



GRANT APPLICATION FORM

CEDEFOP GP/D/ReferNet/001/06

IMPORTANT NOTE: Before filling in this form, please read carefully the relevant call for proposals, and any other reference documents related to this project available on our site <http://www.cedefop.eu.int/>

Incomplete forms will **not** be accepted.

1. Information on the applicant

1.1 IDENTITY OF THE APPLICANT¹

Official name in full:

Short name or acronym:

Official legal form:²

Legal capacity:³

Company registration number:⁴

VAT number:⁵

Applicant's official address:

Street:

Number:

Post code:

City:

Country:

Telephone:

Fax:

E-mail address:

¹ The information given here must be taken from official documents such as the trade register, memorandum and articles of association or equivalent documents in the case of private-sector organisations or an identity card, passport or equivalent document in the case of natural persons.

² Not applicable if the beneficiary is a natural person.

³ Applicant's capacity to take part in court proceedings (to constitute a party in court proceedings) under the applicable national legislation: reply by yes or no.

⁴ Not applicable if the beneficiary is a public-sector body. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

⁵ If the applicant is not liable for VAT, this must be justified in the light of the applicable national legislation.

Internet site(s):

Contact person responsible for this proposal:

Name:

Position:

Telephone:

Fax:

E-mail address:

1.2 BANK DETAILS

The account to be used for the action or work programme for which a grant is being requested must allow payments made by Cedefop to be identified.

Financial identification form available from: http://europa.eu.int/comm/budget/execution/ftiers_en.htm.

1.3 APPLICANT'S ACTIVITIES AND OBJECTIVES

- Date on which applicant was founded:
- Objectives specified in the applicant's articles of association:

- Applicant's current main activities:

- Main projects completed or being carried out in the field covered by this application:

1.4 APPLICANT'S STRUCTURE AND COMPOSITION

- Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the applicant;

- Name / first name:

- Position:

1.5 OTHER COMMUNITY FUNDING**1.5.1 Community grants, procurement contracts or loans obtained directly or indirectly during the last 2 years from a European institution or agency.**

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Community programme concerned (if applicable):
- Title of the operation:
- The Community institution which took the award decision:⁶
- The year of the award and the duration of the operation:
- The value of the grant, contract or loan:

1.5.2 Grant/loan applications or offers of services submitted (or due to be submitted) to European institutions in the current year:

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Community programme concerned (if applicable):
- Title of the operation:
- The Community institution which will take the award decision:
- The planned duration of the operation:
- The estimated value of the grant, contract or loan:

NB: The applicant is required to inform without delay the Cedefop department to which this application is submitted of any application for funding made to other Commission departments or Community institutions or any funding approved by them AFTER submission of this grant application.

⁶ Where appropriate, indicate the unit responsible within the institution.

2. Information on the action/work programme for which the grant is requested

2.1 DESCRIPTION OF THE ACTION / WORK PROGRAMME

Description of the national consortium coordinating body

Describe the national co-ordination body's main activities, departments, and people responsible for work relating to the network's activities. Please join CVs separately using the EUROPASS CV format⁷.

⁷ see <http://www.europass.cedefop.eu.int>

Description of the national consortium

List (including contact details) and describe the members of the national consortium.

Briefly describe the consortium's experience and knowledge.

Detail the working methodology for collecting and validating the data, information and reports.

Outline the way in which tasks will be distributed within the consortium.

Reporting and analysing information on systems and developments

Please draw up a list, covering the last three years, of publications, studies and reports prepared by consortium members in the field of vocational education and training.

The following information must be supplied: sources used (in particular official sources, the social partners and trade associations) and selection criteria.

Supporting Cedefop's research activities

Please provide information on the activities of network members in the field of research over the past three years. More precisely, please outline how the European Research Overview tasks will be carried out at national level, how they will support the transparency and promotion of research and how the information requested will be obtained.

Documentary activities

For documentary activities, please supply the following information: sources used (in particular official sources, the social partners and trade associations), selection criteria, estimated volume of information (minimum annual threshold).

If one or more consortium organisation possess a library, a description should be provided and should include number of library staff, number of items, availability/unavailability of online catalogues, ability to participate in Inter-Library Loan services.

