GRANT APPLICATION FORM FOR

'Pilot projects for the development of Sector Skills Alliances'*

(EAC / S01 / 2012)

Deadline : 16 August 2012 (as postmark)

This application form should be signed on the last page by the legal representative of the applicant organisation.
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SECTION 1: SUMMARY INFORMATION

Programme Concerned

Pilot projects for the development of sector skills alliances

Reference number of the Call For Proposals

EAC / S01 / 2012

Summary of the application

<table>
<thead>
<tr>
<th>Acronym (limit 15 characters)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Duration (in months):</td>
<td></td>
</tr>
<tr>
<td>Total budget (in €):</td>
<td></td>
</tr>
<tr>
<td>Requested EU grant (in €):</td>
<td></td>
</tr>
<tr>
<td>Proposed starting date¹</td>
<td></td>
</tr>
<tr>
<td>Applicant organisation</td>
<td></td>
</tr>
</tbody>
</table>

Before filling in this form, please read carefully the relevant call for proposals and other reference documents related to this grants programme available on our site [http://ec.europa.eu/dgs/education_culture/calls/grants_en.html](http://ec.europa.eu/dgs/education_culture/calls/grants_en.html).

An application will be accepted only if it:

- is submitted on the correct form, completed in full and dated;
- is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
- presents a budget in conformity with the funding rules;
- meets the submission arrangements set out in the call;
- is submitted by the deadline.

¹ The starting date for a selected project will be either the "starting date" specified in the grant agreement or, if later, the date when the last of the two parties signs the agreement.
## SECTION 2: INFORMATION ON THE APPLICANT AND PARTNERS

### Summary table of partners

<table>
<thead>
<tr>
<th>Partner number</th>
<th>Country</th>
<th>Legal name (in Latin characters)</th>
<th>Type of applicants (see table below)</th>
<th>Category²</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 Applicant Organisation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td></td>
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<tr>
<td>P8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows as necessary.

### Profile of the Alliance

#### Countries involved in the proposal

<table>
<thead>
<tr>
<th></th>
<th>Member States</th>
<th>Non Member State Country but eligible for the lifelong learning programme³</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nº participants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nº countries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Type and number of applicants (specify number of partners per type)

- Vocational education and training provider
- Research centre
- Educational establishment
- Economic, observatory or skills bodies
- Qualification accreditation or awarding bodies
- Guidance or counseling bodies
- Small medium enterprise and craft industry
- Large Enterprise
- Sector or professional association
- Chamber
- Trade union
- National, regional or local Public authority
- Federation of employers
- International organisation
- Other : ...

#### According to legal status

<table>
<thead>
<tr>
<th></th>
<th>Legal entities governed by private law⁴</th>
<th>Legal entities governed by public law⁵</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 legal status</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows as necessary.

---

² According to category in heading 5.1 of the call for proposals EAC/S01/2012: vocational and training provider, sector specific expertise, bodies involved in education and training systems (national, regional and local public or private bodies or authorities).
³ the EFTA and EEA countries: Iceland, Liechtenstein, Norway and Switzerland; the candidate countries: Croatia, Turkey.
⁴ Each applicant must provide documents mentioned in 5.1.1 of the call for proposals EAC/S01/2012
⁵ Each applicant must provide documents mentioned in 5.1.1 of the call for proposals EAC/S01/2012
## Why this Alliance?

Explain why this specific set of partners is submitting this proposal. How different partners complement each other and how synergies may be enhanced. Please explain also why you consider this partnership innovative.

Limit 2000 characters
Profile of the Partners

<table>
<thead>
<tr>
<th>Applicant organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner number</td>
</tr>
</tbody>
</table>

Registered address and type of organisation

<table>
<thead>
<tr>
<th>Full legal name</th>
<th>In national language and characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short name / acronym</td>
<td>Limit 15 characters</td>
</tr>
<tr>
<td>Registered Address</td>
<td></td>
</tr>
<tr>
<td>Street number</td>
<td></td>
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<tr>
<td>Postcode</td>
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<tr>
<td>City</td>
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<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Legal Status</td>
<td>□ For profit □ Not for profit</td>
</tr>
</tbody>
</table>

Category

Type of Organisation

General description of the organisation:
Scope of work, areas of specific expertise and competence in relation to the project proposed. Please attach organisation chart and/or governance body composition if any.

