



EDUCATION AND CULTURE

LEONARDO DA VINCI

Community Vocational Training Action Programme

Second phase: 2000-2006

**APPLICATION FORM for
Pilot projects (including Thematic actions),
Language competences, Transnational networks,
Reference material**

Version 2005

Reserved for the European Commission or the National Agencies

<i>Country</i>	<i>Year</i>	<i>Selection procedure</i>	<i>Pre-proposal or full proposal (P / F)</i>	<i>Project number</i>
				PP- TH- LA- NT- RF-

EUROPEAN COMMISSION

RECEIPT ACKNOWLEDGEMENT

Name of promoting organisation	
Name of contact person	
Street Number	Street
Country code - Postcode - Town/City	

Title of proposal:	
Date you sent in your proposal / /

This page will be returned to you when we have received your application form. Please therefore complete the information above clearly.

Reserved for National Agencies and European Commission:

We acknowledge receipt of your application concerning your proposal:

<i>Country</i>	<i>Year</i>	<i>Selection procedure</i>	<i>Pre-proposal or full proposal (P / F)</i>	<i>Project number</i>
				PP- TH- LA- NT- RF-

Please use this number in all communication with your National Agency and/or the European Commission.

Yours sincerely,

Date:



**NB: Please consult the General Guide for promoters,
the specific Guide for the measure under which you intend to submit your
proposal, and the Administrative and Financial Handbook
before completing the application form**

Please note that:

- p.1: the authorised signatory is required to append his or her original signature at the bottom of the page**
- p.2: the authorised signatory is further required to append his or her original signature on the Declaration of Honour**

**PLEASE COMPLETE THE ON-LINE APPLICATION FORM, TOO,
AVAILABLE AT THE FOLLOWING ADDRESS:
<http://leonardo.cec.eu.int>**



A. PROMOTING ORGANISATION

The proposal must be submitted by a private, public or semi-public organisation

A.1 . Data concerning the promoting organisation

Name of the organisation in national language (full and abbreviated if applicable)	
Name of the organisation in EN, FR or DE (if available)	
Type of organisation ¹	

Head Office

Street	
Number	
Postcode	
Town/city	
Country	

Contact person²

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Position		
Street		
Number		
Postcode		
Town/city		
Country		
Telephone	++	/
Fax	++	/
E-mail		
Website	http://	

Authorised signatory

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Position		

The undersigned certifies that all information given in this form is accurate.

Date

Signature

Stamp

--

¹ Please use type codes as in annex 4.

² See definition in the General guide.



A.2. Declaration of Honour

I, the undersigned,
representative of the organisation:
address:
promoter of the proposal:
hereby declare on my honour, on this date, that this organisation:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning such matters, nor, in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been found guilty of grave professional misconduct;
- has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established;
- 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;
- following another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with its contractual obligations;
- is not subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the selection or the contracting of the proposal);
- is not guilty of misrepresentation in supplying the information required by the European Commission during the selection phase and has not failed to provide the requested information.

Furthermore, I hereby declare on my honour that this organisation, in order to successfully implement the submitted proposal, has:

- the adequate legal capacity
- sufficient and stable financial sources
- the required competencies and professional qualifications.

I acknowledge that in case of false declarations, that administrative and financial sanctions could be implemented against me or against my organisation.

Date and Signature:

Stamp of the Organisation:



A.3 CO-ORDINATING ORGANISATION

To be completed only if project co-ordination is delegated to an organisation other than the promoting organisation

Name of the organisation in national language <i>(full and abbreviated if applicable)</i>	
Name of the organisation in EN, FR or DE <i>(if available)</i>	
Type of organisation ³	

Head Office

Street	
Number	
Post code	
Town/city	
Country	

Contact Person⁴

Name	Mr <input type="checkbox"/> Ms <input type="checkbox"/>	
Position		
Street		
Number		
Postcode		
Town/city		
Country		
Telephone	++	/
Fax	++	/
E-mail		
Website	http://	

³ Please use type codes as in annex 4.

⁴ See definition in the General guide.



A 4. Legal Entity Form

Only to be completed for full proposals under procedure B and C

Please complete the appropriate Legal Entity form for the promoting organisation and attach the requested documents.

Note that 2 different forms are provided: one for private companies, associations, etc. and one for public organisations.



LEGAL ENTITY FORM (1)

PUBLIC ENTITIES

TYPE OF ORGANISATION	
NAME(S)	
ABBREVIATION	
OFFICIAL ADDRESS	
POSTAL CODE	
P.O. BOX	
TOWN/CITY	
COUNTRY	
VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION	(dd-mm-yy)
REGISTRATION NR.	
PHONE	
FAX	
E-MAIL	
CONTACT PERSON	

This “Legal entity” form should be filled in and submitted together with:

- copy of the resolution, law, decree or decision establishing the entity in question;
- or, failing that, any other official document attesting to the establishment of the entity.

Date:

Name and function of the authorised representative:

Signature:

Stamp:



LEGAL ENTITY FORM (2)

PRIVATE COMPANIES

TYPE OF COMPANY	
NGO (Non Governmental Organisation)	YES NO
NAME(S)	
ABBREVIATION	
ADDRESS OF HEAD OFFICE	
POSTAL CODE	
P.O. BOX	
TOWN/CITY	
COUNTRY	
VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION	(dd-mm-yy)
REGISTRATION NR.	
PHONE	
FAX	
E-MAIL	
CONTACT PERSON	

This "Legal entity" form should be filled in and submitted together with:

- a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;
- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.

