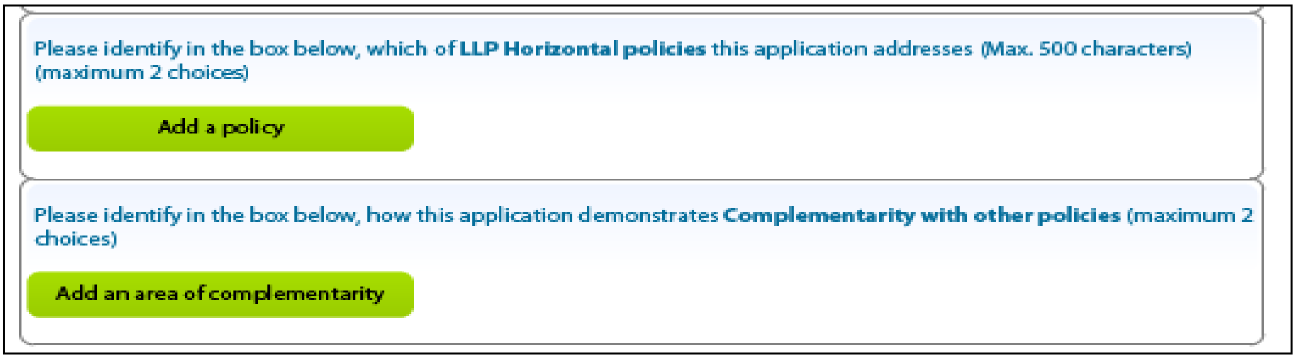


To be eligible for funding, all applications must address at least one of the **Priorities for those actions where priorities have been published**. Please note that the priorities are specific for a given type of action. It is only possible to choose one priority for your project proposal.

You will be offered a **list of codes** and the corresponding descriptions, choose the code and the description will appear automatically. A description (500 characters maximum) of the ways the application addresses the priority must be provided.

The priorities can be found in the General Call for Proposals 2013, Strategic Priorities.

Please note that there are no priorities for Accompanying Measures and Erasmus networks. The field priority is therefore non-applicable.



Please identify in the box below, which of **LLP Horizontal policies** this application addresses (Max. 500 characters) (maximum 2 choices)

Add a policy

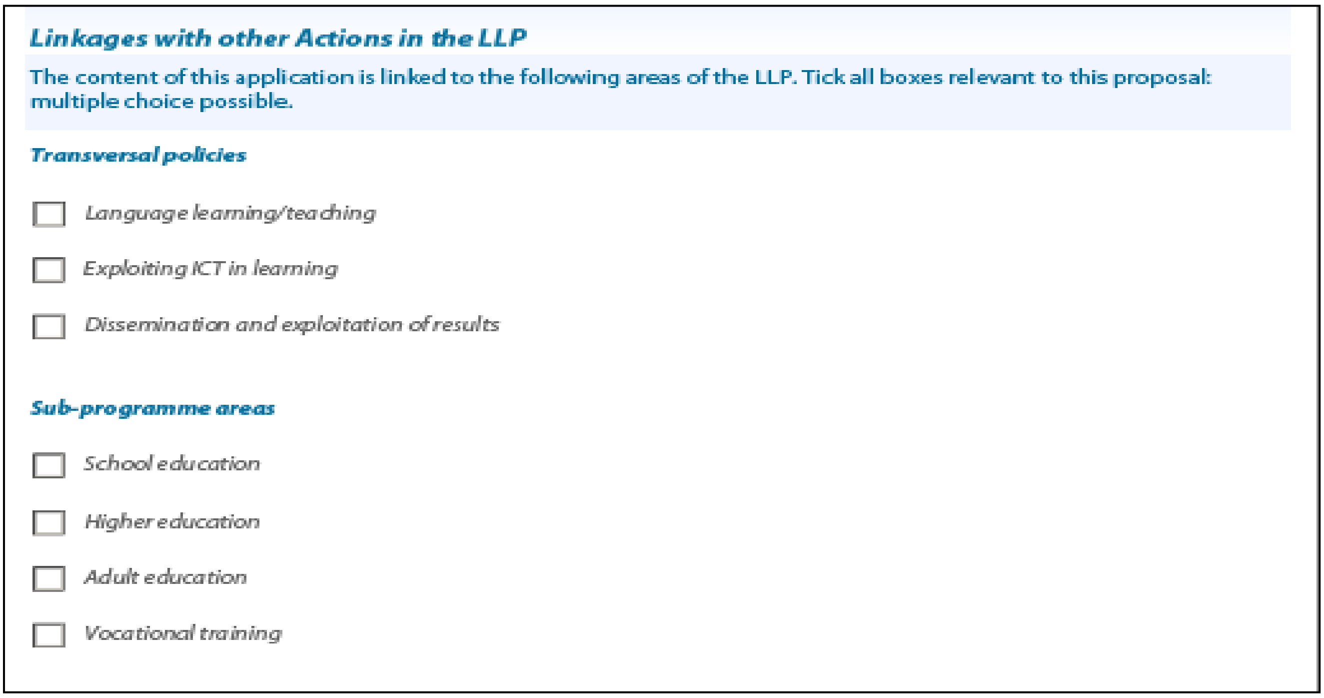
Please identify in the box below, how this application demonstrates **Complementarity with other policies** (maximum 2 choices)

Add an area of complementarity

Click into **Add a policy** and/or **Add an area of complementary** for creating a second box. You will be offered a list of **codes** and the corresponding descriptions, choose the **code** and the description will appear automatically. A description (500 characters maximum) of the ways the application addresses the policies and/or the area of complementary must be provided.
The number of choices in this section is limited to two.

For further information about LLP horizontal policies and complementarity with other policies, please visit the website of DG Education and Culture:

http://ec.europa.eu/education/lifelong-learning-programme/doc78_en.htm



Linkages with other Actions in the LLP

The content of this application is linked to the following areas of the LLP. Tick all boxes relevant to this proposal: multiple choice possible.

Transversal policies

- ☐ *Language learning/teaching*
- ☐ *Exploiting ICT in learning*
- ☐ *Dissemination and exploitation of results*

Sub-programme areas

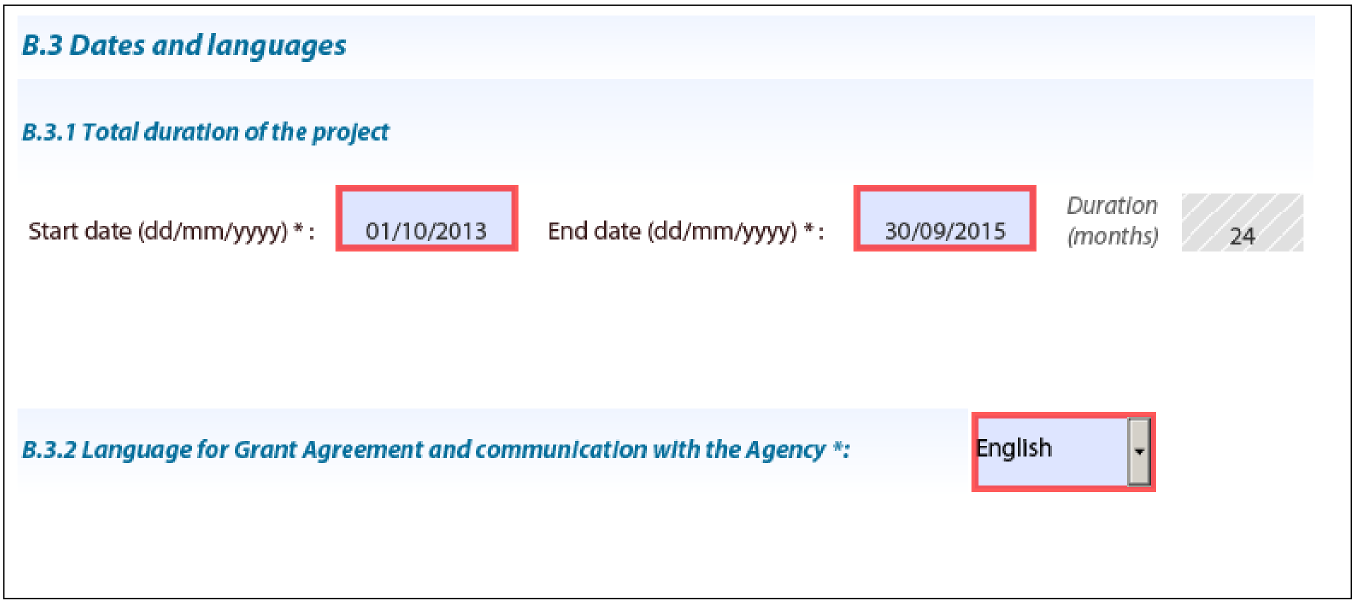
- ☐ *School education*
- ☐ *Higher education*
- ☐ *Adult education*
- ☐ *Vocational training*

In the section, **Linkages with other Actions in the LLP**, applicants must select, from the options listed, all those elements that relate to their application. Tick the boxes. This data will be used to provide complete information on the level of demand across the programme and will also ensure that selected projects can be identified and regrouped easily according to these **transversal policies** and **sub-programmes areas**.

