



European
Commission

*Education, Audiovisual & Culture
Executive Agency*

CALL FOR PROPOSALS – EACEA 04/2015

Erasmus+ Programme

KA3 – Support for Policy Reform

Comprehensive policy frameworks for continuing Vocational Education and Training

APPLICANTS' GUIDELINES

Table of Contents

PART 1 - STRUCTURE OF THE CALL	3
1 INTRODUCTION.....	4
2 OBJECTIVE.....	6
3 ACTIONS SUPPORTED BY THE CALL	7
4 TIMETABLE.....	7
5 BUDGET AVAILABLE	8
6 ADMISSIBILITY REQUIREMENTS.....	8
7 ELIGIBILITY CRITERIA	9
7.1 Eligible Applicants and minimum partnership composition.....	9
7.2 Eligible Countries.....	10
7.3 Eligible Activities.....	10
7.4 Eligibility Period.....	11
8 EXCLUSION CRITERIA.....	11
8.1 Exclusion from participation.....	11
8.2 Exclusion from award	12
8.3 Supporting documents	12
9 SELECTION CRITERIA	12
9.1 Financial capacity	12
9.2 Operational capacity	14
10 AWARD CRITERIA – ASSESSMENT GRIDS AND SCORING	14
11 LEGAL COMMITMENTS.....	16
12 FINANCIAL PROVISIONS	16
12.1 General principles	16
12.1.1 <i>Non-cumulative award</i>	16
12.1.2 <i>Non-retroactivity</i>	16
12.1.3 <i>Co-financing</i>	16
12.1.4 <i>Balanced budget</i>	17
12.1.5 <i>Implementation contracts/subcontracting</i>	17
12.1.6 <i>Financial support to third parties</i>	18

12.2 Funding Forms.....	18
12.3 Payment arrangements.....	22
12.4 Pre-financing guarantee.....	22
13 PUBLICITY.....	23
13.1. By the beneficiaries.....	23
13.2. By the Agency and/or the Commission.....	23
14 DATA PROTECTION.....	24
15 PUBLICATION.....	25
16 APPLICABLE RULES.....	25
17 CONTACT	25
PART 2 - INSTRUCTIONS TO COMPLETE THE ONLINE GRANT APPLICATION FORM (EFORM)	26
1 REGISTRATION.....	26
1.1 General provisions.....	26
1.2 Registration of the organisation.....	26
1.3 Creating and Filling in the eForm.....	27
1.3.1 Application eForm Cover Page.....	27
1.3.2 List of Partner Organisations.....	28
1.3.3 Part A - Identification of the applicant organisation	28
1.3.4 Part B - Organisation and activities.....	28
1.3.5 Part C – Dates and budget	29
1.3.6 eForm attachments.....	29
PART 3 - SUBMISSION OF THE ONLINE GRANT APPLICATION FORM (EFORM) AND ADDITIONAL REQUIRED ANNEXES	34
1 SUBMISSION.....	34
2 ANNEX - LIST OF DIRECTORS GENERAL FOR VOCATIONAL TRAINING (DGVT)	36

PART 1 - STRUCTURE OF THE CALL

1 INTRODUCTION

This call for proposals is based on the Regulation (EU) n° 1288 /2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+, the Union programme for action in the field of education, training, youth and sport for the period from 1st January 2014 to 31 December 2020.

On the basis of the Regulation, and in particular action 3 "Support for policy reform" (as referred to in Article 6 (1)(c) and further set forth in Article 9 (1)(a)), the European Commission ('the Commission') in cooperation with the Education, Audiovisual and Culture Executive Agency (the 'Agency') is inviting the submission of proposals for delivering on efficient and accessible Continuing Vocational Education and Training (CVET) as a follow-up to the Bruges Communiqué on enhanced European cooperation in VET (2010)¹. The Agency has been entrusted by the Commission with the management of this call for proposals.

The present call addresses National Authorities in charge of CVET policies in each Erasmus+ programme country, or an organisation designated by them. The direct involvement of the competent National Authorities (ministry or equivalent) is to make sure that the projects can effectively contribute to a better understanding of the CVET training provision and policies in place. The projects should demonstrate how competent public authorities use their steering role in defining the strategic priorities of national, regional or local skills policies and related CVET policies to create the basis for systemic reform. Each project will draw on practices in one or more Erasmus+ programme countries, thus benefitting from the transfer of knowledge and experience. The active involvement of national, regional or local stakeholders such as social partners (employers' and employees' organisations), VET providers, individual companies and intermediary organisations will be an important element of the quality of the proposal.

The crucial role played by vocational education and training (VET) in helping to achieve a number of targets of the Europe 2020 strategy is widely acknowledged and defined in the renewed Copenhagen process (2011-2020). To address Europe's high level of youth unemployment, Member States' efforts have recently focused on initial VET with an emphasis on improving its quality, reducing early school leaving and reinforcing apprenticeships.

¹ http://ec.europa.eu/education/lifelong-learning-policy/doc/vocational/bruges_en.pdf

Yet, poor adult skills risk jeopardising Europe’s growth and employability prospects. The PIAAC study showed that one fifth of EU adults lack literacy or numeracy skills and one quarter lack ICT problem-solving skills. There are 68 million adults aged 25-64 that do not have a secondary education qualification. Developing effective strategies to equip European citizens with the skills and competences they require for full participation in the labour market and society as a whole has thus become an urgent priority.

The skills development of the adult population can be effectively addressed through smart and efficient investment in Adult Learning and, more specifically, in Continuing Vocational Education and Training (CVET). Continuing vocational education and training (CVET) can be defined as all “education or training after initial education and training – or after entry into working life – aimed at helping individuals to: improve or update their knowledge and/or skills; acquire new skills for a career move or retraining; continue their professional development²”.

Policy context

To support Europe 2020, the EU's growth strategy for the coming decade, including its flagship initiatives “Agenda for new Skills and Jobs³”, the Member States, the European social partners and the European Commission agreed on a strategic framework for European cooperation in education and training (‘Education and Training 2020 – ET 2020’) and defined an agenda for cooperation for the field of vocational education and training (VET) in the Bruges Communiqué.