Date:

Name and function of the authorised representative:

Signature:

Stamp:



A.5 FINANCIAL IDENTIFICATION FORM

Only to be completed for full proposals under procedure B and C

ACCOUNT HOLDER

NAME	
ADDRESS	
TOWN/CITY	
POST CODE	
COUNTRY	
VAT NUMBER	
CONTACT PERSON	
TELEPHONE	
FAX	
E-MAIL	

BANK

BANK NAME	
BRANCH ADDRESS	
TOWN/CITY	
POST CODE	
COUNTRY	
ACCOUNT NUMBER	
IBAN	

Remarks:

BANK STAMP + SIGNATURE of BANK REPRESENTATIVE (Both obligatory):	DATE + SIGNATURE of ACCOUNT HOLDER (Obligatory):



B. PROJECT OUTLINE

B.1 GENERAL INFORMATION

Measure: <i>(Please tick one box only)</i>	Pilot projects (PP) <input type="checkbox"/> Transnational Networks (NT) <input type="checkbox"/> Reference Material (RF) <input type="checkbox"/> Language Competences (LA) <input type="checkbox"/>
	If your Pilot project is a Thematic action (TH), to be submitted in the framework of procedure C, please tick also here <input type="checkbox"/>

Title <i>(max. 200 characters, including spaces)</i>	
--	--

Acronym/short title <i>(max. 25 characters)</i>	
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Which objective(s) of the Programme does your project address? <i>(Please refer to the General Guide)</i>	<input type="checkbox"/> a “to improve the skills and competences of people, ...” <input type="checkbox"/> b “to improve the quality of, and access to, continuing vocational training ...” <input type="checkbox"/> c “to promote and reinforce the contribution of vocational training to the process of innovation ...”
---	--

Which priority in Call 2005-2006 does your proposal address? <i>(Please indicate only one priority)</i>	<input type="checkbox"/> 1 Promoting transparency of qualifications <input type="checkbox"/> 2 Developing the quality of VET systems and practices <input type="checkbox"/> 3 Developing relevant and innovative e-learning content <input type="checkbox"/> 4 Continuous training of teachers and trainers
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For Thematic actions (TH) only: Which theme in the current Call does your proposal address?	<input type="checkbox"/> TH.1 Credit transfer in VET <input type="checkbox"/> TH.2 Validation of non-formal and informal learning
---	--

If your project targets directly one or more of the following issues, please tick the relevant box(es):	<input type="checkbox"/> the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people <input type="checkbox"/> equal opportunities for women and men, with a view to combating discrimination in training provision <input type="checkbox"/> the promotion of social dialogue in vocational training
--	---

Which of the following categories does your project fall into?	<input type="checkbox"/> development of innovation <input type="checkbox"/> transfer of innovation
--	---

Total number of partners per country, including promoter and co-ordinator <i>(Please indicate numbers in relevant spaces)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">— BE</td> <td style="text-align: center;">— ES</td> <td style="text-align: center;">— IT</td> <td style="text-align: center;">— MT</td> <td style="text-align: center;">— SI</td> <td style="text-align: center;">— IS</td> <td style="text-align: center;">— BG</td> </tr> <tr> <td style="text-align: center;">— CZ</td> <td style="text-align: center;">— EE</td> <td style="text-align: center;">— LV</td> <td style="text-align: center;">— NL</td> <td style="text-align: center;">— SK</td> <td style="text-align: center;">— LI</td> <td style="text-align: center;">— RO</td> </tr> <tr> <td style="text-align: center;">— DK</td> <td style="text-align: center;">— FR</td> <td style="text-align: center;">— LT</td> <td style="text-align: center;">— AT</td> <td style="text-align: center;">— FI</td> <td style="text-align: center;">— NO</td> <td style="text-align: center;">— TR</td> </tr> <tr> <td style="text-align: center;">— DE</td> <td style="text-align: center;">— CY</td> <td style="text-align: center;">— LU</td> <td style="text-align: center;">— PL</td> <td style="text-align: center;">— SE</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">— EL</td> <td style="text-align: center;">— IE</td> <td style="text-align: center;">— HU</td> <td style="text-align: center;">— PT</td> <td style="text-align: center;">— UK</td> <td></td> <td></td> </tr> </table>	— BE	— ES	— IT	— MT	— SI	— IS	— BG	— CZ	— EE	— LV	— NL	— SK	— LI	— RO	— DK	— FR	— LT	— AT	— FI	— NO	— TR	— DE	— CY	— LU	— PL	— SE			— EL	— IE	— HU	— PT	— UK		
— BE	— ES	— IT	— MT	— SI	— IS	— BG																														
— CZ	— EE	— LV	— NL	— SK	— LI	— RO																														
— DK	— FR	— LT	— AT	— FI	— NO	— TR																														
— DE	— CY	— LU	— PL	— SE																																
— EL	— IE	— HU	— PT	— UK																																
Total number of partners, including promoter and co-ordinator																																				
Total number of countries																																				

Duration of project	<input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24 months
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Total budget	Euro
Grant requested from the Leonardo da Vinci programme	Euro
% of total budget	

Target group(s)	
Target sector(s)	Codes: (max. the main three - please use the NACE codes as in annex 7)
Users of the project outcomes	Codes: (max. the main three - please use the codes in annex 4)

If this is a "Language competences" project:

Which languages are targeted? (please use language codes as in annex 8)
At which levels of proficiency?	beginner <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/>

B.2 COMBINED PROPOSALS SUBMITTED IN THE CURRENT SELECTION YEAR

Is your proposal combined ⁵ with one or more Leonardo da Vinci proposals in the current selection year?	<input type="checkbox"/> YES (please give details in table below) <input type="checkbox"/> NO
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Measure	Country of submission	Promoting organisation	Title of the proposal

B.3 PROPOSALS BASED ON RESULTS OF PREVIOUS PROJECT(S)

If your proposal is based on the results of one or more previous projects under the Leonardo da Vinci or Socrates programmes, other Community programmes/initiatives (including Phare) or local/regional/national initiatives, please provide precise references to this/ these project(s) in the table below.