Please visit the webpage of the Executive Agency for further information about the actions of the Lifelong Learning Programme:

http://eacea.ec.europa.eu/llp/about_llp/about_llp_en.php

2.6 Dates and languages


B.3 Dates and languages

B.3.1 Total duration of the project

Start date (dd/mm/yyyy) * : 01/10/2013 End date (dd/mm/yyyy) * : 30/09/2015 Duration (months) 24

B.3.2 Language for Grant Agreement and communication with the Agency *: English

In Part B.3 you have to fill in **the start date** and **end date** according to the programme and action you apply.
The compulsory **start date(s)** is indicated for each specific programme/action. It refers to the date of the eligible activity period. It should correspond with the dates provided in the work packages.

Please refer to the Lifelong Learning Programme - Part IIb (http://ec.europa.eu/education/llp/doc/call13/fiches_en.pdf)
for the indicative **start date** and maximum duration. Applications that exceed the maximum project duration or suggest **a start date** that is not within the scope of the Call for Proposals may be excluded from the selection.

In Section B.3.2 you are asked to indicate **the language** (English, French or German) in which the **Grant Agreement** will be issued if your application is selected for funding. The same language will be used in the official communication with the Agency.

2.7 Budget summary

B.4 Summary budget

Expenditure		
Direct Costs		
Staff*		
Travel and subsistence*		
Equipment*		Cannot exceed 10% of direct costs
SubContracting*		Cannot exceed 30% of direct costs
Other*		
Sub-Total: Direct Costs	0€	
Sub-Total: Indirect Costs		Cannot exceed 7% of direct costs
Total Cost	0€	
Revenue		
EU Grant Requested*		*Cannot exceed* 0€
% of total cost		Cannot exceed 75% of Total Cost
Own funding of the members of the consortium*		
Other sources of financing*		
Total Co-financing	0€	
Total revenue	0€	Must equal total cost above

Part B.4, **Summary Budget**, invites applicants to complete **the expenditures** and **revenues**. This table should be completed only after the duration has been inputted (above) and after the Excel budget sheets have been completed and validated: the amounts in the Excel tables and in the budget summary must be identical. All budgetary information must be provided in Euro/€. For organisations outside the Euro zone, the official exchange rates published on the Official Journal of the European Union on the date of publication of the Call must be used:
http://eur-lex.europa.eu/JOHtml.do?uri=OJ:C:2012:232:SOM:EN:HTML

For those countries outside the Euro zone that are not listed in the Official Journal above, the official exchange rates as published on the InforEuro website should be used (listed by country, by currency or monthly exchange rate):
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

If your application includes a specific application for Third Country Partner(s), you need to input the Third Country budget into the table that will appear below, and to complete parts H and I of the attachment "Detailed description of the project".

Please note that, the Third Country participation cannot include expenditure for **equipment** or **subcontracting**.

2.8 Attachments

Once Parts A and B have been completed you must upload to the eForm the following attachments to the eForm: **the Detailed description of the project, the Detailed Budget tables, the Workplan/**

Workpages summary chart, the Declaration of honour (please ensure also that the amount of grant requested in the Declaration of Honour is identical to the amount indicated in the field "EU Grant requested" of the budget summary and in the excel budget tables), and **the Legal Entity form**.
An error message will appear if you do not upload all of these attachments.

3. THE APPLICATION PACKAGE COMPULSORY ATTACHMENTS

3.1 The Application package: Detailed Description of the project

This part of the application form is designed for the detailed description of the project. Contrary to the e-Form, it can be operated in "**Word Document Format**". This allows the applicant organisation and its partners to work on the project description simultaneously. All partners can now easily create new content during the preparation phase, exchange information and thus make the editing of the application form more efficient for the whole consortium.

Please note: the language used to complete the project description must be an official EU language and must be a language that is understood by all the members of your consortium. **This form must be completed in ONE language only (the same language as used in the eForm part)**. Do not provide information on individual partners in different languages, as the experts who will assess your application do not necessarily understand what is written.

All text fields in **all sections are obligatory**. For adding information in new columns/rows of the tables, please use the copy-paste function of your computer.

The **maximum number of characters** is indicated under each section (spaces do not count). You have to respect it in order to avoid potential problems during the submission of your application. As this is a word document, it is possible to insert pictures and diagrams into the text boxes in addition to the character limit. However, the maximum number of characters as indicated under each section should be respected in order to avoid any potential problem during the submission of the application. The maximum capacity of the application package (eForm + four annexes) is 5 MB.

Do not make any changes neither in the format nor in the layout of this part of the application form (e.g. do not change the order of the sections, do not add any new sections, etc).

Part C. Organisation and activities

Please ensure that the information provided in this section covers, where relevant, any specific criteria relating to organisation types for certain Erasmus, Comenius, KA1 and KA2 (Languages) projects. (See Lifelong Learning Programme Guide Part IIb "Explanations by Action" for details: http://ec.europa.eu/education/llp/doc/call13/fiches_en.pdf).

This section must be completed for each organisation involved in the consortium. The information provided in Part C will be used specifically in relation to the assessment of the "Quality of the Consortium".

Section C.1 "Aims and activities of the organisation"

The description in this section should provide a brief presentation of the respective organisation, its role in the project and the operational/financial management of the project within this organisation. Insert a partner number (starting from P1 for the applicant organisation, followed by P2-Pn and respecting the same order than this used in the eForm part), and indicate the name of the respective organisation in the text field.

In section **C.2** you are expected to describe the “Operational capacity**: skills and expertise of key staff involved in the project / network**”. This table should include a résumé of the specific expertise of each of the key staff involved in the project in each organisation. It will be used instead of a CV for these staff to ascertain the quality of the consortium overall. In the spaces provided you will need to input the names of all key staff and then summarise his/her skills/experience relevant for the project domain, thereby listing any references to recent publications where applicable.

This section is a very important element in the assessment of the award criteria relating to the operational capacity and the quality of the consortium. It should be completed in the same language as the rest of the application form (and not, for example, in the languages of the respective partners).

Please note:

- Each organisation participating in the project consortium (applicant and partners) must complete separately Part C of the form. The name of each organisation has to be indicated following the respective partner number.

- Filling-in the form by each partner should be done by copy-pasting the respective boxes in sections C.1 and C.2 according to the number of consortium members in the application.

- The number allocated to each organisation (P1, P2, P3, etc) should be used where required, throughout the form respecting the same number used in the eForm part.

Part D. Description of the project

Under section D.1 “**Why does the consortium wish to undertake this project**” it is very important to describe the reasons for undertaking the project and to set-up the consortium, and for showing the consortium knowledge in the field of operation. The description should help experts to assess the level of preparedness for the implementation of the project initiative and for addressing relevant needs.

The section is divided into several sub-sections where the following information should be described in detail:

- the rationale and background of the project, including specific needs/problems that it intends to address,
- the specific references to previous results of projects and initiatives on which the application is based (if applicable) and how the new projects build on these results,
- the reasons for setting-up the consortium and the available competencies/expertise of its members,
- the analysis of the state of the art in the project domain and the description of the innovative character of the project.

If your proposal is based on the results of one or more previous projects, you must provide references to these projects in the respective table. Quote the full reference number of your project (e.g. the EU grant agreement number) and the name of the Programme or initiative (e.g. “Comenius” or “Key Activity 2”) and then complete the various sub-sections of this table.

In section **D.2** "**Aims and Objectives**" the applicant is asked to state the concrete aims and objectives of the project in relation to the background analysis provided in section D.1 and in relation to the specific needs to be addressed. This section should thus outline how the project intends to tackle the need for action, which was previously analysed, in order to improve the situation (or deficiencies) in the project domain.

Section **D.3** "**Methodology**" demands the applicant to elaborate on the methodological approach applied within the project. This illustrates how the consortium will proceed to achieve the envisaged objectives, and how the progress of the project activities can be assessed against milestones and measurable indicators. This section will play an important role in the assessment of the quality of the work programme.

Furthermore the applicant must explain how the overall project management will be implemented, thereby making specific references to the management structure of the partnership, the decision-making process, the methods for communication and reporting within the consortium.