The Bruges Communiqué places great importance on developing flexible and high-quality continuing vocational education and training and highlights the need to facilitate access to and increase participation in CVET. Participating countries, the European social partners and the Commission have committed themselves to:

- encourage flexible CVET arrangements, using all types of learning, including for example work-based learning;
- actively encourage individuals to participate in CVET, and VET-providers to increase their involvement;
- encourage training institutions and employers to collaborate, especially for CVET for the low-qualified;

CVET covers many different forms and is delivered by many different kinds of providers, ranging from in-house training experts to external public or private training providers. One

² Reference: Terminology of European education and training policy: a selection of 100 key terms;
http://www.cedefop.europa.eu/EN/Files/4117_en.pdf

³ http://ec.europa.eu/europe2020/europe-2020-in-a-nutshell/flagship-initiatives/index_en.htm

essential form of CVET, work-based learning, is potentially one of the most significant ways of increasing adult participation in learning, and of raising and maintaining adult skills levels. The reasons are twofold: (a) work-based learning has special advantages for some groups of learners; and (b) the major part of adults' learning during working life takes place in the workplace or is job-related.⁴

The Bruges communiqué sets also the objective of establishing an appropriate framework with the right mix of incentives, rights and obligations to support enterprise investment in CVET.

The renewed European agenda for adult learning identified the provision of learning opportunities for all adults, especially for disadvantaged groups (e.g. the low-qualified), as a main challenge that has to be addressed in Europe with joint efforts of all EU Member States.⁵

The Rethinking Education Communication of November 2012⁶ stressed the importance of VET and of "strengthening commitment to a skilled and continuously trained workforce".

Furthermore, this call for proposals supports the Europe 2020 flagship initiative "Agenda for new Skills and Jobs" which aims to help the EU reach its employment target for 2020, i.e. 75% of the working-age population (20-64 years) in work.⁷

2 OBJECTIVE

Member States need to find new ways to harness the potential of CVET both to encourage more adults to take part in learning, and particularly to provide low-skilled adults with a chance for up-skilling and re-skilling.

The overall objective of this Call is to support the development of public policies that seek to coordinate the provision of high quality, relevant and accessible CVET and to ensure a significant increase in take-up of further training opportunities, as part of comprehensive national, regional or local skills strategies. Public policy intervention may have a significant impact by applying an efficient combination of incentives, rights and obligations for all stakeholders. Other actions could include targeted public interventions for specific groups or regions and the use of regulatory and financial instruments both to strengthen employers' engagement in human resource development and to boost individuals' participation. The call shall encourage cooperation between National Authorities and all relevant stakeholders

⁴ For more information on CVET, see Cedefop Policy handbook: "Access to and participation in continuous vocational education and training (CVET) in Europe" (2014).

<http://www.cedefop.europa.eu/EN/publications/24577.aspx>

⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:372:0001:0006:EN:PDF>

⁶ http://ec.europa.eu/education/news/rethinking_en.htm

⁷ <http://ec.europa.eu/social/main.jsp?langId=en&catId=958>

involved in CVET, including the skills development of employees and the reorientation of workers (such as the training provided by public employment services).

3 ACTIONS SUPPORTED BY THE CALL

Grants will support National Authorities' efforts to plan for or implement policy intervention in CVET with the aim to secure coherence and relevance of supply and significantly increase adults' participation in learning. The activities shall engage relevant national, regional or local stakeholders, as well as drawing on the advice and expertise of peers from one or more Erasmus+ programme countries that have similar challenges or have effective CVET policies and provision.

The beneficiaries shall undertake one or more of the following actions:

- Engaging in in-depth partnerships to review and map CVET provision at national/regional/local level with a view to identifying specific policy challenges related to CVET provision and take up. Beneficiaries should develop a strategy to build or strengthen CVET policies by identifying steps for introducing a coherent regulatory and institutional framework, pros and cons of different scenarios, cost-benefit analysis, underpinned by quality assurance mechanisms.
- Through the establishment of partnerships between relevant stakeholders (e.g. education, employment and economic authorities, social partners, businesses, sectoral industry organisations, public employment services, private training providers, formal VET and adult education providers), integrate national approaches related to CVET, active labour market policies and work-based learning in general. This should include aligning incentives for employers to offer training, planning public funding for training programmes, with a stronger link between programmes targeting companies and those targeting the unemployed and the low skilled, as well as enhancing the labour market relevance of training offers etc.

In this context, due attention should be paid to the fact that arrangements for the governance of CVET provision vary greatly between countries (ranging for example from unregulated and employer-led to semi-regulated and corporatist approaches) and proposals need to be targeted to specific national contexts.

It is expected that relevant project outcomes will be presented to relevant VET governance forums such as Directors-General for Vocational Training (DGVT), the Advisory Committee for Vocational Training (ACVT) or other relevant European cooperation exchanges.

4 TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	30/01/2015
b)	Deadline for submitting applications	30/04/2015– 12:00 noon CET
c)	Evaluation period	08/05/2015 – 08/07/2015
d)	Information to applicants	September
e)	Signature of grant agreement	during October
f)	Starting date of the action	Between 01/11/2015 and 01/01/2016

5 BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at maximum EUR 4.200.000.

The grant per project will be between a maximum of EUR 150.000 for a one-year and a maximum of EUR 300.000 for a two-year project. The Agency expects to fund around 15 proposals.

The Agency reserves the right not to distribute all the funds available.

6 ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- they must be submitted online no later than the deadline for submitting applications referred to in Part 3 of the present call for proposals;
- they must be submitted exclusively using the correct official online application form (see Part 2 of the present call for proposals);
- they must be drafted in any official EU language.

Please note that only applications submitted online using the e-form will be considered.

The application form must be accompanied by a balanced budget and all the other documents referred to in the application form.

Failure to comply with those requirements will lead to the rejection of the application.

In order to submit an application, applicants and partners must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual,

Culture, Citizenship and Volunteering Participant Portal⁸. The Unique Registration Facility is a tool shared by other services of the European Commission. If an applicant or co-applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Participant Portal allows applicants and partners, to upload or update the information related to their legal status and to attach the requested legal and financial documents.

See Part 2 for more information.

7 ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be subject to an in-depth evaluation.

7.1 Eligible Applicants and minimum partnership composition

The present call is open to **National Authorities in charge of CVET** in each country of the Erasmus+ programme.

Grant applications must be submitted by **at least two entities from at least two different programme countries**.

The eligible applicant (coordinator) must be a National Authority or an organisation designated by the National Authority which is responsible for VET, including CVET and is located in a programme country.

Where the applicant (co-ordinator) is an organisation designated by a National Authority, the National Authority designating must be included in the application either as co-applicant (a full partner), or as an associated partner participating in the implementation on a no-cost basis.

At least one institution/member body from the Directors General for Vocational Training (DGVT) list from the applicant country (see annex) should participate in the project as either applicant, full partner or associated partner.