If you are submitting a full proposal, please enclose a copy of any products produced or in course of production within the previous project(s).

Year	Programme or Initiative	Identification number	Contracting organisation	Title of the project	Body to which the proposal was submitted and country



B.4 OTHER PROJECTS CARRIED OUT WITH COMMUNITY FUNDING

Have you, or any of your partners, already obtained financial support for a project related to this proposal⁵ within the Leonardo da Vinci programme (1st or 2nd phase) or under other Community programmes/initiatives in the last five years?

- YES *(please fill the table below)*
- NO

Year	Programme or Initiative	Identification number	Contracting organisation	Title of the project	Body to which the proposal was submitted and country

Please add extra sheet if necessary

⁵ Relation may concern, for instance, theme(s), target group(s) and/or sector(s), partnership structure, methodological approach, etc.



B.5 SUMMARY

Please provide a short description of your proposal (max 1 page/ 30 lines, if possible), explaining **what** you are going to do and **why**. For “Reference material”, include a brief summary of the proposed research methodology. You are kindly requested to provide this summary in English, French or German. *(Parts of this summary may be used in directories of selected projects)*



C. PROJECT AIM

15-20 lines max per question

C.1. JUSTIFICATION OF THE PROPOSAL

1. Describe the target group(s) and target sector(s) concerned by your proposal. Describe also the final and potential users of your project's results.
2. What needs, in relation to these target group(s) and sector(s), does your project address? How did you identify these needs?



3. What are the specific aims of the project?
4. How does the project address the programme objectives and the call priority which you indicated above?



5. If you have indicated in B.1 that your project targets **directly** the development of practices to facilitate access to training for people most at a disadvantage in the labour market, including disabled people, and/or equal opportunities for women and men, with a view to combating discrimination in training provision, and/or the promotion of social dialogue in vocational training, please explain how this will be achieved.



6. Please explain in what way your proposal makes an original contribution to:
 - introducing changes into national vocational training systems and practices,
 - European strategies for vocational training.

(You may wish to refer here to existing work and information at national and European level)
7. Does the innovation contributed by your proposal involve:
 - new approaches to the use of existing methods, instruments, products, so as to apply them to new theme(s) and/or target group(s),
 - new processes or products in response to existing problems,
 - new forms of co-operation/networking between partner organisations and/or political decision makers,
 - other (please specify)

Please give detailed explanations.
8. If this is a "Reference material" proposal, please specify also the innovative aspects as regards the existing field of knowledge and the methods and tools for observation and analysis.



9. **If your proposal is combined with** other Leonardo da Vinci proposals presented in this selection year (see section B.2), please explain the interdependence with these proposals and the expected added value.



10. **If your proposal is based on results of one or more previous projects** (see section B.3):

- Why did you choose to base it on that or those project(s)?
- How does your proposal use those results?
- What is the added value of your proposal compared to the previous project(s)?



C.2. RESULTS

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

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

For the sake of clarity, you may wish to use a table to present project results.



C.3. VALORISATION (DISSEMINATION + EXPLOITATION OF RESULTS)⁶

1. How will your valorisation strategy ensure that the project results will be used as regards the target group(s), target sector(s) and potential users?
2. Please indicate the main activities of your valorisation strategy.
3. Please demonstrate that the partnership has the capacity and necessary experience to carry out the valorisation activities outlined above.



⁶ See specific guidelines for valorisation plan.



C.4. IMPACT

1. What is the expected impact of the project, in the short and in the long term, as regards: target group(s), target sector(s), potential user(s) of the project results, and vocational training systems and practices?
2. How will the project final results be integrated and used inside training systems and training practices?
3. What is planned to ensure the expected impact of the project results at the end of Community funding?
4. To what extent are the results transferable to other groups, sectors, geographical contexts, etc.? Please explain the actions considered for this purpose.



D PARTNERS

Please provide information on all partners using the table below. Indicate the promoter as P1, the co-ordinator (if applicable) as P2, and then the other partners in alphabetical order of country code (see annex 3).

D.1.- OVERVIEW OF PARTNERS

No.	Country code ⁷	Name of organisation/institution in national language ⁸	Org. type code ⁷	Region code ⁷	Sector code ⁷	Size code ⁷	Contact person		Street and No. Town/City Postcode Country	Telephone Fax E-mail	Budget	
							Name	M/F			Total	Requested from Leonardo
P1												
P2												
P3												
P4												
P5												
P...												
Total												

N.B. Attach the partners' letters of intent (see Annex 1)

Please add extra sheets if necessary

⁷ Please use codes as in lists annexed (annex 3 to 7).

⁸ Please provide this information also in EN, FR or DE, if available.








D.2. CHARACTERISTICS OF THE PARTNERSHIP

1. Please describe each partner organisation (including promoter and co-ordinator, if applicable), as follows:
 - description of the organisation,
 - skills, knowledge, expertise and experience of the organisation in relation to its role in the project,
 - role of the organisation in the project. Clearly identify, in particular, partners playing a fundamental role in the dissemination and implementation of the interim and final results of the project.

If this is a "Reference material" proposal, please name the scientific co-ordinator and attach a copy of his/her CV. If appropriate, attach a list of the partners' relevant published works in the last three years.

(Please follow the partner order used in D.1 and the same numbering; use maximum 15 lines per partner)

P1	
P2	
P3	
P4	
P5	
P...	

Please add extra sheets if necessary

2. Please present the partnership as a whole, and describe its structure, functioning and experience in transnational co-operation.