Detailed information on the benefit of the European cooperation should be provided in section **D.4** "**European added value**". It will explain why it is necessary to implement the project within a larger consortium at European level compared to only a national/regional/local initiative.

"**Budget and cost effectiveness**" need to be addressed in section **D.5**. The applicant is asked to provide explanations as regards the achievements of results within the available budget and in an economical way. Furthermore the financial administration to be applied within the partnership during the execution phase of the project should be illustrated (e.g. principles of allocation of funds to each partner, financial follow-up, etc).

Part E. Impact, dissemination and exploitation, sustainability

In section **E.1** “**Expected impact of the project**”, applicants are requested to elaborate how the project outputs will affect the addressed target groups (including the consortium partners themselves). Also it needs to be explained how the consortium intends to reach these target groups while the project is running and after the project is finished.

Section **E.2** addresses the “**Dissemination and exploitation strategy**”. Please describe how dissemination will be organised in order to ensure that positive results will be made available both within and outside the partner country institutions during the life of the project. Describe what kind of dissemination actions the partnership envisages in order to make the outcomes available to groups not directly involved in the project. This could include information sessions, training exercises or the involvement of policy-makers not belonging to the partnership.

Although dissemination and exploitation of results are closely related, they are distinct processes. While the mechanisms for dissemination and exploitation often overlap, dissemination (information provision and awareness raising) can take place from the beginning of a project and intensify as results become available, but full exploitation (mainstreaming and multiplication of results) can happen only when it becomes possible to transfer what has been learnt into new policies and improved practices. Please describe how exploitation activities ensure optimal use of the results (see LLP Guide, Part I: General provisions, chapter 5. You can also consult:
http://ec.europa.eu/dgs/education_culture/valorisation/index_en.htm).

In the following section **E.3** "**Sustainability**" applicants should describe how the impact of the project will be sustained beyond its lifetime. To anticipate the sustainability you are expected to outline the project's activities or results which are supposed to last and/or be disseminated after the end of the EU co-funding. Sustainability may not concern all the aspects of a project. In each project some activities or outputs may be maintained, while others may not be so necessary to maintain. A project can therefore be considered as sustainable if relevant activities are pursued and outputs are maintained or developed after the end of the EU funding.

Part F. Action or programme specific information

In this section applicants have the possibility to elaborate on specific information related to the action or programme under which the application is submitted. Please note that not all actions/programmes are concerned.

All applicants
If your consortium includes an organisation that hosts a National Agency for the LLP, please provide a statement that describes and clarifies an absence of direct managerial link with the department or sector involved in the application and measures taken to avoid conflict of interest and double-funding. If the application is successful the Executive Agency may require formal documentation that substantiates the statement included in the application form. The relevant partner will be ineligible if this section is not completed.

For **Comenius Networks**, please indicate the main thematic area of the network.

For all **Erasmus** projects (**Erasmus Multilateral** projects, **Erasmus Networks and Erasmus Accompanying Measures** projects), please identify which of the following Erasmus Policy Priorities your application addresses, by inserting an X:

☒Lifelong Learning in Higher Education
☒New skills for new jobs
☒Recognition
☒Transparency in Higher Education
☒Mobility strategies / removal barriers
☒Governance
☒Funding
☒Quality Assurance
☒Employability

☒Knowledge triangle
☒Social dimension
☒Innovation & excellence in teaching
☒Curriculum development

- For the **Erasmus Multilateral** priority **'Improving the quality and relevance of higher education, including through cooperation between HEIs and the labour market'** please provide the following information:

  For projects designing integrated programmes which should include the transmission of transversal skills, covering either (1) a complete cycle of study (bachelor, master or doctoral level) leading to a recognised joint, double or multiple degree; (2) a complete cycle of study on highly interdisciplinary areas; or (3) curricula and modules for continuing education designed to update knowledge and skills obtained in the past, please indicate the type of curriculum development project you are applying for, a complete cycle of study at bachelor, at master or at doctoral level. And, please indicate if it leads to a recognized double, multiple or joint degree;

- For **Erasmus Networks** projects please provide following information:

  1. Demonstrate the extent to which the activities proposed are networking activities.

  2. Describe how your proposal will contribute either to the advancement of knowledge or to the definition of new approaches in a specific area.

  3. For existing consortia, describe the added value of the new proposal.

  4. Indicate how the applicant/coordinating institution will pool the expertise of/manage the institutions involved.

- For **Leonardo da Vinci**, if your project aims at facilitating the participation of sectors, social partner organisations and companies, in particular small and medium-sized enterprises (SMEs), please explain how it aims to reach that objective.

  If your multilateral project aims at raising competence levels of groups at risk and ensuring equal opportunities (horizontal priorities across all multilateral Leonardo projects and all priorities), please explain how it aims to reach that objective.
  If your multilateral project involves the use of ICT and e-learning methods, vocationally oriented language learning (VOLL) and content integrated language learning (CLIL), please explain how.

  For **Grundtvig**:

  1. All GRUNDTVIG applications: please describe how your project takes into account the main principles of liberal adult education which may take many different forms of non-vocational adult learning, whether of a formal, non-formal or informal nature;

  2. In addition to that for Grundtvig Multilateral Networks please explain how your network application differs in theme and scope from Grundtvig Networks that have been

already funded during the last 3 years. In case your network is addressing a topic where another Grundtvig network is already funded, please explain how your network will interact with the existing one and what added value it will bring to European adult education sector.

- For **Key Activity 1**

- **KA1 Networks**:

  1. Please provide the list of partners in the project which are public bodies designated by a national or regional ministry in charge of education and training / the development and implementation of lifelong learning policies. Designation letters, duly signed by the legal representative of the designating ministry, must be provided on request by the applicant.

  2. Please explain how your network will promote mutual policy learning and exchange of information on good practices and critical factors for the development and implementation of coherent and comprehensive approaches towards lifelong learning at national/regional/local level.

- **Roma Multilateral Projects** please explain how social measures such as healthcare, employment, housing, etc. are integrated and specifically contribute in the proposal to raise participation and attainment levels in general education and VET of Roma students.

- **Roma Networks,** please explain to what extent other policy and social measures such as healthcare, employment, housing, etc. are integrated in the proposal and how these are contributing to the solutions envisaged.

- For **Key Activity 2** multilateral projects developing learning materials, please indicate clearly all your target languages and describe how the partnership covers the language expertise as required by the Call for application (http://ec.europa.eu/education/llp/doc/call13/fiches/lang1_en.pdf).

  Describe also how your application promotes European cooperation in fields covering two or more sectoral sub-programmes (Grundtvig, Comenius, Erasmus, Leonardo da Vinci) as indicated in Article 32 of the Decision 1720/2006/EC of the Parliament and of the Council of November 15 2006 (OJ L327n of 24.11.06,p.45).

- For **Key Activity 3**, please describe how your application promotes European cooperation in fields covering two or more sectoral sub-programmes (Grundtvig, Comenius, Erasmus, Leonardo da Vinci) as indicated in Article 32 of the Decision 1720/2006/EC of the Parliament and of the Council of November 15 2006 (OJ L 327 of 24.11.06, p.45).

- For **Key Activity 4**, if your project aims at the development of a framework (i.e. analysis, mechanisms, methodologies and practical tools) to facilitate the exploitation of project and programme results, please clearly explain the means you will use to reach that objective.

For further information about policies and programmes in the area of Education, please visit the website of DG Education and Culture:
http://ec.europa.eu/education/index_en.htm

Part G. Work Plan and work packages

The Work plan for the proposed project must be presented in terms of work packages. There is also a model GANTT chart included as Sheet 1 of the excel tables (annex Detailed budget tables and Work plan/Work packages summery chart) to be completed. Applicants are advised to complete the pro-forma sheet with the details of each work package, before completing Gantt chart.

Before submitting your application, please ensure that the information provided in this section is coherent with all other relevant parts of the application.

Note in particular that experts will use the work packages to evaluate the criteria relating to the Quality of the Work Programme, European Added Value and the quality of the Valorisation Plan (Dissemination and Exploitation of Results). Additionally they will compare the content of the work packages with the information provided in the budget tables to assess the cost-benefit.

There are 5 **types of work packages**:

- Management,
- Implementation (the substance of the work planned including production, testing etc),
- Quality Assurance (quality plan),
- Dissemination,
- Exploitation of results.

At least one work package must be elaborated for each of the 5 work package types listed above. **Applications that fail to present this minimum cannot be considered further**.

Depending on the organisation of the proposed project, there may be several work packages of the same type. The implementation work package(s) can include, inter alia:

- Preparation / production / support of educational activities and/or products,
- Research,
- Testing.

Work package title: allocate a short title to each workpackage.