Eligible partners may be ministries and other stakeholders. Successful CVET governance requires the involvement of different ministries and of various stakeholders; hence their active role in the project will be an important quality criterion. Such stakeholders may include:

- social partners (employers' and employees' organisations);
- business entities;

⁸ Please refer to Part 2/Section 1 of the present document to obtain further information on how to register in the Participation Portal

- chambers of industry, trade and crafts, or similarly relevant sectoral/professional organisations (e.g. crafts organisations);
- public employment services;
- public regional and local authorities;
- non-profit organisations (NGOs), private or public;
- research centres;
- public or private VET providers;;
- higher education institutions;
- adult education institutions;
- other relevant bodies.

Natural persons are not eligible applicants.

7.2 Eligible Countries

The Erasmus+ programme countries:

- the 28 Member States of the European Union,
- the EFTA/EEA countries: Iceland, Liechtenstein and Norway,
- EU candidate countries: the former Yugoslav Republic of Macedonia and Turkey

The Erasmus+ partner countries:

- EU potential candidate countries: Albania, Bosnia and Herzegovina, Montenegro and Serbia

7.3 Eligible Activities

The following types of activities are eligible under this call for proposals:

- feasibility studies, reviews of national/regional/local regulations on CVET, cost-benefit analysis;
- detailed action plans for developing and implementing a coherent policy framework for CVET;
- organising national/regional/local business forums to mobilise employers to invest in CVET
- organising and/or participating in conferences, seminars and working groups;
- awareness-raising campaigns, valorisation and dissemination actions; activities that support the project's sustainability;
- exchanges of good and/or innovative practices between countries through e.g. targeted study visits

- research activities;
- preparatory work to design effective interventions in CVET through the use of ESF or other relevant funds.
- communities of practice.

Only applications that fulfil these eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

7.4 Eligibility Period

Activities must start between 1 November 2015 and 1 January 2016.

The duration of the projects is either 12 months or 24 months. Applications for projects scheduled to run for a shorter or longer period than that specified in this call for proposals will not be accepted.

No extension to the eligibility period beyond the maximum duration will be granted.

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted by means of an amendment. A maximum extension of 6 additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 30 months and the total grant will not change.

8 EXCLUSION CRITERIA

8.1 Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 they are established or with those of the country of the responsible authorising officer or those of the country where the grant agreement is to be performed;

(e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union' financial interests;

(f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

8.2 Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

(a) are subject to a conflict of interests;

(b) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the grant award procedure, or fail to supply this information;

(c) find themselves in one of the situations of exclusion referred to in the above section 8.1.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

8.3 Supporting documents

Applicants for a grant exceeding EUR 60.000 must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 8.1. and 8.2, filling in the relevant form attached to the application form accompanying the call for proposals.

9 SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

9.1 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity 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. The applicants' financial capacity will be assessed on the basis of several supporting documents specified below.

- a) Low value grants (\leq EUR 60 000):
- a declaration on their honour (to be submitted with the application)
- b) Grants $>$ EUR 60 000:
- a declaration on their honour
 - the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed
 - financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

In order to allow an assessment of their financial capacity, applicants must **upload the following documents in the Participants Portal** either at the time of their registration in the Portal or, at the latest, before applying for an Erasmus+ grant:

- the profit and loss accounts of the coordinating organisation, together with the balance sheet for the last two financial years for which the accounts have been closed;
- a completed financial capacity form, available via the link:
<http://eacea.ec.europa.eu/erasmus-plus/funding/ka3-support-for-policy-reform>
- For entities which cannot provide the above documents because they are newly created, a financial declaration or an insurance declaration stating the applicant's professional risks may replace the above documents.

The verification of financial capacity shall not apply to public bodies, or to international organisations.

For the purpose of this call, public bodies, as well as schools, higher education institutions and organisations in the fields of education, training, youth and sport that have received over 50 % of their annual revenue from public sources over the last two years shall be considered as having the necessary financial, professional and administrative capacity to carry out activities under the Programme. They shall not be required to present further documentation to demonstrate that capacity. Such organisations are required to state in a signed declaration on honour (included in the application package) that their organisation complies with the above-mentioned definition of public body. The Agency reserves the right to request documentation to prove the veracity of this declaration.

On the basis of the documents submitted, if the Authorising Officer considers that the financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;

- propose a grant agreement with pre-financing(s) covered by a bank guarantee(s) (see section 12.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

9.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour, and, for those applying for a grant above EUR 60.000 provide the following information in the Detailed Description of the Project (word document) which forms part of the application package:

- description of skills and qualifications of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications) within each partner institution;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out.

10 AWARD CRITERIA – ASSESSMENT GRIDS AND SCORING

The quality of eligible applications will be assessed on the basis of the following criteria:

	Criteria	Score
1	Relevance of the project (threshold minimum 20 points)	<i>.../40 points</i>
	<p>A maximum of 20 points will be awarded based on the following (threshold minimum 10 points):</p> <ul style="list-style-type: none"> • The project proposal addresses either European semester country-specific recommendations related to lifelong learning or European policies on CVET, as outlined in the Bruges Communiqué and the Renewed Agenda for Adult Learning. • The proposal fits in with the CVET strategy, or when appropriate, the project should refer to planned national/regional initiatives that aim to introduce or modernise/revise CVET provision/governance in the applicant country. <p>A maximum of 20 points will be awarded based on the following (threshold minimum 10 points):</p> <ul style="list-style-type: none"> • The objectives of the proposal are clearly defined, realistic and address issues relevant to stakeholders involved and the target group(s), and are coherent with the objectives of the call for proposals; • The envisaged achievements and results are clearly indicated and coherent with the objectives of the call for proposals and have the potential to lead 	

	to systemic change.	
2	Quality of the project design and implementation (threshold minimum 10 points)	.../20 points
	<ul style="list-style-type: none"> • The clarity, completeness and quality of the action, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination and pertinent deliverables/outputs/results; • The consistency between project objectives and activities proposed; • The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget; • The budget shows cost effectiveness and value for money. 	
3	Quality of the project consortium and the cooperation arrangements (threshold minimum 10 points)	.../20 points
	<ul style="list-style-type: none"> • The project provides for full commitment and active involvement of the relevant National Authorities (e.g. education, employment, economic, social affairs ministries) and of Directors General for Vocational Training; • The project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project. The distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations; • The project provides for active involvement of and effective cooperation with national/regional/local stakeholders, including, as relevant, employers' and employees' associations (social partners) and others listed in section 4.1 above; • The existence of effective mechanisms for coordination and communication between the participating organisations, as well as with any other relevant stakeholders beyond the partnership. 	
4	Impact and dissemination (threshold minimum 10 points)	.../20 points
	<ul style="list-style-type: none"> • The quality of measures for evaluating the outcomes of the project • There is a clearly defined potential impact of the project: on the target group and participating organisations, and outside the organisations, at local/ regional, national and/or European levels during and after the project lifetime; • The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations; • The quality of the plans for ensuring the sustainability of the project: its capacity to continue to have an impact and produce results after the EU grant has been used or to be up-scaled through other funding, such as the European Social Fund (ESF). 	

