



European  
Commission

**EUROPEAN COMMISSION**

DG Employment, Social Affairs and Inclusion

Europe 2020: Employment policies  
Sectorial Employment Challenges, Youth Employment and Entrepreneurship  
Skills, Mobility and Employment Services

Call for proposals:

**Delivering on skills for growth and jobs**

Reference:

**VP/2013/010**

Budget heading:

**04.04 01 01**

# **GRANT APPLICATION FORM**

## **VP/2013/010**

# Applicant

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## A: Applicant

### A.1: Applicant organisation

A.1.1 Name of the organisation.....

A.1.2 Abbreviation.....

A.1.3 Type of organisation.....

A.1.4 Address.....

A.1.5 Postal code.....

A.1.6 City.....

A.1.7 Country.....

A.1.8 Telephone.....

A.1.9 Fax.....

A.1.10 E-mail address.....

A.1.11 Registration number.....

A.1.12 Web site.....

A.1.13 Legal entity form.....

A.1.14 Financial identification form.

A.1.15 Declaration on honour.....

A.1.16 Supplementary space for  
additional documents (if needed).....

### A.2: Legal representative

A.2.1 Title.....

A.2.2 Surname.....

A.2.3 Forename.....

A.2.4 Gender.....

A.2.5 Function.....

A.2.6 Other function.....

A.2.7 Telephone.....

A.2.8 Fax.....

A.2.9 E-mail address.....

### A.3: Person responsible for managing the action

A.3.1 Title.....

A.3.2 Surname.....

A.3.3 Forename.....

A.3.4 Gender.....

A.3.5 Function.....

A.3.6 Other function.....

A.3.7 Telephone.....  
A.3.8 Fax.....  
A.3.9 E-mail address.....

# Co-Applicants

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## B: Co-Applicants involved in the action

1 :

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- P1/ B.1.1 Name of the organisation.
- P1/ B.1.2 Abbreviation.....
- P1/ B.1.3 Type of organisation.....
- P1/ B.1.4 Address.....
- P1/ B.1.5 Postal code.....
- P1/ B.1.6 City.....
- P1/ B.1.7 Country.....
- P1/ B.1.8 Telephone .....
- P1/ B.1.9 Fax.....
- P1/ B.1.10 E-mail address.....
- P1/ B.1.11 Registration number.....
- P1/ B.1.12 Web site.....
- P1/ B.1.13 Legal entity form.....
- P1/ B.1.14 Mandate.....
- P1/ B.1.15 Declaration on honour....
- P1/ B.1.16 Letters of commitment  
(as specified in the call).....
- P1/ B.1.17 Supplementary space for  
additional documents (if needed).....

# Affiliated Entities

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## C: Affiliated Entities

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P1/ C.1.1 Parent organisation.....

P1/ C.1.2 Name of the affiliated  
entity.....

P1/ C.1.3 Legal or capital link with  
the parent organisation.....

P1/ C.1.4 Declaration on honour.....

P1/ C.1.5 Letters of commitment (as  
specified in the call).....

# Oper. and finan. capacity

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## D: Operational and financial capacity

### D.1: Operational structure

D.1.1 Main objectives and activities.

D.1.2 Experience of similar projects

### D.2: Financial resources

D.2.1 Any other information  
demonstrating financial capacity.....

### D.3: Previous grants and current grant applications

#### D.3.1 Previous Action Grants

(1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

Applicant organisation	European institution, service responsible and programme	Agreement no.	Year of the award	Title of the action	Amount of the grant (in EUR)

#### D.3.2 Action Grant applications in the current year

Has your organisation presented or does it intend to submit other applications for support in the current year to Commission services or to other Union institutions/Agencies? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and no. of agreement if applicable and the state of play of your application).

Applicant organisation	European institution, service responsible and programme	Title of the action	Grant obtained?	Estimated amount of the grant (in EUR)

#### D.3.3 Operating grants

Have any of the applicant organisations applied for or obtained an operating grant from the European Commission or any other Union institution?

Applicant organisation	European institution, service responsible and programme	Agreement no.	Title of the action	Estimated amount of the grant (in EUR)	Start date	End date

# Action

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## E: Information on the action for which the grant is requested

E.1 Title.....

E.2 Type of activity/subprogramme/  
theme.....

E.3 Short summary of the action....

E.4 Specific objective(s).....

E.5 Duration of activities

E.5.1 Start.....

E.5.2 End .....

E.5.3 Months.....

E.6 Implementation of the action....

E.7 Workplan.....

E.8 Will you subcontract any task  
related to the action?.....

### E.9 Timetable for action events

Please enter the key dates for the main events of the action (i.e. conferences, project meetings and so on).

Start date	End date	Venue	Type of event

E.10 Roles and responsibilities.....

E.11 Transnational dimension.....

E.12 Arrangements for evaluation /  
monitoring of the action.....

E.13 Added value / innovativeness  
of the action.....

E.14 Expected results.....