After having defined the work package number, title and type (see section G.1), the work package should be described in more detail in Section **G.1** "**Identification**". Provide a start date in terms of a number. For a project of a 12-month duration, starting in January, a work package beginning in April should be defined as "4". One ending in June should be defined as "6". This means that the work packages remain relevant even if the planned starting date of the project changes for some reason. The duration of a work package cannot exceed the number of months stated in The Lifelong Learning Programme Guide - Part IIb for the specific Action you are applying under.

Applications must include a detailed **description of the work package**. This should provide, inter alia, the aims and objectives of the work package, how the partners involved will organise their work, milestones and overall approaches, an overview of the monitoring and evaluation of the work undertaken within the work packages, performance indicators and the relationship / linkages with other work packages and with the overall coordination of the project. This description can also make reference to any bodies outside the formal partnership that will be involved and also describe how communication between the partners involved will take place.

G.2 "**Deliverables – outputs / products / results**"

Each deliverable should be allocated a number and a title.

The field "**Type of outputs / product / results**" needs to contain a short but concrete description of the type of outputs (e.g. conference, seminar, discussion document, dissemination strategy, DVD, audio-clips etc).

The delivery date provides for the month/year when the output / product / result can be obtained.

Please indicate the **dissemination level** using one of the following definitions:

- Public,
- Restricted to other programme participants (including Commission services and project reviewers),
- Confidential, only for members of the consortium (including Agency and Commission services and project reviewers).

Please indicate the **nature** of the deliverable using one of the following headings:

- Report,
- Service/Product,
- Demonstrator/Prototype,
- Event,
- Other.

Descriptions should include an overview of source language and, where the deliverable involves language learning, target language. "**Language versions"** refers to the language(s) in which the deliverable is accessed: for events - conferences, training events seminars - this will be the working language(s); for published learning materials, this will be the language(s) of presentation. "**Target language"** refers only to materials that are to be used for language learning/teaching/training and the term refers to the language being learned.

The sub-section "**Description**" section should provide a detailed description of the outcomes that will be developed or adapted during the lifetime of the project. It is possible that a single work package will produce more than one outcome (for example a specification, web-pages, a manual and training materials that are all related but destined for different users). In this event the different elements should be clearly described in this section. Copy the table as many times as necessary.

Where a concrete output / product / result (material, study, event, training materials, reports etc) is developed in the work package, please ensure the explanation covers the following points:

- Ensure that the summary includes websites, reports, major events (conferences, symposia, seminars), research studies, as well as concrete "products" such as course material, training modules, curricula, publicity materials (fliers, posters, postcards) etc.
- Descriptions should include the end-users envisaged (sector, age, interests etc),
- For electronic or paper-based products / output / results: please specify media and users (learners, institutions, sectors),
- For publications: specify users (learners, institutions, sectors), number of copies, source and target languages,
- For conferences, seminars, festivals, training, meetings (including partner meetings) or other events: please specify venue (country), dates, duration, number of participants, source and target languages,
- The descriptions should state clearly the media used (electronic publication, paper publication, CD, DVD, web-based etc).

Section G.3 "Consortium partners involved and Resources required to complete work package"

Each work package should identify a Lead partner (P1 – Pn) who is responsible for the delivery of the work package, and indicate the country where the partner is located as well as its short name. The role and task of the lead partner should then be described briefly. The allocation of tasks should be consistent with the information provided on each partner organisation in the Application package. Experts will be looking at the task allocation to find evidence of effective partnership working and particularly an appropriate balance of work across the partner organisations and across the countries represented in the consortium.

The number of days invested by each partner organisation should correspond with the information provided in the budget tables, and will be checked by experts to ensure the coherence between the work plan and the provisional budget. Add / delete rows as necessary. Ensure that the table is completed with the totals requested. Category 1 staff relates to Managers, category 2 to Researchers, category 3 to Technical staff and category 4 to Administrative staff and category.

Tasks that will be subcontracted

Provide a clear and short description of specific tasks (eg conference organisation, website design etc) that will be subcontracted to organisations or individuals outside the Consortium partners ensuring that the information provided in this section is coherent with that provided in other sections.

Explanation of work package expenditures

This section is included to enable applicants to link each work package specifically to the detailed budget provided in the detailed budget (Excel Tables). It should be used to explain and

justify budget items included in the detailed budget that relate to specific work packages, specifically, where relevant, under the headings: "travel and subsistence (of the staff of the consortium)", "equipment" and "other". Please note: where the application has already stated that a partner has competence in an area that is then subcontracted, applicants should ensure that they provide a specific explanation to justify the added value of the subcontract.
Please note that for **each** work package you **must** copy/paste and fill in all 3 sections G.1, G.2 and G.3, otherwise the description of the work package will be incomplete and might lead to insufficient quality of your work plan.

THIRD COUNTRY PARTICIPATION (Optional)

Part H "**Organisation and activities**" of the application form must only be filled-in if the application includes one or more organisations from third countries that will participate in the project. Third country partners should enrich the countries participating in the Lifelong Learning Programme with their experience and expertise in the project domain and thus add value to the main part of the application.
Section **H.1** "**Aims and activities of the organisation**" should provide a presentation of the respective third country organisation(s), especially their activities related to the project domain. Furthermore the role of the organisation within the overall project should be illustrated, including information on the operational and financial management.

Information on the "Operational capacity**: skills and expertise of key staff involved in the project / network**" shall be provided in section **H.2**.

Part I "**Work plan and work packages**" concerning the involvement of organisations from third countries must be completed in the same way as those sections for the LLP partners. Please follow closely the guidance given in Part G of these instructions.

LIST OF ASSOCIATED PARTNERS (Optional)

The application may include partners that are associated with the project, but formally do not constitute a full partner. Associated partners can be countries participating in the Lifelong Learning Programme or third countries. Their role and involvement in the project is limited: these organisations may provide the consortium with facilities or assistance that enhances the quality of the work, but they must not be responsible for core activities of the project (like coordination, work package leadership, etc). **Associated partners cannot receive any budget resources from the EU co-financing of the project.**

When an application includes associated partners, the table in the application form must be completed (by indicating number, name, and type of institution concerned as well as their location).

3.2 Detailed budget tables and Work plan/Work packages summary chart (excel document)

3.2.1 Introduction

These instructions should be read in conjunction with:

- the Lifelong Learning Programme Call for Proposals 2013,
- LLP Guide: Part I - General provisions, in particular 4.F
- LLP Guide: Part IIa - Sub-Programmes and Actions
- LLP Guide: Part IIb - Explanations by action

If your application includes the participation of organisations from Third Countries, you need to complete worksheets exclusively intended for the budgetary data of the LLP Country Partners ***and*** other sheets exclusively intended for the budgetary data of the Third Country Partners.

Visually, the sheet intended for both LLP Country Partners and Third Country Partners is orange, the sheets intended for LLP Country Partners are blue and those intended for Third Country Partners are yellow.

The meaning of the 4 colours used is summarised in the table below:

Orange tab	Data for LLP Countries and Third Countries (if applicable)
Blue tab	Data exclusively for LLP Countries
Yellow tab	Data exclusively for Third Countries
Grey tab	Data for your information only

Consequently, if your application does not include the participation of Third Country Partners, you should only fill in the sheets with a blue tab. If your application includes the participation of Third Country Partners, you should fill in the sheets with a blue tab and the sheets with a yellow tab. You can use the sheets with a grey tab for consultation only: they must not be filled in.

During the selection process, independent experts will need to provide a score and a comment on the coherence between the work packages and the budget and also the cost-effectiveness of the overall approach. Applicants are therefore strongly advised to provide, where necessary, explicit explanations of the costs presented, relating them where relevant to precise aspects of work packages presented in the application form. The Excel sheets should provide clear and concise descriptions of expenditure. Applicants should use the box provided in the application form "Explanation of work package expenditures" to provide any further explanations and justification they think would be helpful to the experts and Agency staff involved in the analysis of the application and the budget.

3.2.2 Daily staff cost and daily subsistence rates for LLP Countries and for Third Countries

For daily staff cost rates for organisations from LLP Countries, please refer to the LLP Guide: Part I – Table 5a, page 44.

For daily subsistence rates for LLP Countries, please refer to the LLP Guide: Part I – Table 5b, page 46.

For daily staff cost rates and daily subsistence rates for organisations from Third Countries, please refer the chapter on Third Countries in this document (Chapter 1.8).