Total	.../100 points
Total %	...%

The threshold for proposals to be put forward to the evaluation committee shall be minimum 60 points (out of 100 points in total), also taking into account the necessary minimum threshold for each of four award criteria.

11 LEGAL COMMITMENTS

In the event of a grant awarded by the Agency, a multi-beneficiary grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

- multi-beneficiary grant agreement: the 2 copies of the original agreement must be signed first by the beneficiary on behalf of the consortium (where applicable) and returned to the Agency immediately. The Agency will sign them last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

12 FINANCIAL PROVISIONS

12.1 General principles

12.1.1 *Non-cumulative award*

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

12.1.2 *Non-retroactivity*

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

12.1.3 *Co-financing*

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

12.1.4 Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm on the date of the publication of this call for proposals.

12.1.5 Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁹ or contracting entities in the meaning of Directive 2004/17/EC¹⁰ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action (up to 50%);

⁹ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹⁰ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Agency must be obtained.

In order to maintain the concept of the project partnership, the management and the general administration of the project may not be subcontracted.

12.1.6 Financial support to third parties

The applications may not envisage provision of financial support to third parties.

12.2 Funding Forms

Reimbursement of eligible costs in combination with flat rate covering overheads

The grants financed through reimbursement of eligible costs in combination with flat rate covering overheads are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

- **Maximum amount requested**

The EU grant is limited to a maximum co-financing rate of 75% of **eligible costs** (taking into account the maximum grant amount referred to in section 5).

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant.

The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

- **Eligible costs**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet the following criteria:

- they are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to final reports and certificates.

The period of eligibility of costs will start on the 1st November 2015. Under no circumstances can the eligibility period start before the date of submission of the grant application.

- they are indicated in the estimated overall budget of the action;
- they are incurred in connexion with the action which is the subject of the grant and are necessary for the implementation of the action;

- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenues declared in respect of the action with the corresponding accounting statements and supporting documents.

Eligible direct costs:

The eligible direct costs for the action are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

- the cost of **personnel** working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. **NB: this cost must be actual cost incurred by the beneficiary, the co-beneficiary, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary.** These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;

- **subsistence allowances** (for meetings, including kick-off meetings where applicable, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices;
- costs of **travel** (for meetings, including kick-off meetings where applicable, European conferences, etc.), provided that they are in line with the beneficiary's usual practices on travel
- depreciation cost of **equipment** (new or second-hand), only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Agency, **except where the nature and/or the context of its use justifies different treatment by the Agency;**
- costs of consumables and supplies, provided that they are identifiable and assigned to the action;

- costs entailed by other **contracts awarded** by the beneficiary or its partners for the purposes of carrying out the action, provided that the conditions laid down in grant agreement are met;
- costs arising directly from requirements linked to the performance of the action (Conferences, trainings, dissemination of information, specific evaluation of the action/project, translations, reproduction, etc.).
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- costs relating to external audits where required in support of the requests for payments;
- non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States.

Eligible indirect costs (overheads)¹¹

- a flat-rate amount, equal to 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

- **Ineligible costs**

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfer from the Agency charged by the bank of the beneficiary;
- costs declared by the beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind
- excessive or reckless expenditure.
- cost of replacing persons involved in the action;

¹¹ Indirect costs do not apply to operating grants.

- expenses for travel to or from countries other than those participating in the action, unless explicit prior authorisation is granted by the Agency.
- gift and entertainment activities.

- **Calculation of the final grant amount – Supporting documents**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action/work programme;
- the final financial statement of costs actually incurred.

Option 1¹²

In case of grants for an action equal or inferior to EUR 60.000, the beneficiary is required to submit the following sample of supporting documents:

Budget item/heading	Sample to be annexed to the Final Financial Report
Staff	The three highest consolidated staff costs (i.e. staff member costs) for the whole eligibility period.
Subcontracting	The three highest value subcontracts
Travel and subsistence	25% ¹³ of the highest costs declared under this budget item

Example of underlining documents to be submitted in support of the final payment:

1) Staff costs: employment contract (or equivalent document), payslips (or remuneration's receipts), proof of payments (if applicable) and, if foreseen by the call for proposals, the time sheets or equivalent documents showing the manpower's work effort (i.e. number of working days);

2) Subcontracting: quotes (if applicable), contracts, invoices and proofs of payments;

3) Travel and subsistence: copy of tickets and boarding passes, hotel invoices (and proof of payments).

Option 2

In case of:

- Grants for an action of more than EUR 60.000, but less than EUR 750.000

¹² Detailed guidance is provided in the instruction note on "[Request of supporting documents for Final Financial Reports for grants ≤ EUR 60.000 \(budget-based\)](#)"

¹³ The beneficiary can choose the sample of supporting documents. However, the RAO has the right to increase the verification percentage for travel and subsistence costs if the associated risk for the Programme/Strand is particularly material.

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”:

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

In the estimated budget, costs for such a certificate should be foreseen.

The use of the report format set by the “Guidance Notes” is compulsory.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding agreement, the final grant will be reduced accordingly.

Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **Profit shall be defined as a surplus of receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance.** In this respect, where a profit is made, the Agency shall be entitled to recover a percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action. The verification of the non-profit rule does not apply to grants for an action equal or inferior to EUR 60.000.

12.3 Payment arrangements

A first pre-financing payment corresponding to 40% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

A second pre-financing payment of 40% of the grant amount will be made within 60 days of receipt by the Agency of the progress report on the action’s implementation. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 12.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

12.4 Pre-financing guarantee

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to:

- public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.

13 PUBLICITY

13.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at http://eacea.ec.europa.eu/erasmus-plus_en, which will be provided by the Agency.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

13.2. By the Agency and/or the Commission¹⁴

¹⁴ Art. 35, 128.3 FR, 21, 191 RAP.