Limit: 1000 characters

Role of the participant organisation in the proposed project

Limit: 1000 characters

Skills and expertise of key staff involved in the project

<table>
<thead>
<tr>
<th>Name</th>
<th>Summary of relevant skills and experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(CVs must also be attached in 3 copies)</td>
</tr>
<tr>
<td></td>
<td>Limit 750 characters per person</td>
</tr>
</tbody>
</table>

Add rows as necessary
### Legal Representative of the applicant organisation

(This person must sign the declaration of honour and attach it to the application. CVs must also be attached. In the event of a successful application, this person will also sign the Grant Agreement on behalf of the Partnership).

<table>
<thead>
<tr>
<th>Title</th>
<th>First name</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
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<td>Department</td>
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<tr>
<td>Website</td>
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</tr>
</tbody>
</table>

### Contact person

(These must be the details of the person who will actually be coordinating the activities - CVs must also be attached)

<table>
<thead>
<tr>
<th>Title</th>
<th>First name</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
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<tr>
<td>website</td>
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<td></td>
</tr>
</tbody>
</table>
This sheet does NOT need to be completed if the Coordinating Organisation is the same as the Applicant Organisation. It MUST be completed where the Applicant Organisation and the Coordinating Organisation are different.

### Coordinating organisation

| Partner number | P |

### Registered address and type of organisation

<table>
<thead>
<tr>
<th>Full legal name</th>
<th>In national language and characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In Latin characters (where original is not in Latin characters)</td>
</tr>
<tr>
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<td>Translation of legal name into English, German or French if possible</td>
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<tr>
<td></td>
<td>Limit 750 characters per person</td>
</tr>
</tbody>
</table>

Add rows as necessary
### Legal Representative of the coordinating organisation

(This person must sign the declaration of honour and attach it to the application. CVs must also be attached in 3 copies).

<table>
<thead>
<tr>
<th>Title</th>
<th>First name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td>Male ☐</td>
</tr>
<tr>
<td>Department</td>
<td>Position</td>
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<tr>
<td>Address</td>
<td>Street number</td>
</tr>
<tr>
<td>Postcode</td>
<td>City</td>
</tr>
<tr>
<td>Country</td>
<td>Region</td>
</tr>
<tr>
<td>Telephone 1</td>
<td>Telephone 2</td>
</tr>
<tr>
<td>Mobile</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact</td>
<td>Website</td>
</tr>
</tbody>
</table>

### Contact person

(These must be the details of the person who will actually be coordinating the activities - CVs must also be attached in 3 copies)

<table>
<thead>
<tr>
<th>Title</th>
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<tbody>
<tr>
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<td>Mobile</td>
<td>Fax</td>
</tr>
<tr>
<td>Contact</td>
<td>Website</td>
</tr>
</tbody>
</table>
### Partner Organisations

One sheet per partner, number partners with P 2 – P n

<table>
<thead>
<tr>
<th>Partner Number</th>
<th>P</th>
</tr>
</thead>
</table>

#### Registered address and type of organisation

<table>
<thead>
<tr>
<th>Full legal name</th>
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<thead>
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<tr>
<td>Registered address</td>
<td>Street number</td>
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<tr>
<td>Postcode</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Country</td>
</tr>
</tbody>
</table>

#### Category

#### Type of Organisation

**General description of the organisation:**
Scope of work, areas of specific expertise and competence in relation to the project proposed. Please attach organisation chart and/or governance body composition if any.