End of the pre-proposal



E. ORGANISATION AND MANAGEMENT OF THE PROJECT

E.1. WORK PROGRAMME

Please describe your work programme by sub-dividing it into **work-packages**. For each work-package please describe:

- the aims,
- the start and finish dates and overall duration,
- the total number of staff days (broken down by categories - see table E.2.2),
- the role and the tasks of each partner involved,
- the role and the tasks of sub-contractors, if any,
- the working methods and techniques,
- the expected outcomes/results of the work package,
- (for "Reference material" proposals only): the fields of analysis, methods (including samples, size and its composition) techniques and tools to be used in particular for international comparison.

The work programme is required to include explicitly a detailed **valorisation plan**⁹, indicating:

- the timetable,
- all activities planned during and after the end of the project in order to make results properly disseminated and exploited, including activities involving the target group(s), representatives of the target sector(s) the potential users and/or other groups (political decision makers, professional/sectoral organisations, social partners, media ...),
- the human and financial resources assigned to valorisation activities,
- any commercialisation, if foreseen.

The work programme must also include a **quality management plan**: procedures, criteria and resources for monitoring and evaluation of the progress of the project, and for internal and/or external evaluation - including quality control and testing, if applicable - of the interim and final results in comparison with the needs of the target group(s) and sector(s) and of the potential users. Please explain, in particular, how the target group(s) and/or potential users will be involved in these activities.

For the sake of clarity, you may wish to add diagrams, additional explications and tables as appropriate.



⁹ See specific guidelines for the valorisation plan.



E.2. FINANCIAL PLAN

For filling out section E2, please refer to the Administrative and Financial Handbook concerning Pilot projects (including Thematic actions), Language competences, Transnational networks and Reference material.

NB: You must use the four tables below in the given format.

E.2.1 ESTIMATED EXPENDITURES BY WORK-PACKAGE AND TYPE OF COSTS

It is recommended to foresee one specific work package for the valorisation strategy of the project (dissemination and exploitation activities)

All figures in Euro

Work Package	Staff	Operational	Subcontracting	Total
I				
II				
III				
IV				
V				
...				
Total				



E.2.2 ESTIMATED STAFF NEEDS AND COST BY PARTNER

After completing this table, please copy total staff costs onto first row of table E.2.3 below

All costs in Euro	Total			P1			P2			P3			P...		
	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)	Total number of days (a)	Cost per day ¹⁰ (b)	Total staff cost (a*b)
Staff by category:															
1. Managers															
2. Researchers															
3. Teachers/trainers															
4. Technical															
5. Administrative															
Total															

Please add extra sheets if necessary

¹⁰ Indicate the average cost per day.



E.2.3 ESTIMATED EXPENDITURES BY TYPE OF COSTS AND PARTNER

Please attach detailed explanations for all operational costs and any subcontracting cost in a separate sheet.

All figures in Euro	Total	%	P1	P2	P3	P4	P5	P...
		
A. Total staff cost (copy from E.2.2)								
Operations:								
1. Travelling								
2. ICT								
3. Production								
4. Overheads								
5. Other: (please specify)								
B. Total operational costs								
Subcontracting (please specify):								
1.								
2.								
.....								
C. Total Subcontracting costs -								
Total cost of the project = A + B + C		100						

Please add extra sheets if necessary



E.2.4 ESTIMATED FINANCING BY TYPE OF FUNDS AND PARTNER

All figures in Euro

	Total	% breakdown	P1	P2	P3	P4	P5	P...
Amount requested from LEONARDO DA VINCI								
National support								
Regional support								
Other sources (please specify)								
Partners' own funds								
Other Community programmes ¹¹								
Total financing = Total cost of project (from table E.2.3)								

Please add extra sheets if necessary.

¹¹ Only applicable to candidate countries.



F. ANNEXES

ANNEX.1. LETTERS OF INTENT

- Partner organisations must provide letters of intent on their own official paper.
- The letter must not be hand-written
- It must indicate:
 - the title of the proposal
 - reference to the Leonardo da Vinci programme
 - a brief description of the partner's role
 - the partner's financial undertaking.
- It must bear:
 - the date
 - the signature of an authorised person and her/his position within the organisation
- For eligibility purposes, full proposals **must** include letters of intent from the obligatory minimum number of partners. This requirement does not apply to pre-proposals.
- If letters of intent were enclosed with the pre-proposal, the full proposal will be considered eligible if it includes **copies** of the letters previously sent. However, **new letters** of intent must be sent with the full proposal if any changes have occurred since the pre-proposal to the partners that make up the required minimum transnational partnership. Changes requiring new letters of intent include changes to the role or financial contribution in the project of any of the original partners, or the replacement of a partner.
- Without prejudice to the previously mentioned eligibility condition, proposals accompanied by **all** letters of intent will be evaluated more favourably.
- Originals are not obligatory in the pre-proposal and full proposals phases; copies and faxes will be accepted. If your full proposal is selected, you will be asked to provide originals before the contract is drawn up.



ANNEX.2.1 ELIGIBILITY CHECK-LIST

Please make sure that your application meets the following formal eligibility conditions. These are extensively described in section VI of the General Guide. **Only proposals meeting all the eligibility conditions will go forward for qualitative assessment.**

References to sections in this form are given in brackets.

- Compliance with the deadline, as published in the call for proposals
- Compliance with the minimum size of the partnership (B1 and D)
- Participation of at least one partner from the European Union (B1)
- Compliance with the following administrative rules:
 - the application is being submitted by a private, public or semi-public organisation (A.)
 - the application is written in one of the EU official languages
 - the application bears the **original** signature of an authorised person (A.1)
 - the application form used for the proposal is the official Leonardo da Vinci application form corresponding to the appropriate selection year (available on the Leonardo da Vinci Programme Website)
 - the application is sent to the exact addresses specified in the applicable call for proposals
 - the application is accompanied by the declaration of honour signed by the promoter (original signature) certifying that the applicant organisation is not in one of the indicated situations and that it has the financial and operational capacity for successfully implementing the proposal (A.2)
 - the **pre-proposal** indicates a global cost estimation of the project (B1)
 - the **full proposal** includes a detailed budget (E2)
 - the **full proposal** includes letters of intent at least for the minimum size of the partnership (F1)

ANNEX.2.2 SELECTION CRITERIA CHECK-LIST

These selection criteria only apply to **full proposals submitted under procedures B and C**. They are described in section VI of the General Guide.