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality of the beneficiary: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level¹⁵ if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the amount awarded,
- nature and purpose of the grant.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

14 DATA PROTECTION

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 European Community institutions and bodies and on the free movement of such data.¹⁶

Unless marked as optional, the Applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the Call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant Programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The Applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time.

A detailed Privacy statement, including contact information, is available on EACEA's website:

¹⁵ European Union Official Journal L39, of 10 February 2007.

¹⁶ Official Journal L 8, 12.1.2001.

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

15 PUBLICATION

The Call is being published in the *Official Journal of the European Union* and on the website of the Agency at the following address:

<http://eacea.ec.europa.eu/erasmus-plus/funding/ka3-support-for-policy-reform>

In the event of inconsistency or discrepancy between the different language versions, please note that only the English version is legally valid.

16 APPLICABLE RULES

Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1)

Regulation No 1288/2013 of the European Parliament and of the Council establishing "ERASMUS+": the Union Programme for Education, Training, Youth and Sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC AND No 1298/2008/EC

17 CONTACT

For any additional information, please contact:

Functional Mailbox: EACEA-EPLUS-VET@ec.europa.eu

PART 2 - INSTRUCTIONS TO COMPLETE THE ONLINE GRANT APPLICATION FORM (EFORM)

PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS

For the Call – EACEA 04/ 2015, applicants must use an online grant application form (eForm) and its attachments, and provide additional information as indicated here below.

The purpose of this part of the Applicants' Guidelines is to offer guidance on the content of the eForm and the application procedure.

Please note that 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 available at:

<https://eacea.ec.europa.eu/PPMT/>

1 REGISTRATION

1.1 General provisions

The eForm is an interactive PDF form that requires Adobe Reader software and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application eForm. The eForm 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 settled to ensure that applicants have the greatest chance to submit an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed.

The Applicant will be able to fill in this eForm by either:

- ✓ clicking inside a text field to enter data;
- ✓ clicking to select options from e.g. dropdown lists, checkboxes, pop-up calendars and radio buttons;
- ✓ pressing **Tab** to move forward one field or **Shift+Tab** to move backward one field;
- ✓ pointing and clicking with the mouse to select a specific field.

1.2 Registration of the organisation

In order to submit an application, all participating organisations (applicants and partners) will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested to generate the application form.

Without this PIC code, no application will be possible.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<https://ec.europa.eu/education/participants/portal>

Documents related to the organisation can also be uploaded in the portal.

1.3 Creating and Filling in the eForm

Once carried out the registration procedure, you can proceed to the creation of the eForm.

You will have to input the following information:

- ✓ **Programme:** Erasmus+
- ✓ **Funding opportunity:** Please choose the specific line **Comprehensive policy frameworks for continuing vocational education and training**;
- ✓ **Language:** English version of the eForm can be selected by using the dropdown menu;
- ✓ **Participating organisation:** please provide the registration code of all organisations participating in your proposal.

Only after these steps you will be able to confirm your selection and create the application form.

At this stage, it is strongly recommended to save the eForm to your local computer or network drive, as it will not be possible to use the browser to fill this online application form. By not following this recommendation, you would encounter the risk to lose all the information entered so far (PICs etc.) and you would have to start the process again.

Please note that the applicant organisation has to complete all sections for all partner organisations.

1.3.1 Application eForm Cover Page

Most of the information contained in this page is protected and not modifiable (grey lines). Please verify carefully all the information mentioned. In case some of this information is not correct, you will have the opportunity to modify it by entering on the Participant Portal clicking on the icons *enter Participant Portal* and *Revise list of participating organisations and update application eForm*.

The only information to be filled in on this page relates to the title of the project and the project acronym. Please note that the project title must be "**Comprehensive policy frameworks for continuing vocational education and training: xxx**". The eForm can be completed in **any official EU language**. Please note that it must be a language that is understood by all the members of your consortium. Please note that the application form must be completed in **one language** only.

1.3.2 List of Partner Organisations

This list will provide the name of all organisations registered in the eForm.

It will also provide a number of validation messages. To be able to use the eForm, please be sure that all the items contained in the table are marked as valid. One or more of these items marked as invalid means that all the eligibility rules were not properly respected and will make impossible for you to validate or submit the eForm.

In that case a new application eForm must be created and you must be sure that this time all the eligibility rules will be followed.

1.3.3 Part A - Identification of the applicant organisation

Part A.1 – Organisation

Most fields in part A1 are completed automatically, based on the information you provided while registering your organisation in the EAC/EACEA Participant Portal.

The only field to be filled in on this page is the *Region* of the registered address, by using the dropdown list.

Please note that fields related to *Accreditation Type* and to *Accreditation number* are not applicable for the Call.

Part A.2 and Part A.3 - Contact Person and Legal Representative

In Part A.2, complete the title, family name, first name, role in the organisation and e-mail address of the contact person.

As part of the eForm submission process, an email message acknowledging receipt of your eForm will be automatically sent to the email address entered for the contact person.

If the contact person has a different address from the registered address of the organisation, click on the related box and provide the address and telephone number.

The contact person is the person responsible for the daily management and monitoring of the project activities, as well as for the submission of reports on activities and outcomes to the Agency. This person might be different from the Legal Representative.

The Legal Representative will be authorised by the Applicant to represent the organisation in legally binding agreements (only his/her signature will be accepted by the Agency on all documents related to the grant (e.g. grant, declaration on honour, any request for amendment, final report). You will have to fill in Part A.3 of the eForm in case the contact person is different from the Legal Representative of the project.

1.3.4 Part B - Organisation and activities

This section should be completed for each organisation.

Part B.1 – Structure

On this page, please indicate the type of organisation by using the dropdown menu.

Part B.2 - Aims and activities of the organisation

The organisation, its aims and objectives, key activities, etc. should be described in relation to the domain covered by the action. This section should also provide information on the organisation's role in the project.

Part B.3 - Other EU grants envisaged for activities for the financial year in question

Please inform the Agency of any request for funding submitted or approved after submission of this application.

Please also indicate whether your organisation submitted - or intend to submit any other grant applications to the Agency or to the European Commission for activities planned for the financial year 2014. If so, for each grant please indicate the activity, the Directorate-General and the Programme concerned, as well as the total amount requested.

1.3.5 Part C – Dates and budget

Part C.1 – Dates and Duration

Please indicate the starting date and duration of the project. Refer to Part 1 section 3 and 6.4.