Limit: 1000 characters

#### Role of the participant organisation in the proposed project

Limit: 1000 characters

#### Skills and expertise of key staff involved in the project

<table>
<thead>
<tr>
<th>Name</th>
<th>Summary of relevant skills and experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(CVs must also be attached)</td>
</tr>
<tr>
<td></td>
<td>Limit 750 characters per person</td>
</tr>
</tbody>
</table>

Add rows as necessary

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According to types in heading 5.1. of the call for proposals
Contact person
(these must be the details of the person who will actually be coordinating the activities - CVs must also be attached in 3 copies)

<table>
<thead>
<tr>
<th>Title</th>
<th>First name</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
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<td></td>
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<tr>
<td>Department</td>
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<tr>
<td>Position</td>
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<td>Country</td>
<td>Region</td>
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<td>Telephone 1</td>
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<td>Telephone 2</td>
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<tr>
<td>Mobile</td>
<td>+ /</td>
<td>Fax</td>
<td>+ /</td>
</tr>
<tr>
<td>Contact</td>
<td>Email</td>
<td>website</td>
<td></td>
</tr>
</tbody>
</table>

Copy these tables as many times as necessary

Associated partner organisation
(Provide details of associated partner organisations according to the heading 5.3 of the call for proposals)

<table>
<thead>
<tr>
<th>Country</th>
<th>Organisation name</th>
<th>Type of organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
<td></td>
<td>Email</td>
</tr>
</tbody>
</table>

Brief description of the role in the project
Limit 200 characters

Why is this organisation proposed as an associated partner
- It is not eligible by its nationality
- It is not eligible by its nature

Other (please specify here)

Copy table as necessary

Project history

Key projects and / or activities
Activities and projects already undertaken by the applicant and/or partners, which are linked to the objectives of this call, e.g. social dialogue, skills analysis and forecasting, VET policy development and implementation…
(maximum 15 projects/activities)

<table>
<thead>
<tr>
<th>Year</th>
<th>Contracting organisation</th>
<th>Title of the project or activities</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows as necessary
SECTION 3: SUMMARY OF THE PROPOSED PROJECT

Summary
For successful applications, you should give a concrete overview of the work your Partnership plans to undertake including:

- The reason for your project
- Concise description of the outputs, results and/or products (including where relevant key pedagogical strategies, media used, language versions etc.)
- The impact envisaged

The abstract must be provided in EN, FR or DE. Limit: 2000 characters

<table>
<thead>
<tr>
<th>Budget summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditure</strong></td>
</tr>
<tr>
<td><strong>Direct Costs</strong></td>
</tr>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Travel and subsistence</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Subcontracting</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Sub-Total Direct Costs</strong></td>
</tr>
<tr>
<td><strong>Sub-total: Indirect costs</strong></td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
</tr>
<tr>
<td>European Union Grant Requested</td>
</tr>
<tr>
<td>% of eligible cost</td>
</tr>
<tr>
<td>Own funding of the members of the Partnership</td>
</tr>
<tr>
<td>Other sources of financing</td>
</tr>
<tr>
<td><strong>Total revenue</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Applications must include a detailed estimated budget in balance, in which all costs are given in euros. Values in the above table must match exactly those specified in the total budget in annex II. Total requested grant must also match the corresponding value indicated in the declaration of honour. These values must also be coherent with those present in the budget per work package and partners in section 5 of this form. Applicants from countries outside the euro zone may use either the conversion rates published in the Official Journal of the European Union, series C, during the month in which they are submitting the application or the monthly rate published on the Commission’s website at www.ec.europa.eu/budget/inforeuro/.
Associated projects
If your proposal is based on the results of one or more previous projects, please provide precise references to this/these project(s) in the table below.