E.15 Use of results (multiplier  
effects and dissemination plans).....

E.16 Language for correspondence.

# Annexes

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**F: Annexes**

- F.1 Description of the action.....
- F.2 Detailed work programme.....
- F.3 Letters of commitment for third parties.....
- F.4 Contracts for implementing the action.....
- F.5 Supplementary space for additional documents (if needed).....



Budget

Total cost of the action

Total eligible costs (D + I)

Total eligible direct costs (D)

Heading 1 - Staff costs

Management.....  
Administration.....  
Secretariat.....  
Accounting.....  
Other staff.....  
Total - Staff costs.....

Heading 2 - Travel, accommodation and subsistence allowances

Travel.....  
Subsistence allowances (accommodation, meals, etc.).....  
Total - Travel, accommodation and subsistence allowances.....

Heading 3 - Costs of services

Information dissemination.....  
Translations.....  
Reproductions and publications.....  
Specific evaluation.....  
Interpretations.....  
External expertise.....  
Other services.....  
Total - Costs of services.....

Heading 4 - Administration costs

Depreciation for purchase of equipment.....  
Hire of rooms.....  
Hire of interpreting booths.....  
Audits.....  
Financial services.....  
Other administrative costs.....  
Total - Administration costs.....

**Total eligible indirect costs (I)**

**Heading 5 - Overheads**

Total overheads.....

**Total revenue of the action**

**Income**

**Income**

Applicant's contribution.....

Total financial contribution (own resources).....

Revenue generated by the action.....

Union grant.....

**Total Income**.....

## Heading 1 - Staff costs

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### Management/Coordination (transnational and national)

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total

Total cost of Management/Coordination.....

### Administration/Implementation of the project

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total

Total cost of Administration/Implementation of the project.....

### Secretarial costs

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total

Total cost of Secretarial costs.....

### Accounting

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total

Total cost of Accounting.....

### Other staff

Incurred by	Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total

Total cost of Other staff.....

Total staff costs.....

## Heading 2 - Travel, accommodation and subsistence allowances

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**Travel, accommodation and subsistence allowance**

The "Daily cost per person" covers accommodation costs and the daily subsistence allowance (DSA).

Incurring by	Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total

Total of travel costs.....

Total of subsistence and accommodation costs.....

Total - Travel, accommodation and subsistence allowances.....

## Heading 3 - Cost of services

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### Information dissemination

Incurring by	Nature of costs	Quantity	Unit cost	Total

Total information dissemination.....

### Translations

Total number of languages (the document is translated to), cost per page (1 page=1500 characters without blanks)

Incurring by	Description of documents to be translated	Languages from ... to ...	Total number of languages	Cost per page	Number of pages	Total

Total translations.....

### Reproductions and publications

Incurring by	Document	Number of pages	Unit cost	Total

Total reproductions and publications.....

### Specific evaluation

Incurring by	Evaluator	Cost	Total

Total specific evaluation.....

### Interpretations

Incurring by	Meeting	Languages	Number of interpreters	Number of days	Daily cost per interpreter	Total

Total interpretations.....

### External expertise

Incurring by	Task	Number of days	Daily cost	Total

Total external expertise.....

### Other Services

Incurring by	Service	Amount	Total

Total other services.....

Total - Costs of services.....

## Heading 4 - Administration costs

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### Depreciation for purchase of equipment

Incurring by	Type of equipment	Estimated depreciation cost

Total depreciation.....

### Hire of rooms

Incurring by	Meeting	Number of days	Unit cost per day	Number of rooms	Total

Total hire of rooms.....

### Hire of interpreting booths

Incurring by	Meeting	Languages	Number of booths	Number of days	Unit cost per day	Total

Total Hire of interpreting booths.....

### Audits

Incurring by	Auditor	Cost	Total

Total audits.....

### Financial costs

Incurring by	Nature of costs	Quantity	Unit cost	Total

Total financial costs.....

### Other administrative costs

Incurring by	Description	Cost

Total Other Administrative costs.....

Total - Administration costs.....

# Heading 5 - Overheads

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**Applicant's overheads**

Overheads are not eligible for operating grants

Incurring by	Amount

**Total**.....

# Heading 6 - Income

**Total Income (T)** .....

Revenue generated by the action (R).

**Union grant (S = T - C - R)**.....

**Total financial contribution (own resources) (C = C1 + C2 + C3)**.....

Applicant's contribution (C1).....

**Co-applicants' contribution (C2)**

Please be aware that the contribution of a co-applicant has to include the amount of its affiliated entities participating in this action

Co-applicant	Contribution

**Total co-applicants' contribution (C2)**.....

**Third parties' contribution (C3)**

Third party	Contribution

**Total third parties' contribution (C3)**.....



# Signature

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## **H: Signature of the legal representative**

Warning : Failure to sign by the lead applicant, will entail the Commission to automatically reject the application.

H.1 Name

H.2 Date and place

H.3 Signature