Part C.2 – Summary Budget

Under this section, please provide a summary of the budget for the proposed action. Please refer to Part 1 Sections 11 to complete this section. You are advised to complete the eForm budgetary annex (Excel attachment) before completing this section. Please ensure full consistency between the eForm and excel file data: the amounts in the Excel tables and in this section must be identical. All budgetary information must be provided in Euro/€. *Expenses* and *Income* should lead to a balanced budget.

1.3.6 eForm attachments

Once Parts A, B and C have been completed, applicants must upload to the eForm the following compulsory attachments:

Detailed Description of the Project

The Word document titled Detailed Description of the Project is available at the following address:

<http://eacea.ec.europa.eu/erasmus-plus/funding/ka3-support-for-policy-reform>

Please note: this form must be completed in ONE language only (the same language as used in the eForm part). 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 is also in line with the Declaration of Honour stating that all the partners should have agreed to the content of the application and should have confirmed their intention to carry out the tasks described. In addition, it is important that the application is compiled in one language only, as the experts assessing the application should be able to understand the language in which it 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. If the maximum number of characters is exceeded, the assessment of your proposal will only take into account the information provided up to this maximum. The information exceeding the word limit will therefore not be assessed.

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 + three annexes) is 5 MB.**

The Detailed Description of the Project is divided into two compulsory parts. Please find below an explanation on how to complete them.

- **Part I: General Information**

1. Title

The title of the project proposal must be: "**Comprehensive policy frameworks for continuing vocational education and training: xxx**"

2. Project Summary

Please provide a comprehensive summary of the main features, components and aspects of the project (reasons, aims and objectives, outputs, results and products, scope and impact). Given the limited number of 3000 character it has to be short, clear and pertinent.

3. Financial Support from the European Union

If part of the activities in this application are supported under the Erasmus+ Programme or some other European Union programmes please list them in the box provided. Quote the full reference number of the project (e.g. the EU grant agreement number), dates of implementation, the title of the Programme and types of activities.

In addition, please specify whether the applicant organisation benefits from an operating grant.

- **Part II: Detailed description of the project**

1. Project characteristics

In this Part, you are requested to describe the relevance of your proposal and why and how it is in line with the respective award criteria (please refer to Part I of the present document for further guidance on the award criteria). This description will help external experts to assess the relevance of the issues in the context of the objectives of the action.

The part I is divided into several sections (I.1 to I.8) where you should explain in depth the relevance of your project.

Please provide a comprehensive summary of the main components and aspects of the project along the lines provided below:

- 1.1 Rationale & needs/ problems/ challenges

- 1.2 Aims and objectives

- 1.3 Target groups

- 1.4 Expected impact

- 1.5 Profile and composition of the team implementing the project – quality of the project teams and cooperation arrangements

- 1.6 Methodology – quality of the project design and implementation

- 1.7 Dissemination and exploitation activities

- 1.8 Description of the action and deliverables

Given the limited number of characters descriptions have to be short, clear and pertinent.

Should your application foresee the participation of associated partners, please list them in the corresponding tables provided at the end of the document "Detailed Description of the Project".

Associated Partners:

Associated partners are organisations that are involved in the application although they do not form part of the consortium. The role and involvement of the associated partners in the project is limited: these organisations may provide the consortium with facilities or assistance that

enhances the quality of work, but they must not be responsible for core activities of the project (like coordination, work package leadership, etc).

Associated partners cannot receive direct funding from the project's EU grant. They 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 of one of the members of the consortium (e.g. participation in meetings).

Associated partners may be organisations based in one of the Programme Countries or in Partner Countries. They cannot appear as subcontractors.

The Declaration on Honour

A Declaration of Honour (in format PDF, TIFF, JPEG) should be attached and signed by beneficiaries applying for a European grant.

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 (Part C.2) 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.

N.B. Where applicable, applicants must submit a designation letter together with the Declaration of Honour in a single merged PDF/JPEG or TIFF document attached to the e-form.

The designation letter must only be submitted when the leading applicant (co-ordinator) is an organisation designated by a National Authority (please see Part 1 of the present document).

A template of the model of Declaration on Honour and designation letter can be downloaded on the following link:

<http://eacea.ec.europa.eu/erasmus-plus/funding/ka3-support-for-policy-reform>

Detailed budget

This budget¹⁷ must be duly completed by using the Excel table which can be found in the following link:

<http://eacea.ec.europa.eu/erasmus-plus/funding/ka3-support-for-policy-reform>

The budget should cover the entire period of the grant relating to the basic amount. The budget should be coherent with the Activity Plan as described in the Detailed Word Description of the Project. All amounts should be provided in euro.

Please adhere strictly to the format provided in the tables and check the figures provided carefully.

Beneficiaries should report staff costs based on real daily staff cost rates, corresponding to the beneficiary's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration.

The **forecasted budget must clearly state all the eligible costs**¹⁸ (costs that could be subsidised by the Union Budget). Applicants not established in the «Euro zone» must use the exchange rate published in the *Official Journal of the European Union* on date of publication of the Call. For this purpose the following web site shall be consulted:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

Invitation to an event organised by the Commission and/or the Agency

Two meetings per year may be organised by the Commission or the Agency **for two project representatives** e.g. a kick-off meeting or a cluster meeting. **The participation in these meetings is mandatory.** The coordinator and/or other project representatives may also be invited by the Commission or the Agency to participate in other meetings and to present the project. Consequently, the expenses related to the participation in such meetings are considered as eligible costs and **must be covered by the project's budget. Appropriate budget lines have been introduced in the subheading "Travel and Subsistence Costs" of the budget tables.**

An error message will appear in the eForm if you do not upload all of these attachments.

¹⁷ See Part 1 Section 4.

¹⁸ See Part 1 Section 11 of the present document.

PART 3 - SUBMISSION OF THE ONLINE GRANT APPLICATION FORM (EFORM) AND ADDITIONAL REQUIRED ANNEXES

1 SUBMISSION

Applications must be made using an online grant application form (eForm). The eForm is available in English at the following Internet address:

<https://eacea.ec.europa.eu/PPMT/>

and must be duly completed in one of the official languages of the EU.

The eForm (including its attachments) duly completed **must be submitted online by 12.00 (noon, Brussels time) on 30/04/2015.**

A complete application package comprises:

The eForm and its attachments (see <http://eacea.ec.europa.eu/erasmus-plus/funding/ka3-support-for-policy-reform>)

Only applications submitted on the correct form, duly completed, dated and including all the compulsory attachments will be accepted.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the Applicant for this purpose during the evaluation process.