The selection criteria make it possible to assess the promoter's financial and operational capacity to carry out the work programme and to make sure that the promoter has sufficient and stable financial sources to continue the activities throughout the project and assure its co-financing¹².

For this purpose, make sure you have submitted the following documents:

¹² This is due to the fact that Community financial assistance likely to be awarded to selected projects is awarded in the form of grants.



- documents on the Legal Entity of the promoter:
 - for private companies, associations, etc.:
 - the relevant Legal Entity Form¹³ duly completed and signed by an authorised person;
 - a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;
 - a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above;
 - for public organisations:¹⁴
 - the relevant Legal Entity Form¹⁵ duly completed and signed by an authorised person;
 - copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity;

- the official annual accounts for the previous three financial years¹⁶. Public organisations¹⁷ are exempted from fulfilling this obligation;

- when the application for Community financial support exceeds 300,000 euro, an external audit report produced by an accredited auditor with the application. This report must certify the accounts of the last available financial year and provide an assessment of the promoting organisation's financial viability. Public organisations¹⁸ are exempted from fulfilling this obligation;

- CVs of the key persons in the partnership, giving detail of the relevant professional experience;

- the financial identification form¹⁹ completed by the promoter and certified by the bank (original signature as required). This account or sub-account must make it possible to identify funds paid by the Commission. This account must be held in one of the countries participating in the programme.

These documents must be transmitted with the original of the proposal only. It is not necessary to include them with the various copies of the proposal requested.

¹³ The Legal Entity Form (for private companies, associations) is inserted in the application form (section A.4).

¹⁴ Including secondary and higher education institutions.

¹⁵ The Legal Entity Form (for public organisations) is inserted in the application form (section A.4).

¹⁶ "Official" means accounts certified by an appropriate external body and/or published and/or approved by the organisation's general meeting.

¹⁷ Including secondary and higher education institutions.

¹⁸ Including secondary and higher education institutions.

¹⁹ The financial identification form is inserted in the application form (section A.5).



ANNEX 4. ORGANISATION TYPE CODES

01	PME	SMALL AND MEDIUM SIZED ENTERPRISE (LESS THAN 250 WORKERS)
02	GE	LARGE ENTERPRISE (250 WORKERS AND MORE)
03	GRE	GROUP OR ASSOCIATION OF COMPANIES
04	OE	EMPLOYER ORGANISATION
05	OS	TRADE UNION ORGANISATION
06	OP	JOINT BODY
07	OF	TRAINING ORGANISATION
08	U	UNIVERSITY
09	AUEF	UNIVERSITY ENTERPRISE TRAINING PARTNERSHIP
010	CR	REGIONAL CONSORTIUM
011	OST	SECTORAL ORGANISATION
012	CC	CHAMBER OF COMMERCE, INDUSTRY, AGRICULTURE
013	OPR	PROFESSIONAL ORGANISATIONS/FEDERATIONS/GROUPINGS
014	OQ	ORGANISATIONS CONCERNED WITH CERTIFICATION AND RECOGNITION OF QUALIFICATIONS
015	PP	PUBLIC AUTHORITIES
016	EUR	EUROPEAN ORGANISATIONS
017	REC	RESEARCH CENTRES OR INSTITUTES
018	O	OTHER ORGANISATIONS



ANNEX 5. ORGANISATION SIZE CODES

S1	1 – 20 PEOPLE
S2	21 - 50 PEOPLE
S3	51 - 200 PEOPLE
S4	201 - 500 PEOPLE
S5	501 - 2000 PEOPLE
S6	2001 - 5000 PEOPLE
S7	MORE THAN 5000 PEOPLE



ANNEX.6. REGION CODES (NUTS)

BE	BELGIUM
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BE1	BRUXELLES CAP. BRUSSEL HOF
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BE21	ANTWERPEN
BE22	LIMBURG
BE23	OOST-VLAANDEREN
BE24	VLAAMS BRABANT
BE25	WEST VLAANDEREN

BE31	BRABANT WALLON
BE32	HAINAUT
BE33	LIEGE
BE34	LUXEMBOURG
BE35	NAMUR

DK	DANMARK
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DK001	København og Frederiksberg Kommuner
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DK002	KØBENHAVNS AMT
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DK003	FREDERIKSBORG AMT
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DK004	ROSKILDE AMT
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DK005	VESTSJÆLLANDS AMT
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DK006	STORSTRØMS AMT
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DK007	BORNHOLM AMT
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DK008	FYNS AMT
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DK009	SØNDERJYLLANDS AMT
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DK00A	RIBE AMT
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DK00B	VEJLE AMT
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DK00C	RINGKØBING AMT
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DK00D	ÅRTHUS AMT
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DK00E	VIBORG AMT
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DK00F	NORDJYLLANDS AMT
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DE	DEUTSCHLAND
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BADEN WÜRTTEMBERG	
DE11	STUTT GART
DE12	KARLSRUHE
DE13	FREIBURG
DE14	TÜBINGEN

BAYERN	
DE21	OBERBAYERN
DE22	NIEDERBAYERN
DE23	OBERPFALZ
DE24	OBERFRANKEN
DE25	MITTELFRANKEN
DE26	UNTERFRANKEN
DE27	SCHWABEN