<table>
<thead>
<tr>
<th>Identification number</th>
<th>Programme or Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project / network dates</strong> (year started and completed)</td>
<td><strong>Programme or Initiative</strong></td>
</tr>
<tr>
<td><strong>Title of the project</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Coordinating organisation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Website</strong> (if no website is available for the project, please attach an explanation of the project of up to one page)</td>
<td></td>
</tr>
<tr>
<td><strong>Password / login if required for website</strong></td>
<td></td>
</tr>
</tbody>
</table>

Summarise the project outcomes and describe
(a) how the new proposal seeks to build on them and
(b) how ownership/copy write issues are to be dealt with

Limit 750 characters

Add tables as necessary
## SECTION 4: DETAILED DESCRIPTION OF THE PROPOSED PROJECT

### Why do you wish to undertake this project?
Explain the rationale of and background to the project by defining the needs or constraints that it seeks to address. This section should include reference to existing evidence of skills needs in the sector concerned or, where such evidence is lacking, explain how it will be generated.

Limit 2500 characters

### Aims and objectives
Define the concrete aims and objectives of the project and describe the ways in which the situation set out under the previous point will be changed and the specific needs will be addressed by the project.

Limit 2500 characters

### Describe the main activities planned and how they will be implemented
Describe the main activities and their contribution to reaching the aims and objectives of the project with regard to the sector concerned. Explain how activities will be planned and coordinated, and how tasks will be distributed among partners. Explain arrangements for monitoring identify the risks to successful project implementation and define mitigating measures. If relevant, explain which part of the action will be subcontracted (list of main activities, or works to be carried out)?

Limit 7500 characters

### Expected project results and their use
Please define the expected products / outputs / results of the project. Explain how they will be used.

Limit 4500 characters

---

7 The value of subcontracts should be clearly indicated in the Budget under the "other implementation contracts" heading. The applicant ensures the "best value for money" principle and absence of conflict of interest.
### Dissemination activities and their objectives
Explain the planned dissemination activities, their objectives and expected impact or outcomes.

Limit 4500 characters

### Impact and Sustainability

**(a) What are the expected impacts of the project?**
Explain the expected impacts on training in the European context, on approaches and learning methods in the sector in question and the project's added value for systemic cooperation. Who (target groups / organisations) will be affected? How will impact be measured?

**Short term impact:**
Limit 2500 Characters

**(b) Sustainability of the project's achievements**
Explain how the project's impact will be sustained once it has been completed. Explain which aspect of your project (partnership, products or results, network etc.) will be maintained after the project grant ends. How do you intend to achieve this. This may include different dimensions of sustainability: financial, institutional (structures which would allow the results of the action to continue), policy making, etc.

Limit 5000 characters
SECTION 5: WORKPLAN AND WORK PACKAGES

Summary of Work packages

<table>
<thead>
<tr>
<th>Work package number</th>
<th>Work package title/description (max 200 characters)</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows as necessary

Summary of Deliverables

<table>
<thead>
<tr>
<th>Deliverable number</th>
<th>Deliverable title/description (max 200 characters)</th>
<th>Work package most contributing to this deliverable</th>
<th>Expected date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows as necessary

Budget distribution per work packages and partners

Indicate how the budget will be allocated according to different partners and work packages. In Euros (no decimals)
Total values in this table must correspond to those present in the summary budget above, to the detailed budget in annex II and to the total budget in page 2 of this form.

<table>
<thead>
<tr>
<th>Partners</th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>P4</th>
<th>P5</th>
<th>P6</th>
<th>P7</th>
<th>P8</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows/columns as necessary

Organisation of work packages within time

For a better understanding of the project, applicants are invited to add here a Gantt chart showing how different work packages will be organised during the project duration.
<table>
<thead>
<tr>
<th>Partner responsible for Sub-contract</th>
<th>Country</th>
<th>Short name</th>
<th>Nº days (where appropriate)</th>
<th>Brief description of task</th>
<th>Value</th>
<th>WP #</th>
</tr>
</thead>
<tbody>
<tr>
<td>P(nr)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add rows as necessary

| Total value | Percentage of total budget |
**Work package Description**
Please complete this section (3 tables) and repeat it for each work package.