3.2.3 General Description of the Excel Workbook

The Financial Tables are provided as an Excel workbook containing 14 different sheets that are explained below:

- Sheet 1. Timetable for organisations from LLP Countries and Third Country
- Sheet 2. Staff for organisations from LLP Countries
- Sheet 3. Travel and subsistence for organisations from LLP Countries
- Sheet 4. Equipment for organisations from LLP Countries
- Sheet 5. Subcontracting for organisations from LLP Countries
- Sheet 6. Other for organisations from LLP Countries
- Sheet 7. Expenditure & Revenue for organisations from LLP Countries
- Sheet 8. Staff for organisations from Third Countries
- Sheet 9. Travel and subsistence for organisations from Third Countries
- Sheet 10. Other for organisations from Third Countries
- Sheet 11. Expenditure & Revenue for organisations from Third Countries
- Sheet 12. Consolidated budget
- Sheet 13. Ceilings
- Sheet 14. Actions

Please be aware of the following restrictions and recommendations:

- The 'Expenditure & Revenue for organisations from LLP Countries ' sheet (sheet 7) presents a summary of the financial data that you supply and should be filled-in after sheets 1 to 6 have been completed. This is because some of the data entered into sheets 2 to 6 is transferred into sheet 7 automatically.

- When you enter the details into sheets 2 to 6, make sure the LLP Country Partners are all correctly identified (P1, P2, etc). If not, the data will not be correctly retrieved into sheet 7.
- The 'Expenditure & Revenue for organisations from Third Countries ' sheet (sheet 11) presents a summary of the financial data that you supply and should be filled-in after sheets 8 to 10 have been completed. This is because some of the data entered into sheets 8 to 10 is transferred into sheet 11 automatically.

- When you enter the details into sheets 8, 9 and 10, make sure the Third Country Partners are all correctly identified (P1TC, P2TC, etc). If not, the data will not be correctly retrieved in sheet 11.

- Sheets 13 and 14 are provided only for information purpose and do not need to be completed or returned with the application form.

- You can only enter data in unprotected cells. Some cells and data are protected so that their content cannot be modified.
- Certain validation checks are built into this workbook in order to help applicants respect rules and limitations that apply to some of the costs. The aim is to ensure that applicants present correct, coherent and eligible budgets. The affected costs are:
    - staff costs and subsistence costs - where ceilings (i.e. maximum rates) apply (see 3.2 above);
    - equipment costs, subcontracting costs and indirect costs, which must not exceed a predetermined percentage of the total direct costs.

  In order to allow the validation checks to function correctly, you must not Copy / Paste data from any other file and you must not link the Financial table to any external tables: all figures must be entered manually into the Financial tables.

- In sheets 2 and 8 (staff costs) and in sheets 3 and 9 (travel and subsistence) **always** select the country **before** entering the relevant data. Selecting the country generates the link to the ceilings for that country, so if you select the country after entering other data you may end up with data and subtotals/totals that are inconsistent or need to be re-introduced. The workbook however will always default to and apply the ceilings for the country (finally) selected.

- When you start entering data on a new row, **you may see an error message displayed even though you have not yet made an error or had the opportunity to finish the row**. This is because you have started to complete a series of mandatory cells. As you complete these mandatory cells – and thus complete the row – the error message will finally disappear. If you use invalid data or fail to complete all the relevant cells in the row, the error message will of course remain.

- All figures must be presented in euros. No currency symbol is required.

- Only whole numbers are accepted. No fractions or decimals must be used. This applies to both monetary values and to time and duration values such as the number of days or months.

- When entering values that are to be presented as percentages, it is not necessary to enter the percentage symbol. This has already been incorporated in the cell formatting.

- Table totals are displayed at the top of the columns rather than at the bottom.

- Certain text fields have character restrictions invoked. Details are found below.

- When listing multiple work package numbers, do not use a comma separator: use instead the format [1+2+3] to represent e.g. work packages 1, 2 and 3.

3.2.4 Description of the Different Sheets

Sheet 1. Timetable for organisations from LLP Countries

For each work package you have specified in your application form you must enter a corresponding row of data in this worksheet i.e. you must provide the work package number, its start month and its duration. As you complete the fields the Gantt chart will display the timeline for each work package by greying out blocks of the chart. Before entering any data in the main body of the sheet, first select the 'Type of Action' from the dropdown menu. This automatically identifies the maximum duration associated with your project. It also defines which section - or sections - of the Gantt chart you must use for recording work package timing:

Accompanying Measures 12 months maximum
- Use only the first 12 month section for timetabling

Multilateral Projects 36 months maximum
(with the exception of :
- Erasmus multilateral projects, Knowledge Alliances for a duration of 2 years only,
- Roma Multilateral Projects with a maximum duration of 2 years)
- Use months 1 to 36 for timetabling

Networks 36 months maximum
(with the exception of Roma Networks with a maximum duration of 2 years)
- Use months 1 to 36 for timetabling

First select the work package type by using the dropdown menu. Then enter the 'Start' value. This doesn't represent an actual month and year but rather establishes a start or 'anchor' point in the Gantt chart. Next enter the duration. As mentioned above, you should schedule your work package in the appropriate section of the chart.

For example, if you have selected 'Accompanying Measures' and have a work package of 5 months' duration you may schedule it to *start* from any month between 1 and 8. If however you try to schedule it to start from month 9 onwards an error message will appear as this would take the work package into month 13, which is beyond the implementation limit for this category of Action.
Please ensure that the information provided in this worksheet is consistent with the information that you have supplied in Part G of your application form.

Sheet 2. Staff for organisations from LLP Countries

Each row – P1, P2, etc – represents a 'Partner organisation' which is located in a LLP country. The order of appearance must correspond to the allocation of partner numbers established in your application form. However, you are not required to enter any partner name or description details but merely select the appropriate partner country from the dropdown menu. Always select the country before entering the number of working days and the costs per day.

Staff costs for **each partner** should be recorded in **one row only** and should not be spread across multiple rows. Where there is more than one partner represented in a given country each one must be allocated their own distinct row (and the country concerned would of course appear more than once).

Where different salary levels apply to staff members working for the same partner and belonging to the **same** staff category, an **average** amount per day/per category must be calculated and input.

Only data for staff categories that will be working for the project should be supplied. Use only the categories you need, it is not mandatory to present costs for each staff category.

The total number of working days must be consistent with the total number of days that are indicated in Part G ('Workplan and workpackages') of your application form.

Actual daily staff cost rates must be used. However, the cost per day may not exceed the maximum rates provided in the LLP Guide: Part I, Table 5a, page 44. These rates are reproduced in sheet 13 ('Ceilings'). If any actual costs exceed the maximum levels stated, the excess amount is **not** eligible for inclusion in the project budget. If applicants enter a value exceeding the maximum rate for the category and country concerned, a pop-up message will be displayed inviting the applicant to refer to the Ceilings sheet and enter a capped value.

Should you forget to select the country or enter incomplete data – e.g. number of days or cost per day missing – a default cost of '0' will be inserted for the category concerned.

By default, all Staff pages are printed. Consequently, we recommend you to specify only the pages you need to print (File Menu => Print => Print range).

Sheet 3. Travel and Subsistence for organisations from LLP Countries

Complete a row per partner for each major country-based event or activity that will incur travel and subsistence costs.

Always provide the details of the purpose of the journey and select the country of destination before entering the individual elements of the travel and subsistence costs. These individual elements are labelled from 'a' to 'd' and are found in columns F to I of the sheet. As the experts will be checking the consistency between the budget and the work packages, it is important that these descriptions relate clearly to specific work packages in Part G of the application form.

The daily subsistence cost per person 'c' may not exceed the maximum rates provided in the LLP Guide: Part I, Table 5b, page 46. If applicants enter a value exceeding the maximum rate for the country concerned, a pop-up message will be displayed inviting the applicant to refer to the 'Ceilings' sheet and enter a capped value.

The 'Purpose of the journey' field is limited to 90 characters.

Should you forget to fill in one of the fields, an error message will be displayed in column H.

Please include in your budget an allowance for attendance of up to 2 project meetings in Brussels per year. In the life of a project, representatives of the partnership may be invited to attend meetings for various reasons: briefings, monitoring meetings etc. The costs associated with these meetings must be included in the project budgets.

The first line of the sheet 3 displaying "Participation in meetings organised by the Agency (2 meetings per year)" is dedicated to this purpose. As you only have one line to budget up to 2 meetings per year, you should indicate in the column "Number of persons" how many people are planned for the entire duration of the project, taking into account that if the same person attends 2 different meetings he/she actually counts for 2 participations.

Examples:
- 1 person is planned to attend up to 2 project meetings per year in Brussels for a one year project; you should enter 2 in column "Number of persons"(= 1 person * 2 meetings * 1 year),
- 1 person is planned to attend up to 2 project meetings per year in Brussels for a two year project; you should enter 4 in column "Number of persons"(= 1 person * 2 meetings * 2 years),
- 2 persons are planned to attend up to 2 project meetings per year in Brussels for a three year project; you should enter 12 in column "Number of persons" (= 2 persons * 2 meetings * 3 years).

