



European
Commission

EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion

Labour Mobility
Free Movement of Workers, EURES

Call for proposals:	EaSI-EURES: Mobility Exchange programme for SME staff
Reference:	VP/2019/011
Budget heading:	04.03 02 02

GRANT APPLICATION FORM

VP/2019/011

Applicant

A: Applicant

A.1: Applicant organisation

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

A.1.2 Abbreviation.....

A.1.3 Departments.....

A.1.4 Type of organisation.....

A.1.5 Address.....

A.1.6 Postal code.....

A.1.7 City.....

A.1.8 Country.....

A.1.9 Telephone.....

A.1.10 Fax.....

A.1.11 E-mail address.....

A.1.12 Registration number.....

A.1.13 VAT number.....

A.1.14 Web site.....

A.1.15 Legal entity form.....

A.1.16 Financial identification form.

A.1.17 Declaration on honour.....

A.1.18 Supplementary space for additional documents (if needed).....

A.1.19 Supplementary space for additional documents (if needed).....

A.1.20 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

B: Co-Applicants involved in the action

1 :

- P1/ B.1.1 Name of the organisation.
- P1/ B.1.2 Abbreviation.....
- P1/ B.1.3 Departments.....
- P1/ B.1.4 Type of organisation.....
- P1/ B.1.5 Address.....
- P1/ B.1.6 Postal code.....
- P1/ B.1.7 City.....
- P1/ B.1.8 Country.....
- P1/ B.1.9 Telephone
- P1/ B.1.10 Fax.....
- P1/ B.1.11 E-mail address.....
- P1/ B.1.12 Registration number.....
- P1/ B.1.13 VAT number.....
- P1/ B.1.14 Web site.....
- P1/ B.1.15 Legal entity form.....
- P1/ B.1.16 Mandate.....
- P1/ B.1.17 Declaration on honour....
- P1/ B.1.18 Supplementary space for additional documents (if needed).....
- P1/ B.1.19 Supplementary space for additional documents (if needed).....
- P1/ B.1.20 Supplementary space for additional documents (if needed).....

Affiliated Entities

C: Affiliated Entities

1 :

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

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

P1/ C.1.3 Abbreviation.....

P1/ C.1.4 Type of organisation.....

P1/ C.1.5 Address.....

P1/ C.1.6 Postal code.....

P1/ C.1.7 City.....

P1/ C.1.8 Country.....

P1/ C.1.9 Legal or capital link with
the parent organisation.....

Associate Organisations

Third Parties

D: Third Parties

1 :

P1/ D.1.1 Name of the organisation.

P1/ D.1.2 Abbreviation.....

P1/ D.1.3 Type of organisation.....

P1/ D.1.4 Address.....

P1/ D.1.5 Postal code.....

P1/ D.1.6 City.....

P1/ D.1.7 Country.....

P1/ D.1.8 Letters of commitment (as specified in the call).....

Oper. and finan. capacity

E: Operational and financial capacity

E.1: Operational structure

E.1.1 Main objectives and activities.

E.1.2 Administrative structure of each applicant organisation.....

E.1.3 Members of each applicant organisation.....

E.1.4 Staff employed by each applicant organisation in the relevant field.....

E.1.5 Experience of similar projects

E.2: Financial resources

E.2.1 Usual sources of finance of each applicant organisation.....

E.2.2 Turnover or equivalent for the last financial year of each applicant organisation.....

E.2.3 Any other information demonstrating financial capacity.....

E.3: Previous grants and current grant applications

E.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)

E.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)

E.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

F: Information on the action for which the grant is requested

F.1 Title.....

F.2 Short summary of the action.....

F.3 Specific objective(s).....

F.4 Duration of activities

F.4.1 Start.....

F.4.2 End

F.4.3 Duration (in months).....

F.5 Implementation of the action.....

F.6 Workplan.....

F.7 Will you subcontract any task related to the action?.....

F.8 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

F.9 Roles and responsibilities.....

F.10 Targeted groups / sectors

F.11 Transnational dimension.....

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

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

F.14 Expected results.....

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

F.16 Language for correspondence.

Annexes

G: Annexes

G.1 Description of the action.....

G.2 Summary balance sheet and profit loss account.....

G.3 Supplementary space for additional documents (if needed).....

G.4 Supplementary space for additional documents (if needed).....

G.5 Supplementary space for additional documents (if needed).....

G.6 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

Management/Coordination (transnational and national)

Incurring by	Profile/category of personnel (Project Manager, Coordinator, etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total

Total cost of management/coordination.....

Implementation of the project

Incurring by	Profile/category of personnel (Project officer, senior, junior etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total

Total cost of Implementation of the project.....

Secretarial cost

Incurring by	Profile/category of personnel (Secretary, etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total

Total cost of secretarial.....

Accounting

Incurring by	Profile/category of personnel (Senior, junior financial officer, etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total

Total cost of accounting.....

Other staff

Incurring by	Profile/Category of personnel + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative Daily Salary cost	Number of days	Total

Total cost of Other staff.....
Total staff costs.....

Heading 2 - Travel, accommodation and subsistence allowances

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

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

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

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

I: Signature of the legal representative

Warning : If the legal representative does not sign, the Commission will automatically reject the application.

I.1 I, the undersigned, authorised to represent the applicant, certify that the information contained in this application is correct and complete.

I.2 Name

I.3 Date and place

I.4 Signature