<table>
<thead>
<tr>
<th>WP number</th>
<th>Work package title:</th>
<th>Max 200 characters</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Month number</th>
<th>End Month number</th>
<th>Duration in number of months</th>
</tr>
</thead>
</table>

**Description of work package**
Max 2000 characters

**Partners involved in this work package**

<table>
<thead>
<tr>
<th>Partner number</th>
<th>Country</th>
<th>Short-name</th>
<th>Role and tasks in the work package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead partner:</td>
<td></td>
<td></td>
<td>Limit 400 characters</td>
</tr>
<tr>
<td>P(n)</td>
<td></td>
<td></td>
<td>Limit 400 characters</td>
</tr>
<tr>
<td>P(n)</td>
<td></td>
<td></td>
<td>Limit 400 characters</td>
</tr>
</tbody>
</table>

Add rows as necessary

**Explanation of work package expenditures**
Please explain and justify budget items included in the detailed budget that relate to this work-package.
Limit 2000 characters

**Explanation of tasks proposed for subcontracting under this WP**
Please explain and justify what are the tasks foreseen for being subcontracted. Also indicate the reasons for subcontracting and indicate any measures foreseen to ensure a competitive selection of subcontractor.
Limit 2000 characters

**Further information**

**Any additional information**
Please indicate here any further information considered relevant for a better understanding of the proposal that was not foreseen in any of the fields in this form.
Limit 4000 characters
# SECTION 6 ADDITIONAL FUNDING

## 1 EUROPEAN UNION FUNDING

### 1.1 IN PREVIOUS YEARS

Have any of the applicants already obtained any Union grants, contracts or loans from a Union Institution or body/agency of the Union, directly or indirectly, for similar/complementary action(s) during the last 2 years?

- [ ] NO
- [ ] YES — Continue to the following table

### GRANT, CONTRACT OR LOAN DETAILS

Details of major projects related to the topic of this call for proposals in which one or more organisations of the Partnership were involved to be specified for each of them (previous years — add columns if necessary)

<table>
<thead>
<tr>
<th>Action/project 1</th>
<th>Action/project 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of the action/project</strong>&lt;br&gt;(please attach an explanation of the project of up to one page)</td>
<td></td>
</tr>
<tr>
<td><strong>Website</strong>&lt;br&gt;(if available for the project)</td>
<td></td>
</tr>
<tr>
<td><strong>European Union Programme or initiative concerned</strong></td>
<td></td>
</tr>
<tr>
<td><strong>European Union Institution or Body/Agency which took the award decision</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year of award and duration of the operation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Value of the grant, contract or loan</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of the applicant who has obtained the grant, contract or loan.</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 1.2 CURRENT YEAR

Have any of the applicants submitted grant/loan applications for similar/complementary action(s) or offers of service or an operating grant to the Union Institutions/bodies/agencies in the current year?

- [ ] NO
- [ ] YES — Continue to the following table
## GRANT, CONTRACT OR LOAN DETAILS — To be specified for each of them (current year — add columns if necessary)

<table>
<thead>
<tr>
<th>Action/project 1</th>
<th>Action/project 2</th>
</tr>
</thead>
</table>
| Title of the action/project  
(Please attach an explanation of the project of up to one page) |  |
| Website  
(if available for the project) |  |
| European Union Programme or initiative concerned |  |
| European Union Institution or Body/Agency which will take the award decision |  |
| Planned duration of the operation |  |
| Estimated value of the grant, contract or loan |  |
| Name of the applicant who has applied for grant/contract/loan. |  |

## LEGAL NOTICE
Applicants must inform the Commission department to which this application is submitted if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or bodies/agencies has been approved by them after the submission of this grant application.

## 2 OTHER SOURCES OF EXTERNAL FUNDING — NON EUROPEAN UNION

### 2.1 SUPPORT AWARDED

Have any of the applicants already received confirmation relating to any external funding for the action?