Dissemination and promotion activities

Please supply an outline of the activities proposed. This outline must cover actions of dissemination at national level, awareness and visibility raising activities, proposed participation in events and contacts with the press.

Arrangements for evaluation / supervision during the operation:**Financial viability of the applicant and of any third parties involved throughout the period during which the planned action or work programme is to be carried out.**

This section must show that the applicant has stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. In this context the following indicators must be given (for the last two financial years for which the accounts have been closed) in euros:

	Accounts N (Indicate year)	Accounts N-1 (Indicate year)
<i>Turnover or equivalent:</i>		
<i>Net earnings or equivalent:</i>		
<i>Total balance sheet or budget:</i>		
<i>Shareholders' equity or equivalent:</i>		
<i>Medium and long-term debt:</i>		
<i>Short term debt (< 1 year):</i>		
<i>Permanent staff (number of posts):</i>		

Any guarantees granted by third parties:

Any other factors demonstrating financial viability:

Any risks or uncertainties about implementation:

2.2 DURATION AND SUMMARY TIMETABLE FOR CARRYING OUT THE ACTION / WORK PROGRAMME

The period during which an action or work programme is carried out determines the period of eligibility of the corresponding costs.

Applicants are here requested to indicate and justify:

- the planned dates for starting and completing the action, or the dates of their budgetary year in the case of an operating grant:

2.3 INVOLVEMENT OF THIRD PARTIES IN THE ACTION / WORK PROGRAMME

Use sheets 2.3.1 and/or 2.3.2 of Annex I if necessary.

2.4 GRANT APPLIED FOR (give amounts in euros)

Estimated total cost of the action or work programme:	
Amount of grant requested (EUR) ⁸ :	
As a percentage of proposed eligible costs:	
As a percentage of the total estimated costs of the action / work programme:	

3. Budget summary

Use Annex 2A (single beneficiary)

 Annex 2B (multiple beneficiaries)

⁸ Please refer to the maximum grant amounts indicated in section 4 of the call for proposal.

4. OTHER SOURCES OF EXTERNAL FINANCE, EXCLUDING ANY COMMUNITY GRANT

The data below are to be provided for each external sponsor of the action or work programme.

4.1 FUNDS CONFIRMED

A letter committing the financial contribution must be signed by each sponsor.

(Add further sheets if necessary.)

- Official name in full:
- Official legal form:
- Official address:
- Activities:

- Person responsible within the sponsoring organisation that has signed the commitment letter (name/first name, title or position):

- Amount of funding which the organisation undertakes to provide for the operation:

- Any pre-allocation of these funds:

- Any conditions or reservations:

4.2 OTHER FUNDS REQUESTED, BEING APPLIED FOR OR AWAITING CONFIRMATION

Add further sheets if necessary.

- Organisation concerned:

- Official address:

- Activities:

- Amount requested:

- Any pre-allocation of these funds:

- Any conditions or reservations:

5. DECLARATION BY THE APPLICANT

I, the undersigned,, authorised to represent the applicant, hereby request from Cedefop a grant of EUR with a view to implementing the action / work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Community funding to carry out the action / work programme which is the subject of this grant application.

I certify on my honour that the applicant organisation is not in one of the situations which would exclude it from taking part in a Community grant programme and accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established;
- has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.

I have been informed that, under the Financial Regulation of 25 June 2002 applicable to the general budget of the European Communities,⁹ applicants found guilty of false declarations may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist in being excluded from all contracts or grants financed from the Community budget for a maximum of two years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant. This period may be extended to three years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations will also receive financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

⁹ Official Journal L 248, 16.9.2002.

Name / first name:

Title or position in the applicant organisation:

Signature and official stamp of applicant:

Date:

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.¹⁰ Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Cedefop department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

- Annexes:**
1. Involvement of third parties in the action / work programme
 - 2A. Forward budget for a grant awarded to a single beneficiary
 - 2B. Forward budget for a grant awarded to multiple beneficiaries
 3. Supporting documents to be attached to the grant application
 4. Check list for applicants

¹⁰ Official Journal L 8, 12.1.2001.