Once the eForm and annexes have 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 to the e-mail address indicated in the eForm.

Please ensure the following:

- 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 application package must be complete as defined in Part 2 of the present document;

- 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 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. 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 Helpdesk immediately eacea-helpdesk@ec.europa.eu
- If you have questions on the content of the eForm and the Annexes, please contact the functional mailbox: EACEA-EPLUS-VET@ec.europa.eu

All applicants will be informed in writing about the results of the selection process.

2 ANNEX - LIST OF DIRECTORS GENERAL FOR VOCATIONAL TRAINING (DGVT)

Member States of the EU

AUSTRIA	SC Dipl. Ing. Dr. Christian DORNINGER	Leiter der Sektion II Berufsbildendes Schulwesen, Erwachsenenbildung und Schulsport Bundesministerium fPur Unterricht, Kunst und Kultur	Christian.dorninger@bmukk.gv.at
	Mr Matthias TSCHIRF Alternate Member	Director General for corporate policy Ministry of Economy, Family and Youth	Matthias.tschirf@bmwfj.gv.at
	Mr Jürgen HORSCHINEGG Alternate Member	Leiter der Abteilung Strategie- und Qualitätsabwicklung in der Berufsbildung	Juergen.horschinegg@bmukk.gv.at
BELGIUM	Mrs Micheline SCHEYS	Strategische Beleidsondersteuning Ministerie van Onderwijs en Vorming H. Consciencegebouw, lokaal 5C21	micheline.scheys@ond.vlaanderen.be
	M. Noël SCHERER	FOREM FORMATION Directeur general f.f.	noel.scherer@forem.be
BULGARIA	Ms Valentina DEIKOVA	Director of Directorate Policy in Vocational Education and Continuous Training Ministry of Education	v.deikova@mon.bg
	Ms Rumyana TAULOVA	Ministry of Education	r.taulova@mon.bg

CYPRUS	Mr Elias MARGADJIS	Acting Director of Secondary Technical and Vocational Education Ministry of Education and Culture	margadjiselias@gmail.com
	Mr George PANAYIDES	Acting Director General Human Resource development Authority of Cyprus	directorgeneral@hrdauth.org.cy
CROATIA	Mr Darko BELOVIĆ	Senior Adviser for the educational programmes in technical schools Ministry of Science, Education and Sports	Darko.belovic@mzos.hr
	<i>Alternate:</i> Ms Ivana Pilko ČUNČIĆ	Ministry of Science, Education and Sports	Ivana.pilkocuncic@mzos.hr
CZECH REPUBLIC	Ph Dr Helena ÚLOVCOVA	Deputy Director National Institute of technical and vocational Education	helena.ulovcova@nuov.cz
	Mr Petr BANNERT	Ministry of Education, Youth & Sports Karmelitska 7	Petr.bannert@msmt.cz
DENMARK	Mr Lars MORTENSEN	Director General National Education Agency Ministry of Education	lars.mortensen@uvm.dk
	Mr Jan Reitz JØRGENSEN	Senior Adviser Dept. of Vocational Education Ministry of Education	jan.reitz.joergensen@uvm.dk

ESTONIA	Mr Jüri SASI	Head of Vocational and Adult Education Department Ministry of Education and Research	Juri.sasi@hm.ee
	Copy: Mr Kalmar KURS	Head of International Relations Ministry of Education and Research	Kalmar.kurs@hm.ee
FINLAND	Mr Mika TAMMILEHTO	Ministry of Education Director for Vocational Education and Training	mika.tammilehto@minedu.fi
	Ms Teija FELT	Ministry of Labour	Teija.Felt@tem.fi
FRANCE	Mme Brigitte DORIATH	Sous-Directrice des Lycées et de la Formation Professionnelle tout au long de la vie Ministère de l'Education nationale	Brigitte.doriath@education.gouv.fr
	<i>Copy</i>		Martine.paty@education.gouv.fr Herve.tilly@education.gouv.fr Francois.gorget@education.gouv.fr Michel.lefranc@education.gouv.fr
	M. Jean-Marc HUART	Sous-Directeur Politiques de Formation et du Contrôle Ministère du Travail, Emploi, Formation Professionnelle et Dialogue Social	Jean-marc.huart@emploi.gouv.fr
	<i>Copy</i>		Frederique.racon@emploi.gouv.fr Mikael.charbit@emploi.gouv.fr Christine.schmitt@emploi.gouv.fr
	RP France		Laure.coudret-laut@diplomatie.gouv.fr

GERMANY	Ms Kornelia HAUGG	Abteilungsleiterin Bundesministerium für Bildung und Forschung Federal Ministry for Education for and Research	Kornelia.haugg@BMBF.BUND.DE
	Mr Wolfgang KREHER	Hessisches Kultusministerium Referat III.1	wolfgang.kreher@hkm.hessen.de
GREECE	Mr Dimitris TSIRONIS (Member)	General Secretary for Lifelong Learning Ministry of Education and Religious Affairs	smandilara@gsae.edu.gr echavela@gsae.edu.gr
	<i>Alternate:</i> Ms Magda TRANTALLIDI	Head of the Department for International Cooperation General Secretariat for Lifelong Learning Ministry of Education and Religious Affairs	Magda.trantallidi@gmail.com magda@gsae.edu.gr
HUNGARY	Dr László ODROBINA	Head of Department Ministry for National Economy Department of Vocational Training and Adult Education	Laszlo.odrobina@ngm.gov.hu
IRELAND	Ms Majella O'DEA	Department of Education and Science Further Education Section	Majella_odea@education.gov.ie
	Mr Phil O'FLAHERTY	Principal Officer Further Education and Training Section	Phil_oflaherty@education.gov.ie
ITALY	Ms Carmela PALUMBO	Director General for the School System and School Autonomy Ministry of Education, University & Research	Carmela.palumbo@istruzione.it Segreteria- direttore.ordinamenti@istruzione.it
	Dott. Salvatore PIRRONE	Ministero del Lavoro, della Salute e delle Politiche Sociali Direzione Generale per le Politiche per l'Orientamento e la Formazione	dgpapl@lavoro.gov.it