- [ ] NO
- [ ] YES — Continue to the table in the Annexes (Budget)

The applicant must submit a letter confirming the financial contribution awarded or any other proof thereof, signed by each third party.
## CONTRIBUTIONS BY THIRD PARTIES

The applicant should indicate the details of the third party following the model below — Third parties must be the same as those listed in the budget (add rows if necessary)

<table>
<thead>
<tr>
<th>Third Party 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official name in full</td>
</tr>
<tr>
<td>Official legal form</td>
</tr>
<tr>
<td>Official address</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
<tr>
<td>Person responsible who has signed the commitment letter (name/first name, title or position)</td>
</tr>
<tr>
<td>Estimated amount of funding to be provided for the operation</td>
</tr>
<tr>
<td>Pre-allocation of funding (if any)</td>
</tr>
<tr>
<td>Conditions or reservations (if any)</td>
</tr>
<tr>
<td>Applicant who has received the contribution</td>
</tr>
</tbody>
</table>

### 2.2 REQUESTED SUPPORT

Have any of the applicants requested, applied or are awaiting confirmation relating to external funding for the action?

- [ ] NO
- [ ] YES — Continue to the table in the Annexes (Budget) following table

## DETAILS OF FUNDS REQUESTED — The applicant should indicate the details of the sponsors following the model below (add rows if necessary)

<table>
<thead>
<tr>
<th>Organisation/Entity Concerned 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the organisation</td>
</tr>
<tr>
<td>Official address</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
<tr>
<td>Requested amount</td>
</tr>
<tr>
<td>Applicant who has requested the funding</td>
</tr>
</tbody>
</table>
Signature of legal representative of the applicant

Name / first name:

Title or position in the applicant organisation:

Signature of the applicant [and official stamp]:

Date and place:
I, the undersigned, hereby request a grant for [insert action/project title] from the European Commission a grant of EUR .... with a view to implementing the action on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that none of the applicants has received any other Union funding to carry out the action/work programme which is the subject of this grant application.

I certify on my honour that none of the applicants is in one of the situations which would exclude it from receiving Union grants and accordingly declare that the applicants (partners):

- are not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors or suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- have not been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- are not guilty of grave professional misconduct proven by any means which the Commission can justify;
- have fulfilled all their obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which they are established and with those of [the country of the authorising officer responsible], as well as those of the country where the [action]/ [work programme] is to be implemented;
- have 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 Union's financial interests;
- are not currently subject to an administrative penalty for being found guilty of serious misrepresentation in supplying the information required by the Commission, or for failing to supply such information, or for being declared to be in serious breach of contract for failure to comply with their contractual obligations subsequent to a procurement procedure or another grant award procedure financed by the Union budget;
- are not subject to a conflict of interest;
- are not guilty of misrepresentation in supplying the information required by the Commission or of failing to supply this information.

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

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

I declare that the applicants are fully eligible in accordance with the criteria set out in the specific call for proposals.

I certify that the applicants have the financial and operational capacity to carry out the proposed action/work.
programme.

By signing this application form, I accept all the conditions set out in the Pilot Projects for development of Sector skills alliances - call for proposals (EAC/S01/2012). I also declare that all the partners participating in this project have agreed with the content of the application and have confirmed their intention to carry out the tasks described accordingly.

Name / first name:

Title or position in the alliance:

Organisation:

Signature of the applicant [and official stamp of the organisation]:

Date and place:

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the data controller. Details concerning the processing of your personal data are available on the privacy statement at the page:


Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:


DECLARATION ON HONOUR BY LEGAL REPRESENTATIVE OF PARTNER ORGANISATION

To be completed by the contact person legally authorised to represent the partner organisation

I, the undersigned, hereby request a grant for this action/project [insert action/project title] from the European Commission a grant of EUR …. with a view to implementing it on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that the partner organisation has not received any other Union funding to carry out the action/work programme which is the subject of this grant application.

I certify on my honour that the partner organisation is not in one of the situations which would exclude it from receiving Union grants and accordingly declare that it:

- is not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors or suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- is not guilty of grave professional misconduct proven by any means which the Commission can justify;
- has fulfilled all their obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which they are established and with those of the country of the authorising officer responsible, as well as those of the country where the [action/project] is to be implemented;
- 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 Union’s financial interests;
- is not currently subject to an administrative penalty for being found guilty of serious misrepresentation in supplying the information required by the European Commission, or for failing to supply such information, or for being declared to be in serious breach of contract for failure to comply with their contractual obligations subsequent to a procurement procedure or another grant award procedure financed by the Union budget;
- is not subject to a conflict of interest;
- is not guilty of misrepresentation in supplying the information required by the European Commission or of failing to supply this information.