By default, all the 12 pages of Travel and subsistence are printed. Consequently, we recommend you to specify only the pages you need to print (File Menu => Print => Print range).

Sheet 4. Equipment for organisations from LLP Countries

Each item of equipment or group of similar items (e.g. equipment with similar specifications) needs to be described and justified in a distinct row on the worksheet. Note in particular that PCs / portables related to the administration of the project cannot be included under this heading: they form part of the 'Indirect costs'. For more information please refer to the LLP Guide: Part I, 4.F.
Please note that the total equipment costs must not exceed 10% of the total direct costs of the project. Should you exceed this maximum, an error message will appear in Cell D8 of Sheet 7 'Expenditure and Revenue for organisations from LLP Countries ', where this percentage level is checked. Consequently, if you complete Sheet 7 and find out that you have exceeded this percentage, then you will have to revisit Sheet 4 and reduce your figures accordingly.

The number of items or similar items must be entered in Column F – labelled 'a' in the table sub-heading. The **unit cost** of each item must be entered in Column G – labelled 'b' in the table sub-heading. If similar items have a **different** unit cost, enter an average value.

The usage rate relates to the amount of time the equipment concerned will be used **on the project**. It should be expressed as a percentage e.g. if it is to be used exclusively for the project, '100' should be entered. If it is to be used half time on the project and half time for other work, '50' should be entered.

The depreciation rate is the total depreciation rate based on the lifetime of the project. Applicants therefore need to ensure that they consult with the financial services in the relevant partner organisations to ensure that the budget tables reflect national conditions. Explanations may be provided in Part G of the application form ('Explanation of workpackage expenditures').

If an item is depreciated over 4 years (annual depreciation rate of 25%), and you apply for a 1-year project, you should enter '25'; if it's a 2-year project you should enter '50'; if it's a 3-year project you should enter '75'.

If the equipment is to be rented rather than purchased – which should be noted in the justification field – you should set the depreciation rate as '100'.

You do not need to enter the percentage symbol as this will be added automatically.

Should you forget to enter data in any of the fields, an error message will be displayed in Column H.

The 'Description', 'Justification' and 'Partner' fields are restricted to 50 characters each.

Sheet 5. Subcontracting for organisations from LLP Countries

The total subcontracting cost must not exceed 30% of the total direct costs of the project. If you exceed this maximum, an error message will appear in cell E8 of Sheet 7 'Expenditure & Revenue for organisations from LLP Countries ', where this percentage level is checked. Consequently, if you complete Sheet 7 and find out that you have exceeded this percentage, then you will have to revisit Sheet 5 and reduce your figures accordingly.

If you forget to fill in one of the fields – task description or cost – an error message will be displayed in Column G.

The 'Task description' field is restricted to 85 characters.

Sheet 6. Other Costs for organisations from LLP Countries

Other costs should be used for all items that do not belong to any of the categories listed above.

Each item must be explained in detail (in the 'Explanation of workpackage expenditures' in Part G of the application form).

As of 2013 all contractors are requested to submit together with the final financial report an audit certificate. The cost of the certification is a direct cost and should be recorded under 'Other Costs'. For further information about the audit certification, please consult the Guidance Notes for audit certificate Type I and II available on the Agency's website:

http://eacea.ec.europa.eu/about/eacea_documents_register_en.php#audit

For Comenius Multilateral projects involving mobility activities during 'Initial Teacher Training', travel costs (based on real costs) and subsistence costs will be recorded separately under 'Other Costs'. The rules for travel costs apply (LLP Guide: Part I, 4.F, 'Travel costs'). The daily subsistence cost per person may not exceed the maximum rates provided in the LLP Guide: Part I, Table 5 b, page 46

Sheet 3 should be used for the travel and subsistence of staff of the partner organisations from LLP Countries ONLY: travel and subsistence costs for NON staff members should be budgeted in sheet 6.

If you fail to fill in one of the fields – description or cost – an error message will be displayed in Column G.

The 'Description' field is restricted to 100 characters.

Sheet 7. Expenditure & Revenue for organisations from LLP Countries

Applicants must enter the project acronym in cell L1. The relevant action and the project duration (in month) should also be selected in the appropriate cells.

Most of the data of this summary table is **automatically retrieved** from sheets 2 to 6 related to budget of LLP Countries:

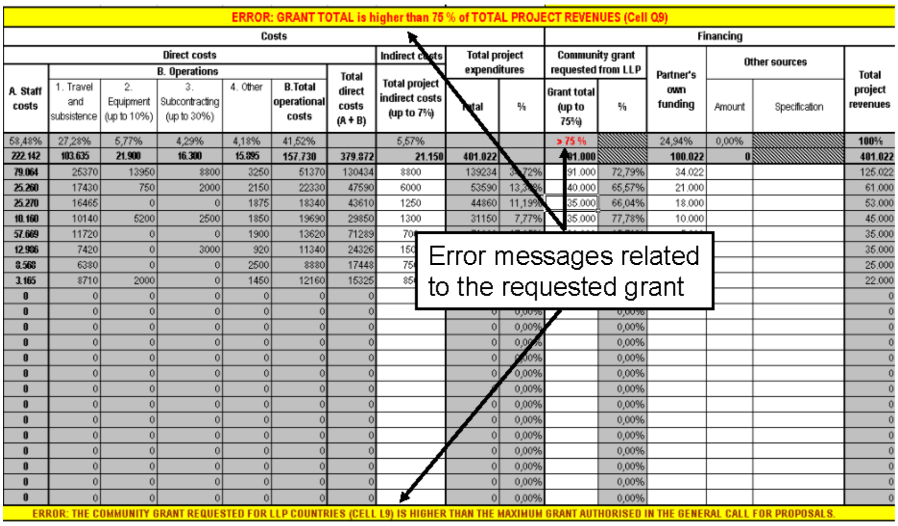
- Column B shows the Staff total costs per partner from LLP Countries, as recorded in sheet 2 (Staff for organisations from LLP Countries);
- For each partner from LLP Countries, columns C to G show the breakdown of direct costs per costs category generated from the data recorded on the Travel and Subsistence, Equipment, Subcontracting and Other costs sheets related to LLP Countries;
- Column H shows the breakdown of direct costs by partner with the total direct costs for the LLP Countries in Cell H9.

Applicants must complete Column I – indirect costs – for all partners.

Rules and thresholds to respect

- The Project Acronym (cell L1) must be identical to the one specified in Part A.1 of your application form.

- The LLP Action (Cell L2) should be selected from the dropdown menu and must be identical to the one indicated on the first page of your application form.
- Total 'Indirect costs' for the project must not exceed 7% of total direct costs. This 7% threshold is checked **at the level of the total** and not at the level of each partner. If an error message appears, applicants should reduce the relevant amounts for individual partners until the **total** is reduced to 7% or less than the total direct costs.
- Applicants are expected to provide details of:
  - The value of the EU grant that is being requested for each participating partner (Column L);
  - The value of each partner's own funding (Column N);
  - If applicable, the value of and specification for co-financing from other sources (Columns O and P).
- EU grant for LLP Countries: as the grant is limited to 75% of the value of all eligible costs, applicants must ensure that the 75% threshold is not exceeded. An error message



will appear if the grant requested exceeds 75% of the total costs.

- If the total grant requested (Cell L9) is higher than the maximum grant indicated in the Call for applications an error message will be displayed (Cells A210 and R3). The maximum grant per action according to the duration of the project is shown on sheet 14 ('Actions'). Consequently, if you complete Sheet 7 and you find out that you have exceeded this amount, then you must reduce the requested grant accordingly (figures under column L).
- According to the principle of co-financing, the EU funding must be complemented by a contribution from the partners and/or other sources. Where the project budget includes sources other than the contributions made by partners, then these other sources must be identified in the "specification" field (Column P). Please ensure that the co-financing amount and specification relate to the Partner for the row that is being completed. If more than one other source of financing needs to be entered for the same partner, please specify the details under the 'Explanation of workpackage expenditures' in Part G of the application form under a work package (for example WP MAN01) and include a reference to the explanation in the excel table .

- Your budget must always be balanced. If the project expenditures for LLP Countries (Cell J9) is not equal to the project revenues for LLP Countries (Cells L9+N9+O9), an error message will be displayed.
- As explained in the relevant sections above, error messages will appear if any of the pre-defined thresholds in cost categories are exceeded (Cell D8 - equipment 10% of direct costs, Cell E8 - subcontracting 30% of direct costs).

Sheet 8. Staff for organisations from Third Countries

This section is not relevant if your application does not involve the participation of organisation(s) from Third Countries.