DE3	BERLIN
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DE4	BRANDENBURG
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DE5	BREMEN
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DE6	HAMBURG
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HESSEN	
DE71	DARMSTADT
DE72	GIEßEN
DE73	KASSEL

DE8	MECKLENBURG-VORPOMMERN
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NIEDERSACHSEN	
DE91	BRAUNSCHWEIG
DE92	HANNOVER
DE93	LÜNEBURG
DE94	WESER-EMS

NORDRHEIN-WESTFALEN	
DEA1	DÜSSELDORF
DEA2	KÖLN
DEA3	MÜNSTER
DEA4	DETMOLD
DEA5	ARNSBERG

RHEINLAND-PFALZ	
DEB1	KOBLENZ
DEB2	TRIER
DEB3	RHEINHESSEN - PFALZ

DEC	SAARLAND
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SACHSEN	
DED1	CHEMNITZ
DED2	DRESDEN
DED3	LEIPZIG

SACHSEN-ANHALT	
DEE1	DESSAU
DEE2	HALLE
DEE3	MAGDEBURG

DEF	SCHLESWIG-HOLSTEIN
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DEG	THÜRINGEN
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GR	ELLADA
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VOREIA ELLADA	
GR11	ANATOLIKI MAKEDONIA, THRAKI
GR12	KENTRIKI MAKEDONIA
GR13	DYTIKI MAKEDONIA
GR14	THESSALIA

KENTRIKI ELLADA	
GR21	IPEIROS
GR22	IONIA NISIA
GR23	DYTIKI ELLADA

GR3	ATTIKI
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NISIA AIGAIU, KRITI	
GR41	VOREIO AIGAIU
GR42	NOTIO AIGAIU
GR43	KRITI

GR24	STEREA ELLADA
GR25	PELOPONNISSOS



ES	ESPAÑA
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NOROESTE	
ES11	GALICIA
ES12	ASTURIAS
ES13	CANTABRIA

NORESTE	
ES21	PAÍS VASCO
ES22	NAVARRA
ES23	LA RIOJA
ES24	ARAGÓN

ES3	COMUNIDAD DE MADRID
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ES7	CANARIAS
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ESTE	
ES51	CATALUÑA
ES52	COMUNIDAD VALENCIANA
ES53	ISLAS BALEARES

SUR	
ES61	ANDALUCÍA
ES62	MURCIA
ES63	CEUTA Y MELILLA

CENTRO	
ES41	CASTILLA-LEÓN
ES42	CASTILLA- LA MANCHA
ES43	EXTREMADURA

FR	FRANCE
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FR1	ILE DE FRANCE
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BASSIN PARISIEN	
FR21	CHAMPAGNE - ARDENNE
FR22	PICARDIE
FR23	HAUTE NORMANDIE
FR24	CENTRE
FR25	BASSE NORMANDIE
FR26	BOURGOGNE

FR3	NORD - PAS DE CALAIS
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EST	
FR41	LORRAINE
FR42	ALSACE
FR43	FRANCHE-COMTE

OUEST	
FR51	PAYS DE LOIRE
FR52	BRETAGNE
FR53	POITOU-CHARENTE

SUD-OUEST	
FR61	AQUITAINE
FR62	MIDI-PYRENEES
FR63	LIMOUSIN

CENTRE-EST	
FR71	RHÔNE-ALPES
FR72	AUVERGNE

MEDITERRANEE	
FR81	LANGUEDOC-ROUSSILLON
FR82	PROVENCE-ALPES-CÔTE D'AZUR
FR83	CORSE

DEPARTEMENTS D'OUTRE-MER	
FR91	GUADELOUPE
FR92	MARTINIQUE
FR93	GUYANE
FR94	REUNION

IE	IRELAND
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IE011	BORDER
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IE021	DUBLIN
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IE022	MID-EAST
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IE012	MIDLAND
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IE023	MID-WEST
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IE024	SOUTH-EAST (IRL)
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IE025	SOUTH-WEST (IRL)
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IE013	WEST
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IT	ITALIA
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NORD OVEST	
IT11	PIEMONTE
IT12	VALLE D'AOSTA
IT13	LIGURIA

IT2	LOMBARDIA
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NORD EST	
IT31	TRENTINO-ALTO ADIGE
IT32	VENETO
IT33	FRIULI-VENEZIA GIULIA

IT4	EMILIA-ROMAGNA
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CENTRO	
IT51	TOSCANA
IT52	UMBRIA
IT53	MARCHE

IT6	LAZIO
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ABRUZZO-MOLISE	
IT71	ABRUZZO
IT72	MOLISE

IT8	CAMPANIA
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SUD	
IT91	PUGLIA
IT92	BASILICATA
IT93	CALABRIA

ITA	SICILIA
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ITB	SARDEGNA
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LU	LUXEMBOURG (Grand Duché)
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NL	NEDERLAND
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NOORD-NEDERLAND	
NL11	GRONINGEN
NL12	FRIESLAND
NL13	DRENTHE

OOST-NEDERLAND	
NL21	OVERIJSSSEL
NL22	GELDERLAND
NL23	FLEVOLAND

WEST-NEDERLAND	
NL31	UTRECHT
NL32	NOORD-HOLLAND
NL33	ZUID-HOLLAND
NL34	ZEELAND

ZUID-NEDERLAND	
NL41	NOORD-BRABANT
NL42	LIMBURG (NL)

AT	ÖSTERREICH
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OSTÖSTERREICH	
AT11	BURGENLAND
AT12	NIEDERÖSTERREICH
AT13	WIEN