I have been informed that, under the Financial Regulation of 25 June 2002 applicable to the general budget of the European Communities⁹, applicants found guilty of misrepresentation may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist of being excluded from all contracts or grants financed from the European Union budget for a maximum of five years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant.

This period may be extended to ten years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations may also receive financial penalties representing 2% to 10% of the value of the grant being awarded.

This rate may be increased to between 4% and 20% in the event of a repeat offence within five years of the first infringement.

I declare that the partner organisation is fully eligible in accordance with the criteria set out in the call for proposals.

I certify that the partner organisation has the financial and operational capacity to carry out the proposed action/work programme.

I also declare that the partner organisation agreed with the content of the application and has confirmed its intention

---

to carry out the tasks described accordingly.

By signing this, I accept all the conditions set out in the Pilot Projects for the development of sector skills alliances - call for proposals (EAC/S01/2012).

<table>
<thead>
<tr>
<th>Forename and family name:</th>
<th>Stamp of the organisation (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Partner organisation (Pn)</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date and place (country and city):</td>
<td><strong><strong>/</strong></strong>/________</td>
</tr>
</tbody>
</table>

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the data controller. Details concerning the processing of your personal data are available on the privacy statement at the page: [http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:
**CHECKLIST FOR APPLICANTS**

**Required document to accompany your application**

<table>
<thead>
<tr>
<th>Document</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covering letter of application quoting the reference number of the call for proposals (Call EAC/S01/2012) signed by the legal representative of the applicant organisation.</td>
<td>❌</td>
</tr>
<tr>
<td>&quot;Application Form&quot; duly filled, printed-out, dated and signed by the legal representative.</td>
<td>❌</td>
</tr>
<tr>
<td>Applicant and partners' organisation chart and/or governing board composition</td>
<td>❌</td>
</tr>
<tr>
<td>Curriculum Vitae for key persons participating in the action/project</td>
<td>❌</td>
</tr>
<tr>
<td>A list of actions and projects already undertaken by the applicant and/or partners, which are linked to the objectives of this call.</td>
<td>❌</td>
</tr>
<tr>
<td>The Estimated budget (annex II) duly filled in is attached.</td>
<td>❌</td>
</tr>
<tr>
<td>&quot;Declaration of Honour Form&quot;, duly filled, dated and signed by the legal representative of the applicant organisation.</td>
<td>❌</td>
</tr>
<tr>
<td>Partners' representative &quot;declaration of their honour form&quot;, completed and signed in original, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.</td>
<td>❌</td>
</tr>
<tr>
<td>&quot;Mandate letters form&quot; from all partners including the description of their activities, dated and signed by the person who is authorised to enter into legally binding commitments on behalf of the partner confirming its commitment.</td>
<td>❌</td>
</tr>
<tr>
<td>Original of the &quot;legal entities governed by private or public law&quot;</td>
<td>❌</td>
</tr>
<tr>
<td>&quot;Financial identification Form&quot; and appropriate statement from bank(s) or tax declaration or evidence of professional risk indemnity insurance.</td>
<td>❌</td>
</tr>
<tr>
<td>Proof of &quot;financial capacity&quot; dully filled in, dated and signed by the legal representative of the applicant and partner organisation</td>
<td>❌</td>
</tr>
<tr>
<td>• Profit and loss accounts of the applicant organisation (except for public organisations) and the balance sheet for the last financial year for which the accounts have been closed. If this is not possible, any other document attesting the financial capacity is required a completed financial capacity form</td>
<td>❌</td>
</tr>
<tr>
<td>• Bank details form completed by the beneficiary and certified by the bank (original signatures required).</td>
<td>❌</td>
</tr>
</tbody>
</table>