The principles are identical to those applied to Staff members of organisations from LLP Countries.

Each row – P1TC, P2TC, etc – represents a partner organisation located in a Third Country. The order of appearance must correspond to the allocation of partner numbers established in Application Form. However, you are not required to enter any partner name or description details but merely select the appropriate partner country from the dropdown menu. Always select the country before entering the number of working days and the costs per day.

Staff costs for **each partner** from Third Countries should be recorded in **one row only** and should not be spread across multiple rows. Where there are more than one partner represented in a given Third country they should each have their own distinct row (and the Third country concerned would of course appear more than once).

Where different salary levels apply to staff members working for the same partner and belonging to the **same** staff category, an **average** amount per day/per category must be calculated and input.

Only data for staff categories that will be working for the project should be supplied. Use only the categories you need, it is not mandatory to present costs for each staff category.

The total number of working days must be consistent with the total number of days that is indicated in Part I.4 of the application form.

Actual daily staff cost rates must be used. However, the cost per day may not exceed the maximum rates. These rates are reproduced in sheet 13 ('Ceilings'). If any actual costs exceed the maximum levels stated, the exceeding amount is **not** eligible for inclusion in the project budget. If applicants enter a value exceeding the maximum rate for the category and Third country concerned, a pop-up message will be displayed inviting the applicant to refer to the Ceilings sheet and enter a capped value.

Should you forget to select the country or enter incomplete data – e.g. number of days or cost per day missing – a default cost of '0' will be inserted for the category concerned.

Sheet 9. Travel and Subsistence for organisations from Third Countries

This section is not relevant if your application does not involve the participation of organisation(s) from Third Countries.

The principles are identical to those applied to the Travel and subsistence costs of Staff members of organisations from LLP Countries.

Complete a row per partner for each major country-based event or activity that will incur travel and subsistence costs. Identify each partner using its reference: P1TC, P2TC, etc

Always provide the details of the purpose of the journey and select the country of destination before entering the individual elements of the travel and subsistence costs. These individual elements are labelled from 'a' to 'd' and are found in columns F to I of the sheet. As the experts will be checking the consistency between the budget and the work packages, it is important that these descriptions relate clearly to the work packages described in Part I of the Application Form.

The daily subsistence cost per person 'c' may not exceed the maximum rates provided in the LLP Guide: Part I, Table 5b, page 46, for travel to any of the LLP countries or, for other countries, the maximum rates provided for the destination country of the trip (update of 4th July 2012):

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiems_201207.pdf

If applicants enter a value exceeding the maximum rate for the category and country concerned, a pop-up message will be displayed inviting the applicant to refer to the 'Ceilings' sheet and enter a capped value.

The 'Purpose of the journey' field is limited to 90 characters.

Should you forget to fill in one of the fields; an error message will be displayed in column H.

Sheet 10. Other Costs for organisations from Third Countries

This section is not relevant if your application does not involve the participation of organisation(s) from Third Countries.

The principles are identical to those applied to the other costs of organisations from LLP Countries.

Other costs should be used for all items that do not belong to any of the categories listed above.
Identify each partner using its reference: P1TC, P2TC, etc.
Each item must be explained in detail in Part I of the Application Form.

Sheet 9 should ONLY be used for the travel and subsistence of staff members of organisations from Third Countries. Therefore travel and subsistence costs for NON staff members should be budgeted in the sheet 10.

If you fail to fill in one of the fields – description or cost – an error message will be displayed in Column G.

The 'Description' field is restricted to 100 characters.

Sheet 11. Expenditure & Revenue for organisations from Third Countries

This section is not relevant if your application does not involve the participation of organisation(s) from Third Countries.

The main principles are identical to those applied to the Expenditure & Revenue of organisations from LLP Countries.

Applicants have to enter the project acronym and the project duration (in months) in the appropriate cells. The relevant action should also be selected.

Most of data of this summary table is **automatically retrieved** from the sheets 8 to 10 related to budget of Third Countries:

- Column B shows the Staff total costs per partner from Third Countries, as recorded on sheet 8 (Staff for organisations from Third Countries);
- For each partner from Third Countries, columns C to E show the breakdown of direct costs per type of costs generated from the data recorded on the Travel and Subsistence and Other costs sheets related to Third Countries;
- Column F shows the breakdown of direct costs by partner with the total direct costs for the Third Countries in Cell F9.

Applicants must also complete Column G – indirect costs – for all organisations from Third Countries.

Rules and thresholds to respect

- The Project Acronym (cell J1) must be identical to the one specified in Part A of your application form.
- The LLP Action (Cell J2) should be selected from the dropdown menu and must be identical to the one indicated on the first page of your application form.
- Total 'Indirect costs' for the project must not exceed 7% of total direct costs. This 7% threshold is checked **at the level of the total** and not at the level of each partner. If an error message appears, applicants should reduce the relevant amounts for individual partners until the **total** is reduced to 7% or less than the total direct costs.

- Applicants are expected to provide details of:
  - The value of the EU grant that is being requested for each participating partner (Column J);
  - The value of each partner's own contribution (Column L);
  - If applicable, the value of and specification for co-financing from other sources (Columns M and N).
- EU grant for Third Countries: as the grant is limited to 75% of the value of all eligible costs, applicants must ensure that the 75% threshold is not exceeded. An error message will appear if the grant requested exceeds 75% of the total costs.
- If the total grant requested (Cell J9) is higher than 25.000 EUR, an error message will be displayed. Consequently, if you complete Sheet 11 and you find out that you have exceeded this amount, then you must reduce the requested grant accordingly (figures under column J).
- According to the principle of co-financing, the EU funding must be complemented by a contribution from the partners and/or other sources. Where the project budget includes sources other than the contributions made by partners, then these other sources must be identified in the "specification" field (Column N). Please ensure that the co-financing amount and specification relate to the Partner for the row that is being completed. If more than one other source of financing needs to be entered for the same partner, please specify the details under the 'Explanation of workpackage expenditures' in Part I.4 of the application form under a work package (for example WP MAN-Third01) and include a reference to the explanation in the excel table .
- Your budget must always be balanced. If the total expenditures for Third Countries (Cell H9) is not equal to the total revenues for Third Countries (Cells J9+L9+M9), an error message will be displayed.

Sheet 12. Consolidated budget

This sheet contains a summary of budgets for organisations from LLP Countries and organisations from Third Countries. It also shows the global budget proposed and the global grant requested.

If no organisation from Third Countries is involved in the application, the Third Countries column should show 0 (zero) and the figures in the consolidated column should be equal to those in the LLP Countries column.

If one or more organisations from Third Countries are involved in the application, the consolidated figures show the sum of the LLP Countries and Third Countries budgets.

This is for information only. No data is to be input.

Sheet 13. Ceilings

This sheet contains maximum rates for staff and subsistence per country as specified in the Call for Proposal. This is for information only. No data is to be input.

Sheet 14. Actions

This sheet contains the list of Actions for which grants may be requested and also the maximum grant according to the duration of the project. This is for information only. No data is to be input.

3.2.5 Final Validation of the Table

Once you have entered all necessary figures in the Financial Tables workbook, check every sheet scrupulously to be sure that no error messages are displayed.

When the workbook is finalised, print it – omitting Sheets 8 to 14 if there is no participation of Third country organisation and omitting Sheets 13 and 14 if the application includes participation of any Third country organisations – and attach it to your application form. You must also copy the data from Sheet 12 (the consolidated budget) into your application form where requested and also the total grant requested must be copied into the Declaration of Honour.