	<i>Copy</i>		dgpofdivvii@lavoro.gov.it VCurzi@lavoro.gov.it
	Cc: R.P.	Représentation permanente-Italie	istr@rpue.esteri.it
LATVIA	Ms Evija PAPULE	Deputy State Secretary Director of the Education Department Ministry of Education and Science	Evija.papule@izm.gov.lv
	Mr Imants LIPSKIS	Ministry of Welfare	imants.lipskis@lm.gov.lv
LITHUANIA	Mr Saulius ZYBARTAS	Director Department of General Education and Vocational Training Ministry of Education and Science	Saulius.zybartas@smm.lt
	<i>Copy:</i> Ms Aleksandra Sokolova		Aleksandra.sokolova@smm.lt
	Ms Eglė ZYBARTIENĖ	Head of Qualifications Designing Unit Qualifications and Vocational Education and Training Center	Egle.z@kpmc.lt
LUXEMBURG	Mr Antonio DE CAROLIS	Directeur à la formation professionnelle Ministère de l'Education nationale et de la Formation professionnelle	Antonio.decarolis@men.lu
	Ms Karin MEYER	Directrice Adjointe Ministère de l'Education Nationale, de l'Enfance et de la Jeunesse	Karin.meyer@men.lu
MALTA	Mr Silvio DE BONO	President of the Board of Governors Malta College of Arts, Science Technology	Silvio.debono@mcast.edu.mt

	<i>Alternate:</i> Mr Stephen CACHIA	Principal and Chief Executive Officer MCAST Malta College of Arts, Science & Technology	Stephen.cachia@mcast.edu.mt
NETHERLANDS	Mr Bas DERKS	Ministry of Education, Culture and Science Department for Vocational and Adult Education/IPC 2150	b.j.l.derks@minocw.nl
	<i>Copy:</i> Mr Peter VAN IJSSELMUIDEN	Ministry of Education, Culture and Science	p.g.vanijsselmuiden@minocw.nl
POLAND	Ms Magdalena WANTOLA- SZUMERA	Vocational and Continuing Education Department Ministry of National Education	Magdalena.wantola@men.gov.pl
	<i>Copy:</i> Mr Piotr BARTOSIAK	Vocational and Continuing Education Department Ministry of National Education	Piotr.bartosiak@men.gov.pl
PORTUGAL	Ms Isilda FERNANDES	Directorate-General for Employment and Industrial Relations Ministry of Labour and Social Solidarity	Isilda.c.fernandes@dgers.mee.gov.pt Secretariado.direcao@dgers.msess.pt
	Mr Gonalo XUFRE	Presidente do Conselho Diretivo da Agncia para a Qualificao e o Ensino Profissional IP do Ministrio da Econmica e do Emprego	Goncalo.xufre@anqep.gov.pt
ROMANIA	Ms Gabriela CIOBANU	Director of the National Centre for Vocational Training (CNDIPT)	gabriela.ciobanu@tvvet.ro or vvet@tvvet.ro
	Ms Ana Ecaterina RADULESCU	Superior Adviser Directorate Employment and Equal Opportunities Ministry of Labour, Family, Social Protection and Elderly	Ana.radulescu@mmuncii.ro

SLOVAK REPUBLIC	Mr Karol JAKUBIK	Ministry of Education	Karol.jakubik@minedu.sk
	Ms Lucia AUXTOVA	Ministry of Education	Lucia.auxtova@minedu.sk
SLOVENIA	Ms Elvira ŠUŠMELJ	Director-General Ministry of Education, Science, Culture and Sports Secondary, Higher Vocational and Adult Education Directorate	Elvira.susmelj@gov.si
	<i>Copy: Ms Maja MIHELIC DEBELJAK</i>	<i>Permanent Representation of Slovenia To the EU</i>	Maja.mihelic-debeljak@gov.si
	Ms Slavica ČERNOŠA	Head of Unit for secondary education Ministry of Education, Science, Culture and Sports	Slavica.cernosa@gov.si
SPAIN	Mr Ángel de MIGUEL CASAS	Director General de Formación Profesional, Ministerio de Educación, Cultura y Deporte	dg.forprofesional@educacion.es
	Ms Reyes ZATARAIN DEL VALLE	Director General of Spanish Public Employment Service Ministry of Employment and Social Security	Direccion.general@sepe.es
SWEDEN	Ms Anna WESTERHOLM	Director Ministry of Education and Research Division for Upper secondary and Adult education and training	Anna.westerholm@gov.se
	Ms Carina LINDÉN	Kansliråd Gymnasie – och vuxenutbildningsenheten Utbildningsdepartementet	Carina.linden@gov.se
	<i>Copy: Mr Fritjof KARLSSON</i>		Fritjof.karlsson@gov.se

UNITED KINGDOM	Ms Rachel SANDBY-THOMAS	Department for Business, Innovation & Skills Legal, Business & Skills DG's Office	Rachel.sandby-thomas@bis.gsi.gov.uk
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EFTA and EEA countries

ICELAND	Mr Thórir ÓLAFSSON	Head of Division for School Ministry of Education, Science, Culture	thorir.olafsson@mrn.is
LIECHTENSTEIN	Mr Werner KRANZ	Leiter Amt für Berufsbildung Post und Verwaltungsgebäude	werner.kranz@abb.llv.li
NORWAY	Mr Johan RAAUM	Director General Ministry of Education and Research	johan.raaum@kd.dep.no

EU CANDIDATE COUNTRIES

TURKEY	Pro Dr. Ömer AÇIKGÖZ	Director General for VET Ministry of National Education Vocational and Technical Training Milli Eğitim Bakanlığı Meslek ve Teknik Eğitim Genel Müdürlüğü	Omer.acikgoz@meb.gov.tr
	<i>Copy:</i> Mr Özlem Kalkan	Ministry of National Education	okalkan@meb.gov.tr
The former Yugoslav Republic of Macedonia	Ms Aspasija HADZISCE	Advisor Ministry of Education Department for the European Union	aspasijah@yahoo.com

EU POTENTIAL CANDIDATE COUNTRIES

ALBANIA	Ms Silvana Banushi Radovani	Ministria e Mirëqenies Sociale dhe Rinisë	Silva.banushi@sociale.gov.al radovanis@yahoo.com
MONTENEGRO	Ms Zora BOGICEVIC	Senior Adviser for VET Ministry of Education and Sports	Zora.bogicevic@mps.gov.me
	Mr Marko VUKASINOVIC	Head of Department for International Cooperation and European Integration Ministry of Education and Sports	Marko.vukasinovic@mps.gov.me
SERBIA	Ms Mirjana BOJANIC	Head of Department for Qualifications and School Network Institute for Improvement of Education Centre for Vocational and Adult Education	Mirjana.bojanic@zuov.gov.rs