SÜDÖSTERREICH	
AT21	KÄRNTEN
AT22	STEIERMARK

WESTÖSTERREICH	
AT31	OBERÖSTERREICH
AT32	SALZBURG
AT33	TIROL
AT34	VORARLBERG

PT	PORTUGAL
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CONTINENTE	
PT11	NORTE
PT12	CENTRO
PT13	LISBOA E VALE DO TEJO
PT14	ALENTEJO
PT15	ALGARVE

PT2	AÇORES
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PT3	MADEIRA
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FI	SUOMI / FINLAND
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MANNER-SUOMI	
FI12	ETELÄ-SUOMI
FI13	ITÄ-SUOMI
FI14	VÄLI-SUOMI

FI15	POHJOIS-SUOMI
FI16	UUSIMAA (SUURALUE)

FI2	ÅLAND
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SE	SVERIGE
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SE01	STOCKHOLM
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SE06	NORRA MELLANSVERIGE
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SE02	ÖSTRA MELLANSVERIGE
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SE07	MELLERSTA NORRLAND
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SE04	SYDSVERIGE
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SE08	ÖVRE NORRLAND
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SE05	VÄSTSVERIGE
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SE09	SMÅLAND MED ÖARNA
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UK	UNITED KINGDOM
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NORTH EAST	
UKC1	TEES VALLEY AND DURHAM
UKC2	NORTHUMBERLAND, TYNE AND WEAR

SOUTH WEST(UK)	
UKK1	GLOUCESTERSHIRE, WILTSHIRE AND NORTH SOMERSET
UKK2	DORSET, SOMERSET
UKK3	CORNWALL AND ISLES OF SCILLY
UKK4	DEVON

YORKSHIRE AND THE HUMBER	
UKE1	EAST RIDING AND N. LINCOLNSHIRE
UKE2	NORTH YORKSHIRE
UKE3	SOUTH YORKSHIRE
UKE4	WEST YORKSHIRE

WEST MIDLANDS	
UKG1	HEREFORD & WORCESTERSHIRE, WARWICKSHIRE
UKG2	SHROPSHIRE, STAFFORDSHIRE
UKG3	WEST MIDLANDS

EAST MIDLANDS	
UKF1	DERBYSHIRE, NOTTINGHAMSHIRE
UKF2	LEICESTERSHIRE, RUTLAND NORTHAMPTONSHIRE
UKF3	LINCOLNSHIRE

NORTH WEST (UK)	
UKD1	CUMBRIA
UKD2	CHESHIRE
UKD3	GREATER MANCHESTER
UKD4	LANCASHIRE
UKD5	MERSEYSIDE

EASTERN	
UKH1	EAST ANGLIA
UKH2	BEDFORDSHIRE AND HERTFORDSHIRE
UKH3	ESSEX

LONDON	
UKI1	INNER LONDON
UKI2	OUTER LONDON

SOUTH EAST (UK)	
UKJ1	Berkshire, Buckinghamshire, Oxfordshire
UKJ2	SURREY, EAST-WEST SUSSEX
UKJ3	HAMPSHIRE, ISLE OF WIGHT
UK55	GREATER LONDON
UKJ4	KENT

WALES	
UKL1	WEST WALES AND THE VALLEYS
UKL2	EAST WALES

SCOTLAND	
UKM1	NORTH EASTERN SCOTLAND
UKM2	EASTERN SCOTLAND
UKM3	SOUTH WESTERN SCOTLAND
UKM4	HIGHLANDS AND ISLANDS

UKN	NORTHERN IRELAND
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IS	ISLAND		
LI	LIECHTENSTEIN		
NO	NORGE		
NO01	OSLO OG AKERSHUS	NO05	VESTLANDET
NO02	HEDMARK OG OPPLAND	NO06	TRØNDELAG
NO03	SØR-ØSTLANDET	NO07	NORD-NORGE
NO04	AGDER OG ROGALAND		
BG	BÄLGARIJA		
BG1	SOFIA STOLITSA	BG3	YUZHNA BÄLGARIJA
BG2	SEVERNA BÄLGARIJA		
CY	KYPROS		
CZ	ČESKÁ REPUBLIKA		
CZ01	PRAHA	CZ03	JIHOZÁPAD
CZ02	STŘEDNI ČECHY	CZ04	SEVEROZÁPAD
CZ05	SEVEROVÝCHOD	CZ07	STŘEDNI MORAVA
CZ06	JIHOVÝCHOD	CZ08	OSTRAVSKO
EE	EESTI		
HU	MAGYARORSZÁG		
HU01	KÖZÉP-MAGYARORSZÁ	HU05	ÉSZAK-MAGYARORSZÁG
HU02	KÖZÉP-DUNÁNTÚL	HU06	ÉSZAK-ALFÖLD
HU03	NYUGAT- DUNÁNTÚL	HU07	DÉL-ALFÖLD
HU04	DÉL- DUNÁNTÚL		
LT	LIETUVA		
LV	LATVIJA		
MT	MALTA		
PL	POLSKA		
PL01	DOLNOŚLASKIE	PL09	PODKARPACKIE
PL02	KUJAWASKO-POMORSKIE	PL0A	PODLASKIE
PL03	LUBELSKIE	PL0B	POMORSKIE
PL04	LUBUSKIE	PL0C	ŚLASKIE
PL05	ŁÓDZKIE	PL0D	ŚWIETOKRZYSKIE
PL06	MAŁOPOLSKIE	PL0E	WARMIŃSKO-MAZURSKIE
PL07	MAZOWIECKIE	PL0F	WIELKOPOLSKIE
PL08	OPOLSKIE	PL0G	ZACHODNIOPOMORSKIE