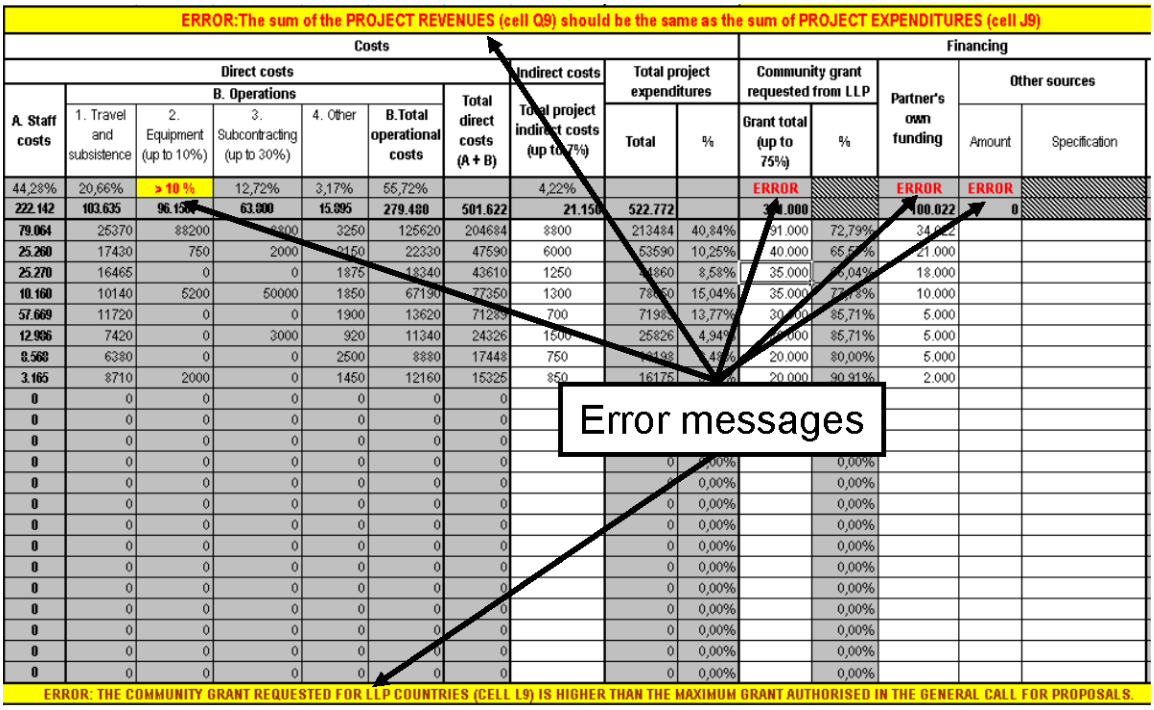
By default, all the pages of the model workbook are printed. Consequently, to avoid printing unnecessary pages, we recommend that you specify the pages you need to print for each work sheet (File Menu => Print => Print range).

An electronic version of this workbook must be submitted with the eForm. The name of the file should be "[country code]_[action]_[acronym of your project].xls".

3.2.6 Checklist for correcting Error Messages

For LLP Countries budget (sheet 7), check that no error message occurs in the six individual sheets (1-6) for timetabling and 'Direct cost'. If any errors are found, please check the data again following the specific instructions provided for each sheet.
If after entering all required data in the sheets of the workbook related to costs (2-6), you still have some fields in the table 'Expenditure and Revenue' containing the text 'ERROR' please proceed with the following mathematical checks:

- Total costs for equipment (Cell D9 updated from sheet 'Equipment') cannot exceed 10% of the 'Total direct costs of the organisations from LLP Countries ' (Cell H9 or Cells B9+G9);
- Total costs for subcontracting (Cell E9 updated from sheet 'Subcontracting') cannot exceed 30% of the total Direct costs of the organisations from LLP Countries (cell H9 or cells B9+G9);
- 'Total indirect costs for organisations from LLP Countries' (Cell I9) cannot exceed 7% of the 'Total direct costs of the organisations from LLP Countries ' (Cell H9 or Cells B9+G9);
- 'Total requested EU grant for organisations from LLP Countries ' (cell L9) cannot exceed 75% of the 'Total expenditures of organisations from LLP Countries ' (Cell J9);
- 'Total expenditures of organisations from LLP Countries ' (Cell J9) must be equal to the sum of 'Total requested EU grant for organisations from LLP Countries ' (Cell L9),



'Total LLP partner's own funding' (Cell N9) and 'Other sources of financing' (Cell O9).

For the Third Countries budget (sheet 11), check that no error message occurs in the three individual sheets (8, 9 and 10) for 'Direct Cost'. If any errors are found, please check the data again following the specific instructions provided for each sheet.

If after entering all required data in the sheets of the workbook related to costs (8, 9 and 10), you still have some fields in the table 'Expenditure and Revenue for Third Country' containing the text 'ERROR' please proceed with the following mathematical checks:

- 'Total indirect costs for organisations from Third Countries' (Cell G9) cannot exceed 7% of the 'Total direct costs of the organisations from Third Countries' (Cell F9 or Cells B9+E9);
- 'Total requested EU grant for organisations from Third Countries' (cell J9) cannot exceed 75% of the 'Total expenditures of the organisations from Third Countries' (Cell J9);
- 'Total requested EU grant for organisations from Third Countries' (cell J9) cannot exceed 25.000 EUR;
- 'Total expenditures for organisations from Third Countries' (Cell H9) must be equal to the sum of 'Total requested EU grant for organisations from Third Countries' (Cell J9), 'Total Third partner's own funding' (Cell L9) and 'Other sources of financing' (Cell M9).

3.3 Declaration of Honour by the Legal Representative of the Applicant Organisation

The Declaration of Honour (in format PDF, TIFF, JPEG) should only be attached and signed by beneficiaries applying for a grant higher than 60.000 €. The Declaration of Honour certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and annexes. The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project. The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the “exclusion criteria”.

Please note that the total grant amount indicated in the Declaration must correspond with the one indicated in the eForm (section B.4) and in the budget tables in annex.

The Declaration of Honour should be printed, signed by the legal representative, scanned and attached to the application.

A template of this document can be downloaded on the following link:

http://eacea.ec.europa.eu/llp/funding/2013/call_lifelong_learning_2013.php

3.4 Legal Entity Form (PDF, TIFF, JPEG)

This form has to be filled in only by the applicant organisation. The Legal Entity Form should be printed, signed by the legal representative, scanned and attached to the application.

A template of this document can be downloaded on the following link:
http://eacea.ec.europa.eu/llp/funding/2013/call_lifelong_learning_2013.php

4. GLOSSARY

Sub-Programme / Transversal Programme: The LLP is structured according to Sub-Programmes, a Transversal Programme and the Jean Monnet Programme. These instructions are to be used for centralised parts of the Sub-Programmes (Comenius, Grundtvig, Erasmus, Leonardo da Vinci) and of the Transversal Programme (Key Activities). These are described in detail in the LLP Decision, Title II, Chapters I to V:

(http://eur-lex.europa.eu/LexUriServ/site/en/oj/2006/l_327/l_32720061124en00450068.pdf).

Action: In the application form and in these notes, Action means the specific part of the programme for which the application is being made. These are listed in the Decision, on the front page of the Form and in the Call. The detailed requirements for each Action are provided in specific sheets: http://ec.europa.eu/education/llp/doc1943_en.htm

Project / network: The Application form is to be used for several Actions in the LLP. In the Form and in these notes the term project/network includes the following types of project: Multilateral Projects, Networks, Accompanying Measures.

Consortium means the grouping of organisations that will be responsible for the direct implementation of the proposed project/network and is a generic term for both partnerships and networks used to ensure that a single term applies throughout the application package. The consortium partners can come from countries participating in the Lifelong Learning Programme [6] and from Third countries. Associated partners are not considered as part of the consortium.

Partner organisations from Third Countries: Organisations in any third country (outside the countries participating in the Lifelong Learning Programme) who have the status of full partners in a consortium. Unlike associated partners, they feature directly in the application's budget and they manage the funds allocated to them for their participation.

Their involvement must be justified in terms of the added value that their participation brings to the Lifelong Learning Programme consortium. They are expected to significantly enhance the quality and impact of the project in the Lifelong Learning Programme participating countries. Budgetary details are to be included in the main budget tables for the applications.

Associated partners: Organisations that are involved in the application although they do not form part of the consortium. They cannot receive direct funding from the project's EU grant.

Associated partners provide the consortium with input, facilities or assistance that enhances the quality of the work programme .Associated partners may be organisations that are based in one of the countries participating in the Lifelong Learning Programme or in Third Countries.

Associated partners do not feature in the application budget of eligible costs as they neither contribute to the eligible costs nor manage a portion of the grant funds, they participate on the basis of their own contributions. Aspects of their participation may be covered within the eligible budget if they are eligible in general terms and if those costs pass through the accounts

[6] Please consult LLP Guide Part 1, Section 1.C for country participation information.

of one of the members of the consortium (e.g. participation in meetings). Associated partners cannot appear either as Third Country Partners or subcontractors.

Centralised means that the selection and management of projects takes place at a European level rather than at a national Level.

Outputs / results / products: These terms, whether used in isolation or in combination, refer to what is planned to be produced by the organisations involved in the project. Although some parts of the Lifelong Learning Programme, notably networks, are generally seen as process-oriented rather than output-oriented, all potential projects are expected to be able to define what will be produced.

Gantt chart: A simplified roadmap that displays the various stages of development of the work proposed in the workpackages. The workpackages are displayed according to their start and end dates.

Transversality: Applicants for certain Actions in the Transversal Programme need to ensure that their application covers at least 2 sub-programme areas. In evaluating the applications experts will be looking for evidence of transversality in various parts of the application: the partnership includes representatives of the end-users, piloting where relevant, includes all end-users and stakeholders etc.