RO	ROMÂNIA
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RO01	NORD-EST
RO02	SUD-EST
RO05	VEST
RO06	NORD-VEST

RO03	SUD
RO04	SUD-VEST
RO07	CENTRU
RO08	BUCUREȘTI

SI	SLOVENIJA
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SK	SLOVENSKÁ REPUBLIKA
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SK01	BRATISLAVSKÝ KRAJ
SK02	ZÁPADNÉ SLOVENSKO

SK03	STREDNÉ SLOVENSKO
SK04	VÝCHODNÉ SLOVENSKO

TR	TURKEY
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ANNEX 7. NACE CODES OF ECONOMIC ACTIVITY

SECTION A	AGRICULTURE, HUNTING AND FORESTRY
01	AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES
02	FORESTRY, LOGGING AND RELATED SERVICE ACTIVITIES
SECTION B	FISHING
05	FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS; SERVICE ACTIVITIES INCIDENTAL TO FISHING
SECTION C	MINING AND QUARRYING
10	MINING OF COAL AND LIGNITE; EXTRACTION OF PEAT
11	EXTRACTION OF CRUDE PETROLEUM AND NATURAL GAS; SERVICE ACTIVITIES INCIDENTAL TO OIL AND GAS EXTRACTION EXCLUDING SURVEYING
12	MINING OF URANIUM AND THORIUM ORES
13	MINING OF METAL ORES
14	OTHER MINING AND QUARRYING
SECTION D	MANUFACTURING
15	MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES
16	MANUFACTURE OF TOBACCO PRODUCTS
17	MANUFACTURE OF TEXTILES
18	MANUFACTURE OF WEARING APPAREL; DRESSING AND DYEING OF FUR
19	TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS, SADDLERY, HARNESS AND FOOTWEAR
20	MANUFACTURE OF WOOD AND OF PRODUCTS OF WOOD AND CORK, EXCEPT FURNITURE; MANUFACTURE OF ARTICLES OF STRAW AND PLAITING MATERIALS
21	MANUFACTURE OF PULP, PAPER AND PAPER PRODUCTS
22	PUBLISHING, PRINTING AND REPRODUCTION OF RECORDED MEDIA
23	MANUFACTURE OF COKE, REFINED PETROLEUM PRODUCTS AND NUCLEAR FUEL
24	MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS
25	MANUFACTURE OF RUBBER AND PLASTIC PRODUCTS
26	MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS
27	MANUFACTURE OF BASIC METALS
28	MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT
29	MANUFACTURE OF MACHINERY AND EQUIPMENT N.E.C.
30	MANUFACTURE OF OFFICE MACHINERY AND COMPUTERS
31	MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS N.E.C.
32	MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT AND APPARATUS
33	MANUFACTURE OF MEDICAL, PRECISION AND OPTICAL INSTRUMENTS, WATCHES AND CLOCKS
34	MANUFACTURE OF MOTOR VEHICLES, TRAILERS AND SEMI-TRAILERS
35	MANUFACTURE OF OTHER TRANSPORT EQUIPMENT
36	MANUFACTURE OF FURNITURE; MANUFACTURING N.E.C.
37	RECYCLING



SECTION E	ELECTRICITY, GAS AND WATER SUPPLY
40	ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY
41	COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER
SECTION F	CONSTRUCTION
45	CONSTRUCTION
SECTION G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS
50	SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES; RETAIL SALE OF AUTOMOTIVE FUEL
51	WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES
52	RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES; REPAIR OF PERSONAL AND HOUSEHOLD GOODS
SECTION H	HOTELS AND RESTAURANTS
55	HOTELS AND RESTAURANTS
SECTION I	TRANSPORT, STORAGE AND COMMUNICATION
60	LAND TRANSPORT; TRANSPORT VIA PIPELINES
61	WATER TRANSPORT
62	AIR TRANSPORT
63	SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES; ACTIVITIES OF TRAVEL AGENCIES
64	POST AND TELECOMMUNICATIONS
SECTION J	FINANCIAL INTERMEDIATION
65	FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND PENSION FUNDING
66	INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY
67	ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION
SECTION K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES
70	REAL ESTATE ACTIVITIES
71	RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS
72	COMPUTER AND RELATED ACTIVITIES
73	RESEARCH AND DEVELOPMENT
74	OTHER BUSINESS ACTIVITIES
SECTION L	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
75	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
SECTION M	EDUCATION
80	EDUCATION
SECTION N	HEALTH AND SOCIAL WORK
85	HEALTH AND SOCIAL WORK



SECTION O	OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES
90	SEWAGE AND REFUSE DISPOSAL, SANITATION AND SIMILAR ACTIVITIES
91	ACTIVITIES OF MEMBERSHIP ORGANIZATION N.E.C.
92	RECREATIONAL, CULTURAL AND SPORTING ACTIVITIES
93	OTHER SERVICE ACTIVITIES
SECTION P	PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS
95	PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS
SECTION Q	EXTRA-TERRITORIAL ORGANIZATIONS AND BODIES
99	EXTRA-TERRITORIAL ORGANIZATIONS AND BODIES



ANNEX 8. LANGUAGE CODES

CZ	CZECH	LU	LETZEBURGESCH*
DA	DANISH		
DE	GERMAN	IS	ICELANDIC*
EE	ESTONIAN	NO	NORVEGIAN*
EL	GREEK		
EN	ENGLISH		
ES	SPANISH	BG	BULGARIAN*
FI	FINNISH	RO	ROMANIAN*
FR	FRENCH	TR	TURKISH*
HU	HUNGARIAN	OT	OTHER*
IT	ITALIAN		
LT	LITHUANIAN		
LV	LATVIAN		
MT	MALTESE		
NL	DUTCH		
PL	POLISH		
PT	PORTUGUESE		
SL	SLOVENE		
SK	SLOVAK		
SV	SWEDISH		

(*) applications may not be submitted in these languages.

